



# CITY OF COSTA MESA

P.O. BOX 1200 • 77 FAIR DRIVE • CALIFORNIA 92628-1200

FROM THE DEPARTMENT OF PUBLIC SERVICES/ENGINEERING DIVISION

October 18, 2013

**SUBJECT: REQUEST FOR PROPOSALS FOR PROFESSIONAL SERVICES TO PROVIDE STAFF SUPPORT FOR VARIOUS PARKS PROJECTS**

Dear Consultant:

The City of Costa Mesa is requesting a proposal from your firm to submit resumes of candidates to provide on site project/construction management services for various Parks' Capital Improvement Projects. The schedule is as follows:

<u>ENGINEERING SCHEDULE</u>	<u>DATE</u>
1. Proposal Received by the City	10/28/13
2. Interviews with selected candidates	10/30/13 to 11/01/13
3. Award Professional Services Agreement	12/03/13
4. Start work	12/05/13

Attached is a Request for Proposals (RFP's) to provide professional services. The proposal requirements and the necessary professional services required by the City are stated within the RFP. The consultant shall provide all services as requested in the RFP and stated in the submitted proposal.

### CITY OF COSTA MESA CONTACT PERSON

The City of Costa Mesa contact person is Fariba Fazeli, at (714) 754-5378. Please do not contact other staff members in reference to this RFP prior to the announcement of the award.

### PROPOSAL SUBMITTAL REQUIREMENTS

Please submit three (3) copies of each candidate (up to five candidates) with their respective hourly rate no later than 3:00 p.m., on Monday, October 28, 2013. All proposals shall be delivered or mailed to:

Fariba Fazeli, P. E.  
City of Costa Mesa  
Public Services/Engineering  
77 Fair Drive, 4<sup>th</sup> Floor  
Costa Mesa, CA 92628

Mailing Address:  
P.O. Box 1200, Costa Mesa, Ca 92628-4193

Sincerely,

Fariba Fazeli, P. E.  
City Engineer

# REQUEST FOR PROPOSALS FOR PROFESSIONAL SERVICES TO PROVIDE STAFF SUPPORT FOR VARIOUS PARKS PROJECTS

## 1. INTRODUCTION

In order to move forward with the Park's CIP projects, a Project/Construction Manager is needed to oversee the completion of all the Council-approved Parks projects.

The scope of work for this contract requires the consultant to provide a Professional Engineer or a Landscape Architect to oversee the design and construction of various CIP projects in the capacity of a Project/Construction Manager on an as needed basis. This includes, but is not limited to, preparation of Requests For Proposals for Professional Engineering and/or Architectural Services, review and plan check of construction documents, review and manage consultants and/or contractors' activities and performance, advertise projects for construction, negotiate contract change orders, monitor project schedules, provide construction management, and administer all federally funded projects (i.e. award package, reimbursement requests, material testing and inspection, final report, DBE and labor compliance, etc.)

Below is a list of parks' projects and their status:

