

NOTICE INVITING BIDS

Notice is hereby given that sealed proposals will be received by the City of San Fernando, California, for furnishing the following:

LAYNE PARK IMPROVEMENT PROJECT

in strict accordance with the Specifications on file in the office of the SAN FERNANDO RECREATION AND COMMUNITY SERVICES DEPARTMENT, 117 Macneil Street, San Fernando, California, 91340. Copies of specifications and proposal documents may be obtained from the City's website at <http://www.ci.san-fernando.ca.us/rfps-rfqs-nibs/>

Two (2) original and one electronic copy of the proposal must be submitted to the CITY CLERK DEPARTMENT in a sealed envelope at CITY HALL, 117 Macneil Street, San Fernando, California, 91340, not later than **1:30 p.m. on Friday, March 23, 2018**. Bids must be clearly mark Bid for Layne Park Improvement Project. Any bidder may withdraw their proposal, without obligation, at any time prior to the scheduled closing time for receipt of proposals. A withdrawal will not be effective unless made personally or by telephonic notification received prior to the closing date. Proposals may later be referred to the City Council for appropriate action. The City reserves the right to reject any or all proposals as the best interests of the City may dictate.

By: _____
Elena Chavez, City Clerk

Published in Daily News on **March 10, 2018**.

REQUEST FOR PROPOSALS



The Recreation and Community Services Department is requesting proposals for:

Layne Park Improvement Project

RELEASE DATE: March 8, 2018

RESPONSE DUE: March 23, 2018

GENERAL INFORMATION

The City of San Fernando is interested in contracting with an experienced professional contractor to provide general contractors services for the Layne Park Improvement Project detailed in the scope of work. The project must start on or before May 1, 2018 and be completed on or before June 30, 2018. In addition the RFP calls cost for optional services that will be incorporated into the project should funding permit.

BACKGROUND

The City of San Fernando was incorporated in 1911 and is currently organized according to the City Council/City Manager form of government with six departments, including a Police Department, Public Works Department, and Recreation and Community Services Department. The City activity pursues grants to enhance the public services to its citizens and local businesses. The Layne Park Improvement Project is a recipient of such a grant and is being funded by the Department of Housing and Community Deployment, Housing-Related Parks Program. As such this project must be completed on or before June 30, 2018 to be eligible for grant funds.

The City believes that the open competition for services and products provides the City with the best results for its public dollars. The City is interested in receiving responsive and competitive proposals from experienced and qualified firms to provide general contractor services for the Layne Park Improvement Project. What follows is a description of the technical environment, contractor staffing, qualifications, and performance expectations.

INSTRUCTIONS TO SUBMITTING FIRMS

A. Examination of Proposal Documents

By submitting a proposal, the prospective firm represents that it has thoroughly examined and become familiar with the services required under this RFP, and that it is capable of delivering quality services to the City in a creative, cost-effective & service-oriented manner.

B. Walkthrough

All prospective contractors are encouraged to attend a walkthrough of the Layne Park site - 120 North Huntington Street, San Fernando, CA 9140 to be held on Tuesday, March 13, 2018 at 11:00 A.M. Contractors may arrange for a site visit (schedule permitting) by calling 818-898-7381 between the hours of 8:00 A.M. and 5:00 P.M.

C. Questions/Clarifications

Please direct any questions regarding this RFP to Julian Venegas, Director of Recreation and Community Services, via e-mail at jvenegas@sfcity.org. Questions must be received by 4:30 p.m. on **Friday, March 16, 2018**. All questions received prior to the deadline will be collected and responses will be emailed by **Tuesday, March 20, 2018**.

D. Submission of Bid Proposals

Bid proposals may be submitted by mail to City Hall, 117 Macneil Street, San Fernando, California, 91340, not later than **1:30 P.M. on Friday, March 23, 2018**. Clearly Mark Bid "Layne Park Improvement Project" c/o City Clerk. Submittals via email must be address to Julian Venegas at jvenegas@sfcity.org the subject line of the email shall read, "City of San Fernando RFP – Layne Park Improvement Project." Proposals must be received no later than **Friday, March 23, 2018 at 1:30 p.m.** All proposals received after that time will not be accepted.

