

Request for Proposal

For

LANDSCAPE ARCHITECTURE SERVICES FOR CONCEPTUAL
DESIGN(S) OF LOWER HESSE PARK AND GRANDVIEW PARK

Issued: December 17, 2009

Pre-Bid Conference: January 12, 2010
2 p.m. to 4 p.m. at
Hesse Park Fireside Room
29301 Hawthorne Boulevard
Rancho Palos Verdes, California

Proposals Due: February 8, 2010

Dear:

The City of Rancho Palos Verdes is requesting a statement of qualifications and a cost proposal from a landscape architect or other qualified consultant, to provide professional services for the preparation of conceptual design(s) for two city park sites, Lower Hesse and Grandview. Conceptual designs for each park site must include three (3) options or alternatives with one preferred option that is based on numerous factors including but not limited to public comments, market/demographic analysis, city documents and other applicable background, data or historical information.

General Background

The City of Rancho Palos Verdes was incorporated in 1973 and consists of a total area of about 13.6 square miles with 7.5 miles of coastline. Elevations range from sea level to 1,480 feet. The population of the City is slightly

below 43,000 and the character of the community is primarily residential with approximately 15,000 single family residences, 40 multi-family properties and 155 commercial/institutional parcels. In addition to the City's developed properties, pursuant to the Natural Communities Conservation Plan (NCCP), the City maintains approximately 1,200 acres of open space, known as the Palos Verdes Nature Preserve (Preserve). The Preserve provides protection of native habitat and wildlife, as well as provides public passive recreational trails used by hikers, bicyclists and equestrians.

The residents of the City are very involved in the land use review process; due to both projects in close proximity to adjacent neighborhoods and community-wide active participation in identifying city recreational opportunities, extensive public outreach and input is expected. As such, the City of Rancho Palos Verdes is seeking a consultant with a high level of experience in all aspects of the public outreach process.

Staff prepared conceptual improvement plans for both Lower Hesse Park and Grandview Park which were presented to the City Council for review (Attachment 1). The conceptual park improvement plans are intended to improve accessibility and the utility of each park site by enhancing the aesthetic appearance and recreational amenities. Additionally, the conceptual plans expand the scope and number of active recreation options available to the community while balancing the existing open areas at each site with the proposed recreational amenities. The Staff-prepared plans are conceptual schematics and the dimensions of the proposed amenities are not drawn to scale but rather depicted in "bubbles" as approximations.

Lower Hesse Park
29301 Hawthorne Boulevard

Hesse Park opened in 1983 and its approximately 28 acres are divided into two areas commonly referred to as Upper and Lower Hesse Park. Upper Hesse Park is approximately 10-acres and is improved with a community center, parking lot, playground equipment, and a multi-use athletic field with extensive landscaping.

Lower Hesse Park is approximately 18-acres and is mostly undeveloped. The park is currently designated by the City's Zoning Map as Open Space – Active. In 1999, local residents developed conceptual plans for the site and worked with City Staff to improve the condition of Lower Hesse Park with

amenities such as a small dirt parking lot, a series of trails, a bridge over a natural drainage course, picnic facilities, and a sand volleyball court. The majority of the site is not irrigated and outside of rainy seasons, the park landscape is often dry and brown with little planted vegetation. Since the completion of the improvements in 1999, Lower Hesse Park has not been renovated or improved.

According to the attached conceptual plan, proposed improvements to Lower Hesse Park include:

- Improving, expanding and realigning the trail system. Expansion of trail access to more of the site, including the open area at the northern section of the park. The trails shall comply with the requirements of the Americans Accessibility Act Guidelines (ADAG) and California title 24.
- Updating and constructing viewing and picnic nodes with benches, picnic tables, drinking fountains with dog bowls, trash cans, BBQs, and landscaping (trees and shrubs) etc.
- Improving the existing bridge and constructing two new bridges over the proposed greenbelt/dry creek that divides the site into two areas.
- Enhancing the aesthetic condition of the existing greenbelt with the importation of rock material and new landscaping (trees and shrubs).
- Planting drought tolerant ornamental trees and shrubs selected from a colorful plant palette.
- Installing a lawn area for informal use by the public for picnics, games, etc.
- Repairing and installing irrigation for the proposed lawn area, landscape pods, and picnic areas.
- Installing post and cable fencing along the perimeter of the park adjacent to the roadway.
- Installing “mutt mitt” stations.

