

To Retrofit the Existing Restroom Building or Demolish the Current Building and Install a Prefabricated Building at Freedom Park Restrooms (West)

**Request for Proposal:
Due January 3, 2025, 10:00 am**



www.pvrpd.org • 805-482-1996

Matthew Parker
Park Services Manager
Pleasant Valley Recreation
and Park District, Camarillo, CA
805-482-5396
mparker@pvrpd.org
www.pvrpd.org

Request for Proposal: Due January 3, 2025, 10:00 am

The Pleasant Valley Recreation and Park District (PVRPD) is soliciting proposals from qualified Architectural Firms to provide services for the design and plan for the remodeling of the Freedom Park restrooms, located at 275 Pleasant Valley Road, Camarillo, California 93010.

We are asking for two (2) options on this project:

- 1) To retrofit the existing building to have separate men's and women's restrooms and bring the entire building up to ADA standards.
- 2) Demolish the current building and install a prefabricated building to include all current functions including restrooms, a concession stand, storage, and essential electrical needs.

DESCRIPTION OF WORK:

The District seeks to contract with an architectural firm that will design the building to meet ADA standards for both the women's and men's restrooms and have a minimum of one ADA stall for each.

Option 1:

- 1) The women's restroom will have a minimum of one (1) ADA-compliant stall, one regular stall (preferable 2 stalls for total of 3 stalls), a hand dryer, sink, and a baby changing table.
- 2) The men's restroom will have a minimum of one (1) ADA-compliant stall, one (1) regular stall, one (1) urinal (prefer 2 if design allows), a hand dryer, sink and a baby changing table.
- 3) The existing concession stand that is attached will need to accommodate for ADA compliance.

Option 2:

- 1) Demolish the existing building and install a prefabricated, ADA-compliant structure that will have:
 - a. A women's restroom that will have three (3) stalls, a sink, hand dryer and a baby changing table.
 - b. A men's restroom that will have two stalls (2), two (2) urinals, a sink and a baby changing table.
 - c. A concession stand, storage, and essential electrical needs.

STRUCTURAL PLANS:

BASIC OF SPECIFICATIONS ASSUMPTIONS/PROJECT UNDERSTANDING IF OPTION #1 IS CHOSEN:

- A. Proposed Project is providing assessment and subsequent design work for two options:
 - a. To remodel and upgrade the existing park restroom and storage building located at Freedom Park (west restroom) and modify existing building to meet ADA standards and
 - b. Design work for demolishing the existing restroom and storage building and replacing it with a prefabricated, ADA-compliant structure.
- B. If Option 1 is selected; revise existing restroom and storage areas to provide two separate restroom facilities: one (1) for women and one (1) for men.
- C. Electrical service to remain in place.
- D. Modify existing concrete "flatwork" at existing building.
- E. All plumbing to be water efficient.

F. All electrical lighting to be LED.

G. Project to be prevailing wage whether it is a remodel or a prefabricated building. Client to provide standard contract exhibits as needed for bidding.

SCOPE OF WORK:

A. Pre-Design & Programming (Phase A)

1. Attend meetings with Client and the City of Camarillo to determine limitations of the project based on:
 - a. Site constraints
 - b. Building codes
 - c. Related City of Camarillo permit requirements.
 - d. Time frames.
 - e. Consultant scope descriptions/requirements.
2. Verify clients provided Architectural Program, which will outline and determine the scope of work for the project based on the following:
 - a. Client's requirements.
 - b. Design parameters.
3. Provide a Preliminary Schedule for project.

B. Schematic Design & Concept (Phase B)

1. Based on the client-approved Architectural Program, we will provide the following Schematic Drawings. Two revisions included:
 - a. Preliminary site plan of immediate area.
 - b. Floor plan.
 - c. Front exterior elevation.
2. Meet with client to present proposed design.
3. Based on client-approved Schematic Drawings, we will provide the following Design Drawings, documents and/or exhibits:
 - a. Preliminary site plan.
 - b. Floor plan.
 - c. Sections.
 - d. Exterior elevations.
 - e. Exterior colored elevations.
 - f. Color/material board.
4. Meet with client to present proposed Design Drawings and Preliminary Project Description.
Actions are included in Phase M – Meetings & Communication.

C. Discretionary Permit Processing (Phase C)

1. Based on client-approved Design Drawings, provide the following Planning Drawings, documents and/or exhibits as required by the City of Camarillo for a Minor Modification Permit:
 - a. Site plan, floor plan, sections and exterior elevations with additional agency requirements.
 - b. Photo board and site plan of existing site and surrounding area.
 - c. 600' radius property owner's map, list and labels.
 - d. Assessor's parcel map.
 - e. Applications and questionnaires, as required.

