



## **REQUEST FOR PROPOSALS (RFP)**

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# **OWNER'S REPRESENTATIVE AND CONSTRUCTION MANAGEMENT SERVICES FOR PARDALL GARDENS AND CHILDREN'S PARK RENOVATION PROJECTS**

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**Date Issued: September 25, 2023**  
**Deadline for Submission: October 30, 2023 by 5:00 PM**

ELECTRONIC AND HARD COPY PROPOSALS MAY BE SUBMITTED TO  
[IVRPD@IVPARKS.ORG](mailto:IVRPD@IVPARKS.ORG)  
961 Embarcadero Del Mar, Isla Vista, CA 93117  
**UNTIL THE HOUR OF 5:00 PM, October 30, 2023**

Contact:  
ISLA VISTA RECREATION & PARK DISTRICT  
Nick Norman, District Clerk



## **REQUEST FOR PROPOSALS**

### **OWNER'S REPRESENTATIVE AND CONSTRUCTION MANAGEMENT SERVICES FOR PARDALL GARDENS AND CHILDREN'S PARK RENOVATION PROJECTS**

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## **REQUEST FOR PROPOSAL**

### **LANDSCAPE ARCHITECTURAL SERVICES FOR CHILDREN'S PARK RENOVATION**

#### **I. INTRODUCTION**

Isla Vista Recreation and Parks District (IVRPD/District) is requesting proposals from qualified consultants to provide Owner's Representative and Construction Management Services for two ongoing, grant funded capital improvement projects: Pardall Gardens Renovation Project and Children's Park Renovation Project. The District (Owner) is seeking the services of an experienced construction manager to facilitate remaining pre-construction, bidding, and the construction process for both projects.

Henceforth, use of the term Project shall relate to both projects and the scope of work included as part of this Request for Proposal.

The District's purpose in using the Competitive Sealed Proposal process is to determine the "Best Value Proposal" for this Project through an evaluation of the demonstrated ability to successfully complete projects of a similar type, complexity, size, scope, budget, and schedule.

A job walk will be held at **2:00 p.m. on October 6, 2023**, at Pardall Gardens, 820 Embarcadero Del Norte, Isla Vista, California. The job walk will then proceed to Children's Park, 810 Camino Del Sur, Isla Vista, California. Attendance at the job walk is non-mandatory, but very strongly recommended.

#### **II. BACKGROUND AND HISTORY**

IVRPD is an independent special district located in an unincorporated area of Santa Barbara County that serves approximately 27,000 people in the one-half square mile of Isla Vista near UC Santa Barbara. IVRPD's mission statement is to enhance, improve, and protect the quality of life in the community through the maintenance and improvement of parks, and the organization and administration of recreation programs. IVRPD maintains a diverse mix of 25 pocket and blufftop parks and approximately 55 acres of open space which includes vernal pools, wildlife corridors, and environmentally sensitive habitat areas. IVRPD was founded in 1972 and practices organic park maintenance without the use of pesticides or herbicides. IVRPD operates on an annual budget of 1.9 million dollars to fulfill its mission and state mandate. IVRPD is governed by a five-person Board of Directors and is located in the Second District of the County of Santa Barbara.

#### **PARDALL GARDENS RENOVATION PROJECT**

IVRPD received funding through two California Department of Parks and Recreation grants, \$250,000 from the RIRE grant and \$177,952 from the Per Capita grant to help fund the Pardall Gardens Renovation project. IVRPD staff and Board identified Pardall Gardens as a priority park in need of renovations through a series of community outreach surveys, community meetings, and Board meetings. Through this process IVRPD gathered feedback on park amenities, design features, and themes. The community assisted in the development of the park design that was approved by the Board of Directors for submission to the County of Santa Barbara Planning and Development department for review and approval. IVRPD approved the use of \$93,805 of Measure O Funds to complete the \$521,757 cost of the project. For grant purposes the project will strictly adhere to the project description and park design approved by the grantor and IVRPD Board.



The project has completed County of Santa Barbara Planning and Development review for both Development Permit and Coastal Development Permit and is now in Building and Safety Review for required Building Permits. The first review is expected to take 10-12 weeks for the first review, 2-4 weeks for the second, and 4-6 weeks to issue the final permit, which is anticipated in early Fall 2023. The District hopes to coincide project bidding with building permit issuance.

