



Request for Proposals (RFP)

City of Torrance | 3031 Torrance Blvd, Torrance CA 90503 | www.TorranceCA.Gov

RFP No. B2016-35

RFP for landscape architectural design services for the Wilson Park Pond/Plaza-Splash Pad Retrofit Project

RFP Submittal Information

Proposals may be mailed or hand delivered. No faxed proposals will be accepted.

Late proposals will not be accepted. No Exceptions

Location:	Office of the City Clerk 3031 Torrance Blvd. Torrance, CA 90503
Date:	Monday, June 27, 2016
Time Deadline:	3:00 p.m. Local (Pacific) Time

Submittal Requirements

An original plus two (2) printed copies of your RFP submittal must be submitted in a sealed envelope and marked with the RFP number, RFP title, and vendor's name and address by the deadline time listed above. Do not submit binders or bound copies. Clips or rubber bands may be used to separate copies. All submittals are to be single-sided on 8 ½ by 11 white paper with responses in at least 11 pt. font.

Proposers that do not provide required items in their proposal will be disqualified and their proposal will not be evaluated. Your submittal must include the following:

- Vendor's Response (Section III of this document pages 12 through 23) on the forms provided. If additional space is required, please attach additional sheets/pages.
- Proposer's Affidavit (Attachment 1).

Prior to the award of a Contract

The successful vendor, must submit the following to the City of Torrance

- Proof of insurance as indicated in the terms and conditions of this RFP document.
- Proof of a City of Torrance Business License, please contact the City of Torrance Business License Office at (310) 618-5923.

Notice of Mandatory Pre-Proposal Conference

The City will conduct a mandatory briefing session for prospective vendors. The pre-proposal conference will start promptly at the time and location listed below. Vendor representatives must arrive on time and stay for the entire conference.

Location: The Pond at Charles H. Wilson Park
2200 Crenshaw Blvd.
Torrance, CA 90501

Date: Thursday, June 9, 2016

Time: 1:00 pm Local (Pacific) Time

Questions Regarding this RFP Must be Submitted in the Form of an E-Mail

- Your E-mail must include the RFP number and RFP title in the subject heading.
 - The deadline to submit questions is 4:00 pm Pacific Time on Friday, June 17, 2016
- Your questions should be directed to:

Andrew Orpe
Sr. Administrative Analyst
aorpe@torranceca.gov

SECTION I RFP INSTRUCTIONS AND INFORMATION

Notice is hereby given that sealed proposals will be received in the office of the City Clerk, City Hall, 3031 Torrance Boulevard, Torrance, CA, until 3:00 p.m. on June 27, 2016

An original and two (2) printed copies of each proposal must be submitted in a sealed envelope and clearly marked: "RFP for landscape architectural design services for the Wilson Park Pond/Plaza-Splash Pad Retrofit Project, RFP No. B2016-35".

The City of Torrance:

The City of Torrance is situated on the western side of Los Angeles County. It is bordered by the Palos Verdes Peninsula on the south, the City of Gardena on the north, the City of Redondo Beach on the north and west boundaries, the City of Lomita on the east and the Pacific Ocean on the west. The City encompasses an area of approximately 21 square miles, 329 miles of Streets, 1870 intersections, 550 miles of sidewalks, 47,000 Street Trees, 6 Public Libraries, a Municipal Airport, Transit System 46 Parks & Recreation Amenities, 6 Fire Stations, 1 Police Station and 1 Police Community Center, and has an estimated population of approximately 146,115, which makes Torrance one of the top 10 cities in Los Angeles County in regards to population.

Background:

The pond at Charles H. Wilson Park was originally built in 1978. This water feature was designed to be an aesthetically pleasing landscape enhancement and reflection element, not a pond for wildlife. Throughout the years, the pond had become a dumping ground for unwanted turtles, frogs, fish, and domestic ducks. During the winter months, the pond was also used by numerous migratory birds. Feeding of the animals by park patrons contributed to the growing animal population thereby resulting in a copious amount of animal waste being deposited into the pond. Animal waste, along with other organic matter such as tree leaves, helped create the foul and unsanitary water conditions which made it necessary to drain the pond.

