City of La Quinta

CITY / SA / HA / FA MEETING DATE: January 21, 2014

ITEM TITLE: APPROVE REQUEST FOR PROPOSALS TO OBTAIN PROFESSIONAL ENGINEERING SERVICES TO PREPARE PLANS, SPECIFICATIONS, AND ESTIMATES FOR LA QUINTA PARK RESTROOM

AGENDA CATEGORY:

BUSINESS SESSION: ____

CONSENT CALENDAR: 14

STUDY SESSION: ____

PUBLIC HEARING: ____

RECOMMENDED ACTION:

Approve a request for proposals to obtain professional engineering services to prepare the plans, specifications and engineer's estimate for the La Quinta Park Restroom project.

EXECUTIVE SUMMARY:

- The City is proposing to construct an additional prefabricated restroom facility next to the current restrooms at La Quinta Park to meet increased demands during soccer and softball seasons (Attachment 1).

- Staff recommends approval of the attached request for proposals (RFP) (Attachment 2) in order to hire an engineering consultant to prepare plans, specifications and estimates.

FISCAL IMPACT:

None for this action. The La Quinta Park Restroom project is programmed to receive $188,224 from Quimby Funding this fiscal year. Once an engineering consultant is identified, staff will prepare the Professional Services Agreement for design services for City Council's consideration. This project is included in the 2013/2014 Capital Improvement Program.

BACKGROUND/ANALYSIS:

The existing restrooms at La Quinta Park do not have adequate capacity during the soccer and softball seasons. Therefore, staff recommends that a prefabricated

men's and women's restroom facility be constructed matching the design aesthetics of the park. The facility will be constructed to accommodate a minimum of two occupants per restroom.

The City Manager intends to appoint a Consultant Selection Committee consisting of the following members: Timothy R. Jonasson, P.E., Public Works Director/City Engineer; Bryan McKinney, Principal Engineer; Edie Hylton, Community Services Director; Steve Howlett, Golf and Parks Manager; and Nick Nickerson, Project Manager. If the City Council wishes to appoint a different committee, the committee would be subject to the Brown Act unless the committee consists solely of two Council Members.

Contingent upon City Council authorization to distribute the RFP, the following represents the project schedule:

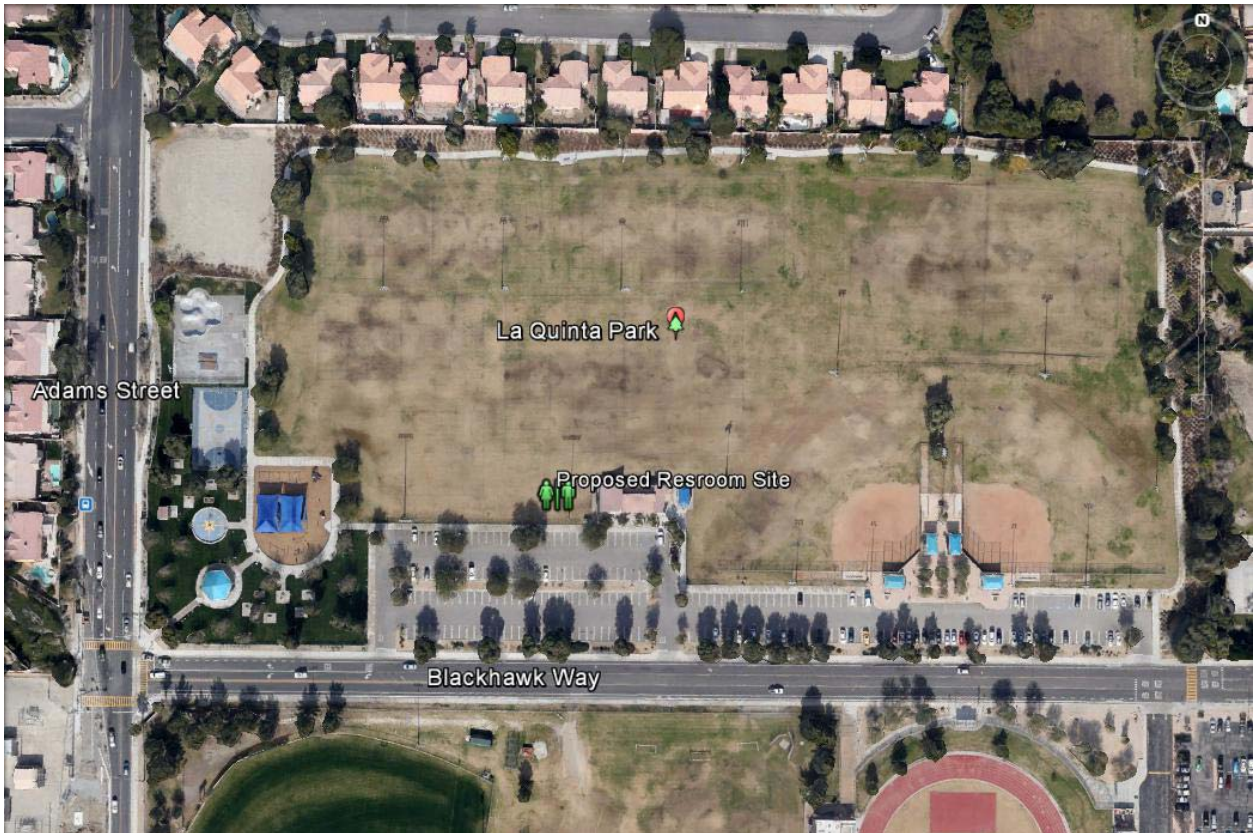
Proposal Due Date	February 24, 2014
Recommendations to City Council	April 1, 2014
Project Design (six months)	April 2014 to November 2014

