

# REQUEST FOR PROPOSALS



**Professional Services**

for

**Design**

of

**Mossdale Landing Community Park Renovation  
&  
Valverde Splash Pad & Baseball Fields Renovation**

**Proposals Due: November 20, 2024**

**CITY OF LATHROP  
PUBLIC WORKS OFFICE  
390 Towne Centre Drive  
Lathrop, CA 95330  
Phone: (209) 941-7427**

**Approved:**

  
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Leisser Mazariegos, Project Manager

**Date:**

October 23, 2024

Request for Proposals  
For  
City of Lathrop

Mossdale Landing Community Park  
&  
Valverde Splash Pad & Baseball Fields Renovation  
CIP PK 24-04

NOTICE OF REQUEST FOR PROPOSAL

1. NOTICE IS HEREBY GIVEN that the City of Lathrop (hereinafter “City”) requests for design proposals (hereinafter “Proposal”) for the MOSSDALE LANDING COMMUNITY PARK & VALVERDE SPLASH PAD & BASEBALL FIELDS RENOVATION, CIP PK 24-04 and will receive proposals in the office of PUBLIC WORKS, 390 Towne Centre Drive, Lathrop, CA 95330. ATTN: LEISSER MAZARIEGOS, PROJECT MANAGER, up to the hour of 3:00 p.m. on November 20, 2024
2. The services to be performed by the successful proposer(s) are described in the Request for Proposal. Any questions should be directed to Leisser Mazariegos, Project Manager in the Public Works Department at (209) 941-7427 or by email at [lmazariegos@ci.lathrop.ca.us](mailto:lmazariegos@ci.lathrop.ca.us)
3. Proposals shall be submitted and clearly marked as follows: **“Sealed Proposal for Mossdale Landing Community Park & Valverde Splash Pad & Baseball Fields Renovation CIP PK 24-04 – DO NOT OPEN WITH REGULAR MAIL”**
4. All responsive proposals shall be reviewed and evaluated by the City in order to determine which proposer best meets the City’s needs by demonstrating the competence and professional qualifications necessary for the satisfactory performance of the required services. The criteria by which the City shall evaluate Proposals are set forth in the Request for Proposals.
5. The City Reserves the right to reject any and all Proposals or waive any irregularities in the Proposal, the request for Proposal (RFP) or the proposal process.

## **I. GENERAL INFORMATION**

The City of Lathrop (City) is requesting proposals from qualified firms to provide consultant services in the design of Mossdale Landing Community Park and Valverde Splash Pad & Baseball Fields Renovation. The contract that results from this RFP will design the renovations created by the Parks and Recreation Department. The design for the Mossdale Landing Community Park and Valverde Splash Pad & Baseball Fields Renovation will be used to bid the project out for construction.

Over the past few years, the City of Lathrop has exponentially grown and so have its needs for Park Renovations for its residents. The Community has asked, and the city is now ready to deliver. The city has a “Park Vision”, and this is where the consultant is needed to assist in making that vision a reality.

## **II. BACKGROUND**

The City of Lathrop, California (“City”) is located in the Northern San Joaquin Valley, east and west of the San Joaquin River. Interstate 5, Interstate 205 and State Route 120 intersect within the city. Lathrop was incorporated in 1989, with its first General Plan adopted in 1991.

Lathrop is centrally located within a 30-minute commute of Tracy, Manteca, Stockton, Lodi, Modesto, Livermore and Pleasanton. Lathrop’s population as of January 1, 2024, reported by the State of California Department of Finance, is 37, 033 which represents a 5.4% growth from 2023. The City of Lathrop continues to make headlines as one of California’s fastest growing communities, due to the change in growth.

Mossdale Landing Community Park is located at 700 Towne Center Drive, Lathrop, CA 95330. It is one of the Cities most used parks due to all the amenities it offers, however, with its heavy usage it has aged exponentially and now looks dated and in much need for a renovation.

Valverde Park is located at 15557 5<sup>th</sup> Street, Lathrop, CA 95330. The current splash pad at this location is sometimes missed due to its current condition. The splash pad needs a new location within the park’s footprint and renovation. The baseball field is heavily used, and it too needs a renovation. This park too is one of the highest visited parks in the City. This park is the home of the current Lathrop Community Center, Lathrop Senior Center and many people use its walking track daily to exercise.

