



**REQUEST FOR PROPOSAL (RFP)**  
For  
**DESIGN & COMMUNITY ENGAGEMENT FOR  
NEW & RENOVATED CITY DOG PARKS AND SPORTS FIELD  
12/2/15**

The City of Menlo Park invites qualified consultants to submit proposals for engagement of park users in the design development process for several park amenities. Consultants shall have prior community engagement and design experience on similar projects.

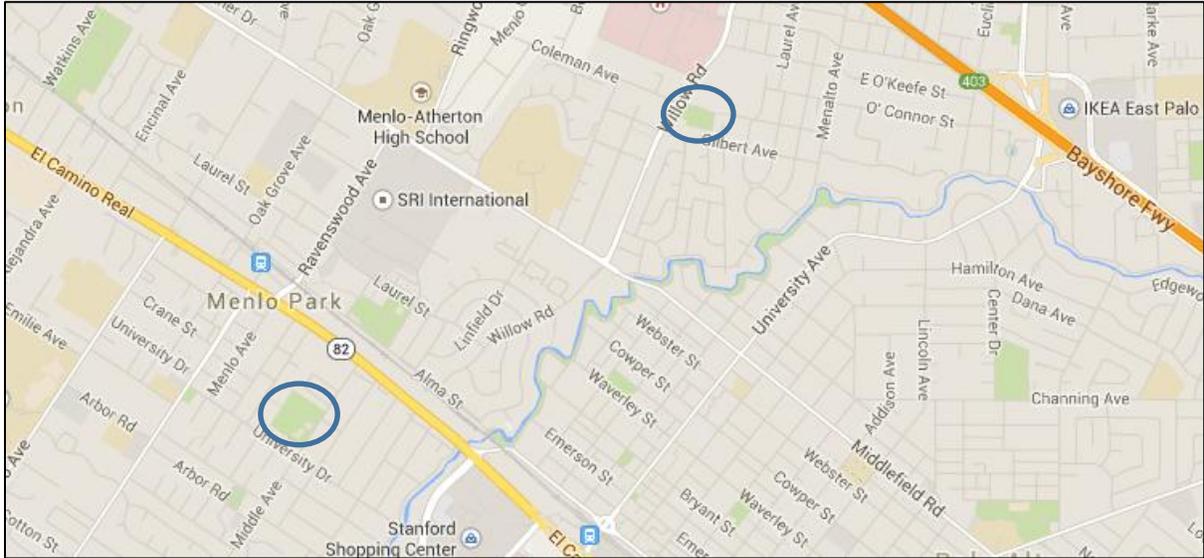
## **INTRODUCTION**

The City of Menlo Park currently maintains several heavily used parks. With increasing development of residential housing the City has received significant contributions to its park in-lieu fund and its 5-year Capital Improvement Plan now includes multiple projects in three parks. The Public Works Department is requesting proposals from multi-disciplinary consultant firms or teams that would include a community engagement consultant, park designer, landscape architect, architect, civil engineer and/or other professions. The firm or team would develop design options, support the work of the City's Community Services (Parks) department in obtaining input from park users, create plans and specifications for bid and provide bid award and construction support.

Firms may submit proposals for one or more of the projects listed below. Separate cost proposals should be submitted for each project. The City may select different consultants for different projects.

## **PROJECTS**

1. Nealon Park: Sports Field Sod & Irrigation System Replacement (See Attachment A)
2. Nealon Park: Dog Park Relocation & Improvements (See Attachment A)
3. Willow Oaks Park: Dog Park Renovation (See Attachment B)



### Budget

To provide approximate indication of size and complexity of each project, the City's 5-year capital plan anticipated cost are listed below. They include complete project delivery, including consultant design, commission review where necessary, permits, bid, award, construction, testing, and inspection approval processes.

