

January 8, 2010

Re: REQUEST FOR QUALIFICATIONS / REQUEST FOR PROPOSALS: Interpretive Planning Services and Design Development/Construction Documents.

Utility Exploration Center's IDEAScape project in Mahany Park

To Whom It May Concern:

Request

The City of Roseville is inviting proposals to provide interpretive planning services and design development/construction documents for the development of the Utility Exploration Center's IDEAScape project, located behind the Roseville Utility Exploration Center (Center) in Mahany Park at 1501 Pleasant Grove Blvd. in Roseville. The main goal of this project is to build an outdoor exhibit and learning environment that complements and reinforces the environmental and resource sustainability messages found in the Center's interior exhibits. The services described in this document's scope, once completed, will enable the city to begin the construction phase of the IDEAScape project.

Bids for this project include base elements and optional elements. Specific deliverables are also described in this document.

The project name, IDEAScape, is an acronym that stands for **I**nteractive **D**emonstration and **E**xhibit **A**rea. The project is a major component within the 250 acre Mahany Park campus. Mahany Park is a regional park with over 1 million visitors a year. The project design must integrate with the adjoining building (library, public meeting rooms, Community Television Studio and the Exploration Center), universally accessible playground, outdoor classroom/patio space, Roseville Sports Center and the adjoining natural habitats and open space lands including neighboring Kaseberg Creek.

Consultants interested in participating in the selection process should refer to the attached draft master plan document (Attachment 1) developed in 2007 that was recently updated with city staff comments. This document provides a basis for understanding the City's conceptual vision for this project.

Key Dates

RFP Briefing Conference*: January 26, 2010 at 9:30 a.m.
Roseville Utility Exploration Center
1501 Pleasant Grove Blvd.
Roseville, CA 95747

* The RFP Briefing Conference is not mandatory; however, it is highly recommended that prospective project bidders participate. The RFP Briefing Conference may be attended in person or by conference call. Details on the conference line and any supplementary materials will be posted on the city's website at http://www.roseville.ca.us/eu/news_n_information/request_for_proposal.asp.

RFP Question Deadline: February 9, 2010 at 5:00 p.m.
All questions must be submitted in writing via email or fax to sbigley@roseville.ca.us or fax (916) 774-5690

Proposals Due: March 4, 2010 at 4:00 p.m. submitted to
City of Roseville, City Clerk's Office
Attn: IDEAscape RFP c/o Sean Bigley
311 Vernon Street
Roseville, CA 95678

IMPORTANT NOTE: The City is not responsible for misdelivered bids, and the bidder is strictly liable for its method of delivery. It is the bidder's sole responsibility to make sure that proposals arrive at the proper location. Any proposal which does not actually arrive in the City Clerk's Office by the date and time of the proposal due date will be rejected as non-responsive, even if properly addressed or delivered to another City department.

Background

The Roseville Utility Exploration Center (Center) is located within the same building as the Martha Riley Community Library. Both are located adjacent to the Roseville Sport Center at Mahany Park. The Center opened to the public in January 2008 and is attracting approximately 3,000 visitors per month which includes casual drop-in visitors, workshop attendees and elementary school student tours. The Center also hosts several special events throughout the year including a regional Earth Day event in April.

The City of Roseville owns and operates utilities that provide essential services and benefits to City residents. These services include solid waste, wastewater, stormwater (provided by Roseville Environmental Utilities (EU)), and electricity (provided by Roseville Electric (RE)). The financing, development, construction, and ongoing management of the Center are a function of EU and RE. Both utilities strongly believe that customer education for all ages is essential for the creation of a sustainable local, regional, and national lifestyle. The Center is the direct and tangible result of this belief.

The mission of the Center is to promote a healthy environment by encouraging individual actions for a sustainable future. Roseville has been, and will continue to be, the epicenter for economic growth within Placer County. Inherent in the mission statement is the belief that growth and sustainability can exist side by side. These two forces can complement each other. For the local resident and business owners, sustainability creates new opportunities and can actually enhance lifestyle and economic improvement.

The cooperative nature of the Center, working together with multiple utilities and other city departments within the City, has created a one-of-a-kind environmental learning center focused on bringing visitors information on protecting natural resources and introducing green technologies in a fun and engaging way. Topics covered include energy efficiency, renewable technology, water conservation, watershed management and recycling and waste reduction (source reduction and reuse).

