



REQUEST FOR PROPOSALS

Design for Carlisle Street Green Alley Project

1. Introduction

The City of San Fernando is requesting proposals from registered and professional Engineering/Landscape Architect firms to provide a professional design services for the Carlisle Street Green Alley Project. The project area will consist of improvements on Carlisle Street from Pico Street to O'Melveny Avenue. The services desired include, but are not limited to geotechnical services, survey services, preparation of plans/specifications/cost estimate for construction, and support during bidding process and construction phase. The City has appropriated approximately \$2.5 million for construction.

2. Project Background:

Carlisle Street is classified as an alley in the City of San Fernando, serving both commercial and residential land use types. Residents in this neighborhood regularly use Carlisle Street as an alternative north-south walking path, but must compete with the permissible two-way vehicular traffic that runs through the alley. Several businesses have small parking lots that are accessible through the alley. Both local businesses and residents, adjacent to the alley, place their waste containers in the alley for pickup.

Carlisle Street is in disrepair. It is an eight-block patchwork of potholes and asphalt with no delineating lines to support two-way traffic and no green infrastructure anywhere along the alley except the fenced vacant field at the Hewitt Street intersection. Carlisle Street's impermeable surface and blacktop exacerbate adverse environmental impacts already confronting the community such as flooding during rainy days and urban heat island effect during the hot summer and fall seasons. Illegal dumping and graffiti are also commonplace characteristics of Carlisle Street.

Despite its classification as an alley in the City street network and the fact that nuisance activities take place in the area, there is community desire to activate the alley and provide unforeseen green space.

The proposed Green Alley concept originated from the Calles Verdes (Green Streets) project that started in 2017. Calles Verdes focused on identifying, prioritizing, and greening key areas of the city through assessing community priorities, conducting technical land surveys, and incorporating long-term land-use. Through this robust preliminary assessment, the City of San Fernando proposes that the Carlisle Street Green Alley project include the following project scope:

- Shade Trees (200 each- 15 gallon)
- Asphalt removal (34,000 square feet)
- Permeable Pavers (25,120 square feet - 16,720 permeable pavers and 8,400 healthy soils)
- Minimum Native Shrubs (100 each-5 gallon) and Grasses (200 each-1 gallon)
- Mulch (100 cubic yards)
- Bioswales (0.4 mile)
- Irrigation
- Sidewalk (5,640 sf)

- Curb and Gutter (2,075 LF)
- Curb Ramps with embedded Truncated Domes (26 each)
- Concrete Mini Traffic Circles (3 each)
- Pedestrian-level Lights (55 each)
- Striping/Markings (Thermoplastic Paint)
- Signage
- Greening of a 52-space public parking lot (Public Lot 9)

Project scope may be subject to change after community outreach workshops.

Calles Verdes is supported by the City of San Fernando and included in the 2022-2027 Strategic Goals. *Strategic Goal 5.3.c: Move forward with Green Streets and other stormwater capture projects, such as the Carlisle Green Street project and stormwater capture improvements at South Maclay and Parking Lot 4 (Truman and Brand Blvd).*

While the Calles Verdes project has kick started the conversation on greening of the public right-of-way, the transformation of Carlisle as a green alley and alternative non-motorized pathway further promotes the sustainability and resiliency of San Fernando by creating a nexus between water infiltration, park access, and transportation. As a result, this project will serve as a demonstration to many of the pressing environmental issues our underserved urban communities face.

3. Scope of Work:

The selected design team will be responsible for assessing existing site conditions, presenting at community design workshops in collaboration with TreePeople, and producing draft and final designs informed by community and stakeholder input. The design team must consist of a Civil Engineer and Landscape Architect. Final permitting, construction drawings, prevailing wage cost estimates, and a bid package will be required as part of this phase. In addition to furthering key objectives of expanded tree canopy, education, native vegetation, biodiversity, habitat, and stormwater management, the designs must prioritize community input, sustainability, and maintenance considerations. Services shall include the following:

Project Tasks:

1. Project Management
 - a. Monthly meetings with the City of San Fernando staff to discuss project goals, maintenance requirements, applicable regulations, and design considerations.
 - b. Biweekly coordination meetings with project partners.
 - c. Prepare materials and attend (3) community workshops to present design options and receive input. The community outreach will be led by TreePeople.
2. Surveys and Environmental
 - a. Conduct a topographic survey of Carlisle Street from Hollister Street to O'Melveny Avenue. *The area on Carlisle Street from Pico Street to Hollister Street including the parking lot has already been surveyed.*
 - b. Conduct a geotechnical analysis of Carlisle Street from Hollister Street to O'Melveny Avenue to inform project Stormwater BMPs. *The area on Carlisle*

Street from Pico Street to Hollister Street including the parking lot has already been analyzed.

