

Request for Proposals (RFP)
City of Albany, CA



Landscape Design Services
Ohlone Greenway

Issue Date: September 15, 2015

Deadline for Submissions: October 19, 2015 (4:00 PM)

BACKGROUND

The Ohlone Greenway is a bicycle and pedestrian path that runs directly beneath elevated BART tracks beginning at Ohlone Park in Berkeley and continuing through Albany, El Cerrito and Richmond. The path is not only a highly used commuting corridor it is a recreation destination and urban trail that weaves together a number of parks and green spaces. BART recently completed a seismic upgrade to the tracks. The work that was performed to upgrade the tracks caused heavy damage to the landscaping and hardscape along the Ohlone Greenway. BART worked with Cities to repair and improve the damaged areas. As a result of this work, Albany's section of the Greenway now has a bicycle and pedestrian path, new lighting system, street tree demonstration areas and improved landscaping.

At the time of the BART project and through the planning process for improvements, the Community requested additional elements to be included on the Ohlone Greenway, but due to lack of funding only the items listed above were included in the plan. Items requested by the Community include a modern fitness trail, fruit and nut trees, bocce courts, improved seating areas, public posting spots, public art, landscape improvements and interpretive signage.

QUALIFICATIONS

Through this Request for Proposals (RFP), the City of Albany is seeking proposals from qualified Landscape Design firms to develop a detailed concept plan for improvements and amenities of Albany's 8.89 acre portion of the Ohlone Greenway. The proposals should clearly demonstrate qualifications, experience, approach to landscape architecture design, specifications and estimates.

The preferred consultant will have extensive experience planning and designing urban, multi-use trails and must demonstrate an understanding of the recreational, non-motorized transportation, environmental and urban design opportunities provided by the Ohlone Greenway as well as time and financial constraints. The City of Albany intends to pursue an expeditious scoping, design, and implementation schedule to best take advantage of available funds, and thus is seeking innovative, cost-effective solutions for the project.

The City of Albany intends to compare and evaluate all qualifying submittals and select the most qualified firm based on proposal content, responsiveness and price.

This is a Request for Proposals only and should not be interpreted as a solicitation for services or as a contract for services. Submittals should be comprehensive, concise, and directly responsive to the goals and format as outlined in this RFP.

ADDITIONAL INFORMATION

This project is funded with Measure WW, the Regional Open Space, Wildlife, Shoreline and Parks Bond Extension approved by voters in November 2008 for local parks and recreation projects. The East Bay Regional Park District is responsible for the oversight and administration of the funds.

The project budget is \$100,000.

Construction management assistance to the City may be requested as an additional service.

SCHEDULE FOR RETENTION OF CONSULTANT

- September 15, 2015: Call for Request for Proposals
- September 29, 2015: Pre-proposal/walk thru meeting from 3:00–4:30 pm
- October 19, 2015: Request for Proposals due by 4:00 pm
- October 26, 2015: Consultant interviews (Time, TBD)
- November 16, 2015: City Council Consultant Contract Awarded

SCOPE OF WORK

1. **Planning:** The Consultant will work directly with City Staff and receive input from the Parks and Recreation Commission and the community in the planning of the design.
2. **Design Development:** The selected firm will prepare concept plan documents sufficiently detailed to include cost estimates of the proposed improvements and be equivalent to approximately 100% PS&Es. A 35% PS&Es will be required for BART approval. The plan shall incorporate public safety, environmental (including creeks, stormwater and habitat), landscape, urban design, recreational, non-motorized transportation, and ADA-access improvements.
3. **Public Presentations:** Four (4) presentations at public meetings will be required as part of this contract.
4. **Meetings with City Staff:** Approximately four (4) meetings with City staff.

SUBMITTAL INSTRUCTIONS

Proposals may be submitted in person at the City Clerk's office, or by mail, AND must be received at the City Clerk's office **by 4:00 pm, October 19, 2015.**

CITY HALL

**ATTENTION: CITY CLERK
1000 SAN PABLO AVENUE
ALBANY, CA 94706**

Interested firms shall submit three (3) copies and digital/electronic format of the proposal, in a sealed envelope. The proposal should include the following:

Letter of Interest: Address your (or your firm's and/or team's experience) in planning and developing Multi-Use Bicycle Facility and/or Linear Park Plans. Emphasize both planned and built projects.

Proposed Schedule, Scope, Deliverables and Budget with Staffing Levels: Provide discussion regarding your suggested work plan and approach to developing the Plan as well as staffing levels by task. Include a budget with a list of hourly rates for proposed personnel by tasks. Please assure that the scope is commensurate with the project budget.

Resumes of Project Manager and other Personnel: A project manager must be designated and be the principal contact for the City. Provide the specific experience of personnel, including subcontractors, who will participate in the project, with three references each.

REGISTRATION OF INTENT TO SUBMIT PROPOSALS

Interested parties are requested to contact Chelle Putzer at cputzer@albanyca.org to register their intent to respond to the RFP. Registration ensures that any modification to the RFP process can be transmitted as quickly as possible to all interested parties. A written confirmation of registration will be sent by email within two business days. If you do not receive a written confirmation, or have any questions regarding the RFP, please contact Chelle Putzer at (510) 559-7218. It is the responsibility of the respondents, before submitting a response to the RFP, to ascertain if the City has issued any notices, clarifications, addenda, or other communications to responders. Oral explanations or instructions from City staff shall not be considered binding on the City.

GENERAL CONDITIONS

1. Any material clarifications or modifications to the RFP or the selection process will be made in writing and provided to all recipients of the RFP.

2. The City reserves the right to:
 - Waive minor irregularities.
 - Modify or cancel the selection process or schedule at any time.
 - Negotiate with the second choice Respondent if it is unable to negotiate an acceptable contract with the first choice Respondent within a reasonable period of time.
 - Reject any and all proposals, and to seek new proposals when it is in the best interest of the City to do so.
 - Seek any clarification or additional information from Respondents as is deemed necessary to the evaluation of a response.
 - Judge the veracity, substance, and relevance of the Respondents' written or oral representations; including seeking and evaluating independent information on any of the Respondents' worked cited as relevant experience.
 - Contract with separate entities for various components of the services.

3. All expenses related to any Respondent's response to the RFP, or other expenses incurred during the period of time the selection process is underway, are the sole obligation and responsibility of that Respondent. The City will not, directly or indirectly, assume responsibility for such costs except as otherwise provided by written agreement.

4. The professional will be required to sign the City of Albany's standard Agreement for Consultant Services (ACS) and meet the City's Insurance Requirements (IR), a copy of the agreement and insurance requirements are available upon request. The contract for the performance of these services will provide that: (i) the consultant will perform its services at the direction of the City in a manner consistent with State law and City policies; and (ii) the consultant will be subject to the State law and the City's conflict of interest policies.