

PLEASANT VALLEY RECREATION & PARK DISTRICT
REQUEST FOR QUALIFICATIONS
FOR
CONSTRUCTION RENOVATIONS OF THE FREEDOM PARK RESTROOM AND
SNACK BAR FACILITY



RFQ RELEASE DATE:

FRIDAY, June 5, 2026

STATEMENTS OF QUALIFICATIONS DUE:

WEDNESDAY, July 15, 2026

No Later Than 12:00 P.M. PDT

DELIVER STATEMENTS OF QUALIFICATIONS TO:

ADMINISTRATIVE OFFICE

PLEASANT VALLEY RECREATION & PARK DISTRICT

Attn: Matthew Parker

1605 E. Burnley Street, Camarillo, CA 93010

Phone: (805) 482-1996

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NOTICE INVITING QUALIFICATIONS FOR PROJECT MANAGEMENT FOR CONSTRUCTION RENOVATIONS OF THE FREEDOM PARK RESTROOM AND SNACK BAR FACILITY

Introduction

The Pleasant Valley Recreation and Park District (“District”) is soliciting Statements of Qualifications (SOQs) from qualified firms to provide Construction Management (CM) Services for the construction of an existing restroom and snack bar facility at Freedom Park.

The selected firm will act as the District’s representative during construction and will be responsible for project oversight, coordination, compliance, and successful delivery of the project within schedule and budget.

District Background

The District, an independent special district, was formed in January 1962 under the State Public Resources Code of California. The birth of the District was approved by the voters in the Camarillo community to provide quality programs, parks and facilities that could be enjoyed by everyone. The District is located in and around the city of Camarillo, serves a population of over 70,000 and covers an area of approximately 45 square miles. It has grown from one park to 28 parks since its inception 64 years ago. Within the District, a variety of recreational facilities exist including: a senior center, an indoor aquatic center, a community center, dog parks, lighted ball fields, tennis and pickleball courts, a running track, walking paths, premier soccer fields, hiking trails, picnic pavilions, children’s play equipment, and barbeque areas. The City of Camarillo, incorporated in 1964, is a separate entity from the District, however, they do add recreational and cultural service value and amenities to the community by owning two small parks, a trail system and full-service library that operates independently of the District.

Project Background

The District previously retained an architectural firm to develop design options for the Freedom Park restroom and snack bar facility. Based on Board direction, the project is moving forward into the construction phase.

The project is to include:

- Renovation of restrooms (ADA compliant)
- Renovation of snack bar / concession area
- Associated utility connections
- Site improvements and accessibility upgrades

Estimated Construction Cost: \$500K – \$770K (engineer’s estimate)

Anticipated Construction Duration: 8–12 months

Project Scope

The selected Construction Management firm will provide services in three phases:

A. Pre-Construction Phase

- Review plans, specifications, and cost estimates
- Constructability and value engineering review
- Assist with bid package preparation and contractor procurement
- Develop project schedule and phasing plan
- Coordinate with District staff, design team, and stakeholders
- Identify potential risks and mitigation strategies

B. Construction Phase

- Serve as District's on-site representative
- Provide construction inspection and daily oversight
- Monitor contractor performance, schedule, and budget
- Review and process:
 - Submittals
 - RFIs
 - Change orders
 - Pay applications
- Conduct regular progress meetings
- Ensure compliance with plans, specifications, and regulatory requirements
- Maintain project documentation and reporting

C. Closeout Phase

- Coordinate punch list completion
- Oversee project closeout documentation
- Ensure delivery of as-builts, warranties, and O&M manuals
- Assist with final acceptance and project turnover

Minimum Requirements

Firms must demonstrate:

- Experience providing CM services for **public agency projects**
- Experience with **park facilities, restrooms, or similar structures**
- Knowledge of:
 - ADA compliance requirements
 - California public works contracting
 - CUPCAA procedures (preferred)
- Proven track record delivering projects on time and within budget

Submission Requirements

SOQs shall include the following:

A. Firm Information

- Firm name, address, and contact information
- Organizational structure
- Years in business

B. Relevant Experience

- Description of at least **3–5 similar projects completed within the last five (5) years that represent the type of work requested in this RFQ**
- Include:
 - Project name and location
 - Construction value
 - Scope
 - Role of firm
 - Client reference

C. Project Team

- Key personnel and roles
- Resumes highlighting relevant experience
- Availability for this project

D. Project Approach

- Understanding of the project
- Approach to:
 - Cost control
 - Schedule management
 - Risk mitigation
 - Coordination with public agencies

E. References

- Minimum of three client references

F. Litigation History

- A firm must include in its submittal a complete disclosure of any alleged significant prior or ongoing contract failures, any civil or criminal litigation or investigation pending which involves the firm or in which the firm has been judged guilty or liable within the last five (5) years.

