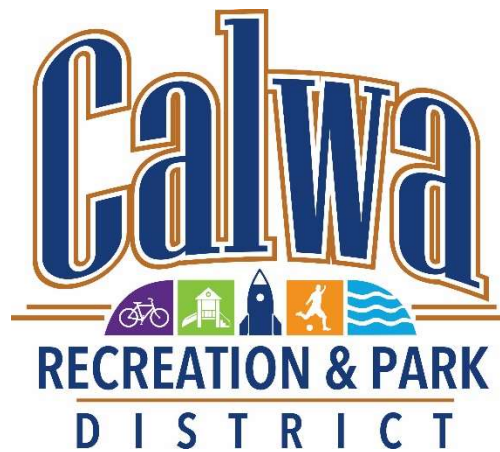


CALWA RECREATION AND PARK DISTRICT

REQUEST FOR PROPOSAL

DESIGN AND ENGINEERING SERVICES FOR CALWA POOL PROJECT



Released: September 20, 2024
Closing Date: November 1, 2024

**REQUEST FOR PROPOSAL
DESIGN AND ENGINEERING SERVICES FOR
CALWA POOL PROJECT**

The Calwa Recreation and Park District (“District”) is requesting proposals from qualified design and engineering consultant firms (“Firms”) to provide design and engineering services for its Pool Project. The District invites qualified engineering design teams to submit proposals to provide design completion, bid preparation and construction management/inspection services.

Costs associated with preparation of proposals will be the sole responsibility of the consultants and will not be reimbursed by the District.

GENERAL INFORMATION

The District is located at 4545 E. Church Avenue, Fresno, California 93725. The Calwa Recreation and Park District is a public entity established pursuant to state legislation for Recreation and Park Districts under the Public Resources Code, §5780 through §5791.7. The District encompasses approximately 4,437 acres (6.9 square miles) in the community of Calwa which is in an unincorporated area of Fresno County. The entire District is located within the City of Fresno’s Sphere of Influence and the majority of the District is located within the City boundary. The District is generally bounded by California Avenue to the north, Peach Avenue to the east, North Avenue to the south, and State Route 99 to the west. The District is authorized to provide park and recreation services which it does from Calwa Park, an approximately 20-acre park located at the intersection of Church and Barton Avenues. Calwa Park includes a community center (Hall), various sports fields, and basketball courts. The District office is also located Calwa Park. It does not have any other facilities.

Activities at Calwa Park include educational classes, soccer, basketball, recreation classes, dance, softball, and community events. District facilities generally see greater use during the summer months. The District is governed by a five-member, Board of Directors who are elected at large. The District is administered by a District Administrator.

QUESTIONS AND REQUESTS FOR CLARIFICATIONS

The District recognizes there may be questions or items requiring discussion and/or clarification prior to each Firm’s preparation and submission of its proposal. If questions do arise, direct all questions **in writing** to:

Tim Chapa
District Administrator
EMAIL: tchapa@calwarecreation.org

If necessary, clarifications, explanations, or instructions shall be sent in writing or electronically to all firms having requested this RFP. Requests for Clarifications will not be accepted, nor responded to after 4:00 P.M. on October 25, 2024. Any interpretations

or addenda issued by the District shall be incorporated into this RFP. Proposers may not rely on any oral interpretations given by any District employee and may only rely upon officially issued written addenda.

PROPOSAL INFORMATION

The District intends to select one Firm to perform all the items listed in the Scope of Work section.

The overarching goal is to complete the design allowing the issuance of permit(s) from the City of Fresno and to prepare specifications for issuance of a Notice of Inviting Bids. Once a responsive and responsible construction contractor is selected, the selected engineering Firm will provide construction management/inspection services for the successful completion of the project.

History of the Pool Project and Goals:

The Pool Project commenced as a volunteer project in 2018. The focus was to rebuild a swimming pool which had been originally built in the 1950's. The initial project was spearheaded by Supervisor Quintero of the Fresno County Board of Supervisors and his staff and assisted by other volunteers and the District. The volunteers secured tens of thousands of dollars in contributions, a Kaiser grant, in-kind contributions, and volunteer work.

