

**City of Rancho Palos Verdes
Request for Proposals**

**Ladera Linda Community Park
Master Plan Project**



Department of Recreation and Parks

Attention: Cory Linder, Director

30940 Hawthorne Blvd, Rancho Palos Verdes, CA 90275

Phone: (310) 544-5260 | Email: CoryL@rpvca.gov

**Due: May 3, 2016
5:00 p.m.**

CITY OF RANCHO PALOS VERDES REQUEST FOR PROPOSALS LADERA LINDA COMMUNITY PARK MASTER PLAN

The City of Rancho Palos Verdes is a scenic, upscale, residential coastal community, with a population of approximately 42,000, located on the Palos Verdes Peninsula of southwestern Los Angeles County.

The City of Rancho Palos Verdes is a contract city, meaning that some services are provided by contract with agencies (both public and private) and some services are delivered by the City's own employees. City Attorney services are delivered pursuant to a contract with Aleshire and Wynder LLP and other outside attorneys are retained from time to time, as needed by the City. Police and fire protection is provided by the County of Los Angeles. The County of Los Angeles also provides sanitary, sewer and other specialized public works services, while library services are provided through a special district. Services provided by the City are construction and maintenance of streets and other infrastructure, planning and zoning activities, recreational activities, and an extensive system of public parks, open space and trails. Solid waste collection services are provided pursuant to contractual agreements with EDCO and UWS. The City has an in-house Department of Finance.

City Government: Rancho Palos Verdes is a General Law City and has operated under the Council-Manager form of government since its incorporation in 1973. Policy-making and legislative authority are vested in the governing City Council, which consists of five Council Members, including the Mayor and Mayor Pro-Tem. The City Council is elected on a non-partisan, at-large basis. Council Members are elected to four-year staggered terms with two or three Council Members elected every two years. The Council designates the Mayor and Mayor Pro-Tem for a one-year term. The City Manager is responsible for carrying out the policies and ordinances of the governing council, for overseeing the day-to-day operations of the government, and for appointing the heads of the government's departments. The City is fiscally sound and functions on an annual budget cycle.

Labor Force: The City of Rancho Palos Verdes has 62 authorized full time positions for FY 15-16, and its departments include an Administration Department, Finance Department, Community Development Department, Public Works Department and a Park and Recreation Department. Presently there is one bargaining unit that incorporates all employees minus the management staff.

REQUEST FOR PROPOSAL LADERA LINDA COMMUNITY PARK MASTER PLAN PROJECT

I. PROJECT BACKGROUND AND DESCRIPTION

The City of Rancho Palos Verdes is requesting proposals from qualified professionals to perform design and planning work to produce a Master Plan design for Ladera Linda Community Park. Ladera Linda Community Park is located in Rancho Palos Verdes, California with a physical address of 32201 Forrestal Drive, Rancho Palos Verdes, CA 90275. The City of Rancho Palos Verdes provides parks and recreation services.

The City of Rancho Palos Verdes Department of Recreation and Parks provides park programs and special events which are funded by the General Fund and revenue from fees and rentals.

This former elementary school site's amenities include a parking lot, restrooms, paddle tennis courts, tot lot, playground and basketball court. Ladera Linda is also the home of the Discovery Room, which features static exhibits of local flora, fauna and historic information. Staff and volunteers provide educational programs on-site for a large variety of school, youth and other groups as well as conduct docent-led hikes in the surrounding hills and Forrestal Property. This location also has a multipurpose room and classroom available for rental for meetings and private parties. There are excellent views of the cliff face, hillsides, coastline and ocean.

The City has completed an overall Parks Master Plan for the entire park system and the recommendation for Ladera Linda was to raze the current buildings and structures and design and build a community park/center with a similar square footage footprint. The new design should capitalize on views, open areas, and neighborhood programming.

