



Request for Proposal  
To provide design services for Bay Trail

Richmond Redevelopment Area 11-A  
South Shoreline (Marina District)

Deadline for Submittal  
5-29-09  
3:00 PM

**A signed unbound original and five bound copies of each proposal must be provided.**

A pre-proposal meeting will be held at 10 am May 12, 2009  
City of Richmond Housing Conference Room

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**Richmond Community Redevelopment Agency  
1401 Marina Way South  
Richmond, CA 94804  
(510)307-8140, Fax: (510)307-8149**

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## 1. PROJECT OVERVIEW

The Richmond Community Redevelopment Agency (“Agency”) is requesting proposals from landscape architects (“Consultant”) to provide design services for a portion of the Bay Trail in Richmond’s South Shoreline area (“Bay Trail”). It is anticipated that a landscape architect together with electrical and civil designers will form a design team to respond to this request. Consultant will take design lead and coordinate the document set and prepare the specifications for the project.

The Bay Trail section is about 1.5 miles long (map attached), starting from Vincent Park heading east along the Marina Bay shoreline passing Shimada Park and terminating at the Regatta Blvd. This meandering path is primarily used by pedestrians and bicyclists. The path has varying widths, ranging from 8’ to more than 10’, and is generally located between residential units and the Marina Bay shoreline. The proposed work is part of the improvements suggested in the Marina Bay Neighborhood Landscape Management Plan (“Plan”).

Perfect for walking or biking, the Richmond Marina Bay segment of the San Francisco Bay Trail leads visitors along a string of parks connected by a glistening shoreline with panoramic views of the bay. Only a few yards from Richmond homes, the parks offer encounters with gulls, terns, plovers, whimbrels, avocets, coots and ducks along the shore and in the nearby salt marshes. Highlights include markers along the trail that reveal the rich history of the many African Americans and others who flocked to Richmond during World War II to fight the war on the home front. Another highlight is the Rosie the Riveter memorial in Marina Bay Park.

The RFP is available for download through the following web address:  
<http://vendors.planetbids.com/Richmond/QuickSearch.cfm>

## 2. SCOPE OF SERVICES

### 2.1 Scope of Work

The design scope of this RFP is divided into three tasks

- Removing and replacing small sections of asphalt trail, grading and compaction, rebuilding shoulders with class II aggregate and stabilized decomposed granite paving and slurry sealing the Bay Trail.
  - The Bay Trail has existing bollard lights however; the lights between Shimada Park and Regatta Blvd are of a different type of lights from the standard light in the Plan. Work scope includes removal of these
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bollard lights and foundations and replacing them with Plan standard bollard lights. Design consideration is to include electric service upgrade to the bollard lights as well as design elements incorporated to prevent wire theft.

- Develop landscaping and irrigation plans in conformance with the Plan to provide drought resistant plants that are compatible with the Bay environment and the irrigation system to support them.

The successful Consultant will prepare bid documents for the work on the Bay Trail as described above. Construction documents will be based upon the results of the meetings and input of the City/Agency staff with the design team and will consist of drawings and specifications. Consultant will also assist the City/Agency in reviewing the installation during construction. The final drawings will show enough details that competitive bids could be provided for construction work. Similar requirements apply to the specifications. Consultant will provide progress bid documents for review and comments. At least one 50% set and a 90% set of documents shall be submitted for review during the design process prior to the preparation of the final construction documents.

Time is of the essence on this project as construction is anticipated to start this coming Summer with the work completed before end of 2009. Consultant is to ensure that there are no problems during the design process and to report and justify any delays that would impact the construction schedule.

## 2.2 Compensation

Consultant shall advise the Agency in writing of the scope of work to be provided and the cost of and estimated time to perform services as provided below. Consultant shall not proceed to perform any such services until Agency and Consultant have established a project cost, a completion schedule, a period of performance and the Agency has given its written authorization to proceed.