The Center is housed in the City's first gold-level, LEED-certified* building. The building itself serves as an exhibit for teaching visitors about sustainability. Designed for active community use, the Center provides a lively combination of hands-on exhibits in a 3,200 square foot exhibit hall, and an adjoining Technology Lab for demonstrations, school programs, presentations and workshops. Immediately outside the technology lab is a shared courtyard that is utilized by the Center for school group lunches, conducting the "Lunch Dump" waste reduction activity, and for holding a minimum of four Center-sponsored special events each year, including the annual regional Celebrate the Earth Festival. The courtyard is also rented for outdoor private events such as parties, weddings, or other functions. A

water conservation demonstration garden was recently planted along the perimeter of the courtyard to use as a learning tool during “green” gardening classes. These courtyard activities may be moved or integrated into the IDEAScape at the conclusion of the project.

Like the indoor exhibit hall, learning lab and courtyard, the IDEAScape will extend and deepen the learning experience of the Center by taking advantage of an expanded outdoor interactive learning environment to teach the core topics of energy efficiency, renewable technology, water conservation, watershed management and recycling and waste reduction (source reduction and reuse).

The project area is located within approximately one acre of land adjacent to the Center next to a new universally accessible playground to the east and public batting cages to the west, facing south. The space is bisected by a fire access road must be maintained to ensure public safety. Access to the site is off the fire service road which serves as a public walkway from the parking lot, from a paved trail and bridge across Kaseburg Creek leading to Woodcreek High School and the Aquatic Complex, and from doors leading from the exhibit hall and courtyard. Design of the proposed site requires consideration of integrating the IDEAScape with existing adjacent land uses. The consultant will be tasked with reviewing the existing and planned exterior uses of the immediate campus amenities which include the universally accessible playground, natural open space, batting cages, courtyard, parking, and walkways to assess visitor flow, wayfinding signage, potential conflicting uses, and integration of IDEAScape topics or amenities into other parts of the Mahany Park campus.

*The U.S. Green Building Council's Leadership in Energy and Environmental Design (LEED) designation. Gold is one level below the highest rating, platinum.

General Information

Roseville is an incorporated City with a population of over 112,000 residents, located off Interstate 80, approximately 15 miles northeast of Sacramento, California. By the year 2015, city planners predict the population of Roseville will reach 134,000 residents.

Project Description

A draft master plan document (Attachment 1) was originally developed in 2007 that outlines key concepts for the IDEAScape prior to the Center's opening.

After gaining a good understanding about customer needs, how the Center operates with the context of the other facilities on the campus and tracking green technology trends, we believe this draft master plan needs to be updated through stakeholder meetings and opportunities for public feedback. Notations have been added to the draft master plan to incorporate current operational and thematic needs. Most of the original concepts remain viable and serve as a good starting point to produce a final interpretive master plan and design.

The project will consist of the production of an Interpretive Master Plan that includes designs of and plans for:

Base Elements

1. An interactive outdoor learning environment that incorporates:
 - a) Exhibits and activities that integrate and complement the existing themes presented in the Center's exhibit hall, and current and planned programs at the Center, including school tours and workshops;

