

REQUEST FOR PROPOSALS/QUALIFICATIONS
FOR
COOLEY LANDING SCHEMATIC DESIGN



Released on August 4, 2009
Proposals due August 28, 2009, 5 pm

Introduction: The City of East Palo Alto (City) is seeking proposals from qualified design firms with recent experience in park facility planning and development to provide professional services related to the design of a proposed 8.5 acre new park located at 2100 Bay Road in East Palo Alto and Menlo Park. The City is requesting proposals to proceed into Phase 1, the Schematic Design Phase, which will be based on Conceptual Plans completed in 2004. Site visits will be conducted per the schedule below. **Attendance at one of the site visits is mandatory.** Design firm proposals should include a sealed fee proposal that will serve as a basis for all Phase 1 design activities, to be conducted on a not-to-exceed time and materials basis. The fee schedule will remain in effect for the term of the agreement. The Phase 1 services necessary for this Request for Proposals/Qualifications (RFP/Q) include the development and implementation of a public process for schematic design development, preliminary engineering, and final schematic design plans of the proposed new park. Firms shall also submit a fee proposal and qualifications for Phase 2, namely design development, construction documentation, bidding, and construction administration. The City retains the right to issue a future request for proposals for Phase 2. The selected consultant (Consultant) will be responsible for developing a unique and exciting park that can be completed within the regulatory constraints. Please see Attachments 1 through 5 for more details.

Site Background: Cooley Landing is a historic and environmental valuable resource located in the baylands area on the eastern edge of East Palo Alto and Menlo Park. The site may be considered the birthplace of the City, which was an important place of commerce in the 1800's. It connects the Palo Alto Baylands Nature Preserve and the Ravenswood Open Space Preserve, both critical habitats for the endangered California Clapper Rail and the Salt Marsh Harvest Mouse. As part of the Pacific Flyway, this marsh area provides food, shelter, and habitat for a variety of fish and wildlife and a crucial winter refuge for migratory birds. One can still see a former boat repair facility, wetland plants and animals, views of the entire San Francisco Bay, and other surprises. The site is within walking distance of and accessible from the San Francisco Bay Trail. East Palo Alto leaders and residents have had a long term interest in opening this jewel to the public as a park for nature and historic education and for recreation. From 1932 to 1957 San Mateo County used the site as a burn dump. In 1960, Carl Schoof added 2 to 15 feet of dirt over the dump and operated a boat repair business until 1998. He built a 2-story, 4,000 square-foot wooden structure to repair boats on the site. Since he retired, the site has been vacant and locked. The area surrounding the proposed park is open water, wetlands conservation

parks, and industrial. The Midpeninsula Regional Open Space District (MROSD) and City of East Palo Alto both own portions of the site.

The City has already hosted numerous community walking tours, City Council Study Sessions, and stakeholder meetings to agree on uses permitted and Conceptual Plans for the site. Walking, wildlife viewing, environmental and historical interpretation, cycling, fishing (with limits), kayaking, and canoeing are all potential uses at the site. The City Council, stakeholders, and members of the public reviewed three Conceptual Plans (A, B, and C, shown in Attachment 4) developed consistent with these agreed upon uses. Conceptual Plans A and B, the lower impact, more natural plans, were the preferred designs. The following items should be included and evaluated in the discussions regarding the potential park development:

- Potential adaptive re-use of the existing boat repair facility
- Trails, seating, interpretive signage and other amenities
- Park lighting
- On-site and off-site parking
- Hours of operation and outline of potential programs
- Construction budget and Operation and Maintenance budget
- Restroom facilities
- Traffic study – Improvements for safe pedestrian and bicycle access along Bay Road
- Accessibility and ADA compliance
- Stormwater quality – NPDES compliance, potential on-site detention
- Other potential recreational uses or amenities
- Arborist evaluation and report of trees currently on-site.
- Assessment of regulatory and permitting requirements

Selection Process: Design firms submitting proposals will be evaluated based on their responsiveness to the issues identified in the RFP/Q, familiarity with the challenges presented by the work, past experience and performance on similar projects, flexibility to respond to community and commission input, technical competence of the firm and the project team, and ability to perform the work within an acceptable time frame. The design firm should include subconsultants as necessary with qualifications to perform the following:

1. Civil Engineering, Traffic Engineering, and Landscape Architectural services to develop park options and to complete schematic drawings. Ability to propose improvements that can reasonably be designed and constructed within a constrained budget and timeline. Ability to prepare complete and accurate plans, specifications and project construction cost estimates.
2. Facilitation of public meetings to gather input about potential programs and activities and build consensus towards a final schematic design. Successful experience working with diverse community residents, local service providers, municipal commissions and Councils, and other stakeholders in East Palo Alto or similar communities is desirable.
3. Ability to successfully address site challenges such as contamination, wetlands, bay access and to interact with relevant regulatory agencies to adjust designs as necessary.
4. Familiarity with the environmental review process including CEQA.
5. Historic Resource/Preservation services to evaluate the existing building and make recommendations for preservation or adaptive re-use for a nature/history education interpretive

center, community meeting/performance/classroom space, and small-scale office and snack services.