## 2.3 Ownership of Documents

Title to all final documents, including but not limited to drawings, specifications, data, reports, summaries, correspondences, photographs, computer software ( if purchased on the Agency's behalf), video and audio recordings, software output, and any other materials with respect to work performed shall be provided to Agency upon completion of the work. Any information obtained by the Consultant as a result of performing the services shall become the property of the Agency and shall not be released to others without prior written consent from the Agency.

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## 2.4 Other Requirements.

- Consultant shall provide the Agency with assurance that a continuity of personnel shall be maintained.
- The selected firm must secure a City of Richmond Business License prior to starting work.

## 3. **FORMAT OF PROPOSAL**

The proposal submission may not exceed fifteen (15) single-sided standard sized (8½" x 11") pages. Minimum font size of 12 point required. The page limit does not apply to resumes (appendix), project schedule (appendix), one-page table of contents, any folder, or cover. Each page must be numbered. Costs for preparing and submitting a response to this RFP are entirely the responsibility of the Consultant.

The proposal content shall include a cover letter, a conflict of interest disclosure, and a summary of qualifications and experience as well as a design schedule and costs proposal as described below.

### 3.1 Cover Letter

Summary – Provide a brief summary of the firm's proposal contents, emphasizing qualifications and capabilities of the Consultant and any subconsultants, if appropriate. The summary should indicate an understanding of design services required for performance.

City Ordinances Compliance – Include a statement on how Consultant complies with or has provided good faith effort to comply with the City of Richmond's Business Opportunity Ordinance (Chapter 2.50), Local Employment Program Ordinance ((Chapter 2.56), and Living Wage Ordinance (Chapter 2.60). Indicate where the work is to be performed. Provide a breakdown on percentage of costs per consultant and subconsultants that complies with the above categories. If the work is to be shared among firms or different offices, then identify the locations and the work to be performed in each office. Identify key personnel assigned to work on the project who live in the City of Richmond.

Signature and Contact Information – The cover letter shall be signed by the Consultant's Project Manager who is authorized to negotiate and contractually bind the firm with the Agency regarding the requested services. The Project Manager shall be the main contact with the Agency for technical and contractual issues, and shall be responsible for the direction of day-to-day progress. Provide the telephone number, e-mail address, and office location of the Project Manager.

### 3.2 Conflict of Interest

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The Consultant shall disclose and list any financial, business, or other relationships with the Agency and City of Richmond (“City”) that may have an impact on the outcome on the required for performance of the project. A potential conflict of interest includes, but is not limited to, work related to contracts with other City and Agency departments, other municipalities, local land developers, current clients, and other parties who may have a financial interest in the outcome of the project. At the Agency’s discretion, a potential conflict of interest may be waived or factored into final award decisions and/or a modified scope of work.

### 3.3 Qualifications and Experience

Summarize the qualifications and relevant experience for the consultant firm and any subconsultants. The following items will be included:

Summary – Provide a summary of the firm’s overall capabilities, history, recent and related experience, and expertise. The proposed relationships among all key personnel and support staff that are expected to provide engineering services should be identified. Provide information on the firm’s experience related to the project’s scope of work. Provide information on the firm’s current work load, facilities, resources, and experience that clearly demonstrate its ability to successfully complete the project.

Reference Projects – Provide a list of similar reference projects that the proposed key personnel have completed in the last three years. The projects listed should be similar or the same as the project’s scope of work. The references should include 1) Project description and location, 2) Description of services provided, 3) Budget and schedule performance, 4) Key personnel involved and subconsultants employed, and 5) Client name, contact person, and current phone number and e-mail address. Should the Agency not reach a contact person with the contact information provided, then the reference will not be considered in the proposal evaluation.