II. PROJECT COORDINATION AND ADMINISTRATION

All correspondence and questions regarding this RFP should be directed to:

Primary:

Cory Linder, Director of Recreation and Parks
Rancho Palos Verdes Recreation and Parks
30940 Hawthorne Boulevard
Rancho Palos Verdes, CA 90275
Coryl@rpvca.gov

Secondary:

Matt Waters, Senior Administrative Analyst
Rancho Palos Verdes Recreation and Parks
30940 Hawthorne Boulevard
Rancho Palos Verdes, CA 90275
Mattw@rpvca.gov

III. PRE-PROPOSAL MEETING

The Rancho Palos Verdes Recreation and Parks Department will meet with interested firms at Ladera Linda Community Center located at 32201 Forrestal Drive, Rancho Palos Verdes, CA 90275 on Thursday, April 28, 2016 at 2:00 p.m. Attendance is highly encouraged but not mandatory. Questions in relation to this RFP may be submitted in writing by either email to coryl@rpvca.gov, fax to 310-544-5294, or mail to Cory Linder, Director of Recreation and Parks, 30940 Hawthorne Boulevard, Rancho Palos Verdes, CA 90275. Questions must be received no later than five (5) business days prior to the proposal due date. All attendance sign-in sheets, proposal questions and answers and proposal addenda, if issued, shall be posted on the RPV website.

IV. SCOPE OF WORK

The Scope of Services includes, but is not limited to, site analysis and assessment, public input, and park master plan schematics. In addition, support is requested for design development, including phasing of the overall selected plan. Importance is placed on the public input sections. The Rancho Palos Verdes Recreation and Parks Department would like to ensure that the majority of the needs addressed by the community are met. Your firm will need to be familiar with the City codes, restrictions and processes throughout the planning and design of the project. All deliverables will be submitted to the City in hard copy and original electronic format (for example: Excel, AutoCAD, Word, PDF, etc.) All work produced by the selected firm for this project will become the property of the City and it is expected that information pertinent to this project will be shared freely with all City employees involved in the project. Address each of the following phases by describing how your firm would meet the written criteria. Include experience and examples of similar work performed and/or provide information on subcontractor's experience.

1. SITE ANALYSIS/ASSESSMENT

This phase will include an environmental site analysis of the property to consider existing site conditions, opportunities and constraints, along with neighborhood and civic interests. Additional information will be needed to evaluate existing buildings, trees, potential property uses, easements, energy resources, architectural uses, landscape options, and elevated consideration for proper drainage. Active playfields and passive recreation facilities need to comply with state and Federal design requirements.

General tasks/milestones:

- Review existing documents and relevant background materials relating to the project
- Conduct meetings and/or interviews with City representatives and key stakeholders as needed
- Obtain topographic site survey and landscape architectural analysis, which may include hiring and managing consultants as necessary

- Prepare a Phase 1 Site Analysis

Deliverables:

- Topographic site survey
- Architectural assessment
- Graphic and written documents summarizing project issues, site opportunities and constraints
- Phase 1 Site Analysis

2. COMMUNITY OUTREACH AND PUBLIC PARTICIPATION

This phase embarks on the community outreach process, builds support for the park project and solicits community comment on how the park should be designed to meet the needs of residents and park users. The community outreach and public input process will be integral to the park planning and design process.

General tasks/milestones:

- Prepare a community outreach strategy and conduct the community outreach process
 - Engage the school district, City of Rancho Palos Verdes, community groups, stakeholders, homeowner associations and individuals/residents
 - Identify community liaisons and leaders, engage professionals and community members as needed to aid in outreach
 - Identify and develop methods to distribute project information (website, newsletter, existing publications and media)
 - Host focus groups and attend meetings of local community-based organizations
 - Host stakeholder interviews
 - Host one (1) public forum meeting

Deliverables:

- Develop work plan detailing a community outreach strategy timeline
- Graphic and written information (fliers, surveys, questionnaires, press releases, etc.) to support the public outreach efforts, (English and electronically)
- Presentations to City and Homeowner Associations, as needed

3. MASTER PLAN

Based on needs assessment and community outreach, a master plan will be developed. This master plan will reflect the needs and interests identified by the community, the City, and other key partners. Components and consideration should include:

- Ability to design site sensitive, eco-friendly low cost, durable, accessible and attractive park facilities

- Aspects such as environmental/historical interpretation and outdoor education
- ADA accessibility, traffic patterns, emergency access, view corridors, and heights and elevation drawings of key features and structures
- Sustainable design
- Exploring / capitalizing on viewing areas
- Selection of preferred street furniture, lighting standards, bollards, trash receptacles, bike racks, benches, and similar infrastructure
- Inclusion of a comprehensive signage and way-finding plan shall be provided with a uniformity of signage throughout the park including, locations of signs, examples of signage, and proposed interpretive signs
- Security for the public should be integrated into design/infrastructure of park
- Storm water mitigation and management
- Appropriate access to park areas and distance to residential areas and parking
- Design of vegetation and flora plan, by type, that celebrates plants and vegetation that are native to Rancho Palos Verdes and California including prioritization of tree planting areas
- Incorporation of natural play features
- Water use efficiency
- Incorporation of an expanded Nature Center/Palos Verdes Preserve access.
- Incorporation of a Sheriff/Park Ranger drop-in office.
- Energy efficiency
- Solar readiness and siting for any buildings.