- c. Conduct a utility survey of project area.
3. Design
- a. Prepare a Concept Design (30%) and make necessary revisions to the Concept Design based on comments from project partners.
 - b. Prepare 60% Construction Documents [Plans, Specifications & Estimate (PS&E)] and make necessary revisions to the Concept Design based on comments from project partners.
 - c. Prepare final Construction Documents (PS&E) (100%) and make necessary revisions to the Concept Design based on comments from project partners.
 - d. Prepare cost estimates at 30%, 60%, and 100%.
 - e. Prepare any permits required for construction.
 - f. Bidding and Construction Support. Responding to Request for Information (RFI) on the design plans or in the technical/special provisions. **Note: Consultant shall be required to provide responses to City/Project Manager/Contractor inquiries clarifying any errors, discrepancies, missing information, and oversights in the PS&E during the bidding and construction period at no cost to the City. This may involve revising plans and specifications as necessary to appropriately respond to the inquiries. Consultant shall provide responses within two (2) working days after receiving the initial inquiry.** Consultant shall attend Pre-Construction meeting. In addition, the Consultant shall also provide field visits during construction, if necessary. Prepare As-Built Plans for City.

Construction plan components may include, but are not limited to:

- Title Sheet and Location Map
- Utility Plans
- Hardscape Improvement Plans
- Landscape/Irrigation Plans
- Striping Plans

Each sheet of plans shall include the City of San Fernando title blocks and shall bear professional seal, certificate number, registration classification, and expiration date of the professional responsible for their preparation. Final plans shall be formatted for 22" x 34" plans. Final submittal shall include one set plotted on Mylar and electronic copies of ACAD files complete.

Deliverables:

- Topographic survey of Carlisle Street from Hollister Street. to O'Melveny Avenue
- Geotechnical analysis of Carlisle Street from Hollister Street to O'Melveny Avenue
- Utility survey of Carlisle Street from Pico Street to O'Melveny Avenue
- Concept design drawings (30%)- Carlisle Street from Pico Street to O'Melveny Avenue
- Draft design plans (60%)-Carlisle Street from Pico Street to O'Melveny Avenue

- Final design construction plans and specifications (100% Construction Documents)- Carlisle Street from Pico Street to O'Melveny Avenue
- Cost estimate for construction at 30%, 60%, and 100%
- Permitting materials as needed
- Finalized bid package [Plans, Specifications, and Engineer's Estimate (PS&E)]
- Deliverables shall be provided in electronic form (ACAD, PDF, etc.) as requested - printed plan to scale

4. Project Requirements and Schedule:

The ideal design team will have the following skills and attributes:

- Experience working on Green Streets projects
- Experience with stormwater BMPs
- Familiarity with the City of San Fernando
- Experience with community-based design processes and best practices
- Ability to produce technically sound and aesthetically pleasing designs
- Ability to develop a final design that will deliver a complete project within the project budget

It is anticipated that work will begin immediately after contract negotiations are completed in January of 2025. Due to grant deadline, this project is time sensitive and Consultant must be ready to start work upon receipt of executed contract. Concept design drawings (30%), draft design drawings (60%), and completed documents must be completed by the date listed below in the timeline section.

The final scope of work, budget, and schedule will be refined during contract negotiations.

The selected team agrees to comply with the following requirements as a condition of contract award for this project:

Consultant Responsibilities:

- The Consultant shall be available to interface with other agencies as necessary.
- The Consultant must be sensitive to the community's needs and desires relative to development of this project.
- The Consultant must be capable to developing a final design that will deliver a complete project within the project budget and timeline.
- The Consultant must be experienced in performing public presentations, especially on potentially controversial issues.

