



*City of Lindsay*

*Request for Qualification's/Proposal  
For*

***PROFESSIONAL LANDSCAPE ARCHITECT  
DESIGN SERVICES***

***Olive Bowl/Kaku Park  
Renovation-Expansion Project***

***October 2020***

**City of Lindsay**

**Request for Qualifications/Proposal for**

**Professional Landscape Architect Design Services for  
Olive Bowl/Kaku Park Renovation-Expansion Project**

**October 2020**

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## **I. INTRODUCTION**

The City of Lindsay is requesting qualifications/proposals from professional landscape architect consultants to prepare final Design Plans (including necessary engineering plans), Specifications, Opinions of Probable Costs and Contract Bid Documents for our proposed Olive Bowl/Kaku Park Renovation-Expansion Project

Olive Bowl/Kaku Park Renovation-Expansion project is funded with 2018 Parks Bond Act Statewide Park Development and Community Revitalization funding. Reference project number SW-54-006, Olive Bowl/Kaku Park Expansion.

During this RFQ/RFP process, interested parties shall direct all questions in writing to Michael Camarena by email at [engineering@lindsay.ca.us](mailto:engineering@lindsay.ca.us) and/or Neyba Amezcua at [namezcua@lindsay.ca.us](mailto:namezcua@lindsay.ca.us). The site is available for inspection with arrangements made by calling 559-562-7102, ext. 4.

If there is any revision to this RFQ/RFP, an addendum will be issued and made available to all consultants receiving RFQ/RFP documents.

## **II. PROJECT OVERVIEW**

In a continuing effort to encourage expanded public use of this civic space, the city applied for and received a \$3.67 million California Statewide Park Development and Community Revitalization Grant to renovate and expand our existing Olive Bowl/Kaku Park and an adjacent city owned parcel. This grant must cover the cost to design and construct the renovated and expanded Olive Bowl/Kaku Park, as well as all City costs for project and grant administration. There are no additional funds.

Currently, the Olive Bowl/Kaku Park subject site is comprised of an existing park, unimproved lot, Olive Bowl baseball/softball facility and a vacant adjacent lot. There are currently 2 parcels that encompass 7.8 acres total. Assessor's parcel map pages are included with this proposal request.

The City is seeking the services of a landscape architect consultant to design the project including of all features listed below as a minimum. The selected consultant must be mindful of the City's budget constraints and provide full design for the project. The consultant should be skilled and able to deliver the project development plans and specifications in a logical and cost-effective manner to complete the project per the State Grant requirement.

The concept project scope for the grant was derived over a one-year public engagement process with input from local stakeholders, civic groups, recreational users and City Staff. There is a broad expectation of uses and attributes to be assigned to this project and site. An approved concept plan was developed from the input of these stakeholders and will be utilized as a foundation for the final design. The approved concept design is included with this proposal request.

### **III. SELECTION SCHEDULE**

The tentative schedule and sequence of this RFQ/RFP is as follows:

- Release RFQ/RFP Notice - October 2, 2020
- Final day for Submission of Questions to City - October 21, 2020
- Final responses to Questions - October 23, 2020
- Deadline for Submission of RFQ/RFP - October 27, 2020

### **IV. SCOPE OF WORK**

The City is seeking an experienced design team to use their talents to transition the concept design to a biddable, buildable project. The design team selected must be able to create a place that becomes distinctive and memorable and must be able to provide a design with consideration as to how people will access and utilize the space. The design team must be able to create a facility that matches the desired amenities as identified on the concept plan and as listed below. It is important the design team include appropriate professional disciplines, including but not limited to landscape architecture, park and sports field design, engineering, lighting and accessibility.

Scope of work shall include:

1. The design must include the following amenities in the final design documents (as a minimum) as located/identified on the approved concept layout:
  - A. Construct a new playground area. 2-5-year-old and 5-12-year-old targeted age groups. Swing sets are desired but not essential in the design.
  - B. Construct a total of four (4) softball/baseball fields with appropriate perimeter safety fencing and stadium lighting for select fields and general lighting for remaining fields.
  - C. Construct two (2) picnic areas.
  - D. Construct two (2) shade structures.
  - E. Construct walking paths throughout the park with appropriate safety lighting.
  - F. Construct ADA compliant restroom and concession building.
  - G. Install video surveillance system for the entire park areas.
  - H. Construct a new parking lot with required ADA compliant spaces and access.
  - I. Construct landscaping and lighting throughout the park.
2. Provision of detailed project cost estimates for construction of all improvements at completion of preliminary design and at completion of final design, construction plans, specifications and bid documents. Final design estimate of probable cost shall be in a unit format consistent with the bid form in the construction bid documents.