All proposals submitted by the deadline will be opened on **March 23, 2018 at 2:00 P.M.** exactly.

E. Withdrawal of Proposals

A firm may withdraw its proposal at any time before the due date for submission of proposals as provided in the RFP by delivering a written request for withdrawal signed by, or on behalf of the prospective firm.

F. Rights of City of San Fernando

This RFP does not commit the City to enter into a Contract, nor does it obligate the City to pay for any costs incurred in preparation and submission of proposals or in anticipation of a contract.

The City reserves the right to:

- 1) Make the selection based on its sole discretion;
- 2) Reject any and all proposals without prejudice;
- 3) Issue subsequent Requests for Proposal;
- 4) Postpone opening for its own convenience;
- 5) Remedy technical errors in the Request of Proposal process;
- 6) Approve or disapprove the use of particular sub-contractors;
- 7) Negotiate with any, all, or none of the prospective firms;
- 8) Solicit best and final offers from all or some of the prospective firms;
- 9) Accept other than the lowest offer; and/or
- 10) Waive informalities and irregularities in the proposal process.

G. Contract Type

It is anticipated that a standard form professional services agreement contract will be signed subsequent to City Council review and approval of the recommended firm.

H. Collusion

By submitting a proposal, each prospective firm represents and warrants that; its proposal is genuine and not a sham or collusive or made in the interest of or on behalf of any person not named therein; that the prospective firm has not directly, induced or solicited any other person to submit a sham proposal or any other person to refrain from submitting a proposal; and, that the prospective firm has not in any manner sought collusion to secure any improper advantage over any other person submitting a proposal.

SCOPE OF SERVICE

The following section describes the specific services being requested by this Request for Proposal. The City of San Fernando offers 7 park facilities to help provide recreational and community services. All facilities are conveniently located within a 2-mile radius and easy accessible to residences. Amenities include activity rooms, picnic shelters, softball diamonds and multi-purpose fields that may be reserved for private use. Some areas have picnic areas and basketball courts that are not reserve and are available on a first-come, first-served Basis.

The City recently completed a Park Master Plan that identified park facilities needing renovation, so to continue providing recreational services for the community. Layne Park located on 120 North Huntington Street, San Fernando, CA 91340 is one such facility. The existing Park amenities include an open field, a half outdoor basketball court, play equipment and several picnic areas. The intent of this RFP is renovated all recreational aspects of Layne Park.

The City expects work on the project to commence within 5 days from the date this agreement is executed by all parties. The projected timeline for implementation to completion of the Layne Park Improvement Project is 60 days from the date this agreement is signed by all parties. Contractor and City shall work immediately to set up an implementation meeting to identify key milestones and project deliverable dates designed to ensure that completion of the project is on or before June 30, 2018.

Required Services:

1 **Design and Install new Irrigation System**

- 1.1 Contractor shall provide all labor, supplies and equipment necessary to install an automated irrigation system to provide supplemental water to the intended landscape efficiently and uniformly. The irrigation system shall have include the Calsense ET3000e Controller and shall have a flow meter with a normally closed master valve.