The city is looking for qualified firms with the vision that we need to help revitalize the Mossdale Landing Community Park and Valverde Park Splash Pad & Baseball Field Renovation into one of the greatest in the city.

## **III. ANTICIPATED SCOPE OF SERVICES**

The objective of this RFP is for qualified design teams to provide design plans, specifications and estimate (PS&E). Exemplary proposals will provide a proposal to the team showcasing their understanding and vision of the RFP.

## **1. Site Assessment**

- a. The existing sites are to be assessed at their current condition and recommendations should be put in writing. City is open to moving spaces as they currently stand. However, keeping in mind that funding is limited due to Council's direction.
- b. Mossdale Park amenities and infrastructure condition assessment shall be recommended and put in writing.
  - Included, but not limited to the park structure, splash pad, and basketball court.
  - What can be salvaged and/or reused and what is a total gut and rehab.
- c. Valverde Park Splash Pad current location and new design concept shall be recommended and put in writing.
- d. Valverde Baseball Fields shall be assessed, and recommendation for renovation of fields grading shall be put in writing.

## **2. Provide a Scope of Project**

- a. Provide project objectives
- b. Restrictions
- c. Timelines
- d. Goals/Expectations

## **3. Timeline**

- a. Provide timeline for design
- b. Provide timeline for bidding
- c. Provide timeline for construction

## **4. General Cost Estimate**

- a. Environmental Assessment
- b. PS&E
- c. Construction Management including special inspections
- d. Surveying if needed
- e. Soft Cost
  - Additional Maintenance, if needed

## **5. Deliverables**

- a. Plans
- b. Specifications (City to Provide Front End Boiler Plate. i.e. General Conditions, Contracts, etc.) The consultant is expected to put together Specification Package, including Technical Specifications.
- c. Estimate
- d. Bidding Addendums
- e. RFI Reviews
- f. Submittal Reviews
- g. Provide ASI's as needed
- h. Attend Meetings (Pre-Construction and during Construction as needed)
- i. Survey for Construction Staking

## **IV. VISION**

### **A. MOSSDALE PARK:**

We anticipate Mossdale Landing Community Park would continue to be the most used park within the city and continue to gather family and friends as it has for years. We have listed a few items that we would like to see incorporated into the final design, but not limit it to the following:

#### **1) Amenities that should be looked at:**

- a) Redo Playground area. Also need recommendations on playground surfacing, such as rubberized surfacing, synthetic turf, etc.
- b) Zip Line
- c) Tot lot
- d) Basketball Court
- e) New Splash Pad.
- f) The new Splash Pad should have reclaimed water integrated into the plan & Slip resistant floor
- g) Baseball fields need infield to be redone, redo irrigation and sod as necessary
- h) Dumpster Enclosures
- i) Shade structure or Tables with Umbrellas ideas for shading by Baseball fields
- j) Add a perimeter (fencing/rocks, etc.) to park to limit access for vehicles to drive into park.

### **KEY MOSSDALE PARK GOALS**

1. Design a park that is intentionally inclusive, interactive, innovative, and welcoming to our diverse community.
2. Design the space that flows.
3. Create a sustainable, green architecturally pleasing park for the community. Ensure accessibility to all.

### **B. VALVERDE PARK:**

We anticipate Valverde will continue to see the pedestrian traffic, if not more, after a new splash pad is installed and the baseball fields are renovated. We have listed a few improvements we would like to see, but not limited to:

#### **1) Amenities that should be looked at:**

- a) Location
- b) New Splash Pad. The new Splash Pad should have reclaimed water integrated into the plan.
- c) Slip resistant floor for splash pad
- d) Baseball fields need infield to be redone, fix grade, redo irrigation and sod as necessary

## **KEY VALVERDE PARK GOALS**

1. Design a Splash Pad that is intentionally inclusive, interactive, innovative, and welcoming to our diverse community.
2. Fix our baseball fields, so that our players enjoy the experience that the fields offer.

