City of Santa Maria

REQUEST FOR PROPOSALS

RUSSELL PARK DESIGN

ISSUING OFFICE: City of Santa Maria
Public Works Department
110 S. Pine Street, Ste. 221
Santa Maria, CA 93458

SUBMITTAL: One (1) original and two (2) copies must be received on or before 5:00 p.m., February 22, 2019

PROPOSALS RECEIVED AFTER THE TIME AND DATE STATED ABOVE SHALL BE DEEMED UNRESPONSIVE AND RETURNED UNOPENED TO THE PROPOSER.
**Table of Contents**

*REQUEST FOR PROPOSAL* ........................................................................................................ 1

*SECTION 1 - INSTRUCTIONS AND CONDITION* ................................................................ 2
  1.1 Project Description ........................................................................................................... 3
  1.2 Information .................................................................................................................... 3
  1.3 Important Notice ............................................................................................................ 3
  1.4 Definitions ....................................................................................................................... 3
  1.5 Contracting Agency ......................................................................................................... 4
  1.6 Legal Responsibilities ..................................................................................................... 4
  1.7 Joint Offers ..................................................................................................................... 4
  1.8 Business Tax Certificate ............................................................................................... 4
  1.9 Withdrawal of Proposals .............................................................................................. 4
  1.10 Rejection of Proposals ................................................................................................. 5
  1.11 Evaluation/Award of Contract ...................................................................................... 5
  1.12 Proposal Pricing Guidelines ......................................................................................... 6
  1.13 Proprietary Information ............................................................................................... 6
  1.14 Tentative Selection Schedule ...................................................................................... 7

*SECTION 2 – PROJECT OVERVIEW* ................................................................................ 8
  2.1 Introduction ................................................................................................................... 9
  2.2 Term of Contract .......................................................................................................... 9
  2.3 Scope of Work .............................................................................................................. 9
  2.4 General Instructions .................................................................................................... 9
  2.5 Competitive Selection ................................................................................................. 9
  2.6 Selection and Evaluation Factors ............................................................................... 10
  2.7 Inquiries ...................................................................................................................... 10
  2.8 Proposal Acceptance Period ....................................................................................... 10
  2.9 Contract Incorporation ............................................................................................... 10
  2.10 Negotiations .............................................................................................................. 11
  2.11 Proposal Format ........................................................................................................ 11

*SECTION 3 - ATTACHMENTS* .......................................................................................... 12
PUBLIC NOTICE

REQUEST FOR PROPOSAL

SEALED PROPOSALS must be received by Rodger A. Olds mailed to City of Santa Maria, 110 South Pine Street, Suite 101 (USPS) OR Suite 221 (Fed Ex & UPS), Santa Maria, CA 93458 no later than 5:00 p.m., February 22, 2019. NO PROPOSALS WILL BE ACCEPTED AFTER THIS TIME AND DATE. PROPOSAL WILL REMAIN SEALED AND UNOPENED UNTIL THE NEXT BUSINESS DAY. PROPOSALS WILL NOT BE PUBLICLY OPENED.

RUSSEL PARK DESIGN SERVICES

Contract documents may be inspected and obtained in the office of the PROJECT ENGINEER, Rodger A. Olds P.E., City of Santa Maria, 110 S. Pine Street, Suite 221, Santa Maria, California 93458.

No proposer shall discriminate in employment practices on the basis of race, color, national origin, ancestry, disability, gender, or religion.

No qualified handicapped person shall, on the basis of handicap, be excluded from participating in, be denied the benefits of, or otherwise be subjected to discrimination in any matter leading to the award of contract.

The right is reserved by the City of Santa Maria to reject any or all proposals, to waive any irregularities or informalities not affected by law, to evaluate the proposals submitted, and to award the contract according to the proposal which best serves the interests of the City.

Dated this 1st day of February, 2019 at Santa Maria, California.

By: Rodger A. Olds P.E. MBA

City of Santa Maria, California

Publication Date: February 1, 2019
SECTION 1 - INSTRUCTIONS AND CONDITION
1.1 Project Description

The City of Santa Maria is requesting technical and cost proposals from qualified and experienced contractors to develop a biddable set of plans and specifications for a modernized park to include restrooms, expansion of playing fields, security lighting, turf and landscape/irrigation improvements, play structure, tree removal/replacement, new picnic area, curb, sidewalk and pathway upgrades throughout the park.

