

Request for Proposal
20 Year District-Wide Facilities Master Plan
(FMP)



Ambrose Recreation & Park District
3105 Willow Pass Road
Bay Point, CA 94565

Issue Date: March 17, 2015

Deadline for Submission: April 21, 2015 5:00 pm

**Ambrose Recreation & Park District
District-Wide Facilities Master Plan – Request for Proposal**

Proposals shall be submitted and labeled as follows:

Ambrose Recreation & Park District
3105 Willow Pass Road
Bay Point, CA 94565

Re: District-Wide Facilities Master Plan

Six (6) copies of the Proposal may be submitted in person, via US Mail, or express courier and must be received in the main office by **5:00 p.m. on Tuesday, April 21, 2015**. Submissions after this deadline will not be accepted.

The District retains sole discretion to evaluate proposals and may make an award to the consultant the District deems to have the most responsive proposal. Receipt of proposals in response to its RFP does not obligate the District in any way to engage any consultant and the District reserves the right to reject any or all proposals, wholly or in part, at any time, without penalty. The District shall retain the right to abandon the proposal process at any time prior to the actual execution of a no financial or other responsibility in the event of such abandonment. The District reserves the right to negotiate all final terms and conditions of any agreements entered into.

The evaluation process shall include review of qualifications by a panel of District staff (RFP Team) assigned by the General Manager and any other person(s) designated by the District. The District reserves the right, where it may serve the best interest of the District, to request additional information and clarification from consultants. At the discretion of the RFP Team and the District, consultants submitting proposals may be requested to make oral presentations as part of the evaluation process.

All quotes, inquiries, responses, or correspondence related to or in reference to this RFP, and all reports, charts, displays, schedules, exhibits, and other documentation submitted by the consultant will become property of the District and a matter of public record.

Any changes to this RFP by the District will be sent to each consultant or individual to whom an RFP has been sent. Such changes become an integral part of the RFP for incorporation into any contract awarded pursuant to the RFP.

Upon final selection of the consultant, the scope of service may be modified and refined during negotiations with the District.

INQUIRIES

All inquiries regarding the Request for Proposal should be directed to Doug Long, General Manager, at dlong@ambroserec.org.

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INTRODUCTION

The District invites proposals from professional consultant firms with experience in planning, engineering, and architecture of civic facilities to develop a 20 year District-Wide Facilities Master Plan (FMP) for the District. It is anticipated that the FMP will form the foundation of a facilities program for the expansion, renovation, and/or replacement of existing facilities and to help formulate a Capital Improvement Program (CIP). This Request for Proposals (RFP) is intended to provide the general information needed to respond to this proposal.

DESCRIPTION OF PROJECT

The District's District-Wide facility assets include a community center, park buildings, and nine parks with various amenities. The District also operates an aquatics center which is excluded from this project. The District wants to have engineering, architecture, and contractor professionals perform a condition inspection and assessment of the facilities to identify deficiencies, problems, maintenance items, hazards, risks, and code compliance. The District's policy advocates "green and sustainable" and to minimize environment impacts, so the condition assessment should include an evaluation of mechanical systems and electrical equipment, lights, and controls and recommend measures that support "green and sustainable" goals.

The Master Plan should provide a financial analysis relative to replacement costs of the District's District-Wide facility assets as listed under "District facility assets" in this document. The analysis shall include:

- Capital Improvement Project (CIP) recommendations for immediate, one, five, ten, and twenty year expenditures including related cost projections for the recommended improvements.
- Facility replacement costs. The intent here is to determine the cost of a like facility either in the same location or alternate location per recommendation.
- An ADA transition plan.

The Facilities Condition Assessment Scope should include a review of record plans and specifications, interview District maintenance staff, and perform:

- Architecture: Performance inspection of building exterior, material conditions, paint and finishes, roof system, windows and accessibility compliance.
- Mechanical: Identify/inventory all major equipment and evaluate performance, efficiency, and expected service life.
- Electrical: Evaluate building power service, panel, and circuits. Evaluate current loads and power demand. Evaluate energy demands/use and consider alternatives equipment and controls that improve efficiency.
- Playground structures: Inspect playground apparatus for structural integrity and code compliance. Inspect backstops, dugouts, basketball standards, bleachers, benches, pergolas, barbeques, and picnic tables.