7,273 square feet of renovation and improvements to the existing Pardall Gardens Park facility. Renovations will include the replacement of the existing access features, picnic tables and trash receptacles with ADA-compliant versions and/or features, removal of 570 square feet of existing impervious surfaces and two block walls, a new bioswale for onsite water management, as well as new, drought-tolerant landscaping. One existing tree (*Acacia dealbata*, silver wattle) will remain in place. New physical improvements will include six new lighting bollards of approximately 9 feet and 9 inches height, a 360 square foot shade structure with a height of 10 feet and 11 inches, several new resting features including four benches, three seating areas with tables, and two lounge benches. Improvements will also include approximately 2,410 square feet of new impervious areas, two pedestrian bridges traversing the bioswale for 2,468 square feet of impervious area. All existing fencing along the perimeter will remain. Approximately 175 cubic yard of cut, 60 cubic yards of fill and 115 cubic yards of EXPORT will be required.

Pacific Coast Land Design is the prime consultant and landscape architect currently contracted to move the project through entitlements and permits with the County of Santa Barbara. They are also preparing the construction bid documents (plans, specifications, and estimates) and are contracted to provide construction administration support to the district and the selected owner's representative/construction manager.

While the grant required deadlines have been extended to 2028, the project remains on an accelerated pace in attempts of beginning construction late in 2023.

### **CHILDREN'S PARK RENOVATION PROJECT**

On December 8<sup>th</sup>, 2021, the IVRPD was awarded a \$4,200,000 grant from the California Statewide Park Program (SPP). IVRPD selected Children's Park based on the grant criteria to improve the health and quality of life for intergenerational families living in Isla Vista whom for years have not been fully represented in community planning processes as such. From October 2020- March 2021, 5 community planning meetings offered in both English and Spanish were hosted in person and via Zoom. IVRPD gathered feedback on park amenities, design features, and themes. The community developed and voted on a conceptual design approved by the Board of Directors for submission to the Statewide Park Program Grant. From November 2022 – March 2023, 4 additional community meetings were hosted by IVRPD to assist with the development of the 50% Design Development of the project. For grant purposes the project will strictly adhere to the project description and park design approved by the grantor and IVRPD Board.

The project is currently moving towards a 100% Design Development milestone with submittal to the County of Santa Barbara Planning and Development department for a Development Plan Amendment expected in June of 2023 with the following description.

The project will involve renovating the approximately 1-acre Children's Park in Isla Vista at the intersection of Camino del Sur and the Picasso Rd bike path. Renovation would include replacement and



modernization of existing features and adding of new features to enhance the park. Existing features in the park would be replaced to provide Americans with Disabilities Act (ADA) accessibility, install modernized nature-themed features, and improve overall site useability. Portions of the site would be cleared of existing turf, vegetation, and pavement to meet accessibility requirements, functional objectives, and aesthetic goals.

The park includes the following scope per the SPP Grant Scope:

- Nature-themed Community Playgrounds
- Demonstration Gardens
- BBQ + Picnic Areas
- Open Field/Meadow
- Stormwater Green Infrastructure Demonstration Garden
- Pre-fabricated Public Restroom
- Amphitheater + Gathering Place
- Accessible Parking
- Renovated Recreation Building
- Shade Structure
- Park Entry Features
- Public Art
- Accessible Paths-of-Travel
- General Landscaping/Irrigation
- Site Lighting

The existing restroom/storage structure, constructed in 2000, will be renovated to host District resident-serving programs such as office space, youth programming, and storage. An 800 square foot unconditioned expansion with an 800 square foot square shade structure will extend from the existing building to provide indoor/outdoor event space. Solar panels may be added to the roof of the existing structure to provide electricity to the project site. A new pre-fabricated restroom will be added to the site to replace the existing restroom. The pre-fabricated restroom would connect to existing site utilities, such as sewer and water, and may operate on solar power. The existing rock retaining walls along Camino Del Sur and in the center of the park would be preserved and renovated for durability.

