



Feb. 14, 2022

Questions and answers regarding the Request for Proposal for the Sunset Whitney Recreation Area Master Plan.

The SWRA project folder with the documents referenced in the answers can be found at: <https://drive.google.com/drive/folders/1FQWp8isSqriUFrCg4sTPblVyxztsdtsC?usp=sharing>

Environmental questions

1. Is there an arborist report and or botanical survey available for the project area?

An arborist tree survey was conducted by Tree Pro Tree Service on October, 9, 2018, detailing how many trees were anticipated to perish over the next 5 years on the Argonaut side of the Sunset Whitney Recreation Area (SWRA). An oak tree review was also conducted showing 1,440 trees. However, significant changes, including tree removal and addition by City staff, have occurred since the report. The documents can be found in the project folder.

2. Does SWRA have a detailed topographic survey that locates existing structures, utilities, major trees, property lines and easements associated with the property? If not, should we include a land surveyor on our team to provide this?

No, there is no a detailed topographic survey. The City does not believe topography, boundary, easements and all tree locations are needed for the purpose of creating an SWRA master plan, which will include general development concepts and cost estimates for implementation.

However, the City is working with a surveyor to assist in identifying the true property lines for the SWRA.

The City's GIS [parcel viewer online tool](#) also shows known easements, contour lines, and elevation but may not show all pertinent information.

With respect to creek setbacks, the City's policy is to provide a creek setback that is 50 feet from the edge of the bank, or a setback to the edge of the riparian area, whichever distance is greater. The exact location of that buffer is determined in the field with a biologist and engineer for individual development proposals.

3. Will the city be contracting with a surveyor directly for a topography, boundary and easement survey, including required setbacks from creek? Will tree locations be included?

See answers to questions 1 and 2.

4. What studies have been done with regards to the Open Space Needs that the city can share? Will the city furnish a report detailing how existing facilities are used?

The City created a [Parks and Trails Master Plan in 2017](#) that identified recreational resources available at that time, including the total acres of park land in the City. A Trail Strategy Action Plan was also created in 2017 and can be found at the link above.

In order to strengthen the City's ability to continue to offer high quality parks and recreation amenities to existing and new residents, the City also conducted a Developmental Impact Fee Study in November 2020. Chapter 3 discusses park improvements and trails and Chapter 4 discusses community and recreation facilities. Chapters 3 and 4 can be found in the project folder.

5. Who will be responsible for preparing an Initial Study for CEQA planning requirements and future submittals?

The City of Rocklin would likely be responsible for any CEQA-related items when implementing an eventual approved SWRA master plan. However, if an approved plan called for the sale and improvement of a portion of the land to a private entity, responsibilities may change.

6. Has an irrigation audit been performed on the existing facility?

The City has not conducted an official irrigation audit. However, staff has reviewed irrigation and the existing golf course lines are now inactive. The City has installed new backflows that support new irrigation, landscape and/or potable water. Limited new irrigation has also been installed to supply water to a limited number of trees.

7. Was a Phase 1 environmental study performed for the purchase... if so is it available to review or can you share whether there are any mitigating needs on the site?

A Phase 1 environmental review was completed in November 2011 and is available in the project folder. can be made available for review.

8. It is not mentioned yet should we include environmental permitting as part of the scope of work?

Identifying environmental permitting requirements for potential uses included in a draft master plan would be useful but the actual permitting of the land for identified concepts is not part of this project.

9. In Section 3 you speak of land-use approvals. As a part of this project, are you looking at changing the zoning? If so we won't know that until we get into it as if we change the use per the plan we may need a conditional use-permit/ etc.

The City of Rocklin does not anticipate changing the zoning from its current status, which can be viewed on the City's [online parcel viewer](#). However, future zoning changes, use permits or other entitlements needed from the City should not be a deterrent to ideas when a chosen consultant is developing ideas for use of the SWRA. The City can evaluate and determine what changes, permits, etc. may be needed as part of a preferred draft master plan.

