



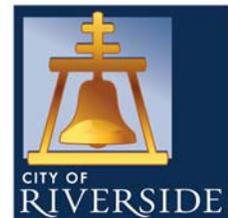
Request For Proposals No. 1664

# City of Riverside Comprehensive Park, Recreation and Community Services Master Plan

(2928 Acres of Park Land, 62 Park Sites, 18 Centers in the City of Riverside, CA)

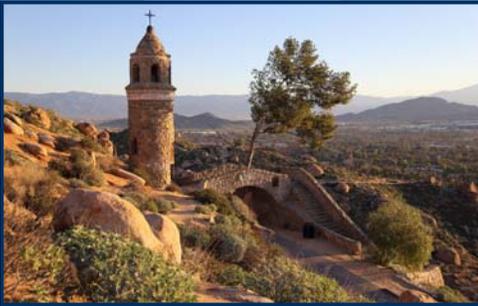
Park, Recreation and Community Services Vision 2030

Issued by: **Parks, Recreation and Community Services Department of the City of Riverside**



Issue Date: **November 18, 2016**  
Proposal Due Date: **January 11, 2017**

[RiversideCA.gov](http://RiversideCA.gov)



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## City of Riverside Introduction



CITY OF  
RIVERSIDE

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Designated as one of “America’s Most Livable Communities,” the City of Riverside, California has a vision to be a city that honors and builds on its assets to become a location of choice that catalyzes innovation in all forms, enjoys a high quality of life and is unified in pursuing the common good.

Riverside was incorporated over 100 years ago, and today displays a unique blend of historic charm and modern city features. Riverside’s setting includes open spaces, rocky hills, the Santa Ana River, arroyos and citrus groves providing a unique sense of place. With a population of 324,696 people the City is ranked the 12th largest city in California, and is the largest city in the Inland Empire region.

Within an area of 81.51 square miles, Riverside is working everyday to embrace “intelligent growth” within all facets of the community. During the Riverside Renaissance initiative (2006-2011) the City invested \$1.48 billion dollars in infrastructure improvements, including over \$100 million in park improvements providing needed facilities and renovations.

When focusing on the opportunities the future can bring, all who live, work, and play in Riverside benefit from the strong collaborative partnerships that exist. [City Demographics Link](#) - [SCAG’s Profile Link](#) - [Detailed Community Profile Link](#)



## The Opportunity

The City of Riverside is requesting proposals from experienced consulting firms to coordinate and prepare a comprehensive park, recreation and community services master plan.

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### PURPOSE

The purpose of the Comprehensive Park, Recreation and Community Services Master Plan includes:

- Creating a clear vision, action plan and updated financial strategy plan to define a clear path for providing parks, recreation and community services for the Community through 2030;
- Provide a capital improvement plan for developing, redeveloping and expanding park land;
- Provide an operations and maintenance plan to define appropriate maintenance levels, replacement schedules and staffing levels; and,
- Provide recommended General Plan updates and model ordinances to guide City Staff, Parks, Recreation and Community Services Commission and City Council for planning, development, re-development, expansion and enhancement of the City's open space, parks, trail and recreation resources.



## Riverside's Park System

The City has adopted a standard for developed park acreage of three acres per one thousand residents. The basic park system is deficient in total developed acreage, facilities and geographic distribution. To fully serve the citizens of Riverside, equitable geographic distribution of parks and facilities will be needed throughout the City. In addition, deferred maintenance and existing problems within City parks needs to be addressed, new parks need to be acquired, and vacant parklands need to be developed. At the same time, the City needs to keep pace with growth in order to avoid falling farther behind adopted standards.

### **Parks:** 62 park properties

- 24 Neighborhood
- 18 Community Parks
- 7 Special Use /Pocket Parks
- 6 Regional /Reserve/Wilderness Areas
- 7 Undeveloped Park sites

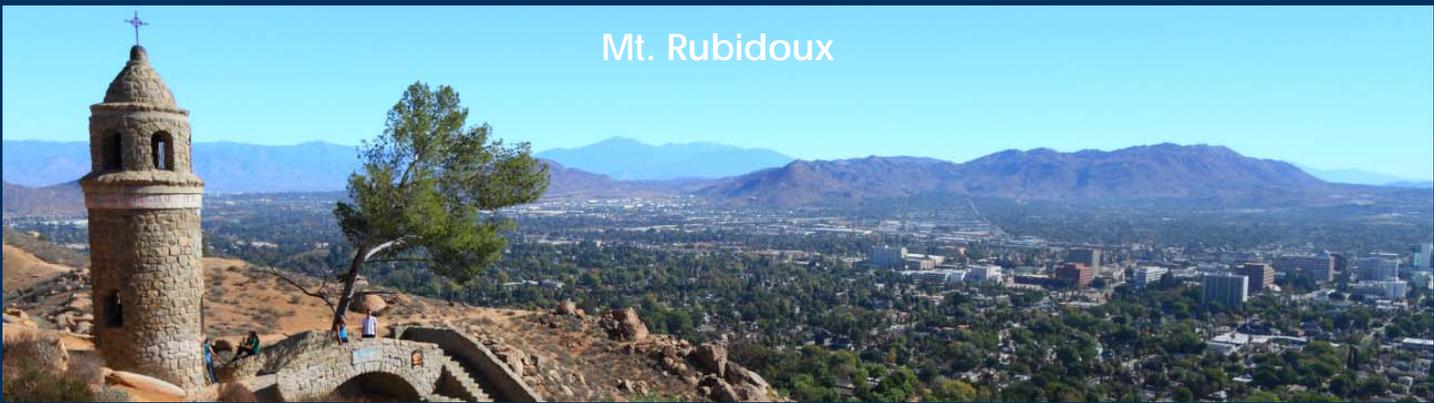
### **Parks Gross Acres Maintained:** 2,983 acres