Park landscaping will include drought tolerant and native vegetation and potential demonstration garden. New high-efficiency irrigation will be installed throughout the park.

Pacific Coast Land Design is the prime consultant and landscape architect currently contracted to move the project through entitlements and permits with the County of Santa Barbara. They will also be preparing the construction bid documents (plans, specifications, and estimates).

With the grant deadline for the project recently extended to 2028 and the current project estimates approximately 30% over the allocated grant budget, the project is currently moving forward to secure required County entitlements while exploring alternative bridge funding opportunities to close the funding gap.

### **III. TASKS / SCOPE OF SERVICES**

The Scope of Work (SOW) is illustrative of anticipated duties and responsibilities. The Final SOW will be developed in collaboration with the successful Consultant team prior to contract issuance.

This position will provide administrative, management, day-to-day pre-construction and construction oversight and related services as required to coordinate work of the contractors with each other and with the activities and responsibilities of the Owner's Representative, the Owner, and the Landscape Architect.



While the District is prepared to commence with a traditional Design/Bid construction format, the District will look to the representative for insight and guidance on alternative delivery and contracting methods to assure the best product and control cost. Pacific Coast Land Design will serve as the Project Landscape Architect and shall be considered the Landscape Architect and/or lead design professional on the delivery team.

The Owner's Representative shall serve as the District's (Owner's) principal point of contact and liaison between the Landscape Architect, the General Contractor ("GC"), and other consultants, contractors and vendors throughout the Project. The Owner's Representative shall advocate for the Owner's interests in quality, timeliness, and cost-effective construction while maintaining professional relationships with contractors and other service providers. The Owner's Representative will be responsible for monitoring progress on all aspects of the Project in every phase and ensuring the Project is completed at the lowest possible cost and highest degree of functionality and quality.

The Owner's Representative will be tasked with completing the Project in accordance with the Owner's objectives for cost, time, and quality, and shall provide services including:

## **PRECONSTRUCTION SERVICES**

### **General Services**

- a. Ensure the project(s) comply with all grantor requirements.
  - Children's Park – California State Parks – Statewide Park Development and Community Revitalization Program, Round 4
  - Pardall Gardens - California State Parks – Recreational Infrastructure Revenue Enhancement (RIRE) Program AND Per Capita Program
- b. Schedule and conduct meetings to discuss such matters as procedures, progress, issues, problems, and scheduling.
- c. Attend monthly pre-construction progress meeting(s) to provide Project updates to Owner and Landscape Architect.
- d. Coordinate with Landscape Architect, Owner and General Contractor (GC).
- e. Evaluate aspects of the proposed improvements related to sustainability.

### **Project Delivery**

- a. Review all design-related documents
- b. Provide constructability review at 90% Construction Document milestone and provide coordinated comment response to Landscape Architect.
- c. Evaluate the existing construction cost estimate and further refine and update as needed.
- d. Prepare "Milestone" schedule.
- e. Recommend Project delivery system: traditional design/bid/build, modified design/bid/build with prequalified construction firms, or Construction Manager/General Contractor (CM/GC).



- f. If an alternative delivery/building process is selected, successfully complete the necessary documents such as "Finding of Fact."
- g. Interface with the County of Santa Barbara regarding permits and attend all associated meetings.
- h. Review "Constructability" and "Construction Phasing" issues.
- i. Identify, recommend, and coordinate value engineering opportunities/strategies to ensure that project(s) meet budgetary constraints.

### **Contract Management**

- a. Review/advise on preparation of construction contract documents.
- b. Review/prepare bid packages.
- c. Develop scheduling and contract administration clauses for inclusion into the contract documents.

### **Bidding Phase**

- a. Review pre-qualification of construction contractors.
- b. Compare and analyze bids and proposals.
- c. Assist in construction contractor selection and award.
- d. Assist in contract negotiations with construction firm.