One (1) original and two (2) copies of the proposal are to be submitted to the Department of Public Works, City of Santa Maria, 110 South Pine Street, Suite 101 (USPS) OR Suite 221 (Fed Ex & UPS), Santa Maria, CA 93458 no later than 5:00 p.m., February 22, 2019.

1.2 Information

The City of Santa Maria Engineering Division is issuing this Request for Proposals. Unless otherwise directed, all communications regarding this Request for Proposals should be directed to the Rodger A. Olds at (805) 925-0951 ext. 2481.

Any revisions to the Request for Proposals will be issued and distributed as Addenda. Bidders are specifically directed not to contact any other City personnel for meetings, conferences, or technical discussions related to this Request for Proposals. Failure to adhere to this policy may be grounds for rejection of proposal.

1.3 Important Notice

The City of Santa Maria will not be responsible for oral interpretations given by any City employee, representative, or others. Bidders are cautioned that any statements made that materially change any portion of the proposal documents shall not be relied upon unless subsequently ratified by a formal written amendment to the proposal document. The issuance of a written addendum is the only official method whereby interpretation, clarification, or additional information can be given. If any addenda are issued to this Request for Proposals, the City will attempt to notify all prospective bidders who have secured same. However, it will be the responsibility of each prospective bidder, prior to submitting its proposal, to contact Rodger A. Olds City of Santa Maria, 110 S. Pine Street, Suite 101, Santa Maria, CA 93458, (805) 925-0951 ext. 2225, to determine if addenda were issued, and to make such addenda a part of their proposal.

1.4 Definitions

I. "Agency" refers to the City of Santa Maria, an Agency established under the laws of the State of California."
2. “Days” refers to working days of the City of Santa Maria when used in context with Agency's bid protest procedures.

3. The terms “file” or “submit” refer to the date of receipt by Agency.

4. “Interested party” includes all bidders on the contract or procurement. The term may also include a subcontractor or supplier at any tier who shows that it has a substantial economic interest in a provision of the Invitation for Bid (IFB) or the Request for Proposals (RFP) or of the interpretation of such a provision.

5. "Local" as used herein refers to the County of Santa Barbara and the State of California. When used in conjunction with the phrase "laws and regulations" it is construed to mean only those laws or regulations associated with the provision of public mass transportation and the use of public funds. It is not construed to include the purchasing and/or protest procedures used by either of the aforementioned entities.

6. “RFP” as used herein, also includes the term "offer" or “RFP” as used in the context of negotiated procurements.

7. "Administrator" or “Manager” as used herein refers to the Rodger A. Olds of the City of Santa Maria.

1.5 Contracting Agency

The City of Santa Maria/Engineering Division will administer the contract resulting from this Request for Proposals.

1.6 Legal Responsibilities

All proposals must be submitted, filed, made, and executed in accordance with State of California and Federal laws relating to proposals for contracts of this nature, whether the same or expressly referred to herein or not.

1.7 Joint Offers

Where two or more Offerors desire to submit a single proposal in response to this RFP, they should do so on a prime-subcontractor basis rather than as a joint venture. The Agency intends to contract with a single firm and not with multiple firms doing business as a joint venture.

1.8 Business Tax Certificate

Possession of a City of Santa Maria Business Tax Certificate is not required to submit a proposal in response to this invitation. However, Contractor shall be required to possess, at its own expense, a valid and current City of Santa Maria Business Tax Certificate prior to commencing work. Fee is based on gross receipts for all business transactions in the City of Santa Maria. For additional information, contact the City of Santa Maria at (805) 925-0951 ext. 2422.

1.9 Withdrawal of Proposals
Any proposal may be withdrawn at any time prior to the time fixed in the public notice for the receipt of proposals only by written request filed with the project Engineer Rodger Olds. The request shall be executed by the offeror or his duly authorized representative. The withdrawal of a proposal does not prejudice the right of the offeror to file a new proposal. No proposal may be withdrawn after the time fixed in the public notice for the receipt of proposals.

1.10 Rejection of Proposals

Failure to meet the requirements of the Request for Proposals (RFP) will be cause for rejection of the proposal. The City may reject the proposal if it is incomplete, contains irregularities of any kind, or is offered conditionally. The City reserves the right to reject any and all proposals without cause.