- 809 Developed Acres
- 406 Undeveloped Acres
- 1768 Reserve / Wilderness Areas
- Over 16 miles of trails

### **Building Square Foot Maintained:** 317,420 square feet

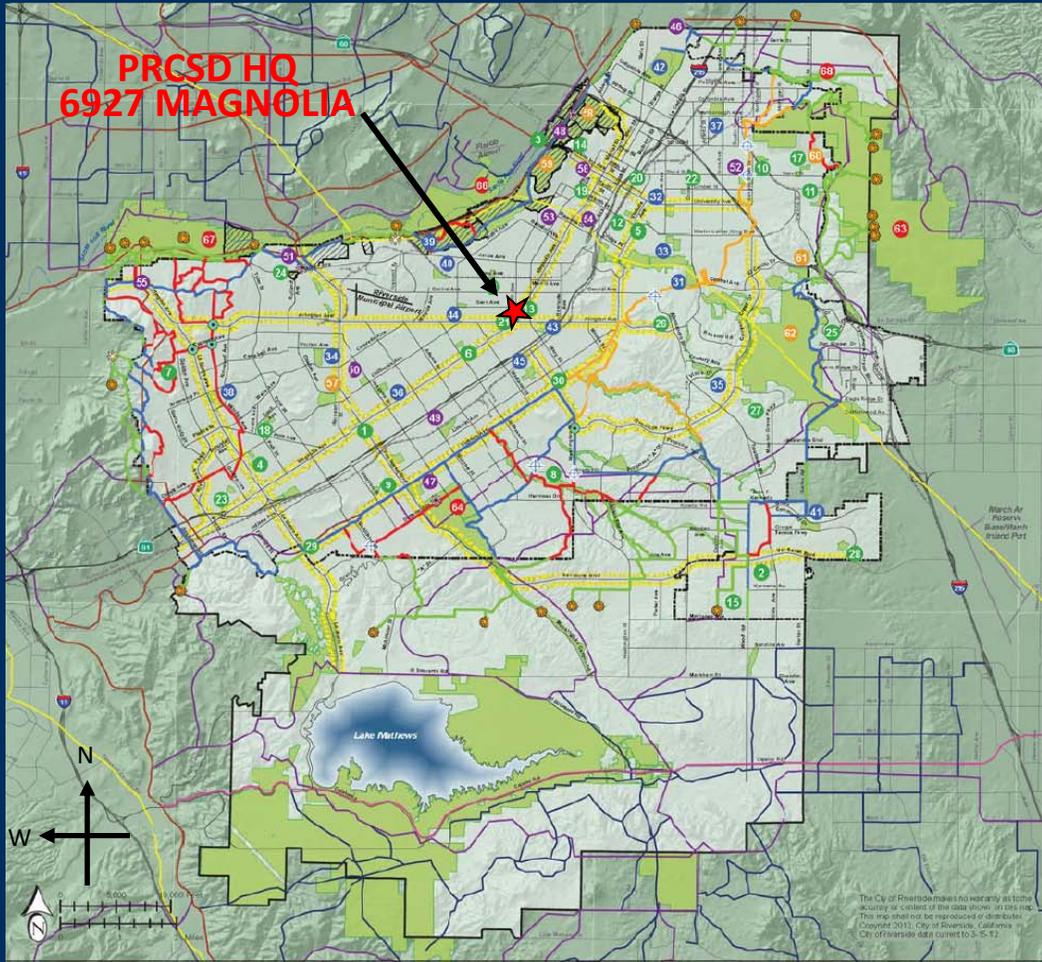
- 10 Recreation / Community Centers—176,727 square feet
- 3 Senior Centers—48,886 square feet
- 6 Childcare Centers—25,863
- 7 Swimming Pool Facilities—16,367
- 8 Other Multi-Use Buildings—22,032
- 33 Restroom, Concession, Maintenance Buildings—27,545 square feet

