



## **REQUEST FOR QUALIFICATIONS NO. 202122-15**

### **CITY OF MADERA**

**Design Services for Olive Park, Sunset Park, and India Park**

**Date Released: Friday, April 8, 2022**

**Statements are due Monday, May 9, 2022, prior to 5:00 p.m.**

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**REQUEST FOR STATEMENT OF INTEREST AND QUALIFICATIONS  
FOR  
DESIGN SERVICES FOR OLIVE PARK, SUNSET PARK, AND INDIA PARK**

The City of Madera is inviting architectural/engineering design firms to submit "Statements of Interest and Qualifications" to prepare the plans, specification, estimates and general construction documents for three new parks in the City of Madera (referred to as "Projects"). The firm or firms ultimately selected by the City will also prepare site and utility improvement drawings and will assist the City with construction administration and inspection services during construction.

**I. PROJECT DESCRIPTIONS**

**Project No. 1, Olive Park**

The City of Madera was recently awarded Statewide Park Development and Community Revitalization funds by the Department of Parks and Recreation for the development of a new park, a total of \$1,990,000. The park, Olive Park, will be a neighborhood park of approximately 1 acre located at 1280 E. Olive Avenue in Madera. As part of the grant submission, the environmental reviews, a preliminary design concept, and cost estimate are complete. Preliminary concept drawing in Attachment A. The City is requesting design services for construction of this facility that will meet the following goals:

- ADA drinking fountain with pet station.
- Half basketball court.
- Benches.
- Picnic area with four tables (two of them ADA accessible) and shade structure.
- Swing set area.
- Playground area.
- Pet waste dispenser.
- Table tennis area.
- Bike rack areas.
- Perimeter safety fence.
- Block wall.
- Landscaping.

This project is made possible through the State of California – The Natural Resources Agency, Department of Parks and Recreation, Statewide Park Development and Community Revitalization Program of 2018 grant funding which awarded the City of Madera with \$1,990,000 for the completion of the project. The anticipated design budget

for this project is \$267,000. Total estimated budget for cost of construction, recreation features, and major support amenities is \$1,723,000.

### **Project No. 2, Sunset Park**

The City owns vacant property at the corner of Sunset and Westberry Blvd. that has been designated for development of a neighborhood park. The park, Sunset Park, will be approximately 1.50 acres. The development of the park is listed in the City's Capital Improvement Plan FY 21/22 as PK-00070 for design, engineering, and construction. Site aerial in Attachment B. The City is requesting design services for construction of this facility that will meet the following goals:

- Conduct at least one (1) public input session to gather design ideas from potential users and other members of the community.
- Provide conceptual design that shall include design elements gathered at the public input session(s).

The anticipated design budget for this project is \$200,000.

### **Project No. 3, India Park**

In 2020, the City of Madera received a donation of the property located at 16557 Austin Street, for a total of 8.1 acres, with a commitment from the City that the property would eventually be developed into a new community park for the City. The new park, India Park, will be a neighborhood park. The development of the park is listed in the City's Capital Improvement Plan FY 21/22 as PK-00064 for the land preparation for future park development within the City's sphere of influence. Site aerial in Attachment C. The City is requesting design services for construction of this facility that will meet the following goals:

- Conduct at least one (1) public input session to gather design ideas from potential users and other members of the community.
- Provide conceptual design that shall include design elements gathered at the public input session(s).

The anticipated design budget for this project is \$165,000.

## II. SCOPE OF SERVICES/WORK

### Scope of Services/Work for Project No. 1, Olive Park

The selected firm will provide professional engineering services sufficient to allow the City to advertise and award a contract for construction. Specific tasks are anticipated to include, but not necessarily be limited to the following (respondents should include a detailed Scope of Work in their response to this request):

- The firm shall develop two (2) conceptual 3-D designs for Project
- Survey and document the existing site and condition and prepare a Preliminary Site Assessment report
- Work collaboratively with City staff to finalize design concept and features to be included in the project.
- Design services shall include all aspects of site design including but not limited to:
  - Erosion and sediment control
  - Stormwater management
  - Utility coordination
  - Lighting
  - Grading elevations
  - Landscape design
- Materials used for structures and park elements will be chosen by the City prior to final design.
- Produce "bid ready" engineering drawings and specifications, incorporating industry best practices and standards to maximize user safety and durability of the park.
- Produce Engineer's Estimates of probable construction costs through a detailed construction budget utilizing the National Cooperative Purchasing Alliance contract pricing, where applicable.