- 1.2 Obtain or prepare a scaled design of the proposed irrigation system which meets will be compatible with the Casense ET3000e system.
- 1.3 Obtain properly informed agreement from the owner's representative as to the inclusion or not of desirable features in the design which exceed IIABC Design Standards and/or are site specific.
- 1.4 Quality Assurance
 - 1.4.1 All irrigation work shall be done by a suitably experienced and qualified irrigation contractor, having trained and competent personnel adequate for the scope of work. Utilizing Staff certified by the IIABC in such disciplines as Certified Irrigation Technician (level 1 or 2), Certified Designer (Commercial), Certified Irrigation Auditor, etc. are recommended.
 - 1.4.2 The contractor shall be a member in good standing of the Irrigation Industry Association of B.C. and have met the qualification standards currently applied to contractors by that organization.
 - 1.4.3 A written guarantee of the installed system shall be provided to the owner covering workmanship and materials for a minimum of one year.
- 1.5 Submittals
 - 1.5.1 A suitably scaled as built drawing shall be provided. All components of the irrigation system shall be shown as installed, with clear measurements from an identifiable reference point to the location of the controller and its circuit breaker, master valve, zone control valves, main water connection, blow out connection, pump and its electrical connections, and any other similar features. Please see Figure 7 for details.
 - 1.5.2 Provide a manual containing operating and maintenance instructions for all components of the system including but not limited to a zone map or list of zones and the areas they cover.
 - 1.5.3 Provide clear instructions for operating the irrigation system " in season", showing the relative timing differences between zones of different precipitation rates, and a schedule of run times suggested for various weather conditions. Division of the system into "Hydrozones", or areas with different water requirements, whether based on gardens/grass, sun exposure, drainage patterns, or distinct areas is encouraged.
 - 1.5.4 Provide any special tools as provided by the manufacturer for day to day servicing of the irrigation equipment installed.
 - 1.5.5 Provide a base irrigation schedule indicating when and how much to irrigate, by zone, for the system installed. Indicate a source of local evapotranspiration data with clear instructions on how to alter the schedule reflecting changing ET values appropriately.
- 1.6 Site Conditions
 - 1.6.1 Verify and mark the location of all on site utilities required by the irrigation system.

- 1.6.2 Verify and mark the location of all buried cables, conduits, pipes, etc., prior to any trenching.
- 1.6.3 Adjust the design as necessary, together with the owner's representative, to suit existing site conditions and grades before proceeding with the work.
- 1.6.4 Protect from damage as necessary, existing landscape features, plant material structures, this work in progress, and the work of other trades.
- 1.6.5 Ensure that sequencing of this work is carried out in coordination with the work of other trades and that sleeves are installed when appropriate.

1.7 Regulations

- 1.7.1 Obtain all permits and licenses applicable to the work to be done.
- 1.7.2 Ensure that there is compliance with the relevant codes and regulations both in the design and during the conduct of the work involved in the project.

1.8 Sprinklers

- 1.8.1 The maximum spacing shall be equal to the radius of throw (head to head) with appropriate allowance for wind if applicable.
- 1.8.2 The selection of pop-up or riser style sprinklers must consider safety, maintenance, risk of vandalism, and appearance on the site.
- 1.8.3 Pop-up or riser height must consider the related plant material, its growth potential, interfering landscape features, and arrive at a solution which provides optimum coverage for as long as possible.
- 1.8.4 All sprinklers must be suitably adjustable and located so as to keep the water within the landscaped area and minimize overthrow.
- 1.8.5 Sprinklers with built in check valves must be used when low head drainage is apparent to eliminate wasted water and reduce erosion.
- 1.8.6 Sports fields and public parks shall be equipped with sprinklers with rubber covers in turf areas.
- 1.8.7 Pressure compensating devices (heads, screens, or valves) are recommended to increase efficiency and water conservation.

1.9 Pipe

- 1.9.1 The velocity of flow in piping must not exceed 5 feet per second.
- 1.9.2 Pipe routing must take site elevation changes into consideration to minimize low head drainage.
- 1.9.3 Selection of the strength and/or flexibility of the pipe material and its installation criteria must consider site specific requirements such as frost, traffic, soil depth, soil composition, soil quality, etc.
- 1.9.4 Pipe sizing and routing must include pressure loss calculations to ensure that the required pressure will be delivered under all circumstances and that pressure variation within the lateral is at a minimum.

