



**MOUNTAINS RECREATION & CONSERVATION AUTHORITY**  
Los Angeles River Center and Gardens  
570 West Avenue Twenty-six, Suite 100  
Los Angeles, California 90065  
Phone (323) 221-9944 Fax (323) 221-9934

**REQUEST FOR PROPOSALS FOR THE DESIGN, FABRICATION  
AND DELIVERY OF A MODULAR STRUCTURE  
AT THE COMPTON CREEK NATURAL PARK FOR THE  
MOUNTAINS RECREATION AND CONSERVATION AUTHORITY**

The Mountains Recreation and Conservation Authority (MRCA) seeks a Vendor to design, manufacture and deliver a Modular Structure for the Compton Creek Natural Park at Washington Elementary.

**Site Location:** Compton Creek Natural Park at Washington Elementary is located at 941 West Cressey Street, Compton, CA 90220.

**Contact:** Liz Jennings, [liz.jennings@mrca.ca.gov](mailto:liz.jennings@mrca.ca.gov) (323) 221-9944, x185, Fax: 323-441-8691  
Prospective Vendors are required to register with MRCA prior to 4:00 p.m. on May 27, 2014.

**Attachments:** This RFP consists of this memo and the following attachments:

1. Project Information and Scope of Services
2. Submittal Requirements
3. Proposal Cover Sheet
4. Site Map
5. Concept Site Plan

**Site Access:** The property is open to the public from sunrise to sunset.

**Questions:** Direct all questions to the contact information listed above before 4:00 p.m. on May 27, 2014. All clarifications will be made by e-mail to registered vendors only and provided by May 30, 2014.

**Submittals:** Please provide a proposed timeline, fee proposal summary, and a general schedule of fees. **Proposals are due by 4:00 p.m. on June 10, 2014** and should be e-mailed or mailed to the address listed above. See Attachment 2 for submittal requirements. Late submissions will not be accepted.

**Selection:** Selection will be based on demonstrated competence and qualifications for providing the Scope of Services at fair and reasonable prices. Proposed deviations from the RFP requirements will be noted and taken into consideration. Any proposal deemed irresponsible or unresponsive will not be considered. We hope to select a vendor 3-4 weeks after the bid date.

This request for proposals does not, in itself, order any specific items, nor does it create an obligation of funds. MRCA obligates funds through issuance of separate documents. **Mountains Recreation and Conservation Authority reserves the right to reject any or all proposals, to waive technicalities, to re-advertise, to proceed otherwise when in the best interest of the agency.**

## **Attachment 1 - Project Information and Scope of Services**

Phase 1 of the Compton Creek Natural Park was completed in November 2013. Phase 2 of the project is currently in the engineering phase, and part of that work includes the construction of a Modular Structure in an undeveloped 0.17-acre section within the Phase 1 park area. This RFP is for the design, manufacture, and delivery of a DSA-approved Modular Structure that will serve as park offices, a youth training classroom, and public restrooms.

The building must meet the following criteria:

### Floor Plan Requirements:

1. Minimum of 2,240 square feet. The schematic site plan accommodates a 56' x 40' footprint, but minor modifications to these dimensions may be made if needed.
2. One flexible room of 1,600 SF. This room shall include a small kitchenette including a sink with garbage disposal, insta-hot, space and hookups for a full size refrigerator, and countertop to accommodate a standard microwave. Appliances are not included.
3. Two fully-outfitted ADA unisex restrooms with exterior entrances.
4. Office space of 160 SF separated into two offices.
5. Storage area 320 SF with exterior entrance.

### Materials Requirements:

Building shall primarily consist of recycled or reused content. All finishes (wall, floor, ceiling, doors and hardware, etc.) and fixtures (plumbing, electrical, and HVAC) shall be included.

### Additional Requirements:

1. The selected vendor shall work with MRCA and MRCA's consultants to finalize the building specifications, coordinate the construction, foundation, and utility drawings, and obtain all required approvals. The vendor shall work with MRCA and MRCA's General Contractor to coordinate delivery and installation by the GC.
2. Previous DSA approval of a substantially similar structure.
3. All relevant requirements of the 2013 California Building Standards Code shall be met, including those sections that take effect July 1, 2014.
4. Minimum one year warranty on construction, equipment and fixtures.
5. Locally sourced materials and manufacture.