Selected firm will also assist in the construction phase of the Olive Park Project and:

- Attend the pre-bid meeting and respond to contractor requests for clarification during the bid process.
- Record and distribute among potential bidders answers and clarifications given to individual contractors, and prepare formal construction documentation addenda, if necessary.
- Prepare any required addenda pre-bid and pre-construction meeting agenda, if requested at no additional charge.
- Attend pre-construction meeting.
- If requested, consultant will participate in the pre-construction kick-off meeting and clarify questions related to project specifications.

- Upon requests, consultant needs to be prepared to answer questions posted during construction by the contractor or by the City, not addressed during pre-construction meeting.
- Based on the consultant's experience with the similar projects, provide estimate and state in your submittal the time necessary for the consultant to spend on design support during construction.
- Perform construction administration services by attending regularly scheduled site visits, observing construction, and responding to requests for information from the contractor according to the firm's construction documents.
- Perform on-site inspections during project final and other critical phases of construction (if recommended).

Note: The Scope of Services may not include all services required to complete the project. The consultant shall be responsible for determining the extent of information needed to reach an appropriate project completion.

### **Scope of Services/Work for Project No. 2, Sunset Park**

The selected firm will provide professional engineering services sufficient to allow the City to advertise and award a contract for construction. Specific tasks are anticipated to include, but not necessarily be limited to the following (respondents should include a detailed Scope of Work in their response to this request):

- The firm shall develop two (2) conceptual 3-D designs for Project.
- Survey and document the existing site and condition and prepare a Preliminary Site Assessment report.
- Work collaboratively with City staff to finalize design concept and features to be included in the project.
- Design services shall include all aspects of site design including but not limited to:
  - Erosion and sediment control
  - Stormwater management
  - Utility coordination
  - Lighting
  - Grading elevations
  - Landscape design
- Materials used for structures and park elements will be chosen by the City prior to final design.
- Produce "bid ready" engineering drawings and specifications, incorporating industry best practices and standards to maximize user safety and durability of the park.

- Produce Engineer's Estimates of probable construction costs through a detailed construction budget utilizing the National Cooperative Purchasing Alliance contract pricing, where applicable.

Firm will also assist in the construction phase of the Olive Park Project and:

- Attend the pre-bid meeting and respond to contractor requests for clarification during the bid process.
- Record and distribute among potential bidders answers and clarifications given to individual contractors, and prepare formal construction documentation addenda, if necessary.
- Prepare any required addenda pre-bid and pre-construction meeting agenda, if requested at no additional charge.
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- Upon requests, consultant needs to be prepared to answer questions posted during construction by the contractor or by the City, not addressed during pre-construction meeting.
- Based on the consultant's experience with the similar projects, estimate and state in your submittal the time necessary for the consultant to spend on design support during construction.
- Perform construction administration services by attending regularly scheduled site visits, observing construction and responding to requests for information from the contractor according to the firm's construction documents.
- Perform on-site inspections during project final and other critical phases of construction (if recommended).

Note: The Scope of Services may not include all services required to complete the project. The consultant shall be responsible for determining the extent of information needed to reach an appropriate project completion.