## **CONSTRUCTION SERVICES**

### **General Services**

- a. Ensure the project(s) comply with all grantor requirements.
  - Children's Park – California State Parks – Statewide Park Development and Community Revitalization Program, Round 4
  - Pardall Gardens - California State Parks – Recreational Infrastructure Revenue Enhancement (RIRE) Program AND Per Capita Program
- b. Schedule and conduct meetings to discuss such matters as procedures, progress, issues, problems, and scheduling.
- c. Regularly monitor and report on the status of the Project Construction Budget on a monthly basis, indicating actual costs for completed activities and work in progress, and indicating estimates for uncompleted work. The Construction Manager shall identify variances between actual and budgeted or estimated costs, and shall advise the District and the Design-Build Team whenever it appears that the Actual Construction Cost has exceeded, or will exceed, the Project Construction Budget for the entire Project or any Project Component.
- d. Attend a progress meeting(s) to provide Project updates to Owner.





- e. Schedule weekly construction meetings, and progress meetings to discuss matters relevant to the construction of the Project(s), such as procedures, progress problems and scheduling. Prepare and promptly distribute official minutes of such meetings no later than the one week/seven days after the meeting time.
- f. Coordinate with Landscape Architect, Owner and GC.

### **Inspections**

- a. Monitor construction progress and quality on-site through day-to-day observation/inspection of Work.
- b. Make reasonable efforts to guard against defects and deficiencies in the Work of the GC and ensure that provisions of the contract documents are being fulfilled.
- c. Prepare inspection reports documenting observed construction activities and provide written recommendations regarding defects and deficiencies in the Work.
- d. Provide digital photographs documenting construction activities.
- e. Determine, in general, that the work of each contractor is being performed in accordance with the requirements of the contract documents.
- f. Promptly inform the Landscape Architect and the Owner of Work which does not conform to the requirements of the contract documents and should be rejected by the Landscape Architect or the Owner.

### **General Construction Oversight & Coordination**

- a. Review and process vendor insurance certificates, invoices, payment applications, surety bonds, sworn statements, and waivers for contract compliance.
- b. Monitor and enforce GC's compliance with contract and specifications.
- c. Ensure that all permits and special permits for permanent improvements, if required are obtained. Verify that all applicable fees and assessments have been paid, and shall obtain approvals from authorities having jurisdiction over the Project(s).
- d. Coordinate contractor and vendor activities with the Landscape Architect and GC.
- e. Review test reports submitted by others to substantiate contract compliance and identify non-conforming issues that require follow-up and resolution.
- f. Recommend courses of action to Owner when requirements of any contracts are not being fulfilled.
- g. Identify actual and potential problems associated with the construction Project and consult with the Landscape Architect and Owner.
- h. Maintain an awareness of safety and health requirements and notify GC of apparent violations of applicable regulations and contract provisions for the protection of the public and Project personnel.
- i. Assist GC in coordination of special requirements and inspections for public right of way work.
- j. Assist with obtaining building permits.
- k. Review/recommend service provider payment requests and contract modifications.





### **Requests for Information (RFIs)**

- a. Assist Landscape Architect in preparation of responses to RFI-related construction issues.
- b. Transmit design-related RFIs to Landscape Architect.
- c. Conduct meetings with the GC and other parties as needed to discuss and resolve RFIs.

### **Change Orders**

- a. Evaluate any Project changes as they arise and recommend necessary or desirable changes to the Landscape Architect and the Owner; and if they are accepted, collaborate with the Landscape Architect to prepare change orders for the Landscape Architect's and contractor's signatures and Owner authorization.
- b. Implement change order procedures.
- c. Review requests for changes.
- d. Assist in negotiating contractor's proposals for change orders.
- e. Facilitate change order tracking and facilitate issue resolution. Perform quantity and cost analysis as required for negotiation of change orders.
- f. Analyze additional compensation claims that are submitted during the construction period and prepare responses.
- g. Perform claims administration, including coordinating and monitoring claims responses, logging claims, and tracking claim status.

### **Applications for Payment**

- a. Develop and implement procedures for review and process applications for payment by GC for progress and final payments. Make recommendations and provide advice for certification to the Owner for payment.
- b. Review certified payroll records for compliance with State requirements.

### **Submittals**

- a. In collaboration with the Landscape Architect, establish and implement procedures for submittals and expedite the processing and approval of shop drawings and samples.
- b. Maintain logs, files, and other necessary documentation-related submittals.
- c. Provide advice on submittals, coordinate them with information contained in related documents, and transmit them to the Landscape Architect for review.
- d. Monitor Landscape Architect's responses to submittals for timeliness and help expedite responses.