- b) The demonstration of the topics of energy efficiency, renewable technology, water conservation, watershed management, stormwater pollution prevention and recycling and waste reduction (source reduction and reuse) into a cohesive and seamless visitor experience;
 - c) The ability to include in-kind donations of materials into the project and areas to allow for fundraising opportunities into the design from low-level individual (example: donor bricks) up to high-level corporate (example: donation of solar panels);
 - d) The capacity to stage/modify exhibits, hardscape, planting materials, and irrigation systems over time to reflect technology trends and/or new sustainability concepts;
 - e) Space that serves a number of functions: self-guided tours, guided tours, workshop sessions and gathering spaces;
 - f) Durability of exhibits and construction materials: ability to withstand high use, vandalism, rain and extreme summer heat characteristic of the Sacramento region;
 - g) Exhibits and areas that use renewable and recycled-content materials and/or reuse or re-purpose materials normally considered to be waste;
 - h) Exhibits and landscaping that incorporate the use of captured rainwater, recycled water and potable (drinking) water but use water wisely;
 - i) Exhibits that incorporate renewable energy and technology;
 - j) Exhibits that demonstrate the proper management of stormwater discharges generated by routine household activities and residential development.
2. A project design that aims towards a net zero carbon impact during the construction and operation of the IDEAScape. The design should recommend methods that minimize construction waste, maximize the use of local, recycled and reclaimed materials and minimizes the impact to the environment during construction and during normal operation. Although the project area is not eligible for LEED certification, project design should allow for the construction contractor to incorporate select LEED criteria. Prospective bidders are encouraged to review LEED for New Construction v 2.2 (<http://www.usgbc.org/DisplayPage.aspx?CMSPageID=220#v3>). The specific sections are MR Credits 2.1, 2.2 3.1, 4.1, 5.1, 5.2, 6, 7; SS Credit 6.1 and 6.2.
 3. A project design that evaluates the existing and planned exterior uses of the immediate campus amenities to assess visitor flow, wayfinding signage, potential conflicting uses, and integration of IDEAScape topics or amenities into other parts of the Mahany Park campus. Spaces that the IDEAScape project must integrate with are:
 - Universally accessible playground;
 - Kaseburg Creek and bridge;
 - Martha Riley Community Library
 - Roseville Sports Center building and adjoining batting cages;
 - Parking lot in front of the Martha Riley Library, Utility Exploration Center and the Roseville Sports Center;
 - Courtyard shared by the Roseville Utility Exploration Center and the Roseville Sports Center; and
 - Water conservation demonstration garden.
 4. A project design that is sensitive to its surroundings which include a nearby creek and is environmentally sound while integrating, viewing and interpreting the urban/open space interface. Stormwater discharges must comply with the City's Stormwater Ordinance.
 5. A project design that examines fencing, lighting and surveillance needs and suggested security measures to prevent vandalism and misuse.

6. A project design that provides lockable storage areas or recommends storage opportunities within the exhibits.
7. A project design that incorporates recycled water and rainwater catchments which are available on-site.
8. A project design that includes a maintenance and operations plan, including projected staffing and operational costs on an ongoing basis to maintain the design.

Optional Elements

9. Donor packet development – Proposed bids shall include a separate cost estimate for development of a donor packet to be used for fundraising for the project. The cost estimate should clearly specify the deliverable that the city would receive. The city will review that donor packet proposal and determine if this component can be accommodated in the winning bidder's contract.
10. Optional construction management services - Proposed bids shall include a separate cost estimate for construction management services. If the project budget allows, the city may include an element within the project contract that provides for construction management service to be utilized once construction begins on the IDEAScape. The construction management element will be written into the contract as an add or delete element at the discretion of the City of Roseville. The purpose of including an optional construction management element into the contract would be to provide added continuity between the interpretive plan, construction drawings and the actual physical construction of the IDEAScape project. If optional construction management services are added to the contract, the vendor may be required to secure a 100% performance bond and a 100% labor and materials bond.

For optional elements (*Project Description # 9 and #10* above), the City of Roseville is requiring separate cost estimates for each which will be evaluated against available resources. If an optional element is selected, it will be included within the scope of services in the final contract or added upon award of a grant or additional donation as a contract amendment.

Possible Enhancements to Scope of Contract

The city will be pursuing grant and private donor funding opportunities concurrent to the design process. As a result, the project area may be further enhanced beyond its current scope and may include design and interpretive elements within the courtyard, accessible playground, open space trails, and/or pedestrian and parking areas within Mahany Park. In the event that funding is secured, the city reserves the right to amend the current contract to incorporate these additional elements and will negotiate a price, scope of work and deliverables at that time.

SCOPE OF SERVICES:

The Scope of Services shall include complete design development services, interpretive planning and construction document preparation. Please reference Attachment I and *Project Description* sections of this document in preparation of project proposals. All work to be performed within a Guaranteed Maximum Sum Contract.

