



Department of Public Works

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REQUEST FOR PROPOSALS

**LINCOLN CROSSING – NATHAN DUBIN PARK
COMMUNITY PARKPLANNING, DESIGN, AND CONSTRUCTION SERVICES**

**FOR THE
CITY OF LINCOLN
DEPARTMENT OF PUBLIC WORKS**

The City of Lincoln Department of Public Works is seeking proposals for planning, design, and construction services for Nathan Dubin Park located within the Lincoln Crossing Specific Plan. The requested services for the neighborhood open space park include:

- Development of conceptual design plans.
- Preparation of environmental documents and resource agency permitting.
- Final design, including construction drawings, technical specifications and cost estimates.
- Bidding, construction management, and inspection services.

BACKGROUND

The Lincoln Crossing Specific Plan is located in the southwestern portion of the Lincoln city limits. The specific plan area is bounded on the east by State Route 65 and on the north by Auburn Ravine.

This request for proposal is targeted for the planning, design, and construction services required for Nathan Dubin Park, Lot 105 located within the southwestern corner of the Lincoln Crossing Specific Plan. The park site is approximately 6.4 acres in size (see Exhibit A).

Nathan Dubin Park shall include a number of active and passive recreational amenities, including; themed play structures (i.e. pirate ship, medieval castle, old west scene, etc.) picnic areas, turf playfields, parking lot, restroom facilities, and if adequate space allows, tennis courts and water play feature.

Nathan Dubin Park shall be developed in accordance with the Final Lincoln Crossing General Development Plan, adopted by the Lincoln City Council on July 21, 1992, revised February 5, 2001. Available in pdf format by email from leftwich@ci.lincoln.ca.us.

SCOPE OF WORK

After receiving direction from key City staff, the selected consultant team shall prepare preliminary design concepts, and will attend at least one public meeting conducted by the City of Lincoln Parks and Recreation Committee to obtain input from the committee and the residents near the park site. Once public input has been obtained, the consultant team will prepare at least two conceptual site design concepts for the park. These conceptual designs will be presented to the Parks and Recreation Committee for selection of a preliminary design for the park.

After selection of a preliminary design for the park, the consultant will begin work on the environmental documents and resource agency permitting required. The Department of Public Works anticipates that the park will require a Mitigated Negative Declaration to fulfill the California Environmental Quality Act (CEQA) process. Since the park site is over one (1) acre in size, a Notice of Intent and Storm Water Pollution Prevention Plan (SWPPP) is anticipated to be required from the State Regional Water Quality Control Board. No other agency permits are anticipated. The consultant shall be responsible to prepare all supporting documentation and permit applications for the environmental document and permitting.

The consultant shall also prepare construction documents, including final construction drawings and technical specifications. All plans and specifications shall comply with the City of Lincoln Design Criteria and Procedures Manual and Public Facilities Improvement Standards. The consultant is also expected to provide technical support during the bidding process and assist the City's Public Works Inspection personnel with construction management and inspection services during park construction.

SCOPE OF SERVICES

1. Site Analysis

Analyze existing site characteristics, including but not limited to landform, drainage patterns, soil characteristics, vegetation, utilities, environmental considerations and existing uses, auto and pedestrian circulation patterns and relationships to adjoining properties, easements, City adopted plans, policies, and initiatives. Prepare written and graphic report of these findings.

2. Site Design

- A. Consultant shall attend at least one public meeting conducted by the City of Lincoln Parks and Recreation Committee to obtain input from the committee and the residents near the park site.