General tasks/milestones:

- Conduct master plan process
 - Engage City staff, community groups, stakeholders and individuals/residents
 - Host one (1) workshops/forums to assess needs and solicit community input on design
 - #1 Needs Assessment and Program Development
 - #2 Explore Minimum of 3 Design Alternatives, Select Materials and Finishes
 - #3 Select Preferred Alternative for Master Plan
 - Develop master plan
 - Develop cost estimate
 - Develop implementation program (including factors such as construction phasing options, funding strategy, programming and stewardship)
 - Present master plan to City and public throughout process

Deliverables:

- Master Plan – 15 bound copies
- Cost Estimate

- Memo outlining implementation Plan
- Three, 32" x 36", mounted, color renderings of the approved master plan and accompanying narrative describing park elements and key principles of design
- All written and graphic materials to conduct community engagement, workshops, and presentations

4. PROGRESS REPORTS

Describe the frequency with which your firm will provide progress reports, communications and updates. The City is requesting a minimum of monthly updates as well as updates after every public meeting/outreach event.

Deliverables:

- Work plan with schedule for updates

5. PROJECT TIMELINE

The City's proposed start date for this project is June 2016 and a completion date of November, 2016. Describe how your firm will respond to this timeline.

V. SUBMITTAL REQUIREMENTS AND EVALUATION CRITERIA

Format:

Executive Summary

On the firm's letterhead, clearly articulate how services identified in the scope of work will be provided, including qualifications, experience, and references.

- References: List no less than three reference clients for who similar or comparable services have been performed. Include the name, mailing address and telephone number of their principal representative.
- Experience: Demonstrate successful experience by showing technical competence and specialization in projects similar in scope and complexity to the proposed project indicated.

Firm Organization

Include name, address, and telephone number of primary firm submitting proposal and identify each sub-consultant including name, address, and telephone number.

- Firm Profile: Provide types of services offered, the year founded, and form of organization (corporation, partnership, sole proprietorship).
- Project Statement: Include a statement to the effect that the proposed Project Team will be available to work on the Project in the roles specified within the proposed timeline and will not be reassigned, removed or replaced without the consent of the City.

- Project Team: Provide an organizational chart of the project team that clearly delineates communication and reporting relationships among the project staff and among the major sub consultants involved in the Project. Identify key personnel to perform work in the various tasks, and include major areas of subcontracted work. Indicate the expected contributions of each staff member in time as a percentage of the total effort.
- Project Team Qualifications: Establish the qualifications of the proposed Project Team in terms of education, experience, professional credentials, awards, and licensing status. Describe in detail each team member's responsibilities for the Project and indicate the number of years the individual has had this responsibility on similar projects.
- Work Plan: Utilizing the program elements and project objectives shown in the Scope of Work, provide a well-conceived work plan showing the methodology and approach to be used to successfully accomplish the Project. Indicate as part of the Work Plan the firm's capability to accomplish other current projects and this Project with its current work force.
- Quality Control: Provide an explanation of the consultant's quality and cost control philosophy, procedures and goals.
- Relationship with the City: It is expected that the firm selected will meet with City staff on an as-needed basis and attend several meetings in Rancho Palos Verdes. Describe how you would meet this criterion.

Proprietary data or trade secrets should be clearly identified as such in your proposal. All submittals should be received by **5:00 p.m. on May 3, 2016**. Proposals shall address the following sections in order; refer to the scope of work for project specific information:

- a) Executive Summary
- b) Firm Organization
- c) Site Analysis/Assessment
- d) Community Outreach and Participation
- e) Master Plan
- f) Progress Reports
- g) Proposed Timeline
- h) Cost Proposal

Evaluation Criteria and Contract Award

Once all proposals have been received, opened, and recorded, interviews may be conducted with those firms who's proposals best meet the requirements of this RFP. The services provided, qualifications, experience, and reference portions of the proposals will be weighted and scored by an evaluation panel. The City shall evaluate and select a firm to provide the required services based on the completed proposal responses and, if required, subsequent interviews. The City shall be the sole judge in

determining how the evaluation process shall be conducted and what firm shall be considered for award as deemed to be in the best interest of the City.

