

NOTICE INVITING BIDS

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

PIONEER PARK PLAYGROUND RENOVATION 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/>

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 **3:30 p.m. on Thursday, August 4, 2022**. Bids must be clearly marked Bid for PIONEER PARK PLAYGROUND RENOVATION 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:

Pioneer Park Playground Renovation Project

RELEASE DATE: July 7, 2022

RESPONSE DUE: August 4, 2022

GENERAL INFORMATION

On February 5, 2018, the City Council adopted the Park and Recreation Master Plan (PMP) as an instrument for developing a comprehensive vision for park facility improvements and recreational programs offered to the residents of San Fernando. The PMP identified multiple park improvements that needed to address the continuity of recreational programming and services for the community.

The Recreation and Community Services Department manages seven park facilities providing 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, baseball diamonds, and multi-purpose fields that may be reserved for private use; as well as indoor/outdoor basketball courts, outdoor exercise equipment, and playgrounds. Many of these park amenities are weathered and in dire need of reparation.

The City of San Fernando is interested in contracting with an experienced professional firm to provide a Design and Installation of a new playground and outdoor exercise equipment for Pioneer Park. The design of the renovation project shall incorporate input from Pioneer Park neighborhood residents. However, the project must include ADA accessibility, inclusive play elements, and shading for the playground area. Pioneer Park is located at 828 Harding Street, San Fernando, CA 91340. The Pioneer Park Playground Renovation Project Scope of Work section details all required services called for in this RFP.

The State of California Department of Parks and Recreation is partially funding the Pioneer Park Playground Renovation Project with Prop. 68 Per Capita Grant money, which requires all contracted work to comply with the provisions of §1771.5 of the State Labor Code.

The other funding source for the project is the Los Angeles County Measure A administered by the Regional Park and Open Space District (RPOSD), which requires all insurance certificates name “Los Angeles County Regional Park and Open Space District as an additional insured on all liability insurance policies.

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 \$22.9 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 Prop. 68 Per Capita Grant and an RPOSD grant to complete the Layne Park project.

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 the design, materials, and installation for the Pioneer Park Playground Renovation 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 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

A mandatory job walk of Pioneer Park (project site) located at 828 Harding Street, San Fernando, CA 9140 is scheduled for **Monday, July 11, 2022 at 11:00 a.m.**

C. Questions/Clarifications

Please direct 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 4:00 p.m. on **Monday, July 17, 2022**. Responses will be posted on the City's website at <http://www.ci.san-fernando.ca.us/rfps-rfq-s-nibs/> by **Monday, July 24, 2022**.

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 **3:30 p.m. on Thursday, August 4, 2022** (postmarks will not be accepted), and clearly Mark Bid "Pioneer Park Playground Renovation Project" c/o City Clerk. Electronic submissions shall be addressed to Julian Venegas at jvenegas@sfcity.org with the subject line to read, "City of San Fernando RFP – Pioneer Park Renovation Project." Proposals shall be received no later than 3:30 p.m. on **Thursday, July 28, 2022**. Proposals will not be accepted after this deadline.

Proposals will be opened on **Thursday, August 4, 2022**, at 4:00 p.m. exactly.

E. Withdrawal of Proposals

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

F. Rights of the 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 signed subsequent to the 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 WORK

The following section describes the specific services requested in this Request for Proposal. The City's 2018 Park Master Plan identifies park amenities that needed restoration. The Pioneer Park playground is one such amenity. The playground is weathered and obsolete; the playground surface has dilapidated and is in shambles. The project site is located in an urban neighborhood located at 828 Harding Street, San Fernando, CA 91340. The approximate size of the Pioneer Park playground is 5,437 Square Feet. In addition, the renovation project will add an outdoor exercise equipment area that will accommodate 8 to 10 fitness stations adjacent to the playground.

The city of San Fernando is requesting a qualified firm with landscape architect and engineering experience to design the playground and outdoor exercise areas and to provide materials and labor to install the equipment for the project. Vendors should base their playground equipment designs on all accessibility and safety standards as well as the guidelines and specifications listed in this RFP. Quality of equipment components, quality of play value, cost, and input from community meetings must be taken into consideration in the design of the project.

The proposed firm will participate in community engagement meetings to gather feedback relevant to the design elements of the playground and outdoor exercise equipment area. The feedback will provide vendors with material options, and color schemes and recommend equipment targeting age ranges and developmental levels. However, the essential elements of the play equipment design must incorporate ADA inclusivity and shading.

Proposals should include demolition cost and removal of the existing play equipment. It will be beneficial to bidders to show how repurposing or recycling the existing play equipment can reduce the City's costs. Recycled Materials: At least 10% of the materials for PROJECT construction will consist of recycled materials, or construction waste will be minimized by the separation and recycling of recoverable materials generated during construction.