ALTERNATIVES:

Due to the need for more restrooms at La Quinta Park and the availability of Quimby funds for this project, staff does not recommend an alternative action.

Report prepared by: Bryan McKinney, Principal Engineer
Report approved for submission by: Timothy R. Jonasson, P.E.
Public Works Director/City Engineer

Attachments:
1. Site Map
2. RFP



Proposed Restroom Site Map

Not to Scale

City of La Quinta

REQUEST FOR PROPOSALS
PROFESSIONAL ENGINEERING AND DESIGN SERVICES
LA QUINTA PARK RESTROOM
PROJECT 2013-12

The City of La Quinta ("City") requests proposals from qualified professional engineering consultants to prepare plans, specifications, and estimate (PS&E) for the La Quinta Park Restroom, Project No. 2013-12.

La Quinta Park is an 18 acre park located on the corner of Adams Street and Blackhawk Way. La Quinta Park is the City's largest park. Amenities include: Barbecue, Ball fields, Basketball court, Children's play area, Picnic tables & benches, Restrooms, Soccer fields, Walking path, Water feature, Skate Park, Public Art, and a Pavilion available for rent.

The City is proposing to add an additional restroom structure next to the current restrooms, location map is provided as Attachment 1, to provide additional capacity for the soccer and softball fields. The additional restroom facility shall include both a men's and women's restroom with the capacity to allow a minimum of two occupants. The restroom must also match the design aesthetics of the park. This is a prevailing wage project.

In general, the plans, specifications & estimates (PS&E) prepared for proposed Public Restroom Addition will include:

- Construction of subgrade pad;
- Installation and connection of utilities;
- Installation of Pre-engineered Restroom Structure (Example in Attachment 2); and
- Installation of ADA compliant path connecting restrooms to existing sidewalk.

Services Requested

Services and products to be rendered in performing all work associated with project development may include, but may not be limited to:

- Perform appropriate engineering related field survey, and prepare the base map. The base map will include all above ground and below ground utilities and potential obstructions;

- Prepare plans, specification, and cost estimate for the proposed.

    - Plans will likely include title sheet, parking lot and site improvement plan, utility plan, electrical plan, landscaping and irrigation plan, and necessary construction notes and details;

    - Project specifications and bid documents will likely include a detailed project description, preparation of bid schedule, special provisions, technical specifications, and any referenced standard plans or details;

        - Unless specifically requested by City, Consultant may not write a proprietary specification, three (3) acceptable manufacturers must be provided for equipment incorporated into the project – these must be listed under each specification item.

        - Features shall be designed in a manner that complies with all regulations for the construction, maintenance, and operation of a public restroom.

    - Project estimate will include backup documents for bid item quantities and associated unit costs.

- Prepare for and attend a Community Services Commission meeting, a Planning Commission meeting, a City Council Study Session and a City Council meeting in addition to the normal project development team meetings.

- Provide support during the bidding and construction phase.

Project Development Process

1. Pre-Design Meeting - Initial meeting between the consultant and City staff to clarify project design objectives and requirements.