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- Park and facility hardscape: Inspect and evaluate pathways, parking lots, retaining walls, fencing, fountains, sports courts, stages, patios, gates, and stairways.
- Site: Review drainage, pavement condition, and utility infrastructure. Inspect landscape irrigation operation.
- Building structures: Perform visual inspection of buildings and identify deterioration or loss of structure capacity. Provide an ATC 20 Rapid Seismic Performance checklist evaluation and identify expected earthquake performance.
- Recommendations: List Immediate, short term, and long term building repair, maintenance, and improvement costs, quantity and when this work should be scheduled.

The report can identify direction for the facility use and occupancy, preservation and rehabilitation of facilities. There may be a recommendation of a total replacement if the condition is poor and long term occupancy and functions are to continue.

The District facility assets include:

1. Community Center (former elementary school built in 1935)
2. Ambrose Park Maintenance Building
3. Ambrose Park Bocce Building
4. Ambrose Park Snack Shack
5. Ambrose Park Office
6. Ambrose Park Guard office/restroom
7. Ambrose Park Restroom
8. Ambrose Center Park Maintenance Shed/Snack Shack/Restroom
9. Ambrose Center Park (7.5 acres)
10. Ambrose Park 125 (11.53)
11. Anuta Park (2.92 acres)
12. Alves Lane Park (.94 acre)
13. Lynbrook Park (4.13 acres)
14. Hickory Meadows Park (.32 acre)
15. Viewpointe Park (.32 acre)
16. Boeger Park (.50 acre)
17. Tradewinds Court Park (.32 acre)
18. Community Garden (.15 acre)

MEETINGS WITH DISTRICT STAFF AND DECISION MAKERS

The Project Team will schedule a minimum of four (4) meetings with District staff and provide two (2) presentations to the Board of Directors. The first presentation will focus on the draft report; the second presentation will be the final document.

PROPOSAL SUBMITTAL REQUIREMENTS

1. **Cover Letter:** Signed by an authorized representative of the firm committing to provide the services in accordance with all Project requirements.

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2. **Project Understanding and Approach:** Brief summary or narrative delineating the general understanding of the Project and the approach the firm believes in most appropriate to complete required work.
3. **Organization Chart:** Show the firm's Project Team structure, including all sub-consultants.
4. **Resumes:** Provide resumes (no longer than two pages) of your Project Team structure, including the Project Manager who will be the main point of contact. Include history of similar projects performed, highlights of qualifications, and professional registration with the state of California. Similar information is to be provided for each sub-consultant, if any.
5. **Firm Qualifications:** Professional experience and qualifications of the firm and any supporting team firms in providing the services specified in the Request for Proposals.
6. **References:** Please provide a minimum of three references for projects of similar scope.
7. **Project schedule:** Provide an estimated project timetable.
8. **Fee Proposal:** A separate fee proposal must be submitted in a sealed envelope with the proposal package and marked with the additional title "FEE PROPOSAL". The elements of the fee proposal shall include the following:
 - a. A not-to-exceed lump sum for Basic Services.
 - b. An itemization of the expected level of services to be provided by each sub-consultant, including hours of work and corresponding fees.
 - c. An estimated fee for customary Reimbursable Expenses to be invoiced separately and considered as professional services.
 - d. An hourly rate schedule, valid for a period of twelve (12) months following the contract execution date, for each member of the firm who will be working on the project.

The fee proposal will not be used as the sole selection criterion. In negotiating a contract with the successful firm, refinements to fee, scope and schedule will be jointly determined.

EVALUATION CRITERIA

The responses to the RFP will be evaluated according to the following consultant related criteria:

1. Record of experience in planning, engineering, and architecture of District-Wide facilities.
2. Professional qualifications necessary for satisfactory performance of the required service.
3. Capacity to accomplish the work in the required time.

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4. Past performance on projects of similar scope and nature in terms in cost control, quality of work and compliance with performance schedules and standards.
5. Experience in working with governmental agencies.
6. Experience of individuals assigned to this project.
7. Reference check.

These evaluation criteria are not necessarily in order of importance.