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REQUEST FOR PROPOSALS FOR DESIGN SERVICES FOR THE BAINBRIDGE PARK ENHANCEMENT PROJECT, PWP-00096

Questions Due By:

5:00 p.m.
August 15, 2023

Proposals Due By:

2:00 P.M.
August 25, 2023

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RFP Available:

<https://www.city.fortbragg.com/government/requests-for-proposals-bids>



INTRODUCTION

The City of Fort Bragg is seeking proposals from qualified firms to provide Professional Landscape Architecture and Engineering Design services and Construction Documents for the Bainbridge Park Enhancement Project.

The Bainbridge Park Enhancement Project includes various new amenities as well as rehabilitation of existing features, including:

- The Construction of a new multi-use pavilion with electrical and water access
- Construction of (up to) 105' X 70' fenced, artificial surface soccer pitch w/lights
- New public art and landscaping throughout the park
- Master lighting control system and new lights
- Full Renovation of the 11,000sf playground with new equipment and ADA surfacing
- Camera System for Park
- Minor Cosmetic or Maintenance Upgrades for Existing Bathroom Facilities
- Incorporate Existing Drainage into the Park Layout

The City is currently under contract for the replacement of the playground equipment, as it was too old to keep in use for the duration of the enhancement project. The playground will not be included in this scope; however, the ADA surfacing of the play area is to be included.

The City has received funding from the California State Parks Program Grant (SPP Prop 68). The total park budget, which includes all hard and soft costs, shall not exceed \$2,241,000. All deliverables prepared by the selected consultant shall conform to the SPP Prop 68 Guidelines.



Figure 1: Concept Level Site Plan



AGENCY DESCRIPTION

The City of Fort Bragg is located approximately 165 miles north of San Francisco and 188 miles west of Sacramento, with a population of about 7,000. Fort Bragg is a general law City, with a five-member City Council and operates under the Council-Manager form of government. The Council appoints the City Manager, who appoints other City officials and is charged with overseeing the City's daily operations.

The City provides a wide range of services to its residents including public protection through the Police Department, the construction and maintenance of streets and infrastructure, water service, community development, financial management, and administrative services. Special Districts and Joint Powers Authorities (JPAs) under the jurisdiction of the City provide emergency services, fire protection, wastewater treatment, and redevelopment services throughout the City. The City employs approximately 60 regular full-time employees. During the busy tourist season, the City traditionally hires temporary employees for parking enforcement and maintenance of City streets and parks.

After nearly half a century of volatile economic change imposed by industrial downsizing, Fort Bragg seeks to emphasize placemaking via its outstanding natural setting, the historic areas within the community, and an engaged Arts and Environmental community. Within its civic structure, the community is actively working to 1) participate in creative placemaking emphasizing the Arts as one means to innovate to connect residents and the natural surroundings; and 2) integrate tools to maintain Fort Bragg's greatest natural asset, the beautiful coastal environment. The City of Fort Bragg is a small community with a very involved public. The incorporation of the Arts and the inclusion of community input will be key facets of a successful park design.

PROJECT BACKGROUND

The City of Fort Bragg owns and maintains the Harold O. Bainbridge Park located at 350 N. Harrison Street. Within the Park, there is one playground. The Wiggly Giggly Playground is the only City-owned playground available to our community's young children and it is the only public playground between Leggett and Caspar. In addition to the playground, the park offers many activities for people of all ages to enjoy, including tennis courts, a basketball court, and picnic areas. The park is located within a residential neighborhood with other notable neighboring land uses including the Fort Bragg Library and the Central Business District two blocks away. The total park site to be developed is 1.4 acres.

Between 2014 and 2016, a Bainbridge Park Master Plan was prepared which should be used by the consultant to provide direction and implementation strategies for the development of the Park Enhancement Project. Since the completion of the plan, one major modification was approved by City Council with input from the community regarding the need for the installation of two artificial turf soccer fields. Figure 1 (above) represents the community input from the Master Plan and the inclusion of the soccer fields.

Currently, underway, the City Council approved a 2023 contract with GameTime and a local contractor to replace the Playground, as it was too old to keep in use for the duration of the enhancement project. The playground will not be included in this scope; however, the ADA surfacing of the play area is to be included. The feel and theme of the surfacing should reflect the playful elements incorporated in the new play equipment.



