

COUNTY OF YOLO
General Services Department

WORK AUTHORIZATION
ARCHITECTURAL/ENGINEERING SERVICES
Amendment #2

Agreement Number: 20-104

BOS Agreement Number: 20-104

General Services Number: 3703

Project: Cache Creek Nature Preserve Visitor Center

Contractor: Consero Solutions

Contact Person: Petrea Marchand

Phone: 530-746-2083

Project Description: Consero Solutions will assist Yolo County in managing the second phase of the design process for the development of a permanent new visitor center at the County-owned Cache Creek Nature Preserve property, as well as applying for grants to construct the proposed visitor center and associated proposed trail system.

Task Definition:

Task 1: Develop bid documents

Consero will draft and finalize a bid document and scope of work to allow Yolo County to solicit bids for the second phase design process. The work will include overseeing the consultant charged with developing the construction documents for the visitor center design and developing a design for the proposed trail system.

Task 2: Manage the second phase of development of design process

Consero Solutions will assist Yolo County and the Cache Creek Conservancy with management of the second phase of development in the design process. Consero will develop a Gantt chart, draft agendas and meeting summaries for project team meetings, as well as follow up on action items for up to 18 virtual meetings. Consero will also review design proposals and work with Yolo County staff to provide feedback to design consultants. Consero Solutions will review plans, and other documents and provide feedback as requested, through completion of the 100% construction design documents.

Task 3: Public outreach strategy and stakeholder meetings

Consero Solutions will assist Yolo County and the Cache Creek Conservancy with coordinating key stakeholder meetings (up to nine meetings). Consero will develop a public outreach strategy, and assist with development of social media posts, flyers and other public outreach materials. The public outreach strategy will include coordination of up to two public outreach events to publicize and gain public support for the construction of a permanent visitor center and new recreational trail.

Task 4: Complete grant applications

Consero will work with Yolo County and Cache Creek Conservancy staff to draft up to two grant applications, most likely applications to the Proposition 68 funded Regional Parks Program and the Rural Recreation and Tourism Program. Consero will coordinate with County staff to maximize the competitiveness of the visitor center project for these funding opportunities. This process includes securing approval from the County's grants subcommittee, including participation in meetings as needed. After ensuring compliance with program guidelines, Consero will provide the draft application(s) to Yolo County staff for review at least three weeks prior to the submission deadline for both grant programs of January 20, 2022. Consero will assist the County with developing and finalizing attachments associated with the grants, including uploading the final application narrative and attachments into the online submission portal.

Deliverables

- Gantt chart
- Bid document and scope of work
- Meeting preparation and documentation (up to ten calls, and five in-person meetings), including agendas and meeting summaries
- Assist with coordination of up to nine (9) stakeholder meetings
- Assist with coordination of up to one (1) outreach events
- Assist with the development of one survey to solicit public feedback on the project and analyze the results
- Public outreach strategy
- Public outreach materials
- Completed Regional Parks Program grant application, including uploading the application narrative and attachments
- Completed Rural Recreation and Tourism Program grant application, including uploading the application narrative and attachments

Total Cost for Work Order Authorization: \$87,000

04/28/2021 Budget:	\$65,000
11/09/2021 Amendment:	+ \$22,000
New Budget:	\$87,000

Consero will bill on a time-and-materials basis consistent with the 2020-2023 Fee Schedule included in Agreement No. 20-105 (Agreement for On Call Consulting Services).

All expenses associated with this Work Authorization will be paid by the Cache Creek Resources Management Plan fund (122106329723250).

Start Date: April 20, 2021

Completion Date: December 31, 2022

Approval: _____ Date: _____

Chad Rinde
Interim County Administrator

Account: Acct Unit: Activity: Activity Code: