

Livermore Area Recreation and Park District

4444 East Avenue, Livermore, CA 94550

NOTICE INVITING PROPOSALS

For

DISTRICT RESERVE STUDY

PUBLIC NOTICE IS HEREBY GIVEN that the Livermore Area Recreation and Park District (DISTRICT) invites proposals from qualified responders (VENDOR) to prepare a District Reserve Study (STUDY) in this Request for Proposals (RFP). The purpose of the STUDY is to create tools to aid DISTRICT with capital expenditure inventory, planning, accountability and control.

DISTRICT will receive such proposals in the Administration Office of the Livermore Area Recreation and Park District, 4444 East Avenue, Livermore, CA 94550 up to the hour of 5:00 p.m. on Friday, October 19, 2012 (please note that all times in this RFP are Pacific Time).

VENDORS interested in submitting proposals for the STUDY must submit 4 complete submittal copies (1 original signature copy, 2 hardcopies, and 1 CD formatted in Windows 2010) of their proposal. All items must be in a sealed envelope and delivered via U.S. postal service, Federal Express or other delivery service, or by hand to:

Assistant General Manager

RE: District Reserve Study

LARPD District Administration Office

4444 East Avenue

Livermore, CA 94550

Proposals must be received no later than **5:00 p.m. on Friday, October 19, 2012**. No materials will be returned. All reports, charts, displays, schedules, exhibits, and other documentation submitted by VENDOR will become property of DISTRICT and a matter of public record. No faxes, e-mails or otherwise open proposals will be accepted. Late submissions will not be considered. Any responses received after this time will be returned unopened.

An electronic format of the RFP can be obtained, free of charge, by accessing the DISTRICT's website at www.larpd.dst.ca.us under "Find It Fast" and "Bid Opportunities" and downloading the documents. If you intend to submit a response and would like to be notified of any changes,

clarifications or additionally provided information, please notify Sandra Kaya (information below) and provide your e-mail contact information. Such changes become an integral part of the RFP for incorporation into any contract awarded pursuant to the RFP. Requests for clarifications, questions and comments regarding this RFP must be submitted in writing (via mail or e-mail) and be received by DISTRICT no later than 5:00 p.m. on Thursday, October 11, 2012. Responses will be compiled and distributed via e-mail to all VENDORS that have requested to be notified of updates and additional information. The document must be labeled "Written Questions for DISTRICT RESERVE STUDY" and addressed to:

Sandra Kaya
Livermore Area Recreation and Park District
4444 East Ave.
Livermore, CA 94550-5053

Email: skaya@larpd.dst.ca.us

DISTRICT shall not be responsible for failure to respond to a request that has not been labeled or delivered as described above.

Important Dates anticipated by the District, 5:00 p.m. is the deadline for each day listed:

RFP Issue Date:	Tuesday, September 18, 2012
Request for Clarification Closing Date:	Thursday, October 11, 2012
RFP Closing Date:	Friday, October 19, 2012
Top Candidate(s) Interview (if needed):	Monday/Tuesday, October 29/30, 2012
Contract for Board of Director's Approval:	Wednesday, November 14, 2012
Notice to Proceed:	Thursday, November 15, 2012
Service End Date:	Friday, January 11, 2013

DISTRICT reserves the right to reject any and all proposals and to waive any technical or clerical irregularities, to accept any proposal, and to take all proposals under advisement for a period of 120 days.

SPECIAL INSTRUCTIONS TO VENDORS FOR DISTRICT RESERVE STUDY

Section I.	General Information about DISTRICT
Section II.	Project Objectives
Section III.	RFP Respondent Requirements (Mandatory)
Section IV.	Proposal Format (Mandatory)
Section V.	Evaluation and Selection Process
Section VI.	Contract Requirements, Award and Execution
Section VII.	Compensation and Reimbursement (Mandatory)
EXHIBIT A	Scope of Work (Mandatory)
EXHIBIT B	Professional Services Agreement

Section I. GENERAL INFORMATION

Livermore Area Recreation and Park District, (subsequently referred to as the “LARPD” or “DISTRICT”), is an independent special district governmental agency located in Livermore, California and was created by public vote in 1947. LARPD provides recreation and parks services and facilities for the 245-square-mile area bounded by Contra Costa County to the north, San Joaquin County to the east, Santa Clara County to the south and the cities of Pleasanton and Dublin to the west. LARPD is governed by a five-person, elected Board of Directors, each of whom serves a four-year term.