The original pond had a clay bottom without a floor drain. The filtration system consisted of top surface skimmers with several aeration tubes spread throughout the pond. Because there was no chlorination system, bacteria and algae were able to grow unchecked, resulting in a stagnant and odorous body of water.

In 2008, because the water quality in the pond had deteriorated so severely, it became necessary to drain the pond. All of the wildlife, which included 50 red-eared slider turtles, a very large leatherback turtle, and over 400 fish were removed from the pond and relocated with the help of an animal relocation service. To drain the pond, the City had to get permission from the County of Los Angeles to pump the pond water into the sewer system. After draining the pond, the City had to decide what to do with the empty structure. Several options were proposed, including filling in the pond and making it a picnic area by adding turf and picnic tables. The decision was made to keep and renovate the entire water feature.

After almost two years of sitting empty, construction to renovate the pond began in June of 2010 and the renovated pond reopened in August of 2010 for the enjoyment of all those that visit the park. The goal of the Wilson Park Pond Renovation project was to provide a long term, sustainable solution to the management and maintenance of the water feature that would result in a pleasant environment for visitors to the park.

Through the design process, key elements for successful pond management and maintenance were identified and then incorporated into the renovation. The key elements to manage and maintain pond are the shot crete liner throughout the entire pond which will make cleaning at predetermined intervals possible; the main floor drain, which by opening one valve will allow the pond to be drained quickly for cleaning; the automatic chlorination system will keep bacteria and algae at manageable levels, and the addition of six floor jets will improve water circulation.

During the week of September 21, 2015, the Park Services Division emptied and fenced the pond at Wilson Park in response to State of California Water Conservation requirements for ponds and pools. Given the pond closure, staff began exploring various options for re-purposing the pond. The goals of the research were to provide a sustainable and ecological solution, and also to minimize the maintenance impacts the pond created for staff. As ideas were evaluated, the public provided comments and support for retaining the water feature at Wilson Park and with the hope that it can be retained.

The concept of repurposing the pond was originally explored by the Parks and Recreation Commission in 2009-10. An idea that was popular at the time was to create a splash pad, but could not be implemented due to lack of funding. In 2015 grant funding became available through LA County Proposition A. The concept to take the current pond layout and turn it into a small pond, a hardscape area, and a splash pad was presented and approved by the Torrance City Council.

Definitions:

Word	Definition as applied to this RFP
City	The City of Torrance, California
Vendor, Contractor, Proposer, Firm or Consultant	The person, firm, company or corporation providing services to the City, or submitting a proposal in response to this RFP
Contract, Purchase Order, Agreement, Purchasing Agreement	The agreement between the awarded Vendor and the City as a result of this Request for Proposals
The Pond	The Original pond footprint as it exists before the project.
Splash Pad	The southern section of the current pond bounded by the gazebo-waterfall feature. Splash Pad to be designed with either above ground elements or below ground jet type elements.
Hardscape	The center area of the current pond yet to be created.
Remaining Pond Area	The northern section of the pond that will retain the feel of the current water feature.
Waterfall	The existing waterfall is to be added to the splash pad filtration system.
Parks Services Division	Provides maintenance staff to Wilson Park. Will have primary responsibility for maintaining the new design.
Bio-filtration	A method of treating water using plant material to maintain clean water. To be used for the remaining pond element, but not the irrigation for the hardscape or splash pad.
Pump Room	The existing building that houses the current pump system. Will need to be upgraded to handle the extra equipment needed for the splash pad.
Maintenance	Implies City staff will maintain the water pump and water quality systems. Any design will need to take into account the levels of expertise needed to maintain the pond, hardscape, and splash pad. At this time, the City has no funding allocated for outside contracts for maintenance.
Recirculation	Movement of water through the closed systems.
Touch Activation	Splash pad activation by patrons. Design must be obvious and easy to use.
Bathing Load	For the splash pad, the planned maximum activity usage per activation and the calculation of maximum users per day so that the City may calculate water usage.
Seasonal Usage	Planned downtime may be required due to colder
CEQA	California Environmental Quality Act
Madrona Marsh Preserve	Natural area located at: 3201 Plaza Del Amo, Torrance CA 90503