1. Nealon Park: Dog Park Relocation & Improvements, \$250,000
2. Willow Oaks Park: Dog Park Renovation, \$250,000
3. Nealon Park: Sports Field Turf & Irrigation System Replacement, \$250,000

### Dog Park Projects

The objective of the dog park projects is to redesign and construct them to improve pet socialization and provide additional amenities. Options should include:

1. Americans with Disabilities Act (ADA) accessibility.
2. Water & site drainage:
  - a. Drainage to ensure no pooling of water during winter months,
  - b. Water fountains for people and dogs,
  - c. Cleaning and maintenance of the park.
3. Artificial turf, decomposed granite, or other all-weather dog play surfaces:
  - a. Water efficient irrigation,
  - b. Long-wearing under dog-play use; turf should hold up under heavy use,
  - c. Comfortable and inviting for dogs, and their owners (adults and children),
  - d. Dry, paved standing areas for dog owners,
  - e. No visible dirt area; all surfaces should be decomposed granite, turf, artificial turf, mulch, or other all-weather, synthetic surface.
4. Signage for dog park, rules and regulations, and scheduled maintenance times.
5. Garbage and recycling collection containers matching the City's standard containers, easily accessible from the dog park and the street for weekly pickup.
6. Dog waste bag exchange area or bag stand near trash containers for convenient pickup.
7. Perimeter fencing consistent with park design, with double entry gates and other gates wide enough for maintenance equipment access (to be locked to public use).

Additional amenities to be considered:

1. Latched spring or magnetic closure on entry and exit gates.
2. Environmentally friendly building materials/maintenance features.
3. Shade Structures that:
  - a. Provide UV protection for pet owners,
  - b. Require minimal maintenance (e.g., solid structure),
  - c. Located on the interior and exterior of the dark park,
  - d. Cover standing areas,
  - e. Add design and style elements to the parks.
4. Special signage or pavement treatment, such as dog paw prints, leading to the dog park gates
5. Night lighting to provide park character. Current dog park hours are dawn to dusk.
6. Advertisement/donation board/box: allow owners to post up advertisements, events, etc. to the community; enclosed to prevent rain damage.
7. Seating: interior and exterior of the park for socialization between owners.
8. Water feature for dog play
9. Dog training equipment/facilities or training class areas
10. Concession area for mobile dog grooming, pet adoption van, mobile veterinary services, or vendor sales

### Sports Field Sod & Irrigation System Replacement

After the dog park projects are complete, the current ball field turf at Nealon Park needs to be replaced. It was installed in 2002 and has been subject to uneven wear which has created irregular grades and required annual patching with new sod. The irrigation system does not fully cover the field, and has required increased maintenance. The City would like to consider replacement of the irrigation system if natural turf is selected.

The existing sod needs to be removed, the correct grades restored, the irrigation system expanded and/or adjusted, and new field surfacing installed. Due to drought conditions, the City is considering artificial turf. However, at least two artificial field surface options, plus grass, need to be presented, along with their relative construction, maintenance and water usage costs. Costs associated with grass may include a new water connection to increase water pressure. Costs associated with artificial turf may include the purchase of special equipment to maintain it. The surface will need to meet rentable softball field standards, City water efficient landscape ordinance (WELO), and drought regulations. Redesign of the softball field or its location is not anticipated. The field needs to remain operational during softball season. The options will be vetted by City staff and the public through the engagement process.

### SCOPE OF SERVICES

The scope of services for each, separate project shall include the following tasks. Some projects may be separated by type and may follow separate timelines.

#### TASK I: DEVELOP CONCEPTUAL DESIGNS

- A. Provide two different design concepts for each park. Include explanations for locations and amenities.

- B. Publish and incorporate feedback from City Staff and the public meetings on 11/10/15.
- C. Complete a separate engineer's construction estimate for each design.
- D. Provide an annual maintenance cost estimate for each design.
- E. Provide an annual water use and cost estimate where applicable.
- F. Provide a separate construction timeline estimate for each design.
- G. Work with Staff and the public to narrow the design options to one design per park.
- H. Obtain approvals for chosen design from Public Works Director and Community Services Director. This includes providing 50% construction plans and a preliminary construction cost estimate for review them. It may also include a revised plan in response to their comments.