Improved Accessibility/Utility

- Installing park identification signs at the entrance off Locklenna Lane.
- Expanding and improving the existing parking lot to accommodate approximately 50 vehicles.
- Improving ingress and egress to the park by expanding the driveway entrance width and improving the parking lot circulation with a one-

way circular pattern driveway aisle around the existing sand and volleyball court.

Improved/Expanded Active Recreation

- Constructing a fenced dog park with separate sections for large and small dogs.
- Constructing two tennis courts (non-illuminated).
- Constructing an outdoor basketball court (non-illuminated).
- Renovating the existing sand volleyball court.
- Constructing an outdoor par course with approximately 6 stations along the outer ring trail system.

Grandview Park **6000 Ironwood Street**

Grandview Park is approximately 18-acres and is located at the northwest portion of the city adjacent to the City of Palos Verdes Estates. The City of Rancho Palos Verdes purchased the park in 1980 from the Palos Verdes Peninsula Unified School District. The park is currently designated by the City's Zoning Map as Open Space – Passive. The park is in the same undeveloped condition as when it was acquired by the City and is not part of the City's routine maintenance and weed abatement program for City parks. Grandview Park is currently used primarily by the neighborhood for walking, including regular dog walking on an existing unimproved footpath leading to the flat and highest portion of the site, as well as on a number of informal, undeveloped trails.

According to the attached conceptual plans, proposed improvements include:

Improved/Enhanced Aesthetics/Amenities

- Improving and constructing new trails for pedestrian and bicycle use (approximately 8 to 10-foot trail head). The proposed trail system is to be designed to create an outer loop around the perimeter of the park and inner loop trail around the flat portion of the park where the proposed active recreational amenities are located. The trails shall comply with the requirements of the Americans with Accessibilities Act Guidelines (ADAG) and California title 24.
- Constructing viewing nodes that will include benches and picnic tables, drinking fountains with dog bowls, trash cans, barbeques, etc.

- Planting landscape nodes with drought tolerant ornamental trees and shrubs selected from a colorful plant palette.
- Installing a landscaped buffer immediately north of homes on Montemalaga Drive.
- Installing “mutt mitt” stations

Improved Accessibility/Utility

- Installing a park identification sign at the entrance off Montemalaga Drive.
- Constructing a parking lot to accommodate a total of approximately 50 vehicles with a designated drop-off area.
- Repairing the existing sidewalk, parkway, and guard rail at the terminus of Ironwood Street and constructing planters at the entry point to the park.
- Constructing a switchback trail off Ironwood Street for improved neighborhood access to park.
- Constructing a restroom facility adjacent to parking lot.
- Installing on-street parking restrictions signs.

Improved/Expanded Active Recreation

- Constructing a fenced dog park with separate sections for large and small dogs.
- Creating a cycling trails area.
- Installing a children’s playground equipment that is situated adjacent to park benches, trash receptacles, and landscaping.
- Installing an outdoor par course exercise system with approximately 7 stations located along the outer loop trail.
- Creation of a seasonal day camp site for future use.

Scope of Work

The Scope of Work shall include a conceptual design and documentation of the proposed improvements to Lower Hesse Park and Grandview Parks as described above including drawings with the following general requirements:

1. Produce three (3) conceptual design plans for review, comment and selection that include (at minimum) the above proposed improvements for Lower Hesse Park and Grandview Park. A final preferred option

shall be included among the three (3) conceptual design plans that will be recommended to the City Council. The submittal for conceptual design shall include product cut sheets and color boards, as required and cost estimates for each of the conceptual plans.

2. Prepare a brief overview of both park projects and affirm through market analysis, demographics and other applicable city documents that the Staff-prepared conceptual schematics are reasonable and feasible for Lower Hesse Park and Grandview Park.
3. Prepare a brief statement as to the compatibility of uses to existing amenities, facilities and/or neighborhoods.
4. Prepare a rough cost estimate in the form of a range for the proposed improvements for each conceptual design submitted to the City.
5. Prepare a recommendation for future maintenance program including projected costs. The project shall also incorporate sustainable design features into all conceptual plans and along with principles that will encourage or be environmentally friendly.