Primary Reference Project – In addition to the information requested of a reference project as described above, provide a description in more technical detail of at least one primary reference project. The primary reference project should demonstrate working knowledge and experience regarding the preparation of similar projects. Describe the approach and methodology used, including any equipment or special software. Describe any supplemental tasks that are deemed necessary or recommended, which enhanced outcome, reduced cost, or expedited delivery. Identify how quality control was performed and provide a percentage of time that was devoted to this function related to work effort and products.

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**Resumes** – Provide a resume in the appendix for each of the proposed key personnel focusing on relevant experience and the assigned function of each key person. Provide information related to the project’s scope of work. Similar information is required for each subconsultant utilized, if any, and the approximate percentage of their contribution. The proposal should include a statement describing the firm’s commitment of the individuals proposed to perform the requested services.

**3.4 Schedule of Costs and Fees**

Each proposal shall include, in a separate sealed envelope, two copies of the Consultant’s schedule of costs and fees. Each such proposal must provide a cost matrix broken down by project task and the number of person-hours per task including staff title and hourly rate. The schedule of costs and fees shall include current fee schedules, personnel wage rate sheets and other costs. The firm shall provide specific hourly rates for each class of employee, specialist, and/or subconsultant. The specific rates of compensation are to include an hourly breakdown, direct salary costs, salary additives, indirect costs, and fixed-fee or profit. Other direct costs should be set forth as independent cost items. The schedule of costs and fees shall include a separate itemization of any additional costs, such as mileage, printing, postage, and other reimbursable expenses.

<b>Sample Cost Matrix</b>	<b>Staff 1 Hours</b>	<b>\$XXX/hour</b>	<b>Staff 2 Hours</b>	<b>\$YYY/hour</b>	<b>Staff 3 Hours</b>	<b>\$ZZZ/hour</b>	<b>Cost Per Task</b>
Project Task 1	20	\$X	30	\$Y	20	\$Z	\$XYZ
Project Task 2	40	\$X	20	\$Y	25	\$Z	\$XYZ
Project Task 3	10	\$X	20	\$Y	80	\$Z	\$XYZ
Project Task 4	40	\$X	80	\$Y	90	\$Z	\$XYZ
Consultant Subtotal							\$XYZ
Subconsultant 1	Description 1						\$XYZ
Subconsultant 2	Description 2						\$XYZ
Subconsultant 3	Description 3						\$XYZ
Subconsultant Subtotal							\$XYZ
Additional Cost 1	Description 1						\$XYZ
Additional Cost 2	Description 2						\$XYZ
Additional Cost Subtotal							\$XYZ
<b>GRAND TOTAL</b>							<b>\$XYZ</b>

**3.5 Project Schedule**

Provide a project schedule based on project tasks associated with the schedule of costs and fees. Include milestone deliverables and meetings.

## 4 CONSULTANT SELECTION PROCESS

### 4.1 Schedule of RFP Events

May 1, 2009	<b>Release of RFP</b>
May 12, 2009 10AM	<b>Pre-proposal Meeting – City of Richmond Council Chambers 1401 Marina Way South</b>
May 29, 2009 3PM	<b>Proposals Due</b>
June 5, 2009*	<b>Notification of Top Proposals</b>
June 11-12, 2009*	<b>Interviews by Selection Panel</b>
Early July 2009*	<b>Consultant Recommendation/Agency Board Meeting</b>
Mid July 2009*	<b>Execution of Contract Following Board Approval</b>

*\*Dates are tentative and subject to change depending on the volume of proposals*

### 4.2 Objectives

The Agency's overall objective is the selection of a highly qualified Consultant to perform the project work at a reasonable cost. Within this overall objective, it is also the Agency's intent that:

- The selection process be fair and open;
- The selection of the Consultant be based on clearly stated objective criteria;
- Consultant firms' proposals be evaluated by a qualified evaluation committee.