SCOPE OF WORK

The intent of this Request for Proposals (RFP) is to secure the services of a qualified Landscape Architecture and/or Engineering Design consultant to conduct design-engineering services for the Bainbridge Park Enhancement Project. Services shall generally include the following tasks:

1. Project Management
2. Data Gathering and Analysis
3. Investigations
4. Preliminary Design
5. Final Design and Contract Documents
6. Support During Bid Period
7. Support During Construction

The following Scope of Services is provided as a guideline and is intended to identify the City's expectations and requirements associated with the Final Design effort. Consultants may suggest modifications to the proposed Scope of Services and are encouraged to expand the scope to include additional and/or optional tasks if deemed necessary to execute and facilitate the final design of the Project. At a minimum, the following specific tasks are to be included in the proposed Scope of Services.

Task 1 – Project Management

- Prepare and lead the Project kick-off meeting with the City to discuss and review the following:
 - Project background, goals, constraints, and approach
 - Project reporting/communication protocols/coordination
 - Project schedule
 - Critical/High Priority Scope
- Provide electronic project design schedule (baseline and monthly progress updates) in searchable pdf format. The schedule should incorporate a minimum 3-week period for each City submittal review.
- Schedule and lead regular coordination and progress meetings with the City. Consultant shall prepare agenda, meeting minutes, and presentations (as necessary) for all meetings for the duration of the project.
- **Deliverables:** Consultant shall submit all meeting agendas and presentations to the City at least two (2) days before meetings, and all meeting minutes shall be submitted within five (5) working days following each meeting. City comments shall be incorporated, and final minutes published for distribution and record.



Task 2 – Data Gathering and Analysis

- Gather, review, and understand information on the City’s previous planning and design efforts for the Project, including a detailed review of all associated reference documents.
- Conduct field visits, inquiries, and investigations to acquire and review all relevant records of existing and proposed utilities including review of record drawings, property boundaries, and right-of-way, environmental and geologic information, as well as to document physical conditions, features, and constraints within the Project area.
- Acquire mapping, record drawings, and relevant information (aerial, utility, topographic, geologic, environmental, etc.) from City, County, USGS, and other agency sources and compile the base map.
- Review the conditions of the existing park space and the best options and ways to integrate the proposed enhancements.
- Review PG&E service needs and coordinate to ensure sufficient services for all new park lighting.
- Collect citizen input through online surveys and one in-person meeting to provide public engagement for the project. Ensure public credibility of the proposed amenities and alignment with the Park Master Plan.
- Complete an independent review of all provided reference documents to either confirm the design recommendations or suggest alternatives. Alternative recommendations shall be identified and discussed early in the design. At a minimum, consultant review shall include the following:
 - Potential environmental concerns
 - Potential utility conflicts and concerns
 - Hydrology Concerns
 - Preliminary Design Recommendations and Architectural Renderings
- Meet with City staff and discuss standards, expectations, project approach, and results of data gathering and analysis.
- **Deliverables:** Consultant shall summarize the results of this task into a Technical Memorandum (TM) and submit it as one (1) electronic copy (searchable pdf), for City review. City comments shall be incorporated into the final technical memorandum.



Task 3 - Investigations

Task 3.1 Surveying and Utility Potholing

- Using field topography methods, prepare a topographic survey of the area of work including grades, utilities, site boundaries, trees, fencing, etc. The task includes establishing horizontal and vertical control. The deliverable will be a 10-scale digital base map showing spot elevations, contours, and all existing surface and underground features identified by record drawings and field surveys.
- Define the quantity and location of utility potholing efforts required for the final design, including potholing the existing utilities in the immediate vicinity of the park as needed. Upon the City's review and acceptance of the Consultant's proposed utility potholing plan, all utility potholing efforts shall be coordinated with field surveying and final base mapping efforts.
- **Deliverables:** Results of all surveying activities shall be incorporated into the final contract documents. The results of all potholing activities shall be summarized in a report or technical memorandum submitted to the City. Submit one (1) electronic copy (searchable pdf) for City review. City comments shall be incorporated into the final report or technical memorandum.

Task 3.2 Geotechnical Investigation

- Review background information including readily available geotechnical reports, geologic maps, and aerial photographs. The design firm's geotechnical engineer shall perform subsurface exploration to evaluate the current geotechnical conditions and analyze soil samples. Perform geotechnical laboratory testing and prepare a report presenting a summary of the field and laboratory data. The report shall include geotechnical recommendations for earthwork/site preparation, design and construction of foundations, flatwork, drainage, and other pertinent geotechnical considerations for construction.
- **Deliverables:** Consultant shall summarize results and recommendations into a report. City comments shall be incorporated. One (1) electronic copy of the final geotechnical report shall be submitted. The results of the geotechnical investigation shall be incorporated into the final contract documents.