The original plan was to build a new pool in an adjacent area. However, after considerable analysis, re-examination, and deliberation, it was decided to build a new pool on the existing site. In-kind design services were provided by one of the preeminent pool design companies in the local area, Allred Engineering. The District Board authorized moving forward with the pool construction itself under the volunteer/in-kind approach, and to subsequently complete the design for other amenities (restrooms, shower facilities, fencing). Construction for the pool commenced under this volunteer approach, however it was halted during the COVID pandemic. Additionally, the in-kind construction varied from the design at the time, resulting in an incomplete project and in a need for revising the pool design. Also, full project design that includes all the associated amenities remained to be completed. Finally, the principal of Allred Engineering retired due to medical issues and is unable to revise the pool design or complete the full project design, but has made the existing design product available for the completion of the project.

The District has now secured funds from the County of Fresno - Coronavirus State and Local Fiscal Recovery Funds (SLFRF) authorized by the American Rescue Plan Act (ARPA) to complete that full project. This funding will allow the District to complete the pool and full project design, and to complete the overall project. Full improvements include:

- Construction of the swimming pool
- Construction of fencing

- Construction of restrooms
- Construction/Installation of shade structure
- Construction of shower facilities

MANDATORY CONFERENCE AND WALK THROUGH

Because the requested services relate to completion of the construction of a swimming pool which is partially constructed, it is important to have a mandatory conference and walkthrough. The District's objective is to ensure an appropriate exchange of information prior to proposal preparation and submission. **The mandatory conference is to be held on Friday, October 16, 2024 at 1 PM.**

SCOPE OF WORK

The scope of work requires the production of detailed plans showing the existing facilities, including the building floor plan, electrical, plumbing, fencing around the pool area, the partially completed pool and existing elevations/drainage, and restrooms. (As to the restrooms the District seeks plans for new restrooms as well as alternate feasibility for using existing building space.)

NOTE: the District worked with the Allred Engineering who prepared the original blueprints for the swimming pool portion of the project, identified necessary modifications to the plans based on incomplete construction, and who has partial designs for the remaining amenities designed the full pool project. It is expected that the selected firm coordinate their work with the Allred Engineering work product.

The final product is completion of detailed plans and specifications for the full improvements identified above, as well as a full bid package.

Specific tasks include:

- Provide project schedule upon project commencement and update as milestones are achieved.
- Review existing plans, specifications, reports, studies, and conduct site visit(s).
- Regular meetings with District staff. The Firm shall prepare meeting agendas prior to the meetings and summaries after the meetings.
- Produce the concept and schematic designs for review and approval by the District. Site and building designs should be modeled and produced in 3-D CAD with plans and full color presentation perspective renderings that are submitted in Adobe Portable Document Format (PDF) and other electronic formats acceptable to the District.

POOL PRE ENGINEERING NEEDED:

Review the Allred Engineering report on the partially completed swimming pool, and revise plans as needed, including but not limited to:

- Confirm the field dimensions of the existing partially complete swimming pool as needed to generate swimming pool engineering plans.
- Verify the horizontal dimensions of the partially completed swimming pool.
- Verify the depth of the partially complete swimming pool.
- Verify location of pool lights in the existing partially complete swimming pool.
- Verify location number of the existing skimmers in the swimming pool must be determined and placed on an as-built plan so that an accurate hydraulic plan can be generated.
- Verify model and quantity of skimmers must be determined.
- The location of floor returns is to be field checked and recorded on an as-built drawing

POOL ENCLOSURE:

- Evaluation of the existing pool fence enclosure and determine as to whether the existing fence will meet the current 2022 CBC code.
- The location of fence gates must be placed on the as-built plan and it must be determine if the gates meet current code requirements.
- Gate hardware should be inspected for self-closing and panic hardware code compliance.
- Verification that gates and doors from adjacent buildings do not open into the pool area.
- Verification that windows (if any) do not open into the pool enclosure.

SHOWER FACILITIES:

- Consistent with current 2022 CBC Code:
- Showers required: 5 TOTAL (four standard and one 60" roll-in shower for ADA compliance). Showers must be covered to prevent rainwater from entering the shower drain if they are to be outside. Showers must be connected to the sanitary sewer system
- Showers must have cold and heated water with a mixer valve set not to exceed 110 degrees F.

TOILET FACILITIES:

Consistent with current 2022 CBC Code and based on an estimated pool surface area of 3,040 s.f.:

- Women restroom toilets: 2 required.

- Men restroom: 1 toilets and 1 urinal required.
- Each restroom will require 1 lavatory with warm and cold water.

DRINKING FOUNTAIN:

- 2 drinking fountains are required. One shall be of standard height, and one shall be lower to accommodate wheelchairs.