A. Phase 1 - Design Development and Interpretive Planning:

Base Elements

1. Review the city's requirements for the intended uses of this project.
2. Investigate existing and planned operations at the Center, including existing interpretive messaging and programming, to develop an accurate and detailed design development package.
3. Recommend frequency and conduct scoping meeting(s) with project committee and Center staff to complete the interpretive planning, design development and construction document portion of the IDEAScape project.
4. Conduct three focus group sessions with constituent groups selected and recruited by project committee to seek their input on draft designs and plan themes (groups may include educators, master gardeners, and volunteers).
5. Investigate all existing utilities including, but not limited to, electric, sewer, storm drain, irrigation, etc.
6. Develop refined conceptual and elevation drawings that can be used for marketing and fundraising for the project by City of Roseville staff. The refined conceptual and elevation drawings may be used in development of a fundraising donor packet by city staff, or in development of a fundraising donor packet, if funding is available, as specified above in *Project Description* , #9.
7. Develop an interpretive master plan and design development package for city review and approval. This package shall include:
 - a. A detailed planning document with project description; an analysis of existing and potential uses of project area and adjoining facilities; overall interpretive goals and themes; a project-specific visitor flow and wayfinding analysis; a project-specific site plan identifying connectivity between individual design areas; individual design areas to include interpretive themes and subthemes, description of topics to be presented and associated materials, recommended interpretive media and materials, and elevation sketches;
 - b. Recommendation and/or enhancements of security measures to prevent vandalism and misuse of the IDEAScape project area.
 - c. A maintenance and operations plan, including projected staffing and operational costs on an ongoing basis to maintain the design.
 - d. A phasing plan based on available dollars and fundraising efforts.
 - e. An Estimate of Probable Costs for the construction of the project.

Optional Elements

8. Donor packet development – Proposed bids shall include a separate cost estimate for development of a donor packet to be used for fundraising for the project. The cost estimate should clearly specify the deliverable that the city would received. The city will review that donor packet proposal and determine if this component can be accommodated in the winning bidder's contract.
9. Optional construction management services - Proposed bids shall include a separate cost estimate for construction management services. If the project budget allows, the city may include an element within the project contract that provides for construction management service to be utilized once construction begins on the IDEAScape. The construction management element will be written into the contract as an add or delete element at the discretion of the City of Roseville. The purpose of including an optional construction management element into the contract would be to provide added continuity between the interpretive plan, construction drawings and the actual physical construction of the IDEAScape project. If optional construction management services are added to the contract, the vendor may be required to secure a 100% performance bond and a 100% labor and materials bond.

For optional elements (*Scope of Services*, #8 and #9 above), the City of Roseville is requiring separate cost estimates for each which will be evaluated against available resources. If an optional element is selected, it will be included within the scope of services in the final contract.

B. Phase 2 - Construction Document Preparation:

1. Based on the approved final Interpretive Master Plan and Design Development Plan, develop a complete set of construction documents and specifications for all the phases of work in accordance with the overall and individual design areas specified within the interpretive master plan. Construction documents shall comply with the current versions of the Parks Construction Standards and the Public Works Construction Standards. Construction document package shall consist of, at minimum:
 - a. Scope of Work Plan
 - b. Layout/Construction Plan
 - c. Construction Details
 - d. Grading and Drainage Plan
 - e. Irrigation Plan
 - f. Landscape Plan
 - g. Irrigation and Landscape Details
 - h. Erosion Control Plan*
 - i. Interpretive Signage Specifications and Locations
 - j. Specifications
 - k. Final Estimate of Probable Costs

*The Contractor selected to install the improvements will utilize the Erosion Control Plan to create, submit, implement and monitor the Storm Water prevention and Pollution Plan.

BUDGET:

The city has a current budget of \$950,000 for design and construction. To date, some fundraising efforts have occurred; however, fundraising activities will run concurrent with the design and development of the project. Additional revenue raised through grant and private donor sources may be used to enhance and augment the IDEAScape project beyond the city's initial \$950,000 design and construction budget.

Successful consultant proposals will provide cost estimates for the base elements described above and will reflect an understanding of the overall goal of building an educational, fun and innovative project for the community.

SELECTION PROCESS:

Based solely upon the information provided during this process, the city will select the most qualified Consultant Team for this project. Previous successful performance with similar projects completed within schedule and within budget is imperative. Selection of the design development and interpretive planning team will be a two-step process.

Step 1 is the Request for Proposals.