1.10 Zoning

- 1.10.1 All sprinklers grouped into a zone must have the same precipitation rates. Rotating style heads should take into account arcs of coverage to ensure matched precipitation.
- 1.10.2 The potential for low head drainage must be minimized for each zone.
- 1.10.3 The areas of the landscape that have different water requirements (different hydrozones) must be identified and a determination made as to the significance of these differences and whether they require separate zoning. The type of plant material and its location on site (sun exposure and natural drainage), and varying soil and slope conditions must be considered.
- 1.10.4 The pressure variation within each zone from the first to the last head must not exceed 15%

1.11 Controls

- 1.11.1 Controllers must be C.S.A. / C.U.L. approved, suitable for their mounting location, and sufficiently flexible to allow for and encourage optimum operation of the designed system in all circumstances.
- 1.11.2 Moisture sensors or other "rain off" devices are a desirable enhancement of any irrigation system and are recommended for effective water management.
- 1.11.3 Valves must meet the pressure and flow requirements of the zone being controlled.
- 1.11.4 The "ET Based" controllers or "Smart Controller" products recommended is the Calsense ET3000e.
- 1.11.5 The design must include suitable regulation of the pressure throughout the irrigation system utilizing such devices as pressure compensating valves, heads, and screens.
- 1.11.6 The pressure at every head must be within the range recommended by the manufacturer of the head/nozzle combination being used.

1.12 Installation

- 1.12.1 Prior to beginning the installation, the contractor should verify the site specific design information, including water pressure and flow, the area for each hydrozone, grading and slopes, utility locations, and any other important features.
- 1.12.2 The proposed system should be laid out and sprinkler locations flagged. The relative lack of flexibility in pipe, valve, and particularly head placement will require coordination with landscape planting locations to minimize conflict, damage, and avoid compromising the irrigation design.

1.13 Site Maintenance

- 1.13.1 The job site shall be kept in a neat, clean, and orderly condition at all times during the installation process.
- 1.13.2 All scrap and excess materials are to be regularly removed from the site and not buried in trenches.

- 1.13.3 Trenching, laying pipe, and backfilling shall be continuous so that the amount of open trench at the end of each work day is minimized. Any open trench or other excavations shall be barricaded and marked with high visibility flagging tape.

2 Design and Install Play Equipment

- 2.1 Contractor shall provide all labor, tools, materials, equipment, supplies and other related needs for the construction of a modular playground system including a Poured-in-Place fall zone system at Layne Park located at 120 North Huntington Street, San Fernando, CA 91340.
- 2.2 Demolish and disposal of existing play equipment. Demolition to include removal and disposal of existing pour-n-place
- 2.3 The work is to include the design of a play system within the constructed play area boundary which is approximately 450 Sq. Ft.
- 2.4 All commercial playground equipment, equipment footings, drainage materials, and fall zone material shall be IPEMA certified, and meet all current CPSC, ASTM and ADA, 1487-95 guidelines.
- 2.5 All equipment shall be installed by a factory trained and certified installer. Proof of certification to be included with proposal.
- 2.6 A copy of Manufacturer's Warranty shall be included with proposal
- 2.7 Proof of Manufacturer's Product Liability Insurance shall be included with proposal
- 2.8 The City will accept up to two (2) layouts from each proposer on separate proposal forms. Upon acceptance, the City reserves the right to make minor changes to the selected design within the project scope and budget.
- 2.9 Each proposal shall include a Site Plan with pictures of proposed equipment, drawings and manufacturer's printed literature and specifications on each component of the modular equipment being proposed.
- 2.10 Contractor shall refinish existing wrought iron fence on the north side of the play area.
- 2.11 Color to match the color scheme of proposed play equipment and approved by the Director of Recreation and Community.
- 2.12 Proposal must include all delivery and installation charges.
- 2.13 Proposed Equipment
 - 2.11.1 All equipment shall meet the following minimum standards:
 - 2.11.2 Uprights - powder coated paint finish.
 - 2.11.3 Decks- PVC coated with slip resistant finish
 - 2.11.4 Non-metal slides
 - 2.11.5 Shade structures (Optional)
 - 2.11.6 Steel components have powder coat paint finish
 - 2.11.7 No wooden components shall be accepted
- 2.14 Design Element Guidelines & Play System Specifications
 - 2.12.1 Contractor should base their playground equipment designs on meeting all accessibility and safety standards as well as the guidelines & specifications listed in

this RFP.

