



**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 PROPOSAL FOR DESIGN AND SURVEYOR SERVICES AT LOS ANGELES RIVER CENTER AND GARDENS, LOS ANGELES**

The Mountains Recreation and Conservation Authority (MRCA) invites your firm to submit a proposal package for review and possible interview for Civil Engineering services and survey relative to the path of travel and parking lot improvements to meet current ADA standards and California Building Code compliance at the Los Angeles River Center and Gardens. The project consists of parking lot grading, resurfacing, striping layout, and ADA updates.

**SITE LOCATION** Los Angeles River Center and Gardens  
570 W Ave 26, Los Angeles, CA 90065

**CONTACT** Sofia Aleman Office: (323) 221-9944 ext. 105  
[sofia.aleman@mrca.ca.gov](mailto:sofia.aleman@mrca.ca.gov)

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

1. Project Information
2. Submittal Requirements
3. Scope of Work
4. Fee Proposal Summary
5. Sample Agreement

**SITE ACCESS** Due to restrictions put in place for the COVID-19 pandemic, the site is currently closed to the public. Site visits to the site can be scheduled in advance with the contact listed above.

**QUESTIONS** Direct all questions to the contact information listed above before 3:00 pm on Thursday, February 25, 2021. All clarifications will be made by e-mail and provided by Tuesday, March 2, 2021. It is the respondent's responsibility to obtain the clarifications.

**PROPOSAL SUBMISSIONS** Please provide your narrative, background information, project team, proposed fees, timeline, and other items as described in Attachment 2 as a PDF file. **Proposals are due by 5:00pm on Tuesday, March 9, 2021** and should be e-mailed to the address listed above. Late submissions will not be accepted.

**SELECTION** Selection will be based on demonstrated competence and qualifications for the services to be performed at fair and reasonable prices to the MRCA. Proposed deviations from the RFP requirements will be noted and taken into consideration. Any proposal deemed irresponsible or unresponsive will not be considered. We aim to award the contract approximately two weeks after the bid due date. The project completion is expected six to eight weeks after the notice to proceed.

## ATTACHMENT 1 – PROJECT INFORMAITON

**CLIENT**                      **Mountains Recreation and Conservation Authority**  
570 West Avenue 26, Suite 100  
Los Angeles, CA 90065

**PROJECT ADDRESS**                      Los Angeles River Center and Gardens  
570 W. Ave 26  
Los Angeles, CA 90065

### SITE DESCRIPTION

The Los Angeles River Center and Gardens (River Center) is a public facility owned and operated by the Mountains Recreation and Conservation Authority (MRCA). The space serves as an event venue, public meeting space, and administrative offices for MRCA and other organizations. The site was designed and constructed prior to the enactment of the American with Disabilities Act (ADA) in 1990. Due to COVID-19 restrictions, the site is currently closed to the public.

### PROJECT DESCRIPTION

The project proposes the grading and repaving of certain sections of the parking lot after a voluntary ADA assessment found the site parking and path of travel requires modifications to meet current ADA standards. A preliminary design concept was created by MRCA to provide adequate parking and path of travel to existing public buildings. The concept plans are outlined in the Site Plan and attached for reference (see Enlargement A & Enlargement B). MRCA is requesting review of current schematic design, a survey of the existing condition of the site boundaries, a grading plan, standard construction details, and specifications to complete construction documents for public bid.

The consultant is responsible for providing a complete set of construction documents, revising plans, responding to RFIs and questions from the contractor, and attending meetings with MRCA and the contractor.