LARPD provides 29 neighborhood parks; 3 community parks with such amenities as an equestrian center and rodeo grounds, all-weather sports fields, and baseball/softball fields; 4 open space parks totaling 1,360 acres; 10 special-use parks; and one campground with 26 campsites. Rental facilities include the Robert Livermore Community Center and pools; Ravenswood Historic Site; Carnegie Building; Veterans Building; The Barn; May Nissen Swim Center; group picnic areas; the equestrian center; and sports fields.

LARPD also provides preschool, state-licensed school-aged child care to children in kindergarten through eighth grade at all 11 City elementary schools and at all 4 middle schools, teen programs, fee classes, youth and adult sports, aquatics, environmental/outdoor education, special events and various senior services (including trips and a weekday lunch program). See the LARPD website at www.larpd.dst.ca.us for more information.

Section II. PROJECT OBJECTIVES

LARPD seeks to identify, value, and plan for the eventual repair/replacement of fixed assets throughout its parks and facilities. DISTRICT’s capitalization policy threshold for fixed assets is

\$5,000.00. This includes less expensive items that are typically purchased in volume that then meets or exceeds the threshold's lower limit (chairs, tables, curtains, etc.).

Under the direction of the General Manager or their designee, the goals of this initiative include:

1. Capital Expenditure Planning:

To provide a plan to:

- Assist in monitoring capital improvements and capital equipment
- Provide realistic values and cost estimates
- Provide financial forecasting for capital asset improvements and replacements

2. Accountability and Control:

The geographic dispersion of assets and equipment across the DISTRICT necessitates the establishment of:

- Accurate location and condition of asset inventory
- Responsibility and custodianship of items included in the inventory

Section III. RFP VENDOR RESPONSE REQUIREMENTS

To be considered responsive, the proposal must provide specific and succinct answers to all questions and requests for information as described in this RFP. Proposals which, in the judgment of DISTRICT, fail to meet the requirements of the RFP or which are in any way conditional, incomplete, obscure, or contain errors may be rejected.

A. Number of Copies – Respondents must provide 1 signed original hardcopy, 2 additional hardcopies, and 1 CD (Windows 2010) of their proposal for a total of 4 complete copies.

B. Proposal Media –Any proposal forwarded by facsimile or e-mail will not be accepted.

C. Written Proposal Format – To facilitate a timely and comprehensive evaluation of all submitted proposals, it is essential that all VENDORS adhere to the required response format. DISTRICT is under no obligation to search for clarification through additional or unformatted information submitted as a supplement to the formatted response. Where a proposal contains conflicting information and/or where it may serve the best interest of DISTRICT, DISTRICT may, at its option, either request clarification or consider the information unresponsive. The required format is detailed in Section IV.

Section IV. WRITTEN PROPOSAL FORMAT

Each of the 4 copies of VENDOR'S proposal shall include the following, in this order:

1. Letter of Transmittal: Signed by an authorized representative of the VENDOR. This letter of transmittal must state the names, titles, and contact information (including telephone number and e-mail address) of the individual(s) authorized to negotiate with DISTRICT and sign a contract on behalf of VENDOR. Correspondence from DISTRICT will be directed to these persons.

2. Cover Letter: Include a brief overview of VENDOR and management approach to the work. Provide a description of how the project team intends to complete the work. Also include a description of VENDOR's method of, and experience in, controlling project costs and schedules. Provide a tentative schedule for completing the work listed in this RFP.

3. Qualifications: A discussion of the expertise and qualifications of the project team, including sub-consultants, should be contained in this section. DISTRICT requests that as part of this discussion, VENDOR state exactly what role the proposed team member will assume on each phase and detail the qualifications for the role that team member possesses. Include resumes for the project team members that include references and the following:

- Education, training and years of practice of this work in the State of California.
- A list of capital studies and report projects completed for governments within the last 5 years.
- Related professional and personal affiliations.

4. References: Provide a list of 3 client references from the last 5 years for whom your firm was engaged in a similar project. Provide names, title, company or agency name, addresses and current contact information.

5. Proposal: Mandatory content of the proposal. Each proposal submitted must contain the 10 sections described below, in this order:

1. Title Page
2. Table of Contents
3. Background
4. Scope & Objectives
5. Project Approach
6. Project Work Plan

7. DISTRICT Responsibilities

8. Staffing

9. Fees

10. Appendices/Other

The information requested by the format described above is further defined.