### **Scope of Services/Work for Project No. 3, India Park**

The selected firm will provide professional engineering services sufficient to allow the City to advertise and award a contract for construction. Specific tasks are anticipated to include, but not necessarily be limited to the following (respondents should include a detailed Scope of Work in their response to this request):

- The firm shall develop two (2) conceptual 3-D designs for Project

- Survey and document the existing site and condition and prepare a Preliminary Site Assessment report
- Work collaboratively with City staff to finalize design concept and features to be included in the project.
- Design services shall include all aspects of site design including but not limited to:
  - Erosion and sediment control
  - Stormwater management
  - Utility coordination
  - Lighting
  - Grading elevations
  - Landscape design
  - Materials used for structures and park elements will be chosen by the City prior to final design.
- Produce "bid ready" engineering drawings and specifications, incorporating industry best practices and standards to maximize user safety and durability of the park.
- Produce Engineer's Estimates of probable construction costs through a detailed construction budget utilizing the National Cooperative Purchasing Alliance contract pricing, where applicable.

Firm will also assist in the construction phase of the Olive Park Project and:

- Attend the pre-bid meeting and respond to contractor requests for clarification during the bid process.
- Record and distribute among potential bidders answers and clarifications given to individual contractors, and prepare formal construction documentation addenda, if necessary.
- Prepare any required addenda pre-bid and pre-construction meeting agenda, if requested at no additional charge.
- Attend pre-construction meeting.
- If requested, consultant will participate in the pre-construction kick-off meeting and clarify questions related to project specifications.
- Upon requests, consultant needs to be prepared to answer questions posted during construction by the contractor or by the City, not addressed during pre-construction meeting.
- Based on the consultant experience with the similar projects, estimate and state in your submittal time necessary for the consultant to spend on design support during construction.
- Perform construction administration services by attending regularly scheduled site visits, observing construction and responding to requests for information from the contractor according to the firm's construction documents.
- Perform on-site inspections during project final and other critical phases of construction (if recommended).



Note: The Scope of Services may not include all services required to complete the project. The consultant shall be responsible for determining the extent of information needed to reach an appropriate project completion.

### **III. SUBMITTAL FORMAT**

The Submittal must be three documents: one for each project. Submittal should, at a minimum, include the following elements:

1. Transmittal Letter: Include contact information (physical address, telephone, fax and email address) for the primary person responsible for your submittal who will be the point of contact for the City on all correspondence and communications pertaining to this RFQ.
2. Work Plan: Provide a statement describing the proposer's approach to each project and include their understanding of the technical issues involved. Include all anticipated tasks, along with any supplemental tasks (those not specifically identified in this RFQ) you deem necessary for successful completion of each project. Include a spreadsheet showing all project tasks for each project, along with the proposed project team member assigned to each task and their estimated hours. Also, include a schedule for the work plan for each project. Include a Cost Proposal for each project with proposed work plans.
3. A staffing plan shall be included in the submittal to describe the key personnel involved in each project. Include descriptions of the projects undertaken by your proposed Project Manager(s) and members of the proposed professional staff within the last five years for your firm that are similar in nature to this project. Demonstrate their availability to pursue completion of this project in terms of the involvement in other projects that are presently in your firm's backlog.
4. A list of at least three projects for which your firm has provided similar services including references and the name, title, phone number, and email address of the contact person.
5. A timeline for completion of the proposed services.

### **IV. EVALUATION OF SUBMITTALS**

The City will evaluate all Statements of Interest and Qualifications received for understanding of project, similar experience, and timeline for completion of services. A ranking of firms will be established, and fees and costs negotiated with the highest-ranking firm. If agreement is not reached with the selected firm, that firm will be disqualified, and negotiations will commence with the next highest-ranking firm on the selection list.

Prospective firms are advised that no obligations or commitments are incurred by the City of Madera in the solicitation and selection of a firm until a services contract is executed.

If you have any questions, please contact Jennifer Stickman, Procurement Services Manager at [jstickma@madera.gov](mailto:jstickma@madera.gov) no later than 5:00 p.m. on Friday, April 22, 2022.

