

City of San Carlos



REQUEST FOR PROPOSALS (RFP)

NORTH CRESTVIEW PARK MASTER PLAN

RFP Release Date:	Friday, May 26, 2023
Questions regarding this RFP should be directed to:	Amy Newby, Parks & Recreation Director anewby@cityofsancarlos.org (650) 802-4131
Submittals Due:	Friday, July 7, 2023 at 5:00 p.m.

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I. INTRODUCTION

The City of San Carlos is seeking proposals from qualified firms experienced in landscaping architect and park planning services to prepare a Master Plan for North Crestview Park. The project includes gathering of information and data, assessment of recreational needs, preparing a variety of concepts, working with stakeholders and community groups, public outreach, providing cost estimates, presenting at the Parks, Recreation and Culture Commission, presenting at City Council meeting, and other tasks as noted in the Scope of Services.

II. BACKGROUND

San Carlos, incorporated in 1925, is located on the San Francisco Peninsula, approximately 30 miles south of San Francisco. The current population is 30,145 and is projected to increase to 33,915 by 2030. While single-family homes constitute 75 percent of the housing supply, multi-family housing is the fastest growing housing type. North Crestview Park is located at 400 Crestview Drive, adjacent to multi-family homes and surrounded by multi-family zoning districts.

A master plan process for North Crestview was completed in 2017 and included minor park improvements that are regarded as passive uses, such as improved pathways, picnic tables, a meadow, benches, and a service dog memorial monument. No other recreational amenities, nor parking, were included in the previous plan.

On January 27, 2023, City Council held the annual Strategic Planning Retreat to discuss the City's mission, vision and core values, review strategic goals and objectives, and to consider new priority areas for the upcoming year. Through City Council conversations, a new goal of "Recreational Opportunities" was discussed and added as a goal for 2023. Under this goal, three objectives were identified, with one goal to complete a new master plan for North Crestview Park to explore additional recreational opportunities at this site.

III. PROJECT DESCRIPTION

Scope of work for this project includes all aspects of the master planning process, including but not limited to the following:

1. Review of the Master Plan for Parks, Open Space, Buildings and Other Recreational Facilities and other related documents;
2. Community input from current users and stakeholders;
3. Evaluation of existing inventory of park and recreation facilities;
4. Site survey;
5. Location of utility connections for future park development;
6. Preparation of opportunities and constraints map of the site;
7. Preparation of preliminary conceptual design alternatives for the site;
8. Preparation of Master Plan and report identifying the preferred conceptual design, and the recreational amenities planned for the site including the location and configuration of all site elements;
9. Preparation of a cost estimate for the preliminary conceptual design alternatives and for the preferred conceptual design.

IV. VENDOR INQUIRIES

If a Proposer has any questions regarding any part of this RFP, or finds discrepancies in or omissions from this RFP, the proposer shall submit a written request via email by 5:00 p.m. PST Friday, June 9, 2023, addressed to Amy Newby, Parks and Recreation Director,

at anewby@cityofsancarlos.org. Questions received after this date and time may not be answered.

The City's responses to questions will be included in an Addendum to this RFP, if necessary, which will be issued and posted the City's website on or before Wednesday, June 14, 2023. **Only questions that have been resolved in writing via an RFP Addendum are binding. Oral and other interpretations or clarifications will be without legal or contractual effect.**

V. PROJECT SCHEDULE

The City's target dates for desired project delivery are as follows:

Action	Date
Request for Proposals (RFP) Released	Friday, May 26, 2023
Vendor Inquiries Deadline	Friday, June 9, 2023 by 5:00 p.m. PST
Addendum with City's responses to Vendor Inquiries (if applicable)	Wednesday, June 14, 2023 by 5:00 p.m. PST
Proposal Due	Friday, July 7, 2023 by 5:00 p.m. PST
Possible interview with top firms	Week of July 10, 2023
Contract Awarded	August 14, 2023

VI. PROPOSAL REQUIREMENTS

The following information must be included in the bid submission.

All responses to this RFP must be made in accordance with these specifications. Failure to adhere to any specification may result in rejection of your proposal. Your proposal must include satisfactory evidence indicating your ability to meet the Scope of Services detailed in this RFP.

Section A - Cover Page

Cover page must include the project name, firm's name, contact person's name, address and phone number and website

Section B – Statement of Qualifications

1) Information/Background of the Firm

Provide a brief introduction of your firm and address the firm's qualifications and experience to meet the specifications and requirement of the North Crestview Park Master Plan, as well as the size of the firm and the number of years in business.