10. "Environmental preservation and development restrictions" is included in the RFP. Can you describe what you are looking for on this?

The City would like to minimize the impact to sensitive resources and the need to obtain environmental permits from State and/or Federal agencies. The City has not conducted comprehensive biological surveys of the site.

The creek setback policy discussed in the response to question 2 above also is pertinent here.

11. Has there been any environmental or CEQA process prepared for the project? Any special studies anticipated or required for the project?

A Phase 1 environmental review was completed in November 2011 and is available for review in the project folder. Special studies that the consultant believes necessary to complete a draft SWRA master plan should be recommended during the planning process.

Report information questions

1. Does the city have a GIS database that can be shared with the consultant team?

General information on the Sunset Whitney Recreation Area parcels can be found on the City of Rocklin's GIS community map/parcel viewer at Rocklin.ca.us/communitymap. This includes parcel numbers, land use, zoning, past engineering improvement plans, and more.

2. Can you describe other or pertinent existing reports and information from the City and other governmental organizations mentioned in the RFP?

The City created a [Parks and Trails Master Plan in 2017](#) that identified recreational resources available at that time, including the total acres of park land in the City. A Trail Strategy Action Plan was also created in 2017 and can be found at the link above.

The City also has a Phase 1 environmental report from Nov. 2011, a survey detailing the total number of oaks trees in the SWRA and how many trees were anticipated to perish over the next 5 years on the Argonaut side of SWRA, a telecommunications facilities agreement from 2016, title reports from 2011 and 2014, and other documents.

Research into other documents of interest by staff and the consultant may be a necessary part of the scope of work.

3. Can you describe what type of permits/ plans that have been developed to begin the restoration of the East Trails and the additional 1.8 miles?

The City has finalized construction plans and hired a contractor to complete Phase I of the East Trails. We are currently in the process of developing construction plans for Phase II and III. The project will be released for bid once the plans are completed. The City estimates all three phases to be completed and open to the public by the end of 2022.

4. Can you provide the results of your open house with the residents that highlights the uses desired?

The feedback from the SWRA open house held in February 2018 can be found in the project folder.

5. Can you provide project goals and outcomes from the community workshop and subcommittee findings prior to the proposal submittal?

SWRA guiding principals have been developed by the SWRA subcommittee. These can be found in the project folder.

General questions

1. Is there a desired end date for the project completion, or desired construction completion date that we should work towards as we outline the project schedule and process?

The City would like consultants to include a suggested project schedule with performance milestones and estimated timeframes for completion in their proposals. These dates can be discussed and modified once a consultant has been selected.

2. Will the Needs Assessment require broad public surveying, or will it be an internal analysis based on stakeholder feedback?

The needs assessment will not require broad public surveying but the City does believe it will involve interviews and/or outreach to key stakeholders, including elected officials, staff, recreation organizations and leaders of community groups. The needs assessment will also consider citizen feedback received during outreach efforts conducted following the purchase of the SWRA land, including results from the 2018 open house.

3. Is there a maximum page number for submissions?

There is no maximum number of pages for submissions. The City would like consultants to submit succinct proposals with adequate information demonstrating their ability to meet the scope of work and project expectations. Proposals should be complete but also concise.

4. What page size is preferred for submissions by the City of Rocklin?

Standard 8.5-inch by 11-inch page size is acceptable. Fold-out pages to visually display schedule or other components are also acceptable.

5. You also mention a start time for the project... with the public outreach and master planning process when do you want the draft document submitted?

We would like consultants to include in their proposals a suggested project schedule with performance milestones and estimated timeframes for completion.

6. Is a copy of the SWRA draft master plan available for review at this time?

The City does not have a draft master plan of the SWRA. The proposed draft plan solicited from the consultants by this RFP would be the first created.

7. Can you provide an outline of the public outreach you envision for this process and how the SWRA staff will assist with planning and organizing?