A minimum of ten (10) city staff and consultant meetings will be required to ensure that all programming and design needs are met for Lower Hesse Park and Grandview Park. These meetings shall include a kick off meeting, four (4) team review meetings following the above mentioned submittals, three (3) community-wide meetings and two (2) City Council meetings. These meetings will be an integral component to coordinate with stakeholders and articulate shared design features, inspiring themes and priority park features.

Proposal Content

The Consultant submitting a proposal on the project must provide a complete package in order to be considered. Respondents shall be licensed to practice landscape architecture in the State of California. The proposal shall include the items outlined in the sub-headings below.

Cover Letter

A one-page cover letter, specifying the name of the lead firm, its mailing address, telephone number, website address and the name and email address of the firm's contact person for this project. The letter should also identify all sub-consultants to be used in the project.

Qualifications and Experience

Include a maximum of five (5) past projects that highlight the team's experience in public improvement projects specifically park or public works projects. For the identified projects, please provide a project specific reference and contact information.

Scope of Work

Present the proposed approach to achieving all aspects of the above mentioned scope of work requirements.

Project Schedule

Provide a project schedule that outlines the required submittals and/or approvals by appropriate authorities and incorporates all meetings to ensure adequate planning for deliverables.

Cost Proposal

Provide a statement of proposed cost that includes all work to be performed and all costs for which the Consultant expects to be paid. Provide a breakdown of the anticipated hours required, by task and personnel, with proposed billing rates.

Key Personnel

The Consultant shall provide the names of key personnel, their respective titles, experiences, and periods of services with the firm. Please clearly identify the primary contact for the proposal.

Availability

The Consultant shall provide a brief statement of the availability of key personnel of the firm to undertake the proposed project.

Selection Process

Please submit ten (10) bound copies, double-sided on standard-weight paper (8.5"x11") of your full proposal at your earliest convenience, but no later than February 8, 2010 at 2:00 p.m. To:

Tom A. Odom, Interim Manager
Parks, Open Space and Trails
Public Works Department
City of Rancho Palos Verdes
30940 Hawthorne Blvd.
Rancho Palos Verdes, CA 90275-5391

A Selection Advisory Committee comprised of City staff will review the proposals received and select the most qualified firm based on the following criteria:

1. Ability of the Consultant to perform the specific tasks outlined in the Request for Proposal.
2. Qualifications of the specific individuals who will work on the project.
3. Experience with project of similar scope and type and identified project references.
4. The proposed project schedule and the Consultants ability to complete the project within the required time frame.
5. The overall cost of the proposal.
6. Interview

After the review of the proposals, the City will notify all consultants of their status in writing. The top candidates will be invited to participate in an

interview, possibly during the week of February 15, 2010. A consultant will be selected by February 25, 2010. Upon selection, City Staff will negotiate the final scope of work and terms of agreement prior to issuing a notice to proceed.

The City of Rancho Palos Verdes reserves the right to reject any of the proposals, to select more than one consultant, and/or accept that proposal or portion of a proposal which will, in its opinion, best serve the public interest.

Insurance Requirements

The Consultant will be required to carry insurance coverage during the performance of the contract providing the following minimum limits:

Bodily injury including accidental death	\$1,000,000 per person
Property damage and public liability	\$1,000,000 each person
(Including coverage of vehicles used by the	\$1,000,000 each accident
Consultant on or off the premises)	\$1,000,000 property damage
Worker's Compensation Insurance	as required by California statutes
"Errors and Omissions" (Malpractice)	\$1,000,000

Pre-Bid Meeting

The City will conduct a pre-bid meeting on Tuesday, January 12, 2010 at 2 p.m. at Hesse Park, Fireside Room located at 29301 Hawthorne Boulevard. After reviewing the Lower Hesse Park site, a site visit at Grandview Park will be conducted. The intent of the meeting is to provide an opportunity to view the project sites and to ask questions on the proposed projects.

Requests for Clarification

Requests for clarification of the information contained herein shall be submitted in writing prior to 5:30 on Thursday, January 14, 2010. Responses to any clarification questions will be provided to all applicants from whom proposals have been requested. Such requests for clarification should be kept to a minimum due to the short response time for proposals.