3. All the elements listed in Item 1 above must be part of the final design plans. This list however is not inclusive; meaning the City looking for the design team to provide additional items and creative ideas for this project, and not rely solely on the items listed. Additional items of interest include; storage facility that can be secured (indoor and/or outdoor), batting cages, pedestrian walkway signage, interactive/outdoor art opportunities, etc.

Site Circulation/Access for pedestrians, bicyclists, and other multi modal users, including necessary maintenance vehicles, compliant ADA access in and to the entire facility, perimeter fencing for safety that provides a Sense of Place and does not detract from other park opportunities shall also be considered in the final design.

4. The design team must provide project detailing so that the project infrastructure and elements can be bid as unit items plus potential alternates where costs are discernable for each major project component.
5. Consider, evaluate, and recommend elements, items, features, and equipment that should be installed permanently at the facility/project site.
6. The design team must address security issues with input from the City and Public Safety Department Staff and provide video surveillance system as guided by Public Safety input.
7. Long-term maintenance costs and sustainability of the project is a high priority of this project and must be considered in the final design by the design team.
8. Energy efficiency and water conservation are also a high priority of this project and must be considered in the final design by the design team.
9. Technical support during the bidding, preparation of Addenda and Requests for Information (RFI's) and award process shall also be included. Evaluation of construction bids and recommendations for award of construction contract to city staff.
10. Minimum services that may be requested during construction would include periodic field review of construction progress and clarification of questions regarding plans and specifications and review of requested changes and corrections related to design of the project, proposed during construction. These services will not be included in the initial scope of work, but will be paid based on a time and materials basis as utilized.

## ADDITIONAL SCOPE OF WORK INFORMATION.

1. Project Site Evaluation
  - a. Evaluate site of the proposed project as it relates to existing conditions.
  - b. Examine existing infrastructure and utilities locations for suitability or upgrade to accommodate the intended uses.
  - c. Consider native soils and geotechnical capability for the hardscape, landscape and structural features to be developed.
  - d. Consider solar angles, shading, evapotranspiration factors and other characteristics unique to the micro-environment of the site.
  - e. Consult with City Staff regarding known and perceived physical issues (including merging the 2 existing parcels), community preferences and desires, development code and building code requirements, community-noise equivalent measures or limitations, and other natural/built environment issues or concerns.
  
2. Children's Play Area
  - a. Consider various age appropriate equipment and play surface options.
  - b. Solidify locations for drinking fountains, pet watering, park benches, trash receptacles, and other appropriate features based on concept design.
  - c. Assure ADA compliant equipment, materials, and surfaces.
  
3. Project Area Landscaping
  - a. Evaluate and provide recommendations for a variety of landscaping and tree scales to accentuate various areas and uses of the site.
  - b. Recommend appropriate drought-tolerant, sustainable species and varieties for the microclimate of the site. Ensure that tree species are non-invasive desert compatible with at least a 40-year lifespan.
  - c. Provide landscape plans with calculations to satisfy Model Water Efficiency Landscape Ordinances.
  - d. Evaluate cost benefit of utilizing artificial turf, primarily in the sports field areas (infield and/or outfield areas or a combination).
  - e. Evaluate cost benefit of utilizing existing Well 13 located at the southeast corner of the Olive Bowl for dedicated use for irrigation system requirements. Well 13 has not been utilized in the city domestic system due to high nitrate levels and is physically disconnected from the domestic distribution system.

The City will provide the following services;

- Topographic/Right of Way surveying as coordinated with the design team.

## **V. SUBMITTALS**

Submittals shall contain the following:

