

REQUEST FOR PROPOSALS FOR THE CITY OF CAPITOLA



Jade Street Park Universally Accessible Playground Design

DEADLINE FOR SUBMISSION:

Proposals are due prior to 11:00am
January 11, 2023

**City of Capitola
Public Works Department
420 Capitola Avenue
Capitola, CA 95010**

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I. GENERAL INFORMATION & SCHEDULE

This Request for Proposals (RFP), issued by the City of Capitola (City), invites responses from qualified, experienced professional design consultants to develop a universally accessible (UA), ADA compliant and inclusive playground design at Jade Street Park, 4400 Jade St, Capitola, CA 95010. This new playground will replace and potentially expand the existing playground at Jade Street Park, one of the City's community park facilities.

Questions concerning this RFP must be made via email per the schedule outlined below. Responses to all submitted questions will be posted at <https://www.cityofcapitola.org/rfps>.

Issue date: Monday, November 28, 2022, 8:00 AM
Questions due: Thursday, January 5, 2023, 12:00 PM
Submittals due: Wednesday, January 11, 2023, 11:00 AM

Inquiries/submissions to: Jessica Kahn
Public Works Director
City of Capitola
420 Capitola Avenue, Capitola, CA 95010
jkahn@ci.capitola.ca.us
(831) 475-7300

II. PROJECT DESCRIPTION

The purpose of this project is to develop a universally accessible (UA) playground at Jade Street Park. The proposed playground will replace an existing and outdated playground that was installed in 1999 and 2007. Proposed services include community outreach, conceptual and final design, project specifications, and cost estimating. Assume a project construction budget of approximately \$1,000,000 when determining the level of effort needed in responding to this RFP. The selected consultant will be responsible for developing a unique and exciting play area that can be completed within the allocated construction budget and the available space.

This project will focus primarily on renovation of the tot and youth play areas. Equipment shall include appropriate areas for ages 2-5 and 5-12 and must meet minimum ADA standards and exceed where possible. Other elements that may be considered include: sidewalks with connections from playground area to existing ADA parking area and Community Center, restroom facility, picnic shelter, rubberized fall surface, fitness equipment, benches, trash/recycle receptacles and shade structures. The specific renovation scope will be guided by the outcome of a public outreach effort conducted as part of this project and input from the City Council (Council).

The City is concurrently issuing an RFP for the design of renovations to the Community Center at Jade Street Park. The selected consultant for UA Playground will coordinate with the selected

consultant for the Community Center Renovation design to identify potential design aspects that would benefit to both projects. It is anticipated that the Community Center improvements will be constructed prior to the playground improvements.

III. PROJECT SCOPE, SCHEDULE & COST

Project Scope

The overall work effort will be a collaboration between City staff and the consultant. The consultant will lead the community outreach process and communication with vendors as well as perform technical design tasks. The project will be structured into four primary tasks conducted in two phases:

Phase 1: Conceptual Design

- 1) Community Outreach – The City is looking for the consultant to recommend a scope of work for the community outreach effort. The goal is to collect community input from a broad spectrum of park users in an efficient manner over a one to two month time period. Outreach methods can include, but are not limited to, use of on-line surveys, community meetings, on-site interviews, etc. Identify tasks that City staff can assist with such as posting or advertising meetings or assisting with interviews. The consultant will take the lead on presenting ideas and eliciting opinions and comments from both the Council and general public. Community outreach will continue through Conceptual Design.
- 2) Conceptual Design – The consultant will use information collected during the community outreach work effort in developing three (3) schematic alternatives at varying price points. The consultant shall include equipment and circulation layouts with each schematic alternative. The consultant will present these alternatives to the Council and general public for further direction on the park renovation scope. The consultant will then refine the Council selected alternative with additional detail and prepare a preliminary cost estimate. The desired level of program detail should be sufficient to accurately project construction costs, space requirements, and user amenities. Three (3) concept renderings of the Council selected alternative will be developed to support fundraising efforts. The consultant will prepare a summary memorandum at the conclusion of the conceptual design. The memorandum should document the public input received and the justification for its inclusion or exclusion from the final conceptual plan.
- 3) Approvals – The consultant will present the conceptual design Council selected alternative to City staff. The consultant will then incorporate comments into the conceptual design and estimate and will present this final plan to Council for approval.