2. Agency Approval

   A. Consultant will submit the plans, specifications, and estimate, and/or other necessary documents required to obtain approval. At a minimum, the consultant should plan for the following plan check submittals:

      (1) 1st Review - Concept Review (base sheet) – 3 bond copies
      (2) 2nd Review - 85-90% Check Plans & Specs – 3 bond copies
      (3) 3rd Review - 100% Check (complete PS&E) – 3 bond copies
      (4) 4th Review - Preliminary Final (screen check) – 1 Mylar set

   B. All approved plans will be provided to the City on compact disk in AutoCAD 2008 or higher format, as well as on "D" size Mylar. Specification and/or bid documents will be provided on digital medium in Microsoft Word for Windows format. The Engineer's estimate will be provided in Excel for Windows format.

3. Bidding Phase

   The consultant will be expected to attend the pre-bid meeting and will respond to contractor requests for plan clarification during the bid process.

4. Construction Phase

   The consultant will be required to respond to requests for information (RFI) and provide clarification of questions relating to its plans during the construction phase.

5. Proposal Format

   Proposals (work proposal and cost proposal) are to be submitted in separate envelopes clearly marked with the consultants name, address and phone number. Only one proposal per consultant will be considered.

Proposal packages are to be submitted to the City on/or before close of business on **Monday, February 24, 2014.** Proposals received after the stated deadline shall not be accepted. Proposal packages are to be delivered to:

Bryan McKinney, Principal Engineer
City of La Quinta
Public Works Department
78-495 Calle Tampico
La Quinta, CA 92253

Consultants are encouraged to keep their proposals brief and relevant to the specific work required. Proposals shall include the following items:

6. Work Proposal (envelope 1) - submit 4 copies

A. Cover Letter

(1) The name, address, and phone number of the consultant's contact person for the remainder of the selection process.

(2) Any qualifying statements or comments regarding the consultant's proposal, the information provided in the RFP or the proposed contract.

(3) Identification of sub-consultants and their responsibilities.

B. Statement of Qualifications

(1) A listing of proposed project personnel, including personal experiences and individual resumes for prime and sub-consultants.

(2) Consultant's and sub-consultant experience with similar work, including names and current phone numbers of reference for listed projects.

C. Project Understanding and Approach - A description of your project understanding, and how you will approach the project.

D. Scope of Work Program - A description of the tasks, sub-tasks, and deliverables that will be provided.

E. Project Schedule - A comprehensive design schedule is to be submitted describing the nature and scheduling of proposed tasks and reflecting April 1, 2014 as the start date.

7. Cost Proposal (envelope 2) - submit 2 copies

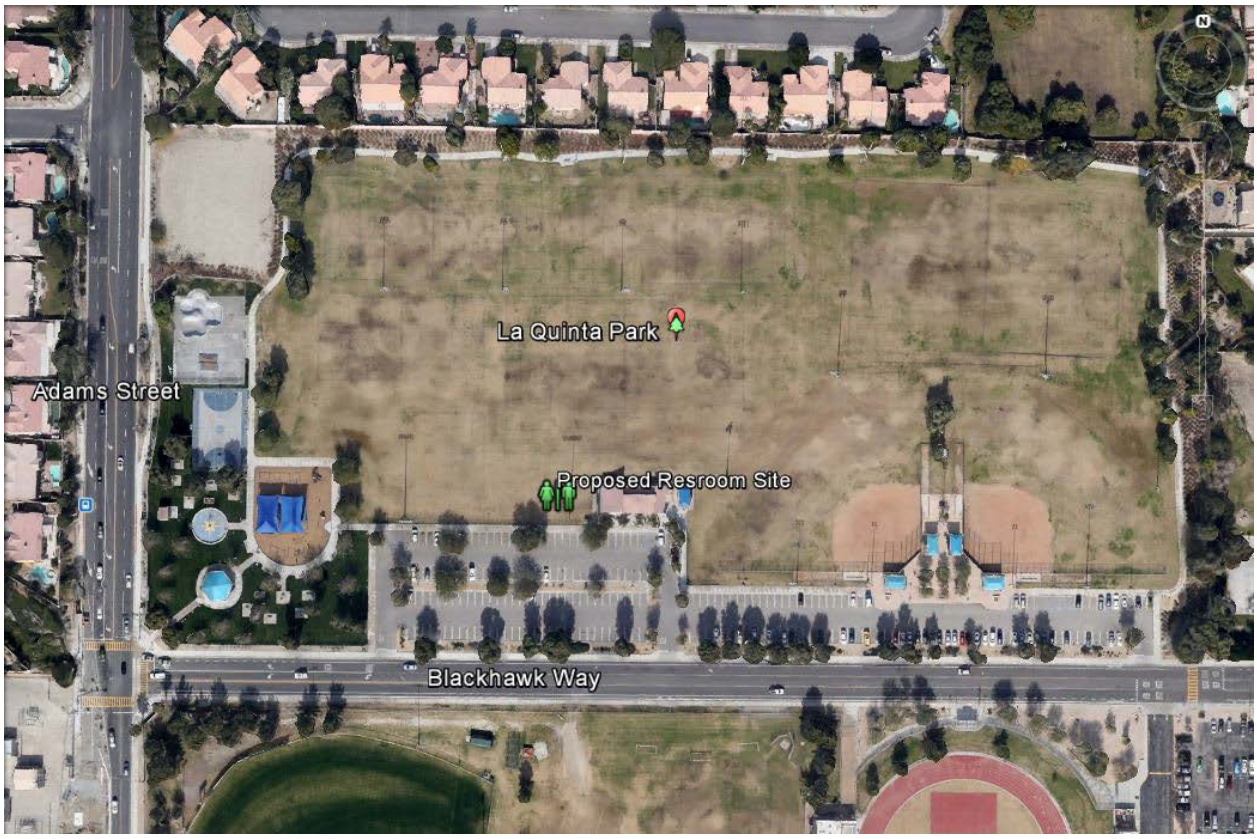
The consultant is to submit a detailed cost proposal for all services and materials anticipated in completing the project. Man-hours and extended billing rates per classification of personnel will be indicated for each task and/or sub-task defined.

