



Tehachapi Valley
Recreation & Park District

**TEHACHAPI VALLEY
RECREATION AND PARK DISTRICT
490 WEST D STREET, TEHACHAPI, CA 93561**

**SPECIAL BOARD MEETING
TUESDAY, OCTOBER 7, 2014, 5:30 P.M.**

BOARD OF DIRECTORS

GAYLE STEWART, CHAIRPERSON
PAULETTE RUSH, VICE-CHAIRPERSON
NICK CYR, DIRECTOR
BRIAN DUHART, DIRECTOR
CRAIG MIFFLIN, DIRECTOR

A G E N D A

1. FLAG SALUTE

2. ROLL CALL

3. PUBLIC COMMENTS

The Tehachapi Valley Recreation and Park District Board of Directors welcome public comments on any items within the subject matter jurisdiction of the District. We respectfully request that this public forum be utilized in a positive and constructive manner. Items addressed during Public Comment section are generally matters not included on the posted agenda and therefore the Board will take no action at this meeting. Such items, however, may be added to future meeting's agenda. Speakers are limited to two (2) minutes. Please state your name or organization represented, if any, before making presentation. Thank you.

4. CONSENT CALENDAR

All items listed on the Consent Calendar shall be considered routine and will be enacted by one vote. There will be no separate discussion of these items unless a member of the Board or a member of the audience request specific items to be removed from the Consent Calendar for separate action.

A. Clerk Declaration of Posting of Agenda 72 Hours in Advance of Meeting (Page 3)

5. AGENDA ITEMS

- A. Amendment to Agreement with Quad Knopf; Meadowbrook Park Construction Plans – Discussion/Approval, Resolution #15-14, (Pages 4-18)

6. BOARD OF DIRECTORS' TIME

Opportunity for the Board to comment on items not listed on the agenda.

7. OTHER BUSINESS

8. ADJOURNMENT

Adjourn to the next Regular Meeting of the Board of Directors of the Tehachapi Valley Recreation and Park District scheduled on November 18, 2014.



Tehachapi Valley

Recreation & Park District

CERTIFICATE OF POSTING AGENDA

I, the Clerk of the Tehachapi Valley Recreation and Park District Board of Directors hereby certify that a copy of the October 7, 2014, Special Board Meeting Agenda was posted at the following public places within the District on Monday, October 6, 2014, at 12:00 P.M. approximately:

- TVRPD District Office, 490 West D Street, Tehachapi, California 93561
- The TVRPD Web site at www.tvrpd.org

The agenda and related documents were also provided to the Tehachapi Valley Recreation and Park District Board of Directors on the 6th day of October 2014.

Dated this 6th day of October 2014.

Carrie Champlin
Clerk of the Board of Directors

ATTACHMENT A

Meadowbrook Park Proposal for Tehachapi Valley Recreation and Park District

This scope of services is for the preparation of a revised plan, construction drawings, specifications, and estimate for Meadowbrook Park based on the approved Concept Plan prepared by Quad Knopf with modifications as identified by Matt Young of TVRPD on August 28, 2014.

Here is our key understanding of this project:

The construction plans and specifications will be prepared for the entire project with the understanding that it will be built in phases as funding becomes available. The following are the items to be built in each phase:

Phase One:

- Tot Lot with engineered recycled rubber mulch play surface and 4' iron fence around the play area.
- Pre-Teen play area with recycled rubber mulch play surface.
- Rock climbing play area with recycled rubber mulch play surface.
- Misting Station.
- Concrete Plaza.
- 12' concrete trail from parking lot to Plaza.
- One (1) 30' x 44' Picnic Arbor.
- New concrete curbs and recycled rubber mulch surface at the existing swings and 4' iron fence at west side of the swings.
- Two concrete basketball courts.
- Concrete walks and planters with landscape and irrigation around the play areas.
- Dog Park with 6' chain link fence, gates, and sally port.
- Additional benches, picnic tables, drinking fountains, bike racks and trash receptacles.
- Pump track.

