CITY OF LIVERMORE
REQUEST FOR QUALIFICATIONS FOR PROFESSIONAL SERVICES
LANDSCAPE ARCHITECTURAL DESIGN SERVICES FOR
THE REDESIGN OF MILL SQUARE PARK
(CITY PROJECT NUMBER PT 12-016)

Introduction

The City of Livermore is seeking statements of qualifications from consultants possessing the skill and personnel to provide the City with professional design services for the redesign of Mill Square Park, an urban park in the center of the city's downtown.

This Request for Qualifications (RFQ) is intended to provide interested consultants with general information regarding the scope of services expected for a Professional Services Agreement (Agreement) to be awarded, and the proposal process (including selection).

Estimated Timeline and Required Response Dates

1/10/2014	Request for qualifications mailed to prospective consultants and posted for general solicitation.
2/3/2014	**Submittal Deadline** - Six (6) written, signed copies of the RFQ response enclosed in a sealed envelope labeled Landscape Architectural Design Services for Mill Square Park, Attn: Scott Lee, Senior Planner, at Livermore City Hall, 1052 S. Livermore Ave. Livermore, California 94550, on or before 5 p.m. ***Postmarks will not be accepted. Incomplete responses, late responses and/or responses not in compliance with the RFQ format and requirements will not be considered.***
2/17/2014	Finalists identified- Selection committee reviews proposals for compliance with the RFQ requirements for submittal, evaluates the consultant's qualifications, and reviews qualified proposals to identify finalists.
2/21/2014	Notifications sent to all responders.
3/10/2014	Finalist presentations to City's selection committee.
3/14/2014	Selection committee notifies top consultant for award of Agreement, and negotiates Agreement.
3/17/2014	Site visit with selected landscape architect, city staff, and selected artists.
April 2014	Agreement with top consultant presented to City Manager or City Council for approval.

I. DESCRIPTION OF PROFESSIONAL SERVICES

This Request for Qualifications is for consulting firms interested in providing landscape architectural services for the redesign of Mill Square Park.

Mill Square Park is a public urban park approximately 8,500 square feet in area located at the southeast corner of First Street and South Livermore Avenue (see attached location map). This location is recognized as the center of the city's downtown. The downtown is regulated by the Livermore Downtown Specific Plan (viewable on the City's website), which encourages an active, pedestrian-friendly environment. There are no historic resources or other resources requiring preservation in the park.

The park was the site of a gas station until the 1970s. The gas station was demolished, but contaminants remain in the soil. Chevron is currently in the process of remediating the contamination under the auspices of the Alameda County Environmental Health Department. The selected consulting firm will not be involved in the clean-up, but will be expected to work around the clean-up.

The City is planning to renovate the park with a new public art work as the centerpiece. The theme of the artwork is "Livermorium", a new element (symbol Lv and atomic number 116) named after the city of Livermore. The City is distributing a separate Request for Qualifications for an artist to create the public artwork. The selected landscape architect will develop three conceptual landscape plans for the park designed around the three selected finalists for the Livermorium artwork. After the final selection of the artist and artwork, the selected landscape architect will coordinate with the selected artist to ensure the design of the park is compatible with the public artwork.

The consultant will be responsible for the development and preparation of construction plans, specifications, and cost estimates suitable for bidding and awarding a construction contract in accordance with City of Livermore standards and procedures. The scope of services in general shall include:

- Geotechnical investigations needed for the design of any structures.
- Prepare an arborist report of all trees in the park, noting the species, size, and health of each tree.
- Civil engineering needed for drainage design and regulatory compliance.
- Electrical engineering for park lighting.
- Prepare three conceptual landscape plans designed around the three selected finalists for the Livermorium artwork.
- Meetings with City staff (Building, Engineering, Planning, etc.) to discuss function of the park, proposed structures, and preferences.
- Coordination with selected artist to determine the placement and integration of the art object in the park.
- Prepare Schematic and Design Development plans and cost estimates

- Prepare 90% and 100% Construction Documents with plans/specification and cost estimates. Consultant to use City's standard CSI boilerplate and general/technical CSI specifications.
- Incorporate or address all of City's comments for each design submittal
- Submit Building Permit application with wet-stamped drawings.
- Submit Complete Planning applications as required and present at Planning Commission and City Council meetings.
- Incorporate /address all of City comments as it relates to the Building permit. City shall pay for Building Permit and standard City processing/entitlement fees.
- Assistance during the bid phase (City will advertise/bid the project, Consultant to assist in responses for information and addenda if necessary).
- Construction Management support.
    - Material submittal review
    - Request for information review
    - Contract change order review
    - Assist in the inspection for specialty work, and/or other tasks as needed
    - Assist with punch list preparation
- Prepare as-built (record) drawings

The selected firm must have extensive knowledge of and capability in using AutoCAD to prepare drawings. All AutoCAD files provided to the City of Livermore are to be compatible with AutoCAD 2007, or the latest version of AutoCAD used by the City of Livermore.