6. Ability to outline an operations plan, including hours of operation and potential programs.

The City will perform any environmental review required and conduct all bid and award activities except as listed in the Preliminary Scope of Work (see Attachment 2). The proposals will include the public process of taking the existing conceptual designs and developing new schematic drawings and preliminary cost estimates, as well as the review process for the Planning Commission and the City Council. The Consultant's sealed fee proposals for Phases 1 and 2 are to be submitted with the proposal. Please use the attached budget template (Attachment 5). Items may be added to the template as long as this format is maintained.

Following the approval of the final schematic design completed in Phase 1, the City may issue a request for proposals for Phase 2 (design development, construction documentation, bidding, and construction administration).

After City review of all proposals, the four most qualified firms will be invited to present their proposals in an interview at City Hall. The interview would include an introduction of project team members, a presentation of the Consultant's approach to the work, and a question and answer period. Following the City's final selection of the most qualified firm, the Final Scope of Work and other terms will be negotiated, and the Consultant and City will execute its standard Consultant Services Agreement.

The proposed schedule is as follows:

Step	Milestone	Timing
1	Issue RFP	August 4, 2009
2	Mandatory Site Visit	August 13 OR 19, 2009
3	Proposals Due	August 28, 2009
4	City Reviews Proposals	August 31 – September 18, 2009
5	Notify Interviewees	September 21 – 23, 2009
6	Interviews	October 5 – 9, 2009 (please save the dates)
7	Negotiate Agreement	October 12 – 15, 2009
8	City Council Consideration of Consultant Selection	October 20, 2009
9	Notice to Proceed	October 21, 2009

Note: This schedule is subject to change. However, the dates of the proposal deadline and site visits are fixed.

The site is currently enclosed behind a locked fence. **No trespassing is allowed**, so please do not visit the site without authorization. The City will open the gates to allow interested firms to review actual site conditions during two site visits. Please attend at **10:30 AM – 12:00 PM, Thursday, August 13, 2009**, or **2:00 P.M. – 4:00 PM, Friday, August 19, 2009**. **Attendance to one or the other is mandatory.** Please check the City of East Palo Alto's Cooley Landing website for updates, Q&A, and any addenda related to this RFP/Q. <http://www.ci.east-palo-alto.ca.us/economicdev/planandinfrast.html#Cooley>

Submission Requirements: Firms wishing to be considered for this project should submit the following:

1. A brief description of the key personnel to be assigned to this project.
2. A list of consultants to be used. It is expected that such items as grading modifications, drainage systems and pavement structural sections will be designed by a Registered Civil Engineer. All subconsultants must be reviewed and approved by the City.
3. A description of three representative example(s) of the firm's work on a project which is similar to the Cooley Landing project.
4. A brief discussion of the approach to the performance of the work. Consultants may suggest alternatives to the proposed tasks and deliverables that improve upon achievement of the project objectives. However, the sealed fee proposal, should be based on the attached template. Alternatives should be listed separately as well as the differences in costs associated with the suggested alternatives.
5. A proposed schedule.
6. A sealed fee proposal for professional services for Phases 1 and 2, listed separately. Each project fee proposal will be based on a detailed itemization of the design team's time necessary to complete the work, the amount of civil engineering or other subconsultant services required, and any required survey work, testing, or other incidental expenses. The firm will bill on a time and materials basis not to exceed the negotiated fee. The fee proposal is to be submitted in a separate sealed envelope. Please use the attached budget template. Items may be added to the template as long as the format is maintained.
7. Please limit proposals to the materials necessary to address the issues identified in this RFP/Q (24 single-sided pages or 12 double-sided pages, using 12-point font and 1-inch margins). Double-sided copies are preferred to reduce paper use and file space.
8. Please provide ten (10) hard copies of the proposal, one (1) electronic copy, one (1) unbound copy, and a sealed separate envelope with fee proposal. Please address to Ms. Lily Lee. Proposals are due to the City's reception desk, 2145 University Ave., 2nd Floor, East Palo Alto, California, 94303, by **5:00 p.m., Friday, August 28, 2009.**