Phase Two:

- Demolition of baseball diamonds, lighting and abandonment of existing irrigation system.
- Re-grade the site for the new improvements.
- New concrete stage (not raised) with 40' x 40' shade sail and concrete dance floor.
- 12' concrete trail from the Plaza, in Phase One, to the back of the stage.
- 8' concrete trail from the back of the stage that will continue to complete a loop around the perimeter park and connect to the Freedom Trail at the north end of the park.
- Add drought tolerant planting on the outside of the trail to reduce the amount of maintained turf.
- New turf for the open area inside the loop trail.
- Two small baseball backstops for practice.

- One (1) 30' x 44' Picnic Arbor.
- Additional trees throughout the park.
- Additional benches and picnic tables.
- New irrigation system for the entire park to include:
 - New irrigation controller with Central Computer to be controlled at the TVRPD office. Central Computer is to be expandable to add more parks in the future.
 - New two wire irrigation valve system with wires running in conduits to prevent gopher damage.
 - New water efficient sprinkler heads.
- Slurry seal and re-stripe parking lot. Possible expansion of the parking based on new boundary survey and topography.
- Add new park entry gate.

Phase Three:

- Yoga/Pilates area with rubber surface.
- Nine (9) exercise stations with decomposed granite surfacing and two benches.
- Additional drought tolerant planting.

Services required for the design of the park shall include the following:

Task 1.0: Revise Base Map

Quad Knopf will revise the base map in AutoCAD to fit within the newly established project boundaries as provided by TVRPD. Quad Knopf will provide TVRPD with a print of the revised plan for their review and approval. Quad Knopf anticipates one conference call with TVRPD for discussion purposes.

Task 1.0 Deliverables

- 11" x 17" copy of revised plan emailed to TVRPD.

Task 1 Fee: \$4,800

Task 2.0: Topographic Survey

The topographic survey will be provided as required to properly establish open space grades, building foundations, and floor elevations. The topographic survey will also be provided in such detail that the information will be used to establish hardscape, landscape, and irrigation systems. Based on the project requirements, we have assumed that the survey will provide existing grade elevations of the site on a 50' grid with additional elevations to capture observable grade breaks. Additional existing grade elevations will be collected along the Freedom Trail sufficient to tie-in proposed improvements. The survey will also capture any observable surface features or structures on the site.

Task 2.0 Deliverables:

- 24"x36" hard copy, PDF version and a CAD version of the topographic survey with property line information.

Task 2 Fee: \$10,400

Task 3.0: Construction Plans and Specifications

After approval of the revised plan identified in Task 1, Quad Knopf will proceed with preparation of construction documents (plans and specifications for bidding). Plans will be prepared based on the boundary provided by TVRPD and topographic survey prepared in Task 2.0. Quad Knopf will submit progress documents to the District Staff for review at 75% and 95% and final bid set at 100%. Quad Knopf will meet with the District after the 75% review to discuss any comments the District Staff may have. TVRPD provided Quad Knopf with an approved concept plan on August 28, 2014. Minor changes to this plan are included in the scope of services. We are assuming that any changes will be minor changes. Major changes such as relocation of facilities (e.g., moving the amphitheater and lawn, playgrounds and plaza, basketball courts, and dog park) would be considered major and would require an additional expense. The documents will include:

- Title sheet and general notes,
- Phasing plan,
- Grading and drainage plan,
- Improvement plans for hardscapes, shaded concrete stage (not raised), picnic arbors, play equipment, basketball courts, relocated monument and new flag pole, exercise equipment, trails and curbs,
- Landscape and irrigation plans, including details,
- Site electrical plans (see details below),
- Lighting plan for play area only,
- Detail sheets for the various amenities and site improvements, and,
- Technical specifications. Quad Knopf assumes that the District has the front-end specifications for bidding purposes.
- Cost Estimate at 100% completion.

Upon receipt of comments of District Staff, Quad Knopf will make necessary revisions to the plans and specifications.

