

Sunrise Recreation and Park District

REQUEST FOR QUALIFICATIONS



For Consultant Services to Prepare a

Comprehensive Park Master Plan Update For Foothill Community Park

Submissions due: 2:00 p.m., Wednesday, December 14, 2016

Under no circumstances will late proposals be accepted

**Sunrise Recreation and Park District (SRPD)
7801 Auburn Blvd.
Citrus Heights, CA 95610
(916) 725-1585**

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Sunrise Recreation and Park District

REQUEST FOR QUALIFICATIONS CONSULTANT SERVICES

Comprehensive Park Master Plan for Foothill Community Park

SECTION I. PROJECT DESCRIPTION SUMMARY

The Sunrise Recreation and Park District is soliciting qualification statements for developing a Park Master Plan Update for Foothill Community Park, a park, in the Foothill Farms area of the District.

SECTION II. BACKGROUND

Foothill Community Park is a developed approximately 25 acre park located at 5510 Diablo Drive. Currently the park has a community center offering a variety of activities, tennis courts, a variety of play structures, multiple picnic areas including a 150 person reservable covered area, sports fields, restrooms, ample on-site parking and a nature area.

It is the wish of the District to add a large splash pad/water feature to the south end of the park where the current tennis courts are located.

The project would include environmentally friendly, water feature, new restrooms, picnic area, and new playground all operating in concert with one another.

The Sunrise Recreation and Park District was founded in 1950 to serve communities in North East Sacramento County. The District serves an area of 27 and a half square miles with an estimated population of 163,000 in Antelope, Citrus Heights and Foothill Farms. It operates and maintains 42 parks and open space sites totaling more than 400 acres. A current list of parks and facilities is available for review on the District's website at www.sunriseparks.com.

SECTION III. THE DISTRICT'S ROLE

Direction and oversight of the Park Master Plan process will be governed by the District Advisory Board. The overall Project Manager will be the District Administrator.

SECTION IV. SCOPE OF WORK

This Park Master Plan is intended to serve as the Land Use Development Plan for Foothill Community Park in the Foothill Farms area of the District. The consultant will be required to provide all services and work to complete the required documents and all other work described herein. The general objectives of the plan include, but will not be limited to, the following:

1. Identify and express the recreation and park uses to meet the leisure needs of the community and more specifically the neighborhood served by the park site.
2. Identify locations for specific recreation facilities, i.e. play equipment, benches, etc.
3. Develop construction estimates as related to the conceptual Park Master Plan Update document
4. Identify possible funding opportunities for the future construction of the new amenities.

The selected consultant will be required to conduct two (2) public meetings to obtain input in designing the update to the park. Additional meetings/consultation with District staff and (1) presentation to the District Advisory Board of Directors will also be required.

SECTION V. COMPENSATION AND REIMBURSEMENT OF EXPENSES

The compensation for the services listed in each task or subtask submitted in the proposal shall not exceed the *total* project costs. Reimbursement for expenses incurred by the Consultant shall be for actual costs incurred by Consultant to complete the work and shall be clearly defined in the proposal. Consultant shall submit invoices for review and approval detailing the services provided and associated reimbursable expenses. The invoice shall utilize a simple, easy to understand format that has been approved by the District Administrator. Each invoice shall be reviewed to determine whether the services provided have been completed in a manner that is satisfactory to the District Administrator or his/her designee.

SECTION VI. SCHEDULE

Key dates for proposal evaluation and selection are:

Distribution of RFP	November 2, 2016
Deadline for submission of questions	November 23, 2016
Proposal submission deadline	December 14, 2016 (2:00 P.M)
Oral presentations as needed	January 2 - 6, 2017
Board approval of selected proposal	January 19, 2017
Expected commencement of contract	February 2017

SECTION VII. PROPOSAL CONTENT & SUBMITTAL

The proposal shall include the following as a minimum:

1. Submit five (5) bound proposal copies and one electronic copy on USB flash drive no later than 2:00 p.m., Wednesday, December 14, 2016, via U.S. Mail to the Sunrise Recreation and Park District, Attn. Dave Mitchell, 7801 Auburn Blvd., Citrus Heights, CA 95610, or via UPS, FedEx, or other personal delivery to the same address noted above. The proposal must be submitted in a sealed envelope/package clearly marked with the Consultant's name and "Park Master Plan for Foothill Community Park".
2. The proposal shall not exceed thirty (30) 8½" by 11" sheets of paper, excluding the cover sheet, table of contents and index sheets. Cover letters will be counted as part of the thirty sheets. Each sheet may be printed on both sides. Resumes may need to be brief to keep the proposals within this limit. Larger size pages (i.e. 11" by 17") are acceptable for items such as tables and spreadsheets.
3. Proposals received late, for any reason, shall not be accepted.
4. A disclosure of all personal, professional or financial relationships with any officer or employee of the District.
5. A detailed narrative of the project showing the Consultant's understanding of the project requirements and constraints. The narrative should discuss the proposed approach and methodology to be used to meet the objectives of the project. The narrative should have general descriptions for the activities and how this approach will ensure timely completion of the project. Also, supply a work flow diagram with performance milestones and relative time frames for completion.
6. List of personnel directly assigned to the project, along with responsibilities on this project and resumes. Include an organizational chart of personnel involved in the project. The firm's project manager, who will be responsible for planning, coordinating and conducting the majority of the work, must be identified and committed to the project. SRPD reserves the right to approve Consultant's project manager and any requested personnel and subcontractor changes during the course of the project. SRPD encourages the use of local subcontractors where appropriate.
7. A firm must include in its proposal a complete disclosure of any alleged significant prior or ongoing contract failures, any civil or criminal litigation or investigation pending which involves the firm or in which the firm has been judged guilty or liable within the last five (5) years. If there is no negative

