

Request for Proposals

**Design Services for
Burton Park Batting Cages**



**City of San Carlos
Parks & Recreation Department
600 Elm Street
San Carlos, CA 94070
(650) 802-4421**

Issue Date:
Thursday, January 14, 2021

**Deadline for Submission:
Wednesday, January 27, 2021, 4:00 pm**

Request for Proposals

Design Services for Burton Park Batting Cages

1. INTRODUCTION

The City of San Carlos invites professionals to submit a response to the Request for Proposals (RFP) for the replacement of batting cages at Burton Park, located at 900 Chestnut Street in San Carlos (cages located on Woodland Avenue side of park). Funding for the Batting Cage replacement project is currently funded in the Capital Improvement Program (CIP) budget for this fiscal year and staff wishes to expedite this project and keep it moving forward.

2. BACKGROUND

In recent years, there has been a decline in the integrity of the batting cage foundation and adjacent tree roots are lifting the concrete, creating an unsafe playing surface. The City has received funding support from the Parks and Recreation Foundation of San Carlos, in partnership with Premia Capital developers.

The City wishes to demo existing structure, fencing and concrete, and move the new batting cages (double cages) approximately 20-30 feet from existing location and away from adjacent trees. Arborist reports have been conducted to assess the condition of adjacent trees and recommendation is to excavate existing concrete by hand to minimally disturb the adjacent trees.



3. THE PROJECT

The proposed project, at a minimum, should include the following:

- Perform site investigation;
- Perform geotechnical investigation;
- Participate in review meetings, with at least one on-site meeting with staff;
- Participate in outreach and community meetings;
- Prepare 65% submittal and bid set submittal level construction documents (plans, specifications, and engineer's estimate);
- Provide bidding and award assistance;
- Provide construction administration (i.e., review of submittals, requests for information, and contract change orders);
- Prepare Building Department permit submittal;

- Project close-out; and
- Prepare as-built drawings

4. PROJECT BUDGET

Funding for the Batting Cage project at Burton Park is funded in the current fiscal year in the Capital Improvement Program budget.

5. PROPOSAL SUBMITTAL REQUIREMENTS

- A. **Cover Letter:** Signed by an authorized representative of the firm committing to provide the services in accordance with all Project requirements.
- B. **Project Understanding and Approach:** Brief summary or narrative delineating the general understanding of the Project and the approach the firm believes is most appropriate to complete required work.
- C. **Firm Qualifications:** Professional experience and qualifications of the firm and sub-consultants.
- D. **References:** Please provide a minimum of three references for projects of similar scope.
- E. **Project Schedule:** Provide an estimated project timetable. Work must commence within 14 days of executed contract.
- F. **Fee Proposal:** The elements of the fee proposal shall include the following:
 - i. A not-to-exceed lump sum for Basic Services.
 - ii. An itemization of the expected level of services to be provided by each sub-consultant, including hours of work and corresponding fees.
 - iii. An estimated fee for customary Reimbursable Expenses to be invoiced separately and considered as professional services.
 - iv. An hourly rate schedule, valid for a period of twelve (12) months following the contract execution date, for each member of the firm who will be working on the project.

The fee proposal will not be used as the sole selection criterion. In negotiating a contract with the successful firm, refinements to fee, scope and schedule will be jointly determined.

6. PROPOSAL SUBMITTAL GUIDELINES

- A. Proposals shall be delivered via email to Amy Newby, Parks & Recreation Director, anewby@cityofsancarlos.org no later than **4:00 PM, Wednesday, January 27, 2021**.
- B. All questions prior to deadline shall be directed to Amy Newby, Parks & Recreation Director by email at anewby@cityofsancarlos.org. Please submit all questions no later than Friday, January 22, 2021.

9. PROPOSAL EVALUATION AND CONTRACTOR SELECTION

City representatives will evaluate all proposals to determine responsiveness to this RFP. The panel will recommend selection of a Consultant for final approval and negotiation of a contract based on the criteria noted.

During the selection process, the evaluation panel may wish to interview Consultants. Interviews will be for clarification purposes only. No new material will be permitted at this time.