The proposal is to be prepared in such a way as to provide a straightforward, concise delineation of the information requested. Proposals which contain false or misleading statements, or which do not support an attribute or condition claimed by the proposer, may be cause for rejection of the proposal. If, in the sole opinion of the City, such information was intended to mislead the City in its evaluation of the proposal, it will be cause for rejection of the proposal.

1.11 Evaluation/Award of Contract

Evaluation and selection of proposals will be based on the qualifications and evaluation criteria outlined in the RFP. Brochures or other promotional presentations beyond that which is deemed sufficient to submit a complete and effective proposal are not desired. Elaborate artwork, expensive paper or binders, and expensive visuals are not necessary and will not affect the evaluation process.

The City of Santa Maria reserves the right to make the selection of a proposer based on any or all factors of value, whether quantitatively identifiable or not, including, but not limited to, the anticipate initiative and ability of the proposer to perform the services set forth herein.

The City of Santa Maria reserves the right to reject any or all proposals, to waive any requirements, both the City’s and those proposed by the proposer; to waive any irregularities or informalities in any proposal or the RFP process when it is in the best interest of the City to do so; to negotiate for the modification of any proposal with mutual consent of the proposer; to re-advertise for proposals, if desired; to sit and act as sole judge of the merit and qualifications of the service offered; and to evaluate in its absolute discretion, the proposal of each proposer, so as to select the proposer which best serves the requirements of the City, thus providing that the best interest of the City will be served. Proposer's past performance, and the City's assurance that each proposer will provide service as bid, will be taken into consideration when proposals are being evaluated.
The City may make such investigation as it deems necessary to determine the ability of a proposer to furnish the required services, and the proposer will furnish to the City all such information and data for this purpose as the City may request. The City reserves the right to reject any proposal if the evidence submitted by, or investigation of, such proposer fails to satisfy the City that such proposer is properly qualified to carry out the obligations of a contract and to deliver the services contemplated herein or the bid of any bidder who has previously failed to perform properly, or complete on time, contracts of a similar nature. Any material misrepresentation or material falsification of information provided to the City in the proposer's bid submission, or at any point in the bid evaluation process, including any interview conducted, is grounds for rejection of the bid. In the event that the misrepresentation or falsification is not discovered until after any agreement is awarded, the agreement may be terminated at that time. A determination as to whether a misrepresentation or falsification of the bid submission is material shall be made solely in the exercise of the City's sole discretion. The City expressly reserves the right to reject the bid of any bidder who is in default on the payment of taxes, licenses, or other monies due the City of Santa Maria.

The City reserves the right to conduct a background inquiry of each proposer which may include the collection of appropriate criminal history information, contractual and business associations and practices, employment histories, and reputation in the business community. By submitting a proposal to the City, the proposer consents to such an inquiry and agrees to make available to the City such books and records as the City deems necessary to conduct the inquiry.

1.12 Proposal Pricing Guidelines

Contractor shall provide proposed fees and cost information as a part of this Request for Proposals. Fee schedules submitted in response to this Request for Proposals shall identify hourly rates and hours dedicated to project and be no higher than the bidder's standard commercial rates for same services. The project maximum budget is $25,000. Fees submitted may be used as a basis of negotiation with the successful contractor.

1.13 Proprietary Information

The proposals received shall become the property of the City of Santa Maria and are subject to public disclosure. Proposers are to indicate any restrictions on the use of data contained in their responses. Those parts of a proposal which are defined by the bidder as business or trade secrets, as that term is defined in California Government Code, Section 6254.7, and are reasonably marked as "Trade Secrets", "Confidential" or "Proprietary" shall only be disclosed to the public if such disclosure is required or permitted under the California Public Records Act or otherwise by law. Proposers who indiscriminately and without justification identify most or all, of their proposal as exempt from disclosure may be deemed non-responsive.
1.14 Tentative Selection Schedule

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Issuance of RFP</td>
<td>February 1, 2019</td>
</tr>
<tr>
<td>Submission deadline</td>
<td>5:00 p.m., February 22, 2019</td>
</tr>
<tr>
<td>Award of contract</td>
<td>March 1, 2019</td>
</tr>
<tr>
<td>Initiation of contract</td>
<td>March 1, 2019</td>
</tr>
</tbody>
</table>
SECTION 2 – PROJECT OVERVIEW
PROJECT OVERVIEW