### BASE MAP INFORMATION

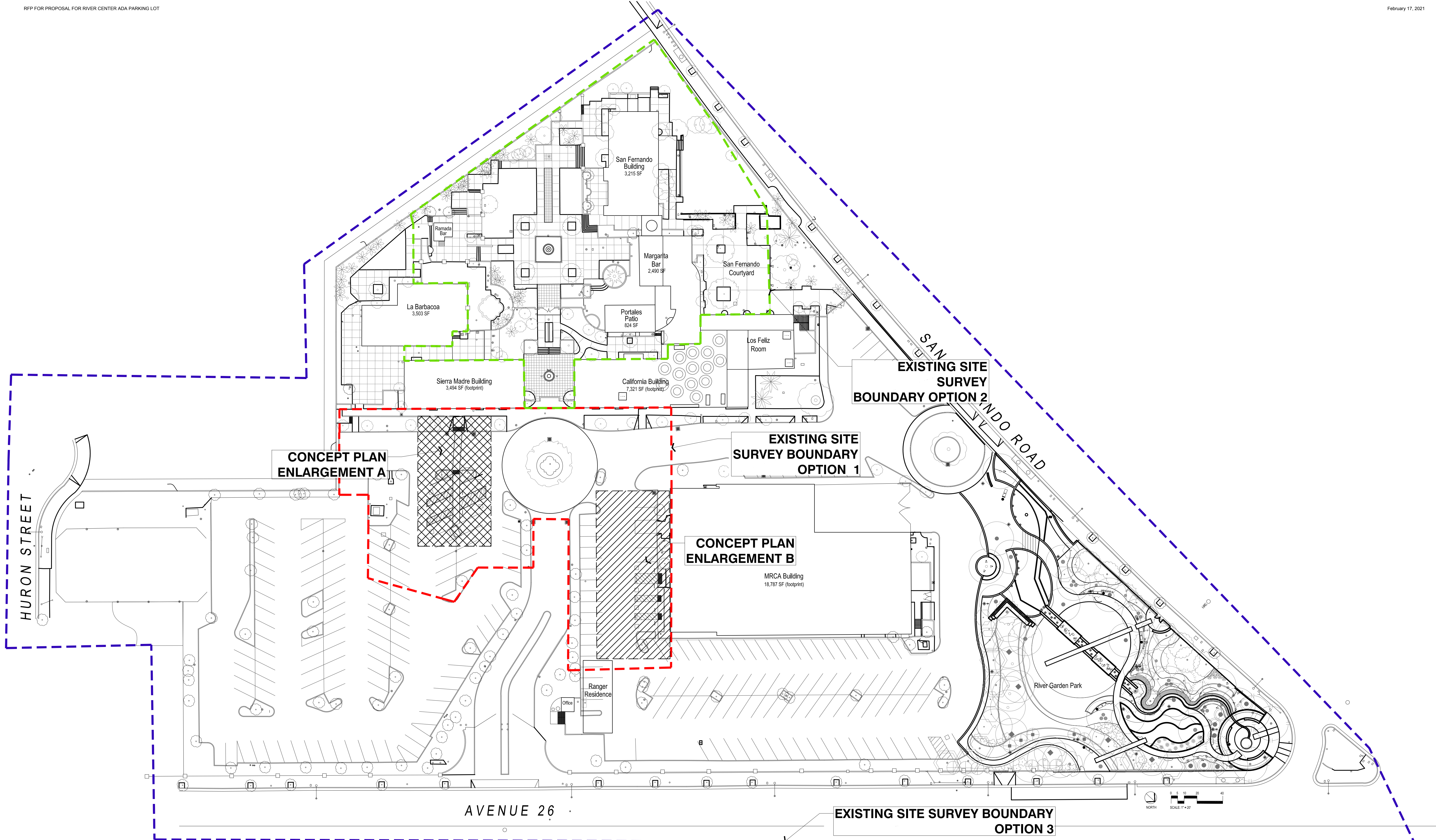
The existing site survey is over 15 years old and portions may need to be updated with onsite measurements. The site survey areas are subdivided into three sections. The boundary limits for each options is outlined on the site plan. Option 1 is the minimum requirement and covers the area for both concepts. MRCA is also requesting cost estimate for an updated survey of Option 2 & 3 for project planning. All critical spot elevations shall be verified by the Consultant.

### 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.

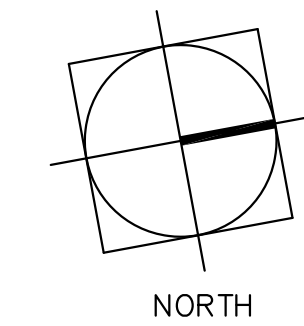
The MRCA is dedicated to the preservation and management of local open space and parkland, watershed lands, trails, and wildlife habitat. The MRCA manages and provides ranger services for almost 75,000 acres of public lands and parks that it owns and that are owned by the Santa Monica Mountains Conservancy 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 project.



