

# **CITY OF REEDLEY**



## **REQUEST FOR STATEMENTS OF QUALIFICATIONS**

**For**

**DEPARTMENT OF HOUSING AND COMMUNITY  
DEVELOPMENT**

**FOR THE DESIGN AND PREPARATION OF  
CONSTRUCTION DOCUMENTS**

**For The**

**LUKE TRIMBLE REHABILITATION PROJECT**

**STATEMENT OF QUALIFICATIONS due:**

February 24, 2017

No later than 4:00 P.M.

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The City of Reedley invites statements of qualifications (SOQ) for engineering design services from qualified firms related to the Luke Trimble Rehabilitation project located at the northeast corner of Reed Avenue and J Street in the City of Reedley.

On October 26, 2015, the Department of Housing and Community Development (Department) announced the release of a Notice of Funding Availability (NOFA) for the 2015 funding round of the Housing Related Parks (HRP) program. The HRP is designed for local governments that contain elements of housing for lower-income households in their General Plan and comply with the State housing element law. These grant funds are used to construct or rehabilitate parks and/or recreational facilities.

The City of Reedley identified an eligible project, submitted the application, and received approval from the Department to receive grant funds for the rehabilitation of the Luke Trimble Park (Park).

## **EXISTING CONDITIONS**

The Park is currently the site of the old Reedley public pool. It has three in ground plaster swimming pools, a locker room and chemical shed building that are all currently empty. The buildings are approximately 40-50 years old.

J Street is directly west of the Park and connects Reed Avenue and 8<sup>th</sup> Street. Eighth Street at this location is a paved road with curb, gutter, signage and overhead utility lines. There is an existing curb inlet on the northeast corner of J and 8<sup>th</sup> Street. There are no known water or sewer lines along this section of J Street.

## **SCOPE OF SERVICES**

The funds received from the Department will be used to hire a consultant to coordinate with the City and perform services to complete the scope of services listed below. Abandonment of J Street – An 80-foot wide street right of way will be abandoned by the City. The abandonment will merge the two parcels to obtain one parcel that will be used for the rehabilitated park. The existing curb, gutter, sidewalk and road will be removed and disposed of as part of the project.

The selected consultant will design and prepare the construction documents for the following items:

1. Demolish Existing Swimming Pools, Equipment and Locker Rooms – The existing swimming pool and buildings, including utilities, on site will be demolished and transported off site. The existing buildings contain asbestos in the roof mastic and will be transported off site.
2. Restroom/Equipment Room – A prefabricated restroom and an equipment room will be constructed adjacent to the splash pad.

3. Splash Pad (Various Water Features) – A splash pad with various water features will be constructed and connected to a fully equipped recirculation system.
4. Relocate any existing utilities along J Street from Reed Avenue to 8<sup>th</sup> Street.
5. Sidewalks – City street sidewalk with curb and gutter and necessary curb ramps, as required, will be installed. In addition, walkways to the splash pad and restrooms will be required. Proposed sidewalk and ramps shall meet current ADA standards.
6. Landscaping – The abandonment and removal of J Street will provide an additional area for landscaping. The existing landscape and irrigation facilities will be maintained and modified to include this additional area. Additional ground cover and trees will be planted.
7. Improvements to the Adjacent Alley, 8<sup>th</sup> Street and Reed Avenue – LED street lights will be installed along 8<sup>th</sup> Street and Reed Avenue. The intersection of Reed Avenue and 8<sup>th</sup> Street will be modified to a three-way stop intersection with crosswalks. Parking stalls and curb markings will be striped or painted adjacent to the project site along Reed Avenue and 8<sup>th</sup> Street. The alley from Reed Avenue to 8<sup>th</sup> Street will be modified to a one-way alley and will include parking stalls, a loading zone, and a stop sign before entering 8<sup>th</sup> Street. The appropriate signs and pavement markings will be added on these streets within the project.

## **EVALUATION OF STATEMENTS OF QUALIFICATION**

The City shall review all SOQ's to determine which firms are most qualified for the project and best meet the needs of the City. Selected firms will then be scheduled for an interview where one firm will be chosen to finalize the scope of work and negotiate the subject fee.