Phase 2: Final Design

- 4) Construction Documents – Preparation of plans, specifications and estimate for the improvements contained on the approved conceptual design will begin after Council approval. This is expected to be completed concurrent with fundraising efforts.

Deliverables

The following deliverables are required at a minimum.

- 1) Community Outreach
 - a) Summary of input collected.
- 2) Conceptual Design
 - a) Three conceptual design alternatives.
 - b) Selected alternative – refined, with cost estimate.
 - c) Final conceptual design and cost estimate.
 - d) Conceptual design memorandum summarizing public input not incorporated into final conceptual design and corresponding justification of the exclusion.
- 3) Approvals
 - a) Three (3) Presentations to City Council
- 4) Final Design Submittals
 - a) 65% Plans, specifications and cost estimate
 - b) 95% Plans, specifications and cost estimate
 - c) Final Plans, specifications and cost estimate
- 5) Meetings
 - a) As proposed by consultant or City

Schedule

The City anticipates the selection of the consultant in February of 2023 and the completion of all Phase I related work by July 2023. Construction is anticipated to begin in FY24-25 (Spring 2025) and is dependent on fundraising progress.

Budget

For fee proposal purposes, the Consultant should assume the available budget for the total design effort (both Phases) is approximately \$75,000 and that approximately \$1,000,000 will be available for construction. Upon selection of a qualified consultant, scope and fee shall be negotiated.

It is the City's intention that the full budget be utilized completely and efficiently to maximize the play value. The \$1,000,000 raised is a goal and may not be reached or exceeded. If the fundraising goal is not met, the successful proposer understands that the scope of the project will need to be adjusted. Such adjustments shall be at the sole and absolute discretion of the City. The successful proposer understands that the project is to be completed and opened to the public no later than October 1, 2025.

IV. RFP SUBMITTAL

Responses to this RFP must be not more than 24 pages in length (12 double-sided or 24 single-sided pages) and include the following:

- 1) Qualifications Detail consisting of:
 - a) Cover letter including statement of understanding & approach to this project; the statement should describe the applicant's understanding of the project and the special skills and innovative thinking that the team would bring to the project.
 - b) Proposed Project Team Members: A description of the applicant's organizational composition, disciplines, and the primary role of each individual/firm on the team. Organizational charts may be included, if appropriate. Clearly indicate the applicant's designated team leader for the project as well as the specific individuals who will be assigned to the work and their respective expertise in such work.
 - c) Specific Project Experience: Descriptions detailing completed, similar or relevant project experience that the applicant has executed. Include graphic representation. Links to similar or relevant projects are encouraged.
 - d) List of References: Provide a minimum of three client references with which the applicant has provided similar design/build services within the last ten years. Include the name and telephone number of the contact person and a description of the role and services provided to that contact.

- 2) Technical Proposal consisting of:
 - a) A description of the approach to be taken toward completion of the project, an explanation of any variances to the proposed scope of work as outlined in the RFP, and any insights into the project gained as a result of developing the proposal;
 - b) A scope of work that includes steps to be taken, including any products or deliverables;
 - c) A summary of estimated labor hours by task that clearly identifies the project team members and the number of hours performed by each sub-contractor by task;
 - d) A proposed schedule that indicates project milestones and overall time for completion; expedited schedules will receive a higher ranking;
 - e) Any other information deemed necessary to address the requests of this RFP.

- 3) Cost Proposal consisting of:
 - a) A composite schedule by task of direct labor hours;
 - b) An itemized schedule of all expenses, including both labor and direct expenses. If the use of sub-consultants is proposed, a separate schedule of hours and expenses must be provided for each sub-consultant);
 - c) A maximum budget amount of inclusive of all fees and expenses.

All proposals are due and must be delivered to the City Hall on, or before, Wednesday, January 11, 2023 at 11:00 AM. Proposals submitted late or via oral, telephonic, telegraphic, electronic mail or facsimile will not be considered or accepted.

Each respondent must submit in a sealed envelope

- Five (5) hard copies and one (1) electronic copy in PDF format of the Consultant's proposal. The hard copies shall be organized with clearly labeled tabs separating each section.

Each respondent must submit in a separate sealed envelope marked Fee Proposal

- One (1) original of the fee proposal

The fee proposal and all costs must be separate from the rest of the proposal.

