

# RIVER WILDERNESS PARK ENTRY IMPROVEMENTS

## REQUEST FOR PROPOSAL

for

## PROJECT PLANNING & DESIGN DEVELOPMENT SERVICES



100 North Old San Gabriel Canyon Road  
Azusa, CA 91702

**Primary Contact:**

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**Date of Release: June 23, 2014**

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**EXHIBITS** – available online at [http://wca.ca.gov/RFP/RWP\\_Entry\\_Improvements.html](http://wca.ca.gov/RFP/RWP_Entry_Improvements.html)

- Exhibit A: WCA Information Sheet ([linked here](#))
- Exhibit B: Project Vicinity Map ([linked here](#))
- Exhibit C: River Wilderness Park Master Plan ([linked here](#))
- Exhibit D: Canyon Inn Concept Plan ([linked here](#))
- Exhibit E: 2007 RWP Site Programming, Planning & Concept Report ([linked here](#))
- Exhibit F: 2012 RWP-Canyon Inn Site Programming, Planning & Concept Report ([linked here](#))
- Exhibit G: Construction Documents for the Special Use Area ([linked here](#))
- Exhibit H: Plan Specifications for the Special Use Area ([linked here](#))
- Exhibit I: Bike Trail Extension & Roundabout Schematic Design & Cost Estimate ([linked here](#))
- Exhibit J: IS, NOI, Final MND, & NOD for El Encanto Azusa River Wilderness Park ([linked here](#))
- Exhibit K: Existing Topographic Survey ([linked here](#))
- Exhibit L: Project Site Photos ([linked here](#))
- Exhibit M: Sample Consultant Services Agreement w/ Insurance Alternatives ([linked here](#))
- Exhibit N: Sample Staffing & Resources Management Plan ([linked here](#))
- Exhibit O: Bibliography ([linked here](#))

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## **1. INTRODUCTION & OVERVIEW:**

The Watershed Conservation Authority (WCA) is requesting proposals from qualified firms to provide consultant services in support of project planning and design development for the River Wilderness Park, located in Azusa, California. The objective of this Request for Proposal (RFP) is to select a qualified firm or consultant team with a work plan that is most beneficial to the WCA in providing the requested services. These services shall include the development and production of construction documents and plan specifications, signage design, cost estimating, utilities planning, and environmental analysis, document preparation, and filing assistance in meeting the requirements of the California Environmental Quality Act (CEQA). Bidding assistance, construction observation, and inclusion of several additional design elements are included as optional tasks.

- 1.1 About the WCA: The WCA is a local public entity of the State of California recognized as a joint powers authority, exercising the joint authorities of the San Gabriel and Lower Los Angeles Rivers and Mountains Conservancy (RMC) and Los Angeles County Flood Control District (LACFCD) pursuant to Section 65000 et seq. of the Government Code. The purpose of the WCA is to provide for a comprehensive program to expand and improve the open space and recreational opportunities for the conservation, restoration, and environmental enhancement of the San Gabriel and Lower Los Angeles Rivers Watershed area consistent with the goals of flood protection, water supply, groundwater recharge and water conservation. Additional information about the agency can be found at [www.wca.ca.gov](http://www.wca.ca.gov) and within Exhibit A, WCA Information Sheet.

## **2. INSTRUCTIONS TO PROPOSERS:**

- 2.1. Responses to this Request for Proposals (RFP) shall be made according to the specifications and instructions contained within this solicitation, both in terms of content and sequence.
- 2.2. Submittals must be received by WCA by 4:00pm, July 10, 2014.
- 2.3. Proposers must submit five complete copies (four bound and one unbound) and one digital copy of the proposal on a compact disk (CD) to:  

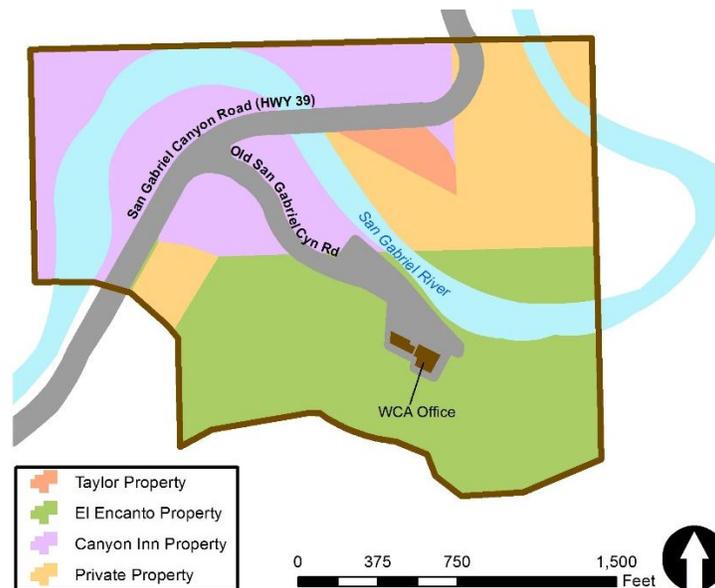
**Watershed Conservation Authority  
100 N. Old San Gabriel Canyon Road  
Azusa, CA 91702  
Attention: Rob Romanek**
- 2.4. Proposal submittals shall be paginated and organized as indicated in Section 11 of this RFP. Specific requirements for the content and format of the proposals are included hereinafter in Section 11 and Section 12 of this solicitation.
- 2.5. Questions regarding this RFP are welcome and shall be made in writing to Rob Romanek, project manager with the WCA at [rromanek@wca.ca.gov](mailto:rromanek@wca.ca.gov). Verbal questions are also welcome during the non-mandatory site visit. Note that the WCA's responses to question and request for clarifications will be shared with other potential proposers through e-mail and the WCA website at [http://wca.ca.gov/RFP/RWP\\_Entry\\_Improvements.html](http://wca.ca.gov/RFP/RWP_Entry_Improvements.html). Further details of the non-mandatory site visit are identified below in Section 2.8.