**Signature Parks:** Citrus State Park, White Park, Mt. Rubidoux & Fairmount Park.



Mt. Rubidoux

Park, Open Space and Trails



- LEGEND**
- CITY TRAIL POINTS**
- STAGING AREAS EXISTING FACILITIES
  - STAGING AREAS PROPOSED FACILITIES
  - CONNECTION TO COUNTY DESIGNATED TRAILS
  - TRAIL CROSSING PROPOSED STOP SIGN
  - TRAIL CROSSING PROPOSED TRAFFIC SIGNAL
- CITY TRAILS**
- PRIMARY - EQUESTRIAN, TRAIL, BIKE & PEDESTRIAN
  - SECONDARY - EQUESTRIAN, TRAIL, BIKE & PEDESTRIAN
  - SECONDARY - NO EQUESTRIAN
  - III ADJACENT JURISDICTION
- RIVERSIDE COUNTY TRAILS**
- CLASS 1 BIKE PATH
  - CLASS 1 BIKE PATH-REGIONAL TRAIL
  - COMMUNITY TRAIL
  - REGIONAL TRAIL
  - HISTORIC TRAIL
  - PARKWAYS
- SANTA ANA RIVER FOCUS AREAS**
- PARKS AND OPEN SPACE**
- NEIGHBORHOOD
  - COMMUNITY
  - CITY-WIDE/SPECIAL USE
  - RESERVE/OPEN SPACE
  - COUNTY AND STATE
- SEE TABLE PR-1 FOR NAMES
- RIVERSIDE CITY BOUNDARY
  - RIVERSIDE PROPOSED SPHERE OF INFLUENCE
- SOURCE: CITY OF RIVERSIDE

Figure PR-1  
PARKS,  
OPEN SPACE  
AND TRAILS

Fairmount Park

White Park



# STATEMENT OF WORK

## OBJECTIVES

The Comprehensive Park, Recreation and Community Services Master Plan will create a clear vision, action plan and updated financial strategy plan and serve to define a clear path for providing parks, recreation and community service needs for the City of Riverside through 2030. The Plan shall include, at a minimum the following sections:

- Park and Facility Inventory and Assessment;
- Community Needs Survey;
- Recreation Facilities & Programs Service Levels Assessment & Recommendations;
- Capital Improvement Plan through 2030;
- Operations and Maintenance Plan;
- City Policy Review and Recommended General Plan updates;
- Updated Financial Strategy Plan.

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## TASKS

The Consultant shall accomplish, but is not limited to, the following tasks:

### **TASK 1-General Requirements**

#### TASK 1.1 Meetings

The consultant will hold regular consultations with City staff and occasional review with executive staff leadership to review progress, present information, and recommend direction, for the remaining portions of the project. These meetings will occur as needed but not less than once a month throughout the project period.

The consultant will plan and facilitate a minimum of eight (8) Public meetings, in addition to those outlined in other tasks, including two (2) Park Commission, two (2) Youth and Community Services Committee, two (2) Miscellaneous Commissions/Boards and two (2) City Council Meetings.

# STATEMENT OF WORK

## TASK 1-Continued

The consultant shall ensure the Comprehensive Park, Recreation and Community Services Master Plan and General Plan Update is adopted by the City Council by **Spring, 2018**, or other mutually agreed upon alternative deadline date based on time frames outlined in the firm's proposal.

### TASK 1.2- Master Plan Document

Compile findings and recommendations from study components into one or more documents which together address the RFP's Objectives and define Riverside's Comprehensive Park, Recreation, and Open Space Master Plan. Provide a PowerPoint presentation Summary.

### TASK 1.3 - Executive Summary

Prepare an "executive summary" of the Master Plan report. Summary narratives will be included within each major section as well.

### TASK 1.4 Deliverables

The consultant shall provide copies of studies, reports, etc. as required for community meetings, staff review and completion of all tasks.

The consultant shall provide fifteen (15) draft copies of entire Plan for staff report at least four weeks prior to Council presentation.

The consultant shall provide fifteen (15) professionally bound copies of approved Comprehensive Plan as well as (15) digital pdf copies on DVD .

### TASK 1.5- Documents provided by the City

The City will provide the use of existing City maps, aerials, GIS dataset and AutoCAD base map for design and reproduction purposes.

The City will provide existing studies and reports including Riverside's [General Plan 2025](#), [2003 Park System Master Plan](#), [Citywide Design Guidelines](#), [Measure C](#), [Proposition R](#), Area Specific Plans, [Sycamore Canyon Wilderness Park Management Plan](#), and other pertinent community development plans, which may affect Master Plan decisions and recommendations. The City will provide pertinent Riverside's policies, zoning ordinances, and land division ordinances.

# STATEMENT OF WORK

## TASK 1-Continued

The City will provide existing [City Budget](#), Capital Improvement Program, 2005 Park Financial Strategy Plan and other park development, recreational programs and services data as available.