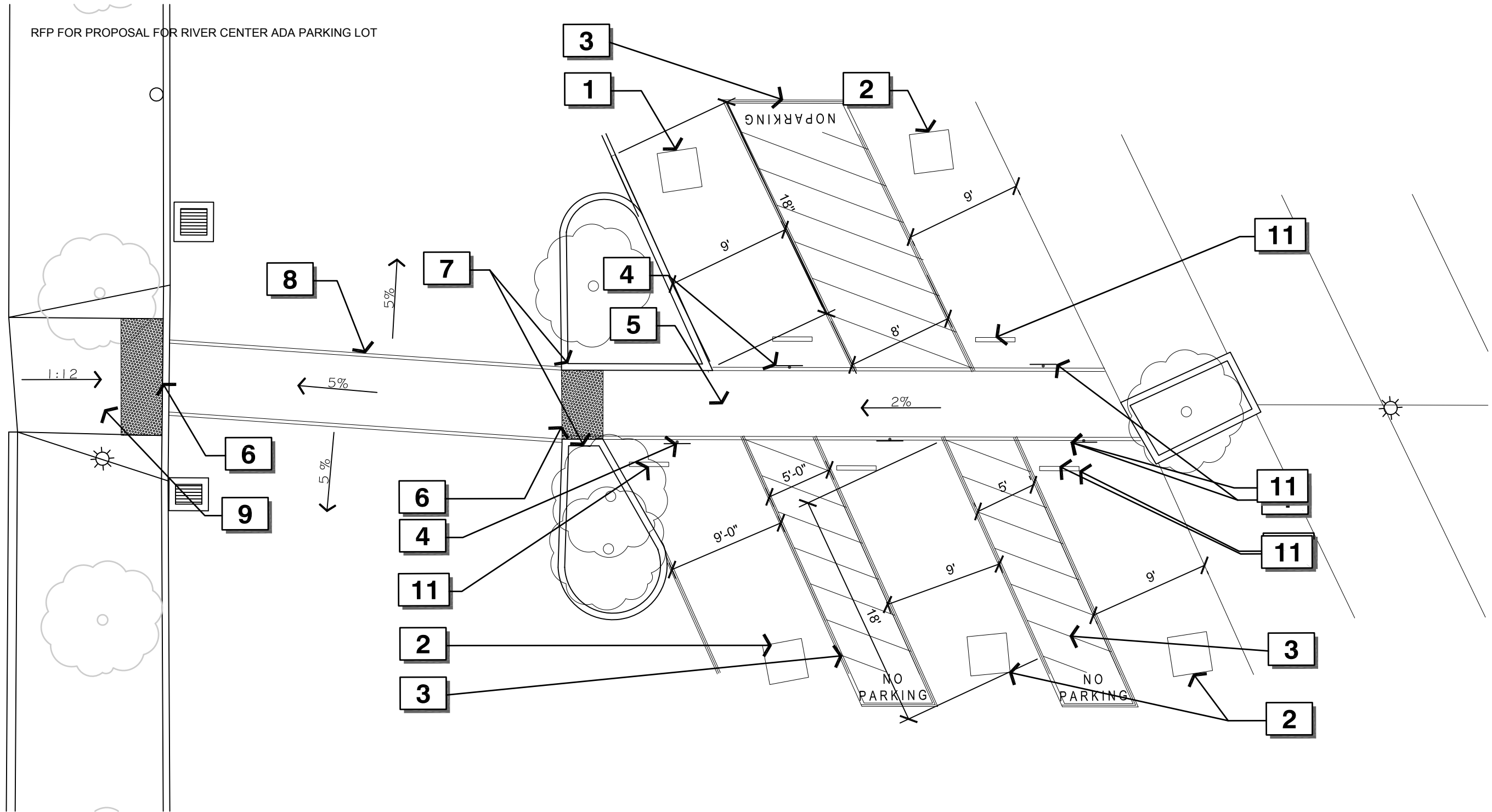


**LOS ANGELES RIVER CENTER AND GARDENS  
SITE PLAN**

SCALE: 1/32"=1'-0"  
0 32' 64'