Conformance with Federal and State Terms and Conditions in Council Contracts and Agreements

The design consultant must be able to meet all standard conditions for State and Federal contracts and shall be subject to the general provisions, terms and conditions of the Grant Agreements between the City of San Fernando and the California Natural Resources Agency (CNRA).

Insurance & City of San Fernando Business License

The design consultant shall, at their sole expense, maintain in effect appropriate liability insurance coverages, including errors and omissions insurance, for the duration of the contract and include the City

of San Fernando as an additional insured on their policy. In addition, design consultant shall obtain a City of San Fernando Business License.

Ownership

All data, plans, CAD drawings, specifications, reports, computer programs, operating manuals, notes, and other written or graphic work produced in the performance of this contract are subject to the rights of the City as set forth herein. The City shall have the right to reproduce, publish, and use all such work, or any part thereof, in any manner and for any purposes whatsoever and to authorize others to do so. If such work is copyrightable, the design consultant may copyright the same, except that, as to any work which is copyrighted by the design consultant, the City reserves a royalty-free, nonexclusive, and irrevocable license to reproduce, publish, and use such work, or any part thereof, and to authorize others to do so.

5. RFP and Project Timeline:

| | |
|--|---------------------|
| All questions submitted by email to: POrozco2@sfcity.org | November 1st, 2024 |
| Answers to questions provided | November 13th, 2024 |
| Proposal submission due | November 18th, 2024 |
| Award of RFP | January 6th, 2025 |
| Signed contract | January 16th, 2025 |
| Concept design deadline | February 21st, 2025 |
| 60% Construction Documents deadline | April 30th, 2025 |
| 100% Construction Documents deadline (Deliverables to City - Electronic Files of Plans (ACAD), Specifications (Word), and Engineer’s Estimate (Excel) | June 30th 2025 |
| Grant deadline | March 1, 2026 |

6. Proposal Contents:

The contents of the proposal should address the following:

1. *Experience and Qualifications*

- A Cover Letter summarizing the proposal.
- Describe your team’s experience and qualifications for conducting the requested services.
- Provide three current references for related work include:
 - Client company name
 - Telephone and email of contact person

- Brief description of the project
- Work performed by your firm or team member
- Describe at least one example of a project that integrates some or all of the following:
 - Sustainable landscaping with native vegetation
 - Green Street design
 - Stormwater management

Please provide images to support your project description and include contact name and contact information (phone and email) for the project.

- Indicate current workload and ability to meet the project timetable as outlined above.

2. *Project Team*

- Describe the proposed project team, including sub-consultants
- Identify the Project Manager
- Include short resumes (1-2 pages) for key staff
- For teams consisting of multiple firms, identify which services would be performed by each, and their relevant experience

3. *Project Approach*

- Describe your approach to this project to achieve the stated goals and requirements. Consider the following in your discussion:
 - Engaging community feedback in the design process
 - Engaging project partners in the design process
 - Cultural considerations
 - Recommendations for additional steps/tasks not specified above, if applicable
 - Address concerns or considerations, if any, with respect to meeting the project and contract requirements

4. *Project Work Schedule*

- Provide a project work schedule with milestone tasks and completion dates

5. *Fee Estimate*

- Provide a not-to-exceed fee budget for each item described in the above scope of services. Include estimated hours and hourly rates for each task and personnel classification, and anticipated direct expenses. The proposal price shall be valid **90 days** from the date of receipt of proposals. Once contract is executed, these hourly rates shall remain in place until the completion of construction phase.

Proposals are due **Monday, November 18, 2024 at 5:00p.m.** Please submit **three copies** of the proposal to:

City of San Fernando,
 117 Macneil Street
 San Fernando, CA 91340
 Attn: Patsy Orozco, Engineering

Proposals may also be submitted electronically to POrozco2@sfcity.org no later than 5:00pm on November 18, 2024.

7. Bid Evaluation:

A review panel from San Fernando and TreePeople will evaluate proposals using the following criteria and scoring system. A maximum score of 100 points is possible.