The City will perform other tasks related to the scope of work as necessary.

## TASK 2: Recreation, Services and Park Facility Inventory

The Consultant shall compile a comprehensive inventory and assessment of existing recreational programs, services and facilities provided throughout the community by other private and public organizations in addition to those provided by the City.

### TASK 2.1 Park Inventory

The Park System Facility inventory shall be organized by park categories which are consistent with the City's Master Plan and that can be integrated into a GIS Dataset; e.g.—pocket, local, neighborhood, community, regional, City, County, State, Private, etc.

Facilities to be identified and inventoried include:

- The existing public and private recreational facilities within the City's sphere of influence.
- Identify and inventory existing trail, greenbelt, natural and other green infrastructure resources which are being used for access, recreational, habitat and open space purposes.
- Land that can serve as potential park system acquisitions and/or parks development opportunity within the community;
- Identify ADA access barriers to parks, facilities, and services;
- Identify City owned park recreational amenities; e.g.—ballfields, basketball courts, tennis courts, restrooms, playgrounds, etc. The amenities shall be evaluated further to identify their existing condition, service level, lifecycle cost and service area.

# STATEMENT OF WORK

## TASK 2-Continued

### TASK 2.2 Social Services and Recreation Program Inventory

Work with staff to evaluate existing levels of social service and recreation program services within the City's sphere of influence, public and private, to determine adequacy of current social service and recreation opportunity for all City residents. (Additional evaluation may be identified through Citizen Survey Task)

### TASK 2.3 GIS Inventory

All inventory items shall be provided in GIS format to be presented as storyboards and made available for City's GIS Dept. use.

## TASK 3: Community Needs Survey

The Consultant will identify the constituency of the City through a demographic analysis and market profile. In addition, the Consultant shall obtain information collected from various avenues for community input to provide direction and insight to future needs. Community input will include, but not limited to, key stakeholders, user groups and City Officials.

### TASK 3.1 Community Profile

The Consultant shall research and identify unique qualities, geography, demographics, adopted planning studies/plans and trends specific to the City that will affect Master Plan considerations for the future.

The demographic analysis and marketing profile will encompass information available from the United States Census Bureau, Southern California Association of Governments Profile and other local and national sources as available. The analysis will use approved methods to evaluate current and future users of recreation facilities, programs, and services.

[http://www.riversideca.gov/planning/pdf/demographics/City\\_OK2010.pdf](http://www.riversideca.gov/planning/pdf/demographics/City_OK2010.pdf)

<http://www.riversideca.gov/planning/pdf/2011-CityofRiversideProfile.pdf>

# STATEMENT OF WORK

## TASK 3-Continued

### TASK 3.2 Community Meetings

The City of Riverside believes it is important that the citizenry have the opportunity to participate in identifying their park and recreation priorities. The Consultant shall facilitate a minimum of eight (one in each Ward, plus one Council/Business Partnership Workshop) facilitated focus group sessions with citizen representatives to solicit input and priorities for recreation facilities, programs and services needs and desires. Bilingual communication is highly desirable.

### TASK 3.3 Citizen Survey

The Consultant will create and conduct a community-wide quality-based statistically valid survey to gather information from a valid representative random sample of the community. The survey shall be approved by the City and be customized to fit the needs of this project and address the City's population shifts and changing social and economic conditions.

The survey shall determine current levels of participation, and public satisfaction with existing programs, recreation facilities, and services. It shall also determine public interests, desires, expectations, and priorities for the future including the public's willingness to fund expanded programs and services.

## **TASK 4: Recreation Facilities & Programs Service Levels Assessment & Recommendations**

The purpose of this task is to provide an analysis of recreational facilities, programs and services with a focus on comparing the existing resources, revenues generated, communities needs/wants, policies and standards. This analysis is critical for determining facility, programming, and revenue strategies necessary to meet the needs of users, and sustain and preserve facilities.

### Task 4.1 Comparative Analysis

The Consultant shall include a comparative analysis to communities of similar size and density both regionally and nationally, using nationally accepted park and recreation standards.

# STATEMENT OF WORK

## TASK 4-Continued

Conduct a trends analysis to project future participation and the needs, and issues of “equitable distribution of service and opportunity” for all ages and income levels

### Task 4.2 Preferred Provider

An analysis of best possible providers of community and recreation facilities shall be provided. It will include an analysis of possible competition or duplication of services through other public and private service and facility providers, and recommendations for minimizing duplication and/or enhancing possibilities for collaborative partnerships where appropriate.

### Task 4.3 Park Resources Assessment

Prepare an analysis of existing and future neighborhood areas, projected service populations, and parkland allocation recommendations within the urban growth boundary based on growth, transportation, and safety; identify and discuss current and anticipated access issues including barriers to participation; make specific recommendations addressing access solutions and future needs including parkland acquisition and development.