Electrical plans and Title 24 Compliance: Quad Knopf will be working with Rose Sing and Associates, Electrical Engineers, who will perform the electrical engineering services including evaluating existing electrical service to the park. The design will include laying out the lighting at the play area and power needs for the park based on the existing power feeder voltages and locations. They will also be providing the Title 24 compliance testing and applicable forms as required.

Task 3.0 Deliverables:

- Three (3), 24"x36" copies of 75% complete submittals for District review.
- One (1) meeting to review and discuss the 75% submittal.
- Three (3), 24"x36" copies of 100% complete submittals for District review.
- PDF version of the plans and specifications, including an AutoCAD version of Plans and a Word document of the specifications. An industry standard release will be provided.
- Submit one (1) original signed set of documents for reproduction by the District.

Task 3 Fee: \$102,500

Task 4.0: Construction Phase

The Construction Phase relates to construction and contract administration. Quad Knopf will provide the following services:

- Bid Assistance:
 - Respond in writing to Contractors' questions.
 - Assist in the preparation of addendums.
- Review shop drawings and submittals. Respond in writing on the acceptance of submittals.
- Periodic field reviews during construction to confirm general conformance with the plans and specifications, and provide the District with a memo report of our findings, maximum of (2) two visits.
- Perform site visit and prepare final punch list. Includes two (2) visits.

Task 4.0 Deliverables:

- Written response to RFI's during bidding.
- Preparation of Addendums.
- Response in writing on the acceptance of Submittals to Shop Drawings (See task details above).
- Written report of site visits during construction.
- Written final punch list at completion of construction.

Task 4 Fee: \$4,650

Due to the phasing of this project and the potential for long construction gaps between phases, this fee applies to Phase 1. An amended fee will be provided for subsequent construction.

Task 5: Geotechnical Exploration

The Geotechnical Investigation will be conducted by Leighton Consulting, Inc. None of the proposed improvements require significant foundations. Therefore, Leighton will not assess the site for liquefaction potential, although this can be performed if structures for human occupancy are planned in the future; Leighton can provide a separate proposal for this service at the

District's request. In addition, percolation testing is not required at the site and will not be performed. Therefore, Leighton's exploration to characterize the site for the proposed improvements will rely on shallow test pits.

Given the preceding, the scope of Leighton's services is outlined as follows:

- Review available and pertinent literature and reports available in Leighton's files.
- Mark the proposed exploration locations and obtain subsurface utility clearance from Underground Services Alert (USA). Please note that USA generally does not mark utilities on private properties, so we will need information from TVRPD prior to our exploration that verifies the absence of buried utilities at our exploration locations. Regardless of these efforts, Leighton will not be responsible for damage to, or restoration of, buried utilities that are not made known to us prior to exploration, to previously landscaped areas, or for restoration of any part of the site relating to Leighton's work.
- Excavate, log and backfill as many shallow test pits (i.e. depths ranging from approximately 5 feet to 7 feet) that be accomplished in 5 hours of onsite time. A rubber-wheeled backhoe will be used for this purpose. Bulk samples of selected shallow soils that will likely be involved in the construction will be taken in each test pit, and at one in-place sample will be taken using a California Modified Sample. The test pits will be backfilled with the excavated cuttings.
- Assign and perform tests on selected soil samples in order to assess relevant soil engineering properties. The tests may include:
 - In-situ moisture content and dry-density.
 - Maximum dry-density and optimum moisture content.
 - Direct shear.
 - Expansion index.
 - Sulfate content.
 - Corrosivity.
- Collate data, analyze the engineering field and laboratory data to develop geotechnical design parameters for foundation design and associated flatwork, and;
- Compile a report presenting our findings, conclusions and recommendations for the proposed improvements.

Task 5 Fee: \$9,890

Total Fee:

The above Tasks will be performed for a flat fee of **\$132,240**

EXCLUSIONS

This proposal does not include the following:

1. Title company work and fees.
2. City and agency fees including application and/or processing fees.
3. Environmental and technical reports are not included.
4. Other items not specifically included in the scope.
5. Additional work that may be required from Leighton consequent to changes in design, grading, and foundation plans, including further reviews of such amended plans.
6. Geotechnical observation and testing services during grading and construction.
7. Responding to reviews of our geotechnical report.
8. Characterization and / or disposal of contaminated or hazardous materials.