2.12.2 Quality of equipment components, quality of design, play value, cost, and appropriateness to location and target demographic must be taken into consideration in the design of the play system.

2.12.3 All play system elements must meet and/or exceed all federal guidelines. All playground equipment must be accompanied by a certificate that states that the playground equipment was designed and manufactured in compliance with IPEMA certified, and meet all current CPSC, ASTM and ADA, 1487-95 guidelines.

2.12.4 The play equipment must be for children 2 to 12 years of age with a primary focus for those children between 4 years and 8 years old. It recommended that each of the equipment have an activity component.

2.15 Assembly/Installation And Inspection

2.13.1 The play system assembly and installation will be provided and managed by Contractor. The Contractor must supply direct supervision from manufacturer or supply qualified and certified representative familiar with playground installation.

2.13.2 All tools and equipment required to install play equipment shall be provided by the Contractor.

2.13.3 The Contractor will be given (60) calendar days to complete the proposed work.

2.13.4 It is the requirement of this RFP that Suppliers shall provide and pay for equipment installation.

2.13.5 A representative of the Supplier is required to conduct a post installation inspection of equipment upon completion to insure the proper installation of the equipment. If not properly installed, modifications must be submitted in writing to the City and remedied immediately.

2.13.6 Co-inspection with the Supplier's representative of assembly and installation work will be conducted by the City following installation. The Supplier shall submit to the City the manufacturer's certification of compliance and warranty.

2.16 Warranty

2.14.1 Upon completion of installation, the Supplier must provide documentation attesting the equipment has been installed meeting all specifications thereby warranted by manufacturer. Additionally, it is the Supplier's responsibility to provide to the City the manufacturer's warranty of installed equipment.

2.17 The Contractor is responsible for the disposal of all debris generated by removal of existing play equipment and landing zone material. The Contractor shall clean up the site and remove and dispose of all debris at the end of each day's operation.

3 Design and install new Basketball Court

- 3.1 Contractor shall provide all labor, tools, materials, equipment, supplies and other related needs for the construction of one junior size outdoor basketball court. The court shall be built at Layne Park located at 120 North Huntington Street, San Fernando, CA 91340.
- 3.2 Contractor shall demolish and dispose of an existing half (1/2) basketball court, which is approximately 30'x30' and four (4) inches thick. Demolition to include removal and disposal of the pole and goal.
- 3.3 Contractor shall construct concrete pad to accommodate a junior size basketball court with a playing surface of 74' x 42', and perform all necessary tasks associated with the concrete pads including but not limited to forming and conducting any necessary dirt work. Location is at Layne Park 120 North Huntington Street Park.
- 3.4 Contractor shall install basketball goal standards and paint/strip all basketball markings specified for a junior basketball court.
 - 3.4.1 Optional markings to include the City's Logo at center court and a two color court scheme (colors TBD.)

3.5 Concrete Specifications:

- 3.5.1 3000 PSI minimum strength at 28 days
- 3.5.2 4" minimum thickness with #4 @ 18" OC each way
- 3.5.3 12" minimum turndown around the entire perimeter with one #4 continuous
- 3.5.4 Use tie bars
- 3.5.5 Joints need to be square with a maximum dimension of 15'x15'
- 3.5.6 All joints must be sealed with an elastomeric sealant
- 3.5.7 3/8" wide saw cut contraction joints
- 3.5.8 1/2" wide expansion joint , preferably only one at center court
- 3.5.9 Minimum of 6" compacted subgrade; subgrade must be well compacted.
- 3.5.10 Minimum slope of 1%, preferably all in one direction rather than splitting at center court
- 3.5.11 Place top concrete level with existing grade.

