



**Request for Qualifications No. 2856
Parks and Recreation Site Survey**

Closes: July 28, 2017

Today's Date: July 14, 2017

Notice is hereby given that sealed costs and Statements of Qualifications will be received per the attached specifications, at the office of the Purchasing and Materials Manager, 1300 West Laurel Avenue, Lompoc, California, until **2:00 p.m., on July 28, 2017** as described in the proposal. Proposals will not be publicly opened and read.

Attached to this memo are:

1. Attachment A - List of information and materials to include with your statement of qualifications
2. Attachment B - General definition of the preliminary scope of work
3. Attachment C - Schedule of dates and requirements for the selection process

From the original issue date through the contracting period, the only authorized City contact will be the Purchasing Officer or the Purchasing staff contact listed below. Interested vendors or their representatives are not allowed to communicate with other City staff regarding this solicitation. If any vendor is found to be in violation of this provision, the City reserves the right to reject their submittal.

In order to be sure that you are listed as a "Registered Bidder" and advised of any changes please complete and return the "Registered Bidder Information Sheet" today before you prepare and send your bid. Not returning the Registered Bidder Information Sheet may be a reason for disqualification.

It is the responsibility of the vendor to insure that any submittal shall have sufficient time to be received by the Purchasing Office prior to opening time. Late submittals will not be considered but will be retained on file. Submittals will not be accepted by email or FAX.

Questions may be submitted, by written request, for an interpretation or correction thereof. Fax inquires to: Adrienne Boyd, (805) 735-7628 or email a_boyd@ci.lompoc.ca.us. Last day to submit questions is July 21, 2017.

A handwritten signature in cursive script, appearing to read "A. Boyd", is written above the typed name.

Adrienne Boyd
Buyer

(805) 875-8000

a_boyd@ci.lompoc.ca.us



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Parks and Recreation Site Survey
**** Closing Date: July 28, 2017 at 2:00 P.M. ****

“Registered Bidder Information Sheet”

To stay informed of any changes or modifications to this solicitation please complete this form and return by email to a_boyd@ci.lompoc.ca.us or fax to (805) 735-7628

(Please type or print)

Company Name	Signature Of Authorized Representative
Address	Name And Title (Please Print)
City, State And Zip Code	Email Address
Phone Number	Fax Number

ATTACHMENT A**REQUIREMENTS FOR LETTERS OF QUALIFICATIONS**

Your letters of qualifications should include the following information:

1. Name, address, and brief history of firm (Company Profile).
2. Resumes of key personnel to be assigned to this project.
3. Related building construction experience during the last three years. Specifically, incorporating an ADA/UFAS compliant design element to existing site conditions while utilizing a cost effective design solution.
4. You are encouraged to include one page maximum of additional information not mentioned above, if you feel it may be useful and applicable to this project.

ATTACHMENT B**PRELIMINARY DESCRIPTION OF SERVICES DESIRED****PROJECT DESCRIPTION:** Parks and Recreation Site Survey

PROJECT OVERVIEW: The City of Lompoc is committed to making necessary improvements to aging infrastructure and facilities that serve the public and our City residents. Recently, the Lompoc City Council approved funding to proceed with a Parks, Recreation, and Facilities initiative to retrofit and/or construct new ADA Restroom Facilities to better serve our citizens. This solicitation will work in conjunction with other Consultants actively working on Phase I of the Parks, Recreation, and Facilities Project (currently in process); which entails the development and creation of a Comprehensive Feasibility Study and Conceptual Design for each facility listed.