### **Reporting**

- a. Prepare and distribute Project status reports as requested by the Owner.
- b. Prepare and distribute change order reports on a monthly basis, or as required, to provide information pertaining to proposed and executed change orders and their effect on the budget and schedule.



- c. Prepare and regularly update a comprehensive issue list identifying all unresolved issues, responsible parties, resolution steps, and dates.
- d. Assist Owner in preparing documentation and reports for Board of Directors at key milestones throughout the Project.

### **Schedule**

- a. Ensure the GC procures long lead-time equipment at the proper time to avoid delays.
- b. Review updated construction schedules and maintain records.
- c. Compare Work progress with planned schedule, identify potential variances between scheduled and probable completion dates, and notify the Landscape Architect, Owner, and GC of any Project slippage.
- d. Review the Contractor's plan to get back on schedule.
- e. Review schedule for Work not started or incomplete and recommend to Owner and GC adjustments in the schedule to meet their required completion date.
- f. Obtain semi-weekly (every other week) updates from the GC of construction schedule, incorporating actual progress, weather delays, and change order impacts.
- g. Negotiate time extensions due to change orders or other delays.

### **Budget**

- a. Maintain, reconcile, and track the Project budget and schedule.
- b. Assist in monthly progress payment recommendations.
- c. Monitor Project budget, including costs outside of the GC contract, including security and access contract, low voltage contract, permits, testing, and other incidentals, and provide anticipated final cost report to Owner on monthly basis showing actual costs for activities in progress and estimates for uncompleted tasks.
- d. Identify variances between actual and budgeted or estimated costs, and advise
- e. Owner whenever projected costs are anticipated to exceed budgets or estimates.

### **Project Closeout**

- a. Develop an occupancy checklist (punch list) and schedule.
- b. Assist the Landscape Architect in conducting close-out inspections. Participate in Project inspection(s) for Substantial Completion(s) and warranty inspections.
- c. Make written recommendations to the Owner as to the status of punch list items and when Work is ready for final inspection. Assist the Landscape Architect in conducting final inspections.
- d. Coordinate functional testing and performance verification with the GC, the Owner's maintenance personnel, and the Landscape Architect. Observe each contractor's check-out of utilities, operational systems, and equipment for readiness and assist in equipment initial start-up and testing.



- e. Assist the Owner in obtaining a Certificate of Occupancy, which may encompass accompanying government officials during inspections of the Project, assisting in preparing and submitting proper documentation to the appropriate agencies, and assisting in final testing and other such activities.
- f. Coordinate staff training on building and landscape systems.
- g. Assist the Owner with warranty problem resolution and other claims against any contractor(s) for defective work or performance after completion of the construction.
- h. Collaborate with the Landscape Architect to collect and submit the following close-out documentation to the Owner:
  - i. Operations and Maintenance data for equipment as required by the Contract Documents for the Project.
  - j. Record drawings for the Project showing, among other things, deviations from the original plans and drawings for the Project made during construction, details in the construction not previously shown on such plans or drawings, changes to existing conditions or existing conditions found to differ from those shown on the original plans and drawings; the actual installed position of equipment, utilities, piping, conduits, light switches, electric fixtures, irrigation; and such other information as the Owner, Landscape Architect, or Inspector may reasonably request from time to time.
  - k. Warranties and bond for equipment put into service.
  - l. Keys, tools, spare parts, and maintenance materials.
  - m. A list of all construction contractors, vendors, and material persons of every tier providing services, equipment, and/or materials in connection with the Project, in formal adequately bound, catalogued form, which shall include the names, addresses, telephone numbers, and fax numbers of such persons, and shall further include notices as to where pertinent persons can and may be reached for emergency service, inclusive of nights, weekends, and holidays.
  - n. All guaranties and warranties from all construction contractors as required by the Contract Documents for the Project.