No proposals will be accepted after the date and time stated. Incomplete proposals that do not conform to the requirements specified herein will not be considered. Issuance of this RFP/Q does not obligate the City to award a contract, nor is the City liable for any costs incurred by the proposer in the preparation and submittal of proposals for the subject work. The City retains the right to award all or parts of this project's scope of work to several proposers, to not select any proposers, and/or to re-solicit proposals. If you have any questions, please contact the City's Cooley Landing Project Manager, Lily Lee, at llee@cityofepa.org by August 21.

Attachments:

- 1 – Cooley Landing Proposed Uses (list of agreed upon uses)
- 2 – Preliminary Scope of Work
- 3 – Summary of findings of technical studies already completed
- 4 – Aerial view of site, conceptual plans already developed, and existing site photos
- 5 – Budget template

ATTACHMENT 1

Cooley Landing Proposed Uses

LEVELS OF SUPPORT from Cooley Landing Stakeholder group, 2004

The Stakeholder Group included Cities of East Palo Alto, Menlo Park, and Palo Alto; Peninsula Open Space Trust (POST), Midpeninsula Regional Open Space District (MROSD), Audubon Society, Trust for Public Land, Coastal Conservancy, and others. The National Park Service facilitated a process that started with a list of uses generated from members of the public at an East Palo Alto City Council Study Session and from earlier city management. Stakeholder participants placed green, yellow, or red dots next to items depending on their levels of support. Below is a compilation of results.

Strong Support (green dot items)

- Preserve, nature, open space
- Wildlife viewing
- Walking
- Children/intergenerational activities
- Restrooms
- Accessibility/ADA/close to home
- Trees, vegetation
- Cycling
- Interpretive signage
- Seating – if small scale, outdoor
- Education center – if site related, not public school, with appropriate site design, if focus on environment and/or history

Support with Limits (yellow dot items)

- Parking – if limited to only as needed, scale to match low intensity use, some already exists on site; had one green dot
- Fishing – if in context and sensitive to habitats; to respond to strong community interest; MROSD doesn't currently allow fishing by policy and ordinance – considered to be “taking”; “yellows” could become “greens” with careful design, research ways to manage for “catch and release”.
- Minor hardscape for fishing or bird watching
- Ranger service – if serves local community not large remote agency; program yes, building no; city would provide law enforcement
- Boating – if non-motorized and managed by whoever is in charge of the site for purposes of environmental/historic education related to the site; had two red dots willing to change if done with mindful oversight
- Kite flying – if managed within context; need to check effect on birds
- Use other than nature – willing to consider if multiple use is within context of nature as the guiding vision for the site; low intensity recreation and history; needs to be clarified; more discussion would be needed.

- Visitor snack service (renamed from “snack bar”) – willing to consider if snack service is non commercial, small scale related to program of appropriate uses within context of the vision; should be part of comprehensive management of site; food should not be the attraction to the site.
- Canoe/kayak launch – research potential impacts on wildlife; it’s a small site, minimize impacts to wildlife viewing; launch may be OK if keep focus on environment
- Gift shop – if mission, scale and site appropriate
- History – restore existing buildings if possible; history is the bridge to nature; how do people want to interpret?
- Community space – supported if part of overall program and multiple use spaces
- Bike/roller blade rental – Group had concerns. business could be located off site; whatever fits with approved trail uses; adjacent existing trails don’t allow
- Performing arts – Concerns that this should not be a performance “center”; could consider small scale space/gathering area, combined with other uses, small audience
- Locate building off-site – consider as a way to minimize site impacts
- Water access – ways to interact with water and/or look back at town. To research: pontoon bridge/pier idea.

No Support (red dot items)

- Sailing – separated from other “boating” during meeting. Concerns about lack of facilities to support, water not deep enough even at high tide, lack of patrols in case of stranding or other dangers
- Windsurfing – separated from other “boating” during meeting
- Revenue uses (e.g. small restaurant, conference center, meeting room) – crossed out by group agreement
- Equestrian site not suited to horses; uneven ground; contamination from manure, etc.
- Small locally owned retail business – crossed out by group agreement
- Boat rentals
- Dogs – added to list at 9-14-04 meeting, but no support documented; typically no dogs at nature center/areas; needs more discussion with community?
- Hunting

ATTACHMENT 2

Preliminary Scope of Work

The following Preliminary Scope of Work for Phases One and Two is presented in outline form for the Consultant's information only. The Preliminary Scope of Work will be used as a basis for initial contract negotiations. The Final Scope of Work will be negotiated with the City and produced in final form by the Consultant.

