

## **Park Amenities Plan Development Process**

City of Sacramento

Youth, Parks, and Community Enrichment Department

Park Planning and Development Services Division (PPDS)

Estimated Timeline for Development Process: 24 months

### **Development Process Timeline for Parks**

This page outlines in general and in approximate terms the seven-stage development process for the development of a new park or the renovation of an existing park within the Youth, Parks, and Community Enrichment Department (YPCE).

### **Capital Improvement Project (CIP)**

YPCE identifies projects from the [Park Project Programming Guide \(PPPG\)](#) and other sources for inclusion in the city's CIP. A CIP list is generated. YPCE approves park projects from the CIP list with the project's budget, scope and schedule one time per year at the beginning of each fiscal year in July.

The park project is assigned to a YPCE PPDS project manager and the park project is scheduled in the Park Planning, Design and Development's Park Production Work Plan for the upcoming calendar year. The project manager selects a Landscape Architect to prepare the Park Amenities Plan and construction documents for the project through a Request for Qualifications (RFQ) process. This is typically posted on the city's bid website.

### **Park Amenities Plan Phase / Community Input**

YPCE provides the community with an opportunity to give input into the design of a new park or the renovation of an existing one. PPDS staff works closely with the Council member for the council district in which the project is located throughout the outreach process. Outreach is done by making presentations at existing, established community or neighborhood group meetings, or through community workshops (usually 1-3 are held) dedicated to the amenities planning of the park. After the community workshops, a Park Amenities Plan is presented to the community, then finalized and presented to the Parks and Community Enrichment Commission (PCEC).

Timeline: 4-6 months

**Construction / Environmental Documents**

Once the Park Amenities Plan has been approved by the PCEC, the selected Landscape Architect prepares Construction Documents and the environmental documents are prepared. City staff reviews the documents periodically for compliance with the Park Amenities Plan and for technical completeness.

Timeline: 6-8 months

**Approval and Adoption of the Park Amenities Plan/ Environmental Documents/Name of Park**

PPDS staff will prepare the staff report to City Council for a hearing to request that the City Council adopt the Park Amenities Plan, approve the environmental document, and approve the name of the park. The Landscape Architect may be asked to attend the hearing to make a formal presentation and answer any questions.

Timeline: 1-2 months

**Building Department Plan Review/Building Permit**

Once the construction documents have been finalized, the plans are submitted to the Building Department for review by various City departments, and the plans are revised and a Building permit is issued to construct the project.

Timeline: 2 months

**Bidding**

Once the construction and environmental documents have been approved by PPDS, the project is bid through the City's competitive bid process. Licensed contractors bid on the projects.

Timeline: 2 months

**Award of Construction Contract**

Once the project bids are accepted, the City Council will award a Construction Contract to the lowest responsive bidder.

Timeline: 2 months

**Park Construction**

Construction of the park project begins following the Notice to Proceed.

Timeline: 6-12 months (includes a 3 month plan establishment period)