3.6 Site Maintenance

- 3.6.1 The job site shall be kept in a neat, clean, and orderly condition at all times during the installation process. All scrap and excess materials are to be regularly removed from the site and not piled along any road, alley, or parkway.

4 Tree Remove

- 4.1. Contractor shall provide all labor, tools, materials, equipment, supplies and other related needs for the removal of two (2) trees at Layne Park located at 120 North Huntington Street, San Fernando, CA 91340.
- 4.2. The removal to of trees must be performed under the safety requirements for Arboricultural Operations.

- 4.3. Trees that cannot be felled due to adjacent trees, vegetation, roadways, buildings, structures, utilities and or lack of adequate felling area must be topped and or sectioned.
- 4.4. All stumps caused by removal must be ground out, and the area filled with soil on the same day of the tree removal.
- 4.5. Contractor must take all reasonable precautions to avoid damaging surrounding vegetation or lawn areas and prevent gouging and erosion of soils as a result of tree removal operations.
- 4.6. The Contractor is responsible for the disposal of all logs, limbs, chips and debris generated by tree removal. The Contractor shall clean up the site and remove and dispose of all debris at the end of each day's operation.

5 Picnic Pads and Drinking Fountain Replacement

- 5.1 Contractor shall provide all labor, tools, materials, equipment, supplies and other related needs to install and or relocate five concrete picnic table pads at Layne Park located at 120 North Huntington Street, San Fernando, CA 91340.
- 5.2 Demolish and removal of existing concrete picnic pads should the pad not be salvageable for relocation. Removal of all existing park grills.
- 5.3 The location of each picnic pad will vary depending on final dimensions of a proposed U8 soccer field overlay.
- 5.4 The pad preparation shall include excavation of area of pad 2" inches below the bottom of the finished picnic pad, the placement of 2" minimum ¾" crushed and compacted. The picnic pads will be 4" in thickness and be 16'X 8' in size.
- 5.5 The concrete mix shall be a 4,000 lbs. strength at 28 days and be in accordance to the concrete specifications referenced in this Request for Proposal.
- 5.6 The picnic pads shall match the existing grade level or the surrounding area.
- 5.7 Contractor shall install a concrete picnic tables and a park grills at each of the picnic pads. All tables shall be bolted down and all grills shall be in-ground based.
- 5.8 The Contractor is responsible for the disposal of all debris generated by removal of existing picnic pad, tables and grills. The Contractor shall clean up the site and remove and dispose of all debris at the end of each day's operation.

5.9 Drinking Fountain Replacement

- 5.9.1 Contractor shall provide all labor, tools, materials, equipment, supplies and other related needs to remove one drinking fountain and replace it a pedestal fountain with a water bottle refilling station at Layne Park located at 120 North Huntington Street, San Fernando, CA 91340.
- 5.10 The Contractor is responsible for the disposal of all debris generated by removal of existing picnic pads, tables, grills and drinking fountain. The Contractor shall clean up the site and remove and dispose of all debris at the end of each day's operation.

6 Optional Services

6.1 In addition to basic improvement projects services, the City may desire to engage the contractor for additional services related to the Layne Park Improvement Project. Although these services are recognized to be outside the scope of the original engagement, the City is requesting the firm’s qualifications, experience, and estimated cost (for informational purposes only) in the following:

6.1.1 Removal existing chain link fence along the west end of the park adjacent to the alley way and replace it with a five foot wrought iron fence to match the existing wrought iron fence along the play equipment area.

6.1.2 Remove and replace twenty the bollards along the east end alley way and replace them with twenty steel safety bollards.