Phase One (Schematic Design)

Project Planning and Project Management: Prepare Phase 1 scope of work and detailed breakdown of staff hours and classification to be devoted to each primary task.

- Review preliminary project schedule through schematic design phase completion and prepare a proposed project schedule. Update schedule monthly or more frequently if necessary.
- Review available existing information, existing conditions, aerial photos, maps, existing utilities and other information.
- Provide ongoing technical support to the City for community, City Council, and Planning Commission meetings.
- Visit site as necessary.
- Attend progress meetings with City, prepare agenda, record and distribute minutes, prepare and follow through on action items.
- Understand site conditions such as contamination, presence of wetlands and other sensitive habitat, bay access and associated opportunities and constraints. Interact with relevant regulatory agencies to address their concerns throughout the process.
- Provide necessary presentation boards, PowerPoint presentations, and other materials necessary for the community, stakeholder, commission, Council, and other meetings.
- Coordinate work of subconsultants.

Public Process/Schematic Design Process: Using existing Conceptual Plans, review community input received thus far, results of technical studies, and input from regulatory agencies to prepare Schematic Design alternatives to present to City staff for review. Revise selected alternative according to comments. Work with community members, local organizations (e.g. schools and youth service providers), and others who may deliver passive recreation programs at the site to incorporate their needs into the design. Present one revised Schematic Design Plan at a City Council Study Session/Community Workshop, respond to comments and questions, and build consensus regarding the proposed Schematic Design Plan. Scope of work tasks include the following:

- Attend meetings with City and other staff to determine program and maintenance parameters. (Estimate 2 meetings)
- Conduct studies including traffic study, site boundary and contour surveys, arborist evaluation and report, and others as needed.
- Develop at least two Schematic Design Plan alternatives that refine the site vision (both physical and operational) based on previous conceptual plans, comments already received on those plans, technical studies, and regulatory agency input. This process will include

reconciling Conceptual Plans A and B, the options preferred in previous public processes, and will also clarify the uses at this site, including an outline of operations plan, including hours of operations and potential programs.

- Revise the selected Schematic Design Plan alternative based on comments received and provide a phased implementation plan and associated cost estimate broken down by phase.
- Prepare a final Schematic Design Plan and implementation plan based on comments received including cost savings measures. Facilitate Community Workshops to receive comments from community residents, potential program providers, and stakeholders. (Estimate 2 meetings)
- Meet with key stakeholders (e.g. Midpeninsula Regional Open Space District and the City of Menlo Park)
- Present design to East Palo Alto Planning Commission and City Council to request approval. (Estimate 2 meetings) (Note: Because this site lies partially within the jurisdiction of the City of Menlo Park, plans will need to clear its process, but still budget for only two meetings for proposal purposes.)
- Provide detailed survey plan including property boundaries, one-foot contours, trees, fences, and other pertinent structures (1 inch = 40 feet)

Final Schematic Design Deliverables: Preparation of schematic design drawings for the park. All drawings shall be prepared in a fashion suitable for presentation to staff and appropriate review bodies including the City Council. The final deliverables for Phase 1 (Schematic Design) include schematic design plans and cross sections, outline specifications, phased implementation plan and cost estimate. Submit five (5) copies for City staff review. Submittals shall include:

- City standard plan sheets, including title page and sheet index. Prepare a list and proposed arrangement of anticipated final schematic design drawings and details, including applicable custom and City standard details (City will furnish cover sheet and title block for plan set).
- Information gathered from all appropriate utility companies, with all existing facilities identified and conflicts between existing and proposed facilities resolved.
- Completed necessary detailed surveying: Topographic, aerial, etc.
- Preliminary drainage and grading study and recommended drainage alternatives.
- Resolution of any potential biological/permitting constraints, utility relocation issues, proposed mitigation.
- Base map sheets – grading, layout, planting, detail sheets
- All plan sheets developed to a 100% schematic design level
- Proposed geometrics and cross-sections, proposed details
- Outline specifications which include City standard contract documents, City standard specifications, project special provisions including Consultant-generated bid item descriptions, and supplemental general provisions and technical specifications as needed
- Construction budget and operation and maintenance cost estimate
- During the course of the design process, the design firm will be expected to:

1. Integrate low maintenance/native/drought resistant plant materials into the design. The firm may also be requested to develop a recommended maintenance program.