- **Qualifications and Experience** (35 pts).
Each proposal will be rated on a scale of 0 to 35 points, based upon qualifications and experience of firm with similar types of projects.
- **Project approach** (25 pts).
Each proposal will be rated on a scale of 0 to 25 points based on the proposed project approach and understanding of the requested scope of work of the project.
- **Project Team** (20 pts).
Each proposal will be rated on a scale of 0 to 20 points, based upon the qualifications, experience, and composition of the project team members assigned to this project.
- **Proposed budget** (20 pts).
Each proposal will be rated on a scale of 0 to 20 points based on the completeness and competitiveness of the cost information provided.

Bidders will be notified of the need for interviews or an award decision within the timeline above. The review panel will determine the need for interviews.

8. City Rights & Responsibilities:

The City may investigate the qualifications of any firm under consideration, may require confirmation of information furnished, and may require additional evidence of qualifications to perform the services described in the RFP.

The City reserves the right to:

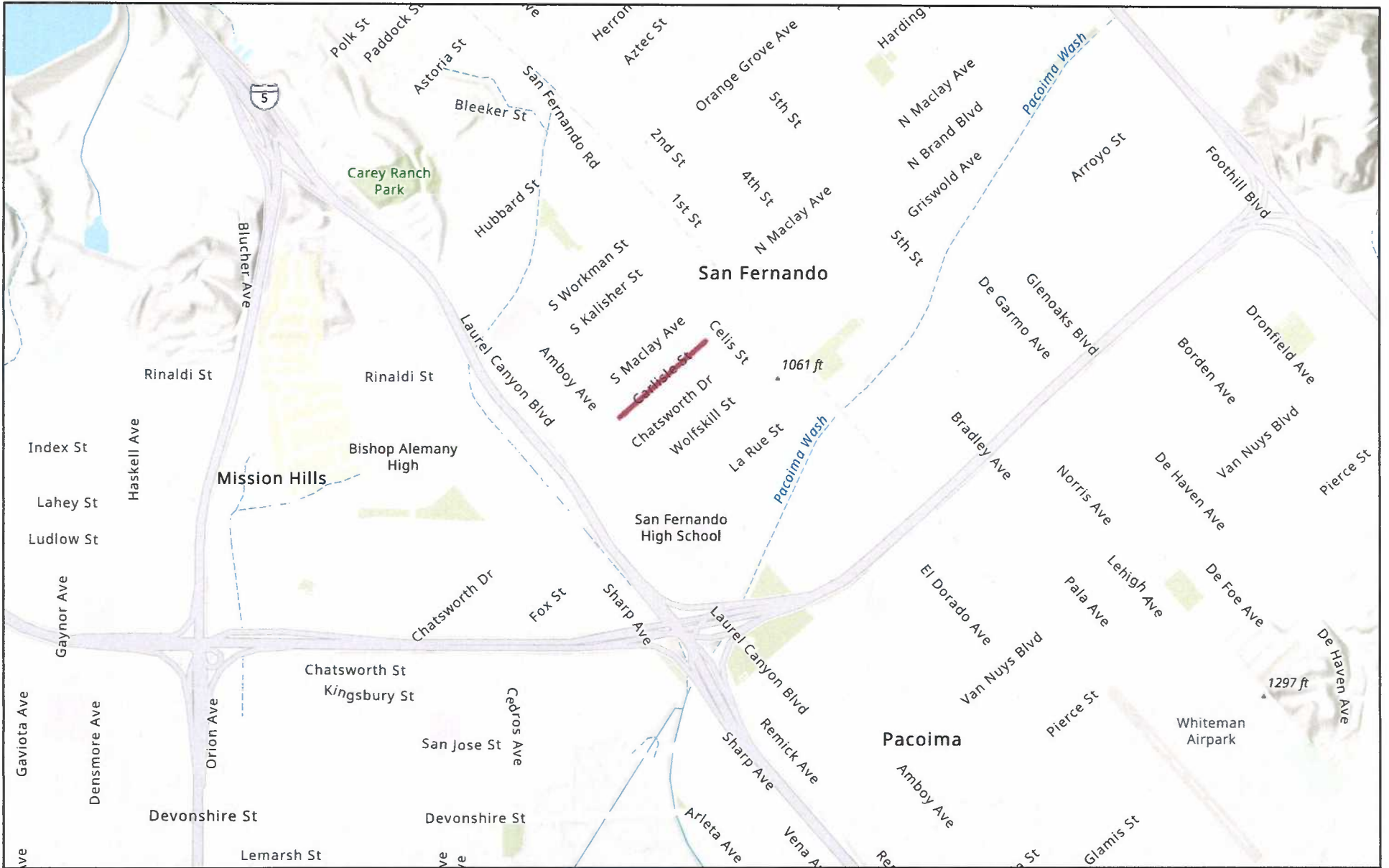
- Reject any or all of the proposals.
- Issue subsequent RFP's.
- Cancel the entire RFP.
- Remedy technical errors in the RFP process.
- Appoint evaluation committees to review proposals.
- Establish a short list of proposers eligible for discussion after review of written proposals.
- Negotiate with any, all, or none of the Proposers.
- Solicit best and final offers from all or some of the Proposers.
- Award a contract to one or more Proposers.
- Accept other than the lowest priced proposal.
- Waive informalities and irregularities in proposals.
- Proposals shall become property of the City.

