



Staff Report

TO: City Council
FROM: Dustin Christensen, Principal Engineer Public Works
DATE: January 18, 2021
SUBJECT: **Approve the Draft Request for Proposal for Landscape Architecture and Engineering Design Services and Construction Documents for Stewart Park Improvement Project**

Background and Analysis:

On November 2, 2021, City Council directed City staff to return to City Council with a more detailed design plan for Stewart Park including items such as elevations, drainage plans, grading plan, a budget, and bid documents. City Council directed City staff to secure professional services to prepare these plans. City staff has drafted a Request for Proposal (RFP) for Landscape Architecture and Engineering Design Services and Construction Documents for the Stewart Park Improvement Project.

RFP for Landscape Architecture and Engineering Design Services and Construction Documents

The attached RFP has been drafted for City Council discussion and direction (Attachment A). Various scope items are included in the RFP in order to provide a complete architectural and engineering design for the park. These scope items include the following:

- Hydrological assessment of the park area and drainage basin,
- Completion of Environmental documentation required by the California Environmental Quality Act (CEQA),
- Preliminary Title Reports and Boundary Surveys on project parcels,
- Coordination with Southern California Edison (SCE) for electrical services for proposed park amenities,
- Architectural renderings of proposed park improvements, and
- Detailed Engineers Construction Cost Estimates.

The attached RFP includes the preparation of detailed construction bid documents including construction drawings and specifications. The proposed construction drawings will include the following:

- Grading plans and elevations,
- Drainage plans,
- Erosion control plans,
- Architectural design plans,
- Landscape planting and irrigation plans, and
- Lighting and electrical plans.

After advertisement of the RFP and receipt of proposals the selected firm and price will be presented to the City Council for award and timeline of work. The preliminary timeline for advertisement and award as provided below:

Event	Date
RFP Issued	January 19, 2022
Questions submitted on Public Purchase deadline	February 02, 2022 @ 11:00 a.m.
Answers to Questions on Public Purchase will be posted	February 11, 2022
Proposals Due	February 23, 2022 @ 11:00 a.m.
Interviews (if required)	March 1 – 4, 2022
Award Date	March 15, 2022

City staff will work closely with the chosen consultant to successfully complete the project design. Upon completion of the design, the City will advertise the bid documents for construction.

Fiscal Impact:

The cost to prepare this staff report is approximately \$500.

Recommended Action:

Approve the draft Request for Proposals for Landscape Architecture and Engineering Design Services and Construction Documents for Stewart Park Improvement Project and direct City staff to publish the document on PublicPurchase.com.

Attachments:

- A. Request for Proposals for Professional Landscape Architecture and Engineering Design Services and Construction Documents for Stewart Park Improvement Project