



County of Santa Cruz

REDEVELOPMENT AGENCY

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TOM BURNS, AGENCY ADMINISTRATOR

January 29, 1999

Agenda: February 9, 1999

Board of Directors
County of Santa Cruz Redevelopment Agency
701 Ocean Street
Santa Cruz, CA 95060

ANNA JEAN CUMMINGS PARK REQUEST FOR PROPOSAL

Dear Members of the Board:

On July 23, 1998, your Board approved the Anna Jean Cummings Park Recreational Master Plan and directed staff to prepare plans necessary for permit review and ultimately to return to the Board with final plans for authorization to receive bids, with construction tentatively scheduled to begin in the spring of 2000. In order to complete the project on this time line and meet other Agency construction commitments, it is necessary to contract with an outside professional design consultant to complete the preliminary plans and construction documents.

In accordance with County code for contracting with design professionals for Level III contracts, the Board must authorize the proposed Request for Proposal (see Attachment 1) before it is sent to qualified firms. Following Board authorization of the Request For Proposal, staff will then invite the top pre-qualified firms to respond to the Request for Proposal and conduct interviews with those firms. The firms will be ranked based upon the interview and their response to the Request for Proposal. Agency staff will then negotiate a contract with the top ranked firm and return to your Board for contract approval.

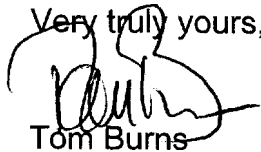
You will see from reading the RFP that the Agency will continue to function as the manager for the project, and in that capacity, will remain as the community contact for the project and will closely oversee the work of the landscape architect and civil engineers. Funding for the park design services costs are included in the approved 1998-1999 Redevelopment Agency budget.

It is therefore **RECOMMENDED** that your Board, as the Board of Directors for the Redevelopment Agency approve the attached Request for Proposal for the required landscape architectural design services for the Anna Jean Cummings Park.

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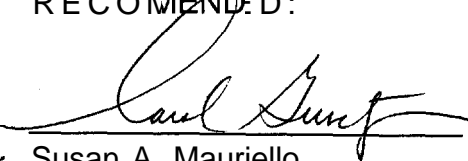
Very truly yours,



Tom Burns
Redevelopment Agency Administrator

TB: bl

RECOMMENDED:


for Susan A. Mauriello

Redevelopment Agency Director

Attachment

cc. RDA
POSCS

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**County of Santa Cruz Redevelopment Agency
Request for Proposals
Landscape Architectural Design Services
ANNA JEAN CUMMINGS PARK**

PROJECT INTRODUCTION AND BACKGROUND

Anna Jean Cummings Park is a 96 acre property located northwest of Soquel Village and owned since 1989 by the Santa Cruz County Redevelopment Agency. Over the last nine years the Redevelopment Agency has worked extensively with the Soquel community to prepare a land use plan for the property. In May of 1998, a Master Plan for Anna Jean Cummings Park was adopted by the Santa Cruz County Board of Supervisors. The primary goal of the master plan is to provide for broad community use of the property in a variety of activities including playing fields for youth and adults sports, as well as community and neighborhood park facilities such as picnic areas and play areas. These facilities will be constructed on 26 acres located west of Soquel/Old San Jose Road just north of Soquel High School. The remaining acreage has been set aside as open space and for future park use.

The lead agency on this project is the Santa Cruz County Redevelopment Agency. The Agency will continue to direct the project design and implementation and will oversee and direct the work of consultants hired to assist in the completion of the project design. Agency staff has a long history of working with the local community and continue to act as the primary contact with the community as well as reviewing agencies through the land use approval process and final design. A consultant is being hired at this time to provide design support and technical expertise to the in-house staff responsible for the project. This will require regular meetings with Redevelopment Agency staff. The consultant may also be requested to attend other meetings to provide design and technical support to the staff.

PROPOSAL REQUIREMENTS

The proposal shall include the following:

- A. Project Approach - A refined statement of your project approach with consideration of Scope of Work requirements, a review of the project site, and the additional information provided (the Anna Jean Cummings Park Master Plan report and Environmental Impact Report).

- B. Work Plan and Schedule - Based on the Scope of Work, a complete description of the services proposed and a schedule of work. Base the schedule for an application for land use permits by July 1999, Board authorization for bid in January 2000, and construction starting mid April 2000.
- C. Project Team Organization - Describe the project team organization and staffing plan indicating the line of responsibility of each member of the team throughout all phases of work and clearly indicating the project manager. Also identify the team member(s) responsible for interface and coordination with the County as described in the project introduction. Discuss how this team has worked together in the past on similar project(s).
- D. Please come to the interview prepared to address the following questions:
 - 1. Describe your firm's and your team's experience with the design and construction of park projects of a similar scale and scope.
 - 2. With review of the additional information provided, what do you see as the main technical issues associated with the design of this park project, and how would you approach resolving them?
 - 3. County staff will be working closely with the consultant and team throughout all phases of this scope of work. **How** do you propose to coordinate your team and work effectively with County staff?
 - 4. From your review of the project site and additional materials provided, discuss your approach and ideas for designing park improvements which reflect the park master plan, are compatible with the character of the remaining park property, and reflect the unique character of the Soquel community.

CONTRACT AGREEMENT

The County intends to award a contract with compensation based on an approved fee schedule, the total of which is not to be exceeded in performing the Scope of Work.