Schedule Requirements: The modular structure shall be designed, permitted, manufactured, delivered and installed within nine months after written authorization is given to proceed.

### Desired/Optional Elements:

- Ability to add a second story (with proper foundation).
- Segments to have consistent dimensions (height, roof, overhangs, connections, etc.) to allow for future expansion, relocation and reconfiguration.
- Features to resist vandalism and increase security.
- Previous LEED certification on a substantially similar structure.
- Building life-span of 100 years.
- R-values exceeding CA Title 24 requirements and other energy-efficient features.
- Ability to install at grade.
- Ease of assembly and limited on-site fabrication.

Insurance Requirements: The selected Vendor shall provide MRCA with proof of all required insurance, outlined below. The Mountains Recreation and Conservation Authority, the Conejo Recreation and Park District, the Rancho Simi Recreation and Park District, the Santa Monica Mountains Conservancy, the State of California, the Los Angeles County Regional Park and Open Space District, and the Compton Unified School District shall each be named as additional insureds (collectively, "Additional Insureds") on all policies. As Additional Insureds, all employees, agents, directors, and officers, of the Additional Insureds are required to be covered by each policy.

- A. **General Liability.** Vendor shall maintain a policy of comprehensive liability insurance covering all Work to be done. The policy shall cover at least one million dollars (\$1,000,000) combined single limit per occurrence and two million dollars (\$2,000,000) in aggregate for bodily injury and property damage. The policy shall not exclude or except from coverage any of the Work required to be performed.
- B. **Automobile.** Contractor shall maintain comprehensive automobile insurance of at least one million dollars (\$1,000,000) per occurrence of bodily injury or property damage. The policy shall include all Vendor-owned, non-owned, and hired vehicles employed by the Vendor in the performance of the Work described herein.
- C. **Subcontractors.** If any subcontractors are used, Vendor shall include all subcontractors as insureds under the policies required herein, or, shall provide MRCA with certificates and endorsements for each subcontractor, subject to all requirements outlined herein.
- D. **Workers Compensation.** Vendor shall, at all times during the Term of this Agreement and completion of Work, maintain appropriate workers compensation insurance as required by California law.

Public Works: This project is a public works project, as defined in Labor code Section 1720, and must be performed in accordance with the requirements of Labor Code sections 1720 to 1815. MRCA has adopted a Labor Compliance Program, pursuant to which, construction contracts under \$25,000 and maintenance contracts under \$15,000 are not subject to prevailing wages.

Background Information: The Compton Creek Natural Park at Washington Elementary is located at 941 West Cressey Street, Compton, CA 90220. The property is bounded by Compton Creek Bike Path to the west, the Elementary school to the east, Cressey Street to the south and the residential homes on West 139<sup>th</sup> Street to the north. The nearest cross street is South Wilmington Avenue. See Thomas Guide page 734, grid G3. Subject APN is: 6144-018-902.

The park is sited on a 4.2 acre portion of school land that is wholly separated from the campus. The park serves the general public and more than 400 K-5<sup>th</sup> students. The master plan for the park was designed through a collaborative process with teachers, school staff, community members, and other stakeholders. Phase 1 features native plant landscaping, shade trees, walking paths, grassy play areas, fitness equipment, picnic tables and seating, a small multi-use amphitheater and parking. As a model of modern sustainable design, the park includes Best Management Practices (BMPs) and environmentally friendly features including natural retention basins and bio-swales for stormwater treatment, a 127,000 gallon underground cistern that stores rainwater for park irrigation, low-water use plants, permeable paving, and some recycled materials. The natural park is the first to fulfill the vision of the Compton Creek Garden Master Plan, which seeks to create a 3.75 mile-long park system of gardens, plazas, trails, habitats, outdoor classrooms, promenades, and integrated Best Management Practices (BMPs) to transform Compton Creek and create much needed park space in the City of Compton. The

park was constructed in part by the Los Angeles Conservation Corps (Corps), a youth job training nonprofit, and the Corps now maintains the park.