Evaluation of responding firms will be based on the following criteria:

1. Description of firm and any sub-consultant firms, experience of working together as a team.
2. Professional background and caliber of previous experience of each person of your firm and of each of your sub-consultants to be assigned to this project.
3. Your proposed project management plan and the precise role of each person in accomplishing the work.
4. Recent experience on similar projects and how those similarities might relate to this project. Provide names and telephone numbers of persons representing the owner for each.
5. Unique or other relevant experience.
6. Capability of the firm to perform the work on schedule.
7. Firm's familiarity with the area of the project.
8. Firm's commitment to meet the City's timelines.
9. Statement that City insurance requirements can be met by the consultant

Upon completion of all interviews, the firms will be ranked and compensation negotiation shall begin with the top ranked firm. **DO NOT INCLUDE PROPOSED CHARGES, FEES, OR ANY OTHER FINANCIAL INFORMATION UNTIL REQUESTED.** Inclusion of such information in a statement will result in an immediate refusal of consideration. If the City and the top ranked consultant fail to reach an agreement related to the fee within a timely manner, to be determined by the City, the City will immediately begin negotiations with the second ranked firm.

Please furnish four (4) copies of your SOQ to the City of Reedley on or before February 24, 2017 no later than 4:00 PM. Please limit your submitted SOQ's to no more than 25 pages.

You may direct any questions to Linda Thao at (559) 637-4200 ext. 229 or send questions via email at linda.thao@reedley.ca.gov.

## **INSURANCE REQUIREMENTS**

Below is the section of *Indemnification and Insurance* requirements section from the Cities consultant agreement that will be entered into with the selected firm:

### **INDEMNIFICATION AND INSURANCE**

A. *As respects acts, errors, or omissions in the performance of services, CONSULTANT shall indemnify and hold harmless CITY, its elected and appointed officers, employees, and CITY designated volunteers from and against any and all claims, demands, losses, defense costs, liability or damages arising directly out of CONSULTANT's negligent acts, errors or omissions in the performance of his/her services under the terms of this Agreement; except to the extent those arise out of the negligent acts of CITY.*

B. *As respects all acts or omissions which do not arise directly out of the performance of services, including but not limited to those acts or omissions normally covered by general and automobile liability insurance, CONSULTANT shall indemnify, defend (at CITY's option), and hold harmless CITY, its elected and appointed officers, agents, employees, representatives, and designated volunteers from and against any and all claims, demands, defense costs, liability, or damages of any kind or nature arising out of or in connection with CONSULTANT (or CONSULTANT's subcontractors, if any) performance or failure to perform, under the terms of this Agreement; except to the extent those which arise out of the negligent acts of CITY.*

C. *Without limiting CITY's right to indemnification, it is agreed that CONSULTANT shall secure prior to commencing any activities under this Agreement, and maintain during the term of this Agreement, insurance coverage as follows:*

- 1. Workers' Compensation insurance as required by California statutes, and Employer's Liability Insurance in an amount not less than One Million Dollars (\$1,000,000).*
- 2. Commercial general liability insurance with a combined single limit of not less than One Million Dollars (\$1,000,000) per occurrence. Such insurance shall*

*include coverage for Premises and Operations, Contractual Liability, Personal Injury Liability, Products and Completed Operations Liability, Broad Form Property Damage (if applicable), Independent Contractor's Liability (if applicable).*

- 3. Professional liability insurance coverage, in an amount not less than One Million Dollars (\$1,000,000).*
- 4. Comprehensive automobile liability insurance coverage, in an amount not less than One Million Dollars (\$1,000,000) per occurrence. Such insurance shall include coverage for owned, hired, and non-owned automobiles and shall be provided by a business automobile policy.*

*D. The City Manager is authorized to reduce or modify the requirements set forth above in the event he/she determines that such reduction is in the CITY's best interest.*

*E. Each insurance policy required by this Agreement shall contain the following clause:*

*"This insurance shall not be canceled, any change in scope or coverage, or non-renewed until after thirty (30) days prior written notice has been given to the City Clerk, City of Reedley, 845 G Street, Reedley, CA 93654." The clause shall not contain "shall endeavor," best efforts or similar qualifiers.*