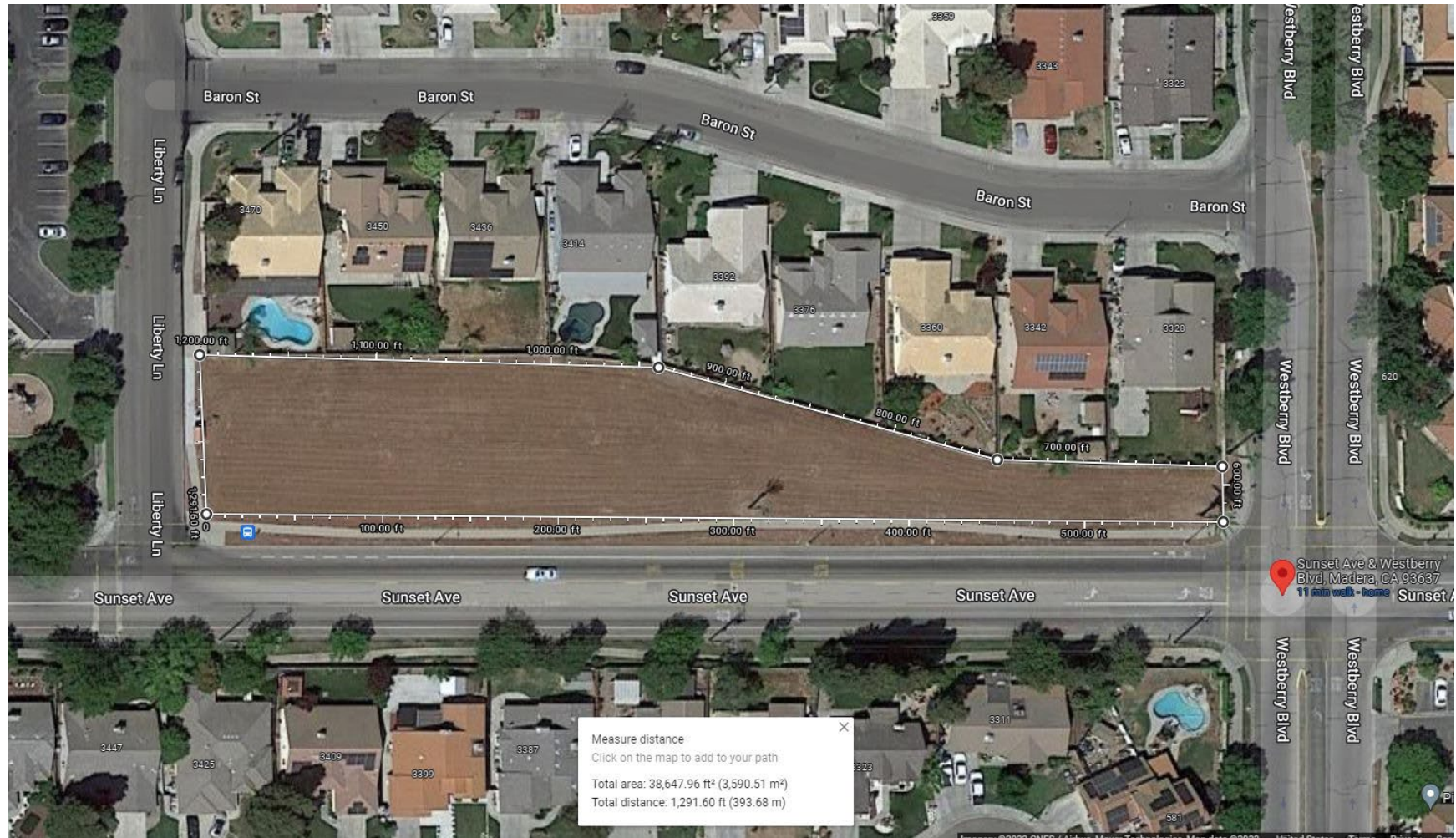
In order to be considered your firm's Statement of Interest and Qualifications submittal must be received no later than 5:00 p.m. on Monday, May 9, 2022. Submittal via email is required, send submittals to [jstickman@madera.gov](mailto:jstickman@madera.gov).

# ATTACHMENT A, PROJECT No. 1, OLIVE PARK PRELIMINARY CONCEPT DRAWING





## ATTACHMENT B, PROJECT No. 2, SUNSET PARK SITE AERIAL





## ATTACHMENT C, PROJECT No. 3, INDIA PARK SITE AERIAL