- 2.6. It is recommended that potential proposers inform Mr. Romanek of their intention or interest in responding to this RFP. Such notification will allow for any supplemental information regarding this solicitation to be provided, including addenda and responses to questions.
- 2.7. Proposers understand and agree that submittal of a proposal will constitute acknowledgment and acceptance of, and a willingness to comply with, all of the terms, conditions and criteria contained in this RFP, including attachments thereto, except as otherwise specified in the proposal. Any and all parts of the submitted proposal may become part of any resultant contract between the selected Consultant(s) and WCA. A sample WCA Agreement for Consultant Services with insurance alternatives is included as Exhibit L.
- 2.8. A project site visit will be held on **June 30, 2014 at 10:00 am**. This site visit is not mandatory to proposal acceptance. Staff will meet interested parties at the **WCA Office Building**, located at 100 N. Old San Gabriel Canyon Road. Directions: from Interstate 210, exit at Azusa Ave and take State Highway 39 north for approximately 4 miles. Turn right onto Old San Gabriel Canyon Road, which is located approximately one mile past the turn-off to the San Gabriel Canyon Gateway Center.

Attendees should be properly attired for walking along paved and unpaved surfaces as well as for traversing uneven and steep slopes. Closed-toed shoes, water, hat and long pants are advised. Please also note that, dependent of your cellular service provider, there will be limited cell phone reception once you pass the San Gabriel Canyon Gateway Center.

### 3. **PROJECT BACKGROUND:**

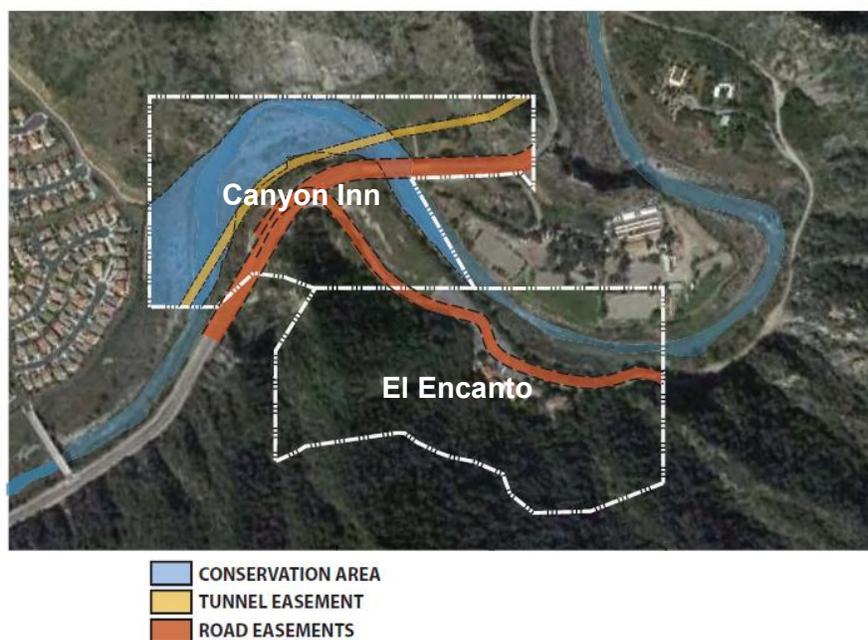
- 3.1 Project Site: The River Wilderness Park is a 73± acre park that straddles the San Gabriel River on its northern end (See Exhibit B – Project Vicinity Map). The first property purchased in the park was the 1.3± acre Taylor Property that sits on the northeast side of the San Gabriel River, which is owned by the City of Azusa and currently maintained by the WCA. The 39± acre El Encanto Property was the second acquisition, purchased in January of 2006, and is owned and managed by the WCA. Then, in November of 2008, the WCA also acquired the 32± acre Canyon Inn Property.