DRAINAGE PLAN:

- Refer to topographic studies and Allred Report on preliminary completed pool, as appropriate:
- If necessary, provide supplemental elevation survey of the existing facilities and surrounding area as needed so that drainage elevations and slopes can be designed into the pool area.

ELECTRICAL PLAN:

- Electrical One-Line-Drawing.
- Area lighting is needed in the pool area.
- Electrical point of connection for pool equipment.

UTILITY POINTS OF CONNECTION:

- Refer to utility study, as appropriate:
- Water point of connection is needed so that fill water can be established for the pool.
- Storm drain point of connection for storm runoff water
- Sanitary sewer point of connection may be needed for shower drains.

PROJECT DESIGN AND CONSTRUCTION

- Produce design development, construction documents, permits, bid drawings, and technical specifications. Drawings should be produced and submitted to the District in AutoCAD and Adobe Portable Document Format (PDF).
- Incorporate construction phasing into the construction documents as required. Incorporate option for issuance of separate demolition, site clearing, and utility package, if necessary, to align completing date with standard swim season.
- Submit the project for approval from the Fresno County Department of Health, the State Division of Occupational Safety and Health (i.e., DOSH - State Amusement Ride Inspectors), and all other authorities having jurisdiction on this project, including responding to their comments, modifying the drawings and specifications as required, and resubmitting as many times as required to obtain approval.

- Submit the project for a building permit, including responding to City of Fresno Planning Department comments, modifying the drawings and specifications as required and resubmitting as many times as required to obtain a building permit.
- Assist the District with bidding the project, including attending the pre-bid and pre-construction meetings, answering Requests for Information (RFIs), reviewing requests for substitutions, etc.
- Construction administration, including attending project meetings and site visits as required to stay informed as to the progress of the project, responding to RFIs, reviewing submittals and making contract document changes necessary to support the completion of the project.
- Preparation of as-built drawings and specifications in AutoCAD and Microsoft Word, respectively.
- Attend the required post-occupancy inspection.

DISTRICT'S RIGHT TO REJECT; WAIVE IRREGULARITIES

The District reserves the right to reject any or all proposals received in response to this RFP for any reason or waive any irregularities or informalities contained in the proposals consistent with the law.

COST OF PROPOSAL PREPARATION

The Firm, including their sub-contractors, is responsible for any costs incurred in responding to this RFP.

FORMAT AND CONTENTS OF RESPONSES

The Proposal shall describe the consultant's understanding of the project, approach to accomplishing the project goals, relevant past experience, and any litigation brought against the firm within the last (5) five years. The Proposal should be limited to (10) ten double-sided pages (10) ten sheets, which is (20) twenty pages, excluding table of contents, cover letter, resumes of team members, and any promotional materials. Consultants shall submit (7) seven hard copies and (1) one PDF file on PC-compatible USB drive.

The consultant shall, as a minimum:

1. Explain the general background, qualifications, and organizational structure of the Firm and describe any special knowledge or capabilities material to the project that exist within the Firm.

2. Outline the proposed approach to the scope of services, including organization and scheduling of tasks to be performed; capacity to keep the project on schedule and within budget; approaches to working with District staff and policy-making agencies and Aquatics groups; and other relevant factors pertaining to formulation and execution of a successful project.
3. Identify the name and title of the lead contact person and principal who will be assigned to this project. Provide a work history for key personnel. Give a description of their responsibilities and the percentage of time expected to be spent on this project. Identify the support staff available for this project.
4. Provide a list of recent projects for which the firm has provided services of a similar nature. Provide all pertinent information, including project description, contact person, phone number, location, duration, and current project status.
5. As applicable, submit a list of lawsuits filed within the past (5) five years against the Firm or its principals alleging misconduct and/or negligence. Submit a list of claims within the past (5) five years against the firm's Professional Liability Insurance policy (errors and omissions), if any.
6. As applicable, submit a list of public agency projects (completed within the past (2) two years or currently under construction or design) located in the Central Valley.
7. Submit a project schedule and earliest start date with the following milestones.

CRITERIA FOR SELECTION

District staff will evaluate the proposals submitted and assign each a ranking. The following are the criteria for evaluation of the proposals (in random order):

1. Experience of the firm and project team in performing similar work for the District and/or other public agencies.
2. Demonstrated success on previous projects, especially of similar scope, including quality of work and meeting project schedule and budget.
3. Qualifications of key staff and subconsultants who will carry out the assignment.
4. Completeness in answering this Request for Proposals.
5. Effectiveness, clarity, and conciseness of project approach.
6. Ability to meet the project schedule.