*In addition, the Commercial general liability and comprehensive automobile liability policies required by this Agreement shall contain the following clauses:*

*"It is agreed that any insurance maintained by the City of Reedley shall apply in excess of and not contribute with insurance provided by this policy."*

*For the general liability and automobile policies only, the City of Reedley, its officers, agents, employees, representatives and designated volunteers are added as additional insured's as respects operations and activities of, or on behalf of the named insured, performed under contract with the City of Reedley.*

*F. Prior to commencing any work under this Agreement, CONSULTANT shall deliver to CITY insurance certificates confirming the existence of the insurance required by this Agreement, and including the applicable clauses referenced above. Within thirty (30) days of the execution date of this Agreement, CONSULTANT shall provide to CITY endorsements to the above-required policies, which add to these policies the applicable clauses referenced above. Said endorsements shall be signed by an authorized representative of the insurance company and shall include the signatory's company affiliation and title. Should it be deemed necessary by CITY, it shall be CONSULTANT's responsibility to see that CITY receives documentation acceptable to CITY which sustains that the individual signing said endorsements is indeed authorized to do so by the insurance company. CITY has the right to demand and to receive within a reasonable time period, copies of any insurance policies required under this Agreement.*

*G. In addition to any other remedies CITY may have if CONSULTANT fails to provide or maintain any insurance policies or policy endorsements to the extent and within the time herein required, CITY, may, at its sole option:*

1. Obtain such insurance and deduct and retain the amount of the premiums for such insurance from any sums due under the Agreement; or
2. Order CONSULTANT to stop work under this Agreement and/or withhold any payment(s) which become due to CONSULTANT hereunder until CONSULTANT demonstrates compliance with the requirements hereof; or
3. Terminate this Agreement.

*Exercise of any of the above remedies, however, is an alternative to other remedies CITY may have and is not the exclusive remedy for CONSULTANT's failure to maintain insurance or secure appropriate endorsements.*

*Nothing herein contained shall be construed as limiting in any way the extent to which CONSULTANT may be held responsible for payments of damages to persons or property resulting from CONSULTANT's or its subcontractor's performance of the work covered under this Agreement.*

By preparing and submitting your firms' qualifications to the City related to this project you are acknowledging your understanding of and can meet the insurance and indemnification requirements of the City. Also, the selected firm, and any sub-consultants, will be required to obtain a City of Reedley business license before the commencement of any work on the subject project.

## **SCHEDULE OF EVENTS**

<b>Event</b>	<b>Date</b>
1. SOQ Distribution to Consultants	<b>February 2, 2017</b>
2. SOQ Due Date	<b>February 24, 2017</b>
3. Target Date for interviews – Week of	<b>March 6, 2017</b>
4. Consultant Selection	<b>March 13, 2017</b>
5. Scope Finalization and Contract Negotiations – Week of	<b>March 20, 2017</b>
6. Contract to be awarded by City Council	<b>March 28, 2017</b>
7. Anticipated commencement date of work	<b>April 3, 2017</b>

## **PROPOSED PROJECT SCHEDULE**

<b>Event</b>	<b>Date</b>
1. Anticipated commencement date of work by the City	<b>February 22, 2017</b>
2. Topographic/boundary survey	<b>February 2017</b>
3. Prepare documents to abandon J Street as road right of way	<b>February/Mar. 2017</b>
4. Prepare to obtain approved Environmental Document	<b>Mar./May 2017</b>
5. Public hearing on J Street abandonment	<b>March 21, 2017</b>
6. Conduct meetings with City and commission to discuss project and finalize required details	<b>February-May 2017</b>
7. Prepare 30/60/90 and final construction document	<b>April-Sept. 2017</b>
8. Put construction documents out to bid	<b>September 2017</b>

9. Open bids	<b>October 2017</b>
10. Council award construction project	<b>November 2017</b>
11. Issue Notice to Proceed and start construction	<b>January 2018</b>
12. Completion of construction/Ribbon cutting	<b>June 2018</b>



N Reed Ave

W Friesen Ave

S Reed Ave

I St

8th St

196 N Reed Ave

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Google earth

1998

36°35'52.07" N 119°27'26.47" W elev 362 ft eye alt 1140 ft