2.1 Introduction

Russell Park was officially established in the 1950’s, and has had multiple playgrounds and other amenities added through the years with the last playground improvement taking place in the early 2000’s. The park is well used in a highly populated neighborhood which lacks other recreational and fitness opportunities, resulting in the need to replace the playground and revitalize the picnic areas and restrooms. The current design restricts use and limits the amount of conveniences offered in many other city parks. The park needs additional turf improvements since daily soccer practices held at the park have caused considerable damage to the grounds.

2.2 Term of Contract

One (1) year

2.3 Scope of Work

Provide a design for a modernized recreation venue plan to include restrooms, expansion of playing fields, security lighting, turf and landscape/irrigation improvements, play structure, tree removal/replacement, new picnic area, curb, sidewalk and pathway upgrades throughout the park. The concept plan provided as Attachment 2 shall be generally adhered to.

General design support including Pre-bid and Construction RFI response and submittal review is expected and should be included with the proposal.

2.4 General Instructions

The scope of design will include biddable plans, specifications, and project cost estimate to include demolition, grading, park amenities, irrigation and plantings, and other plans deemed necessary to deliver the project.

The City must have 100% plans and specifications ready to advertise for bid by August 1, 2019.

2.5 Competitive Selection

The successful Contractor shall be selected by the City of Santa Maria on a rational basis.

Evaluation factors outlined in Paragraph 2.5 below shall be applied to all eligible responsible and responsive proposers in comparing proposals and selecting the successful proposal.
A proposer may be selected without discussion after proposals are received. Therefore, proposals should be submitted on the most favorable terms.

Please review Section 2.10 for a description of the proposal format.

2.6 Selection and Evaluation Factors

Each proposal will be evaluated and ranked by City of Santa Maria. Evaluation factors to be considered, and the corresponding weight for each, shall be as follows:

- Project Understanding 20%
- Firm Experience (Similar Projects For City) 35%
- Staff And Consulting Team Assigned To Project 25%
- Firm ability to perform timely (Schedule) 15%
- Cost 5%

The City, at its sole discretion, may request an oral presentation or discussion with the most qualified proposer(s).

2.7 Inquiries

Inquiries must be submitted in writing. City shall attempt to provide to all, using information submitted in proposals, material information provided to one potential proposer. Proposers rely on oral information at their own peril. Failure to adhere to this requirement could render your proposal non-responsive. All inquiries shall be directed to Rodger A. Olds City of Santa Maria, 110 S. Pine Street, Suite 101, Santa Maria, CA 93458.

2.8 Proposal Acceptance Period

All proposals must include a statement that proposals are valid for a minimal period of sixty (60) days subsequent to the submission deadline.

2.9 Contract Incorporation

Proposer should be aware that the City of Santa Maria’s attached “agreement” shall become the actual contract document. The terms and conditions defined in Attachment 1 of this RFP are to be used as a basis for a contemplated contract. Any modifications to this recommended sample contract will require prior negotiations and approval of the City. Failure of a proposer to accept this obligation may result in the rejections of its proposal or cancellation of any award. Any damages accruing to the City as a result of a proposer’s failure or refusal to execute a contract with the City, if awarded the contract, may be recovered from the Contractor. The requirements of Request for Proposals Dated February 1, 2019, on file at the Department of Public Works – Engineering Division, 110 S. Pine Street, Ste. 221, Santa Maria, CA are hereby incorporated by reference.
2.10 Negotiations

The City of Santa Maria reserves the right to negotiate all elements which comprise the proposal to ensure the best possible consideration for all concerned.

2.11 Proposal Format

Submitted proposals must follow the format outlined below and all requested information must be supplied. Failure to submit a complete proposal in the required format shall be considered non-responsive.

A. Letter of transmittal
B. Table of contents
C. Project understanding
D. Scope of work
E. Relevant experience
F. Proposed Financial Details of program

ATTACHMENTS

Attachment 1 - City of Santa Maria Professional Service Agreement
Attachment 2 - Russell Park General Concept Plan

ATTN REV.2006
SECTION 3 - ATTACHMENTS