

**Demolition of Existing
Freedom Pool Site, Design
a Pickleball Complex
Center**

**Request for Proposal:
Due October 28, 2021, 10:00 a.m.**



www.pvrpd.org • 805-482-1996

Submit Proposals to:

Bob Cerasuolo

Park Services Manager

Pleasant Valley Recreation

and Park District, Camarillo, CA

805-482-5396

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INTRODUCTION

The Pleasant Valley Recreation and Park District (PVRPD) is soliciting proposals from qualified Architectural Firms to provide services for the design concepts of a pickleball complex, plans, bid documents, and cost estimation for the demolition of the current site of the Freedom Park Pool.

The Freedom Pool is located at 535 Houck Street, Camarillo, CA 93010 and is the current location of the District's only outdoor public pool. Freedom Pool has been closed for 18 years and the land it sits on is a valuable resource for the District and Pickleball community. The District envisions that this renovation will help to serve the recreational needs of the District and would like it designed for a new-found and expanding Pickleball community.

PROJECT SCOPE:

The following are key steps that may serve as a guide for what is expected in your proposal:

- Site review and research
- Discussion(s) with District and City planning and permitting staff
- Have public forums with the community and gather their input
- Standards to meet ADA requirements
- Schematic Designs presented before the Board prior to final design
- Prepare and Finalize bid documents for construction and City/County Permitting
- Architects Project Cost Estimation

BASIC SPECIFICATIONS ASSUMPTIONS/PROJECT UNDERSTANDING:

- A. Plan to include the land swap area for future phase II (attached photo of parking lot and pavilion)
- B. Demolition of current site
- C. Design property to achieve most allowable courts
- D. Lighting plan for property and pickleball courts L.E.D.
- E. Design for prefabricated restrooms or
 - a. Design for built on site restroom building
- F. Storage room for equipment
- G. Fencing around perimeter
- H. Parking lots
- I. Moving utilities to new locations
- J. Incorporate ADA standards
- K. Project to be prevailing wage
- L. Client to provide standard contract exhibits as needed for bidding

PROPOSAL PROCESS:

The prospective Respondent shall submit four (4) copies of the proposal to the Pleasant Valley Recreation and Park District. The proposals shall be signed by an authorized official of the firm. The District reserves the right to reject all proposals. They will not be opened publicly. The following shall be included in your written proposal:

1. A breakdown of the work to be done.
2. History of similar projects completed within the last five years, including cost and client contact information.
3. Provide a minimum of three (3) references including service provided, name of agency, contact person, phone number and email.
4. A detailed Scope of Work, including an itemization of all services to be provided and their individual cost. This should include estimated staffing, hours, cost, and a description of each major task and subtask. **This must be included in a separate sealed envelope.**
5. Description of the proposed schedule and the approach that will be used to organize and prepare for the work to be done.

FIRM SELECTION

The Request for Proposals invites Respondents to submit responsive materials describing their technical and management qualifications for the Project. The issuance of this RFP and the selection of the most qualified firms is the first step in the design process that will eventually lead to the execution of an agreement with the most qualified firm. District staff will review the proposals and may bring in firms most qualified for interviews. The selected architectural firm will be contacted to let them know they have been awarded the bid.

Each proposal will be reviewed to determine if it meets the submittal requirements contained within the RFP. Failure to meet the requirements for the RFP can be cause for rejection of the proposal. The District will evaluate all proposals. The proposals will be evaluated on a variety of factors including but not limited to:

RESPONSIVENESS TO SUBMITTAL REQUIREMENTS

Past Performance Record – experience with work of similar complexity and scale. Efficiency and timeliness in completion of projects. Experience with projects completed for public entities.

Staffing Capabilities/Technical Competence – familiarity with applicable codes and regulations. Training and proven expertise in the area of work required. Firm has available resources to complete work within expected time frame.

Quality Control – demonstrated ability to provide professional level deliverables, accurate and qualified research meets professional and District standards. Ability to comply with all state, federal and local regulations.

References – the District will contact the references of the top proposals and will use that information in the evaluation and selection process.

Fee – fees charged in the proposal will be considered along with other proposal evaluation factors.

Capacity to Maintain Schedule – due to the time-sensitivity of this project, particular attention will be paid to those proposers who have avoided documented project delays.

The successful Respondent to whom work is awarded shall, within Seven (7) days of Board approval, enter into a contract with the District for the work in accordance with the specifications and shall furnish all required documents necessary to enter into said contract.

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Failure to comply with the terms of these provisions may disqualify any proposal. Late submissions after the deadline will not be accepted. The District reserves the right to reject any proposal based upon the firm's prior documented history with the District or with any other party, which documents, without limitation, unsatisfactory performance, adversarial or contentious demeanor, significant failures to meet contract milestones or other contractual failures.

The Pleasant Valley Recreation and Park District Board of Directors will make the final award. No other officer or agent may obligate or bind the District.

PROJECT SCHEDULE

1. Request for Proposal Released	September 3, 2021
2. Proposals are Due and must be Received by	October 28, 2021 (10:00 a.m.)
3. Contract Award	December 1, 2021
4. Project Plans Presented to Board	May 4, 2022
5. Construction Bid Document Released	June 4, 2022
6. Job Walk	June 21, 2022
7. Questions in by	July 1, 2022
8. Award Contractor/Construction	September 7, 2022
9. Start Job	October 3, 2022
10. Completion of Project	March 31, 2023

PROPOSAL DEADLINE:

The deadline for the proposal is **Thursday October 28, 2021, at 10:00 a.m.** Proposal must be submitted in a sealed envelope marked ***RFP Freedom Pickleball Complex*** by the deadline. Proposal must be signed by an authorized individual to bind the firm and be valid for at least 90 days. Late submissions after the deadline will not be accepted. **FAXED or ELECTRONIC RESPONSES WILL NOT BE ACCEPTED.**

ADDITIONAL INFORMATION

For questions contact: **Bob Cerasuolo**, Park Services Manager
805-482-5396 ext. 301
bobc@pvrpd.org