1. Cover Sheet – Attachment A to this RFQ/RFP.
2. A list, including a minimum of three references that the City can contact to evaluate the firm’s past work experience (Attachment B of this RFQ/RFP includes a format for reference that can be utilized to fulfill this requirement).
3. The Proposal shall include, at a minimum;
  - a. Identification of team members and backgrounds, state roles of each member and provide a team organization chart. Identify subconsultants that may be included with the design team. Highlight strengths of team relative to experience in similar projects, please be brief.
  - b. Detailed approach to complete the Scope of Work, please be brief.
  - c. Detailed schedule to complete the Scope of Work. It is the cities desire to complete the construction of the project by December 2021. The grant performance period expires June 2022.
  - d. Statement regarding any existing or potential conflicts of interest.
  - e. Listing of any litigation involving the firm in the past three (3) years and lawsuit dismissal and/or termination outcomes.
  - f. Provide hourly billing rate for specific team members that will be engaged in this project and a schedule of charges for additional services and fees, such as construction services.
  - g. Statement stating the firm or firms reviewed the Attachment D, Contract, which is expected to serve as the contract for services provided.
  - h. In a separate sealed envelope included with the submittal, a cost proposal to complete the scope of work identified. Please label this “Cost Proposal for Olive Bowl/Kaku Park Renovation-Expansion Project”.
  - i. If there are Addendums to this Proposal, Consultant must list Addendums by Number and Initial Receipt in Proposal in this format: “Addendum No. 1, Date, \_\_\_\_ Representative Initials”
4. The deadline for submittal of RFQ/RFPs is **4:00 p.m., October 27, 2020.**
5. **Three (3) complete paper copies of the RFQ/RFP are required** along with either a compact disc or flash drive containing an electronic copy of the proposal.
6. RFQ/RFP’s submitted after the time and date set above will not be accepted.
7. The City reserves the right to waive informalities and to reject all proposals at its sole discretion. Consultants are encouraged to keep their proposals brief and relevant to the specific work required.
8. RFQ/RFP’s can be mailed in a sealed envelope to:

CITY OF LINDSAY  
Department of City Services  
P.O. Box 369  
Lindsay, CA 93247  
ATTN: Michael Camarena, City Services Director

If the RFQ/RFP is hand delivered or sent via Fed Ex or UPS, the physical address for delivery is:

CITY OF LINDSAY  
Department of City Services  
150 North Mirage Avenue  
Lindsay, CA 93247  
ATTN: Michael Camarena, City Services Director

## **VI. QUALIFICATION CRITERIA**

Each RFQ shall be judged as to the consultant's capabilities and experience to perform the work. Qualification will be based on criteria as follows:

1. Capabilities, Experience and Past Performance: Each firm will be evaluated on its demonstrated capabilities and experience to the requested project to the City. Past performance on similar types of work will be reviewed and judged on quality of work, adherence to schedule, availability and compliance to local codes and regulations.
2. Ability to Accomplish Work: Each firm will be evaluated on its ability to complete the project in a timely manner. Current and valid licensing is a requirement in the ability to accomplish the project.
3. Other: Each firm will be evaluated on any supportive information that demonstrates their capabilities to best suit the needs of the City of Lindsay.

An evaluation committee will review submitted RFQ's based on the above criteria. A consultant may be selected for possible contract negotiations based upon the materials submitted, or the Consultant Selection Committee may choose to interview two or more closely ranked firms but will not expect or schedule time for elaborate presentations.

Cost proposals will be opened only after the ranking process is complete.

The City may open contract negotiations with the top ranked firm. The successful consultant will be expected to enter into the City of Lindsay Contract (included as Attachment D) once presented to and approved by city council.



**Attachment A  
COVER SHEET  
City of Lindsay  
RFQ/RFP for Landscape Architect Design Services of  
Kaku Park/Olive Bowl Renovation-Expansion Project**

Name of Firm: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Contact Person: \_\_\_\_\_

E mail address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Firm is a:            Joint Venture            (   )  
                         California Corporation        (   )  
                         Partnership                        (   )  
                         Sole Proprietorship            (   )  
                         Other                                    (   )

California Rural Water Association (CRWA)  
Preferred Provider Program Member?                                    Yes                                    No

Firm's Federal Tax ID Number: \_\_\_\_\_

Firm's or Individual's Professional License Number(s): \_\_\_\_\_

Expiration: \_\_\_\_\_

\_\_\_\_\_  
Signature of Authorized Representative                                    Date

\_\_\_\_\_  
Typed Name of Authorized Representative                                    Date

\_\_\_\_\_  
Signature of Authorized Representative                                    Date

\_\_\_\_\_  
Typed Name of Authorized Representative                                    Date

**Attachment B  
REFERENCES**

**Provide at least three references for similar type work:**

Reference 1: \_\_\_\_\_

Representing: \_\_\_\_\_

Project Title: \_\_\_\_\_

Telephone/e mail: \_\_\_\_\_

Project Description: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Reference 2: \_\_\_\_\_

Representing: \_\_\_\_\_

Project Title: \_\_\_\_\_

Telephone/e mail: \_\_\_\_\_

Project Description: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Reference 3: \_\_\_\_\_