FACILITY LIST:

Location	Approximate Size	Existing Facilities?
Barton Park	5.12 acres	No
Beattie Park	50 acres	Yes
Centennial Park	0.3 acres	No
College Park	4.6 acres	No
Johns-Manville Park	6.5 acres	Yes, adjoined with concession stand
Ken Adams Park	42 acres	Yes
Pioneer Park	5 acres	Yes, adjoined with concession stand
River Park	45 acres	Yes, multiple locations
Thompson Park	5 acres	Yes
Anderson Recreation Center		Rehab and convert existing facilities
Civic Auditorium Theater		Rehab and convert existing facilities
City Public Library		Rehab and convert existing facilities

SCOPE OF WORK

TASK 1 - SITE SURVEY: With direction from the City, the Design Consultant is developing preliminary site analysis studies. These studies are focused on the properties identified by the City for development improvements. The analysis will focus on current code requirements, and site constraints to test the viability of implementing purposed ADA Improvements to each property. The Site Survey work will play a vital role to determine the feasibility of this design work and aid in the integration of all site amenities. Consultant will work with designated City of Lompoc staff that will serve as the guiding and decision making body. Information from the design consultant will be provided as it is completed and made available.

DELIVERABLES: Provide a comprehensive Site Survey for each location or facility identified:

1. Ensure existing and/or proposed pathways are suitable for ADA compliance; adhering to all current ADA/UFAS code standards.
2. Identify the potential impacts to the functionality of proposed paths of travel (i.e. utilities, landscaping, site topography, etc.) conforming to current ADA regulations.
3. Ensure paths of travel to/from ADA on-site parking is clearly identified and labeled.
4. Identify potential site constraints and/or risks.

ATTACHMENT C

SCHEDULE OF DATES AND REQUIREMENTS FOR SELECTION PROCESS

ANTICIPATED TIME FRAME - Project Start: **August 14, 2017**

Basis of Award. Selection of consultants shall be based upon demonstrated competence and upon professional qualifications and capacities necessary for the performance of services at a fair and reasonable price.

Each firm or individual will be evaluated on the following:

1. Knowledge Experience in the design of similar projects and the ability to incorporate ADA designs elements to enhance functional use of existing buildings and infrastructure (25 pts).
2. Or where feasible, create, plan, and propose new site design elements best suited to meet the public needs (10 pts).
3. Proof of current California-Licensed Professional Engineers, Land Surveyors, Geologists, and Geophysicists (10 pts).
4. Experienced individual or staff, with function and successful design applications for persons with disabilities as supported by reference calls and site visits (10 pts).
5. Demonstrated ability to perform similar work satisfactorily as confirmed and evidenced by references (25 pts).
6. Firm's current fee schedule to demonstrate estimated cost (10 pts).
7. Adherence to solicitation requirements (10 pts).

The City may negotiate with, or require presentations of proposers who have a reasonable chance of selection based on the City's evaluation. Selection may be made, without negotiation, solely on the written submittals. The City of Lompoc reserves the right to reject all proposals.

The sole point of contact in the City for purposes of this RFP is the Procurement Officer. All communications regarding this solicitation are to be made solely through the Procurement Officer or his/her designee. Only information communicated by the Procurement Officer or his/her designee shall be the official position of the Department. Questions regarding this solicitation must be directed in writing to the Procurement Officer or the designee.

Proposed Calendar (subject to change)

Date Issue Solicitation RFQ	July 14, 2017
Statement of Qualifications Due Submittal Deadline	July 28, 2017
Selection and announcement of rating & finalist	July 31, 2017
Final Rating of Finalists	August 2, 2017
Start Date	August 14, 2017

The City of Lompoc reserves the right to reject all proposals. The successful proposal will be one that offers the City the best combination of directly related experience and fees.

City of Lompoc, Bidder References

List and describe fully the last three contracts performed by your firm that demonstrate your ability to provide the supplies, equipment, or services included with the scope of the Proposal specifications. Attach additional pages if required. The City reserves the right to contact each of the references listed for additional information regarding your firm's qualifications.

Reference No. 1	
Customer Name:	
Address:	
Contact Individual:	Phone No:
Contract Amount	Year:
Description of Supplies, Equipment, or Services Provided:	
Reference No. 1	
Customer Name:	
Address:	
Contact Individual:	Phone No:
Contract Amount	Year:
Description of Supplies, Equipment, or Services Provided:	
Reference No. 1	
Customer Name:	
Address:	
Contact Individual:	Phone No:
Contract Amount	Year:
Description of Supplies, Equipment, or Services Provided:	