1. This RFP initiates the process for selection of an interpretive planning firm capable of providing interpretive design and development services.
2. The selected firm shall have interpretive master planning as its primary core business. Information about the field of Interpretation can be found at the National Association of Interpretation website at www.interpnet.com. Sub-consultants with technical specialties such as landscape architects, green

technology designers, etc. as identified in item 3 below will be encouraged. Competitive firms will have experience planning similar outdoor spaces integrating diverse messages, sustainable building materials, and innovative and fun designs.

3. The Consultant Team shall include a landscape architect, a structural engineer, a civil engineer and an electrical engineer, at minimum. While the interpretive specialist is expected to be the team lead, the landscape architectural sub-consultant will be a key team member in the qualifications review.
4. Step 1 will be written proposals describing the Consultant team's qualifications and experience.
5. The Consultant Team will describe its methodology for completing the goals of this project and anticipated milestones and timelines.
6. The Consultant Team will provide a minimum of three examples of past projects of a similar nature where the primary consultant firm was the lead in at least two of these efforts. Each example should include a written description of the project scope, examples of the plans, drawings, etc. and photographs of the completed project (if applicable). One landscape or design plan reflecting a project of a similar nature that was produced by a subcontractor can be substituted for one of the three projects required above.
7. Detailed cost proposals for both base and optional services outlined above.

The City of Roseville is planning a pre-bid project meeting to provide additional project background and address additional questions regarding the project. All questions and answers will be posted on the city's website. Prospective bidders are encouraged to attend in person or by conference call. Specific details on the pre-bid project meeting will be provided on the city's website at http://www.roseville.ca.us/eu/news_n_information/request_for_proposal.asp.

All Step 1 Proposals submitted will be reviewed by a selection committee. Teams that have submitted the best and most complete proposals will be invited to participate in Step 2.

Step 1 Proposals will be evaluated using the following criteria:

RFP Responsiveness – Thoroughness of proposal, demonstration of understanding of project: **15%**

Experience – Demonstration that firm has depth of knowledge, unique experiences and ability to complete the IDEAScape project; demonstration of completion of projects similar to the IDEAScape project over the past three to five years: **25%**

Ability - Demonstration that the firm has an adequate organizational capacity and support structure that will enable completion of the IDEAScape project on time, meeting project scope and within budget: **15%**

Project management – Demonstration that firm has an adequate project management process that will enable completion of the IDEAScape project with quality and internal controls: **15%**

Cost – The firm has provided accurate and reasonable cost estimates as directed by RFP; costs are competitive with other project bidders relative to the services rendered: **30%**

Up to five Consultant teams will be invited to participate in Step 2. The number of Consultant Teams selected for Step 2 remains at the sole discretion of the City of Roseville and may be changed at anytime by the City of Roseville.

Step 2 involves an oral interview at the Utility Exploration Center which includes a one (1) hour presentation/question and answer interview, to be scheduled at a later date. Based upon evaluation of the Step 2 Interview session, the city will award a Not-to-Exceed Contract. This contract will include, among other things, all design services, management of the subconsultant team, responsibility for all design reviews and revisions, meetings (both with the Project Committee and community), construction document

preparation and project management. The vendor who is awarded the contract will be issued a professional services agreement for signatures. See sample attached to this document.

The city's selection committee will be composed of various persons directly involved with this project.

Material contained in each Proposal will be considered proprietary until selection. Following selection, the contract scope of work may be negotiated based upon ideas provided by other applicants.

The city reserves the right to postpone/ cancel selection for its own convenience, and/or reject any and all submissions without indicating any reason. No submission documents will be returned.

A contract will be negotiated with the firm considered to best meeting the City's need for this project. In the event a mutually satisfactory contract cannot be negotiated with the city's first choice, negotiations may be terminated and commenced with the firm considered next best in meeting the city's needs for this particular project.

The contract will further refine the scope of work and provide for terms and conditions of employment. The contract will then be submitted to the City Council for consideration and approval.

THE CITY COUNCIL RESERVES THE RIGHT TO REJECT ANY OR ALL PROPOSALS TO WAIVER DEFECTS AND INFORMALITIES AND TO ACCEPT ANY PROPOSAL.