2. Consider and use contemporary and green technologies to improve the function, safety, maintenance, and appearance of the facilities.

Phase Two (Design Development, Construction Documentation, Bidding, and Construction Administration)

Design Development:

- Based on comments received on the Phase 1 Schematic Design drawings, prepare 50% and 100% Design Development drawings, project-specific technical specifications and updated construction cost estimates. Submit five (5) copies of all materials for City review.
- Coordinate resolution of any utility conflicts or locations where information is needed.
- Secure all required reviews and approvals, including but not limited to the City's Community Services Department, Planning, Fire, Public Works including Engineering and Maintenance Divisions, through the city's development review committee process.

Construction Documentation:

- Upon direction by the City to proceed and based on comments received on the Design Development drawings, the design firm will prepare 90% and 95% Contract Documents, technical specifications, and cost estimates for those improvements approved by the City. Submit five (5) copies of all materials for staff review and comment at the 90% complete and 95% complete stages.
- Prepare 100% complete Contract Documents, technical specifications, and cost estimate. Prepare final cost estimate immediately prior to calling for bid.
- Submit 100% complete Contract Documents, technical specifications, and cost estimate in AutoCAD 2008, Microsoft Word 2003, Microsoft Excel 2003, or higher as appropriate.
- Provide a set of 100% complete Contract Documents on 24" X 36" mylar. All plan sheets shall be signed by the licensed professional in charge of the design.
- Deliverables shall be suitable for the City's bid and construction procedures. Drawings shall become the property of the City.

Bidding:

- The Public Works Department will administer all construction bid processes. The design firm will be asked to assist in the following:
 1. Evaluate bids received.
 2. Assist City with answering technical questions from bidders and preparing addenda.
 3. Attend preconstruction conference.

Construction Administration:

- As required, provide construction support services including but not limited to:
 1. Field visits and attendance at meetings.
 2. Provide clarification drawings and direction to the construction inspector.
 3. Review shop drawings, proposed change orders, and other documents as required.
 4. Attend final field reviews and assist with acceptance inspections.
 5. Prepare complete set of original as-built plans from information furnished by the construction contractor.

The City may elect to adjust these scopes of work to reflect project needs.

ATTACHMENT 3

Highlights of technical studies already completed

The City has already hired Kleinfelder, Inc., who conducted the following studies:

1. Geotechnical study and report
2. Phase I Environmental Site Assessment
3. Human Health Risk Assessment
4. Preliminary biological site evaluation
5. Historic and cultural resources inventory
6. Structural assessment of boat launch structure
7. Hazardous building materials survey

The reference librarian at the East Palo Alto Public Library at 2415 University Ave. has previous City Council staff reports and copies of all the above technical studies. Some of this information is available electronically at the City's website. The Cooley Landing website address is <http://www.ci.east-palo-alto.ca.us/economicdev/planandinfrastr.html#Cooley>. In addition, for context, you may refer to the Bay Access Master Plan at this website: <http://www.ci.east-palo-alto.ca.us/economicdev/planandinfrastr.html#BAMP>. Below are highlights of findings of technical studies already completed:

Environmental cleanup

- The site is a former burn dump, closed in 1958. In 1960, the new owner put 2 to 15 feet of soil over the entire dump site.
- Considerable testing has already been done of the soil and groundwater. The contaminants found are typical of those in burn dumps, and contaminants above risk screening levels are found in individual locations, not widespread throughout the site.
- The regulatory agencies are likely to require a 2-foot soil cap over most of the site to protect future users. The cap will need to be graded for proper drainage. Some of this fill will likely be in wetlands and is likely to require a permit from the Army Corps of Engineers.

Preliminary biological evaluation

- Habitat map completed, shows majority of site is non-native grasslands, ruderal, and disturbed coastal scrub.
- Wetlands in 3 areas on the margins of the site.
- No evidence of endangered species or species of concern found yet, but a few more surveys may be needed to confirm this.

Historical/cultural

- Unlikely to find historic and pre-historic artifacts on the site.
- The building is close to 50 years old, so documentation will need to be submitted to the State Historic Preservation Office (SHPO). It is unlikely that SHPO will impose any restrictions on the proposed reuse.