SCOPE OF WORK

The consultant will be responsible for developing preliminary plans required for the land use approval process and preparing construction plans and specifications required for competitive bidding of the project. This will include the following work products:

PHASE I - FINAL DESIGN PLAN

The purpose of Phase I work is to review existing plans and information and to refine the park master plan at a more detailed scale before proceeding with the development of preliminary construction plans required in Phase II.

- 1.01 Meet with the Santa Cruz Redevelopment Agency , Public Works Department, and Parks Department for project kick-off meeting. This meeting will encompass review of project goals, the park master plan, park program, maintenance and operation needs, project opportunities and constraints, and needs for additional reports or information. During this phase of work the consultant may need to meet frequently with staff to discuss detailed design of specific use areas and/or elements within the park design.
- 1.02 Submit (3) three copies of a Final Design Plan with cost estimate for review by the Redevelopment Agency. The cost estimate will be used for preparing the project budget and further detailed design of park amenities. Submit catalog cuts, details, or design suggestions for park amenities such as restroom buildings, shelters, gazebos, benches, etc.
- 1.03 Meet with Redevelopment Agency to review comments received on the Final Design Plan, cost estimate, and suggested park amenities and discuss requirements for Planning Submittal for Development Permit.

PHASE II -PLANNING SUBMITTAL FOR DEVELOPMENT PERMIT

- 2.01 Incorporate comments on the Final Design Plan into a Development Permit submittal for the County Planning Department. During this phase of work the consultant may need to meet frequently with staff to discuss detailed design of areas and/or elements within the park design and review progress of submittal documents. The following documents and/or information is required for submittal, but not limited to:
 - A. Cover Sheet with Vicinity Map and Statement of Concept, Design Goals, and Constraints.
 - B. Preliminary Reference and Layout Plan.
 - C. Preliminary Grading and Drainage Plan including Cut and Fill Calculations and Drainage Profiles.
 - D. Preliminary Erosion Control Plan per County Standards.
 - E. 3-D drawings of the park improvements.
 - F. Preliminary Planting Plan showing all proposed trees, shrubs, turf, and groundcovers.
 - G. Preliminary Irrigation Plan, with all irrigation sprinkler heads, mainlines, water connections, valves, etc.

- H. Plans and Elevations of Proposed Restroom/Concession/Storage Buildings, Picnic Shelters, and/or Gazebos.
- I. Color Board showing material colors for Buildings or Shelters.
- J. Revised Preliminary Cost Estimate.

Submit (3) three copies of the Planning Submittal to the Redevelopment Agency for review and comment.

- 2.02 Meet with the Redevelopment Agency to receive the comments on the Planning Submittal. Incorporate review comments into the Planning Submittal and submit reproducibles of Planning Submittal Drawings to the Redevelopment Agency. The Agency will submit the drawings to the Planning Department.
- 2.03 Meet with the Redevelopment Agency to go over any comments received on the Planning Submittal, and make necessary corrections for hearing at Planning Commission.
- 2.04 Attend hearing and provide assistance to Redevelopment Agency staff with presentation to Planning Commission.

PHASE III - CONSTRUCTION DOCUMENTS

- 3.01 The consultant will meet with the Redevelopment Agency, Parks Department and Public Works Department to go over any questions, concerns, or final design requirements. The consultant will prepare final construction plans(on AutoCAD release 14, compatible with release 13), specifications, and probable construction cost estimate, based on the following, but not limited to and incorporating any conditions set forth by the Planning Department or Commission. During this phase of work the consultant may need to meet frequently with staff to discuss detailed design of areas and/or elements within the park design.
 - A. Cover Sheet
 - B. Existing Conditions and Demolition Plan
 - C. Grading and Drainage Plan with cut and fill calculations, drainage profiles, utility locations, trench details, etc.
 - D. Construction Details
 - E. Restroom Building and/or Concessions plans, elevations, details
 - F. Erosion Control Plan
 - G. Irrigation Plan
 - H. Landscape Planting Plan
 - I. Construction Specifications (CSI Format)
 - J. Construction Bid Documents (Boiler plate supplied by County)
 - K. Construction Cost Estimate

- 3.02 Coordinate with the Redevelopment Agency any necessary and/or additional soils, geologic, fertility test required for completion of construction documents. The Redevelopment Agency will pay all costs for additional tests.
- 3.03 Redevelopment Agency staff will work closely with the consultant and review the construction plans as they are developed. The consultant will then submit (3) three sets of a 90% complete construction document package (items A thru K) for review by the Redevelopment Agency with consultation of the Parks Department and Public Works Department.
- 3.04 Meet with the Redevelopment Agency staff to receive the comments on the 90% completed construction documents to be incorporated into the final construction documents.
- 3.05 Submit final construction documents on reproducible mylars and also submit (4) four (4) sets of bluelines of the final construction documents wet signed by all consultants. Submit original CSI formatted specifications with County supplied general provisions and special conditions. Submit four copies (4) of the final probable construction cost estimate. Meet with County staff to submit the above documents and cost estimate.
- 3.06 Additional Meetings; the consultant may be required to attend up four (4) additional meetings as needed to coordinate the project design with others (eg. public artist).

PHASE IV - CONSTRUCTION

- 4.01 Attendance at Board of Supervisors Meeting for bid openings to review bids.
- 4.02 Attendance at pre-construction meeting.
- 4.03 County staff will perform the day to day construction administration and inspections. The consultant shall be available to clarify plans during construction, and address any technical issues, and review submittals. The consultant should propose any other construction administration services they consider appropriate during the construction phase.