

NOTICE INVITING BIDS

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

DESIGN OF THE LAYNE PARK REVITALIZATION 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://ci.san-fernando.ca.us/rfps-rfqs-nibs-nois>

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 Thursday, October 22, 2020. Bids must be clearly mark Bid for DESIGN OF THE LAYNE PARK REVITALIZATION 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: _____
Julia Fritz, City Clerk

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REQUEST FOR PROPOSALS



The Recreation and Community Services Department is requesting proposals for:

DESIGN OF THE LAYNE PARK REVITALIZATION PROJECT

RELEASE DATE: Thursday September 24, 2020

RESPONSE DUE: Thursday, October 22, 2020

GENERAL INFORMATION

The City of San Fernando offers seven park facilities that provide recreational opportunities to the community. All park facilities are conveniently located within a 2-mile radius and easily accessible to residents. Typical amenities include activity rooms, picnic shelters, softball diamonds and multi-purpose fields that may be reserved for private use; as well as indoor/outdoor basketball courts and picnic tables that are available on a first come, first served basis.

The City of San Fernando is interested in contracting with an experienced and qualified firm to provide professional design services for the Layne Park Revitalization Project detailed in the Scope of Service. Layne Park located at 120 North Huntington Street, San Fernando, CA 91340 is a small neighborhood park approximately 33,200 square feet in size serving both residential and commercial residents.

The existing park amenities include an open field, playground equipment, and several picnic tables. The objective of the Layne Park Renovation Project is to enhance the park amenities that will provide greater recreational opportunities for the surrounding community, provide employment or volunteer opportunities for residents, and incorporate environmental elements for efficient use of water and other natural resources.

The Statewide Park Development and Community Revitalization Grant Program is funding the Layne Park Revitalization Project. As such, all contracted work must comply with the provisions of §1771.5 of the State Labor Code.

BACKGROUND

The City of San Fernando incorporated in 1911 is govern by a City Council/City Manager form of government with seven departments, consisting of the Administration, City Clerk, Community Development, Finance, Police, Public Works, and Recreation and Community Services Departments. The City employs approximately 125 full-time employees from a total Adopted Budget for fiscal year 2020-2021 of \$49.5 million, which includes a General Fund budget of \$19.9 million. The City is a cost conscious provider of outstanding public services to its citizens and local businesses. The City actively pursues grants to enhance the public services offered to its citizens and local businesses. The Recreation and Community Services Department is currently administering the Statewide Park Development and Community Revitalization Grant Program.

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 that can demonstrate knowledge and expertise in developing a final design and contract documents for the Layne Park Revitalization Project. A description of the technical environment, contractor staffing, qualifications, and performance expectations for this RFP follows.

INSTRUCTIONS TO SUBMITTING FIRMS

A. Examination of Proposal Documents

By submitting a proposal, the prospective firm represents that it has thoroughly examined and has 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 firms are encouraged to attend a virtual walkthrough of the Layne Park site via a scheduled Zoom meeting that will take place on Wednesday, October 7, 2020 at 11:00 A.M. Firms may request an invitation to the virtual walkthrough at calling 818-898-7381 (office) or 626-290-6533 (home office) or via email to Julian Venegas, Director of Recreation and Community Services, at jvenegas@sfcity.org between the hours of 8:00 A.M. and 5:00 P.M. Firms may also arrange for a physical site visit during the virtual walkthrough meeting.

C. Questions/Clarifications

Please direct any questions regarding this RFP to Mr. Venegas, via e-mail at jvenegas@sfcity.org. Questions must be submitted by 4:30 p.m. on **Monday, October 12, 2020**. All questions received prior to the deadline will be collected and responses will be emailed by **Thursday, October 15, 2020**.

D. Submission of Bid Proposals

Bid proposal submissions may be mail and email. Mailed proposals can be sent to City Hall, 117 Macneil Street, San Fernando, California, 91340. Proposals must be received no later than **1:30 P.M. on Thursday, October 22, 2020**, (postmarks will not be accepted) and clearly marked "Design for Layne Park Revitalization Project" c/o City Clerk. Email submittals must be addressed to Julian Venegas at jvenegas@sfcity.org, and subject line shall read "City of San Fernando RFP – Design for the Layne Park Revitalization Project." Emailed proposals must be received no later than **1:30 P.M. on Thursday, October 22, 2020**. All proposals received after that time will not be accepted.

The scheduled Bid opening is on **Thursday, October 22, 2020, at 2:00 P.M.** exactly.

E. Withdrawal of Proposals

A firm may withdraw its proposal at any time before the submission due date 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 requested by this Request for Proposal. The City of San Fernando is requesting landscape architect and engineering design services from qualified and experienced firms to develop and a biddable set of plans, specifications and a project cost estimate to revitalize Layne Park.

Layne Park Revitalization Project aligns with the Park and Recreation Master Plan in the City's continued effort to meet the recreational and facility needs of San Fernando residents. The Project is based on input from community planning meetings involving youth, seniors, and families groups.

Additional design ideas came from residents and user group surveys. The Layne Park Site Plan (Exhibit 1) shows where the recommended park improvements are to be located. However, the propose project design may suggest alternative locations to maximize land use. The improvement projects include the following:

- Construct a restroom building, powered by solar panels
- Construct a basketball court with lighting
- Construct an artificial turf soccer field with lighting
- Add new landscape and irrigation improvements
 - Tree removal/replacement (if needed)
 - Smart Irrigation with ground sensors
 - Bioswales
 - Plant non-invasive and drought tolerant trees, shrubs, etc.
- Conform existing and new lighting to LED, solar power preferably
- Add fencing along alley ways
- Renovate playground for ADA accessibility and add shading
- Install shading for existing picnic tables
- Install drinking fountains
- Design to incorporate projects that the California Conservation Corps will perform

The City a Statewide Park Development and Community Revitalization Grand funds recipient will mandate that the provisions of §1771.5 of the State Labor Code be followed for all contracted work related to the Layne Park Revitalization Project.