2) Experience

A list of your experience as it relates to the Scope of Services outlined in this RFP. List each company/agency separately and include the length of time you gained this

experience. Please include any sample material for similar projects.

3) References

The names, addresses and phone numbers of at least two (2) business-related references.

Section C – Scope of Services Matrix (Appendix B)

The Scope of Services Matrix (Appendix B) is a list of the City's desired services for the North Crestview Master Plan. The tasks listed are indicated as "Mandatory," "Desired" and "Optional" requirements.

"Mandatory" tasks are required to efficiently coordinate the event.

"Desired" tasks would bring additional efficiencies to the event.

"Optional" tasks are those that are "nice to have" to improve current processes.

Proposers are to respond to each of the tasks identified in the Scope of Services with one of the following response codes:

Y - Yes, fully complies with specification

N - No, does not comply with specification

F - Future, can implement in future years (please be specific on timeframe)

P - Partial, complies with some aspects of the specification and/or a recommendation for alternate task is suggested to comply with specification

Response Codes "Y and "N" do not require written responses unless the Proposers wish to present additional benefits or opportunities related to their solution and the specification. However, response codes "P" and "F" require a written response. For these response codes, Proposers must describe how and when the specification will be met.

Section D – Project Implementation Plan

The Implementation Plan shall include the following elements:

- 1) A detailed plan describing the approach to accomplishing the tasks identified in this RFP. You should include any steps or tasks not included in the Scope of Services Matrix that you think would positively affect the quality of this event.
- 2) Company name, business address, and phone number for all subcontractors for this project. For each subcontractor, indicate the type of work and length of time they are expected to spend on the event.

Section E – Proposal Pricing Page

Responding firms shall provide a detailed cost analysis for the entirety of the contract, including basic fee structure and break-down of any other charges related to your firm's proposal. If there are fees based on hourly rates, provide rates for all team members, the expected range of billable hours, and a "not to exceed" budget.

VII. VENDOR SELECTION

Selection Criteria In accordance with the Municipal Code, vendor selection shall be on the basis of demonstrated competence, the professional qualifications necessary for the satisfactory performance of the services required, and a fair and reasonable price.

Proposals will be evaluated based upon, but not limited to, the following criteria:

- Demonstrated understanding of the Scope of Services;
- Responsiveness to the RFP;
- Experience with similar events;
- Quality of the proposal;
- Reference checks; and
- Cost proposal.

Interviews and demonstrations of the most responsive firms are tentatively scheduled for the week of July 10, 2023. Please reserve time that week for a possible interview. All Firms selected for interviews will be notified as quickly as possible.

Non-Obligation

The City retains sole discretion to evaluate submittals and may make an award to the vendor the City deems to be most responsive to the RFP. Receipt of submittals in response to its request for qualifications does not obligate the City in any way to engage any vendors and the City reserves the right to reject any or all submittals, wholly or in part, at any time, without penalty.

The City shall retain the right to abandon the request for qualifications and selection process at any time prior to the actual execution of a contract with a vendor, and the City shall bear no financial or other responsibility in the event of such abandonment. The City reserves the right to negotiate all final terms and conditions of any agreements entered into.

VIII. SUBMISSION INSTRUCTIONS

Please submit an electronic copy of the proposal signed by the firm's authorized agent by email to Amy Newby (anewby@cityofsancarlos.org) with the subject, "RFP – NORTH CRESTVIEW MASTER PLAN" **no later than FRIDAY, JULY 7, 2023 at 5:00 p.m.**

The proposal must be received before the specified time. Late proposals will not be considered.

IX. ADDITIONAL INFORMATION

Service Contract

Should the City select a vendor in response to this RFP, an Agreement for Products and Services Contract (Exhibit A) will be required and any modifications to the terms will be determined by the City.

Business Registration

Prior to starting any work related to the Agreement, the Contractor and any sub-contractors must obtain a City of San Carlos business registration. The business registration must be kept in full force and be in effect during the full term of the contract.

Insurance

Prior to starting any work related to the Agreement, the Contractor must provide the City of San Carlos with a Certificate of Insurance and all endorsements, naming the City of San Carlos as additional insured. The certificate must be kept in full force and be in effect during the full term of the contract.

ATTACHMENTS

Appendix A – Proposer Checklist

Appendix B – Scope of Services

Exhibit A – Agreement for Products and Services Template