- B. Consultant shall prepare a minimum of two (2) preliminary site development alternatives for the park site. All plans shall be prepared at a minimum scale of 1"=20', simply rendered and mounted for presentation. Plans shall also be submitted in electronic format, AutoCad version 2004.
- C. Present and review proposed preliminary site development alternatives at public workshops with the City's Parks and Recreation Committee for selection of a preliminary design alternative for the park.
- D. Following selection of a preliminary design alternative or combination of alternatives, the consultant will prepare a final preliminary design plan for the park including, but not limited to, locations of existing buildings, proposed walkways, parking, public art, outdoor dining, play area and landscaping and grading concepts.
- E. Prepare an estimate of overall development costs of the final preliminary design. Determine probable operating costs, including maintenance.
- F. Present the final preliminary design to the City Council for review and final adoption.
- G. Based on final input from the City Council, prepare required revisions to the plan, overall cost estimate, and probable operation costs.

GENERAL REQUIREMENTS

- A. The successful proposer will be required to work closely with the designated Project Manager for the City of Lincoln Department of Public Works. Similarly, the successful proposer will be expected to identify an individual who will serve as the key contact person and to specify other staff who will perform various tasks. Any substitutions of staff during the course of the contract must be agreed upon by the Project Management team in writing, in advance of such substitution.
- B. Required Information to be Included in Response
 - 1. Cover sheet: signed by an individual authorized to make commitments on behalf of the proposer.
 - 2. Statement of Project Understanding: Describe an understanding of the process and steps to occur to complete the requirements of the project after the contract is awarded.
 - 3. Proposed Schedule: Prepare a schedule for the estimated time to complete the requirements of the project.
 - 4. Qualification of the Firm/Team: Include a background of the firm/team, number of professionals (by discipline) and support staff, major focus of practice, range of

services and references. Where the collaborative approach is proposed, this narrative must also include all sub-consultants involved.

5. Examples of Comparable Projects: Include the project name, location, scope of development, approximate dollar value of the completed project, key project staff involved and their involvement, and project references.
6. Resumes of Key Staff: List by title those in key roles for this project. Include background and involvement with projects of similar scope, scale, and elements. Also include lead staff in each discipline required for this project.
7. Estimated Fee for Services: Include an estimate of all fees and costs. Include the billing rates of all project personnel and any other costs that the proposer expects to bill to complete the project requirements.

INSTRUCTIONS FOR SUBMITTING PROPOSALS

Five (5) copies of the requested information should be delivered to the following address not later than **3:00 p.m. on December 14, 2006**:

City of Lincoln Public Works Department
Attention: Ray Leftwich, Associate Civil Engineer
640 Fifth Street
Lincoln, CA 95648
phone: (916) 645-8576
fax: (916) 645-6152

All requests for clarification of the RFP must be submitted in writing. Requests can either be sent to the address shown above, by email to rleftwich@ci.lincoln.ca.us, or via facsimile. All requests for clarification must be received no later than 3:00 p.m. November 30, 2006. Requests for clarification received after this date will be discarded.

PROPOSAL SELECTION PROCESS AND CRITERIA

Criteria

Proposals will be evaluated using the following criteria:

Project Understanding	25 Points
Familiarity with City Procedures& Standards	20 Points
Quality of Staff	20 Points
Relevant Experience	20 Points
Proposed Methodology & Schedule	<u>15 Points</u>
Total Points Possible: 100 Points	

Responsiveness of Proposals. All proposals must be in writing and fully responsive to this RFP. Non-responsive proposals or proposals found to be irregular or not in conformance with the requirements and instructions contained herein will not be considered or evaluated. Other conditions which may lead to the selection committee's decision not to evaluate a proposal include obvious lack of experience, expertise or adequate resources to perform the required work, and/or failure to perform or meet financial obligations on previous contracts. The City reserves the right to reject any and all proposals for any reason whatsoever.

Waivers. The City may waive informalities or irregularities in proposals received where such is merely a matter of form and not substance, and the correction or waiver of which is not prejudicial to other proposals.

Final Selection. Following the initial review and screening of all proposals, two or more firms may be invited to participate in the final selection process, which may include participation in an oral interview. The City requests that consultants make themselves available if asked to participate in an interview.