6.1.3 Design and install LED security lighting and poles throughout Layne Park.

6.1.4 Installation of six wire mesh park benches throughout Layne Park. Benches will be bolted down to a concrete base.

PROPOSED TERM OF CONTRACT

The proposed term of the contract is **60 days from execution of the contract.**

SCHEDULE FOR SELECTION

RFP Available:	March 8, 2018
Walkthrough:	March 13, 2018
Deadline for submittal of Questions:	March 16, 2018
Response to Questions:	March 20, 2018
Deadline for submittal of Proposal:	March 23, 2018
Agreement Presented to Council for Review & Approval:	April 2, 2018

METHOD OF SELECTION AND NOTICES

The Recreation and Community Services Director will evaluate the information provided in the submitted proposals using the following criteria as a guideline:

- Completeness and Comprehensiveness.
- Responsiveness to City’s issues.
- Potential to benefit the City.
- Experience of the firm providing similar services to other municipalities.
- Cost effectiveness.
- Quality of proposed staff.

INFORMATION TO BE SUBMITTED

1. Prospective Firms must submit one digital copy of their proposal via email.

1. Include a *Proposal Summary* Section

This section shall discuss the highlights, key features, and distinguishing points of the Proposal. A separate sheet shall include all the contact people on the Proposal and how to communicate with them.

2. Include a *Profile of the Proposing Firm(s)* Section

This section shall include a brief description of the Firm, including size, location of office(s), number of years providing service, organizational structure of the responsible division, etc.

Additionally, this section shall include a listing of any lawsuit and the result of that action resulting from (a) any public project undertaken by the Firm where litigation is still pending or has occurred within the last five years or (b) any type of project where claims or settlements were paid by the Firm or its insurers within the last five years.

3. Include a *Qualifications of the Firm* Section

This section shall include a brief description of the Firm's qualifications and previous experience on similar or related projects. Provide a description of pertinent project experience with other public municipalities (maximum of four) that includes a summary of the work performed, the total project cost, the period over which the work was completed, and the name, title, and phone number of clients to be contacted for references. Give a brief statement of the Firm's adherence to the schedule and budget for each project.

4. Include a *Work Plan* Section

In this section, present a well-conceived service plan. This section of the proposal shall establish the Firm's understanding of the City's objectives and work requirements and the Firm's ability to satisfy those objectives and requirements. Describe the proposed approach for addressing the scope of service, outlining the approach that would be undertaken in providing the requested services. Include a timetable for providing the service. Describe related service experience by the Firm in similar work. Please describe the role, extent of services (number of people used, engagement duration, and contract value).

5. Include a *Project Staffing* Section

In this section, discuss how the Firm would propose to staff this project. Firm's key project team members shall be identified by name, specific responsibilities on the project and their qualifications. An organizational chart for the project team and resumes for key Firm personnel shall be included. Key Firm personnel will be an important factor considered by the Recreation and Community Services Director. **There can be no change of key personnel once the proposal is submitted, without prior approval of City.**

6. Include a *Proposal Costs Sheet and Rates* Section

In this section, include the proposed costs to provide the services desired. Include any other cost and price information that would be contained in a potential agreement with the City. The cost shall be itemized per improvement project.

In addition, include the costs for any other services that are considered optional additions.

7. Bid Rejection all proposals will be reviewed to determine conformance with the RFP requirements. Any proposal that the City deems incomplete, conditional, or non-responsive to the RFP requirements may be rejected. The City reserves the right to reject any and all proposals.
8. Screening and selection will take place through the process described below. An award of contract may be made to the firm that meets the proposal requirements specified in this RFP and whom submits the proposal that is considered most advantageous to the City. Negotiations may or may not be conducted with any prospective firms, therefore, each proposal should include the firm's most favorable terms and conditions since selection may be made without discussion with any firm.
9. The screening and selection process shall be as follows:
- a) Sealed proposals will be opened and evaluated to determine compliance with, Required Qualifications of Contractor. Proposals meeting specified requirements will be considered responsive and will be included in the next phase of review.
 - b) Responsive proposals will be evaluated by City staff members. Following this review, a decision will be made whether to recommend award a contract for the Layne Park Improvement Project to the firm that best meets the needs of the City.
10. Minimum Insurance Requirements.
- The Firm shall, at its own expense, procure and maintain for the duration of the agreement, insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the agreement by the firm, its agents, representatives, employees, or subcontractors.