Phase 2 of the park improvements will be located within the developed 3 acres of the park, as well as in an undeveloped 0.17 acre section located in the southeast corner of the property. A modular structure will be installed in the undeveloped 0.17 acre section along with a small parking area, fencing, paving, planting areas, security lighting, and an outdoor patio area. A shade structure for the adjacent plaza may be included in Phase 2. The engineering phase (from Schematic Design to Plan Check submittal) is expected to last six months. Plans will be permitted through the Division of State Architects, and construction will go through a public bid process (lowest bidder).

The Modular Structure will serve as a work center for Corps youth who can be hired from local neighborhoods to maintain, operate, and foster local stewardship of the park. The multi-purpose building will serve as a Corps satellite facility, increasing the accessibility and convenience for youth from the surrounding neighborhood to take advantage of ongoing job training and educational programs. The structure will also include a public restroom for the park visitors.

#### **ABOUT THE MRCA**

The Mountains Recreation and Conservation Authority (MRCA) is a local public agency exercising joint powers of [Santa Monica Mountains Conservancy](#), the [Conejo Recreation and Park District](#), and the [Rancho Simi Recreation and Park District](#) pursuant to Section 6500, *et seq.* of the Government Code.

The MRCA is dedicated to the preservation and management of local open space and parkland, watershed lands, trails, and wildlife habitat. The MRCA manages and provides ranger services for almost 60,000 acres of public lands and parks that it owns and that are owned by the Santa Monica Mountains Conservancy or other agencies and provides comprehensive education and interpretation programs for the public. The MRCA works in cooperation with the Conservancy and other local government partners to acquire parkland, participate in vital planning processes, and complete major park improvement projects.

#### **ABOUT THE LOS ANGELES CONSERVATION CORPS**

The primary mission of the [Los Angeles Conservation Corps](#) is to provide at-risk young adults and school-aged youth with opportunities for success by providing them with job skills training, education and work experience with an emphasis on conservation and service projects that benefit the community.

## **Attachment 2 – Submittal Requirements**

Please use Attachment #3 Proposal Cover Sheet and include all five of the required submittal components listed below. The Vendor may include with the proposal a statement defining any proposed deviations from the requirements of this document, including additions, deletions, exceptions and revisions. There is no limit to the number of pages a submittal can be, however, please keep it to a minimum and include only the necessary information.

### **Section 1: Design and Product Narrative**

1. Provide a floor plan of the proposed modular structure that will fulfill the requirements listed in Attachment 1.
2. Describe the ways in which the proposed modular structure fulfills the requested standards listed in Attachment 1 (both required and desired). Explain any suggested changes, exceptions or deviations from these standards.
3. List the strengths of the proposed modular structure, highlighting sustainable design features. Include warranty information for equipment and fixtures.

### **Section 2: Qualifications and Background**

1. Cover letter including the following information:
  - a. Name, address, contact information, etc. for the Vendor and the primary contact person.
  - b. Brief company history and background, including number of years in business, annual revenues, and current work commitments.
  - c. Note type of organization or company structure.
  - d. Certification that the firm is legally permitted to conduct business in the State of California.
  - e. An individual who has the power to bind the vendor contractually must sign the cover letter.
2. Describe the approach to this work, including communication process, project management, and quality control.
3. Describe all prior participation with an MRCA project by vendor and/or key personnel, whether or not firm contracted directly with MRCA.
4. Provide specific information on the vendor's litigation history, in the last five years, of termination for default, litigation by or against the vendor, and judgments entered for or against the vendor.

### **Section 3: References and Examples of Work**

1. Examples of three relevant projects on which the firm has supplied modular structures during the last five (5) years. Include photographs of the fabricated structures. For each project, include the client's contact information. Describe the scope and cost of each project, and provide a statement of change order(s) and the reason for the change order(s).
2. Contact information for five (5) references.