#### **IV. SUBMISSION REQUIREMENTS**

Proposers shall prepare and submit Proposals in accordance with the requirements stated within this RFP. Adherence to these requirements will ensure a fair and objective analysis of submitted Proposals. Proposals should provide a clear, concise description of the Proposer's capabilities to satisfy the requirements of this RFP. Emphasis should be placed on completeness, brevity, and clarity of content. Failure to comply with or complete any part of the RFP may result in rejection of the Proposal. The ability to follow these instructions demonstrates attention to detail.

Proposals are made at the Proposer's sole risk and expense. The solicitation may be suspended or delayed if it is determined to be in the best interest of the District to do so. The District is not liable to any Proposer for any loss or expense caused by, or resulting from, any cancellation, suspension, delay, or rejection.

Proposers should submit one (1) sealed hard copy and one (1) digital copy of their bid proposals to Isla Vista Recreation and Park District at the address on page 12 by the deadline listed. "IVRPD Owners Representative and Construction Management Proposal" should be written in the subject line for the email submittal AND on the lower

Request for Proposals  
Owner's Representative and Construction Management Services  
For Pardall Gardens and Children's Park Renovation Projects



left of the sealed envelope for the hard copy submittal. **LATE SUBMISSIONS WILL NOT BE CONSIDERED**

## **V. QUESTION SUBMISSION DEADLINE**

Submit questions to [ivrpd@ivparks.org](mailto:ivrpd@ivparks.org), by **5:00pm October 13, 2023**. Responses to questions will be sent out to all Design Teams.

## **VI. PROPOSAL SUBMISSION DEADLINE**

The digital and hard copies of the bid proposals are due at the email and address below at **5:00pm on October 30, 2023**. IVRPD will confirm receipt of proposals before 5:00pm on the day of receipt. It is the responsibility of submitters to contact IVRPD if you do not receive a receipt confirmation.

### **SUBMIT PROPOSALS TO:**

Isla Vista Recreation & Park District

**By email to:** [ivrpd@ivparks.org](mailto:ivrpd@ivparks.org)

**By mail at:** 961 Embarcadero Del Mar Isla Vista, CA 93117

Re: Owner's Representative and Construction Management Services

## **VII. CONTACT INFORMATION**

Nick Norman, District Clerk (805) 350 – 8751

Email: [ivrpd@ivparks.org](mailto:ivrpd@ivparks.org)

## **VIII. MINIMUM QUALIFICATIONS**

Individuals and firms replying to this solicitation must have prior and relevant work experience in providing Owner's Representative and Construction Management services for Public agencies. Any firms replying to this solicitation must be licensed businesses registered within the State of California.

- a. Proposer shall demonstrate a minimum of 5 years' experience providing the types of services described within the Scope of Work of this Request for Proposals for public agencies.
- b. Proposer shall not have a record of substandard workmanship, as verified by the District by communication with licensing authorities, former clients and references, and other means as the City deems appropriate.

## **IX. PROPOSAL FORMAT**

Proposals shall be organized in accordance with the listed Proposal contents set forth in the Evaluation Criteria section. Supporting Information, as defined below, shall be provided in a separate section at the end of the Proposal, and not counted in the page limit requirements.



Proposals exceeding the specified number of pages or text font size may be considered nonresponsive and the Proposal may be rejected. Pages exceeding the maximum page limit may not be reviewed.

All qualification Proposals shall be evaluated on the following criteria:

### **LETTER OF INTENT (MAXIMUM 2 PAGES) [PASS/FAIL]**

The introductory letter should address the Proposer's willingness and commitment, if selected, to provide the services offered and a brief description of why the Proposer believes it should be selected.

The letter shall be addressed to the District's General Manager, Kimberly Kiefer, and include the name of the firm, as well as the printed name, title, telephone number, and email address of the officer authorized to represent the consultant in any correspondence, negotiations, and signing of any contract that may result. Include the address of the office that will be providing the service and the project manager's name, title, telephone number, and e-mail address. The Proposer's federal and state tax ID numbers and the state of incorporation, if applicable, shall also be included. The letter must be signed by the Proposer, if an individual, or by a legal representative of the Proposer's entity, authorized to bind the entity in contractual matters.