Proposal Submittal Form:

The proposal must be made on the forms provided for that purpose, enclosed in a sealed envelope, and marked “RFP for landscape architectural design services for the Wilson Park Pond/Plaza-Splash Pad Retrofit

Project, RFP No. B2016-35” and addressed to the City Clerk, City of Torrance, 3031 Torrance Blvd., Torrance, CA 90503. If an individual makes the proposal, it must be signed by that individual, and an address, telephone (and fax number if available) must be given. If made by a business entity, it must be signed by the person(s) authorized to execute agreements and bind the entity to contracts. A full business address, telephone (and fax number if available) must be given. No telegraphic, fax or telephonic proposal will be considered.

Blank spaces in the proposal form must be filled in; using ink, indelible pencil, or typewriter, and the text of the proposal form must not be changed. No additions to the form may be made. Any unauthorized conditions, limitations, or provisos attached to a proposal will render it informal and may cause its rejection. Alterations by erasure or interlineations must be explained or noted in the proposal form over the signature of the Proposer.

Mandatory Pre-Proposal Conference:

Vendors intending to submit a proposal on this requirement must ensure that a representative from their company is in attendance at the mandatory pre-proposal conference. Vendors submitting proposals without attending this conference will be disqualified and their submittal will not be evaluated. No exceptions will be allowed. The pre-proposal conference will start at the location listed on page 1 of this Request for Proposals. Late arrivals will not be allowed to participate. Please take into account local traffic congestion to leave ample time to arrive on time. No Exceptions. No make-up walk-through will be scheduled and vendors may not contact individual City Departments to request tours. Individuals attending the walkthrough should be prepared to take adequate notes of their observations to assist them in preparation of their proposal submittal.

Questions:

Questions must be submitted in writing via email to Andrew Orpe, Sr. Administrative Analyst, aorpe@torranceca.gov by 4:00 P.M, local Pacific Time on Friday, June 17, 2016. No questions will be answered by telephone. Questions submitted after this date will not be answered. Written answers and any other changes to the RFP will be sent (via email or the US Postal Service) to all known perspective proposers as an addendum to the RFP.

To ensure fairness and avoid misunderstandings, all communications must be in written format and submitted via e-mail by the due date to the individual address above and on page 1 of this Request for Proposal. Any verbal communications will not be considered as a submitted question. Any communications whether written or verbal to any person other than the designated individual listed on page 1, prior to award of a contract/purchase order is strictly prohibited. Any proposer making such communications may be disqualified from consideration.

Errors and Omissions:

The proposer will not be allowed to take advantage of any errors and/or omissions in these specifications or in the proposer’s specifications submitted with its proposal. Full instruction will always be given when errors or omissions are discovered.

Proposers Examination of Requirements:

The Proposer is required to examine carefully the site, the instructions, information and specifications of this document, investigate the conditions to be encountered, the character, quality and quantities of work to be performed as required by this document. Submission of a proposal will be considered prima facie evidence that the Proposer has made such examination.

Reservation:

The City reserves the right to revise or amend these specifications prior to the date set for opening proposals. Revisions and amendments, if any, will be announced by an addendum to this RFP. If the revisions require additional time to enable vendors to respond, the City may postpone the opening date accordingly. In such case, the addendum will include an announcement of the new proposal submittal due date.

All addenda must be attached to the proposal. Failure to attach any addendum may render the proposal non-responsive and cause it to be rejected.

The City reserves the right to award a contract to a company solely on the basis of the initial proposal submitted. The City reserves the right to require more information and clarification on information submitted in the proposal to complete the evaluation.

The City Council reserves the right to reject any and all proposals received, to take all proposals under advisement for a period not to exceed ninety (90) days after the date of the opening, to waive any informality on any proposal, and to be the sole judge of the relative merits of the material and or service mentioned in the respective proposals received. The City reserves the right to reject any proposal not accompanied with all data or information required.

This Request for Proposals does not commit the City to award a contract or to pay any cost incurred in the preparation of a proposal. All responses to this RFP document become the property of the City of Torrance.