Please note that the City of Rancho Palos Verdes is closed for the holidays beginning December 24 – January 3, 2010 and staff will be unavailable to respond to any inquiries during this time period.

Acceptance of Terms

Submission of a proposal shall constitute acknowledgement and acceptance of all terms and conditions thereafter set forth in the RFP unless otherwise expressly stated in the proposal.

Right of Rejection by the City

Notwithstanding any other provisions of this RFP, the City reserves the right to reject any and all proposals and to waive any informality in a proposal.

Financial Responsibility

The proposer understands and agrees that the City shall have no financial responsibility for any costs incurred by the proposer in responding to this RFP.

Interview

If successful, the proposer will be invited to participate in an interview. The interview will be a part of the final selection process.

Attachments

Conceptual Schematics
Aerial and Contour Maps
Staff Report Approving Park Concepts

GRANDVIEW PARK IMPROVEMENTS				
PROPOSED IMPROVEMENT	QUANTITY	RATE	COST PER UNIT	TOTAL COST
Parking Lot (200'x200') 40 SPACES	1	EA	\$95,000	\$95,000
Dog Park (400'x120')	1	EA	\$38,000	\$38,000
Play Ground (160'x200')	1	EA	\$100,000	\$100,000
Day Camp (160'x200')	1	EA	\$5,000	\$5,000
Cycling Area (520'x300')	1	EA	\$25,000	\$25,000
Landscaped Area	34,200	SF	\$2	\$68,400
Picnic Nodes (3 tables, 3 trash cans, 3 BBQ)	3	EA	\$4,550	\$13,650
Bathroom Structure (8'x20")	1	EA	\$15,000	\$15,000
Kiosk Storage Structure (10'x40')	1	EA	\$25,000	\$25,000
Par Course (7 stations)	1	EA	\$10,000	\$10,000
Training Steps (160' feet railroad ties)	1	EA	\$18,000	\$18,000
Viewing Nodes	2	EA	\$500	\$1,000
Perimeter Trail	3,080	LF	\$65	\$200,200
Interior Trails	1,450	LF	\$55	\$79,750
Landscaping (250'x30')	7,500	SF	\$2	\$15,000
Site Irrigation	1	LS	\$20,000	\$20,000
Park Signs	2	EA	\$100	\$200
Mutt Mitt Stations	5	EA	\$50	\$250
Brush Clearance (on-going) per month	3	MONTHLY	\$300	\$900
Trash Bins	5	EA	\$550	\$2,750
Drinking Fountain with Dog Bowl	2	EA	\$5,000	\$10,000
			Total Estimated Cost	\$743,100



Cycle Area

Viewing Area

Dog Park (small and large dogs)