7. Ability to meet insurance requirements.
8. Any litigation brought against the firm.

The District will check the references of the top-ranked consultants for such things as: record in accomplishing work in a timely manner for similar projects within budget, quality of work completed for the District or other public agencies, ability to work with District staff and the public, as well as any outstanding litigation.

The District shall negotiate an agreement with the most qualified consultant. If negotiations with such consultant are unsuccessful, the District will negotiate with the second most qualified firm. The selection process will be complete once a contract is executed. When the District has reached an agreement with a consultant, all firms submitting a proposal will be notified of the results in writing.

The determination of the most qualified consultant shall be on the basis of demonstrated competence and qualifications for the type of services required. The fee proposal will remain confidential in the initial selection process and will not be used as the sole determining factor in consultant selection, but will be one determining factor if more than one firm is deemed qualified to perform the work required on the project.

INTERVIEWS AND PRESENTATIONS

The evaluation review may include oral interviews and/or presentations for certain selected proposers. The oral interviews will allow finalists to demonstrate their understanding of the project objectives and to articulate their capability to meet or exceed the requirements of this RFP.

PROPOSAL SUBMISSION DATE AND SCHEDULE OF EVENTS

All proposals must be received by the District's Administrator, no later than: November 1, 2024, at 4:00 p.m., in a sealed envelope. Proposals received after the time and date indicated above shall be deemed nonresponsive and returned unopened.

Address all proposals to:

Proposal for Design and Engineering Services
for Calwa Pool Project
Calwa Recreation and Park District
4545 E. Church Avenue
Fresno, California 93725

Each proposal shall be considered valid and binding for a period of 120 days after the proposal due date.

All proposals and documents submitted will become the property of the District. Anything

considered to be proprietary should be so designated in writing by the proposing firm.

The schedule below is tentative and subject to change:

RFP Release Date	September 20, 2024
Bid Proposal Due Date	November 1, by 4:00 p.m.
Review of Proposals	Week of November 4, 2024
Interviews (District's)	Week of November 4, 2024
Negotiation of Contract Amount	Week of November 11, 2024
Contract Approval by Board	November 19, 2024
Execution of Consultant Contract	November 20, 2024
NTP/Project Kick-Off Meeting District Staff	November 25, 2024

**Please note that these specific dates are tentative and subject to change*

CLIENT REFERENCES

Firms are required to list at least five (5) professional references, three of which shall be in municipal or public agency reference related to a swimming pool facility and/or recreational facilities. Please list your client references in the Appendix section of this RFP.

SAMPLE AGREEMENT

The District will enter an agreement with the selected firm substantially in conformance with the sample consultant agreement attached as Attachment A.

OTHER DISTRICT REQUIREMENTS

The District reserves the right (in its sole discretion) to reject any or all proposals. The District shall consider all proposals based on the entirety of the response to this RFP.

The District reserves the right to negotiate specific requirements and cost using the selected proposal as a basis.

The District reserves the right to request additional information from each Firm and to request oral interviews.

The District also reserves the right to reject all RFP's if they are deemed unsuitable to meet the District's needs. Late or incomplete proposals will not be considered, and the District reserves the right (in its sole discretion) to determine the completeness of all RFP's.

AVAILABLE BACKGROUND MATERIALS

The following is a list of available background material:

- Topographic Survey dated August 9, 2023 and May 9, 2024
- Utility Survey
- Allred Report on Preliminary Completed Pool
- Allred Engineering Plan Pages dated July 5, 2024
- Plan Check comments, City of Fresno
- Site photo
- Plot Index
- Texture samples

GENERAL PROVISIONS

In the performance of all services, the consultant shall address the following:

- Correct existing spatial and functional deficiencies to maximize utility of the available site.
- Allow for flexible use of exterior spaces.
- Comply with the Americans with Disabilities Act, County Health Department, and CA-DOSH requirements and all applicable codes.
- Design energy efficient facilities to the extent possible.
- Provide a design that minimizes both initial construction and long-term maintenance costs.
- Submit all project materials to the District, in both hard and soft copy formats acceptable to the District (e.g., MS Word, PDF, AutoCAD, etc.).