The City reserves the right to examine all factors bearing on a Proposer's ability to perform the services under the contract. The City reserves the right to reject any proposal not accompanied with all data or information required. The City reserves the right to cancel this solicitation, without penalty, at its sole discretion.

Affidavit:

An affidavit form is enclosed. It must be completed signifying that the proposal is genuine and not collusive or made in the interest or on behalf of any person not named in the proposal, that the proposer has not directly or indirectly induced or solicited any other proposer to put in a sham proposal or any other person, firm, or corporation to refrain from proposing, and that the proposer has not in any manner sought by collusion to secure for itself an advantage over any other proposer. Any proposal submitted without an affidavit or in violation of this requirement will be rejected (Attachment 1).

License Requirements:

The minimum licensing requirements for this RFP include California registration as a landscape architect. Also, required is California registration as a professional engineer for any engineers stamping plans (plumbing, mechanical, civil, electrical, etc. as needed).

Evaluation of Proposals:

The City will be the sole determiner of suitability to the City's needs. Proposals will be rated according to their completeness and understanding of the City's needs, conformance to the requirements of the technical specifications, compatibility with the City's current technology and operations, prior experience with similar scope of work, financial capabilities, delivery, and cost. Cost including any ongoing maintenance and support cost will be reviewed to determining which proposal best meets the needs of the City.

The City will take into consideration a local Torrance vendor sales tax rebate of 1% for proposals submitted by a Torrance vendor that include a material component.

The City's project evaluation team will evaluate proposals based on the evaluation criteria listed below. Points will be assigned to each criterion up to a maximum of 100 points. Proposals will be ranked and that ranking will be made public.

Proposal Rating Criteria	Maximum Points
Understanding of the project and scope of work; and completeness of RFP response	35
Qualifications of proposed project team	15
Firm's experience with similar projects	15
Project Schedule	10
Cost and Cost Effectiveness	25
Maximum Total Score	100

Subsequently, the City may interview a qualified Firm, prior to deciding whether or not to recommend the award of an Agreement.

The Contract:

The vendor to whom the award is made will be required to enter into a written contract with the City of Torrance. Attached is a copy of the City's standardized contract (Attachment 2) which will be modified to reflect the awarded RFP. A copy of this RFP and the accepted proposal will be attached to and become a part of the contract.

Grant Funding Requirement:

A portion of this project is funded through Los Angeles County Proposition A Funding (\$300,000). This means that any design constructed must be durable enough to withstand at least 20 years of service.

Prevailing Wage:

Prevailing wage must be taken into account when developing costs for this project.

The State of California Senate Bill 7 (SB7) applies to construction contracts over \$25,000 and contracts for alteration, demolition, repair and maintenance over \$15,000. There are no exemptions. The construction contract issued as a result of this RFP is subject to prevailing wage. Current prevailing wage determinations rates may found at the State of California Dept. of Industrial Relations website <http://www.dir.ca.gov/oprl/DPreWageDetermination.htm>

Contractor Registration The State of California Senate Bill 854 (SB854) :

- No contractor or subcontractor may be listed on a bid proposal for a public works project unless registered with the Department of Industrial Relations pursuant to Labor Code section 1725.5
- No contractor or subcontractor may be awarded a contract for public work on a public works project unless registered with the Department of Industrial Relations pursuant to Labor Code section 1725.5.
- Public works refers to construction, alteration, demolition, installation, or repair work (including maintenance) done under contract and paid by public funds
- This project is subject to compliance monitoring and enforcement by the Department of Industrial Relations.
- All contractors and subcontractors must furnish electronic certified payroll records directly to the Labor Commissioner (aka Division of Labor Standards Enforcement).
- For additional information and to register online go to <http://www.dir.ca.gov/Public-Works/PublicWorks.html>

Independent Contractor:

The successful proposer is, and will at all times remain as to the City, a wholly independent contractor. Neither the City nor any of its agents will have control over the conduct of the Contractor or any of the Contractor's employees, except as otherwise set forth in the awarded Agreement. The Contractor's agents and employees are not and will not be considered employees of the City for any purpose. The Contractor may not, at any time or in any manner, represent that it or any of its agents or employees are in any manner agents or employees of the City. The City has no duty, obligation, or responsibility to the Contractor's agents or employees under the Affordable Care Act. The Contractor is solely responsible for any tax penalties associated with the failure to offer affordable coverage to its agents and employees under the Affordable Care Act and any other liabilities, claims and obligations regarding compliance with the Affordable Care Act with respect to the Contractor's agents and employees. The City is not responsible and will not be held liable for the Contractor's failure to comply with the Contractor's duties, obligations, and responsibilities under the Affordable Care Act. The Contractor agrees to defend, indemnify and hold the City harmless for any and all taxes and penalties that may be assessed against the City as a result of the Contractor's obligations under the Affordable Care Act relating to the Contractor's agents and employees.

Payments:

Complete payment on the contract price will be made in approximately thirty (30) days from date of delivery, or completion and acceptance, unless otherwise provided for in Proposer's proposal or in these specifications. Payments will be made upon verification and acceptance by the City of contract services performed and upon the City's receipt of a correct invoice.

Suspension of Procurement:

The City may suspend, in writing all or a portion of the procurement of materials or services pursuant to this RFP and subsequent contract agreement, in the event unforeseen circumstances make such procurement impossible or infeasible, or in the event City should determine it to be in the best interest of City to cancel such procurement of services or materials.

In the event of termination, selected Proposer will perform such additional work as is necessary for the orderly filing of documents, and closing of project.

The selected Proposer will be compensated for the terminated procurement on the basis of materials or services actually furnished or performed prior to the effective date of termination, plus the work reasonably required for filing and closing.

Notice:

Whenever it will be necessary for either party to serve notice on the other respecting the Agreement, such notice will be served by personal delivery or by certified mail to the following addresses, unless and until different addresses may be furnished in writing by either party or the other, and such notice will be deemed to have been served within seventy-two (72) hours after the same has been deposited in a United States Post Office by certified mail or has been delivered personally, and will be valid and sufficient service of notice for all purposes:

CITY: City Clerk
City of Torrance
3031 Torrance Boulevard
Torrance, CA 90503

VENDOR: Will be determined upon award of contract.

Notice of Intent to Award:

Approximately two (2) weeks prior to the anticipated City Council meeting awarding a contract as a result of the RFP, the City will notify all proposer's of its intent to award. Results will be posted on the City of Torrance Web site http://www.torranceca.gov/PDF/Recommendation_to_Award_Notification.pdf

City of Torrance Bid/RFP Protest Procedures:

The City of Torrance Bid/RFP Protest Procedures may be found on the City of Torrance Web site: http://www.torranceca.gov/PDF/Bid-RFP_Protest_Procedures.pdf

Insurance:

The City of Torrance insurance requirements are listed in the attached contract. The City of Torrance also requires an endorsement to the General Liability and Auto policies for additional insured and primary/non-contributory.

California Environmental Quality Act (CEQA) (Attachment 3)

The CEQA Notice of Exemption has been attached to this RFP for information purposes only.

SECTION II TECHNICAL REQUIREMENTS**Overview/Introduction:**

The City of Torrance is requesting proposals from qualified vendors for landscape architectural design services for the Wilson Park Pond/Plaza-Splash Pad Retrofit Project

This RFP is intended to be as descriptive as possible. However, Proposers may not take advantage of omissions or oversights in this document. Proposers must supply products and services that meet or exceed the requirements of this RFP. In the event of a dispute over installation or performance, the needs of the City of Torrance will govern.

Scope of Work:The Pond

Taking the footprint of the existing pond at Wilson Park, design a smaller approximately 6,500 square feet pond on the north side of the pond area, and provide modification recommendations to the pump room to handle the new equipment and piping.

One concept has been identified for implementation is the use of a bio-filtration system similar to the system in the Madrona Marsh Preserve. The bio-filter system at the Maple Sump works perfectly to clean the storm drain water and pipe it into the Preserve. After extensive research, the research team believes this type of system will improve the water quality of the pond and require much less maintenance though the actual footprint of the current pond will need to be reduced.

