

November 29, 2004

**Subject: Request for Proposals for Consulting Services
Mace Ranch Neighborhood Park, CIP No. 8136**

1. Introduction

The City of Davis is seeking professional consulting services for master planning and development of construction plans, specifications, and cost estimate for a 6.9-acre neighborhood park. The RFP outlines the requirements and selection process.

2. Background and Scope

The following Park features have been identified by the City Council (excerpted from the City of Davis Final Parks and Recreation Facilities Master Plan dated 12/9/98). The Recreation and Park Commission recommends the minimum amenities for this Park, which are shown in bold type. As part of the master planning process, some facilities may be relocated or eliminated at the direction of the Recreation and Park Commission with the concurrence of the City Council:

- **(2) Youth Softball/Baseball fields with backstops**
- **Soccer/Football/Rugby field**
- **Accessible restrooms and public phones**
- Playgrounds
- Picnic facilities
- Natural/landscapes areas
- Multi-use open fields
- Dog run area

The park site is located at the intersection of Alhambra Drive and Arroyo Avenue as shown on the enclosed vicinity and site map, Exhibit A. Existing adjacent uses are shown on the enclosed aerial photo, Exhibit B.

The scope and order of this work are as follows:

- The selected Consultant will prepare a Park Master Plan including all improvements for the park site.
- The selected consultant will work closely with the Parks Department and a Neighborhood Park Planning Committee comprised of nine area residents. The Park Master Plan approval process will involve presentations by the Consultant to the Recreation and Park Commission and the City Council.
- The Park Master Plan shall contain an estimate of construction cost for the improvements. The planning, design and construction budget is approximately \$1.0 million.
- The Consultant will take into consideration an existing drainage ditch bordering the southern and eastern sides of the site. Access to and from adjacent properties across this ditch may be anticipated. Retaining and enhancing the open space quality of the ditch, as well as providing access for maintenance vehicles, shall be considered in the design process.
- A retail Target store has been proposed for the property south of the park site. If the City approves this retail development, the Consultant will work cooperatively with the developer to include site improvements that will enhance both properties for access and esthetics.
- The Consultant shall develop construction plans and specifications using Davis Construction & Landscaping Standards for bidding. The Consultant shall submit a 60%, 100% and final set of design documents.
- The project schedule shall be updated at frequent intervals throughout the project. The schedules shall be submitted to the City for review.

3. Available Documents

- Utility maps: storm drain, sewer, water, street lighting.
- ROW documentation.
- Color aerial photos.

4. Responding to the RFP

The RFP Response shall contain:

- A brief description of the qualifications and experience of your company and other team members in performing the desired type(s) of consulting work including personnel qualifications, experience and availability.
- A written description of how your company would proceed with producing the Park Master Plan and the Construction Documents.
- An estimated timeline for preparing the Park Master Plan and the following Construction Documents. City Staff anticipate that they will need 45 calendar days to review the Park Master Plan and 14 calendar days to review each submittal of the Construction Documents.

We request that you limit your RFP Response to no more than ten (10) pages, including any project or client reference details or lists. Additionally, any company brochures relevant to the work may be included.

5. Basis for Selection

The RFP Response will be reduced to a short list of 3 or 4 consultants who will be invited for an interview. The RFP Response and oral interview results shall be the basis of selection. A detailed scope of work and fee will be negotiated with the selected firm.

The selection criteria are as follows:

- Consulting firms that are the most qualified and experienced in the area of landscape architecture, master planning and design of municipal parks;
- The quality of the interview and the proposals presented;
- The quality and experience of the Project Manager;
- The ability to perform the work in a timely manner (current and projected work load).

6. Due Date for Response

Three copies of your RFP Response (with attachments) must be received by Davis Public Works Department on or before **5:00 p.m., December 20, 2004**. It may be delivered or mailed to:

Mr. Terry Jue
City of Davis
Public Works Department
1717 Fifth Street
Davis, CA 95616-3945

Late responses will not be considered. Please do not send your submittals via phone facsimile.

Enclosed is a copy of the City of Davis' Standard Consultant Agreement. The agreement is not modified for individual projects. If your firm has concerns with the agreement, please submit them with your proposal.

Any questions, comments, or concerns may be directed to Terry Jue, Associate Civil Engineer, at the above address or phone (530) 757-5686.

Sincerely,

Patrick D. Fitzsimmons
City Engineer

Enclosures: Exhibit A, Site/Vicinity Map
Exhibit B, Aerial Photo
Standard Consultant Agreement

c: Donna Silva
Vicki Crescitelli
Anne Brunette
Pat Riley
Michael Mitchell
Terry Jue