PROPOSAL FORMAT – STEP 1:

1. **TEAM:** List all team members, including anticipated consultants, contractors, and subcontractors, and expected extent of the work to be performed by each member. Provide a team organizational chart. Note any significant expertise or qualifications the consultants or contractors have that would be important to this project.
2. **KEY MEMBERS:** List all key members on the design development and interpretive planning team, with a concise statement of qualification for each member, and a commitment to the project from each member.
3. **STATEMENT OF QUALIFICATIONS:** Include a list of all projects completed within the last ten (10) years that are comparable in size and scope. Include references that may be consulted by City of Roseville staff. Limit descriptions of each project to one concise statement.
4. **EXAMPLES OF WORK:** Provide three detailed examples of your work as identified in *Selection Process #6* in step one above.
5. **SCOPE OF SERVICES:** Describe the Scope of Services as understood.
6. **COMMUNITY INVOLVEMENT:** Describe how design development and interpretive planning for this project can include community feedback, low-level and high-level fundraising (as described under the *Project Description*, Section 1 (c)) and accommodate donations of “in-kind” materials and services from area businesses.
7. **METHODOLOGY:** Describe the methodology of the team in managing, design development and interpretive planning for a project of this size and scope.
8. **CHANGE ORDERS:** Describe the procedure for change orders as a result of unforeseen conditions or owner-initiated changes.

ATTACHMENTS: Draft Master Plan (Attachment 1), Sample Professional Services Agreement (Attachment 2), Project Map (Attachment 3)

INSURANCE REQUIREMENTS:

As a condition of payment for any services, the design development and interpretive planning team shall provide the city with a copy the original policies of insurance or certificates of insurance issued by companies authorized to conduct the business of insurance within the State of California and subject to the approval of the City Attorney with the following overages and amounts. The certificates shall provide a minimum of thirty (30) days prior notice of modification or cancellation. Should any coverage or amount not be approved by the City for the failure to comply with the requirements of this provision or by the failure of the design development and interpretive planning team to provide evidence of such insurance by an adequate certificate or a copy of the policy or endorsement, no liability on the part of the city shall arise for payment or compensation due to the design development and interpretive planning consultant team for services rendered.

The design development and interpretive planning consultant shall maintain in full force and effect throughout the term of the agreement the following insurance coverage with the minimum limits of liability shown, insuring not only the design development and interpretive planning, its officers, agents, employees, and subcontractors, but also, with the exception of Workers Compensation and Professional Liability Insurance, the city, it's officers, agents and employees, and each of them.

POLICY	MINIMUM LIMITS OF LIABILITY
WORKERS' COMPENSATION	Statutory
COMPREHENSIVE AUTOMOBILE LIABILITY, hired and non-owned automobile	Bodily Injury - \$300,000 / person including owned, \$500,000 each occurrence Property Damage - \$150,000 each occurrence
COMPREHENSIVE GENERAL LIABILITY, including protective, completed operations, broad form contractual, and personal injury	Bodily Injury-\$1,000,000 / person \$2,000,000 each occurrence Property Damage - \$1,000,000 each person \$2,000.000 each occurrence
ARCHITECT'S PROFESSIONAL Legal Liability, any act error or omission	\$1,000,000.00

The design development and interpretive planning consultant team shall furnish certificates of insurance of its consulting design team in a form satisfactory to the city evidencing that such design professional maintains for the term of this project no less then one million (\$1,000.000) dollars minimum limits of liability in a Professional Legal Liability Policy covering any act, error or omission of the engineer.

PROPOSAL SUBMITTALS:

Submit six (6) copies of Step 1 Proposals to the City of Roseville City Clerk's Office, 311 Vernon Street, Roseville, California 95678, Attention: IDEAscape c/o Sean Bigley by March 4, 2010 at 4:00 p.m.

Additional information may be obtained by contacting Sean Bigley, Administrative Analyst II at the Environmental Utilities Department. All questions must be submitted in writing at sbigley@roseville.ca.us. All questions received and the related answers will be posted on the city's website at http://www.roseville.ca.us/eu/news_n_information/request_for_proposal.asp.

Please be assured that all submittals will be fully and objectively considered. We appreciate your interest in this project.

Thank you,

Sean Bigley
Administrative Analyst II