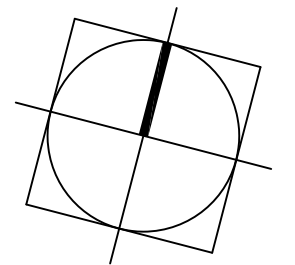




**REFERENCE NOTES SCHEDULE ENLARGEMENT A**

<u>SYMBOL</u>	<u>DESCRIPTION</u>	<u>QTY</u>	<u>DETAIL</u>
<b>1</b>	ADA VAN PARKING STALL		
<b>2</b>	NEW ADA PARKING STALL		
<b>3</b>	NEW ACCESS AISLE		
<b>4</b>	NEW ADA PARKING SIGNAGE		
<b>5</b>	NEW PATH OF TRAVEL		
<b>6</b>	TRUNCATED DOMES		
<b>7</b>	PROPOSED CUT THROUGH EXISTING PLANTER		
<b>8</b>	ELEVATED CROSS WALK		
<b>9</b>	NEW GRADED CURB RAMP		

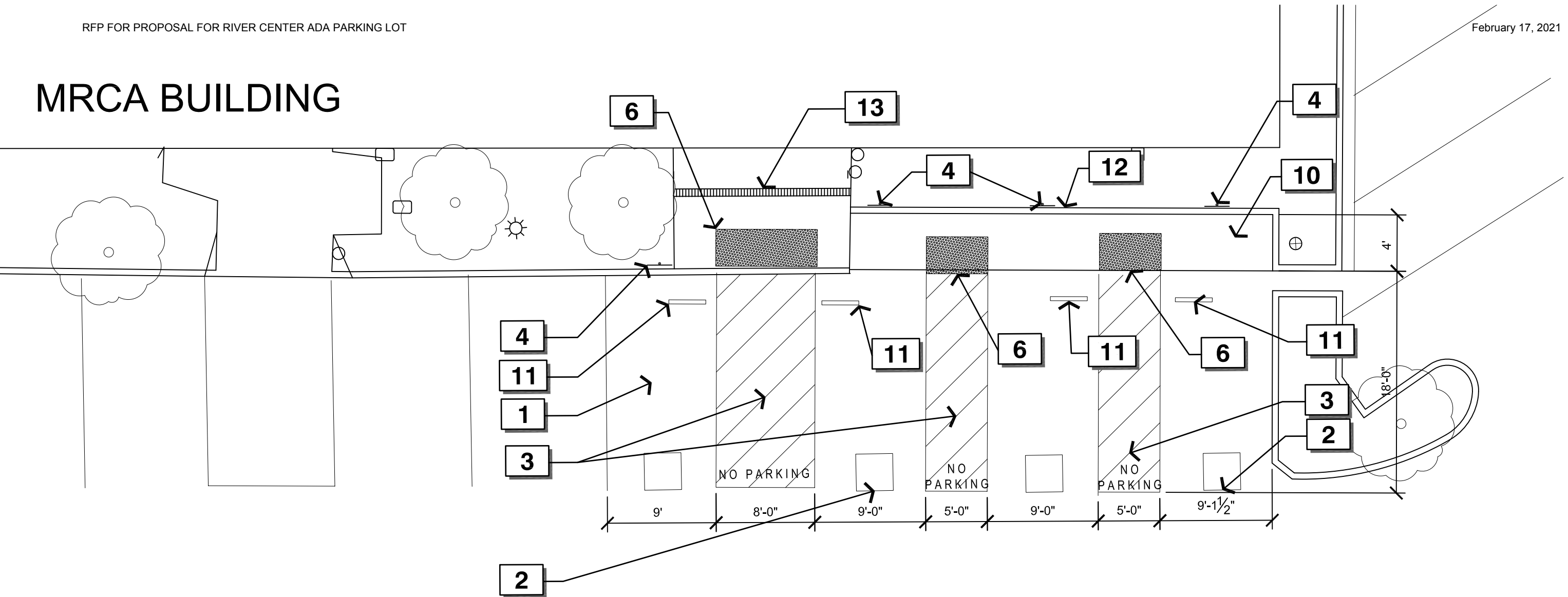
**CONCEPT ENLARGEMENT A**



NORTH  
SCALE: 1/8"=1'-0"