## **RFP CONTENT**

The proposals shall include, but not be limited to the following information:

**Cover Letter:** The letter must be a statement signed by a representative of the company who is duly authorized to execute and submit this RFP. The letter must also state that if awarded this project they will enter into an agreement with the City of Lathrop to provide all the services outlined in their proposal within the required timeline and budget and comply with the terms of the contract. Please identify the multidiscipline design team, firm(s) including name(s), address, phone number and contact person (1-2 pages max.).

**Approach to Project:** Provide a description of your approach to the design process as it relates to your review of the project site and background information. Give a brief overview of your company and highlight your background as it applies to this type of project. List completed similar projects or studied including size, location and contact person for reference (2 minimum). Clearly identify the project deliverables and your timetable for completion. Describe your approach for both Parks (2 pages Max.).

**Design Team:** Identify all key team project members with their resume, their role and time commitment to this project, for your staff and any consultants. Companies are encouraged to create a multidiscipline team that may require collaboration with other design firms to provide a complete package of conceptual designs and cost estimates. At a minimum, city expects a California licensed architect and/or a California licensed landscape architect on the team. City of Lathrop welcomes and prefers multidiscipline design teams with members skilled Park design experience. Provide an organization chart identifying disciplines, specific personnel and roles for those who would be assigned to this project. Also, provide resumes and workload for people assigned to this project. Please indicate the primary contact for this project team.

**Additional Services:** Identify any additional services needed that should be provided by the Consultant or through a separate contract if they are not provided through your proposal.

**Consultant Fees:** Submit a proposal that includes the cost of services as follows: Lump sum fee for services outlined in your proposal to complete all the work identified in our scope of work, including any outside consultant fees. • List those items that are considered reimbursable costs and estimate the dollar amount for each. • Identify any tasks or services that cannot be quantified at this time and list an hourly rate with a maximum not to exceed cost.

**References and Experience:** Provide a list of three projects completed within the last 5 years in which you have provided similar services. Preference should be given to a project of similar scope and size. For each project include the following: project name and address, your firm's

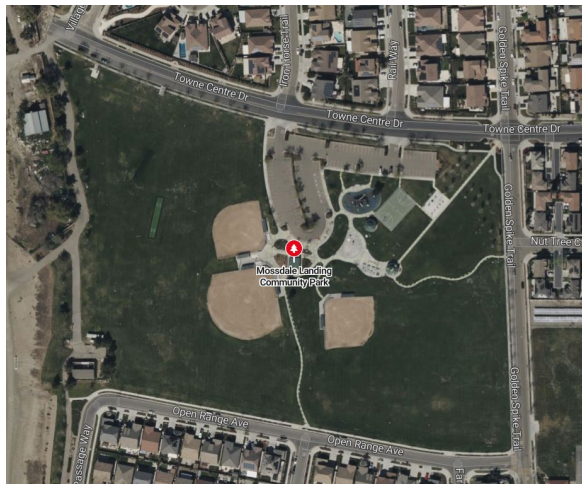
role and cost of services, year completed and construction cost, contact person (name, position, phone and e-mail). Provide images of work completed by your firm applicable to this project that demonstrates your company’s design aesthetic and proficiency. List completed similar projects or studies including size, location, and contact person for reference (2 minimum). Describe what makes your firm uniquely qualified for this project (1-2 pages).

**Claims and Suits:** Please provide detailed information with your proposal on whether your firm is currently involved in any litigation from past or current projects and/or if your company has ever failed to complete any work it has been awarded.

**Exclusions:** Please provide detailed information with your proposal on exclusions. Identify any services that are specifically excluded from the scope of work that will likely be needed to complete the project of the desired scope of work.

**V. PRE-PROPOSAL SITE VISIT**

The City of Lathrop will not be hosting a pre-proposal general information and site visit meeting. However, consultants are encouraged to visit the site for reference and familiarity. Should you have any questions or concerns, contact the Project Manager, Leisser Mazariegos at [lmazariegos@ci.lathrop.ca.us](mailto:lmazariegos@ci.lathrop.ca.us).



Mossdale Landing Community Park



Valverde Park

**VI. EVALUATION CRITERIA**

The city will consider proposals, experience, expertise and level of professional service in advance of the award of the project. The city may also choose to consider the consultant performance in past and ongoing City projects of this type, if applicable.