Encompassing the southeastern portion of the River Wilderness Park, the El Encanto Property is bisected by the San Gabriel River. The property includes 9± acres on the northeast side of the river that is currently leased to an equestrian facility. The remaining acreage in south of the river and includes 27± acres of open space and approximately three and a half acres of developed area. This development includes a large asphalt parking lot, remains of an 11 unit mobile home park, a former restaurant building which has been refurbished into the agency offices, two attached garages with an upper apartment, a duplex, and a large paved parking lot. Primary access to the El Encanto Property is available through Old San Gabriel Canyon Road.

Located immediately northwest of El Encanto is the Canyon Inn Property. The acreage of this property can be seen as four distinctive areas: 1) an approximately one quarter acre section formally used as a log yard is located northeast of the Taylor property; 2) a 25± acres open space areas northwest of State Highway 39 that once included a biker bar; 3) approximately 3 acres of open space located southwest of State Highway 39 that formally included several mobile homes; and 4) approximately 5 acres of a previously developed area located east of the highway and north of North Old San Gabriel Canyon Road that included the former International Theological Seminary building.

Access to the site of the former Canyon Inn building is available through North Old San Gabriel Canyon Road that connects El Encanto to the highway. Noteworthy encumbrances across the greater Canyon Inn Property includes a conservation easement across the river, and a water tunnel/conveyance easement owned by the San Gabriel River Water Committee. The Canyon Inn Property also shares a common boundary with the Angeles National Forest on its northing extent. Running parallel to Highway 39, the Azusa Bike Path (which follows the San Gabriel River before connecting with the San Gabriel River Bike Path) extends to the southern western edge of the Canyon Inn Property, providing an opportunity to extend the bicycle path into the River Wilderness Park.



As a final component of the River Wilderness Park, the Taylor Property is located below State Highway 39 and includes a collection of buildings including a cabin formerly utilized as a residence for the mayor of Azusa in the early 1900's. Access to the property is provided by a shared driveway off the highway. Planning and development for this property is being led by California Resource Connections (CRC), a 501(c)3 non-profit, in partnership with the City of Azusa. The redevelopment concept for the site includes establishment of an environmental education facility. Although this development proposal is currently incomplete and separate from the conceptual master plan for the WCA owned portions of the River Wilderness Park, coordination with CRC and consideration of the Taylor Property is anticipated for a number of the activities request in this RFP, such as within the traffic study and preparation of other technical reports.

3.2. Project Goal & Objectives: It is the goals of the WCA to develop a park space that 1) serves as a gateway to the significant portion of the Angeles National Forest contained within the San Gabriel Canyon, to the north of the River Wilderness Park, and 2) models sustainable and multi-benefit approaches in addressing the open space recreation and watershed conservation needs of the region. Specific objectives include:

- Connecting the mountains to the urban rivers through trail connection, such as connecting the Azusa Bike Path to the river trail that extends northeast of the park;
- Providing additional low impact recreational opportunities within the San Gabriel Mountains, such as picnic area, river outlooks, and nature-based play areas;
- Demonstration of landscaping that employs a locally specified native plant palette;
- Enhancement to the habitat along the San Gabriel River corridor and throughout the park;
- Establishment of a gateway and staging area for the recreational opportunities found within the Angeles National Forest/San Gabriel Canyon; and
- Sustainable development that includes, for example, treatment of stormwater through water quality BMPs and designs that consider long term management and maintenance.

3.3. Site Programming, Planning, Concept Development, and Other Design References: A conceptual planning process for the River Wilderness Park was first completed in October of 2007, and was subsequently adopted by the WCA. This initial planning effort focused on development of a concept master plan and design guidelines for the El Encanto Property. Included in the effort was a comprehensive site inventory and analysis process, agency coordination, and public and stakeholder outreach. The El Encanto Site Programming, Site Planning and Overall Site Concept Development Report documents this effort and is included as Exhibit E.

An additional conceptual planning project was undertaken in 2010 to incorporate the additional acreage of the Canyon Inn Property following its acquisition in late 2008. Similar to the initial conceptual planning effort, the Canyon Inn update focused on site programming and development of a site plan specific to the added property, as well as, access improvements. Agency coordination and stakeholder outreach, a comprehensive inventory and analysis of the Canyon Inn site, and a bike path extension feasibility study was included in this effort. The bike path feasibility study identified two alternatives for connecting to the Azusa Bike Path to the park. These include: 1) an at-grade crossing using a round-about and traffic calming measures, and 2) a bike path extension that loops the trail under the State highway at the crossing of the San Gabriel River.

In September of 2012 the completed Canyon Inn Concept Plan was adopted by the WCA. The results of the planning project are included within the Canyon Inn Site Programming, Site Planning and Overall Site Concept Development Report, included as Exhibit F, as well as within the concept plan for the Canyon Inn site, included as Exhibit D, and the River Wilderness Park Master Plan, which incorporates both the Canyon Inn and El Encanto sites, included as Exhibit C. The Bike Path Extension Feasibility Study is located within the appendices of Exhibit F.

Two additional design efforts have been undertaken, with both providing guidance for the services requested by this RFP. These efforts include: 1) development of construction documents and plan specification for the Special Use Area, a component of the El Encanto Property that encompasses the former 11 unit mobile home park, and 2) development of a schematic design and cost estimates for the bike path extension.