Representing: \_\_\_\_\_

Project Title: \_\_\_\_\_

Telephone/e mail: \_\_\_\_\_

Project Description: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## **Attachment C**

Attach Company Proposal document in a separate sealed envelope and label:

“Cost Proposal for Olive Bowl/Kaku Park Renovation-Expansion Project”

**Attachment D**  
**CONTRACT FOR LANDSCAPE ARCHITECT DESIGN SERVICES FOR**  
**OLIVE BOWL/KAKU PARK RENOVATION-EXPANSION PROJECT**

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THIS CONTRACT is made and entered into as of \_\_\_\_\_, 202\_\_, by and between the **City of Lindsay**, hereinafter referred to as the “City” and \_\_\_\_\_, hereinafter referred to as the “Consultant”.

IT IS HEREBY AGREED BETWEEN THE PARTIES AS FOLLOWS:

**First. Contract Documents.** The complete Contract includes all of the contract documents, to-wit:

(a) Landscape Architect Design Services of Olive Bowl/Kaku Park Renovation-Expansion Project RFQ/RFP Document; (b) Proposal; (c) Contract; (d) Duly issued Addenda and all modifications incorporated in the foregoing documents before execution of the Contract Agreement.

The foregoing contract documents are hereby incorporated by reference and shall be deemed and considered as forming a part of this Contract Agreement as fully and to the same extent as if it were copied at length herein.

**Second. The Work.** The Consultant agrees to furnish all tools, labor, materials, equipment, transportation, services and supplies necessary to perform and complete the project designated as **Landscape Architect Design Services for Olive Bowl/Kaku Park Renovation-Expansion Project** in strict conformity with and in exact accordance with this RFQ/RFP and proposal and all other Contract Documents referred to above.

**Third. Payment.** The City agrees to pay and the Consultant agrees to

( \$ \_\_\_\_\_ ) according to the Proposal at the time and manner set forth in this contract.

The foregoing shall be accepted by the Consultant as full and final compensation for work done under this contract.

**Fourth. Commencement and Completion of the Project.** The Consultant agrees to begin and complete the work within the time specified in the submittal. Time is of the essence in completing the project.

**Fifth. Ownership of Documents.** All original maps, models, designs, drawings, photographs, studies, surveys, reports, data, notes, computer files, files and other documents prepared, developed

or discovered by Consultant in the course of providing the services pursuant to this contract shall become the sole property of City and may be used, reused or otherwise disposed of by City without the permission of the Consultant. Upon completion, expiration or termination of this contract, Consultant shall turn over to City all such original maps, models, designs, drawings, photographs, studies, surveys, reports, data, notes, computer files, files and other documents.

**Sixth. Compliance with Applicable Laws; Permits and Licenses.** Consultant shall keep itself informed of and comply with all applicable federal, state, and local laws, statutes, codes, ordinances, regulations, and rules in effect during the term of this contract. Consultant shall obtain any and all licenses, permits and authorizations necessary to perform the services set forth in this contract. Neither City, nor any elected or appointed boards, officers, officials, employees, or agents of City, shall be liable, at law or in equity, as a result of any failure of Consultant to comply with this section.

**Seventh. Insurance.** The Consultant agrees to shall maintain the following insurance and shall provide proof that all liability and insurance required, by the consultant and/or subconsultant as identified below are in place and approved by the City:

<u>Workers' Compensation</u>	<u>As required by law</u>
Employer's Liability	\$1,000,000 per occurrence
Commercial General Liability	\$1,000,000 per occurrence
	\$2,000,000 aggregate
Professional Liability	\$1,000,000 per occurrence
Excess/Umbrella	\$1,000,000 per occurrence
	\$1,000,000 aggregate
Automobile	\$1,000,000 each accident (bodily injury)
	\$1,000,000 per accident (property)

**Eighth. General Prevailing Rate of Per Diem Wages.** Any contract entered into pursuant to this notice will incorporate the provisions of the U.S. Department of Labor Code and the State of CA Department of Industrial Relations with the prevailing rates of wages and apprenticeship employment standards established by both agencies, where applicable.

**Ninth. Compliance with Other Provisions of Law Relative to Public Contract.** The City is a public agency in the State of California and is subject to the provisions of the Government Code, The Public Contract Code and the Labor Code of that State. It is stipulated and agreed that all provisions of law applicable to public contracts are a part of this Contract to the same extent as though set forth herein and will be complied with by the Consultant where applicable. These include, but are not limited to, the stipulation that eight hours' labor constitutes a legal day's work and the Contractor will, as a penalty to the City, forfeit twenty-five (\$25.00) for each workman employed in the execution of the Contract by the Contractor or any subcontractor for each calendar day during which such workman is required or permitted to work more than eight hours in violation of the provisions of Article Three, Chapter One, Part Seven, Division 2 of the California Labor Code, except as permitted by law.