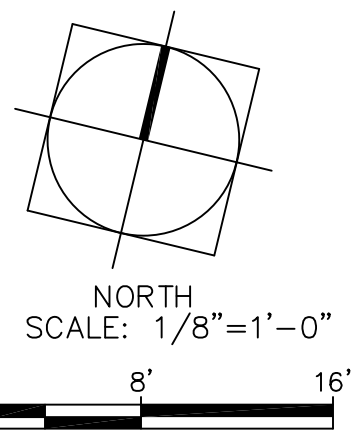
# MRCA BUILDING



## REFERENCE NOTES SCHEDULE CONCEPT B

<u>SYMBOL</u>	<u>DESCRIPTION</u>	<u>QTY</u>	<u>DETAIL</u>
<b>1</b>	ADA VAN PARKING STALL		
<b>2</b>	NEW ADA PARKING STALL		
<b>3</b>	NEW ACCESS AISLE		
<b>4</b>	NEW ADA PARKING SIGNAGE		
<b>6</b>	TRUNCATED DOMES		
<b>10</b>	NEW AT GRADE CONCRETE WALK		
<b>11</b>	WHEEL STOPS		
<b>12</b>	NEW 6" CURB		
<b>13</b>	NEW TRENCH DRAIN TO CONNECT WITH EXISTING LANDSCAPE DRAIN		

# CONCEPT ENLARGEMENT B



## ATTACHMENT 2 – SUBMITTAL REQUIREMENTS

Organize your proposal by the five sections listed below.

### Section 1: Project Approach Narrative

Describe your approach to this type of project, including project management. This proposal narrative shall be limited to 2 pages or fewer. The consultant team will provide full services as are customarily provided for the phases listed below. Narratives, budgets, and schedules should be subdivided according to the tasks as listed here. Descriptions of the work and deliverables associated with each phase are described in Attachment 3.

- A. Topographic Site Survey
- B. Construction Documents
- C. Bidding and Final Plans
- D. Construction Administration

### Section 2: Qualifications and Background

Firms who have submitted a complete qualifications package within the last two (2) years are exempt from this requirement, so long as the information submitted is still accurate and applicable.

Submit the following for lead firm:

- Name, address, and brief history of firm
- Examples of **three** relevant projects on which the firm has performed during the last five years, prioritizing projects involving redesign for ADA compliance. Include photographs of constructed designs. For each project, include the client's contact information and the scope of work performed.
- Resumes of those who would work on the project, including Principal and Project Manager at a **minimum**.

### Section 3: Project Team

The Consultant Team should include a Civil Engineer, and a Surveyor as required. Include a list of all proposed sub-consultants with their contact information. Sub-consultants require MRCA approval.

MRCA will perform construction management in-house.

### Section 4: Fee Proposal

Submit a fee proposal divided by the tasks described above, subdivided as necessary. Include Construction Administration as a separate line item with an hourly bill rate to be considered on an as needed basis. Fees should be supported by a detailed spreadsheet showing the number of hours projected for each team member for each task. Attach schedules of hourly rates for lead firm and all sub-consultants. List assumptions associated with all cost calculations. The fee proposal shall include all sub-consultants considered necessary to complete the work.

Please complete the Fee Proposal Summary found in Attachment 4 in addition to any fee proposal breakdown.

**Section 5: Schedule/Timeline**

Submit a basic project schedule incorporating A/E milestones with the completion of each task required, subdivided as needed. The start date for the schedule/timeline should be April 2021.

**EVALUATION**

Proposals will be evaluated for the following criteria:

- Experience and technical competence of the project team members.
- Value offered considering capabilities and experience of the project team.
- Experience, qualifications and availability of key personnel.
- Capability to meet schedule constraints.
- Capability of the project team to provide the scope of work.
- Specific experience and performance on past projects.
- Recommendations of prior clients.

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 if no proposal is acceptable.

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. 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 – SCOPE OF WORK