Qualified consultants are requested to submit proposals to the City as provided herein and if successful, to execute the Agreement.

II. MINIMUM QUALIFICATIONS

Consultants must have substantial experience in providing the design services requested. Consultants must be currently engaged in the business of landscape architectural design services involving municipal park design (preferably of urban parks and civic spaces), and must have been engaged in this field for at least the past 5 years. Consultant is to verify their experience as the lead designer of similar landscape architectural design projects.

Consultant's personnel shall be knowledgeable in their areas of expertise. City reserves the right to perform investigations as may be deemed necessary to insure competent persons will be utilized in the performance of the contemplated services.

Consultant should be aware that in accordance with laws of the State of California, the consultant will, if awarded the Agreement, be required to secure the payment of compensation to its employees and execute the Workers' Compensation Certification.

Consultant is responsible for determining whether its services under the proposed Agreement, or its services rendered for any task assigned to it pursuant to the Agreement, requires the payment of prevailing wages to its agents, employees, and contractors for work related to that task.

Consultant agrees to accept award of the Agreement based upon the submitted proposal and execute the City's standard professional design services agreement if selected as the top candidate. It is the responsibility of each consultant, before submitting a proposal, to thoroughly examine the City's standard Professional Services Agreement attached to this RFQ.

More than one proposal from an individual, firm, partnership, corporation, or association, under the same or different names, will not be considered. If the City believes that collusion exists among the consultants submitting proposals, all proposals will be rejected. Proposals submitted after the due date and time will not be accepted.

III. FORMAT AND CONTENTS OF RFQ

Interested consultants are invited to respond by providing the information requested in this RFQ. Responses shall be in the form of a proposal, which defines any consulting services that the consultant proposes to offer to the City. The proposal should demonstrate the consultant's qualifications and understanding of the professional services requested and describe the services the consultant is able to provide.

At a minimum, the proposals shall comply with the General Conditions in section VIII and provide the following:

1. Be verified by the consultant before submission to ensure the proposal is accurate and satisfies the RFQ's requirements for submittal;

2. Be signed by a responsible officer for the consultant;

3. Acknowledge the consultant has reviewed the General Conditions in section VIII and agrees the proposal shall remain open for a minimum of 150 calendar days from the Submittal Deadline.

4. Acknowledge the consultant has reviewed the City's standard Professional Services Agreement attached to the RFQ and a statement that consultant agrees to sign the Agreement if awarded. If the consultant takes exceptions to the City's standard Agreement, which exceptions shall not be substantive in nature, Consultant shall provide comments and suggested modifications in the proposal.

5. Provide consultant company and proposed project team information as follows:

    - Office Location(s)
    - General employee numbers and classification
    - Licensed landscape architect, engineer, arborist in-house
    - Project Manager and key individuals who will be assigned to the project:
        i. Resumes
        ii. Statements of experience
        iii. Staff hourly billing rates
    - List of proposed sub-consultants, identifying their area of work and including their qualifications

6. Provide information of previous project experience related to a project type and size as the proposed Mill Square Park. The listing of project experience shall be for projects for which the consultant acted as the prime/lead consultant. Information shall include:

   - Names and location and value of projects
   - Name, address, phone number of client with name of contact person
   - Firm's history in performing work required and bringing projects within scope of work, schedule and budget. Include original budget and final cost of design and construction
   - Experience with design of municipal parks and civic spaces, particularly in a downtown location
   - Experience integrated public art in landscape design
   - Experience working with a public artist
   - Date and duration of project construction
   - Brief description of important features of project.
   - Photographs and/or drawings

7. Provide a summary of consultant's understanding of the scope services for this project.

8. Disclose any actual, apparent, direct or indirect, or potential conflicts of interest that may exist with respect to the firm, management, or employees of the firm or other persons relative to the services to be provided under the Agreement for services to be awarded pursuant to this RFQ. If a consultant has no conflicts of interests, a statement to that effect shall be included in the Proposal;

9. Provide contact information, including telephone, fax, and e-mail address.

Interested consultants shall deliver six (6) written proposals enclosed in a sealed envelope labeled Landscape Architectural Design Services for Mill Square Park, Attn: Scott Lee, Senior Planner, at Livermore City Hall, 1052 S. Livermore Ave. Livermore, California 94550, on or before 5 p.m. on **Monday, February 3, 2014**.

IV. SELECTION PROCESS/CRITERIA

In soliciting qualifications and proposals, it is the intent of the City to have the best possible service. The City reserves the right to act as the sole judge of the content of all responses. In addition, the City reserves the right to reject any or all proposals, and to waive irregularities in the selection procedures.