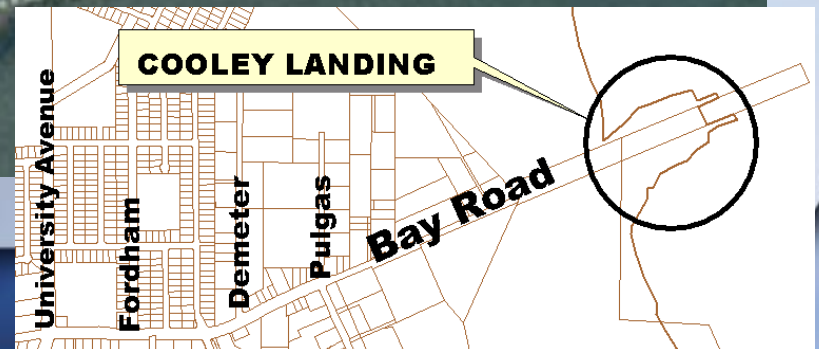
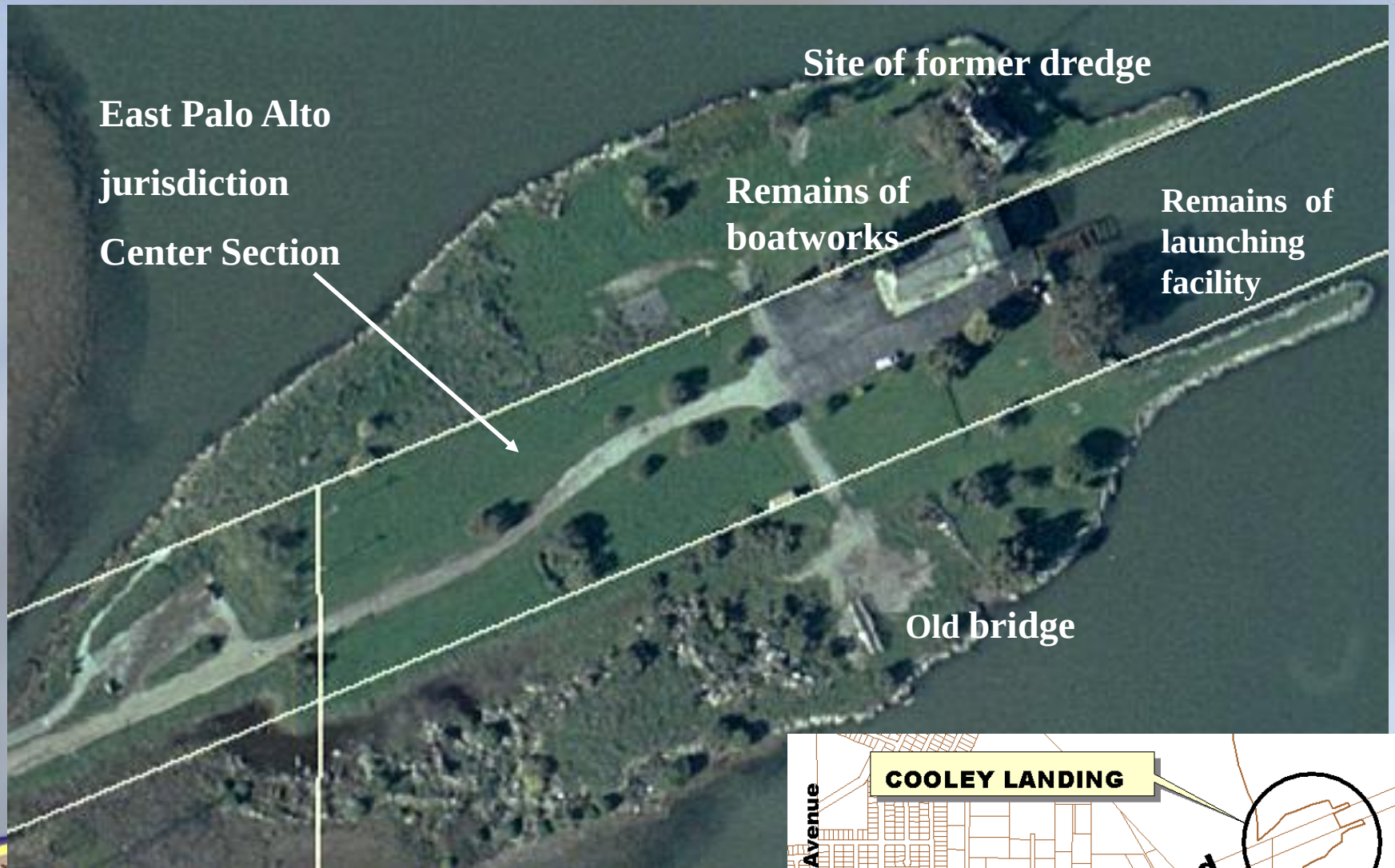
Building and utilities