**AMENDMENT NO. 1
TO AGREEMENT FOR PROFESSIONAL SERVICES
BETWEEN TEHACHAPI VALLEY RECREATION AND PARK DISTRICT
AND QUAD KNOFF, INC.**

THIS AMENDMENT to the Agreement between Tehachapi Valley Recreation and Park District (hereafter "Client") and Quad Knopf, Inc. (hereafter "Consultant") is made this _____ day of _____, 2014:

WHEREAS, on January 10, 2014, Client and Consultant entered into a contract whereby Consultant would provide to Client consulting and planning services for the Meadowbrook Park Project; and

WHEREAS, Client has authorized Consultant to perform additional services for the Project as set forth below and more fully described in Attachment "A" dated September 30, 2014.

Task No.	Description	Fee (fixed fee)
1.0	Revise Base Map	\$4,800
2.0	Topographic Survey	\$10,400
3.0	Construction Plans and Specifications	\$102,500
4.0	Construction Phase	\$4,650
5.0	Geotechnical Exploration	\$9,890
	Total Fee:	\$132,240

NOW THEREFORE, IT IS MUTUALLY AGREED by and between the parties as follows:

1. That the original Contract shall be amended to include the services described in Attachment A.
2. The above services will be provided for a total fixed fee of \$132,240 as described herein.

EXCEPT as specifically modified above, all of the remaining terms and conditions of the Agreement between Tehachapi Valley Recreation and Park District and Quad Knopf dated January 10, 2014 shall remain and continue in full force and effect.

QUAD KNOFF, INC.

**TEHACHAPI VALLEY RECREATION
AND PARK DISTRICT**

By: _____
Janel Freeman
Chief Financial Officer

By: _____
Name: _____
Title: _____

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8. Characterization and / or disposal of contaminated or hazardous materials.

**THE BOARD OF DIRECTORS OF THE
TEHACHAPI VALLEY RECREATION AND PARK DISTRICT**

IN THE MATTER OF

**AMENDMENT TO AGREEMENT WITH QUAD KNOPF FOR LANDSCAPE
ARCHITECTURAL SERVICES FOR THE CONSTRUCTION SITE PLAN OF
MEADOWBROOK PARK**

I, Carrie Champlin, Clerk of the Board of Directors of the Tehachapi Valley Recreation and Park District, of the County of Kern, State of California, so hereby certify that the following resolution proposed by Director _____ and seconded by Director _____ was duly passed and adopted by said Board of Directors at an official meeting thereof this 7th day of October 2014 by the following vote to wit:

AYES:

NOES:

ABSENT:

ABSTAIN:

Clerk of the Board of Directors
of the Tehachapi Valley Recreation
and Park District

RESOLUTION NO. 15-14

**RESOLUTION OF THE BOARD OF DIRECTORS OF THE TEHACHAPI VALLEY
RECREATION AND PARK DISTRICT AMENDMENT OF AGREEMENT WITH
QUAD KNOPF FOR LANDSCAPE ARCHITECTURAL SERVICES FOR THE
CONSTRUCTION SITE PLAN OF MEADOWBROOK PARK**

WHEREAS, the Tehachapi Valley Recreation and Park District (TVRPD) is the owner in fee of certain real property commonly known as Meadowbrook Park;

WHEREAS, it has been determined that Meadowbrook Park is in need of refurbishment that will require a construction site plan; and

WHEREAS, Quad Knopf is on the TVRPD Preferred Vendor List;

NOW, THEREFORE, BE IT RESOLVED THAT the Board of Directors approve the amendment of the agreement with Quad Knopf for landscape architectural services for the construction site plan of Meadowbrook Park in an amount not to exceed \$132,240.00;

AND BE IT FINALLY RESOLVED THAT staff be authorized to pay for the indicated job upon the satisfactory completion of said job by Quad Knopf who was awarded the bid.