



## STAFF REPORT BOARD OF DIRECTORS MEETING

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**DATE:** December 11, 2017

**TO:** Honorable Board of Directors

**FROM:** Paul McCreary, General Manager

**SUBJECT: Approval of Task Order for Design of the Hayward Community Garden Phase 1 Improvements**  
*Prepared by Meghan Tiernan, Capital Planning and Development Director*

**EXECUTIVE SUMMARY:** The Board will consider approval of a Task Order with RRM Design Group to provide professional design services for the Hayward Community Garden- Phase 1 Improvement project.

**FINANCIAL IMPACT:** The Three-Year Capital Improvement Program 2017-2020 includes the Hayward Community Garden project (CIP No. 2-034D). There are sufficient Measure F1 Bond funds for the proposed design fees for this project.

**RECOMMENDATION:** Staff recommends the Board of Directors receive a presentation from Staff and approve the Task Order with RRM Design Group to provide professional design services for the Hayward Community Garden – Phase 1 Improvement project.

### **DESCRIPTION OF ITEM:**

The Hayward Community Garden project (CIP No. 2-034D) is included in the current Three-Year Capital Improvement Program. The project provides for the development of a master plan and installation of Phase 1 improvements for the community garden site located at Whitman Street and Berry Avenue.

The Board approved the Hayward Community Garden Master Plan on October 27, 2017. On November 27, the Board provided Staff direction on the scope and budget for the Phase I Improvements. Phase 1 Improvements will include all items designated as “Base improvements” as well as all “Add Alternate Improvements” except for the chicken coop.

The scope of work for Phase 1 will include 70 garden plots measuring 20’x20’and 4 raised beds of assorted sizes with irrigation, plus a compact orchard with pathway. The education area will feature a shade structure to accommodate outdoor classes, with a produce counter, seed library, and demonstration garden. An area for support services includes a storage shed, composting station, greenhouse, and seed propagation area. A zone for community socializing will feature a picnic area with barbeques, a “kiwi tunnel” element, and a nature play area with art and a mural. Access to the garden will be via a portion of the 14’ wide multi-use path as well as a perimeter walking path in decomposed granite. Security for the garden will be achieved with a temporary chain-link fence at the back of the garden and a decorative perimeter fence along Whitman Street with sliding gates.

Staff proposes that the services be performed under a task order through the On-Call Landscape Architectural agreement between the District and RRM Design Group approved by the Board on July 24, 2017. Task Order No. 4 provides for development of the construction documents, includes the bid and construction administration phases of the project, and is fully funded by Measure F1 Bond funds.

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Therefore, Staff recommends the Board authorize the General Manager to approve Task Order No. 4 with RRM Design Group to provide professional design services for the Hayward Community Garden – Phase 1 Improvement project (CIP No. 2-034D) in the amount of \$114,860.00.

**NOTICING REQUIREMENTS/PUBLIC OUTREACH:**

RRM Design Group

**ATTACHMENTS:**

Task Order No. 4 – Hayward Community Garden – Phase 1 Improvements (CIP No. 2-034D)