- 4,000 square-foot wooden structure was built in the early 1960's and has been unoccupied since 1998. It needs new roof, anchor bolts, vapor barrier, shear walls, upgrades to electricity and plumbing. It will need some unknown foundation work
- The nearest water line is approximately 1,200 feet away. A 240-foot deep well and water tank exists on-site, but they may not meet current regulatory requirements to be permitted for use.
- Septic tanks would not be allowed on the site because the groundwater is too shallow.
- New lines for utilities could be laid under Bay Road.

ATTACHMENT X: BUDGET EXAMPLE

Staff Name Title Hourly Rates	NAME	Name2	Name3	Total Hours	Subtotal Hourly Costs	Subtotal Subconsultan t Costs	TOTAL
	Title	Title2	Title3				
	\$0	\$0	\$0				
WORK PRODUCT/TASK							
Task 1: Startup	Hours	Hours	Hours	Hours			
1 meeting with City and other Staff and site visit					\$0	\$0	\$0
Review written materials and consult with regulatory agencies					\$0	\$0	\$0
Refine workplan							
Other subtasks					\$0	\$0	\$0
Task 2: Technical studies							
Traffic study							
Arborist Report							
Surveys							
Other subtasks							
Task 3: Develop site use plan							
Review existing materials							
1st draft site use plan							
Recommendations for adaptive reuse of existing building							
Outline operations plan							
Meeting with City and other staff and revise to incorporate comments							
Other subtasks							
Task 4: Community Workshops							
Plan workshops					\$0	\$0	\$0
Conduct outreach for workshops							
Facilitate 2 workshops					\$0	\$0	\$0
Other subtasks							
Task 5: Presentations to governing bodies							
Prepare materials for meetings							
Attend meetings with Stakeholders, Planning Commission, City Council							
Incorporate comments from these meetings							
After finalizing site plan, develop rough cost estimates							
Other subtasks					\$0	\$0	\$0
Task 6: Develop Schematic drawings							
Develop 1st draft					\$0	\$0	\$0
1 meeting with City and other staff to receive comments					\$0	\$0	\$0
Incorporate comments from community and regulators					\$0	\$0	\$0
Create 2nd draft							
Task 7: Develop cost estimates - construction and O&M							
Draft Cost estimates					\$0	\$0	\$0
1 meeting with City and other staff to receive comments					\$0	\$0	\$0
Finalize cost estimates							
Other subtasks							
Task 8: Project Management							
Subtasks					\$0	\$0	\$0
Reimbursable Expenses							
Travel							\$0
Materials							\$0
Other							\$0
Total							