Pitatio Area

Playground

Viewing Area

Training Stairs

Viewing Area

Par Course

Landscape Area

Bathroom / Storage

Parking Lot

Par Course

Viewing Area

Landscape Area

Par Course

KAWAIA

WILSON ST

WILSON ST

LOWER HESSE PARK IMPROVEMENTS

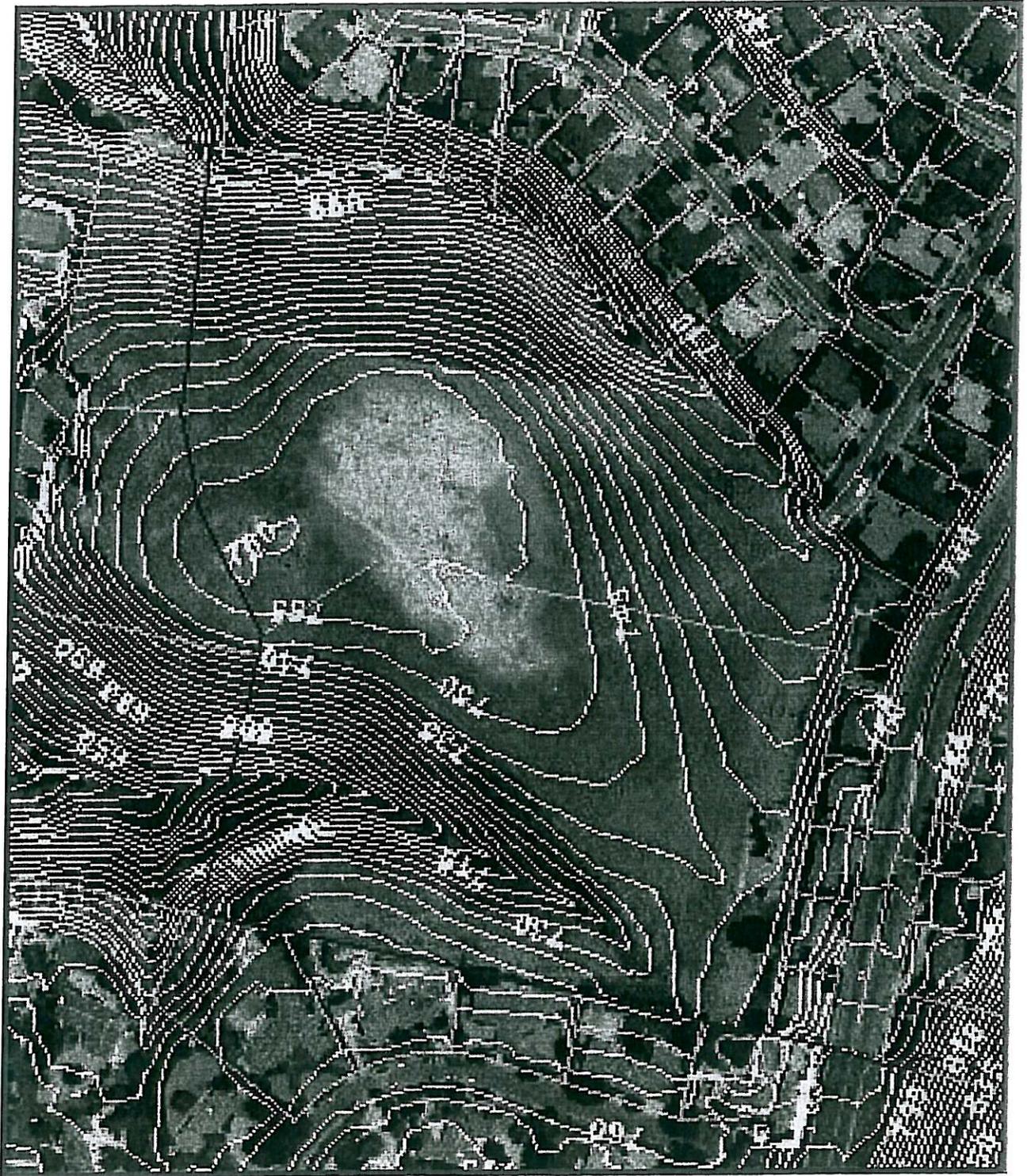
PROPOSED IMPROVEMENT	QUANTITY	RATE	COST PER UNIT	TOTAL COST
Parking Lot (150'x150')	1	EA	\$80,000	\$80,000
Dog Park (180'x190')	1	EA	\$30,000	\$30,000
Basketball Court	1	EA	\$20,000	\$20,000
Volleyball Court (Rehabilitate)	5500	SF	\$2	\$11,000
TENNIS COURTS (no lighting)	2	EA	\$25,000	\$50,000
LAWN AREA (140'x300')	34,200	SF	\$2	\$68,400
Picnic Nodes (10 tables, 2 trash cans, 5 BBQ)	2	EA	\$4,550	\$9,100
Kiosk Storage Structure (10'x40")	1	EA	\$25,000	\$25,000
Paved Parkway	1360	LF	\$5	\$6,800
Par Course (6 stations)	1	EA	\$9,000	\$9,000
Viewing Nodes	3	EA	\$500	\$1,500
Bridges (new)	2	EA	\$50,000	\$100,000
Bridge (renovation)	1	EA	\$20,000	\$20,000
Post & Cable Perimeter Fencing	1,360	LF	\$50	\$68,000
Perimeter Trail	2,370	LF	\$65	\$154,050
Interior Trails	2,540	LF	\$55	\$139,700
Green Belt (800'x60')	800	LF	\$200	\$160,000
LANDSCAPING (Greenbelt, view area, site & Perimeter)	1	LS	\$35,000	\$35,000
Site Irrigation	1	LS	\$20,000	\$20,000
Park Signs	2	EA	\$100	\$200
Mutt Mitt Stations	5	EA	\$50	\$250
Brush Clearance (on-going) per month	3	MONTHLY	\$200	\$600
Trash Bins	5	EA	\$550	\$2,750
Drinking Fountain with Dog Bowl	2	EA	\$5,000	\$10,000
Driveway Gate	1	EA	\$12,000	\$12,000
			Total Estimated Cost	\$1,033,350