It is anticipated that the design will incorporate bio-remediation technology similar or equal to systems available from www.modularwetlands.com.

Hard Scape

This design consists of re-purposing the middle, narrow section of the pond as a hardscape spectator's area or plaza. This area would complement both amenities (Pond and Splash Pad) by providing wonderful viewing areas and a transition area for users of our park featuring seating, low maintenance plantings, and an interesting walkway.

Splash Pad

This exciting opportunity will turn the south end of the pond into an active recreation zone which will enhance the park patron experience during the warm weather months. The approximate square footage of the new splash pad would be about 3,000 square feet. It will contain an underground potable water tank. The usage of the splash pad facility would be from approximately May through October and shut down during the winter months.

- Option A will feature above ground splash and spray elements.
- Option B will feature below ground jet type elements, but when not in use will look like a flat hardscape pad.
- Both options must include LED lighting systems possibly linked to the action of the water.

It is anticipated that the design will incorporate splash pad technology similar or equal to systems available from www.vortex-intl.com.

Waterfall

The existing waterfall is connected to the overall pond water system. In this design we are asking that the water fall be disconnected from the pond and connected to the sanitized water system of the splash pad.

Project Budget

It is anticipated that the total cost for the Splash Pad implementation will be \$510,000 which includes design costs, project management costs, engineering costs and contingency. Of that amount, \$300,000 would come from Proposition A grant funds and \$210,000 would come from Parks and Recreation Open Space Funds. The grant funds would cover the Sanitation and Splash Pad Equipment, Installation, Freight, Tax and Fees, while the Parks and Recreation funding would assist with Installation, Pump Room modifications and Design and Project Management.

The funding strategy for the pond renovation, bio-filtration component, and hardscape portions of the project will be submitted to the City Council for funding recommendation at a later date once final costs have been developed.

General Requirements:

Submittal Requirements for this RFP consist of the following:

1. Understanding of the project and scope of work; and completeness of RFP response

The architect must provide a detailed description of the following in order to convey the firm's understanding of the project and approach:

- Planning and Design Methodology
- Planning and Design Site Visits
- How the site will be evaluated?
- Plan Check Coordination
- How will changes be addressed?
- How will changes be minimized or eliminated?

2. Qualifications of proposed project team

Persons considered qualified would be a California registered Architect and project team with a minimum of 5 years' experience in designing and managing public works projects.

3. Firm's qualifications and experience with similar projects

List experience with projects that have involved the following amenities:

- Public parks that have included water features such as ponds, splash pads, cooling zones, and swimming pools;
- Public areas that have included bio filtration systems or storm water systems.

4. Project Schedule

The Splash Pad may be constructed as a stand-alone item due to its funding status. Due to funding limitations, it may be necessary to phase construction with the Splash Pad being constructed first as it has funding attached. Once the overall design has been accepted by the City, it will be presented to the City Council for funding consideration. The Splash Pad is tentatively scheduled for opening on Memorial Day 2017 based on the grant requirements funding that element.

The project schedule should cover the design phase, construction procurement phase, and maintenance period prior to the grand opening.

5. Cost and Cost Effectiveness

The budget for the splash pad portion of the project has been budgeted at \$510,000. Additional costs for the remaining pond, hardscape, and pump room retrofit are to be determined during the design phase of the project.

Project Deliverables

- Construction Documents
- Demolition Plans
- Construction Plans and Details:
 - Splash Pad
 - Hardscape and Planting Plans
 - Remaining Pond
 - Pump Room
 - Waterfall
- Electrical Plans and Details
- Lighting Plan
- Drainage Plan
- Cost Estimate
- Plan Check
- Estimated Budget. The design elements of the pond, hardscape, and splash pad must be listed both combined and separately. The budget for the splash pad portion of the project has been budgeted at \$510,000. Additional costs for the remaining pond, hardscape, and pump room retrofit are to be determined during the design phase of the project.