COST PROPOSAL REQUIREMENTS (SHORTLISTED FIRMS ONLY)

IMPORTANT: Cost proposals will **NOT** be submitted with initial SOQs.

Shortlisted firms will be invited to submit a sealed cost proposal and may be interviewed.

Cost Proposal Format

Provide a **Not-to-Exceed (NTE) Fee** broken down as follows:

1. Pre-Construction Phase Fee

- Lump sum

2. Construction Phase Services

Provide:

- Monthly rate for:
 - Project Manager
 - Resident Engineer / Inspector
- Estimated duration (months)
- Total cost

3. Closeout Phase Fee

- Lump sum

4. Reimbursable Expenses

- Define rates and estimated total

5. Optional Services (if applicable)

- Additional inspection
- Extended construction duration
- Special inspections coordination

Evaluation Criteria

SOQs will be evaluated based on:

- Relevant project experience (30%)
- Qualifications of project team (25%)
- Project approach and understanding (20%)
- References (15%)
- Overall responsiveness (10%)

Shortlisted firms will be evaluated on:

- Interview performance
- Cost proposal

Firm Selection & Notification

- RFQ Issued

- SOQ Submittals Due
- Evaluation and Shortlisting
- Interviews
- Cost Proposal Submission
- Selection and Contract Negotiation
- Board Approval

The issuance of this RFQ and the selection of the most qualified Firm is the first step in the process that will eventually lead to the execution of an agreement with the most qualified Firm. Each SOQ and proposal will be reviewed to determine if it meets the submittal requirements contained within this RFQ.

The successful Firm to whom work is awarded shall, within 30 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.

The District reserves the right to enter into a contract without further discussion of the submitted cost proposal. Therefore, the cost proposal should be initially submitted on the most favorable terms the proposer can offer.

The District reserves the right to accept and or withdraw the RFQ in whole or in part, at any time and for any reason and or request additional information from all proposers. Submission of a proposal confers no rights upon a proposer and does not obligate the District in any manner. The District also reserves the right to modify any aspects or waive any irregularities, terminate, or delay this RFQ, the RFQ process, and or the program, which is outlined within this RFQ at any time if doing so would serve the best interest of the District. The contract award will be made at the sole discretion of the District based on evaluation of all responses.

Each proposer, by submitting a proposal, agrees that if the District accepts its proposal, such proposer will furnish all items and services upon the terms and conditions in this RFQ and subsequent contract. Proposals that do not meet the mandatory requirements set forth in this RFQ will be considered non-compliant. Proposers may be disqualified, and the proposal may be rejected by the District for any of, but not limited to, the following reasons:

- Failure to properly respond to the RFQ;
- Evidence of collusion among the proposers submitting the proposals;
- Failure to comply with the specification requirements of the RFQ.

Contract Requirements

The District plans to use the attached Pleasant Valley Recreation & Park District Professional Services Agreement. Suppliers with significant concerns about the sample agreement should not submit on this RFQ.

The top-ranked supplier will be notified in writing and will be asked to meet and submit their prospective scope of services and refine their fee (to be broken down by tasks). If after negotiation and consideration, the District is unable to reach an acceptable agreement with the top-ranked firm,

they will terminate negotiations with the top-ranked firm and, at their sole discretion, may: enter into negotiations with the second-ranked firm; withhold the award for any reason; elect not to proceed with any of the proponents; or re-solicit new Proposals.

The term of the contract will be for the duration of the project through project closeout, final City Building and Safety inspection and occupancy certification (estimated 6 months).

Estimated Selection & Approval Schedule

Request for Qualifications Open	June 5, 2026
Questions/Clarifications Due	June 24, 2026 (by 5:00 pm)
Answers Provided by	July 3, 2026
Deadline for SOQs	July 15, 2026 (by 12:00 pm)
Interview for Shortlisted Firms	Week of July 27, 2026
Announce Decision	September 2, 2026

**The District reserves the right to revise the above schedule.*

Questions

Upon release of this RFQ, all communications concerning the RFQ should be directed to Matthew Parker, Park Services Manager, via the contact information listed below. Unauthorized contact regarding this RFQ with any other District employees may result in disqualification. Any oral communications will be considered unofficial and non-binding with the District. Consultants should rely only on written statements by Mr. Parker.

Name: Matthew Parker, Park Services Manager
Address: Pleasant Valley Recreation & Park District
1605 E. Burnley Street, Camarillo, CA 93010
Email: mparker@pvrrpd.org

Submittal Instructions

Proposals must be received no later than 12:00 p.m. PDT on Wednesday, July 15, 2026.

- Submit **[3] copies + digital PDF**
- Clearly label: *“RFQ – Construction Management Services – Freedom Park”*

Proposals shall be mailed or hand delivered to:

Pleasant Valley Recreation & Park District
Attn: Matthew Parker
1605 E. Burnley Street
Camarillo, CA 93010