#### **Section 4: Fee Proposal**

1. Submit a fee proposal subdivided by the tasks described below:
  - a. Purchase Price – for fabrication and shipping of modular structure, include everything necessary for the assemblage of structures on the property and sales tax.
  - b. Design and drawing of custom structure(s) for DSA submission plus inspection services during installation of modular structure(s).
2. Note required payment dates.

#### **Section 5: Schedule/Timeline**

1. Submit a schedule incorporating the following milestones:
  - a. Drawings started;
  - b. Ready for DSA submission;
  - c. Manufacturing started;
  - d. Manufacturing completed;
  - e. Delivery;
  - f. Installation;
  - g. Estimated completion date.
2. The start date for the schedule/timeline should be June 30, 2014. Indicate number and duration of design reviews by MRCA.

#### **EVALUATION**

Proposals will be evaluated for the following criteria:

- Lowest responsive and responsible price for required elements and schedule.
- Value considering the desired elements included.
- Demonstrated capability of the vendor and quality of performance on similar past projects.
- Recommendations of prior clients.

MRCA may contact any previous clients to verify the experience and performance of the prospective firm and key personnel, whether or not the client is listed as a reference. The information provided in response to the above requirements will be the basis for evaluation. Failure to provide this information or the inclusion of any conditions, limitations, or misrepresentations may adversely affect the evaluation of your proposal. The Executive Officer of the MRCA reserves the right not to award any contract.

All respondents will be required to represent and warrant that they, he, she, or the officers, directors, and/or employees of bidder are not related by blood or marriage to any member of the governing boards of the Santa Monica Mountains Conservancy, the Santa Monica Mountains Conservancy Advisory Committee, the Mountains Recreation and Conservation Authority, or any other joint powers authority for which the Santa Monica Mountains Conservancy is a constituent member, or to any officer, director or staff member of any of the aforesaid public agencies. "Related by blood or marriage" is defined as being a parent, child (including stepchildren), sibling, grandparent, grandchild, aunt, uncle, niece, nephew, spouse, domestic partner, father-in-law, mother-in-law, sister-in-law or brother-in-law. The MRCA reserves the right to immediately cancel any contract entered into if it discovers a breach of this warranty and representation. Consultant shall be liable for all damages sustained by the MRCA as a result of the breach.

**Attachment 3 - Proposal Cover Sheet**PROPOSAL FOR: **Modular Structure per RFP dated May 20, 2014**A PROJECT OF: MOUNTAINS RECREATION AND CONSERVATION AUTHORITY  
570 West Avenue 26, Suite 100  
Los Angeles, CA 90065**VENDOR INFORMATION**Vendor Name: \_\_\_\_\_ Check One:  Corporation  
 Partnership  
 Sole Proprietor

Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Tax ID: \_\_\_\_\_ Email: \_\_\_\_\_

**If firm is a sole proprietor or partnership:**

Owner(s) of Company \_\_\_\_\_

DATE SUBMITTED: \_\_\_\_\_

The bidder represents and warrants that they, he, she, or the officers, directors, and/or employees of bidder are not related by blood or marriage to any member of the governing boards of the Santa Monica Mountains Conservancy, the Santa Monica Mountains Conservancy Advisory Committee, the Mountains Recreation and Conservation Authority, or any other joint powers authority for which the Santa Monica Mountains Conservancy is a constituent member, or to any officer, director or staff member of any of the aforesaid public agencies. "Related by blood or marriage" is defined as being a parent, child (including step children), sibling, grandparent, grandchild, aunt, uncle, niece, nephew, spouse, domestic partner, father-in-law, mother-in-law, sister-in-law or brother-in-law. The MRCA reserves the right to immediately cancel any contract entered into if it discovers a breach of this warranty and representation. Bidder shall be liable for all damages sustained by the MRCA as a result of the breach.

I declare under the penalty of perjury under the laws of the State of California that the foregoing is true and correct.

Authorized Signature \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Executed this \_\_\_\_\_ day of \_\_\_\_\_, 2014 at \_\_\_\_\_, California.