B. Title Page – The proposal should include a title page which identifies:

- The project
- VENDOR's name
- Executive Summary – include a summary of the key points and highlights of the VENDOR's response and should discuss the pricing contained in the proposal.
- A sentence stating, "Proposal and fee schedule shall be valid and binding for 120 days following proposal due date and will become part of the contract that is negotiated with DISTRICT".

C. Table of Contents –List the titles and page numbers for each major topic and sub-topic contained in the proposal.

D. Background – In this section of the proposal, VENDOR should review their understanding of the purpose and expected outcomes behind the DISTRICT's interest in performing this study/analysis.

E. Scope & Objectives – In this section of the proposal, VENDOR should state what they believe to be the scope, as defined in EXHIBIT A. If there are any gaps or discrepancies between what VENDOR believes should be the proper scope of the solution, given all information known at the time of this RFP, VENDOR should clearly state these gaps or discrepancies in this section and mark these concerns as such. VENDOR should state what they believe to be the primary objectives for each element of the scope/plan. VENDOR may choose to offer suggestions to DISTRICT on how objectives for this type and size of project should be measured throughout the life of the implementation, to ensure success in delivery of every business priority.

F. Project Approach – A general discussion of the approach the VENDOR is proposing should be contained in this section. This should include detail of all assumptions being made to accomplish the desired approach. A discussion of the high-level tasks and key milestones should be described in this section and tie directly or be referenced directly to deliverables in the work

plan. Additionally, VENDORS should highlight any risks they deem to be significant enough in nature, which could result in any priority specification with the project that would not be delivered on time, and/or on budget.

G. Project Work Plan – In addition to providing a high-level work plan, this section should describe each of the proposed phases, activities and tasks that will be necessary to execute to achieve success. In addition to the tasks, VENDOR will identify the resources needed to complete the associated task. All assumptions that were made to complete the project plan should be documented in this section. The work plan should present a picture of key activities, milestones, key date, etc. necessary to deliver this project. DISTRICT recognizes that each VENDOR has its own unique methodology and work plan.

H. DISTRICT Responsibilities – In this section, VENDOR should clearly describe any assumptions relating to the responsibilities and/or commitments that VENDOR is expecting of the DISTRICT throughout the life of this project.

I. Fees – In this section, provide a detailed list of the necessary tasks to complete the project and an accompanying fee schedule for each task. The tasks should be listed in chronological order. In the fee proposal, include an estimate of all anticipated reimbursable expenses, as well as tasks to be performed by sub-consultants. Identify any tasks not included in the scope of work in this RFP, and what would be considered additional services.

J. Appendices/Other – Finally, any out-of-scope services not covered in other sections should be included here. A description of the personnel to be involved, and the resources brought to bear (including costs and/or hourly rates) must be provided. If VENDOR feels that other materials are necessary (such as promotional literature, white papers, etc.) they should provide them in the Appendices. Note that these materials may or may not be reviewed by all evaluators and will not be part of the official evaluation.

Section V. Evaluation and Selection Process

A. General Information

VENDORS meeting the mandatory criteria will have their proposals evaluated and ranked.

The significant factors that will be considered in the evaluation of proposals are summarized below. DISTRICT's final selection will not be dictated on any single factor, including price. The relative importance of these factors will be judged by the DISTRICT and will include both objective and subjective analysis. DISTRICT explicitly reserves the right to reject any and all submissions.

DISTRICT will select a consultant based on the information contained in the proposal. DISTRICT reserves the right to hold discussions with any or all of the submitting teams. DISTRICT will take into account the overall quality of the proposal as well as VENDOR's background, qualifications and expertise. While the selection will not be based solely on the overall proposal fees, it is expected the proposal will include strategies for completing the work in an effective and financially efficient manner. Prior to presenting the consultant contract to the Board of Directors for approval, DISTRICT will enter into contract negotiations with the selected VENDOR.

Proposals will be evaluated, and the top candidate(s) may be selected for an oral interview. The qualifications for the top candidate(s) will be verified and references will be checked.

If oral interviews are deemed necessary by DISTRICT, the following guidelines must be adhered to:

- 20 minute presentation followed by 10 minutes for a question and answer session.
 - On-site project manager must be the presenter.
- B. Errors and Omissions – VENDOR will not be allowed to take advantage of any errors and/or omissions in the specifications or Scope of Work of this RFP or in the VENDOR's specifications submitted with its proposal.