### A. Topographic Site Survey

1. Show and describe property boundaries and easements and extend to center line of adjacent city streets. Public road boundaries must show driveway location and elevations. Include bearings and distances.
2. File a Record of Survey with the appropriate jurisdiction, if applicable.
3. Include the following physical elements present on the property:
  - a. Plot location of structures on the property. Dimension to property lines and other buildings. Describe building materials and note number of stories, if applicable.
  - b. Show all existing surface features, including pavement types (asphalt, concrete, decomposed granite, pavers, etc.) and boundaries of said pavements.
  - c. Show fences and walls (including top and base of wall elevations). Describe fences and walls and locate them with respect to property lines.
  - d. Show flow lines of all swales, gutters, etc.
  - e. Show all landscape features (shrubs, bushes, art, kiosks, etc.).
  - f. Show all trees of 4" DBH and greater within the improved area of the site. Include caliper size, drip line and spot elevation at base of trunk. Tagging of trees is not necessary. For thickly wooded areas, show perimeter outline.
4. Based on record documents available from utility companies and surface evidence, show the following. Include all available information about size, depth, pressure, elevation, direction of flow, etc. and other characteristics as applicable. Items shall be drawn to scale where feasible. Show the name of the operating authority for each utility indicated.
  - a. Location, water and gas mains, central steam and other utilities including, but not limited to buried tanks and septic fields, serving, or on, the property.
  - b. Location of fire hydrants available to the property and the size of the main serving each. Also include utility meters, tanks, valves, vaults, pull boxes, etc. Items shall be drawn to scale.
  - c. Location of power, cable television, street lighting, traffic control facilities and communication systems above grade. Distinguish between pedestrian lights, Cobra lights, and signal poles.
  - d. Location, of sanitary sewers, combination sewers, storm drains and culverts serving, or on, the property; location of catch basins and manholes, and inverts of pipe at each.
5. Provide elevation data as follows:
  - a. State elevation datum, based on local standard.
  - b. Spot elevations on hard surfaces shall be to the nearest 0.01'; spot elevations on other surfaces shall be to the nearest 0.10'.
  - c. Provide one-foot contours for areas less than 3:1. Use industry standard contours to depict steep areas.
  - d. Provide spot elevations at all surface features.
6. Provide FEMA Flood Zone Designation, if applicable.



7. Use the following drawing conventions:
  - a. Show north arrow.
  - b. Include legend of symbols and abbreviations.
  - c. Drawings shall note all dimensions and elevations in 1"= 20' scale.
  - d. CAD files shall be drawn in a real world scale (1 CAD unit = 1 foot).
  - e. CAD layers shall be appropriately separated and named.
  - f. CAD elevations to be digitally recorded at actual elevation.

## **B. Construction Documents**

Consultant shall perform all necessary services required to prepare all necessary Construction Plans, Detail drawings and Specifications. Any major deviations from the approved Design Development Plans will require written authorization by the MRCA. Construction Documents shall include at least the following:

1. Complete preparation of all Construction Documents, Computations and Specifications, including all necessary drawings in sufficient detail to provide adequate information for accurate bids. Consultant is responsible for coordinating the drawing set.
2. Complete preparation of Specifications for required elements.
3. Consultant shall notify MRCA when work is approximately 50% complete, and again at 90% complete. At both 50% and 90%, the work will be reviewed by MRCA staff for compliance with previously approved plans, clarity, and adequacy as both a technical drawing and for use as a public document.
4. Correction of the Working Drawings and Specifications as required by MRCA following the 50% and/or 90% review; revisions necessary for Value Engineering.
5. The preparation of any supplemental information required to put the project out for public bid.

**Deliverables:** 50% Construction plans, 90% Construction plans, and cost estimates for both 50% and 90% plans.

## **C. Bidding and Final Plans**

Consultant shall perform all necessary services to provide Final Plans and Specifications necessary for construction of the Project and complete the bidding processes. The Final Plans shall include all the following:

1. "Ready to Issue" construction drawings and specifications for all aspects of the project. MRCA will provide the "front-end" specifications. Drawing set shall have been checked by Consultant, so as to coordinate between disciplines and obviate conflicting features of construction or installation.
2. Respond to bidder questions, attend one job walk-through with bidders, and assist MRCA with bid evaluation. Prepare supplemental drawings as necessary.

**Deliverables:** 100% Construction plans with approvals, final specifications, services during bid process.

**D. Construction Administration**

During the period of construction of the project, the Consultant shall:

1. Issue clarified information, dimensions, details, and drawings and necessary to the Contractor, and respond to Requests For Information (RFI) prepared by the Contractor.
2. Check and approve all shop drawings and submittals submitted by the General Contractor, indicating thereon all errors, omissions and deviations from the Final Plans and Specifications, and required corrections.
3. Witness and report on all customary special performance tests required.
4. Attend regular coordination meetings to ensure construction does not deviate from the Final Plans and Specifications.
5. Provide a final walk-through and punch list of correction.