The Special Use Area, located directly east of the WCA office building, is slated to be one of the initial phases of development for the park, and is proposed to include an amphitheater, picnic areas, and restoration of an ephemeral stream. Construction documents and plan specifications have been developed, and provide a design reference for consistency in completing designs for the remainder of the park. Specific elements for reference include an identified planting palette, signage design, and furnishing, materials, and façade callouts. As such, the Special Use Area construction documents are included as Exhibit G, and the plan specifications are included as Exhibit H.

Most recently completed in May of 2014, a schematic design and cost estimates were prepared for the bike trail extension, utilizing the round-about and traffic calming alternative. These documents were developed in support of a competitive transportation funding grant application, and are included as Exhibit I.

- 3.4. California Environmental Quality Act (CEQA): In 2009 the WCA certified an Initial Study/Mitigated Negative Declaration (IS/MND) and filed a Notice of Determination (NOD) for the development of the El Encanto River Wilderness Park. However, the more recently conceptualized development of the Canyon Inn Property proposes a slightly different alignment of trails, as well as a number of other proposed improvements that have not been subject to an environmental review as required by CEQA. Thus, to obtain CEQA clearance the updated project requires preparation of a new IS, as well as an update to the existing MND or preparation of an additional environmental document.

For additional information regarding the completed CEQA documents, please see Exhibit J, which includes the IS, Notice of Intent, Final MND, & NOD for El Encanto River Wilderness Park. Additionally, a CEQA recommendation memorandum is contained within the appendices of the 2012 RWP-Canyon Inn Site Programming, Planning & Concept Report which is included as Exhibit F.

- 3.5. Permitting & Entitlements: Based on the adopted River Wilderness Park Master Plan, see Exhibit C, the anticipated right-of-way approvals, entitlements, and other required permits for the development of the park entry improvements area may include:
  5. City of Azusa issuance of land use zoning and building permits for the proposed improvements;

- City of Azusa approval for modification to Old San Gabriel Canyon Road and Azusa Bike Path, and/or the City of Azusa's abandonment of the road right-of-way, with fee title transferred to the WCA;
- Caltrans approval for the bike path crossing, round-about/traffic calming measures, bike path undercrossing, and any other work within the State Highway 39 right-of-way;
- Southern California Edison (SCE) approval of electrical connection and for any relocation of electrical utilities;
- Approvals from other utilities, such as Verizon Communications, for any required utility relocation and connections;
- U.S. Army Corps of Engineers, Los Angeles Regional Water Quality Control Board (LARWQCB), and California Department of Fish and Wildlife (CDFW) permits for any work in or near drainage channels and the San Gabriel River;
- LARWQCB waste water discharge permit for septic tanks or annexation into the Los Angeles County Sanitation District 22 with extension of the sewer line onto the site; and
- CDFW permit for the bike path, if the path encroaches into their conservation easement..

- 3.6. Funding: Funding for the requested services have been secured through a grant from the RMC, an independent state entity within the California Natural Resources Agency. These funds are from general obligation bonds of the Safe Drinking Water, Water Quality and Supply, Flood Control, River and Coastal Protection Bond Act of 2006 (California State Proposition 84). As such, all activities funded by this grant, including the requested services within this Request for Proposals, must be consistent with all statutory requirements and grant requirements related to Proposition 84. Information about these requirements are available at [www.rmc.ca.gov](http://www.rmc.ca.gov).

Available funding for the scope of services requested through this RFP is in an amount not to exceed \$350,000.

#### **4. PROPOSALS:**

- 4.1. Proposers are requested to submit proposals offering requested services identified in Section 5 in accordance with the instructions identified in Section 2, and in a format specified in Section 11 and Section 12 of this RFP.
- 4.2. This RFP is a solicitation for proposals only, and is neither intended, nor to be construed as, an offer to enter into an agreement or engage in any formal competitive bidding or negotiation pursuant to any statute, ordinance, rule, or regulation. Thus, the WCA reserves the unqualified right to reject any or all proposals for any reason. WCA is responsible only for that which is expressly stated in this RFP.
- 4.3. WCA is not responsible for, and shall not be bound by, any representations otherwise made by any individual acting or purporting to act on its behalf.
- 4.4. WCA shall not in any way be liable or responsible for any costs incurred in connection with the preparation, submittal, or presentation of any proposals prepared and/or submitted in response to this request. Responses to this RFP shall be made according to the

specifications and instructions contained herein. Failure to adhere to RFP instructions may be cause for rejection of any proposal.