The Project site, Layne Park, is located at 120 North Huntington Street, San Fernando, CA 91340. Layne Park is in an urban area surrounded by housing developments and business properties on all sides. There is no land available to expand the park, so the revitalization project intends to maximize land use to provide additional recreational opportunities for the community.

Upon execution of the agreement by all parties, City staff expects to meet with the selected firm within 5 days to discuss the conceptual design and engineering cost estimates for the project. The City expects delivery of the biddable set of plans, specifications and cost proposal within 60 days from the agreement executed date. The selected Firm and City shall work closely to develop a project time line identifying key milestones and project deliverable dates to ensure that the completion of the project is on or before December 31, 2023.

Required Services

1. Obtain All Necessary Permits

- The consultant will support and provide all necessary services to obtain required permits. The City has already filed a Negative Declaration pursuant to CEQA.

2. Plans, Specifications and Engineering Estimates

- Prepare plans, which will include at a minimum Title Sheet, General Notes, and Right-of-Way, Existing Conditions and Demolition Plans, Civil/Architectural Layout Plans, Grading and Utilities Plans, Landscaping and Irrigation Plans, Electrical and Lighting Plan, and all necessary Details to construct the project.
- Prepare specifications and bid documents, which will include at a minimum, detailed projects description, working days for construction, bid schedule, bid item descriptions, payment methods, special provisions, technical specifications, and any specification detail sheets or standard plans, necessary to construct the project.
- Prepare engineering estimates consistent with the specifications and bid documents.
- The following plan check submittals shall be provided, at a minimum:
 - i. 1st Review – Conceptual Design to be presented to City staff for review, analysis and recommendations.
 - ii. 2nd Review - 65% design based on a set of consolidated comments received from staff and presented at the City Council meeting for review and recommendations on the third Monday in March 2021.
 - iii. 3rd Review – 95% Plans, Specifications and Cost Estimate that will be presented at a City Council meeting at the third Monday in May 2021.

3. Final Submittals

- Submit two full-size and two half-size (bond paper) final plan set master with the design engineer's seal and signature on each plan sheet and title sheet of specifications.
- Submit an electronic copy of all plans in AutoCAD and Adobe Acrobat format on a Flash Drive.
- Submit specification document in Microsoft Word format on a Flash Drive.
- Submit one set of quantity calculations and final engineering estimate in Microsoft Excel format on a Flash Drive.
- Submit all electronic files, including correspondence, photo log and analyses, used in the project design on a Flash Drive. Files that are not in electronic format shall be scanned into a commonly used digital format and saved to the Flash Drive.

4. Project Coordination during Design Process

- Hold appropriate number of meetings with City staff
- Provide monthly status reports.
- Provide design schedule with updates as required.
- Provide meeting minutes and action items.

5. Bidding Phase

- Attend the pre-bid meeting and respond to contractor requests for clarification during the bid process.
- Record and distribute among potential bidders answers and clarifications given to individual contractors, and prepare formal construction documentation addenda, if necessary
- Prepare any required addenda pre-bid and pre-construction meeting agenda, if requested at no additional charge.

- Attend pre-construction meeting.

6. Design Support during Construction Process

- If requested, consultant will participate in the pre-construction kick-off meeting and clarify questions related to project specifications.
- Upon requests, consultant needs to be prepared to answer questions posted during construction by the contractor or by the City, not addressed during pre-construction meeting.
- Based on the consultant experience with the similar projects, estimate and state in your proposal time necessary for the consultant to spend on design support during construction (i.e. Project Management, monitor and report on project progress, compliance with provisions of §1771.5 of the State Labor Code.)

PROPOSED TERM OF CONTRACT

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

SCHEDULE FOR SELECTION

RFP notice posted on City website (http://ci.san-fernando.ca.us/rfps-rfqs-nibs-nois)	September 24, 2020
Virtual Walkthrough:	October 7, 2020
Deadline for Submittal of Questions:	October 12, 2020
Response to Questions:	October 15, 2020
Deadline for Submittal of Proposal:	October 22, 2020
Agreement Presented to Council for Review & Approval:	November 16, 2020

METHOD OF SELECTION AND NOTICES

A selection committee made up of staff from the Recreation and Community Services Department and Public Works Department will evaluate the information provided in the submitted proposals using the following criteria as a guideline:

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| • Completeness and Comprehensiveness. | 20% |
| • Responsiveness to City's issues. | 15% |
| • Potential to benefit the City. | 15% |
| • Experience of the firm providing similar services to other municipalities. | 15% |
| • Cost effectiveness. | 20% |
| • Quality of proposed staff. | 15% |

INFORMATION TO BE SUBMITTED

1. Prospective Firms must submit one digital copy of their proposal via email.
2. 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.

3. 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.

4. 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.

5. Include a *Work Plan* Section

In this section, present a well-conceived service plan. This section of the proposal shall establish the Firm understands of the City's objectives, 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).

6. 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.**

7. 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.

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

EXHIBIT “1”



Layne Park Site Plan
120 n. Huntington Street, San Fernando, CA 91340

- Legend:
- | | | |
|--|---|--------------------------|
| A – Construct a Basketball Court | D – Renovate Tot-lot w/ADA access and Shading | G – Picnic Table Shading |
| B – Install Smart irrigation | E – Build Restroom Facility | |
| C – Construct Artificial Turf Soccer Field | F – Install Fencing Along Alleyway | |