2. Provide survey of adjacent concrete flatwork as required for city review purposes.
3. Submit and process Planning Drawings, documents, exhibits and applications through the City of Camarillo Planning Department.
4. Revise drawings, documents and exhibits per the City of Camarillo Planning Department's first review comments, provided no new scope items are required and/or requested. Two rounds of revisions included.
5. Attend meetings with client, the City of Camarillo and public officials as required. (Two maximum) **Actions are included in Phase M – Meetings & Communication*

D. Construction Documents (Phase E)

1. Provide Construction Documents based on the Planning Drawings and at the level required by the City of Camarillo Building & Safety and Public Works Department(s) for permit approval:
 - a. Architectural drawings and schedules.
 - b. Structural engineering drawings and calculations for shade structure buildings is assumed to be structurally sound.
 - c. Mechanical and plumbing drawings and calculations. No HVAC is included, venting only.
 - d. Electrical drawings and calculations.
2. Provide a Project Manual at the level noted in the client-approved Preliminary Project Description.
3. Provide the following additional drawings, documents and/or exhibits as required by the City of Camarillo Building & Safety Department for a building permit:
 - a. Project Analysis.
 - b. Conditions.
 - c. Mechanical Title 24 documentation.
4. Coordinate and provide concrete flatwork plan as required for building permit.
5. Submit and process plans through the City of Camarillo Building & Safety and Public Works Department(s) for permit approval.
6. Revise drawings, documents and exhibits per City of Camarillo plan check corrections, provided no new scope items are required and/or requested. Two rounds of revisions are included in this agreement.
7. Meetings with clients and consultants during this phase. Two meetings included.
8. Assist client in pre-bidding and contractor selection process to verify consistency with plans and specs to match PVRPD standards. **Actions are included in Phase M – Meetings & Communication.*

E. Construction Contract Procurement (Phase F)

1. Assist in determining and qualifying an appropriate number of qualified general contractors to bid the construction scope. Project to be prevailing wage per PVRPD requirements as provided by client.
2. Assist in delivering Procurement Documents to prospective Contractors.
3. Answer Requests for Information from prospective contractors in a timely fashion.
4. Update the Construction Documents to reflect any modifications and/or substitutions made during this phase.
5. Review the construction contract to minimize risks and liabilities to you and adjust elements that will keep the construction time schedule on track.

Request for Proposal: Due January 3, 2025, 10:00 am

6. Meet with the successful contractor to review the plans, schedules, and scope, to promote common understanding of the work and mitigate time-consuming alterations, or potential field management issues.
7. Coordinate with the contractors on matter of the construction contract, construction schedule, bonds, format for payments, project start, and permit acquisition. **Actions are included in Phase M – Meetings & Communication.*

F. Limited Construction Contract Administration (Phase G)

1. Attend periodic site visits to observe construction and help represent the owner in key meetings with the expanded team, now including the contractor, as directed by the owner. (Maximum two visits per month).
2. Review contractor’s requests for information (RFIs), submittals and shop drawings, and maintain an overview of the progress of construction with conformance to schedules and document requirements.
3. Assist, as part of the project team, in streamlining governmental approvals required during the construction phase.
4. Provide structural observation as required by the City for life/safety issues for shade structure.
5. Coordinate appropriate interaction and facilitate communications between the design and engineering professionals and the construction professional.
6. Assist, as part of the project team, with the proper close-out of the construction, including final “walk-through” completion documents, contractor’s preparation of maintenance manuals, coordination with your move-in, record documents, and final payments. **Actions are included in Phase M – Meetings & Communication.*

G. Meetings & Communication (Phase M)

For meetings and communication described in phases above.

		Estimated Hours
Pre-Design & Programming	Phase A	
Schematic Design & Concept	Phase B	
Discretionary Permit Processing	Phase C	
Construction Documents	Phase E	
Construction Contract Procurement	Phase F	
Limited Construction Contract Administration	Phase G	

Unless otherwise noted herein, the basic of specifications for this project shall be the Standard Specifications for Public Works Construction (the “GREEN BOOK”), latest edition.

SCHEDULE OF DELIVERABLES:

A. Pre-Design & Programming (Phase A)

1. Project will be scheduled once signed contract has been received.
2. An Architectural Program and Preliminary Schedule within an estimated two weeks of scheduled date.

B. Schematic Design & Concept (Phase B)

Request for Proposal: Due January 3, 2025, 10:00 am

1. Schematic site plan, floor plans, sections and elevation drawings to be provided to client within an estimated one to two weeks of a confirmed Architectural Program by client.
2. To-scale presentation drawings to be provided within an estimated two weeks of an approved Schematic Design option by client.