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 that guides major City decisions and ensures 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 Pioneer Park Playground Renovation Project.
- The optimal way to garner the community's sentiment is to sub-contract or collaborate with an experienced firm that recognizes the rich historical and cultural significance of the City.

2. Regulations

- Obtain all permits and licenses applicable for the work to be completed. The City has already filed a Negative Declaration according to CEQA.
- 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.

3. Design

- Equipment Features:
 - i. Shared play areas, a flexible play, climbing, and free-play, divided by youngest and older play categories
 - ii. Provide a minimum of one structure designed for ages 2 to 5.
 - iii. Provide a minimum of one structure designed for ages 5 to 12.
- Preferred Play System Qualities and Basic Requirements:
 - i. All play system elements must demonstrate the highest level of durability in materials and finishes selected in consideration of child health and safety.
 - ii. Play structures and amenities must be age-appropriate with proper signage.
 - iii. The design of each play system must include the ability to expand the proposed play system within the existing play area.
 - iv. “Green” construction practices and materials are highly desired. Provide LEED or other green certification with the proposal.
 - v. All equipment must meet and/or exceed all federal, CPSC, ASTM & IPEMA guidelines. Documentation of compliance must be provided to the City with the Vendor’s proposal.
 - vi. All equipment must comply with the Americans with Disabilities Act (ADA). The designs submitted by the Vendor must incorporate either a transfer platform or ramp each design when necessary.
 - vii. Play structure should incorporate shading as part of the equipment or a separate shading system.
- Outdoor Exercise Equipment:
 - i. Shall incorporate all the elements of a well-rounded fitness routine into outdoor fitness stations for users of all abilities and fitness levels.
 - ii. Products are to be constructed of durable materials and feature ergonomic design and resistance technologies that take the guesswork out of exercise.
 - iii. Be in the proximity of the playground.

4. ASSEMBLY/INSTALLATION AND INSPECTION

- The proposals should include the costs of delivered play systems as designed, inclusive of the equipment structures, components, hardware, detailed technical installation instructions, and maintenance & operations manuals from the manufacturer.

- The play system(s) assembly and installation will be provided and managed by the Vendor. The Vendor must supply direct supervision from the manufacturer or supply qualified and certified representatives with playground installation.
- A representative of the Vendor is required to conduct a post-installation inspection of equipment upon completion to ensure the proper installation of the equipment. If not properly installed, modifications must be submitted in writing to the City and remedied immediately. Co-inspection with the Vendor's representative of assembly and installation work will be conducted by the City following installation. A City representative will supply the punch list for completion generated by this co-inspection. The Vendor shall submit to the City the manufacturer's certification of compliance and warranty following punch list completion.
- Warranty: Upon completion of installation, the Supplier must provide documentation attesting the equipment has been installed meeting all specifications thereby warranted by the manufacturer. Additionally, it is the Vendor's responsibility to provide the City with the manufacturer's warranty for installed equipment.

PROPOSED TERM OF CONTRACT

The proposed term of the contract is **120 days from** the execution of the contract.

SCHEDULE FOR SELECTION

RFP Available:	July 7, 2022
Walkthrough:	July 11, 2022
Deadline for submittal of Questions:	July 17, 2022
Response to Questions:	July 24, 2022
Deadline for submittal of Proposal:	August 4, 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 20%

- services to other municipalities.
- Cost-effectiveness. 20%
- Quality of proposed staff. 20%

INFORMATION TO BE SUBMITTED

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, 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.

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, and 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. 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.**

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. Include a *Community Engagement Plan Section*

In this section, include the tactics that will be used for the engagement campaign, the asset map for the outreach effort, the materials to be employed, and a timeline. Forming partnerships or sub-contracting with COB's to lead the outreach is ideal. The sub-contractor or partner should be experienced working in the community and be knowledgeable of the rich historical and cultural significance of the San Fernando community.

8. 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.

9. 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 prospective Vendors, therefore, each proposal should include the firm's most favorable terms and conditions since selection may be made without discussion with any firm.

10. The screening and selection process shall be as follows:

- a) Sealed proposals will be opened and evaluated to determine compliance with the required qualifications of the vendor. Proposals meeting the 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 on whether to recommend awarding a contract for the Pioneer Park Playground Renovation Project or schedule firm interviews to determine which vendor best meets the needs of the City.

11. 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 that may arise from or in connection with the performance of the agreement by the firm, its agents, representatives, employees, or subcontractors.

12. 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.

13. 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.

14. 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 ensure 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.
15. 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.

Pioneer Park – 828 Harding Street, San Fernando, CA 91340