The needs assessment will not require broad public surveying but the City does believe it will involve interviews and/or outreach to key stakeholders, including elected officials, staff, sports and recreation organizations, and leaders of community groups. City staff can assist with identifying these entities and provide contact information available.

The need for a public hearing/workshop with the City Council will also present an opportunity for citizen engagement. City staff will use all city communications channels to promote the meetings and can assist with graphic design.

The needs assessment will also consider robust citizen feedback received during outreach efforts conducted following the purchase of the SWRA land, including results from the 2018 open house.

8. What is the desire/expectation to inform the community through websites and public posting?

The City's public information officer will work with the consultant to keep the public updated on the SWRA master planning process through a page created and hosted on the City's website. Information will also be shared through other traditional and electronic channels including news releases, social media and e-newsletters at key milestones in the process.

- 9. The Cover page of the RFP states the proposals are due on February 21st yet in Section 8. RFP Schedule, it states proposals are due on February 22nd, please confirm the correct submittal deadline.**

The proposals are due by 5 p.m. on Tuesday, Feb. 22, 2022, due to the Presidents Day Holiday on Monday, Feb. 21.

- 10. For the cost proposal can we provide hourly rates and a summary of costs per task?**

Yes, hourly rates and a summary of costs per task are recommended.

- 11. Do you anticipate an Architect and Structural Engineer to be a part of the Master Plan process?**

No.

- 12. Are there predisposed concepts for repurposing the existing buildings or is that to be determined through further community engagement?**

The City has no formal concepts for possible future use of the existing structures at the SWRA.

- 13. What level of record documentation exists for the buildings, including site survey and record drawings of existing conditions? If documented, are they available in CAD or BIM?**

The City has a soils engineering report include the project folder, which includes rough scans of the building site plans. The phase 1 environmental documents also include some detail of the buildings from 2011.

Staff has also researching the availability of higher quality files, but does not have them to share at this time.

- 14. What level of engineering assessment of existing buildings and site conditions are desired for initial planning effort? Hazmat appears to have been done. Architectural, structural, mechanical, electrical, plumbing, and civil assessment assumedly needs assessment for code implications to desired programing and design.**

Engineering assessments for the structures are not needed for the SWRA draft master plan

- 15. Is there a master schedule for completion of design, construction, and occupancy?**

No. The City would like consultants to include a suggested project schedule with performance milestones and estimated timeframes for completion in their proposals.

- 16. Initial capital outlay costs for design and construction are anticipated. Please clarify extent of operational costs desired. Are you looking to assess operating costs against revenues?**

Yes, but at a very high level. The City would like to estimate the costs of operating and maintaining the amenities recommended in the draft master plan that is produced by the chosen consultant.

17. Could the City please elaborate on the types of O&M costs the City would like the consultant to estimate under Scope item b., versus under scope item d.?

The intent of Section B of the scope of work is to ask the chosen consultant to create a SWRA master plan that identifies potential uses for the property. The intent of Section D of the scope asks for estimates on the costs of building, operating and maintaining the options suggested in section B.

18. Is the City interested in an analysis of potential funding sources/mechanisms to pay for the capital and/or operations costs projected in scope items b., and d.?

An analysis of potential funding sources can be added as an optional item to the scope and cost proposal by consultants, but is not required.

Inquiring Firms

1. Design Workshop

PO Box 5666
128 Market Street
Suite 3E
Stateline, Nevada 89449
Phone: 775-588-5929

2. Fletcher Studio

2325 3rd St. Set. 323
Phone: 415-230-9144

3. Gates and Associates

1655 N. Main Street, St. 365
Walnut Creek, CA 94596
Phone: 925-736-8176

4. Konveio LLC

59 W. Floyd
Englewood, CO 80110
Phone: 877-405-9152

5. Melton Design Group

820 Broadway Street
Chico, CA 95928
Phone: 530-899-1616

6. Studio W Architects

1930 H St.
Sacramento, CA 95811
Phone: 916-254-5600