### 4.3 Selection Process and Evaluation Criteria

The Consultant selection process is divided into three broad phases:

- The selection process starts with the receipt of proposals from interested firms.
- The proposals are reviewed by an evaluation committee using the "Proposal Rating Matrix" to determine the most responsible responsive bidders and to make a recommendation regarding award of a contract.
- The evaluation committee's recommendation is forwarded to the Agency Board for approval to proceed with the contract, at the Board's sole and absolute discretion.

### 4.4 Proposal Rating Matrix

The following Proposal Rating Matrix will be used by an evaluation committee to rate the proposals.

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PROPOSAL RATING MATRIX

Firm: \_\_\_\_\_

Date: \_\_\_\_\_

CRITERIA	WEIGHT	SCORE	COMMENTS
1. Proposal Format	1		
2. Experience of Project Team	2		
3. Management Approach to Project	2		
4. Experience of Project Personnel	2.5		
5. Special Resources of Project Team	1		
6. Ability to meet schedule	1		
7. Adequacy of Local Employment and Business Opportunity Measures	0.5		

TOTAL: \_\_\_\_\_

RATED BY \_\_\_\_\_

4.5 Submission of Proposal and Pre-Proposal Meeting

Firms interested in submitting proposals pursuant to this RFP must provide a signed original and five copies of their proposal addressed to:

James Branch  
Richmond Community Redevelopment Agency  
1401 Marina Way South  
Richmond, CA. 94804

Proposals are due at the Agency front desk by 3:00 PM Friday, May 29, 2009. Prior to the May 29 deadline, a combined site visit/pre-proposal conference for prospective consultants is scheduled for 10:00 a.m., Tuesday, May 12, 2009 at the Housing Conference Room at 1401 Marina Way South, Richmond, CA 94804. This conference is not mandatory but strongly recommended. The purpose of the conference is to inform

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prospective Consultants and subconsultants of the proposal and the Richmond local employment and business opportunity requirements and to ensure that interested Consultants know what will be required of them. A site visit will commence immediately after the conference.

## **5. GENERAL TERMS AND CONDITIONS**

**5.1** Limitations All facts and opinions stated herein are based upon available information and no representations or warranties are made with respect to their accuracy or completeness.

This RFP and the selection process shall in no way be deemed to create a binding contract, agreement or offer of any kind between the Agency and Consultant. If the Agency selects a consultant pursuant to this RFP, any legal rights and obligations between the successful team, if any, and the Agency will come into existence only when an agreement is fully executed by the parties, and the legal rights and obligations of each party shall at that time be only those rights and obligations which are set forth in the agreement and any other documents specifically referred to in that agreement.

Each Consultant submitting proposals in response to this RFP agrees that the preparation of all materials for submittal to the Agency and all presentations are at the Consultant's sole cost and expense, and Agency shall not, under any circumstances, be responsible for any costs or expenses incurred by any candidate. In addition, each Consultant agrees that all documentation and materials submitted in response to this RFP shall remain the property of the Agency and may be used by the Agency for any reason whatsoever. In accordance with California law relating to access to public records, the City and Agency may be required to publicly disclose all submitted information and materials to third parties requesting such information.

**5.2** Award. The Agency reserves the right to accept or reject any or all proposals, to alter the selection process in any way, to postpone the selection process for its own convenience at any time for any reason whatsoever, to waive any defects in any proposal, to issue a new RFP at any time, or to hire any consultant it deems appropriate in its sole and absolute discretion within or outside of the RFP evaluation process.

**5.3** Federal, State and Local Laws. As part of the RFP process, the selected Consultant will be required to comply with all applicable federal, state and local laws, including the City of Richmond's Nondiscrimination Ordinance (Chapter 2.28), Business Opportunity Ordinance (Chapter 2.50), Local Employment Program Ordinance (Chapter 2.56), and Living Wage Ordinance (Chapter 2.60), if applicable. Please contact the City Attorney's office for further information regarding the above requirements.

Pursuant to Richmond Municipal Code Section 2.52.315 (c)(2), the list of competing team will be disclosed only after contract award by the Agency Board.

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