Fee Negotiation. Following the interview process, the selection committee will commence fee negotiations with the top ranked firm. The goal of negotiation is to agree on a final contract that delivers to the City the services and products required at a fair and reasonable cost. If the City fails to reach an agreement with the top-ranked consultant, a new negotiation will commence with the next highest ranked consultant. If the new negotiation fails, the process is repeated until a contract is negotiated successfully. Upon successful negotiation of a contract, staff will make a recommendation of award to the Lincoln City Council, which will make the final decision.

ESTIMATED TIMELINE FOR PROPOSAL SUBMISSION, REVIEW, AND SELECTION

Deadline for Written Questions	November 30, 2006
Responses to Questions Transmitted	December 7, 2006
Deadline for Proposals	December 14, 2006
Interview Selected Candidates	January 4, 2007
Consultant Selection/Notification	January 10, 2007
Service Agreement to City Council	January 23, 2007
Project Begins	

If you have any questions, please call me at (916) 645-8576.

Sincerely,

Ray Leftwich
Associate Civil Engineer

Attachments:

Exhibit A	Lincoln Crossing Zoning Map
Exhibit B	Consultant Services Agreement/Minimum Insurance Coverage

EXHIBIT A

SUNCAL COMPANIES
CITY OF LINCOLN, CALIFORNIA



EXHIBIT B

CONSULTANT SERVICES AGREEMENT

The firm selected to produce and execute the recommended scope of services in this RFP will be required to execute a Consultant Services Agreement with the City.

CONFLICT OF INTEREST

Consultant warrants and covenants that no official or employee of the City, nor any business entity in which an official of the City has an interest, has been employed or retained to solicit or assist in the procuring of the resulting contract, nor that any such person will be employed in the performance of such contract without immediate divulgence of such fact to the City.

ASSIGNMENT

Any contract resulting from this bid and any amendments or supplements thereto shall not be assignable by the successful bidder either voluntarily or by operation of law, without the written approval of the City, and shall not become an asset in any bankruptcy, receivership or guardianship proceedings.

COSTS INCURRED IN RESPONDING

This Request for Proposal does not commit the City to pay any costs incurred by any individual, firm, partnership or corporation in the submission of the proposals or to make necessary studies or designs for the preparation thereof, or to procure or contract for any articles or services.

INSURANCE REQUIREMENTS

The successful proposer shall provide a Certificate of Insurance naming the City of Lincoln as additional insured for the following:

- A. Worker's Compensation.
- B. General Liability and Property Damage with a combined limit of \$1,000,000.00.
- C. Automobile Liability Insurance in an amount not less than \$500,000.00.
- D. The policy shall not be cancelable without thirty (30) days advance written notice to the City, and shall be in a form and by a surety approved by the City.
- E. In the event the policy is canceled prior to the completion of the project and the Consultant does not furnish a new Certificate of Insurance prior to cancellation, the City may obtain the required insurance and deduct the premium(s) from contract monies due to the Consultant.

- F. If the policy is a claims made policy, the policy shall contain language providing coverage up to six (6) months following the completion of the contract in order to provide insurance coverage for the hold harmless provisions herein.
- G. As used above, the term "Consultant" includes the Consultant, and its officers, agents or employees.

INDEMNIFICATION

- A. Consultant agrees to save harmless and to indemnify the City from every claim or demand which may be made for any injury or death, or damage to property caused by Consultant in the performance of this contract.
- B. Such duty shall be irrespective of the date upon which the claim or demand is asserted.
- C. If any judgment is rendered against the City for any injury, death or damage caused by consultant in the performance of this contract, Consultant shall, at his own expense, satisfy and discharge any judgment.
- D. None of the foregoing paragraphs shall be applicable if the injury, death or damage is caused solely by the City negligence.
- E. Consultant agrees that it shall immediately notify City and Consultant's insurance carriers of any incident occurring during performance of this contract which may result in a claim of liability.
- F. As used above, the term "City" means the City of Lincoln, or its officers, agents or employees.
- G. As used above, the term "Consultant" includes Consultant and Consultant's officers, agents or employees.