The letter of interest shall specifically stipulate the following statements:

*"Proposer has received and examined, as part of the Proposal, Addenda No. \_\_\_ through \_\_\_. Proposer accepts all terms and conditions contained in the Request for Proposal and the Contract, except as otherwise specifically noted as an Exception in the Proposal."*

*"The submitted Proposal is valid for a period of ninety (90) days from the time and date Proposals are due."*

*"All materials and documents acquired or produced by the consultant in conjunction with the resulting contract shall be delivered to and become property of Isla Vista Recreation and Parks District, without restriction or limitation of future use."*

### **PROPOSER AND PERSONNEL QUALIFICATIONS [MAXIMUM 25 POINTS]**

Describe each member of the Proposer's team, including the proposed role for each firm or person on the Project, qualifications, expertise, and previous related owner's representative and construction management/inspection experience.

- Identify the project manager, day-to-day inspector and other key project team members, who will be involved with each major service or task element of the Work.
- Provide name, title, and brief description of duties, years of pertinent experience of staff and subcontractors' staff that will provide required services and complete tasks to complete the Work.
- Full resumes may be added in an appendix and will not be counted as part of the page limit.
- Upon selection, key staff cannot be changed without written approval of the City.
- Staffing commitments and ability to provide an on-site presence, including proximity to Project site.



### **CAPABILITIES AND APPROACH [MAXIMUM 30 POINTS]**

This section should layout how Proposer intends to ensure a successful Project, including Project management, inspection, milestones, meetings, and deliverables. After reviewing the proposed Scope of Work included in this RFP, provide a detailed explanation of Proposer's approach to the Work and the process Proposer plans to use. Each Proposer should demonstrate knowledge of the type of work requested, ability to solve the anticipated Project issues, and ability to offer innovative ideas. The Proposal should include the following:

- Describe your team's unique approach to providing Owner's Representative and Construction Management services for the construction of a Public Works Complex.
- Describe the proposed approach to accomplishing the Work, as demonstrated through clear and concise articulation of the services, tasks, deliverables, and major issues presented in completing the Work, based upon existing information, and how the Proposer would resolve any major identified issues.
- Services that may not have been mentioned and that should be considered for inclusion in a final Scope of Work for the benefit of the Project.
- Proposer's approach to working with City staff to develop and deliver the Project.
- Describe Proposer's quality assurance and quality control procedures to be implemented on this Project.
- Provide a list of best practices your firm utilizes when making design and budgetary modifications recommendations.
- Describe Proposer's approach to unanticipated issues that may arise during the Project.

### **EXPERIENCE AND REFERENCES [MAXIMUM 30 POINTS]**

Provide an overview of Proposer's organization size and experience; major clients; areas of expertise; unique qualifications of Proposer; and other matters that Proposer feels would assist the City in the evaluation process. Identify the Proposer's qualifications, including the following:

- Experience in construction project management and representing owners to deliver similar building construction projects for public entities.
- Experience in presenting construction project updates on project progress and project financials to major stakeholders.
- Familiarity with all types of construction project management models and, in particular, public design-bid-build projects.
- Prior experience leading projects with at least \$3 million in construction costs.
- Excellent project management credentials, including managing construction projects from conception to completion, including managing all project resources, project budgets, project financials, third-party engineering consultants, architects, and interior designers.
- Experience facilitating multi-stakeholder and multi-agency permit compliance issues.
- Demonstrated leadership skills.



- Excellent written, oral, and presentation skills.
- Strong computer skills, including a working knowledge of MS Project, Word, and Excel.

**Identify at least three (3) successful comparable projects completed by the project team within the past 7 years** that demonstrate the Proposer's abilities to accomplish this Work in a professional, timely, and cost-effective manner. The following information is required for each such project: client name, description of project, services provided, and when the project was completed, along with a reference from each of those comparable projects. Also briefly explain the relevance, lessons learned, or key tasks that apply to your Proposal for this Project.

### **FEE [MAXIMUM 15 POINTS]**

Provide a Not-to-Exceed Fee, including expenses for services as described in the Scope of Work. At a minimum, provide separate fees for pre-construction (including bidding) and construction scope services.

If the Proposer's approach to the Work has identified additional services not identified in the Scope of Work that would be beneficial to the success of this Project, include the associated costs as a separate line item in the proposed fee.

