**MONTEREY PENINSULA REGIONAL PARK DISTRICT
BOARD OF DIRECTORS MEETING**

DATE: **August 7, 2019**
TO: **Board of Directors**
FROM: **Jackie Nelson, Environmental Education Supervisor**
REVIEWED BY: **Rafael Payan, General Manager**
SUBJECT: **Approval of Amendment to Professional Services Agreement
                     with Design Workshop, Inc. for Development of a Wayfinding-
                     Signage Master Plan for Palo Corona Regional Park**

RECOMMENDED ACTION
Staff respectfully recommends the Board approve the contract amendment with Design Workshop, Inc. to prepare the Palo Corona Regional Park Wayfinding-Signage Master Plan, in substantially the form submitted (**ATTACHMENT 1**).

FISCAL IMPACT:
$57,400 (Total contract award: $69,900)

FUNDING SOURCE:
Professional Services account, 6949

FUNDING BALANCE:
All funding ($730,000) is available.

DISCUSSION:
The August 2018 the Board adopted the Palo Corona Regional Park General Development Plan (GDP) as a preferred project for CEQA review. The GDP includes a "Preferred Alternative for the Rancho Canada Unit of the Palo Corona Regional Park" focusing on restoration of the former golf course through the reuse of site resources, development of trail networks, and designs of areas for more active recreation.

The project consists of three sub-projects. Briefly described as Project A: reuse and restoration of the former golf cart barn to an operational - maintenance and offices shop; large and small dog park(s); prefabricated restroom; park trailhead, emergency services/incident command, an emergency staging area, and gravel parking site. Project B: design services for a larger prefabricated restroom building, special event and group staging area, outdoor classroom and more. And, Project C: "Wayfinding-Signage Master Plan" to enable people to orient and navigate throughout the park and provide consistency in a hierarchy of sign types, locations and functions for the Palo Corona Regional Park, and serve as a branding tool for MPRPD. Signage examples include: welcome, monument and identification; vehicle directional; trail; informational and kiosk; and, jurisdictional and regulatory. Interpretive/Educational signage has been identified for a future phase of the project.

Design Workshop has been prequalified to provide design services for MPRPD based on a competitive request for qualifications selection process. As a prequalified consulting design firm, Design Workshop exhibited the expertise required to provide the professional design services required for this project.

In April 2019, MPRPD entered into contract with Design Workshop (**ATTACHMENT 2**) Palo Corona Regional Park Wayfinding-Signage Master Plan. To maintain the work schedule and stay in alignment with Project A and B the proposed scope of work concentrated on the Rancho Canada Unit and Front Ranch for a cost not to exceed $12,500.

Within the past two months Design Workshop completed much of Task 1 of the contract facilitating meetings with staff, providing sample Wayfinding-Signage Master Plans, establishing clear goals and objectives, developing a hierarchy of sign type (extending to the back country), refining the deliverables to include transit signage and county permitting requirement, expanding the stakeholder contact list and initiating conversations with architects for Project A and Project B, at a cost of $6,000. Task 2 and Task 3 were not completed in the two-month timeframe and are being incorporated into the new contract.

The revised scope of work offers MPRPD a more robust Wayfinding and Signage Master Plan for Palo Corona Regional Pak and shall be used as a standard signage plan for other MPRPD parks. Staff respectfully recommends that the Board approve the contract amendment with Design Workshop, Inc. to prepare the Palo Corona Regional Park Wayfinding-Signage Master Plan.

ATTACHMENTS:
1. Proposed Amendment to Professional Services Agreement
2. Rancho Canada and Front Ranch Units of Palo Corona Regional Park Wayfinding-Signage Master Plan Agreement (Contract #201819-300-05)