- 4.5. WCA reserves the right to interpret or change any provisions of this RFP at any time prior to the proposal submittal date. Such interpretations or changes shall be in the form of addenda to this RFP. Such addenda will become part of this RFP and may become part of the resultant contract. Such addenda shall be posted on the website and emailed to proposers that attended the site visit and/or have identified themselves as interested in submitting a proposal. Should such addenda require additional information not previously requested a Proposer's failure to address the requirements of such addenda may result in the WCA's disregard of the Proposer's submittal.
- 4.6. WCA, at its sole discretion, may determine that a time extension is required for submittal of proposals, in which case an addendum shall indicate the new proposal submittal date.
- 4.7. No changes to the proposals shall be allowed after submittal to WCA.
- 4.8. Any agreement entered into by the Proposer shall be consistent with applicable federal, state, and local laws.
- 4.9. Proposers understand and agree that submittal of a proposal will constitute acknowledgment and acceptance of, and a willingness to comply with, all of the terms, conditions, and criteria contained in this RFP, including attachments thereto, except as otherwise specified in the proposal. Any and all parts of the submitted proposal may become part of any resultant contract between the selected Consultant and the WCA.
- 4.10. WCA will select successful Proposer(s) based on the identification of the highest benefit to the WCA and its partners in providing the requested services, regardless of race, creed, color, or gender. This determination will be established on a combination of experience and qualification, quality and quantity of proposed services, and associated cost.
- 4.11. The successful Proposer is also referred to as the Consultant in this document.
- 4.12. WCA reserves the right to award segments of the requested scope of work to more than one Consultant, and to make selections in the best interest of the WCA.
- 4.13. The Consultant shall take all formal direction from the WCA project manager assigned the responsibility for the project. All activities related to administration of the Consultant's agreement will be managed by the WCA project manager.
- 4.14. The project shall be overseen by the project manager or designee assigned by the Executive Officer of the WCA.
- 4.15. All services provided by the Consultant, and all materials, documents, reports, and other information of all types, including computer models developed by the Consultant for the project, and all works based thereon, incorporated therein, or derived there from, shall be the sole and exclusive property of the WCA, a public agency, and are intended for public use. Public documents and products lose their status as privileged and proprietary and may not be used for proprietary development of profit.

5. **SCOPE OF SERVICES REQUESTED:** This RFP requests services for the development and production of construction documents and plan specifications, signage designs and cost estimating for an initial phase of park entry improvements. The limits for these improvements primarily encompasses the Canyon Inn Property and including the elements identified in red on Exhibit C as the 'Park Entry Improvements Area'. Note that inclusion of the café/restrooms building and underpass for bicycles shall be proposed as optional tasks, however inclusion of a footprint for future development of the café/restrooms building shall be included within the base proposal. Mandatory services are also requested in developing a utility feasibility plan, assisting with permitting and entitlements, as well as in providing environmental analysis, document preparation, and filing assistance in support of the WCA obtaining CEQA clearance for the updated River Wilderness Park Master Plan. Proposers are also invited to include additional optional scope for bidding assistance and construction observation.

Following the WCA issuance of a notice to proceed, work plans should target completion of designed development, final cost estimates, and the construction drawing package with specification within 150 calendar days. Environmental review and preparation of draft CEQA document for public review shall be targeted for 210 calendar days from issuance of a notice to proceed. And permit support activities, culminating in the submittal of a For Construction Drawing and Specification Package, shall be targeted for 240 calendar days from the notice to proceed. If Proposer anticipates that services shall extend past these dates, an explanation of the extended timeline should be included within the proposal narrative.

Unless specified otherwise, all deliverables shall be provided electronically. All narratives will be prepared and submitted in MS Word 2003 (or newer version) format and/or InDesign Version 6 format. All other reports and documents, including design renderings, will be provided in PDF and the editable format in which it was created. All computer-aided design (CAD) drawings shall be prepared in AutoCAD 2006 (or newer version), and all plans/sheets to be submitted shall be in PDF and shall be scaled and formatted to a standard that is typical of construction drawings.

Proposals shall describe the approach to be undertaken to complete the following tasks and deliverables. Quality control measures should also be identified within the proposal.

- 5.1. **Review and Incorporation of Previously Completed Site Analyses and Planning Efforts:** Consultant shall conduct an in-depth examination of the previously completed site inventories, analysis, surveys, outreach and coordination reports and planning documents including but not limited to the River Wilderness Park.
- 5.2. **Site Analysis & Data Development:** Consultant shall identify and conduct field reconnaissance, inventories and analyses required for the subsequent design development scope, including any determinations that must be made as to the feasibility of the proposed improvements. Potential task may include, but should not be limited to, traffic studies, the collection of additional information related to surveys of existing conditions (roadways, bridges, utilities, drainage, and existing land use information), right-of-way mapping, tree and plant evaluation, historical/archaeological investigation, natural resources/biological investigation, topographical survey, hydrological studies, and determinations of jurisdictional boundaries and wetland delineations.

The WCA recognizes that the previously completed planning projects provide much, if not all, of the site assessment and baseline data that will be required. Therefore, the need to

conduct new site analyses, or to update previously completed analyses should be clearly justified within the proposal.