**Tenth.** Left blank.

**Eleventh.** Left blank.

**Twelfth. Termination or Modification of Contract. Environmental Reasons.** City may terminate, amend or modify the contract for environmental considerations. In the event of such termination, modification or amendment, the notification to the Consultant thereof will include a statement of the compensation payable, if any, by reason of such termination, modification or amendment. Any claims filed by the Consultant shall be in sufficient detail to enable the City to ascertain the basis and amount of said claims. The City will consider and determine the Consultant's claim and it will be the responsibility of the Consultant to furnish, within a reasonable time, such further information and details as may be required by the City to determine the facts or contentions involved in his claims. Failure to submit such information and details will be sufficient cause for denying the claims.

Upon final determination of any claim, the City shall then make and issue its final estimate in writing and within forty (40) days thereafter the City will pay the entire sum found due thereon, if any.

**Thirteenth. Integration Clause.** This Contract constitutes the entire agreement of the parties. No other agreements, oral or written, pertaining to the project to be performed under this Contract, exist between the parties. This Contract can be modified only by an agreement in writing signed by both parties.

IN WITNESS WHEREOF, this Contract is executed by the duly authorized agent(s) of the City and by the Consultant on the date set before the name of each.

CITY OF LINDSAY

By: \_\_\_\_\_  
Mayor

(City Seal)  
Attest:

\_\_\_\_\_  
City Clerk  
City of Lindsay

\_\_\_\_\_  
Consultant

(Corporate Seal)

By: \_\_\_\_\_

\_\_\_\_\_  
Title

Approved as to Form:

\_\_\_\_\_  
City Attorney for City of Lindsay



**CONSULTANT’S/SUBCONSULTANT’S CERTIFICATION  
CONCERNING STATE LABOR STANDARDS (WHERE APPLICABLE)**

All contractors and subcontractors shall give the following certifications to the grantee and forward this certification to the grantee within ten days after the execution of any contract or subcontract.

A. “I am aware of the provisions of Section 3700 of the Labor Code which requires every employer to be insured against liability for workers’ compensation or to undertake self-insurance in accordance with the provisions of that Code, and I will comply with such provisions before commencing the performance of the work of this contract.”

B. “It is further agreed that, except as may be provided in Section 1815 of the California Labor Code, the maximum hours a worker is to be employed is limited to eight hours a day and 40 hours a week and the subcontractor shall forfeit, as a penalty, twenty-five dollars (\$25.00) for each worker employed in the execution of the subcontract for each calendar day during which a worker is required or permitted to labor more than 8 hours in any calendar day or more than 40 hours in any calendar week.”

\_\_\_\_\_  
Consultant/Subconsultant

By: \_\_\_\_\_

\_\_\_\_\_  
Typed Name and Title



## **CERTIFICATION OF NONSEGREGATED FACILITIES**

The Consultant certifies that he does not nor will not maintain or provide for his employees any segregated facilities at any of his establishments and that he does not permit his employees to perform their services at any location, under his control, where segregated facilities are maintained.

As used in this certification, the term "segregated facilities" means any waiting rooms, work areas, rest rooms and wash rooms, restaurants and other eating areas, time clocks, locker rooms and other storage or dressing areas, parking lots, drinking fountains, recreation or entertainment areas, transportation and housing facilities provided for employees which are segregated by explicit directive or are in fact segregated on the basis of race, creed, color, or national origin, because of habit, local custom or otherwise.

We further agree that (except where we have obtained identical certifications from proposed sub consultants for specific time periods) we will obtain identical certifications from proposed sub consultants prior to the award of subcontracts exceeding \$10,000 which are not exempt from the provisions of the Equal Opportunity clause; that we will retain such certification in our files; and that we will forward the following notice to such proposed sub consultants (except where the proposed sub consultants have submitted identical certifications for specific time periods).

We understand and agree that breach of this certification is a violation of Equal Opportunity clause required by Executive Order 11246, amended.

NOTE: Whoever knowingly and willfully makes any false, fictitious or fraudulent representation may be liable to criminal prosecution under 18 U.S.C. 1001.

(Name of Company)

\_\_\_\_\_

Signature

By: \_\_\_\_\_

\_\_\_\_\_

Title