Selection Process

Work Proposals will be reviewed by a Consultant Selection Committee. The Committee will rank the consultants for contract negotiations based upon the materials submitted within the Work Proposal. The Committee may or may not choose to interview two or more closely-rated firms, but will not expect or schedule time for elaborate presentations. Cost proposals will be opened only after the ranking process is complete.

The City will open contract negotiations with the top-ranked firm. The successful consultant will be expected to enter into the City's Professional Services Agreement presented as Attachment 3.

Attachment 1



Proposed Restroom Site Map

Not to Scale

Attachment 2:
Example

PUBLIC RESTROOM COMPANY
Building Better Places To Go.SM

WE CAN MATCH YOUR SITE ARCHITECTURE

WE CAN MATCH PREVAILING SITE ARCHITECTURE

Our staff architects and flexible building system allows us to match site specific architectural designs. Our team can handle historic designs and match historic components.

MAINTENANCE COST REDUCTION

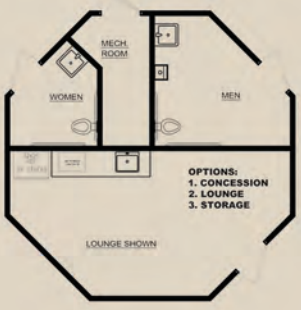
We select only those building components which historically meet our 50 year design life. Since maintenance is so critical to budget, selection of the right components is vital. If we cannot find a component that lasts, we design and build our own.

CONSTRUCTION & INSTALLATION

Each building is constructed on an 8" thick mat engineered slab, so strong that we can erect a completed 30 ton restroom and ship it nationwide. Once at the owner site our own experienced staff installs the building, turn-key. Sidewalks and site landscaping are completed by others.

ONE SOURCE OF RESPONSIBILITY

Our staff provides project evaluation, architectural design, full specifications, final estimating, in plant construction, delivery and installation, and a five year warranty. Costs are less than site built, and a stronger life cycle is built-in.



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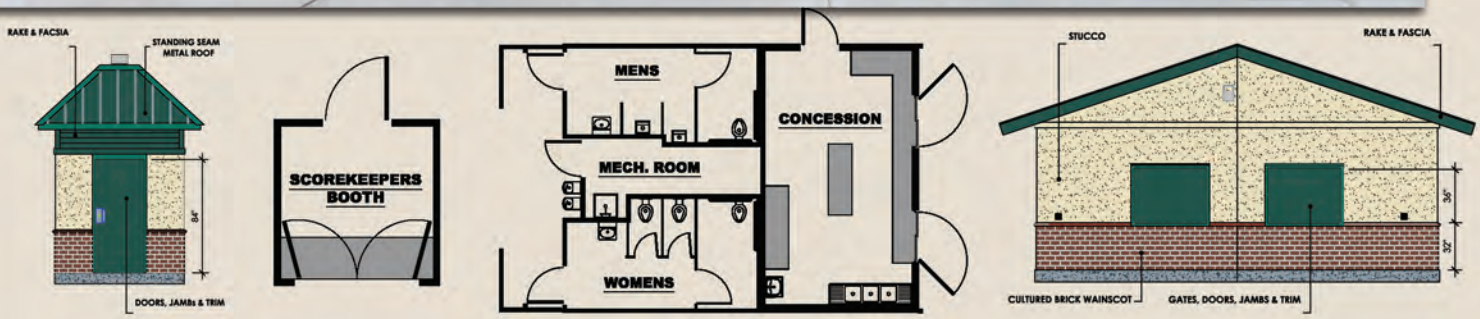
MULTI SPORTS COMPLEX