The City reserves the right to obtain from any and all sources information concerning the Consultant, which the City deems pertinent to this proposal and to consider such information in the evaluation.

Only those companies fully licensed, equipped and experienced in the work being performed,

with skilled personnel available immediately, shall be considered qualified for this contract.

Anti-Discrimination, it is the policy of the City that in connection with all work performed under contracts, there be no discrimination against any prospective or active employee engaged in the work because of race, color, ancestry, national origin, religious creed, sex, age or marital status. The selected consultant agrees to comply with applicable Federal and California laws including, but not limited to, the California Fair Employment and Housing Act, beginning with Government Code #12900, and Labor Code #1735. In addition, the selected consultant agrees to require compliance by any subcontractors employed on the work by him.

## **VII. REVISION TO THE RFP**

The City reserves the right to revise the RFP prior to the date that responses are due. The City reserves the right to extend the date by which the responses are due. Revisions and extensions to the RFP should be e-mailed to all potential servicing providers known to the City and posted on our City website.

The City also reserves the right to reject any or all the responses, and to re-initiate or abandon the RFP process.

## **VIII. SELECTION PROCESS**

The City shall review the proposals for completeness, clarity and content. The City's review will be based on Consultant's experience, key personnel, and the Consultant's performance in similar past and ongoing projects, if applicable. Proposed methodology and creative process will be greatly weighted when reviewing proposal as well. Based on the review, the city may choose to shortlist certain Consultants for further consideration and invitation to participate in an oral interview.

The Consultant, by submitting a response to this RFP, waives all rights to protest or seek any legal remedies whatsoever regarding any aspect of this RFP. The City reserves the right to invite any number of consultants for oral interviews.

This RFP does not commit the City to award a contract, to defray cost incurred in the preparation of a proposal pursuant to this RFP or to procure or contract for work.

When the City has negotiated a scope of work and fee proposal with a chosen Consultant, it will recommend selection of that Consultant to the City Council. Confirmation and approval of the Consultant recommended by the City is subject to approval by the City Council. The City reserves the right to reject any and all proposals, or to negotiate separately with any source whatsoever in any manner necessary to serve the best interests of the City. Non-acceptance of any proposal does not imply any criticism of the proposal or imply that the proposal was deficient.

The City will follow the selection schedule listed below but reserves the right to modify the schedule in any manner necessary to serve the best interests of the City.



## **IX. PROPOSED SCHEDULE FOR DESIGN**

The anticipated schedule for the consultant selection process and beyond is as follows:

Release Request for Proposals	October 23, 2024
RFP Response Deadline	November 20, 2024
Review and Rank Proposals	November 2024
Negotiate Scope and Contract	November 2024
City Council Approves Agreement	December 9, 2024
Notice to Proceed Given to Consultant	January 2025
Kick-off Meeting in person	January 2025
Submittal 35% Completion	April 2025
Submittal 60% Completion	June 2025
Submittal 100% Completion	October 2025

Costs for responding to this RFP are entirely the responsibility of the Consultant and shall not be chargeable in any way to the City. All material submitted becomes the property of the City and may be returned only at the City's option.

Three (3) bound copies and one (1) electronic .pdf copy of the RFP response signed by an authorized representative of the entity proposing, shall be delivered on or before **3:00 pm, November 20, 2024 to:**

Leisser Mazariegos, Project Manager  
City of Lathrop, Public Works Department  
390 Towne Centre Drive  
Lathrop, CA 95330

***Proposals received after this time and date may be rejected.***

For general questions, contact Leisser Mazariegos, Project Manager electronically at [lmazariegos@ci.lathrop.ca.us](mailto:lmazariegos@ci.lathrop.ca.us). Response to questions will be e-mailed to all recipients of this RFP. **It is imperative that Consultants interested in submitting a proposal contact Leisser Mazariegos with the name of the project representative and e-mail address to ensure full dissemination of responses.**

*Thank you for your interest in serving the people of the City of Lathrop.*

Attachments:

1. Sample Contract
2. W9 Form
3. Confidential Disclaimer