#### TASK II: FACILITATE COMMUNITY ENGAGEMENT

- A. Coordinate and support Community Services (Parks) staff in engagement with the public.
- B. Conduct separate outreach for each project (Nealon Park sports field & dog parks, Willow Oaks dog park)
- C. Outreach shall include:
  - i. Identify Stakeholders for each park
  - ii. Conduct outreach to invite stakeholder individuals and organizations to answer surveys, allow presentations at their regularly scheduled group meetings (school parent, HOA, Congregations, business groups, etc.) and attend City-Commission and other public meetings.
  - iii. Participate in two community meetings for each project (e.g., general community meetings). Additional Parks and Recreation Commission, Planning Commission, and City Council meetings may be required so proposals should include a separate per meeting cost.

#### TASK III: PLANNING SUBMITTAL AND REVIEW

- A. After design is approved by City Engineering and Community Services (Parks) staff and the public, the consultant will provide all materials required for Planning submittal. This includes but is not limited to
  - a. Development permit application,
  - b. Data sheet,
  - c. Project description,
  - d. 75% plans,
  - e. Color and materials board, perspective renderings, photographs
  - f. Fees
  - g. All other items listed in the Planning submittal guidelines found here: <http://www.menlopark.org/DocumentCenter/Home/View/241>
- B. Consultant shall revise and resubmit plans and other items in the application packet in response to City Planning staff comments.
- C. Consultant shall present proposals to the Planning Commission for e projects.
- D. Because the use of the project dog parks are not changing, the City assumes CEQA environmental clearance will not be required. These projects are categorically exempt under Class 4, Section 15304(b).

#### TASK IV: BUILDING PERMIT SUBMITTAL AND REVIEW (if required)

- A. Upon approval by the Planning Staff and Commission, submit a full building permit application, including 95% construction plans and all required reports and calculations. Please see the Building Division website and specifically, the *Documents Associated*

*with a complete Plan Submittal*, for a complete list of items that may be required.

<http://www.menlopark.org/132/Building-Division>

- B. Consultant shall revise and resubmit plans and other items in the application packet in response to City Building comments.
- C. Submit a final construction cost estimate to the Engineering Division.

#### TASK V: BID DOCUMENTS

- A. Consultant shall provide 100% plans, specifications, and estimate of probable construction costs.

#### TASK VI: OTHER DOCUMENTS

- A. Consultant shall submit a preliminary maintenance manual to the Public Works Parks and Building Maintenance Supervisors for review and comment.

#### TASK V: BID AWARD & CONSTRUCTION SUPPORT

- A. Answer bidders questions
- B. Provide up to two addenda, if necessary
- C. Review submittals

### **TENTATIVE SCHEDULE**

The consultant is expected to propose a detailed timeline for each project which should include the dates on which the consultant expects to start the project; deliver draft design options and budget cost estimates; participate in the community meetings; deliver 50% plans, Planning Commission submittals (75% plans), Building Permit submittals (95% plans), specifications, construction cost estimates and all other materials.

The timeline should assume the following estimated dates:

- 12/8/15: Publication of RFP
- 12/18/15: Questions due to City
- 12/21/15: Pre-proposal conferences at each park  
(9:00 Willow Oaks, 9:45 Nealon and 10:30 a.m. Jack Lyle)
- 1/11/15: Proposals due by 4:00 p.m.
- 1/18/15: Consultant selected
- 1/26/16 or 2/2/16: Proposal approved by Council (over >\$25k)
- 2/9/16: Notice to proceed

### **PROPOSAL CONTENT**

The proposal shall respond to each item outlined below within the specific format described. Please limit response to information requested. Supplemental brochure information will not be accepted.

1. Letter of Interest:
  - Maximum of two (2) pages. Must include which projects the firm is interested in performing. Letter must be signed by principal-in-charge.
2. Project Team:
  - Identify key personnel proposed for this project, including Principal-in-Charge.