City Responsibilities:

- The City intends to assist the consultant in the performance of its duties rather than direct and supervise the consultant's work. The City's primary contact for the consultant work shall be Patsy Orozco, Civil Engineering Assistant II.
- The City will also do its best to provide all record information relative to this project.

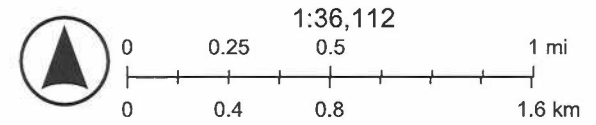
This RFP does not commit the City to enter into a contract, nor does it obligate the City to pay for any costs incurred in the preparation and submission of proposals or in anticipation of a contract.

Carlisle Green Alley Project Map



1/16/2023

Carlisle St Project Area



County of Los Angeles, California State Parks, Esri, HERE, Garmin, SafeGraph, GeoTechnologies, Inc, METI/NASA, USGS, Bureau of Land

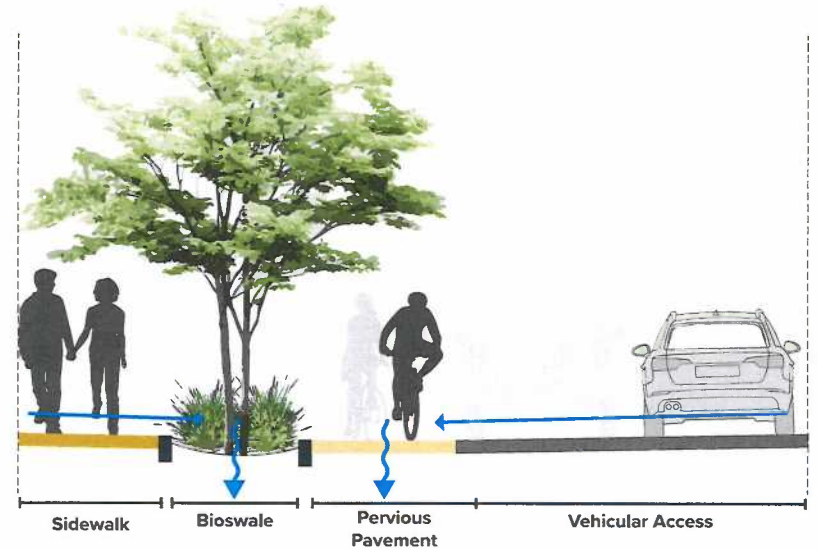
Project Overview



Carlisle Street Green Alley

The Carlisle Green Alley project transforms an underutilized alley located within a high-need neighborhood into a new linear green space that provides multiple benefits to residents and fulfills the City's goals for **resiliency, climate adaptation, and active transportation**. This project will create permeable surfaces for groundwater infiltration, trees and native landscaping, a clear bikeway, bioswales, a dedicated pedestrian pathway, and intersection improvements that encourage more walking and biking trips through San Fernando.

-  **Reduced Air Pollution**
-  **Reduced Water Pollution**
-  **Stormwater Infiltration**
-  **Community Cooling**
-  **Clear Bikeway**
-  **Improved Pedestrian Realm**
-  **Access to Green Space**
-  **Increased Biodiversity**



Bioswale



Shade Trees



Permeable Surfaces



Sidewalk



Mini Traffic Circles



Bicycle Sharrows



Crosswalks