The City shall establish a selection committee in its sole discretion. The selection committee shall conduct an initial review of each proposal's qualifications to make sure they are timely and meet the minimum standards for consideration. The selection committee will then evaluate the qualified proposals to identify the best proposals as finalists.

A) Initial Review. After the submission deadline, the selection committee will perform an initial review of the proposals to ensure they comply with the requirements of the RFQ for submittal and consideration.

B) Qualifications Review. The selection committee will then consider the qualifications of the properly submitted proposals. Consideration will be given based on, but not limited to, the consultant's qualifications and past work performance of similar type and value, references from other entities similar to the City of Livermore, ability to meet the service criteria specified, possession of and ability to retain qualified personnel, possession of licenses and certifications, and reference checks.

C) Proposal Evaluation. The selection committee will then evaluate the strength of the proposals. At a minimum, the selection committee shall evaluate the proposals on the basis of the following criteria:

1. Familiarity with all aspects of professional services requested;

2. Experience of consultant's proposed project manager and key individuals on similar projects;

3. Staff availability, stability, past performance on similar projects, as well as qualifications and past performance of consultant's key personnel;

4. No personal or organizational conflicts of interest;

5. Minimal or no requested modifications to City's standard Professional Services Agreement; and

6. Overall quality of proposal.

D) Interviews/Discussions. The selection committee may then request the finalists to make an oral presentation as part of the selection process. If required, finalists must present their proposal to the selection committee in person. Presentations are to be conducted by the Consultant's proposed Project Manager for this contract. Regardless of whether a presentation is requested, the selection committee may conduct discussions with a finalist for the purpose of clarification to assure full understanding of, and conformance to, the RFQ.

E) Recommendation. The selection committee shall then recommend the top consultant to the City Planning Manager. The project manager will then issue a *Notice of Intent to Award* to the top consultant and transmit two original professional services agreement for the consultant's signature.

V. AWARD OF AGREEMENT

The top consultant shall, within ten calendar days from the date of the *Notice of Intent to Award*, provide the City with the following documents:

a. two executed originals of the Professional Services Agreement provided by the project manager*;*
b. insurance and endorsements acceptable to the City of Livermore;
c. proof of purchase of a City business license; and,
d. any other certificates required by the RFQ.

Agreements for professional services expected to exceed $100,000 a year, must be presented to the City Council of the City of Livermore for approval.

In the event the top consultant fails to return the documents to the City in a timely manner, the City may negotiate with another finalist or reject all proposals. The City also reserves the right to award more than one agreement depending upon the qualifications and strength of the proposals, for all or a portion of the services offered.

VI. *CONFIDENTIALITY AND NON-DISCLOSURE*

The City of Livermore recognizes that the proposals may include proprietary or confidential information. The City will take every reasonable precaution in protecting such information provided that it is clearly identified as proprietary or confidential on the page on which it appears. However, the City is subject to the California Public Records Act and must disclose records as required by the Act.

Proposals and pricing information submitted as a part of this RFQ will not be returned. The City reserves the right to reject any and all proposals.

VII. EXHIBITS

The following exhibits are included with this RFQ:

1. Standard Professional Services Agreement and insurance coverage requirements.

2. Location map of Mill Square Park.

3. Site photographs of Mill Square Park

VIII. GENERAL CONDITIONS

1. This RFQ does not commit the City of Livermore to execute a service agreement. The City reserves the right to accept or reject any or all proposals if the City determines it is in the best interest of the City to do so.

2. Proposals shall remain open, valid and subject to acceptance anytime within one hundred fifty (150) calendar days after the proposal due date and up to the end of the agreement period.

3. Proposals shall not be withdrawn or corrected after being opened. The City will not be responsible for errors or omissions on the part of consultants in preparing their proposals.

4. The City reserves the right to issue addenda or amendments to this RFQ.

5. In order to be considered, all proposals must be submitted in the manner set forth in this RFQ. It is the firm's responsibility to ensure that its proposal arrives before the specified Submittal Deadline.

6. This RFQ does not commit the City to pay any costs incurred in the preparation of a proposal in response to this request and consultant agrees that all costs incurred in developing this proposal are the consultant's responsibility.

7. The City reserves the right to award an agreement at this time for all or only some of the services requested.

IX. PROJECT ADMINISTRATION

All communications relative to this RFQ shall be directed to Scott Lee, Senior Planner, project manager for the City of Livermore prior to submission of a proposal. All questions relating to interpretation of the RFQ must be submitted in writing at least 7 calendar days prior to the proposal submission date and responses will be in the form of written addenda to the Documents posted on the City website. Questions submitted after this time period may not be answered.