Provide the classification and hourly rate of all personnel proposed to be engaged in the proposed services for this proposal.

### **ACKNOWLEDGEMENT OF PERSONAL SERVICES AGREEMENT [PASS / FAIL]**

Attachment C to this RFP is the Professional Services Agreement (PSA) the District intends to use for this Project. The PSA identifies the standard contract terms, minimum types and amounts of insurance that the successful Proposer is required to carry, and other City contracting requirements. You must identify any objections or questions concerning the form and content of the PSA in your Proposal. Any objection or proposed modification to contract language must be taken as a part of the submitted Proposal or the change will not be considered during negotiations. Making such an objection will put the term on the table for discussion purposes, but the City reserves the right to reject any Proposal based on a requirement to change any contract terms.

### **AUTHORIZED EMPLOYEE REPRESENTATIVE OF THE RESPONDENT [PASS / FAIL]**

By submitting a Proposal for the Project, Respondent expressly represents that they have taken no exception to any term, condition, obligation or requirement of the RFP that is not clearly and expressly stated in their Proposal.

Respondents further represent that they are an Authorized Employee Representative of the Respondent and will report immediately to the District, in writing, any errors, inconsistencies, ambiguities, terms that limit competition, or terms that are otherwise unlawful that they discover in the RFP.

A completed *Authorized Employee Representative of the Respondent Affidavit* shall be included in the Proposal.

## **X. EVALUATION CRITERIA**

Proposals will be reviewed by a panel made up of the IVRPD Board of Directors, General Manager, Assistant General Manager, and a representative from the Landscape Architect. The evaluation panel may choose to





interview top firms. Proposals will be evaluated using the following technical criteria.

TECHNICAL CRITERIA	POINTS
Letter of Intent	Pass/Fail
Proposer and Personnel Qualifications	25
Capabilities and Approach	30
Experience and References	30
Fee	15
Personal Services Agreement Acknowledgement	Pass/Fail
Authorized Employee Representative of the Respondent	Pass/Fail
<b>TOTAL POINTS</b>	<b>100</b>

At its sole discretion, the technical review committee may reconvene and collectively review the scoring, making changes as the committee as a whole deems appropriate. Though original scoring is done on an independent member-by-member basis, the committee members may change their scores, as they deem appropriate, as a result of the discussions during any collective meeting.

Based on the outcome of the review and scoring process, the technical committee will determine if selection of a Proposers can be made, based on the Proposals alone or if Respondents will be invited to participate in an interview process. If an interview process is implemented, each Respondent will be asked to present their qualifications and to answer questions.

## XI. PROPOSAL TIMELINE

The schedule of events set out herein represent the Isla Vista Recreation & Park District best estimate of the schedule that will be followed. The Isla Vista Recreation & Park District reserves the right to amend the schedule below as necessary. All referenced times are Pacific Standard Time (PST).

PROPOSAL TIMELINE	
Issuance of RFP	September 25, 2023
Non-mandatory Job Site Walk	October 6, 2023 at 2:00 PM
Deadline for submissions of questions and/or request for clarification or information	October 13, 2023 at 5:00 PM
RFP proposal due date	October 30, 2023 at 5:00 PM
Oral Interviews	TBD
Notification to selected firm of IVRPD intent to award	Week of November 6, 2023

## XII. MISCELLANEOUS

Upon receipt, each proposal becomes the sole property of IVRPD and will not be returned to the respondent. Each respondent is solely responsible for the costs it incurs to prepare and submit its proposal. IVRPD reserves, in its sole discretion, the right to reject any and all proposals, including the right to cancel or postpone the RFP or the project at any time, or to decline to award the contract to any of the respondents. IVRPD reserves the right to waive any immaterial irregularities in a proposal or submission of a proposal. IVRPD reserves the right to reject any proposal

Request for Proposals  
Owner's Representative and Construction Management Services  
For Pardall Gardens and Children's Park Renovation Projects



that is determined to contain false, misleading, or materially incomplete information.

IVRPD employees are prohibited from participating in the selection process for this RFP if they have any financial or business relationship with any respondent. This RFP process will be conducted in compliance with all laws regarding political contributions, conflicts of interest, or unlawful activities.