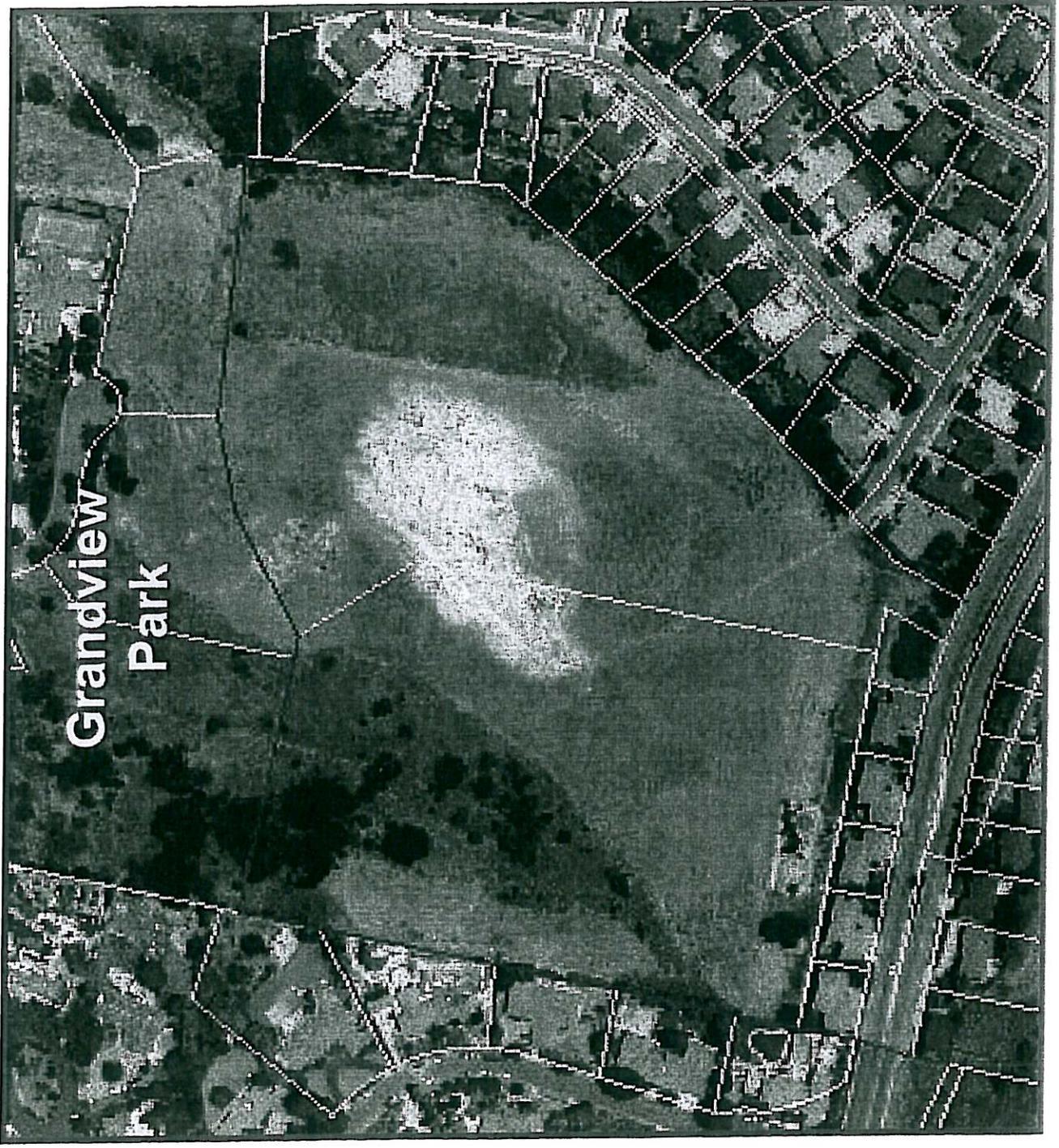


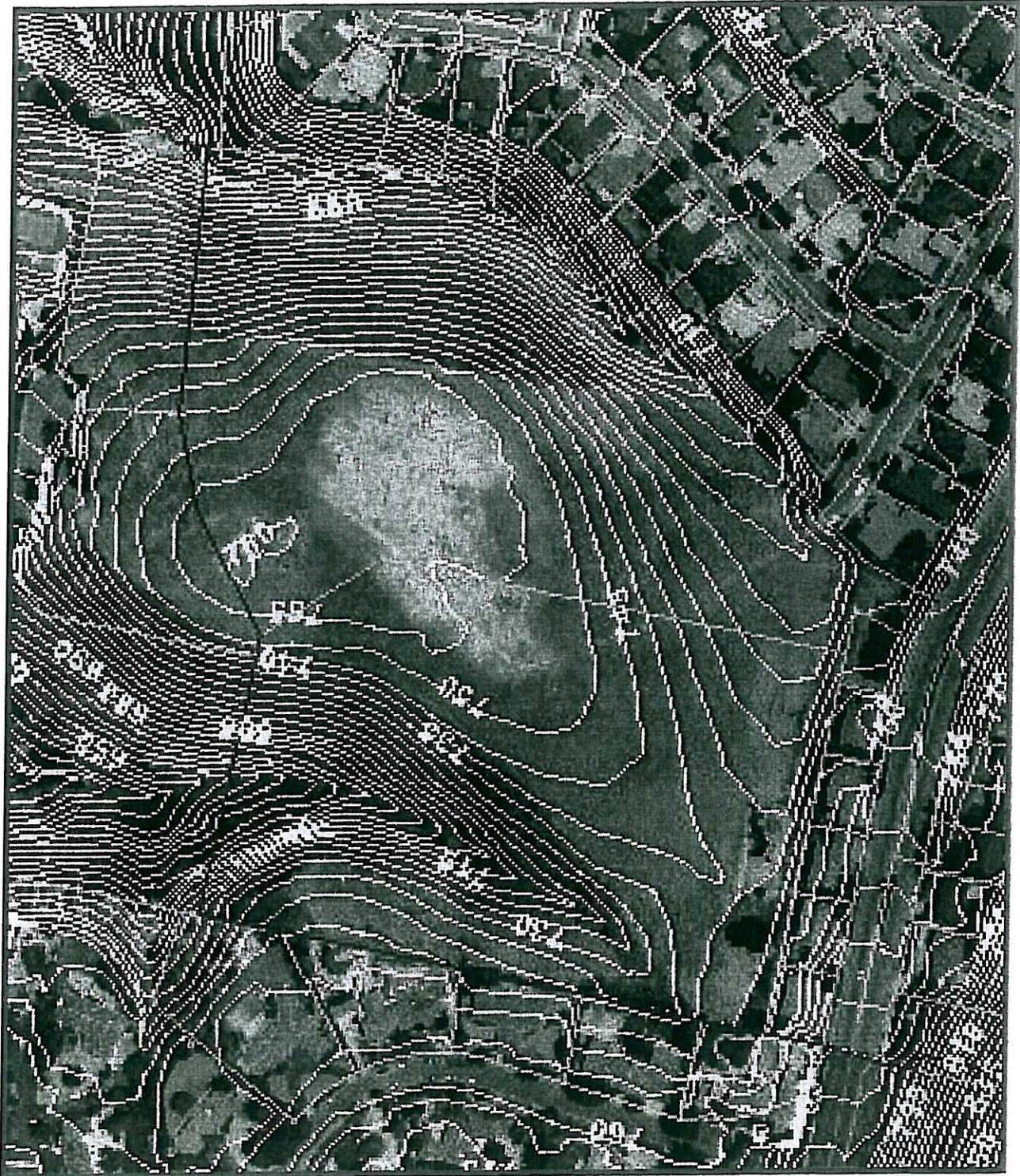
ATTACHMENT 2

AERIAL AND CONTOUR MAPS



**Grandview
Park**





LOWER HESSE PARK