11. Conflict of Interest.

It shall be the duty of the Contractor to comply with all applicable State and Federal laws relating to prohibited conflicts of interest. As part of its response to this RFP, the Contractor shall disclose in writing, any financial, business, employment, or other relationships with the City or with any of its officers, employees, or agents that are or were in existence during the twelve (12) calendar months immediately preceding, and including, the date the Contractor's response to this RFP is filed. In addition, the Contractor shall disclose in writing any financial, business, employment or other relationships with any contractor who may have a financial benefit in securing design and/or construction contracts for a City project. The Contractor shall have a continuing obligation to keep the foregoing disclosures current and up-to-day during the term of this contract, and the Contractor's failure to timely disclose the existence of such a relationship shall be grounds for immediate termination of the contract.

12. Permits/Licenses.

The Contractor shall obtain and pay for a business license as necessitated for doing work within the City of San Fernando. Valid licensure shall be in place for the life of the contract as stipulated in the executed Professional Services Agreement.

13. Insurance requirements.

- A Ability to obtain insurance with coverage values that meet minimum requirements evidenced by a letter from an underwriter confirming that the PROPOSER can be insured for the amount required by the City.
- B PROPOSER agrees to obtain, maintain and pay the premiums for the following types and amounts of insurance coverage for the entire term of the contract to insure against liabilities, claims, losses, or damages resulting from work required by the contract documents:
 - a. Workers' Compensation Insurance as required by the State of California and endorsed to include Broad Form All States Coverage, which shall cover all proposer employees engaged in the performance of the work; and Employer's Liability with limits of not less than \$1,000,000 each accident; \$1,000,000 each employee by disease and \$1,000,000 policy limit by disease;
 - b. Business Automobile Liability Insurance covering claims for Bodily Injury or Property Damage, including onsite and off-site operations, and including owned, non-owned and hired vehicles with at least a \$1,000,000 combined single limit of liability;
 - c. Commercial General Liability Insurance covering claims that the PROPOSER or any of its employees, agents or sub-proposers become legally obligated to pay as damages due to Bodily Injury or Property Damage with limits of \$1,000,000 each occurrence and \$2,000,000 general aggregate. The policy shall include Products/Completed Operations; Contractual Liability; Personal

Injury Liability and Broad Form Property Damage. If insurance is written on a claims-made form, coverage shall continue for a period of not less than 3 years following termination of this contract. Coverage shall also provide for a retroactive date of placement prior to the effective date of the contract.

- d. Umbrella Liability Insurance for an amount of not less than \$5,000,000 per occurrence and in the aggregate that follows form and applies excess of the primary coverage stated in a, b & c above.
 1. The PROPOSER shall require its sub-proposers, if any, to obtain an amount of insurance coverage which is deemed adequate by the PROPOSER. The sub-proposers, prior to commencing any of the work, shall submit certificates evidencing such insurance coverage to the PROPOSER.
 2. The certificates of insurance will specify that the insurer will endeavor to provide a 30 day written notice to the City of cancellation of such insurance. Coverage provided is primary and is not in excess of or contributing with any insurance or self-insurance maintained by the City.
 3. The policies listed in (a) and (b) above will name the City as an Additional Insured. Proposer will supply proper certificates of insurance to the City prior to the commencement of the agreement and will furnish to the City certificates of insurance annually thereafter for the term of the agreement.
 4. All such insurance as indicated above shall be provided by insurance companies having a Best's rating of not less than AVIII.

14. Debarred, Suspended or Ineligible Contractors.

Firm certifies by submission of a response to the RFP that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded form.

Layne Park - 120 North Huntington Street, San Fernando, CA 91340