Proposals submitted must be clearly marked: "Jade Street Park Universally Accessible Playground Design" and list the consultant's name and address.

Proposals must be addressed and delivered to:

City of Capitola
Public Works Department
420 Capitola Avenue
Capitola, CA 95010

All proposals received on or before the due date will be publicly opened and recorded on the due date. No immediate decisions will be rendered.

Hand delivered proposals must be date/time stamped by the Public Works Department at the address above in order to be considered. Delivery hours are 9:00 a.m. to 5:00 p.m. Monday through Friday, excluding Holidays.

The City will not be liable to any consultant for any unforeseen circumstances, delivery, or postal delays. Postmarking on the due date will not substitute for receipt of the proposal. Consultants are responsible for submission of their proposal. Additional time will not be granted to a single consultant. However, additional time may be granted to all consultants at the discretion of the City.

V. EVALUATION CRITERIA

The City intends to enter into an agreement with the Consultant who provides a proposal that, in the opinion of the City, best meets all of the below listed evaluation criteria as determined by the City’s selection committee. Upon selection of a Consultant, the City intends to enter into an agreement using its standard Professional Services Agreement, which shall be used to secure these services.

All proposals will be evaluated by a City of Capitola Selection Committee (Committee) based upon the matrix below. The Committee may be composed of City of Capitola staff and other parties that may have expertise or experience in the services described herein. The Committee will review the submittals and will rank the proposers. The evaluation of the proposals shall be within the sole judgment and discretion of the Committee.

| Criteria | (a) Weight | (b) Score (1-5) | (a) X (b) Weighted Score |
|--|-------------------|------------------------|-------------------------------------|
| Overall quality of the professional qualifications of the firm | 30% | | |
| Proposed approach and methodology for Park and Playground Landscape Design | 25% | | |
| Previous project descriptions of Park and Playground Landscape Design | 20% | | |
| Proposed schedule for completing tasks identified | 20% | | |
| Final Score | | | |

The fee proposals will not be reviewed at the initial evaluation. After initial evaluation, the City will determine top consultants, and open only those fee proposals. The City will then determine which, if any, firms will be interviewed. During the interviews, the selected firms will be given the opportunity to discuss their proposal, qualifications, past experience, and their fee proposal in more detail. The City further reserves the right to interview the key personnel assigned by the selected consultant to this project. If the City chooses to interview consultants, the interviews will be held the week of January 23, 2023.

Following the City’s determination of the firm best qualified for this work, final terms will be negotiated, and the Consultant and the City will execute the City’s standard Professional Services Agreement (Attachment 3).

VI. ANTICIPATED PROJECT SCHEDULE

The City reserves the right to amend dates. While the timeline may be subject to change, all participating parties will be notified. The anticipated schedule is as follows:

- November 28, 2022 RFP issued
- January 5, 2023 12:00 PM Deadline for questions
- January 11, 2023 11:00 AM Proposals Due
- January 12-18, 2023 Review of Proposals
- Week of January 23, 2023 Interviews and Presentations (if needed)
- Week of January 30, 2023 Contract Negotiation
- February 10, 2023 Notice to Proceed

VI. ADDITIONAL INFORMATION

Communications

It is extremely important that all respondents are given clear and consistent information. Therefore, all respondents are required to submit any questions related to this project or RFQ process via email.

Responses to all submitted questions will be posted on the City of Capitola's website at: <https://www.cityofcapitola.org/rfps>. Questions concerning this RFQ must be received via email per the schedule outlined on page 3. Inquiries received after this date will not be considered or answered.

Respondents should not communicate with any City department or employee during the submission process except as described above. In addition, no communications should be initiated by a respondent to any City Official or persons involved in evaluating or considering the statement of qualifications. Communication with any parties for any purpose other than those expressly described herein may cause an individual firm, or team to be disqualified from participating.

Other terms

Costs for preparing the Statement of Qualifications in response to this request are solely the responsibility of the respondent. The City of Capitola reserves the right to accept or reject any or all Statement(s) of Qualifications, with or without cause, and to waive immaterial defects and minor irregularities in responses. All decisions related to this solicitation by the City will be final. The City reserves the right to request clarification of information submitted and to request additional information of one or more respondents. All materials submitted in response to this RFQ will become the property of the City upon delivery. This solicitation in no way obligates the City of Capitola to award a contract.