### TASK 4.4 Recreation, Facilities, and Services Action Plan

Provide an Action Plan to identify specific actions required to implement intelligent growth of our park system and services. Plan shall consider all information gathered in inventory tasks, analysis, funding opportunities, phasing, community priorities and other data as appropriate.

Identify specific areas of public need and community interest with regard to program types (sports, outdoor, aquatic, cultural arts, special events, social services, etc.) and populations served (children, teens, adult, senior, family, disabled. Include issues of ethnic diversity).

Recommend levels of social service, recreation program services and park facilities shall be presented graphically and demonstrate equitable distribution of service and opportunity.

A list of site specific projects, acquisitions and services shall be generated and prioritized.

# STATEMENT OF WORK

## **TASK 5: Capital Improvement Plan through 2030**

The purpose of this task is to provide a complete plan outlining the park infrastructure improvements required to implement the plan recommendations. The improvements list should be generated from the Comprehensive Plan's inventory, site analysis, assessment, needs survey and Financial Strategy Plan. The Plan shall include specific real acquisitions/improvement projects; such as, Construct a skate park at Ryan Bonaminio Park, acquire and develop an 8AC dog park at vacant parcel ###. or construct a new 10,000 SF gym at Bordwell, etc.

A comprehensive list of projects shall be provided including projects for all existing park sites as required for expansion and replacement of old infrastructure, redevelopment/ replacement of existing infrastructure, and build-out of undeveloped parks, acquisition and development of future park sites and adding new amenities to existing parks. Each project shall include a description, cost estimates, project duration and potential funding source.

Consultant shall further refine the list to create a 12 year priority CIP Plan and a detailed implementation schedule for first 5 years, including priority projects. The plan shall take into account immediate and long range budget projections, planning staffing needs and operational resources.

## **TASK 6: Operations and Maintenance Plan**

Prepare a maintenance management plan for the grounds and buildings maintained by the Parks, Recreation and Community Services Department. The plan will identify routine and preventative maintenance schedules/programs, work management, asset lifecycle management, performance measurements, and equipment management. Consultant shall provide an evaluation of current staffing levels and organizational structure based upon the existing department and potential growth with the development of this plan.

Provide evaluation and analysis of current management and operations practices giving specific attention to parks maintenance and staffing (consideration should be given to contract maintenance vs. in-house staffing) with recommendations pertinent to future growth of parklands, buildings and facilities, and related services.

# STATEMENT OF WORK

## TASK 6-Continued

Propose cost-effective funding levels necessary to adequately sustain quality, safe, and cost-effective maintenance operations and practices and sustain recommended levels of maintenance and service. NRPA “levels of maintenance standards” should be used to help define recommendations.

## TASK 7: City Policy Review and Recommended General Plan updates.

The purpose of this task is to provide, recommend and establish a policy management plan to help implement the Comprehensive Plans goals and guide future park development.

The Consultant shall review Riverside's planning and development ordinances pertinent to parks development issues; propose amendments and/or new ordinances as needed to accomplish parks development goals and objectives;

The Consultant shall establish and recommend a “Park land acquisition and development policies manual”. The manual will include updated policies, General Plan updates for Land Use, Public Facilities, Open Space and Recreation sections, ordinances, identify park land acquisition priorities and satisfy long range service objectives. The plan shall also recommend an update to the City's Park development impact fees and other planning guidelines and standards for implementing the 2030 Park, Recreation and Community Services Vision.

## TASK 8: Updated Financial Strategy Plan

The Consultant will conduct an analysis of the existing [2005 Financial Strategy Plan](#), incorporate 2030 vision and develop an updated Plan with recommendations that would be applicable to addressing the updated financial needs and priorities.

Review and discuss existing funding mechanisms and cost recovery practices for recreation programs and services; and recommend appropriate levels of cost recovery through fees. Recommendations should balance cost recovery with issues of affordability.

# STATEMENT OF WORK

## TASK 8-Continued

Provide a thorough analysis of existing funding practices, sources of funds, and funding levels for both “parks and facilities” and “social service and recreation programs and services.”

Identify new or alternative sources of funds that might reasonably be developed to supplement existing funding methods; identify and discuss new funding practices that might present long-term funding stability.

# Instructions to Proposers

## PROPOSAL DEADLINE

Proposals shall be submitted before 4:00 pm, **Wed., January 11, 2017.**

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## SUBMISSION OF PROPOSALS

All prospective Proposers submitting a proposal must be subscribed to the Electronic Bidder's List for the RFP. If the Proposer is not listed on the Electronic Bidder's List by subscribing at [www.riversideca.gov/bids](http://www.riversideca.gov/bids) then the proposal will be considered non-responsive and given no further consideration. Additionally, the proposal must be submitted under the same company name as used to subscribe to the RFP on the Electronic Bidder's List.

All proposals and required documents including any proposal security shall be supplied on a CD or DVD and must be submitted before the due day/time.