C. Discretionary Permit Processing (Phase C)

1. Drawings, documents and exhibits described in Phase C scope of work above to be submitted to the City of Camarillo Planning Department within an estimated two to three weeks of completion of Phase B.
2. Approximately thirty to forty-five (30-45) days is assumed for the City of Camarillo Planning Department's first review.
3. Revised drawings, documents and exhibits per City of Camarillo Planning Department's first review comments to be provided within an estimated two weeks of receipt of an incompleteness letter, provided no new scope items are required and/or requested.

D. Construction Documents (Phase E)

1. Drawings, documents and exhibits as described in Phase E scope of work above to be submitted to the City of Camarillo Building & Safety Department within an estimated six weeks from receipt of Planning Approval from the City of Camarillo.
2. Approximately ten days is required for the City of Camarillo first Plan Check process.
3. Revised drawings, documents and exhibits per City of Camarillo plan check corrections to be provided within two weeks of receipt of corrections, provided no new scope items are required and/or requested. Two rounds of revisions are included in this agreement.

E. Construction Contract Procurement (Phase F)

1. Approximately four to six weeks from receipt of Building Permit estimated to assist in bidding and selecting a contractor.

F. Limited Construction Contract Administration (Phase G)

1. Approximately two months estimated to complete construction of the proposed project. Final schedule to be determined by client's contractor.

FEES:

A. Our total fee for the Scope of Work outlined above is an estimated \$ N/A*, phased as follows:

II.A	Pre-design & Programming	Phase A	Fixed Fee	\$ N/A _____
II.B	Schematic Design & Concept	Phase B	Fixed Fee	\$ N/A _____
II.C	Discretionary Permit Processing	Phase C	Fixed Fee	\$ N/A _____
II.D	Construction Documents	Phase E	Fixed Fee	\$ N/A _____
II.E	Construction Contract Procurement	Phase F	Fixed Fee	\$ N/A _____

*Estimated Fee (Section IV) for Phase F includes the following consultant fees:

Civil Engineer	\$ N/A
Electrical Engineer	\$ N/A
Mechanical & Plumbing Engineer	\$ N/A
Structural Engineer	\$ N/A

Request for Proposal: Due January 3, 2025, 10:00 am

II.F Limited Construction Contract Phase G Time & Materials \$ N/A_____
Administration (\$ N/A per month for an estimated 2 months)

*Estimated Fee (Section IV) for Phase G includes the following consultant fees:

Civil Engineer	\$ N/A
Electrical Engineer	\$ N/A
Mechanical & Plumbing Engineer	\$ N/A
Structural Engineer	\$ N/A

II.G Meetings & Communication Phase M Time & Materials \$ N/A_____
(Estimated)

PROPOSAL PROCESS:

The proposal process will consist of a written presentation (three copies) and thumb drive. 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 two 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. Description of the proposed schedule and the approach that will be used to organize and prepare for the work to be done.

EVALUATION OF PROPOSALS:

District staff will review the proposals. The selected architectural firm will be contacted to let them know they have been awarded the bid.

The evaluation of proposal will be based on the following:

- Completeness and thoroughness of information provided and adherence to deliverables.
- Ability to meet budget, although cost will not be the sole factor.
- Ability to comply with all State, Federal and local regulations.

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.

TIMELINE:

- Monday, November 11, 2024 Request for Proposal released
- Tuesday, December 10, at 10:00 a.m. Mandatory Site Walk
- Thursday, December 19 at 5:00 p.m. Questions are due
- Friday, January 3, 2025, at 10:00 a.m. Proposals are due and must be received by
- Wednesday, February 5, 2025 Contract award
- Monday, February 10, 2025 Project start date
- Friday, April 25, 2025 Project (Design) completion date Deadline

Request for Proposal: Due January 3, 2025, 10:00 am

PROPOSAL DEADLINE:

The deadline for the proposal is **Friday, January 3, 2025, at 10:00 a.m.** Proposal must be submitted in a sealed envelope marked ***RFP Freedom Park Restrooms*** by the deadline. The proposal must be signed by an authorized individual to bind the firm and be valid for at least 90 days.

Please submit three (3) copies of the proposal to:

Matthew Parker, *Park Services Manager*
Pleasant Valley Recreation and Park District
1605 E. Burnley Street
Camarillo, CA 93010

FAXED or ELECTRONIC RESPONSES WILL NOT BE ACCEPTED

ADDITIONAL INFORMATION:

For questions contact: **Matthew Parker**, Park Services Manager
805-482-5396 ext. 301
mparker@pvrpd.org