**ATTACHMENT 4 - FEE PROPOSAL SUMMARY**

*The undersigned as bidder declares that they have carefully examined the location of the proposed work, and hereby proposed and agrees, if the proposal is accepted, to do all work required to complete the said work for the price set forth. The undersigned has checked all words and figures inserted in the bid submittal, and understands that MRCA will make no allowance for any error or omission on the part of the undersigned. The undersigned has thoroughly read and understood all 10 pages of this RFP.*

Base Bid (includes Survey Option 1):

\_\_\_\_\_ \$ \_\_\_\_\_  
(words) (figures)

Alternative Bid:

Survey Option 2 \_\_\_\_\_ \$ \_\_\_\_\_  
(words) (figures)

Survey Option 3 \_\_\_\_\_ \$ \_\_\_\_\_  
(words) (figures)

Please describe any proposal deviations here (note if additional pages are used):

*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 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. 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.*

**THE MRCA RESERVES THE RIGHT, AND IS HEREBY GRANTED THE RIGHT, TO REJECT ANY AND ALL BIDS, TO ACCEPT OTHER THAN THE LOWEST BID, AND TO WAIVE ANY INFORMALITY IN THE BIDS.**

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

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

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

Name of Company: \_\_\_\_\_

State License Number and Classification Designation: \_\_\_\_\_

Executed this \_\_\_\_\_ day of \_\_\_\_\_, 2021 at \_\_\_\_\_, California.

**ATTACHMENT 5 – SAMPLE AGREEMENT**

**MOUNTAINS RECREATION AND CONSERVATION AUTHORITY**

Los Angeles River Center and Gardens  
 570 West Avenue 26, Suite 100  
 Los Angeles, CA 90065  
 (323) 221-9944 (323) 221-9934 fax

**STANDARD AGREEMENT**

This agreement is made and entered into on this \_\_\_\_\_ day of \_\_\_\_\_, 2014 between the MOUNTAINS RECREATION AND CONSERVATION AUTHORITY (“MRCA”) 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, through its Executive Officer Joseph T. Edmiston, and \_\_\_\_\_, (“Consultant”).

MRCA and Consultant hereby agree to the following:

Continued on the following two (2) pages and exhibits

**MOUNTAINS RECREATION AND CONSERVATION AUTHORITY**

, California

\_\_\_\_\_  
 Signature

Principal

\_\_\_\_\_  
 Signature

Melissa Smith  
 Contracts Officer

**FOR OFFICE USE ONLY**

Amount	\$ .00	AGREEMENT NUMBER MRCA ####/##	TAX ID # ###	Name Name Project Manager
Amount Previously Authorized	\$0.00	Org Set ##.###.###.####.###.##.5114		Name Name Division Chief
Total	\$0.00	Project Name: XXX		



SCOPE OF WORK: Consultant shall

TERM OF AGREEMENT: The term of this Agreement shall run from \_\_\_\_\_, 2014 until completion unless previously terminated or extended. Prior to the completion date, either party may terminate this Agreement for any cause by providing the other party with thirty (30) days notice in writing. "Cause" is defined as a substantial default in performance.

In the event of termination by the MRCA prior to the completion date, the Consultant agrees to take all reasonable measures to prevent further costs to the MRCA under this Agreement, and the MRCA shall be responsible for any reasonable and noncancellable obligation incurred by the Consultant in the performance of this Agreement until the date of the notice to terminate, but only up to the unpaid balance of funding authorized under this Agreement.

In the event that the Consultant terminates this Agreement during the term of agreement as defined above, or fails to complete the project as described in the "Scope of Work", Consultant shall be liable for repayment to the MRCA of any amount paid by the MRCA under this Agreement for which work has not been performed. The MRCA may at its sole discretion consider extenuating circumstances and not require payment for work partially completed.

COMPENSATION: Total compensation shall not exceed \$ \_\_\_\_\_. Consultant shall not incur additional expenses without the written prior approval of the Contracts Officer. Invoices shall clearly indicate services under this contract.

PAYMENT: Fees shall be paid to Consultant upon submission of invoices documenting completion of milestones and receipt of deliverables, no more often than monthly. Invoices for reimbursable expenses must contain detail of expenses and be supported by receipts. The Consultant shall not bill for any additional work beyond the amount authorized herein without the written approval of MRCA staff.

