



REQUEST FOR PROPOSALS (RFP)

LANDSCAPE ARCHITECTURAL SERVICES FOR PARDALL GARDENS RENOVATION

Date Issued: JUNE 28TH, 2022

Deadline for Submission: AUGUST 2ND, 2022

ELECTRONIC AND HARD COPY PROPOSALS MAY BE SUBMITTED TO

IVRPD@IVPARKS.ORG

961 Embarcadero Del Mar, Isla Vista, CA 93117

UNTIL THE HOUR OF 5:00 PM, TUESDAY AUGUST 2ND, 2022

Contact:

ISLA VISTA RECREATION & PARK DISTRICT

Nick Norman, District Clerk



REQUEST FOR PROSAL: PARDALL GARDENS RENOVATION

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REQUEST FOR PROPOSAL

LANDSCAPE ARCHITECTURAL SERVICES FOR PARDALL GARDENS RENOVATION

I. PURPOSE OF THE PROJECT

Utilizing the Pardall Gardens Renovation Project conceptual design (Pg.8). Isla Vista Recreation and Park District is requesting proposals from Landscape Architect firms to lead the Design Development and Engineering Document (PS&E) phase of the project. The project scope is described in Paragraph V below and RFP schedule of events are set forth on page 6.

II. BACKGROUND AND HISTORY

The Isla Vista Recreation and Park District (IVRPD) recently 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 conceptual design (Pg. 8) that was approved by the Board of Directors for submission and approval. The IVRPD approved the use of \$93,805 of Measure O Funds to complete the \$521,757 cost of the project. For grant purposes we will be using the conceptual design as a template for the Design Development phase of the project.

III. COMMUNITY ENGAGEMENT

Community engagement is an essential part of the design and development process for IVRPD. The project team, including IVRPD staff will collaborate to design and implement a minimum of one community engagement workshop during the Design Development phase of the project. Our goal is to continue to engage Isla Vista residents as needed, to finalize a park design that will best serve the needs of the community.

IV. ROLES AND RESPONSIBILITIES

This project is a public project lead by IVRPD. The contract for this project will be held by IVRPD, who will oversee the contract, including billing and payments, and provide ongoing support for the project. The Design Team Primary Contact will work with the IVRPD Project Manager on a day-to-day basis. Weekly calls, throughout the duration of the project, are expected and will include the IVRPD Project Manager and Design Team Primary Contact. It is expected that the Design Team Primary Contact is a senior member of the lead design firm, but not necessarily the Principal in Charge.



V. TASKS / SCOPE OF SERVICES

A. Task 1: DESIGN DEVELOPMENT

Design Development is the critical next step to advance the grant awarded concept design to the next level. The design team will provide Construction Document services to provide the plans to permit, bid, and build the project and Construction Administration services to assist the District with quality control during the construction of the project.

1.1: 50% Design Development

- 1.1.1: 50% Design Development Plans
- 1.1.2: Design Development Renderings
- 1.1.3: Design Development Details
- 1.1.4: Design development Cost Estimate
- 1.1.5: Design Development Outline Specifications

1.2: 100% Design Development

- 1.2.1: 100% Design Development Plans
- 1.2.2: 100% Design Development Renderings
- 1.2.3: 100% Design development Details
- 1.2.4: 100% Design Development Cost Estimate
- 1.2.5: 100% Design Development Outline Specifications

1.3: Meetings

- 1.3.1: Design Development Initiation Workshop with District Project Team
- 1.3.2: 50% Design Development Review with District Project Team
- 1.3.3: 100% Design Development Review with District Project Team

B. Task 2: CONSTRUCTION DOCUMENTS (FINAL PS&E)

The design team will refine the design and provide submittals of Construction Documents for District and Permit review at the following intervals. The package shall be fully coordinated across the design team and includes items and services below. Plans, specifications, details and cost estimates to be submitted to the District for review at each sub-task.

2.1: 90% Construction Documents

- 2.1.1: 90% Construction Document Plans
- 2.1.2: 90% Construction Documents Details
- 2.1.3: 90% Construction Documents Specifications
- 2.1.4: 90% Construction Documents Cost Estimate

2.2: 100% Construction Documents

- 2.2.1: 100% Construction Documents Plans
- 2.2.2: 100% Construction Documents Details
- 2.2.3: 100% Construction Documents Specifications
- 2.2.4: 100% Construction Documents Cost Estimate



B. Task 2: CONSTRUCTION DOCUMENTS (FINAL PS&E) CONTD.

2.3: Bid-Set PS&E Documentation

- 2.3.1: Bid-Set PS&E Documentation Plans
- 2.3.2: Bid-Set PS&E Documentation Details
- 2.3.3: Bid-Set PS&E Documentation Specifications
- 2.3.4: Bid-Set PS&E Documentation Cost Estimate

2.4: Meetings

- 2.4.1: Construction Document Initiation Workshop with District Project Team
- 2.4.2: 90% Construction Document Review with District Project Team
- 2.4.3: 100% Construction Document Review with District Project Team

C. Task 3: CONSTRUCTION PHASE SUPPORT

3.1: Bid Support

- 3.1.1: RFI Response
- 3.1.2: Plan Addenda during bidding
- 3.1.3: Bid Assessment

3.2: Construction Support

- 3.2.1: Respond to RFIs, Review Submittals and Shop Drawings
- 3.2.2: On-call Construction Observation and Site Observation Reports

3.3: Meetings

- 3.3.1: Attend Pre-bid Meeting
- 3.3.2: Attend Pre-construction Meeting
- 3.3.3: Attend Weekly Meetings through Construction Period

VI. SUPPLEMENTAL SERVICES

Supplemental Services to this Agreement expressly include but are not limited to:

- Additional Meetings
- Arborist Report
- Community engagement outside proposed meetings and scope
- IVRPD Board Meetings
- Civil Engineering Services
- Construction Documents
- Environmental Review Process
- Geotechnical Engineering



VII. GRANT & BOARD APPROVED PROJECT COST \$521,757

- See page 8 for grant and Board approved conceptual design.