- 5.3. Detailed Signage Design: Consultant shall design park identity/entry signage, directional signage for pedestrians, a site directory, and interpretive elements. Such designs shall be consistent with the River Wilderness Park Signage Guidelines included as an appendix within Exhibit F, and the draft San Gabriel River Signage Guidelines references and linked within Exhibit O (Bibliography).
- 5.4. Utility Feasibility Plan: Consultant shall conduct an analysis of current and identifiable future utility connection needs of the River Wilderness Park, and prepare a plan of all existing utility lines currently within the park entry improvements area. Consultant shall use this data to study the feasibility of alternatives that provide for current and anticipated future utility needs while incorporating any necessary or desirable utility relocation into the park entry improvements, such as under-grounding. Alternatives shall include contingency for addition utilities, such as inclusion of surplus conduits/piping. Utilities shall include, but not be limited to, extension of the sewer line along State Highway 39 and annexation of the River Wilderness Park into Los Angeles County Sanitation District 22, similar extensions of potable water and natural gas services, as well as electrical, telecommunications, and broadband.
- 5.5. Design Development of Park Entry Improvements to 30% Construction Documents: Consultant shall base the proposed programming of site amenities, orientation and placement of uses, and focal points on the adopted Canyon Inn Site Plan, River Wilderness Park Master Plan, and associated planning reports. Using this information, Consultant shall conduct the design development necessary to begin production of construction documents. Specific task shall include:
  - 5.5.1. Meeting with agencies and other entities with regulatory, zoning, easement, utility, access, land use jurisdiction, or other interests in the project site to identify opportunities and constraints of potential program elements. For example, significant coordination is anticipated with Caltrans and the City of Azusa relating to roadway/highway improvements, and the connection to the Azusa Bike Path. Consultant shall prepare a permitting plan with a matrix/schedule of anticipated permitting requirements, and revised project timeline that incorporates regulatory permitting.
  - 5.5.2. Development of a design memorandum describing architectural elements and site furnishings through narratives, simple renderings, and photographs/illustrations of similar or actual structures. This memorandum shall also list a specific plant palette, and including phasing recommendation/alternatives and 'rough order of magnitude' cost estimates.

Plant palette shall be complimentary to that of the Special Use Area, and consistent with the Plant List for the San Gabriel River Watershed that is referenced and linked within Exhibit O (Bibliography). Plant selection guidance should also consider the Los Angeles River Master Plan Landscaping Guidelines, also listed in Exhibit O.
  - 5.5.3. As a final step in complete design development and following the submittal of the design memorandum, coordinate and facilitate design and review meeting(s) with

WCA staff, at the WCA offices, in order to solicit and incorporate the agencies comments.

- 5.5.4. Produce an initial construction document submittal package that includes a first plan sheet set, standard design details, a list of materials and suppliers, outline of specifications, and an initial cost estimate. Note that proposals should include an estimated outline of sheets to be included in the construction set.
- 5.6. 60%, 90%, & 100% Construction Documents & Plan Specifications: Consultant shall produce a complete design drawing package with all relevant design elements adequately detailed to allow for bidding and construction of the project. This process shall include 60%, 90% and 100% progress submittals to the WCA, as well as opportunities for plan alteration based comments provided by the WCA and Consultant provided value engineering recommendations.
- 5.7. Permit Support in Providing 'For Construction Drawing & Specification Package': Based on the permitting plan, Consultant shall assist the WCA through the entitlement process by preparing permit application, submitting 100% plan sets for review by permitting agencies, incorporating permitting agency comments, resubmitting plans as required, and coordinating the issuance of permits. This task will conclude in the submittal of a For Construction Drawing & Specification Package with wet-signed stamps.
- 5.8. Environmental Review & Document Preparation in Providing CEQA Clearance: Based on the overall development and operational concepts proposed within the El Encanto and Canyon Inn Properties (see Exhibits C through H), Consultant shall evaluate and recommend revisions to the current phasing approach of the River Wilderness Park development. Consultant shall then prepare an Initial Study (including updates or preparation of new technical reports) to identify potential significant environmental impacts for the entire RWP project. Note that some coordination with CRC is anticipated with regard to the Taylor Property, as to address proposed connections between the sites as well as the overall circulation of the River Wilderness Park. If potentially significant impacts are identified, Consultant shall employ avoidance and mitigation measures required to reduce impacts to be less than significant. Consultant shall then amend the existing MND (see Exhibit I) or prepare a new environmental document, and provide filing assistance to the WCA in obtaining CEQA clearance. Note that the WCA will be the Lead Agency.
- 5.9. Optional Task – Bicycle Underpass: Consultant shall incorporate the bicycle underpass alternatives within the park entry design development process, as well as carrying the element into the production of the construction package. The estimated fee for this task may include a contingency, however, such contingency should be accompanied by set rates for specific task.
- 5.10. Optional Task – Building with Restrooms & Concessionaire Space: Consultant shall incorporate the development of the café/restroom building into the park entry design development process, and subsequently incorporate this element into the production of the construction package. The architectural development of the building shall include full development of restrooms and a blank slate approach to the development of the concessionaire café space typical of a commercial rental space (i.e. some of the interior design elements and furnishings will be left for later development once a concessioner is under contract).

