

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 LAS PALMAS 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>

One (1) 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 4:00 p.m. on Thursday, June 30, 2022. Bids must be clearly marked Bid for DESIGN OF THE LAS PALMAS 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 LAS PALMAS PARK REVITALIZATION PROJECT

RELEASE DATE: Tuesday, June 7, 2022

RESPONSE DUE: Thursday, July 7, 2022

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 Las Palmas Park Revitalization Project detailed in the Scope of Service. Las Palmas Park is approximately 7.7 Acres located at 505 North Huntington Street, San Fernando, CA 91340 in a residential neighborhood.

The existing park amenities include an open field, ball diamonds, a playground, several picnic shelters, and basketball courts. The Community Center also houses a gymnasium, Banquet room, and a Learning Center. The objective of the Las Palmas Park Renovation Project is to renovate, replace and enhance the major recreation features and park amenities to 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 Las Palmas 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 governed 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 the fiscal year 2021-2022 of \$62.7 million, which includes a General Fund budget of \$22.5 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 Las Palmas Park Revitalization Project. A description of the technical environment, contractor staffing, qualifications, and performance expectations for this RFP follows.

INSTRUCTIONS FOR 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 walkthrough of the Las Palmas Park site scheduled for **Monday, June 20, 2022**, at 11:00 A.M. The project's scope discussion and site inspection will assist prospective bidders in designing the recreational features and major support amenities the grant will fund.

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 1:30 p.m. on **Friday, June 24, 2022**. Responses to all questions will be posted to the city's website/Business at <http://ci.san-fernando.ca.us/rfps-rfqs-nibs-nois> by **Monday, June 27, 2022**.

D. Submission of Bid Proposals

Bid proposal submissions may be mailed and emailed. Mailed proposals can be sent to City Hall, 117 Macneil Street, San Fernando, California, 91340. Proposals must be received no later than **4:00 P.M. on Thursday, July 7, 2022**, (postmarks will not be accepted) and clearly marked "Design for Las Palmas Park Revitalization Project" c/o City Clerk. Email submittals must be addressed to Julian Venegas at jvenegas@sfcity.org, and the subject line shall read "City of San Fernando RFP – Design for the Las Palmas Park Revitalization Project." Emailed proposals must be received no later than **4:00 P.M. on Thursday, July 7, 2022**. All proposals received after that time will not be accepted.

The scheduled Bid opening is on **Thursday, June 7, 2022, at 4:15 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 the preparation and submission of proposals or 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 executed subsequent to the City Council's 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 a biddable set of plans, specifications and a project cost estimate to revitalize Las Palmas Park.

The Las Palmas Park Revitalization Project aligns with the City's Park and Recreation Master Plan in its 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 family groups. Additional design ideas came from residents and user group surveys. The Las Palmas Park

grant Concept Level Site Plan (Exhibit 1) shows the recommended park improvements. However, the proposed project design may recommend alternative locations for these major park amenities base on community feedback and to maximize land use. The improvement projects include the following:

- Renovation of the playground adding ADA accessibly and shading
- Renovation of the basketball court with lighting
- Construction of a new tennis/pickleball court with lighting
- Construction of a new splash pad
- Renovation of three baseball fields with lighting
- Renovation of the concession stand
- Renovation of the outside restrooms
- Construction of a new multi-purpose field with lighting
- Renovation of the outdoor exercise equipment
- Renovation of the picnic shelters and walking path lighting
- Construction of new landscaping throughout the park
- Renovation of the recreation center/learning center including 2 patio restrooms
- 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 Las Palmas Park Revitalization Project.

The Project site, Las Palmas Park, is located at 505 North Huntington Street, San Fernando, CA 91340. Las Palmas Park is situated in an urban neighborhood surrounded by housing. 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 schedule a meeting with the selected firm within five (5) business days to discuss the project timeline, a conceptual design, engineering cost estimates, and the community engagement effort for the project. A minimum 60-day community engagement effort is expected for the project with the set of biddable plans, specifications, and cost estimates within 120 days from the agreement executed to date. The selected Firm and City shall work closely to develop and identify key milestones and project deliverable dates to ensure that the completion of the project is on or before June 30, 2025.

REQUIRED SERVICES

1. Community Engagement Plan

- The City values and focuses on enhancing the quality of life and community satisfaction. Community engagement is a method to guide major City decisions to ensure residents voice their needs.
- The Consultant shall develop a community engagement plan for gathering feedback and incorporating that input into the final design of the Las Palmas Revitalization Project.

- The optimal way to garner the community's sentiment is to sub-contract or partner with an experienced firm that recognizes the rich historical and cultural significance of the City.
2. Obtain All Necessary Permits
- The consultant will support and provide all necessary services to obtain the required permits. The City has already filed a Negative Declaration according to CEQA.
3. 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 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 or before the third Monday in September 2022.
 - iii. 3rd Review – 95% Plans, Specifications, and Cost Estimate that will be presented at a City Council meeting on or before the third Monday in November 2022.
4. 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, photolog, 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.
5. Project Coordination during Design Process
- Hold an appropriate number of meetings with City staff
 - Provide monthly status reports.
 - Provide design schedule with updates as required.
 - Provide meeting minutes and action items.
6. 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.

7. Design Support during Construction Process

- If requested, the consultant will participate in the pre-construction kick-off meeting and clarify questions related to project specifications.
- Upon requests, the consultant needs to be prepared to answer questions posed during construction by the contractor or by the City, not addressed during the pre-construction meeting.
- Based on the consultant's experience with similar projects, estimate, and state in your proposal the time necessary for the consultant to spend on design support during construction (i.e. Project Management, monitoring, and reporting 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 270 days from the execution of the contract.

SCHEDULE FOR SELECTION

RFP notice posted on City website (http://ci.san-fernando.ca.us/rfps-rfqs-nibs-nois)	June 8, 2022
Walkthrough:	June 20, 2022
Deadline for Submittal of Questions:	June 24, 2022
Response to Questions:	June 27, 2020
Deadline for Submittal of Proposal:	July 7, 2022
Agreement Presented to Council for Review & Approval:	August 15, 2022

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:

- Completeness and Comprehensiveness. 20%
- Firm’s Community Engagement Plan. 20%
- Experience of the firm providing similar services to other municipalities. 20%
- Cost-effectiveness. 20%
- Quality of proposed staff. 20%

INFORMATION TO BE SUBMITTED

1. Prospective Firms must submit one digital copy of their proposal via email to jvenegas@sfcity.org

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 contact 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, the 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

This section presents a well-conceived service plan. This section of the proposal shall establish the Firm's understanding 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, and 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. The 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 the 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.

Las Palmas Park Site Plan
505 Huntington Street, San Fernando, CA 91340



Legend:

- A - Renovate Tot-Lot w/ADA access and Shading
- B1 - Renovate basketball court with lighting
- B2 - Construct a new tennis/pickleball court with lighting
- C - Construct new splash pad/water feature
- D - Renovate Baseball Complex
- E - Construct New Multipurpose Athletic Field
- F - Renovate outdoor exercise equipment
- G - Renovate Recreation Center/Learning Center including patio restrooms
- H - Construct new landscaping throughout park
- I - Install New Field Lights
- J - Renovate 3 picnic shelters
- K - Renovate 2 bathrooms; Renovate Concession stand (bathrooms and concession stand are in the same building)