WE DESIGN AND CONSTRUCT SUSTAINABLE BUILDINGS

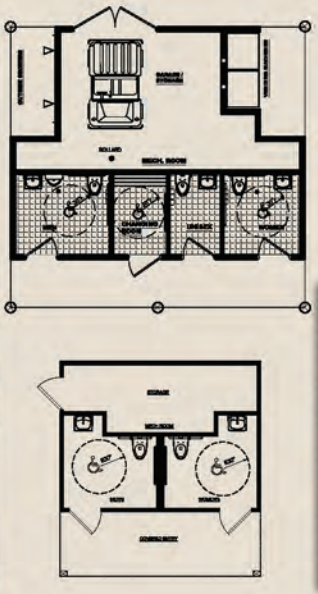
ARCHITECTURAL STAFF & LIBRARY

Our licensed LEED's architectural staff utilizes the largest specialized design library and proven design concepts to meet your expectations. We never stop thinking about ways to improve and invent in a continuing R&D program to bring state of the art sustainable products to your next project.

PROPRIETARY SUSTAINABLE MATERIALS

Our 40 year experience teaches us which components work. Each building design includes only sustainable 50 year materials that are proven in field performance. Use our experience to build better, safer, greener and cleaner restrooms and park buildings.

RESTROOM/SHOWER/GARAGE



RESTROOM TO MATCH PARK SHELTER

SAMPLES OF EXTERIOR OPTIONS

EXTERIOR FINISHES *(PARTIAL LIST)*


SPLIT FACE CMU


BOARD & BATTEN


BRICK


LEDGE STONE


STUCCO

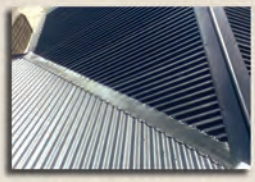

LAP SIDING

ROOF OPTIONS *(PARTIAL LIST)*


STANDING SEAM


SHINGLE


TILE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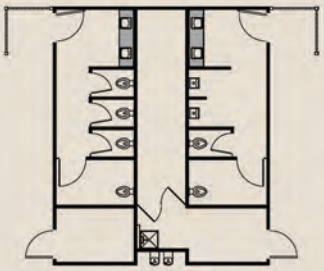
WE OFFER DESIGN FLEXIBILITY AND QUALITY YOU CAN TRUST

QUALITY COMPONENT SELECTION

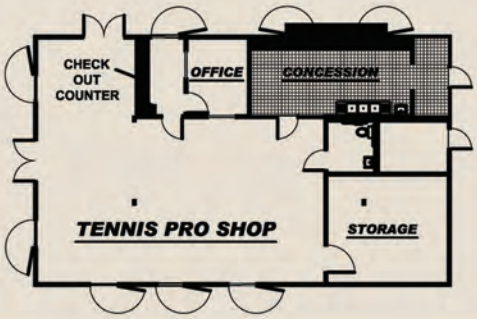
Each building is designed for maximum life and with minimal expense. Every component we select meets our 50 year life cycle requirement. Using national testing laboratory evaluations to ASTM standards, we build quality into our products.

PRECISE QUALITY CONTROL

Excellent quality control comes from building in temperature controlled plants, shipping on special air-ride trailers, and having our OSHA certified skilled field technicians complete installation on-site.


MULTI-USER RESTROOM

TENNIS PRO SHOP/RESTROOM



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1


4


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- Our OSHA certified install staff travels nationwide to complete final installation on each building. Pad or site prepared footings are done by others.
- A sub grade pad is installed prior to the building arriving on location.
- A large crane lifts the multi-ton pre-engineered structure off the transport trailer on to a site prepared building pad/foundation in just a few hours.
- Utility point of connections are stubbed out six feet from the building. Final utility connection and sidewalks are completed by others.

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