Please note that any hard copy proposals will not be accepted. CDs or DVDs containing proposals may be submitted by mail or in person but must be time stamped by the Purchasing office before the due day/time.

All proposals shall be addressed/submitted to:

City of Riverside  
Attn: Purchasing (RFP No. 1624)  
City Hall, 6th Floor  
3900 Main Street  
Riverside, CA 92522

Packages containing a CD or DVD must be time stamped at the Purchasing office before the due day/time or they will be considered non-responsive.

# Instructions to Proposers

## PRE-PROPOSAL JOB WALK/CONFERENCE

No job walk or conference is scheduled for this proposal.

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## EXAMINATION OF PROPOSAL DOCUMENTS

The submission of a proposal shall be deemed a representation and certification by the Proposer that they:

- Have carefully read and fully understand the information provided by the City to serve as the basis for submission of this proposal.
- Have the capability to successfully undertake and complete the responsibilities and obligations of the proposal being submitted.
- Confirm all information contained in the proposal is true and correct.
- Did not, in any way, collude, conspire to agree, directly or indirectly, with any person, firm, corporation or other Proposer in regard to the amount, terms or conditions of this proposal.
- Acknowledge that the City has the right to make any inquiry it deems appropriate to substantiate or supplement information supplied by Proposer, and Proposer hereby grants the City permission to make these inquiries, and to provide any and all related documentation in a timely manner.

No request for modification of the proposal shall be considered after its submission on grounds that Proposer was not fully informed to any fact or condition.

# Instructions to Proposers

## INFORMATION TO BE SUBMITTED

These instructions outline the guidelines governing the format and content of the proposal and the approach to be used in its development and presentation. The intent of the RFP is to encourage responses that clearly communicate the Proposer's understanding of the City's requirements and its approach to successfully provide the products and/or services on time and within budget. Only that information which is essential to an understanding and evaluation of the proposal should be submitted. Items not specifically and explicitly related to the RFP and proposal, e.g. brochures, marketing material, etc. will not be considered in the evaluation.

All proposals shall execute the **Proposal Letter—Attachment A** and address the following items in the order listed below and shall be numbered 1 through **8** in the proposal document.

### Chapter 1 – Proposal Summary

This Chapter shall discuss the highlights, key features and distinguishing points of the Proposal. A separate sheet shall include a list of individuals and contacts for this Proposal and how to communicate with them. Limit this Chapter to a total of three (3) pages including the separate sheet.

### Chapter 2 – Profile on the Proposing Firm(s)

This Chapter shall include a brief description of the Prime Proposer's firm size as well as the proposed local organization structure. Include a discussion of the Prime Proposer firm's financial stability, capacity and resources. Include all other firms/subcontractors participating in the Proposal, including similar information about the firms.

Additionally, this section shall include a listing of any lawsuit or litigation and the result of that action resulting from (a) any public project undertaken by the Proposer or by its subcontractors where litigation is still pending or has occurred within the last five years or (b) any type of project where claims or settlements were paid by the consultant or its insurers within the last five years.

# Instructions to Proposers

## INFORMATION TO BE SUBMITTED-Continued

### Chapter 3 – Qualifications of the Firm

This Chapter shall include a brief description of the Proposer's and sub-Proposer's qualifications and previous experience on similar or related projects. Provide in a table format **(See Project Qualification, Attachment B)** descriptions of pertinent project experience with other public municipalities and private sector that includes a summary of the work performed, the total project cost, the percentage of work the firm was responsible for, the period over which the work was completed, and the name, title, and phone number of clients to be contacted for references. Give a brief statement of the firm's adherence to the schedule and budget for the project. Missing or inaccurate information may cause specific project to not be considered as relative experience.

This chapter shall include information regarding any relationships with firms and/or individuals who may submit proposals in response to the RFPs being developed.

### Chapter 4 – Work Plan or Proposal

This Chapter shall present a well-conceived service plan. Include a full description of major tasks and subtasks. This section of the proposal shall establish that the Proposer understands the City's objectives and work requirements and Proposer's ability to satisfy those objectives and requirements. Succinctly describe the proposed approach for addressing the required services and the firm's ability to meet the City's schedule, outlining the approach that would be undertaken in providing the requested services.

### Chapter 5 – Proposed Innovations

The Proposer may also suggest technical or procedural innovations that have been used successfully on other engagements and which may provide the City with better service delivery. In this Chapter discuss any ideas, innovative approaches, or specific new concepts included in the Proposal that would provide benefit to the City.

# Instructions to Proposers

## INFORMATION TO BE SUBMITTED-Continued

### Chapter 6 – Project Staffing

This Chapter shall discuss how the Proposer would propose to staff this project. Key project team members shall be identified by name, title and specific responsibilities on the project. An organizational chart for the project team and resumes for key Proposer personnel shall be included. Changes in key personnel may be cause for rejection of the proposal.

