



**MOUNTAINS RECREATION & CONSERVATION AUTHORITY**  
Los Angeles River Center & Gardens  
570 West Avenue Twenty-Six, Suite 100  
Los Angeles, California 90065

**March 6, 2017**

## **REQUEST FOR QUALIFICATIONS FOR PROFESSIONAL SERVICES**

The Mountains Recreation and Conservation Authority (MRCA) is inviting Statements of Qualifications from professional firms for services relative to park capital improvement projects. Professional services shall consist of assistance to the MRCA during any of the following project phases: Design, permitting, and construction phases of projects, and may include any of the following:

- Landscape Architecture
- Architecture
- Lighting Design
- Civil and Structural Engineering
- Mechanical, Electrical and Plumbing Engineering
- Irrigation Design and Auditing
- Geotechnical Engineering
- Topographic Surveying and Mapping
- Construction Management and Estimating
- Environmental Consulting

MRCA's capital improvement projects are both single and multiple-contract, and frequently consist of grading, utilities, landscaping, paving, building renovation (interior and exterior), utility work, and construction of small freestanding structures (e.g. picnic shelters). The construction value of projects requiring professional design services ranges from \$50,000 to \$3,000,000, with the majority of projects under \$500,000. Projects are funded through various means including state and local bonds, federal grants, and self-generated revenue. Most larger projects are conducted with the Design-Bid-Build process, while smaller projects are often constructed with MRCA's force account. Project sites and MRCA offices are at various locations throughout Los Angeles and Ventura Counties, California.

A select number of firms may be chosen to enter into a contract for on-call services not to exceed \$25,000 annually and/or be placed on a short list for future RFPs. RFPs will be issued on a project-by-project basis as necessary when the scope of services needed exceeds the on-call services agreement. Multiple firms may be asked for proposals. MRCA reserves the right to go outside the short list for RFPs. Firms included on the short list will not be given special status nor disqualified in any future RFQs and RFPs. The purpose of the on-call services contracts is to provide MRCA with quick access to technical knowledge, design experience, and problem-solving abilities in various situations. On-call services shall be billed hourly.

### **ABOUT MRCA**

The Mountains Recreation and Conservation Authority (MRCA), established in 1985, is a local public agency exercising joint powers of the Santa Monica Mountains Conservancy, the Conejo Recreation & Park District, and the Rancho Simi Recreation & Park District pursuant to Section 6500 *et seq.* of the Government Code. MRCA is dedicated to the preservation and management of local open space and parkland, watershed lands, trails, and wildlife habitat. MRCA manages almost 73,000 acres of public lands, including natural lands, urban natural parks, and river restoration. The MRCA works in cooperation with the Conservancy and other local partners to acquire parkland, participate in vital planning processes, restore habitat and watersheds, and complete major park improvements projects.

## **PROPOSAL SCHEDULE**

MRCA will make every effort to adhere to the stated schedule but reserves the right to modify it as needed.

**Submittals:** Follow the guidelines and submit two copies of the qualifications package by **April 3, 2017 at 5:00 PM** to the following address:

Los Angeles River Center and Gardens  
570 W. Avenue 26, Suite 100  
Los Angeles, CA 90065  
ATTN: Laura Saltzman

Packages delivered in person should be taken to the reception desk in Suite 100 on the 2<sup>nd</sup> floor of the California Building. Electronic submittals are allowed, but please keep attachments below 5 MB and send to [laura.saltzman@mrca.ca.gov](mailto:laura.saltzman@mrca.ca.gov) with subject line “SOQ submittal.”

**Questions:** Written questions are due **March 21, 2017 at 5:00 PM** to [laura.saltzman@mrca.ca.gov](mailto:laura.saltzman@mrca.ca.gov) or faxed to (323) 441-8691. Responses to questions will be posted by **1:00 PM March 24, 2017** on [www.mrca.ca.gov/projectlisting.html](http://www.mrca.ca.gov/projectlisting.html) and it is the respondent’s responsibility to review this information. The responses will not be sent out individually.

## **PROJECT TEAM**

The work shall be done under the supervision of individuals licensed to practice in California as applicable. All team members must be familiar with the California Building Code and have experience with California public works projects. All key personnel shall be flexible, creative thinkers able to come up with multiple solutions to a problem, and knowledgeable of sustainable design, construction practices, accessibility standards, and permitting requirements. Qualified firms must be able to provide technical expertise/input and depending upon the requirements of each particular project – services involving (though not limited to) plan review, analysis and preparation, feasibility studies, construction details, reports, permit processing, code compliance, accessibility review, and field observation.

## **REQUIRED PROPOSAL COMPONENTS**

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. The Statement of Qualifications must include the following:

### **Section 1: Narrative**

1. Cover letter including the following information:
  - a. Name, address, contact information, etc. for firm and the primary contact person.
  - b. Location of office that will be responsible for the work.

- c. Brief company history and background, including number of years in business, annual revenues, and current work commitments.
  - d. Note type of organization or company structure.
  - e. Certification that the firm is legally permitted to conduct business in the State of California.
  - f. Note any certifications as a disadvantaged business enterprise.
  - g. An individual who has the power to bind the firm contractually must sign the cover letter.
2. Describe the firm's approach to your work, including communication process, project management, and quality control.
  3. Name members of the proposed project team.
  4. Describe all prior participation with an MRCA project by firm and/or key personnel, whether or not firm contracted directly with MRCA, if applicable.

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

1. Provide resumes of key project personnel—Project Executive, Project Manager, Job Captain, etc. Indicate number of years each person has been employed by the firm. Resumes should highlight relevant qualifications for this project. More than one individual may be listed for key positions. If applicable, provide a team organization chart. Note California licenses/registrations.
2. Provide concise, 1-2 page descriptions of comparable projects now in progress or completed within the last five (5) years for which the firm provided similar services. These descriptions should demonstrate the firm's experience relevant to the scope, costs, conditions and delivery method of the type of projects described in this RFQ. List members of the proposed team who worked on the project(s) and their role. Include no more than 5 examples.

Provide information for each project listed:

- a. Project name, location, size and date completed.
  - b. Owner's name, reference contact person, phone number, and e-mail address.
  - c. Description of services performed.
  - d. Permitting agencies.
3. Provide the following information, to the extent such documents already exist:
    - a. List of names and contact information for clients for which services were performed in the last five years.
    - b. Samples of the services performed including the scope and cost.
    - c. Disclosure of any actions taken against the professional.
    - d. A statement of change order(s) to plans or specifications or projects for which services were provided and the reason for the change order(s).
  4. Provide specific information on the firm's litigation history, in the last five years, of termination for default, litigation by or against the firm, and judgments entered for or against the firm.

**Section 3: Schedule of Rates**

Include a current schedule of hourly rates. The hourly billing rate shall include all local travel expenses and necessary equipment to support the activities such as personal computers, printer, fax, copier, scanner, phones, etc.

**Appendix**

Firms have the option of submitting up to five pages of additional material that would be useful and applicable to this RFQ.

**EVALUATION**

Proposals will be evaluated for the following criteria:

- Demonstrated experience of the firm in relation to the services required and quality of performance on similar past projects.
- Demonstrated experience, technical competence and availability of key personnel in relation to the services required.
- Recommendations of prior clients.
- Capability of the project team to provide the services desired.
- Value offered considering capabilities and experience of the project team.

MRCA may contact any previous clients to verify the experience and performance of the prospective firm, key personnel, and sub-consultants, whether or not the client is listed as a reference in the SOQ. 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 with discretion over the contract 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.