



**City of Alameda, California  
Recreation and Park Department  
2226 Santa Clara Avenue  
Alameda, CA 94501  
(510) 747-7570**

**REQUEST FOR QUALIFICATIONS  
LANDSCAPE ARCHITECT  
ESTUARY PARK ATHLETIC FIELD COMPLEX RENOVATION**

The City of Alameda announces a Request for Qualifications (RFQ) for a Landscape Architect to provide landscape design and related services for renovation of the Estuary Park Athletic Field Complex.

**Background**

The City of Alameda incorporated in April 1854 and is located on an island in the San Francisco Bay. The city is 22.7 square miles with a population of approximately 74,000. The city provides a full service Recreation and Park Department which administers comprehensive programs and an extensive system of 19 parks, athletic fields, dog parks, skate park, boat ramps, community centers, and senior center.

The City of Alameda is seeking Statements of Qualifications (SOQs) from a landscape architectural firm experienced in providing park design and construction contract administration services.

Estuary Park is eight acres located at Singleton Ave. and Mosley Ave. on the Oakland/Alameda Estuary in Alameda. This project includes landscape design to renovate and construct a youth baseball field, a synthetic regulation-size rectangular athletic field, playground, field and park lighting, pathways, pre-fabricated restroom and concession building, landscape and group picnic areas. The park was previously used by the U.S. Navy as athletic fields and it has been dormant and unused for many years. The design development will involve community input and review by the Recreation and Park Commission.

**Qualification Submission Requirements**

The Statement of Qualifications shall include a description of the type, technical experience, background, qualifications, and expertise of the Consultant's firm. The description shall show that the firm possesses the demonstrated skills and professional experience to perform the general functions of the project and fulfill the goals and vision of the City. Proposals shall demonstrate the Consultant's ability to develop and implement a creative approach to park design.

The Statement of Qualifications must include the following:

### GENERAL

- Letter of Interest
- Demonstration and recognition of accomplished design excellence.

### EXPERIENCE AND TECHNICAL COMPETENCE

- Experience of the firm as lead architect with athletic field and park projects of a similar scale and budget, emphasizing the firm's record meeting estimated budgets. Include any additional supporting documentation such as photos or drawings of similar projects that can present a comprehensive profile.
- Provide a list of individuals and their qualifications who are expected to perform work, including those in affiliation.
- Demonstrated experience in sustainable landscape design.

### PROPOSED METHOD TO ACCOMPLISH THE WORK

- Proposed technical and management approach to the process, taking into account the scope of services as described in Exhibit A. The Consultant is encouraged to identify any additional necessary tasks and bring these to the City's attention within this discussion of its proposed method to accomplish the project.
- A minimum of three references from similar projects completed in the past four years, preferably for public park and recreation department clients. Contacts to include the key owner personnel and contractor's project manager.
- Tentative timeline for project completion.

### FEE ESTIMATE RANGE

Include a detailed fee structure, including the rate for all staff involved in the renovation and construction project. All direct costs, handling charges and profit/overhead shall be included in the hourly billing rate. Any proposed reimbursable expenses should also be listed. A professional services agreement detailing the final scope of work and not-to-exceed fee shall be negotiated with the successful firm. A copy of the City's standard contract is attached.

### SCOPE OF REQUIRED SERVICES

Although the full scope of work shall be negotiated in the professional services agreement, the firm will be expected to fulfill, at a minimum, the services described in the Scope of Services attached hereto as Exhibit A.

## **Selection Process**

It is the City's intent to select a firm best evidencing demonstrated competence and professional qualifications to perform the described services. The City reserves the right to reject all proposals, select by proposal review only or interview as needed. Certain firms may be selected to make a brief presentation and oral interview after which a final selection will be made.

Upon selection of a firm, the City will negotiate a mutually agreeable professional services agreement based on a City determined scope of work and fee schedule. In the event that the City is unable to reach agreement, the City will proceed, at its sole discretion, to negotiate with the next firm selected by the City.

All submissions received shall be reviewed by an internal team of the City of Alameda. The selected firm will then enter into negotiations to identify a detailed scope of work and budget for the desired work products and deliverables.

## **Deadline for Submissions**

Please submit five (5) copies of the responses to the Request for Qualifications no later than Thursday, November 21, 2013 at 6:00p.m. to:

Amy Wooldridge, Director  
Alameda Recreation & Park Department  
2226 Santa Clara Avenue  
Alameda, CA 94501

For additional information, please contact Amy Wooldridge, Director at:  
Phone: (510) 747-7570  
Email: [awooldridge@alamedaca.gov](mailto:awooldridge@alamedaca.gov)

Exhibit A

## **SCOPE OF SERVICES**

The Scope of Services shall include, but is not limited to, the following:

### **Preliminary Design**

The Consultant shall meet with the City staff at least one time per month over the course of the preliminary design.

The Consultant shall prepare two rounds of conceptual designs. These two designs shall incorporate low water usage and low maintenance plan material and irrigation.

### **Final Design Services**

**Project Schedule** – Consultant shall prepare and maintain a project schedule to include an achievable and realistic planning period for final design, approvals, and reviews.

**Survey** – Consultant shall prepare all necessary survey work for the completion of project plans and specifications, including legal descriptions and documents complete and ready for submittal to permitting authorities.

**Cost Estimates** – Consultant will prepare three cost estimates, one upon completion of the preliminary plan, and second at 50% construction documents and a third immediately prior to issuance of the request for construction bids. All work to be completed on the project will be paid based on current California Prevailing Wage rates.

**Utilities Services/Engineering** – Consultant shall provide all engineering services to include all necessary plans to provide water, sewer, electric, gas, public parking, and pathway improvements and coordinate with appropriate utility companies to determine location of existing utility lines and easements, transformer location and meter location and fixture schedules.

**Construction Documents** – Consultant, upon the approval of the preliminary design, shall prepare construction documents, including plans and specification (front end will be provided by the City) and submit them for all appropriate City and County agencies for approval. The plan and specifications will require compliance with all adopted Federal, State and local laws, ordinances and codes.

**Final Contract Documents** – Consultant shall prepare one original complete set of plans and specifications available electronically.

## **General Services and Requirements**

**Staff Meetings** – Consultant, in the course of design work, will regularly meet with staff at least once per month or more frequently as necessary in order to incorporate staff and community input into the project design.

**Public Meetings** – Consultant’s project manager, or other appropriate key staff, will be available to attend presentations and public meetings as necessary (approximately three (3) meetings).

**Monthly Invoicing** – Consultant shall submit invoices to the City on a monthly basis. Each invoice will be itemized and show task performed, number of hours worked per person/consultant, and rate per hour for each person/consultant. Any outside reimbursable expenses claimed must be supported with copies of vendor receipts. A monthly progress report must be attached to each invoice.

# Estuary Park Athletic Field Complex Location

Estuary Park Complex