Design Development Requirements

- Consultant will provide a complete set of plans and specifications for the Wilson Park Pond/Plaza-Splash Pad Retrofit Project as outlined in the RFP.
- Retain additional sub consultants as required (Structural, Civil, etc.) to provide a complete and biddable set of plans and specifications as part of the fixed fee.
- Site investigation to verify existing conditions. The City will provide hard copies of the plans of the existing facilities. Electronic plans may not be available. The Consultant(s) are required to physically check the site to existing plans for accuracy.
- Plans will need to conform to code requirements and local ordinances and pass plan check.
- Provide 5 sets of drawings and specifications for review by City Staff (not plan check) 100% for review.
- Provide an engineer's estimate with the 100% completed plans.
- After review by City staff, submit plans to the City of Torrance Building Department for review
- Provide final working drawings-record copy on CD-ROM or flash drive—Auto Cad format.
- Provide completed plans electronically for bidding online—PDF format.
- Provide specifications in CSI format (current edition) submitted in MS Word (electronically).
- Specifications must include Section 1 General Requirements.

- Design two (2) options for Splash Pad with above ground spray elements and a below ground jet type system. Include lighting plan for both options.

Construction Support

- Monitor progress and generally facilitate progress and completion of tasks related to design.
- Support the milestone tasks led by the construction firm.
- Verify issues related to architectural elements, drawing coordination and recommend solutions.
- Ensure compliance with federal regulations.

Reimbursable Expenses

This task is intended to budget for reimbursable expenses that are associated only with reprographics of plans and paper documents, and postage when making submittals to the City and other agencies or utility companies. Costs to print documents, produce reprographics, postage, telephone, faxes and mileage for consultant's internal review and/or coordination with satellite offices or sub-consultants should be included in the fees for the various tasks. The reimbursable expenses should be in a separate line item in your proposal and included in the overall fixed fee proposal amount.

RFP No. B2016-35

RFP for landscape architectural design services for the
Wilson Park Pond/Plaza-Splash Pad Retrofit Project

SECTION III PROPOSAL SUBMITTAL

FAILURE TO COMPLETE ALL ITEMS IN THIS SECTION MAY INVALIDATE PROPOSAL.

In accordance with your "Request for Proposals (RFP)", the following proposal is submitted to the City of Torrance.

RFP Submitted By:

Name of Company

Street Address

City

Zip Code

Telephone Number

Fax Number

Printed Name/Title

E-Mail Address

Signature

Date

Form of Business Organization: Please indicate the following (check one);

Corporation Partnership Sole Proprietorship Other: _____

Do you have a Parent Company? No Yes, _____
(Name of Parent Company)

Do you have any Subsidiaries? No Yes, _____
(Name of Subsidiary Company)

Business History:

Years in business under your current name and form of business organization? _____ Years
If less than three (3) years and your company was in business under a different name, what was that name?

Contact for Additional Information:

Please provide the name of the individual at your company to contact for any additional information:

Printed Name

Title

Telephone

E-Mail Address

Proposal Submittal (continued):

Vendor Name: _____

Addenda Received: Please indicate addenda information you have received regarding this RFP:

Addendum No.	Date Received

Addendum No.	Date Received

No Addenda received regarding this RFP.

Payment Terms: The City of Torrance Payment terms are Net 30. The City does not make pre-payments, or pay upon receipt.

Do you offer any discounted invoice terms? _____

Project Start and Completion:

The City requires the project to start as soon as possible from the award of a contract and the project completed as soon as possible. Specific time frames that are mutually agreed upon will be established after award of a contract. It is anticipated that the contract end date will be June 30, 2017 to ensure the project is designed and implemented by the grant deadline even though the actual design period may conclude prior to that date.

Project Manager:

Please provide the name of the individual at your company who will serve as Project Manager for this contract.

Name Title

Telephone Number Fax Number Email Address

Contract Representative:

Please provide the name of the individual at your company who will be responsible for administering this contract.