Section VI. CONTRACT REQUIREMENTS, AWARD & EXECUTION

- A. Upon final selection of VENDOR, the scope of service may be modified and refined during negotiations with DISTRICT.
- B. Agreed upon general conditions and specifications of this RFP will become part of the contract documents.
- C. It is recognized that the formal basis of any agreement between DISTRICT and VENDOR is a contract rather than a proposal. The fee schedule will become part of the contract between DISTRICT and the successful VENDOR. A sample of DISTRICT's standard
- D. The final negotiated Agreement will be brought to DISTRICT's Board of Directors for final approval and award of the Agreement.

Section VII. COMPENSATION AND REIMBURSEMENT

Compensation for the Scope of Work defined in this RFP will be the **total** amount for the completion of the project culminating in the acceptance of the Findings and Recommendations Report. Payment will be made to VENDOR as a result of invoice submission as completed under the terms and conditions of the Agreement.

EXHIBIT A

SCOPE OF WORK

Through this RFP process, the District wishes to hire a VENDOR with the requisite expertise to undertake the described inventory, study and analysis. Under the direction of the General Manager or his/her designee, the selected VENDOR will provide:

- A. An inventory of all DISTRICT capital assets (all assets owned and/or managed by LARPD) including, but not limited to:
 - 1. Land and Land Improvements (separate parks and trails assets in the report)
 - 2. Buildings, Structures and Building/Structure Improvements
 - 3. Improvements other than Buildings (signage, fencing, backstops, poles, etc.)
 - 4. Pavement, cement and other pathway/trail/street/parking lot/sidewalk improvements
 - 5. Ownership of each asset
 - 6. Equipment
 - a. Machinery
 - b. HVAC
 - c. Vehicles
 - d. Furniture
 - e. Exercise and Fitness machines
 - f. Technology
 - g. Others as defined during the project
- B. An estimate, as of the date of finding for each identified asset, of that asset's total useful life, and its estimated remaining useful life.
- C. An estimate of the replacement cost of each asset, both at current cost levels and at projected cost levels when the estimated repair and/or replacement is likely to occur.
- D. An estimate of the total annual funding needed, after deducting total reserve funds available (as of the date of the study). This estimate will be used to plan for the projected reserve expenditures for the assets at the end of their anticipated useful lives.

E. VENDOR will prepare a comprehensive narrative report describing the methodology, scope, procedures, recommendations, and definitions used in the services.

F. Prepare the certified cost reports supporting the inventory and valuation of DISTRICT assets. The reports provided should include, at a minimum, the following:

- Fixed assets by: budget/program unit; site/location; class (type of asset); expected retirement dates; and by any combination of the above criteria.
- Fixed assets to include historical value and replacement costs.
- Insurance detail and summary by site/location and building, including the building value and separate values for building contents and replacement costs.
- A summary of licensed motor vehicles, describing them by year, manufacturer, vehicle identification number or serial number and indicating the cost new and at market value today. The value should include any special equipment or permanently attached equipment therein.

G. Provide a fixed asset electronic master file (example; CD, flash drive, etc.) in Excel version 2010, including the following information as appropriate for the assets included:

- Property Site/Location
- Building or Structure
- Floor/Level
- Room/Space
- Designated District Department/Division/Unit
- District Staff Position Responsible
- Classification Code
- Assets ID Number
- Description
- Manufacturer
- Model
- Serial Number

- Date of Acquisition
- Condition Code or Description
- Estimated Useful Life (both as new and in current condition)
- Original Cost (actual or estimated)
- Cost of Replacement/Reproduction (new)

Final product is to be delivered to DISTRICT no later than Friday, January 11, 2013.

Meetings

1. Meetings with DISTRICT staff - Up to 9 meetings

VENDOR will be expected to meet in person and in Livermore with DISTRICT staff for this project to ensure timely completion of tasks, coordination of work efforts, and review of work program progress. Phone and general discussions are not included in this schedule.

2. DISTRICT Board/Board Committee Meetings - Up to 4 meetings

VENDOR will be expected to attend and present at DISTRICT Board and Board Committee Meetings. DISTRICT Board of Directors will review and comment on the preliminary draft of the updated plan. The meetings will also provide a forum for comment from the public. These meetings will be a combination of the Board's Committee Meetings and the regular Board of Directors meetings.