VI. TERMS AND CONDITIONS

1. Proposals shall be submitted in an original electronic version on a labeled CD (Word, Excel) and a paper original with FIVE hard copies. The original and each copy shall include a tabbed index and page numbers. The original must be clearly marked and contain an original signature. Failure to clearly mark the original and provide an original signature may result in a proposal being found non-responsive and given no consideration.
2. No reimbursement will be made by the City of RPV Recreation and Parks Department for any proposal preparation or delivery costs incurred.
3. The City of RPV Recreation and Parks Department reserves the right to reject any or all proposals or any part thereof, or to accept any proposal, or any part thereof, or to withhold any award and to waive or decline to waive irregularities in any proposal when determined that it is in the City of RPV Recreation and Parks Department's best interest to do so.
4. The City of RPV Recreation and Parks Department also reserves the right to hold all proposals for a period of sixty (60) days after the opening date and the right to accept a proposal not withdrawn before the scheduled proposal opening date.
5. Conditional proposals may be rejected as non-responsive.
6. Any Agreement issued as a result of this RFP shall be governed by and construed in accordance with the laws of the State of California.
7. Any interpretation, correction or change of the RFP will be made by formal Addendum. Interpretations, corrections and changes of the RFP made in any other manner will not be binding, and a Respondent shall not rely upon such interpretations, corrections and changes.

VII. SELECTION PROCESS

An evaluation panel will review all proposals submitted and select the top proposals. These top firms may then be invited to make a presentation to the evaluation panel, at no costs to the City. The panel will select the proposal, if any, which best fulfills the City's requirements. The City will negotiate with that firm to determine final contract qualifications, knowledge, and experience, knowledge of local conditions, and references.

VIII. SELECTION AND PERFORMANCE SCHEDULE

The following is the anticipated schedule of events for the RFP process:

Request for Proposal Available	April 21, 2016
Pre-Proposal Meeting	April 28, 2016
Proposals Due	May 3, 2016
Firm Interviews (if necessary)	May 9, 2016
Anticipated Notice of Award	May 17, 2016

Note: Firms are advised to plan accordingly for key team members to be available for interviews May 9, 2016 if necessary.

IX. AWARD NOTIFICATION

The City of Rancho Palos Verdes Recreation and Parks Department will notify all proposers in writing within two weeks of the bid deadline. This RFP does not commit the City of RPV Recreation and Parks Department to award a contract, nor pay any costs incurred in the preparation and submission of the proposal in anticipation of a contract. The City of RPV Recreation and Parks Department reserves the right to reject any or all, or any part, to waive any formalities or informalities, and to award the contract to the vendor deemed to be in the best interest of the City of Rancho Palos Verdes Recreation and Parks Department.

The selected firm shall be required to enter into a written contract with the City of Rancho Palos Verdes, in a form approved by the City Attorney, to perform the prescribed work. This RFP and the proposal, or any part thereof, may be incorporated into and made a part of the final contract; however, the City reserves the right to further negotiate the terms and conditions of the contract with the selected consultant. The contract will, in any event, include a maximum "fixed cost" to the City of Rancho Palos Verdes.

X. INSURANCE REQUIREMENTS & PROGRESS PAYMENTS

Insurance

- Standard Worker's Compensation & Employers' Liability including Occupations Disease Coverage
 - Statutory in conformance with the compensation laws of the State of California
- Comprehensive General Liability Insurance
 - \$1,000,000 each occurrence
 - \$1,000,000 aggregate
- Comprehensive Automobile
 - \$1,000,000 each occurrence
 - \$1,000,000 aggregate
- Professional Liability
 - \$1,000,000 each occurrence
 - \$1,000,000 aggregate

The successful Respondent shall affect the insurance policies in a company or companies and in a form satisfactory to the RFP. Before commencing any performance relating to this project, successful Respondent shall deliver, to the City, Certificates of Insurance issued by the insurance company, and/or its duly authorized agents pertaining to the aforementioned insurance, and certifying that the policies stipulated above are in full force and effect. All policies and/or Certificates of Insurance shall include the City officers, volunteers, and employees as additional named insured. Nothing herein shall be deemed or construed as a waiver of any of the protections to which the city may be entitled.

Progress Payments

The City will make progress payments in accordance to material delivered and work completed. Invoices submitted and approved by Friday will be paid on the following Friday.