



SARATOGA CITY COUNCIL

MEETING DATE: November 5, 2014
DEPARTMENT: Public Works
PREPARED BY: Mainini Cabute, Management Analyst II

SUBJECT: Hakone Estate and Gardens Master Plan Project Consultant Selection

RECOMMENDED ACTIONS:

1. Select The Portico Group as the consultant for Hakone Estate and Gardens Master Plan Development Project.
2. Authorize City Manager to enter into a Professional Service Agreement with The Portico Group in the amount of \$268,650.
3. Authorize City Manager to execute change orders up to \$31,350 for additional work on the project as needed.

REPORT SUMMARY:

On July 17, 2014, the City of Saratoga released a Request For Proposal (RFP) pursuant to Municipal Code section 2-45.140, requesting proposals from professionals experienced in developing Master Plans and environmental review documents required by CEQA for historically significant sites. The proposal was distributed to over 20 consulting firms and exchange networks. A site visit was organized on August 7, 2014 to provide opportunity for consultants to visit the site and understand the scope of work.

The City received the following eight (8) proposals before the submission deadline of August 28, 2014 at 5:00 p.m.:

| | | |
|----|------------------------------------|-----------|
| 1) | BASE | \$235,000 |
| 2) | Gelfand Partners | \$240,000 |
| 3) | Architectural Resource Group, Inc. | \$249,000 |
| 4) | Gates and Associates | \$249,815 |
| 5) | Placeworks | \$249,860 |
| 6) | Iron Grain Paul Discoe Design | \$250,000 |
| 7) | The Portico Group | \$268,650 |
| 8) | MIG, Inc. | \$384,385 |

City staff carefully reviewed all submitted proposals. Based on qualifications, experience with similar projects and overall understanding of the project, BASE, Gates and Associates, and The Portico Group were invited for interviews on September 25, 2014.

The interview panel consisted of the Hakone Foundation Board Chair Ann Waltonsmith, Hakone Estate and Gardens Chief Executive Officer Lon Saavedra, Public Works Director John Cherbone, and Public Works Analyst Mainini Cabute.

After the consultants' presentations, checking references, and further discussions, staff selected The Portico Group as the most qualified firm to prepare the Hakone Estate and Gardens Master Plan that will focus on the following elements:

- Preserving and enhancing the existing gardens and structures.
- Improving and increasing indoor space for visitors via a Retreat Center and Tea Room/ Gift Shop.
- Improving the aesthetics and accessibility of the entrance and exit of the Gardens by integrating into the Tea Room/ Gift Shop.
- Improving and increasing year around food service for visitors.
- Improving and increasing the Asian interpretive history wall space for visitors.
- Obtaining California Environmental Quality Act approvals for the Master Plan and Phase 1 Improvements including but not limited to a new Retreat Center and Tea Room/ Gift Shop.

The City believes that the firm's extensive expertise in Japanese Garden planning and Japanese history, and its recent experience in developing the Portland Japanese Garden Master Plan, will help them produce a high quality master plan for the Hakone Estate and Gardens.

Although the firm is located in Seattle, Washington, The Portico Group staff has provided the attached public outreach plan and process approach to alleviate the City's concerns about the firm's far proximity to Saratoga. After having conversations with The Portico Group staff members, the City feels confident that the firm's location will not impede its ability to conduct outreach meetings and produce a master plan.

City staff therefore recommends that the Council select The Portico Group as the consultant to prepare the Hakone Estate and Gardens Master Plan.

FISCAL IMPACTS:

Funding for this project in the amount of \$300,000 is available in the approved CIP budget. The project is jointly funded by the City and the Hakone Foundation.

ATTACHMENTS:

1. Proposal from The Portico Group to prepare the Hakone Estate and Gardens Master Plan.
2. Letter from The Portico Group detailing its Public Outreach and Process Approach.
3. Contract Agreement between the City of Saratoga and the Portico Group.