- Include resumes for key personnel and their experience on comparable projects
3. Experience:
- Provide a listing of current and/or completed representative projects (at least three) including project name/location, brief description and results, completion date, project costs, client name and contact, client address, and contact telephone number.
  - Consultants shall describe their experience with design and construction of artificial turf surfaces for baseball fields, irrigation system replacement, dog parks and public restrooms.
4. Scope of Work:
- Describe your detailed approach and methodology for completing the tasks described in this RFP
  - Include details on the processes necessary for providing the deliverables described in this RFP
  - List items that will be needed from the City of Menlo Park staff and expected review turn-around time
  - Provide specific information regarding your proposed team's ability to start the project immediately after the anticipated award date of this proposal
  - Provide a detailed project timeline for each project, including milestones for the consultant deliverables and City review
5. Price:
- Provide a statement of proposed cost for each separate project. Cost shall include all work to be performed and all costs for which the contractor expects to be paid, divided according to the tasks and deliverables enumerated above
  - Provide proposed hourly billing rates for all key personnel
  - Provide cost per additional meeting.

The proposal must be received before **January 11, 2016 at 4:00 p.m.** The proposal must be submitted electronically in PDF form via email to Virginia Parks at [ykfparks@menlopark.org](mailto:ykfparks@menlopark.org).

### **SELECTION PROCEDURE**

- A. All proposals received by the specified deadline will be reviewed by the City of Menlo Park for content, completeness, qualifications, and experience. After those firms deemed the most qualified are selected, further evaluation and interviews of the selected firms may be conducted as part of the final selection process. However, the City of Menlo Park reserves the right to complete the selection process without proceeding to an interview phase, and may choose to select based upon information supplied in the proposal. The City reserves the right to award all, some or none of the projects to individual consultants.
- B. The following criteria will be used in the evaluation of responses to this request for this Request for Proposals:
1. Responsiveness to the RFP, proposed methodology and timeline to complete project, breadth and depth of response
  2. Experience with similar projects

3. Satisfaction of prior and current clients (references provided and other references may be contacted)
4. Price (*The lowest bidder may not be selected. Price is only one factor of the overall selection process*)

C. For further information, please contact: Virginia Parks at [vkfparks@menlopark.org](mailto:vkfparks@menlopark.org)

### **PROPOSAL QUESTIONS AND PREPROPOSAL MEETING**

Questions regarding the proposal are due by **December 18, 2015 at 4:00 p.m.** to be submitted by email to Virginia Parks at [vkfparks@menlopark.org](mailto:vkfparks@menlopark.org). Voluntary pre-proposal meetings are scheduled for **December 21, 2015, 9:00 a.m. at Willow Oaks, 9:45 a.m. at Nealon and 10:30 a.m. at Jack Lyle.**

### **INSURANCE REQUIREMENTS**

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

- Commercial liability insurance: \$1,000,000 for injury to, or death of one person in any one accident or occurrence; for injury to, or death of more than one person in any one accident or occurrence; \$1,000,000 per occurrence for damage to property.
- Automobile liability insurance: \$1,000,000 for each occurrence combined single limit or \$1,000,000 for any one person, and \$1,000,000 for any one accident, and \$300,000 property damage.
- Worker's compensation and employers' liability insurance: limits as required by Labor Code of the State of California and employers liability limits of \$1,000,000 per accident;
- City shall be named as an additional insured on contractor's insurance policy. Contractor shall provide City with a certificate of insurance coverage evidencing said coverage, including a copy of all declarations of exclusions, prior to commencing work. To the full extent permitted by law, contractor agrees to defend, indemnify and hold City, its employees, agents and officers harmless from any and all claims, damages and liability in any way occasioned by or arising out of the contractor's negligent performance of services under this agreement, breach of contract or construction defects arising out of contractor's work.