PROJ. NO.	PROJECT NAME AND STATUS
1	<p><u>SMALLWOOD PARK</u> Funding has been approved for phase II of this project (construction of a playground) design of park repairs, upgrade of existing facilities, and addition of new elements. A landscape architect has the design park improvements for the park. Funding has been allocated for the construction of a portion of these improvements.</p> <ul style="list-style-type: none"> <li>• Prepare construction documents and advertise for construction by March 2014.</li> </ul>
2	<p><u>HARBOR BOULEVARD BEAUTIFICATION</u> The City received a \$500,000 Transportation Enhancement grant for the design and construction of beautification improvements on Harbor Boulevard that includes the planting of new trees per the approved plant palette for this corridor, and the installation of a new entry monument sign south of MacArthur Boulevard.</p> <ul style="list-style-type: none"> <li>• This project is being advertised for construction</li> <li>• Begin construction in spring 2014.</li> </ul>
3	<p><u>HARBOR BOULEVARD BIKE TRAIL IMPROVEMENTS</u> The Harbor Boulevard Bike Trail is located in the west parkway of Harbor Boulevard between Fair Drive and Merrimac Way. The scope of work includes the installation of low-level lighting and will be similar to the one utilized at the Joann Bike Trail to maintain uniformity, increase safety, and beautify this very important corridor. In addition, it is proposed to modify the parkway to make it more pedestrian friendly. David Volz Design will be preparing the construction documents.</p> <ul style="list-style-type: none"> <li>• 70% PS&amp;E's being plan checked.</li> </ul>
4	<p><u>BRENTWOOD PARK IMPROVEMENTS</u> A \$275,000 grant from the State of California's Land and Water Conservation Fund Program has been awarded to the City for the implementation of additional elements of the Brentwood Park Master Plan. Improvements include a 1/4 mile DG trail and fitness stations, a picnic area, hardscape improvements, landscaping, and a bioswale canal. Nuvis is preparing the construction documents.</p> <ul style="list-style-type: none"> <li>• This project is being advertised for construction.</li> <li>• Begin construction by January 2014.</li> </ul>
5	<p><u>LIONS PARK IMPROVEMENTS</u> This project consists of preparation a Master Plan for Lions Park.</p> <ul style="list-style-type: none"> <li>• David Volz Design will be preparing the construction documents.</li> <li>• Conduct public workshops and develop a conceptual design by March 2014.</li> </ul>

PROJ. NO.	PROJECT NAME AND STATUS
6	<u>DEL MESA PARK – REPLACE SHELTER</u> Nuvis is preparing the construction documents. <ul style="list-style-type: none"> <li>• Advertise for construction by January 2014.</li> </ul>
7	<u>WILSON PARK – REPLACE SHELTER</u> Nuvis is preparing the construction documents. <ul style="list-style-type: none"> <li>• Advertise for construction by January 2014.</li> </ul>
8	<u>PARK SECURITY LIGHTING REPLACEMENT PROGRAM</u> Shiffer, Wakeham, Heller, Del Mesa, and the area around TeWinkle Lakes have safety lighting that has reached the end of their useful life. Electrical plans will be prepared for each of these parks and, as funds become available, the replacement program will be implemented. The first project to be constructed under this program is the security lighting around the lakes and at Shiffer Park. <ul style="list-style-type: none"> <li>• Prepare RFP for electrical services by January 2014.</li> </ul>

The consultant's candidates must have at least five (5) years prior experience in the design and preparation of construction documents for similar types of projects. All candidates will be evaluated on the basis of their expertise, prior experience on similar projects, demonstrated competence, timely performance, ability to meet the project schedule, and an understanding of the project.

**2. CONTENT OF PROPOSAL**

To maintain uniformity, your proposal must be limited to **five candidates** (include each candidate's resume and hourly rate).

**3. CONSULTANT SELECTION COMMITTEE**

The Public Services Department of the City of Costa Mesa has established a Consultant Selection Committee consisting of at least four (4) members from this department who have acted in the capacity of Project Manager or Project Engineer for the City on previous similar projects. The evaluation of each candidate will be based on the technical information and qualifications presented in the resume, reference checks, and other information, which will be gathered independently.

**4. PROFESSIONAL SERVICES AGREEMENT**

The City of Costa Mesa has a sample of the Professional Services Agreement, which is available at the City for your review. The RFP and the consultant's proposal will be attached to and become part of the executed agreement as exhibits.

The City will not permit reduction in the City's "Scope of Consultant Services" without written approval.

**5. INSURANCE REQUIREMENTS**

General Liability:	\$1,000,000
Automobile Liability:	\$1,000,000
Workers Compensation and Employers' Liability:	\$1,000,000
Professional Liability:	\$1,000,000

Additional and primary Insurance endorsements shall include City of Costa Mesa

**6. SUMMARY**

The City appreciates participation, and the intent of this RFP is to establish the minimum consultant services required. Prior to awarding a contract, all insurance documents must be submitted and approved.