### Chapter 7 – Proposal Exceptions

This Chapter shall discuss any exceptions or requested changes that Proposer has to the City's RFP conditions, requirements and sample contract. If there are no exceptions noted, the Proposer shall accept all conditions and requirements identified in the **Attachment C- "Sample Agreement for Services."** Items not excepted will not be open to later negotiation.

### Chapter 8 – Proposal Costs Sheet and Rates (Optional to provide in separate sealed envelope)

The fee information is relevant to a determination of whether the fee is fair and reasonable in light of the services to be provided. Provision of this information assists the City in determining the firm's understanding of the project, and provides staff with tools to negotiate the cost, provide in a table (**See Cost Proposal Format, Attachment D**).

Consultant shall provide the following information:

- Direct labor rates for proposed staff;
- Overhead rate and breakdown of overhead elements;
- Subconsultant billing rates and mark-up percentage for ODC's (other direct costs); and identify all reimbursable expenses.
- Most recent complete financial instrument that would establish Proposer's ability to complete the obligations of the contract resulting from this solicitation. (optional)

# Instructions to Proposers

## INFORMATION TO BE SUBMITTED-Continued

This Chapter shall include the proposed costs to provide the services desired. Include any other cost and price information, plus a not-to-exceed amount, that would be contained in a potential agreement with the City. The hourly rates may be used for pricing the cost of additional services outlined in the Scope of Work.

PLEASE NOTE: The City of Riverside does not pay for services before it receives them. Therefore, do not propose contract terms that call for upfront payments or deposits.

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## WITHDRAWAL OF PROPOSAL

A Proposer may withdraw its Proposal either personally or by written request any time prior to the Proposal deadline by notice to the City's Purchasing Services Manager. Such notice shall be in writing signed by the Proposer or a duly authorized representative and shall be received, and date-stamped and time-stamped, and filed with the City prior to the Proposal deadline. A Proposer who has withdrawn a Proposal may submit a new Proposal prior to the Proposal deadline.

Once submitted, all Proposals are irrevocable except as otherwise provided by law. Request for withdrawal of Proposals after the Proposal deadline shall be made only in accordance with Public Contract Code § 5100, et seq.

Each Proposer agrees by submitting a Proposal that the Proposal shall remain open, is irrevocable, and may not be modified, withdrawn or cancelled for a period of **one hundred twenty (120) calendar days** after the Proposal deadline and that after award of the contract all prices shall remain firm throughout the duration of the contract.

# Instructions to Proposers

## PROJECT REPRESENTATIVE/ PROJECT MANAGER

Overall coordination of the Project will be the responsibility of the City's Project Manager. All requests for clarifications, changes, exceptions, deviations to the terms and conditions set forth in this RFP should be submitted in writing to Randy McDaniel at [RMcDaniel@riversideca.gov](mailto:RMcDaniel@riversideca.gov).

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## CLARIFICATIONS

The final day for the receipt of questions from the Proposer shall be before 8:00 a.m. on **Monday, January 4, 2017**.

To ensure fairness and avoid misunderstandings, all communications and requests for Information must be in written format and addressed only to the individual set forth above. Any verbal communications will not be considered or responded to. All questions received by the due date will be logged and reviewed and if required, a response will be provided via an addendum to the RFP that will be posted on the City's website.

Any communications, whether written or verbal, with any City Councilmember or City staff other than the individual indicated above, prior to award of a contract by City Council, is strictly prohibited and the Proposer shall be disqualified from consideration.

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## ADDENDA / RFI

City reserves the right to revise this RFP prior to the Proposal deadline. Any such revisions shall be described in an addendum issued by the City ("Addendum" or "Addenda"). If an Addendum requires significant changes to the work, the City in its sole discretion may extend the Proposal deadline. In the event the Proposal deadline has been extended, the new Proposal deadline shall not occur within three (3) Calendar Days after City's issuance of the last Addendum.

Proposer is responsible for reviewing this RFP prior to the Proposal deadline and for requesting clarification or interpretation of any discrepancy, deficiency or ambiguity contained therein. Should a Proposer find any

# Instructions to Proposers

## ADDENDA / RFI –Continued

irregularities in this RFP, or should there be doubt as to the intended meaning of and provision of this RFP, the Proposer may submit to the City's Project Manager, a written request for clarification. The Proposer submitting the request for information (RFI) shall be responsible for delivery of the RFI to the Project Manager at least five (5) Calendar Days before the Proposal deadline.

This RFP and Addenda are only available electronically online at the City of Riverside's website: [www.riversideca.gov/bids](http://www.riversideca.gov/bids). ***Users must subscribe to the RFP to be placed on the Electronic Bidder's List and have access to this RFP and Addenda.***

City will maintain a list of the Proposers who obtain the RFP ("Interested Proposers"). If City determines, in its sole discretion, that an interpretation or clarification requires a change in the RFP, the City will issue an Addendum to each Interested Proposer. Interested Proposers will receive notice of Addenda only by electronic mail and will be directed to the City's website to download the documents. All Addenda shall become a part of any contract awarded. City shall not be responsible for any oral or other explanations or interpretations of this RFP. Receipt of any such Addenda by the Proposer must be acknowledged in the Proposal Letter in the space provided. Failure to acknowledge receipt of all Addenda may cause the Proposal to be rejected.