### **Attachments**

- A. Nealon Park and Projects
- B. Willow Oaks Park and Projects

## Attachment A – Nealon Park and Projects



Figure 3 – Nealon Park

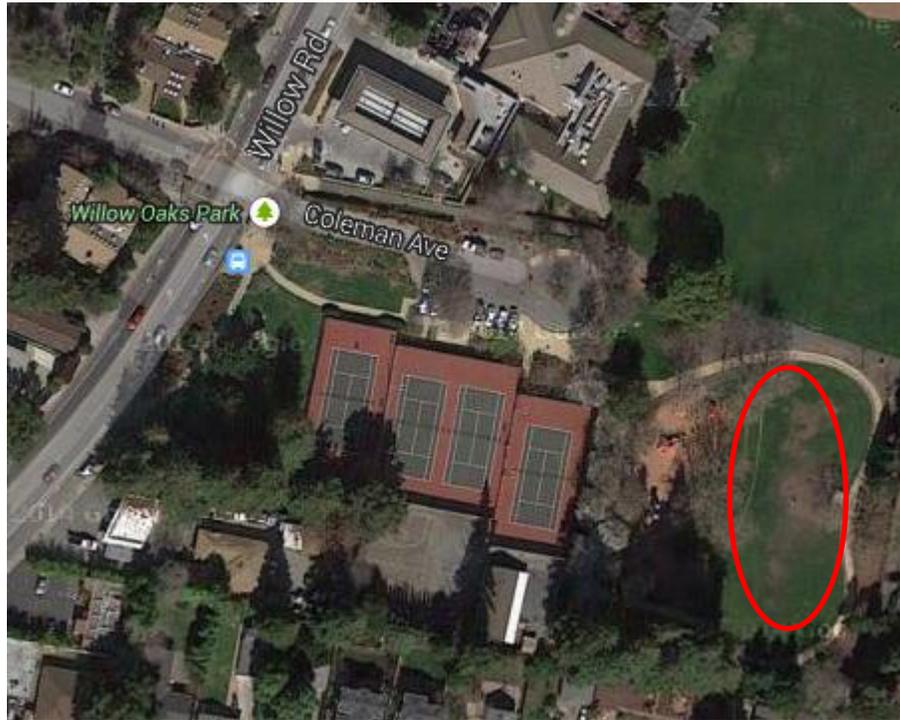
**The two proposed dog park sites, selected by public engagement process, are circled in blue. The sports field is circled in red and is not an option for the dog park location.**

### Nealon Park

Located at 800 Middle Avenue in Menlo Park, west of El Camino Real, Nealon Park includes tennis courts, softball, picnic, and playground areas. The area currently designated as a dog park is the outfield of the enclosed softball field at the back of the park. Due to the conflict of use with the softball field dog owners may only use the dog park from 8:00 am to 10:00 am, Monday through Friday. The area has the capacity for approximately 50 dogs of all sizes to socialize and run off-leash. The park also has a community center building, which is fully leased to Little House, a private social service agency. Nealon Park is open dawn to dusk. The park has public restroom facilities, which are open from 7:00 a.m. to 10:00 p.m. daily.

It is expected that a new fenced area will surround the dog park. If space allows, the City would like the new Dog Park to have separate enclosures for large dogs and small dogs. Additional seating or picnic amenities may be added to Nealon Park, or additional space within the park may be redesigned in order to better serve non-dog-park users.

## Attachment B – Willow Oaks Park and Projects



*Figure 4 – Willow Oaks Park Dog Park  
The existing dog park area is circled in red.*

### Willow Oaks Park

Willow Oaks Park is located on Willow Road at Coleman Avenue, adjacent to Willow Oaks School and is 2.6 acres in size. The park is open from dawn until dusk daily and currently has a dedicated dog park area which is fenced and has a double gate; a playground; tennis court; open play field and public art display. The dog enclosure has no water, seating or shade. Dogs of all sizes use the Park together and, while the City plans to continue this use at present, a design which would allow future separation into two areas, for large and small dogs, is desirable.