Name Title

Telephone Number Fax Number Email Address

Proposal Submittal (continued):

Vendor Name: _____

RFP Submittal Requirement and Acknowledgement	
Vendors are required to answer each of the questions listed below. You must indicate below that you have provided this information in your proposal submittal. You must attach additional sheets to your RFP submittal describing in detail the service you are proposing.	
RFP Submittal Requirements	Indicate what page in your proposal you have answered this question.
Did you include an original and 2 copies of your RFP Submittal?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Did you include a signed Affidavit Form with your RFP Submittal?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Did you include proof of State of California Landscape Architect Certification?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Did you complete a project proposal as described in the Technical Requirements?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Did you include all addenda if any issued by the City?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Did you include References?	<input type="checkbox"/> Yes <input type="checkbox"/> No Page ___ of our submittal
Are your Wage Rates (Prevailing) Included?	<input type="checkbox"/> Yes <input type="checkbox"/> No Page ___ of our submittal.
Have you included Proposed Alternative Language to City's Pro Forma Consulting Services Agreement?	<input type="checkbox"/> Yes <input type="checkbox"/> No Page ___ of our submittal
Did you describe your understanding of the project and scope of work?	<input type="checkbox"/> Yes <input type="checkbox"/> No Page ___ of our submittal.
Did you describe the qualifications of the project team?	<input type="checkbox"/> Yes <input type="checkbox"/> No Page ___ of our submittal.

Proposal Submittal (continued):

Vendor Name: _____

RFP Submittal Requirement and Acknowledgement Continued	
Vendors are required to answer each of the questions listed below. You must indicate below that you have provided this information in your proposal submittal. You must attach additional sheets to your RFP submittal describing in detail the service you are proposing.	
RFP Technical Requirements Questions	Indicate what page in your proposal you have answered this question.
Did you include no more than three (3) qualified candidates for the project team?	<input type="checkbox"/> Yes <input type="checkbox"/> No Page ___ of our submittal.
Did you describe your firm's qualifications and experience with similar projects?	<input type="checkbox"/> Yes <input type="checkbox"/> No Page ___ of our submittal.
Did you provide a complete project schedule?	<input type="checkbox"/> Yes <input type="checkbox"/> No Page ___ of our submittal.
Did you include a price submittal to complete the work described in this RFP?	<input type="checkbox"/> Yes <input type="checkbox"/> No Page ___ of our submittal.
Total Cost of this Proposal?	\$ _____

STATE OF CALIFORNIA
PROPOSER'S AFFIDAVIT
COUNTY OF LOS ANGELES

_____ being first duly sworn deposes and says:

1. That he/she is the _____ of _____
(Title of Office) (Name of Company)

Hereinafter called "proposer", who has submitted to the City of Torrance a proposal for

(Title of RFP)

- 2. That the proposal is genuine; that all statements of fact in the proposal are true;
- 3. That the proposal was not made in the interest or behalf of any person, partnership, company, association, organization or corporation not named or disclosed;
- 4. That the Proposer did not, directly or indirectly, induce solicit or agree with anyone else to submit a false or sham proposal, to refrain from proposing, or to withdraw his proposal, to raise or fix the proposal price of the Proposer or of anyone else, or to raise or fix any overhead, profit or cost element of the Proposer's price or the price of anyone else; and did not attempt to induce action prejudicial to the interest of the City of Torrance, or of any other Proposer, or anyone else interested in the proposed contract;
- 5. That the Proposer has not in any other manner sought by collusion to secure for itself an advantage over the other Proposer or to induce action prejudicial to the interests of the City of Torrance, or of any other Proposer or of anyone else interested in the proposed contract;
- 6. That the Proposer has not accepted any proposal from any subcontractor or materialman through any proposal depository, the bylaws, rules or regulations of which prohibit or prevent the Proposer from considering any proposal from any subcontractor or material man, which is not processed through that proposal depository, or which prevent any subcontractor or materialman from proposing to any contractor who does not use the facilities of or accept proposals from or through such proposal depository;
- 7. That the Proposer did not, directly or indirectly, submit the Proposer's proposal price or any breakdown thereof, or the contents thereof, or divulge information or data relative thereto, to any corporation, partnership, company, association, organization, proposal depository, or to any member or agent thereof, or to any individual or group of individuals, except to the City of Torrance, or to any person or persons who have a partnership or other financial interest with said Proposer in its business.
- 8. That the Proposer has not been debarred from participation in any State or Federal works project.

Dated this ____ day of _____, 20____.

(Proposer Signature)

(Title)