CONDITIONS:

1. Consultant agrees to indemnify, defend and save harmless the MRCA, its officers, agents, employees, and if applicable the granting agency from all Consultants, subconsultants, materialmen, laborers and any other person, firm or corporation furnishing or supplying work, services, materials or supplies in any connection with the performance of this contract, and from any and all claims and losses occurring or resulting to any person, firm or corporation who may be injured or damaged by the Consultant in the performance of this contract.
2. Consultant, and the agents and employees of the Consultant, in the performance of this Agreement, shall act in an independent capacity and not as officers or employees or agents of the MRCA.
3. The MRCA Executive Officer shall appoint a project manager. Consultant shall contact the project manager if there are any questions or problems concerning this contract.
4. Without written consent of the MRCA, this Agreement is not assignable by Consultant either in whole or part.

5. Consultant acknowledges that time is of the essence in this agreement.
6. No alteration or variation of the terms of this contract shall be valid unless made in writing and signed by the parties hereto, and no oral understanding or agreement not incorporated herein, shall be binding on any of the parties hereto.
7. Consultant, by signing the contract does swear under penalty of perjury that no more than one final unappealable finding of contempt of court by a Federal court had been issued against the Consultant within the immediately preceding two year period because of the Consultant's failure to comply with an order of a Federal court which orders the Consultant to comply with an order of the National Labor Relations Board (Public Contract Code 10296).
8. Consultant agrees to provide the MRCA with an executed Form 19 Nondiscrimination Compliance Statement, Exhibit B.
9. Consultant agrees that all terms and conditions apply to any sub-Consultants retained.
10. Consultant agrees to provide the MRCA with proof of Workman's Compensation Insurance. This requirement shall not apply to Consultants who are exempt by California law, however MRCA assumes no liability should Consultant's determination of exemption be invalidated.
11. This agreement may be executed in counterparts, each of which shall be deemed an original. Facsimile signatures shall have the same force and effect as original signatures.

Exhibit A- Consultant Proposal and Budget (ATTACHED)

Exhibit B- Form 19 Nondiscrimination Compliance Statement

Exhibit C- Request for Proposals (ATTACHED)

**Exhibit A - Consultant Proposal and Budget**

Exhibit B - Form 19 Nondiscrimination Compliance Statement

1. During the performance of this contract, the recipient, Consultant shall not deny the contract's benefits to any person on the basis of religion, color, ethnic group identification, sex, age, physical or mental disability, nor shall they discriminate unlawfully against any employee or applicant for employment because of race, religion, color, national origin, ancestry, physical handicap, mental disability, medical condition, marital status, age or sex. Consultant shall insure that the evaluation and treatment of employees and applicants for employment are free of such discrimination.
2. Consultant shall comply with the provisions of the Fair Employment and Housing Act (Government Code, Section 12900 et. seq.), the regulations promulgated thereunder (California Administrative Code, Title 2, Section 7285.0 et. seq.), the provisions of Article 9.5, Chapter 1, Part , Division 3, Title 2 of the Government Code (Government Code, Sections 11135-11139.5) and the regulations or standards adopted by the awarding State agency to implement such article.
3. Recipient, Consultant, shall give written notice of their obligations under this clause to labor organizations with which they have a collective bargaining or other agreement.
4. The Consultant shall include the nondiscrimination and compliance provisions of this clause in all subcontracts to perform work under the contract.

**STATEMENT OF COMPLIANCE**

\_\_\_\_\_ (Company Name), hereinafter referred to as "prospective Consultant", hereby certifies, unless specifically exempted, compliance with Government Code Section 12990 and California Administrative Code Title II, Division 4 Chapter 5 in matters relating to the development, implementation and maintenance of a nondiscrimination program. Prospective Consultant agrees not to unlawfully discriminate against any employee or applicants for employment because of race, religion, color, national origin, ancestry, physical handicap, medical condition, marital status, sex or age (over forty).

I \_\_\_\_\_ (Name of Official) hereby swear that I am duly authorized to legally bind the prospective Consultant to the above-described certification. I am fully aware that this certification executed on \_\_\_\_\_ (Date) in the county of \_\_\_\_\_ (County) is made under the penalty of perjury under the laws of the State of California.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title



**Exhibit C - Request for Proposal**