VIII. SUBMITTAL CONTENTS

The proposal submittal should include the following:

1. Cover Letter (Limit to One Page)

A letter summarizing your team's interest in the project and a summary of the proposal. It must also include the name, address, phone, and email of respondent's representative.

2. Cost Proposal

Submit an itemized fee proposal, broken out by scope of work and proposed schedule for providing the services. Provide detailed basic fee structure and breakdown of any other charges related to your firm's proposal. Cost proposal shall include the billing rates or range for each classification of key staff members, including sub-consultants.

3. Team & Key Personnel

Provide the resumes of all key personnel, a list of the staff, and subconsultants proposed to work on the project. Please indicate all team members of the lead design firm and their roles and responsibilities on the project. Indicate who will be the primary day-to-day contact (i.e., who will report out on the project status and participate in weekly calls). Summarize relevant experience in relation to the project and firm qualifications (include license numbers where applicable).

4. Related Project Experience Highlights & References

Describe at least five successful projects of a similar nature completed by your team members. Each project description shall include:

- Client name
- Contact person and information
- Brief description of the services provided including dates
- Include a description of how the projects are relevant to the scope of work

5. Proposed Project Timeline

Outline a proposed project timeline for Task 1, 2, and 3. The RIRE and Per Capita Grants require the project to be completed by **December 31st, 2023.**

IX. SUBMISSION REQUIREMENTS

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 5 by the deadline listed. "Children's Park Renovation Proposal" should be written in the subject line for the email submittal AND on the lower left of the sealed envelope for the hard copy submittal. **LATE SUBMISSIONS WILL NOT BE CONSIDERED**

QUESTION SUBMISSION DEADLINE:

Submit questions to ivrpd@ivparks.org, by **5:00pm on July 12th, 2022**. Responses to questions will be sent out to all Design Teams.



PROPOSAL SUBMISSION DEADLINE:

The digital and hard copies of the bid proposals are due at the email and address below at **5:00pm on August 2nd, 2022**. 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
 By mail at:
 961 Embarcadero Del Mar
 Isla Vista, CA 93117
 Re: Children’s Park Renovation Project Request for Proposals

CONTACT INFORMATION:

Nick Norman
 District Clerk
 (805) 350 – 8751
 Email: ivrpd@ivparks.org

X. EVALUATION CRITERIA

Proposals will be reviewed on August 3rd, 2022, by a panel made up of the IVRPD Board of Directors, General Manager, and Assistant General Manager. The evaluation panel may choose to interview top firms. Proposals will be evaluated using the following technical criteria.

	TECHNICAL CRITERIA	POINTS
1	Clear understanding of the project requirements, deadlines, and work to be performed	25
2	Quality of staff and staffing plan, inclusive of sub-consultants (Relevant experience and technical competence of the prime Consultant and their proposed sub-consultants, the personnel assigned to this project, and the degree of participation in the project by the key personnel)	20
3	Recent experience with similar kinds of projects, references	20
4	Organization of staffing plan, inclusive of sub-consultants	5
5	Experience using environmental design techniques, such as Stormwater, Water Efficiency, Recycled Materials, and Xeriscape Landscaping.	10
6	Demonstrated technical ability and knowledge to perform scope of work	15
7	The responsiveness and overall quality of the technical proposal	5
	TOTAL POINTS	100



XI. RFP SCHEDULE OF EVENTS

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 in Pacific Standard Time (PST).

SCHEDULE OF EVENTS	
Issuance of RFP	June 28 th , 2022
Deadline for submissions of questions and/or request for clarification or information	July 12 th , 2022 at 5:00 PM
RFP proposal due date	August 2 nd , 2022 at 5:00 PM
Oral Interviews (If needed)	TBD
Notification to selected firm of IVRPD intent to award	August 12 th , 2022

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 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.



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SEE PAGE 8 FOR GRANT APPROVED CONCEPTUAL DESIGN



RECREATION ELEMENTS

Trails or Walking Paths

- P1. Decomposed Granite Path
- P2. Wood Deck
- P3. Wood Bridge

Landscaping or Irrigation

- L1. Existing Acacia
- L2. Drought Tolerant or Xeriscape Shrubs
- L3. Small Tree
- L4. Large Tree
- L5. Drainage/Infiltration Area

Gathering Spaces

- G1. Picnic Table
- G2. Paver Plaza
- G3. Seat Wall
- G4. Light Pole
- G5. Gathering Pad
- G6. Bench
- G7. Bartop Seating

Other

- O1. Shade Structure



Pardall Gardens Conceptual Design 12-9-2021
 Scale: 1" = 10'-0"