Task 4 – Preliminary Design

- The Consultant shall provide preliminary designs for all proposed project elements based on the results from tasks 2 and 3, including the following:
 - Multi-Use Pavilion Design and Location
 - Benches, Sidewalk, Signage, and BBQ Areas (as needed)
 - Soccer Pitch Design and Location
 - Public Art throughout the Park
 - Landscape Planting and Irrigation Design
 - Master Lighting Control System and New Lights
 - Camera System for Park



- Poured ADA-Compliant Surface for the Playground Area
- Minor Cosmetic or Maintenance Upgrades for Existing Bathroom Facilities
- Incorporate Existing Drainage into the Park Layout
- During preliminary design, prepare concept renderings for the proposed new facilities. The renderings will consist of bird's eye views and street views of the proposed park layout including representative landscaping and individual park elements such as the new pavilion and soccer pitch.
- Complete a lighting analysis for the proposed lighting improvement plan to ensure lighting is sized correctly and appropriately illuminates surroundings.
- Complete a preliminary plant evaluation and planting plan in accordance with City planting standards.
 - The Prop 68 guidelines required consultation with California Conservation Corp (CCC) to determine whether elements of the project could be implemented with their services. The Ukiah CCC determined their Corps members could assist with landscaping.
- Upon completion of the architectural renderings and preliminary (30%) design drawings, the consultant shall conduct a preliminary design review meeting to present the preliminary design recommendations and architectural renderings to city staff. All comments from city staff shall be incorporated into the final design.
- Provide a minimum of two City Council presentations with renderings of proposed facilities and proposed options based on public feedback provided in Task 2. Virtual attendance at Council presentations is an option. All proposed layouts will be presented for City Council and public approval before proceeding with the final design.
- **Deliverables:** All preliminary architectural engineering renderings shall be provided to the City. Plans, specifications, and engineer's estimates shall be submitted at 30% design level for City review. The consultant shall submit plans, specifications, and construction cost estimates; in searchable pdf files.

Task 5 – Final Design and Contract Documents

- The principal design components of this project include all proposed project elements based on the results from Tasks 2 and 3 and listed above Task 4.
- Consultant shall prepare Contract Bid Documents consisting of detailed design plans and specifications. The plans shall include (at a minimum):
 - General plans
 - Grading plans
 - Drainage & Storm Drain Plans



- Erosion control plans
 - Architectural Plans
 - Landscape planting and irrigation plans
 - Plumbing plans
 - Mechanical plans
 - Structural plans
 - Lighting and Electrical plans
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- The consultant shall prepare complete specifications, including General Provisions (provided by the City), Technical Specifications, and detailed Bidding Sheets including estimated costs.
 - Contract Documents, including detailed design plans and specifications, shall be prepared in accordance with the City Standards.
 - Specifications shall include a detailed anticipated sequence of work. The sequence of work shall include sequencing for all demolitions and all construction phasing requirements as necessary for the proper construction of all proposed park facilities.
 - Specifications shall include reference to Prop 68 implementation guidelines including the required coordination with CCC for landscaping.
 - Coordinate with all local utilities and agencies including electric, television, gas, water, sewer, etc. for utility locations. All existing and proposed utilities shall be identified on the plans. Locate, identify, and show City facilities and appurtenances on the drawings, including storm drains, sewer lines, force mains, vaults, manholes, and other appurtenances. Final contract documents shall include a final electrical utility plan of service approved for construction.
 - **Deliverables** – Plans, specifications, and engineer’s estimates shall be submitted for City review at the 60%, 90%, and 100% progress levels. At each design level, the consultant shall submit electronic searchable copies of all documents. The 100% submittal shall include three (3) full-size plan sets signed by a California Licensed Landscape Architect or Licensed Engineer.

TASK 6 – Support During Bid Period

- During the bid period, the Consultant will respond to bidder requests for information (RFI), attend pre-bid meetings to respond to bidder’s questions, document questions and responses, and prepare addendums or bulletins if necessary.
- **Deliverables** - Responses will be in memorandum format and returned to the City along with the initial requests for information (RFI). The City will forward the information to the plan holders and bidders.



TASK 7 – Support During Construction

- Consultant will provide construction support services requested by the City on a time and materials basis.
- **Deliverables-** During the construction period the Consultant will respond to contractor’s RFI, attend construction meetings if requested by the City, review contractor’s submittals, and make design modifications.

REFERENCE MATERIAL AVAILBLE

- Bainbridge Park Master Plan
- SPP Prop 68 Grant Submittal and Guidelines
- California Conservation Corps Consultation Agreement
- Playground Mater Files (plans, specs, contracts)