history to disclose, the firm must affirmatively state in its proposal that there is no negative history to report.

8. A list of current and past work on similar projects, staff who worked on these projects and corresponding client's names, titles and phone numbers. For any projects referenced in the Statement of Experience and Qualifications, list the involvement of the proposed Project Team members. List should also include website links to similar plans completed by the firm for similar government agencies.
9. The cost proposal will be used as a basis to negotiate a contract price that is reasonable and agreed to by both parties. The cost proposal shall be prepared and submitted in a separate sealed envelope with the full proposal. If an agreement cannot be reached, the District will contact the Consultant with the next highest ranked proposal.

The cost proposal shall list three total costs:

1. The cost to complete the Comprehensive Park Update as described in the RFQ.
A detailed, task-related accounting of the estimated number of hours and hourly rates for each employee working on the proposed project, travel, report preparations, copying, office support and all other overhead costs. Each proposed task should be accompanied by a "not to exceed" cap on costs. Basis for charging on a time and materials basis for preparation of optional elements should be listed.
 2. The cost to complete a topographical survey of the property. (SRPD reserves the right to make this an optional condition of the project)
 3. The cost to complete and submit a California Environmental Quality Act (CEQA) document. (SRPD reserves the right to make this an optional condition of the project)
10. All information developed as a part of the Park Master Plan, including graphics and data, shall become the property of SRPD upon completion of the report. All text shall be submitted in a file on a flash drive in Word format. All original graphics generated as a part of the Park Master Plan shall be submitted to SRPD in an easily reproducible hardcopy and electronic format.
 11. The successful Consultant shall be expected to fully meet all representations made in its proposal.

SECTION VIII. METHOD OF EVALUATION AND SELECTION

Each proposal will be reviewed to determine if it meets the submittal requirements contained within this RFQ. Failure to meet the requirements for the RFQ can be cause for rejection of the proposal. The District may reject any proposal if it is conditional, incomplete or contains irregularities. The District may waive an immaterial deviation in a proposal, but this shall in no way modify the proposal document or excuse the Consultant from compliance with the contract requirements if the Consultant is awarded a contract.

Qualification statements will be judged with primary consideration given to imagination, an effective approach, and qualifications.

A committee of the District will select at least two firms for interviews. A firm will be selected and recommended to the District Advisory Board for approval. The successful firm to whom work is awarded shall, within 30 days of Advisory Board approval, enter into a contract with the District for the work in accordance with the specifications and shall furnish all required documents necessary to enter into said contract. Failure of the successful bidder to execute the contract within 30 days of Advisory Board approval shall be just cause for the District to contract with the next responsible consultant.

SECTION IX. SUBMISSION DEADLINES

QUESTIONS

All questions must be submitted by (5:00 P.M.) November 23, 2016 to:

Virgil Anderson
(916) 725-0133
vanderson@sunriseparks.com

PROPOSALS

In order to be considered, the Consultant must submit required proposal materials by the stated deadline to:

Attention: Dave Mitchell
District Administrator
Sunrise Recreation and Park District
7801 Auburn Blvd.
Citrus Heights, CA 95610

The proposal must be received at the above office no later than 2:00PM on Wednesday, December 14, 2016.

There is no expressed or implied obligation for the District to reimburse firms for any expenses incurred in preparing proposals in response to this request. Materials submitted by respondents are subject to public inspection under the California Public

Records Act (Government Code Sec. 6250 et seq.). Any language purporting to render the entire proposal confidential or proprietary will be ineffective and will be disregarded.

The District reserves the right to retain all proposals submitted, and to use any idea in a proposal, regardless of whether the proposal was selected. Submission of a proposal indicates acceptance by the firm of the conditions contained in the RFQ, unless clearly and specifically noted in the proposal submitted and confirmed in the contract between the District and the Consultant.

All property rights, including publication rights of all reports produced by the selected firm in connection with services performed under this agreement shall be vested in the District.

The District reserves the right to reject any or all proposals submitted.