- 5.11. Optional Task – Bid Support: For the park entry improvements, Consultant shall assist the WCA in preparing and bidding the construction contract. Such assistances may include but not limited to preparing bidding instructions that incorporates a listing of all known work elements with the quantities and materials required to complete the project, providing addenda to construction documents, responding to bidder's questions, and attending a pre-bid meeting. Consultant shall also participate in bid evaluations and selection, supporting the WCA through the recommendation of awards, and attending a bid award meeting. The estimated fee for this task may include a contingency, however, such contingency should be accompanied by set rates for specific task.
- 5.12. Optional Task – Construction/Field Observations: Consultant shall conduct site visits in which to observe construction process, monitor for compliance with the final construction package, and make report to the WCA. Activities may include review and approval of submittals, monitoring of plant material delivered and as installed, attendance during placement of decorative landscape elements (such as boulders), answering RFI's and providing clarifications to and inspections of architectural and engineering elements. The estimated fee for this task may include a contingency, however, such contingency should be accompanied by set rates for specific task.
- 5.13. Abbreviated list of minimum deliverables:
- 5.12.1. Project kick-off meeting with WCA staff
  - 5.12.2. Site analysis memorandum for the park entry improvements, including any completed studies, such as traffic studies. This memorandum shall also identify the base data that was development for the design development process.
  - 5.12.3. Electronic submittal of all developed base data from the site analysis, provided in an editable format in which it was created (i.e. shapefiles, CAD drawing files, etc.)
  - 5.12.4. Draft signage design plan
  - 5.12.5. Final signage design plan
  - 5.12.6. Draft utility feasibility plan
  - 5.12.7. Final utility feasibility plan
  - 5.12.8. Electronic submittal of all developed utility data from the development of the utility feasibility plan, provided in the editable format in which it was created (i.e. shapefiles, CAD drawing files, etc.)
  - 5.12.9. Coordination meeting with agencies and other entities with regulatory, zoning, easement, utility, access, land use jurisdiction, or other interests in the project
  - 5.12.10. Permitting plan
  - 5.12.11. Project timeline incorporating regulatory permitting requirement

- 5.12.12. Design development memorandum for park entry and park improvements with plant palette, park entry phasing recommendations/alternatives, and 'rough order of magnitude' cost estimates
  - 5.12.13. Design development and review meeting with WCA staff, including meeting coordination and facilitation
  - 5.12.14. Design drawing package submittals at 30%, 60%, & 90%, reviewed at each step by the WCA and any applicable agencies with dissection over permitting and entitlement
  - 5.12.15. 100% construction document and plan specifications for park improvements, including electronic submittals and 5 hard copy submittals in full-sized drawing sets, with wet-signed stamps included as required by permitting agencies
  - 5.12.16. River Wilderness Park construction phasing recommendations
  - 5.12.17. Complete permit application for review and approval by WCA
  - 5.12.18. Submittal of 100% construction document and plan specifications to applicable permitting agencies
  - 5.12.19. Modifications and resubmittal of 100% construction document and plan specifications, as needed, based on permitting agencies comments
  - 5.12.20. Weekly permitting progress reports
  - 5.12.21. Final For Construction Drawing & Specification Package, including electronic submittals and 5 hard copy submittals in full-sized drawing sets, with wet-signed stamps
  - 5.12.22. Initial Study covering the River Wilderness Park Master Plan, see Exhibit C
  - 5.12.23. Environmental analysis, document update/preparation, and filing assistance necessary to provide CEQA clearance the River Wilderness Park Master Plan
- 5.14. Abbreviated deliverable list for optional services:
- 5.13.1. Bidding instructions that incorporates a listing of all known work elements with the quantities and materials required to complete the project
  - 5.13.2. As-needed addenda to the For Construction Drawing & Specification Package
  - 5.13.3. As-needed responses to bidder's questions
  - 5.13.4. Attendance at a pre-bid meeting
  - 5.13.5. Attendance at bid award meeting
  - 5.13.6. Field visits and reporting during project construction

6. **FEASIBILITY:** The Consultant will be responsible for determining the feasibility and cost of implementing the requested scope of services.

7. **SCHEDULE OF SERVICES:** After successful negotiations, award of contract, and contract execution, a Notice to Proceed will be issued for scope of services as required in this RFP.

8. **COMPENSATION:**

8.1. The consultant shall be compensated based on hourly labor fees and direct costs for materials and travel based on a not-to-exceed contract amount. Payments for the work accomplished shall be made upon verification and acceptance of such work by the Executive Officer or his designee. Additional information about compensation and invoicing is available in Exhibit K: Sample WCA Consultant Services Agreement with Insurance Alternatives.

8.2. Mileage for travel and material costs required to complete the Scope of Work shall be budgeted within the proposal work plan, and shall be incorporated into the not-to-exceed contract amount. WCA will reimburse the Consultant for mileage at its customary rate, currently at \$0.56 per mile. Reimbursable travel beyond budget amounts shall require advance approval from the WCA project manager. Per diem expenses are not reimbursable.