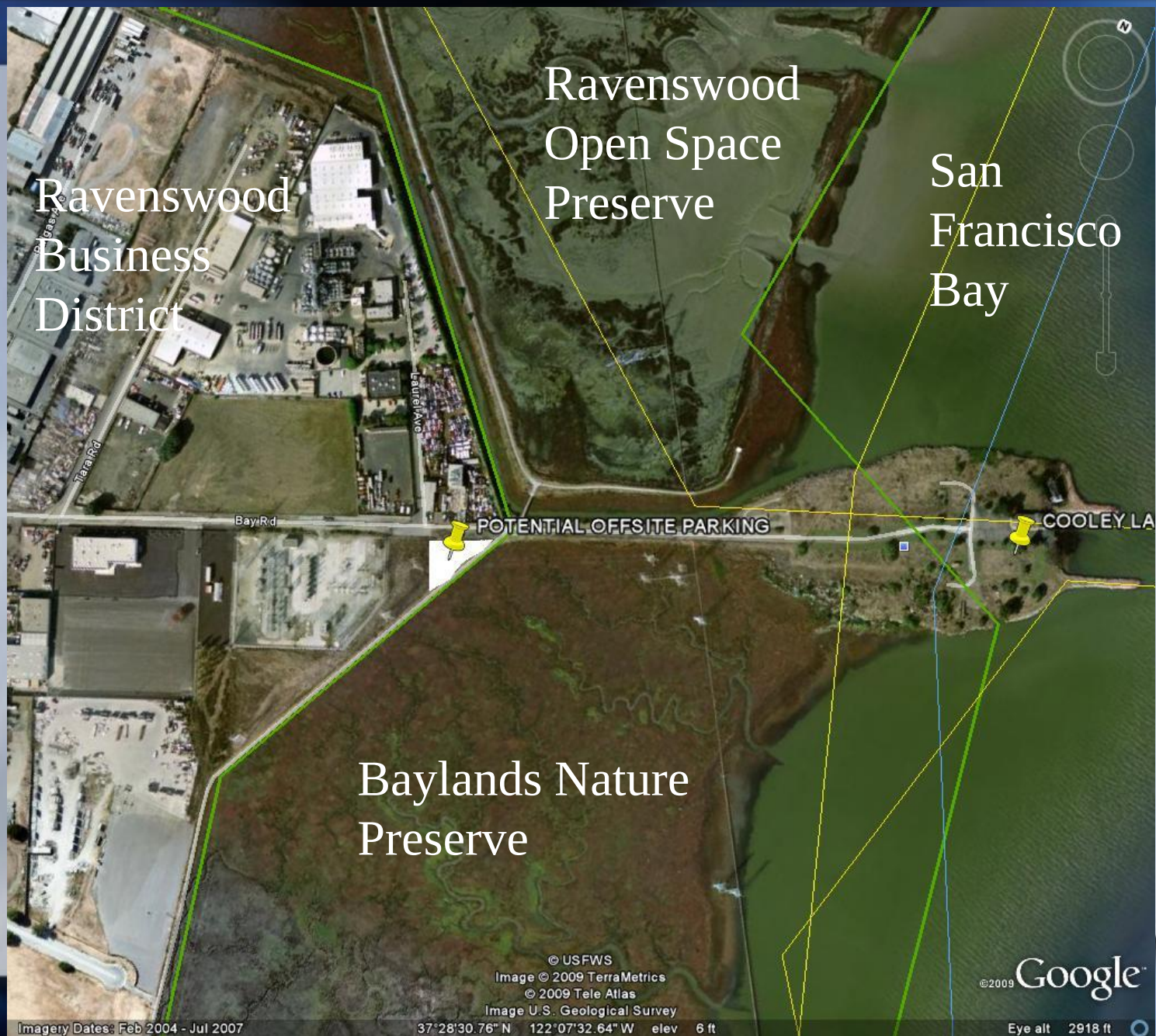
Cooley Landing RFP Attachment



Aerial view



Site context



East
Palo
Alto



Cooley Landing – Regional Context



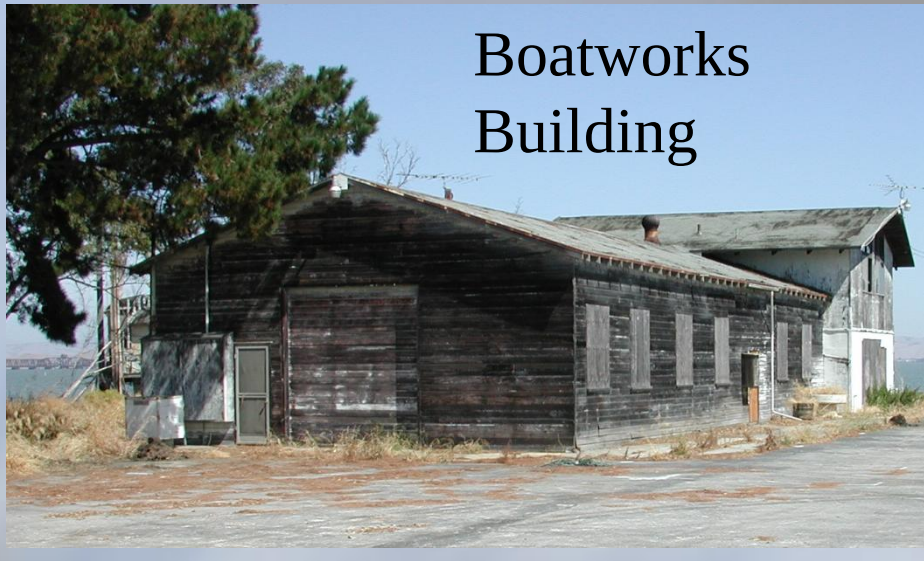
Existing Conditions



A
B



Existing Conditions



Boatworks
Building



Former boat lift



Site of former dredge



Conceptual Plan A

Note: City Council,
Stakeholders, and
public preferred A
and B



Conceptual Plan B





Conceptual Plan C