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## SELECTION PROCESS

City will perform a preliminary evaluation to determine whether each Proposal is responsive to this RFP immediately after receipt of the Proposals. City may exclude from further consideration any Proposal that is non-responsive.

A committee of at least three comprised of staff from various Departments (Selection Committee) will conduct the selection process and is the final decision-maker regarding this selection. The Selection Committee reserves the right to reject any or all proposals at any time. The Selection Committee further reserves the right to request clarification

# Instructions to Proposers

## SELECTION PROCESS -Continued

or additional information from individual proposers and to request some or all proposers to make presentations to the Selection Committee, community groups, or others to establish final ranking and selection.

**Selection Criteria:** The following criteria will be used for scoring and selection purposes (See **ATTACHEMENT E –EVALUATION CRITERIA** for detail):

- ◆ **Proposal Summary / Proposal Content (5%) -Ch. 1 & overall content**
- ◆ **Consultant Profile & Qualifications (15%) - See Chapter 2 & 3**
- ◆ **Work Plan & Innovation (25%) - See Chapter 4 & 5**
- ◆ **Key Personnel / Staffing (20%) - See Chapter 6**
- ◆ **Proposal Cost (35%) - See Chapter 8**
- ◆ **Interview (25%) - Responsive short listed proposers only**

Reference checks will be carefully considered during the short-listing phase of the process. During the interview phase firms will further detail their qualifications, work plan, Innovative approach, key personnel, cost and their ability/expertise to furnish the services required for this project. Oral presentations will be scored by discussion and consensus of the Selection Committee. Highest total aggregate score of proposal plus Interview shall be the basis for ranking proposers and a recommendation to the Park and Recreation Commission and Council for final approval.

All submittals in response to this RFP become public property and under the Public Records Act (Government Code § 6250 et. seq.) are public records. As such, all proposals may be subject to public review at least ten (10) days before selection and award. If a proposer claims a privilege against public disclosure for trade secret or other proprietary information, such information must be clearly identified. Personal information should be labeled as confidential and will remain so. Please note that under California law, price proposals to a public agency is not a trade secret.

# Instructions to Proposers

## PROCUREMENT METHOD

Award of contract, if award is to be made, will be to the most qualified Proposer offering the best value to the City, provided the Proposal has been submitted in accordance with the requirements of this RFP and does not exceed the funds available for the work.

City will attempt to negotiate a mutually agreeable contract with the selected proposer. Negotiations will be limited to the fee and scope only; the terms and conditions of the standard City Agreement and other Contract Documents are not subject to negotiation unless a Proposer takes exception to a specific term or condition, which exception must be identified in an attachment to the Proposal Letter.

Proposers are cautioned that any significant exceptions or qualifications to the standard form of contract included in the Letter Proposal will be factored into the Proposer's score. If a Proposer fails to identify any exception or qualifications to the Contract Documents, the right to request modifications to the Contract Documents shall be waived and City will not negotiate any terms after selection of the Proposer or award of the contract.

City reserves the right to cancel the award before final execution of the Contract by all Parties without any liability on the part of the City.

The RFP process does not commit City to award any contract and City is not liable for any costs incurred by Proposer in the preparation or submission of a Proposal.

City has the discretion to award the contract immediately regardless of a pending protest.

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## LICENSE & REGISTRATION

All design consultants ("Design Consultants") shall hold an appropriate license for their design discipline on the Proposal date.

Failure of a single-entity Proposer to possess the required license on the Proposal date shall render the Proposal non-responsive. Failure of Design Consultant to possess the required license on the Proposal deadline shall require Proposer to substitute licensed design professionals prior to award of the contract without additional cost to the City.

# Instructions to Proposers

## LICENSE & REGISTRATION—Cont.

The Proposer and all subcontractors, including unlisted subcontractors, shall obtain a Business Tax Registration from the City of Riverside Finance Department, prior to commencement of work.

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## PROPOSAL FORMS

Pricing and subcontractor information must be submitted with the proposal as instructed. All required documents shall be submitted via CD or DVD prior to the proposal event date and time as instructed in the Notice Inviting Proposals. Please note that your proposal response is required to be submitted as described in our documentation. Each Proposal shall be submitted on the City's pre-printed forms with required attachments. If any Proposer makes any alteration, strike-through or deviation in any of the printed matter of the Proposal, or makes any qualifications of the Proposal forms in separate documents submitted with the Proposal, the Proposal may be considered non-responsive.

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## INSURANCE

Proposer and Subcontractors' shall provide insurance in accordance with Section 12 of the Sample Agreement.