9. **SERVICES PROVIDED BY THE WATERSHED CONSERVATION AUTHORITY:**

9.1. WCA will provide access to all relevant data in its possession. However, WCA assumes no responsibility whatsoever with respect to the sufficiency or accuracy of any information supplied. The Consultant shall be responsible for evaluation of all information supplied by WCA.

9.2. The Consultant will have access to materials relating to the River Wilderness Park Project in possession of WCA including, but not limited to site planning and purchase reports for the River Wilderness Park properties; maps of easements and related property data; and any recently completed topographical surveys.

10. **PROJECT MANAGER:** The project manager is the person assigned by the WCA Executive Officer to oversee, direct, and coordinate this project and act as liaison to the other governmental departments and agencies. Mr. Romanek and the WCA Deputy Executive Officer, Deborah Enos are currently designated as the co-project managers.

11. **MANDATORY CONTENTS:**

11.1. Section 1 - Cover Letter

11.2. Section 2 - Table of Contents

11.3. Section 3 - Corporate Documentation

11.4. Section 4 - Statement of Qualifications and Experience

- 11.5. Section 5 – Methods and Approach
- 11.6. Section 6 - Work Plan
- 11.7. Section 7 - Acceptance of Terms and Conditions
- 11.8. Section 8 - Portfolio cut sheets, project references and project team resumes

## **12. SPECIFIC REQUIREMENTS FOR EACH SECTION OF THE PROPOSAL:**

- 12.1. Section 1: "Cover Letter" shall be a maximum two-page letter including the name and address of the organization submitting the proposal; whether the proposing firm is an individual, partnership, corporation, or joint venture; and the name, address, telephone number, and e-mail address of the contact person who will be authorized to make representations for the organization. Additionally, the cover letter should describe the proposers current workload and capacity/commitment to complete the requested scope of services in accordance with project schedules indicated by the proposed work plan.
- 12.2. Section 2: "Table of Contents" shall provide a clear overview of proposal content using page numbering.
- 12.3. Section 3: "Corporate Documentation" shall include relevant information regarding organizational stability and strength, including a description/statement of the organization (e.g. sole proprietorship, partnership, corporation, joint venture, etc).
- 12.4. Section 4 "Statement of Qualification and Experience." shall include, but not be limited to the following information:
  - 12.4.1. Designation of an experienced senior individual as the supervisor/administrator of the Consultant's staff who will be responsible for the delivery of services in accordance with the established Work Plan & Scope of Services.
  - 12.4.2. An annotated list of projects which indicates related experience.
  - 12.4.3. A list of references and respective phone numbers.
- 12.5. Section 5 "Methods and Approach" shall include the Proposer's approach to providing the project deliverables described in Section 5 of this RFP, the requested scope of services.
- 12.6. Section 6 "Work Plan" Provide a Work Plan for all services as outlined in Section 5 for this RFP. The typical Work Plan shall indicate activities in support of the services requested, including quality control reviews and participation of sub-consultants.
  - 12.6.1. Provide a Staffing and Resources Management Plan identifying specific tasks, milestones, number of hours and associated estimated costs required for each task. A sample Staffing and Resources Management Plan is included as Exhibit L. Inclusion of optional tasks are at the discretion of the Proposer.

12.6.2. Also provide a schedule of reports, meetings and/or presentations to the WCA based upon progress milestones. This schedule shall indicate the likely time duration in which the requested services could be completed.

12.7. Section 8 "Portfolio cut sheets, project references and project team resumes" shall include identification of principal staff members including major sub-consultants. Provide information on key individuals providing the offered services including relevant experience, education, past experience and projects.

**13. EVALUATION CRITERIA:** Proposals that are determined to be responsive to the services requested in Section 5 of this RFP and the mandatory requirements as indicated in Sections 2, 11 and 12 of this RFP shall be evaluated based on the following criteria:

13.1. SUMMARY OF SCORING

General Quality and Responsiveness of the Overall Proposal:

- ( 15 pts ) Recognition of overall concepts and objectives
- ( 10 pts ) Responsiveness to RFP requirements
- ( 20 pts ) Work plan and technical approach for all requested services
- ( 20 pts ) Fees & Budget associated with proposal

Statement of Qualifications and Experience:

- ( 10 pts ) Project Manager responsible for the delivery of services
- ( 10 pts ) Qualifications of personnel assigned to the project
- ( 10 pts ) Firm's experience with similar projects
- ( 5 pts ) Current workload and capability/commitment to complete the project

**14. EVALUATION PROCESS:** Proposals will be evaluated based on the criteria in Section 13. Scores will be averaged, and ranked. Top ranking proposal teams will be contacted for interviews within approximately one to two weeks of the proposal submission date. Interviews shall include a short presentation of the proposal by the Consultant team, followed by an opportunity for the WCA evaluation team to ask questions. Final selection will be based on the identification of the highest benefit to the WCA in providing the requested services. This determination will be established on a combination of experience and qualification, quality and quantity of proposed services, and associated cost, and will be based on evaluation scores and interviews.