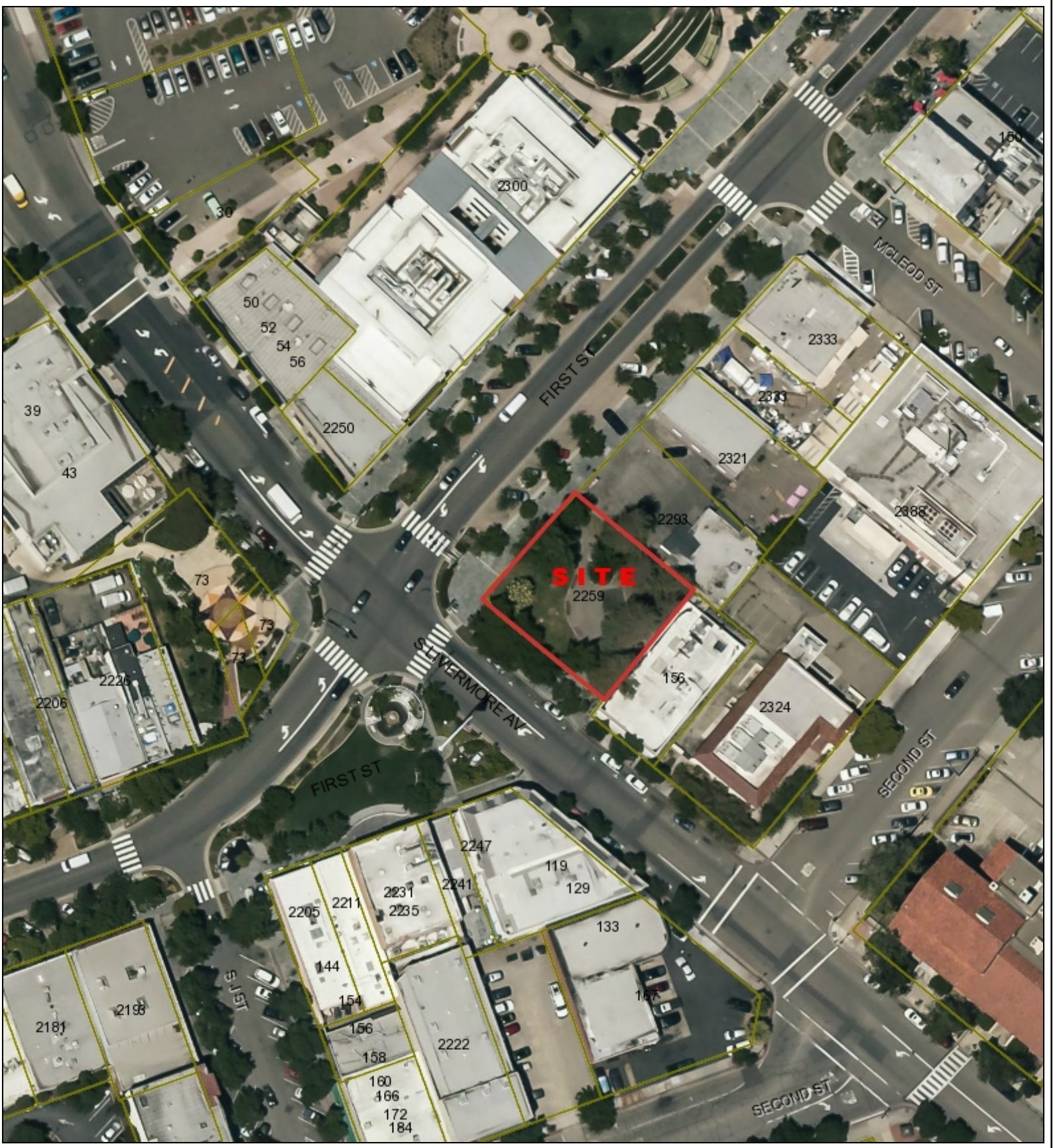
Scott Lee, Senior Planner
City of Livermore
Community and Economic Development Department
1052 South Livermore Avenue
Livermore, CA 94550

(925) 960-4473
sslee@ci.livermore.ca.us

X. WAIVER

By submitting a response to this RFQ, each consultant expressly waives any and all rights that it may have to object to, protest or seek legal remedies whatsoever regarding any aspect of this request, the City's selection of the top consultant, the City's rejection of any or all responses, and any subsequent agreement that might be entered into as a result of this request.

Mill Square Park Location Map



157.4 0 78.69 157.4 Feet

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Livermore IT, GIS Services

1: 944

This map is based on City of Livermore GIS Information and reflects the most current information at the time of this printing. The map is intended for reference purposes only and the City and its staff is not responsible for errors.