



## Staff Report

**TO:** City Council

**FROM:** Dustin Christensen, Principal Engineer Public Works

**DATE:** January 18, 2021

**SUBJECT:** **Approve the Draft Request for Proposal for Landscape Architecture and Engineering Design Services and Construction Documents for Stewart Park Improvement Project**

### **Background and Analysis:**

On November 2, 2021, City Council directed City staff to return to City Council with a more detailed design plan for Stewart Park including items such as elevations, drainage plans, grading plan, a budget, and bid documents. City Council directed City staff to secure professional services to prepare these plans. City staff has drafted a Request for Proposal (RFP) for Landscape Architecture and Engineering Design Services and Construction Documents for the Stewart Park Improvement Project.

### **RFP for Landscape Architecture and Engineering Design Services and Construction Documents**

The attached RFP has been drafted for City Council discussion and direction (Attachment A). Various scope items are included in the RFP in order to provide a complete architectural and engineering design for the park. These scope items include the following:

- Hydrological assessment of the park area and drainage basin,
- Completion of Environmental documentation required by the California Environmental Quality Act (CEQA),
- Preliminary Title Reports and Boundary Surveys on project parcels,
- Coordination with Southern California Edison (SCE) for electrical services for proposed park amenities,
- Architectural renderings of proposed park improvements, and
- Detailed Engineers Construction Cost Estimates.

The attached RFP includes the preparation of detailed construction bid documents including construction drawings and specifications. The proposed construction drawings will include the following:

- Grading plans and elevations,
- Drainage plans,
- Erosion control plans,
- Architectural design plans,
- Landscape planting and irrigation plans, and
- Lighting and electrical plans.

After advertisement of the RFP and receipt of proposals the selected firm and price will be presented to the City Council for award and timeline of work. The preliminary timeline for advertisement and award as provided below:

Event	Date
RFP Issued	January 19, 2022
Questions submitted on Public Purchase deadline	February 02, 2022 @ 11:00 a.m.
Answers to Questions on Public Purchase will be posted	February 11, 2022
Proposals Due	February 23, 2022 @ 11:00 a.m.
Interviews (if required)	March 1 – 4, 2022
Award Date	March 15, 2022

City staff will work closely with the chosen consultant to successfully complete the project design. Upon completion of the design, the City will advertise the bid documents for construction.

**Fiscal Impact:**

The cost to prepare this staff report is approximately \$500.

**Recommended Action:**

Approve the draft Request for Proposals for Landscape Architecture and Engineering Design Services and Construction Documents for Stewart Park Improvement Project and direct City staff to publish the document on PublicPurchase.com.

**Attachments:**

- A. Request for Proposals for Professional Landscape Architecture and Engineering Design Services and Construction Documents for Stewart Park Improvement Project



Website:  
[www.beaumontca.gov](http://www.beaumontca.gov)

Address:  
550 E. 6<sup>th</sup> Street  
Beaumont, CA 92223

Phone:  
951.769.8530

# Request for Proposals Professional Landscape Architecture and Engineering Design Services and Construction Documents for Stewart Park Improvement Project

**Questions Due By:**  
11:00 a.m.  
February 02, 2022

**Proposals Due By:**  
11:00 a.m.  
February 23, 2022

**Contacts:**

Kristine Day  
Assistant City Manager  
[kday@beaumontca.gov](mailto:kday@beaumontca.gov)

Doug Story  
Assistant Director Parks & Rec  
[dstory@beaumontca.gov](mailto:dstory@beaumontca.gov)

Dustin Christensen  
Principal Engineer Public Works  
[dchristensen@beaumontca.gov](mailto:dchristensen@beaumontca.gov)

**RFP Available:**

[www.publicpurchase.com](http://www.publicpurchase.com) or  
<https://www.beaumontca.gov/949/Bids-and-RFPs>

## INTRODUCTION

The City of Beaumont (City) is requesting written responses to this REQUEST FOR PROPOSAL (RFP) for selection of a qualified firm (Consultant) to provide Professional Landscape Architecture and Engineering Design services and Construction Documents solely for the interest of the City.

This RFP is for professional landscape architecture and engineering design of various new park amenities and improvements to existing park amenities at Stewart Park, including the following:

- A new splash pad
- Concrete walking trails throughout the length of the park
- Picnic pavilions throughout the park
- New playground equipment with shade structures
- A new bandshell
- A gaga ball courts
- Upgraded skate park
- New parking facilities
- Connection of the park across Ninth and Tenth Streets
- Landscaping and lighting improvements throughout the park
- Incorporate Existing Drainage into the Park Layout

The existing park is located between Eighth and Eleventh Streets and Orange and Maple Avenues. The pool facility and park pavilion have been demolished. The northern most section of park between 10<sup>th</sup> and 11<sup>th</sup> streets is a flood control basin originally constructed by the Riverside County Flood Control and Water Conservation District (RCFC&WCD). The City owns the property and maintains the basin according to the agreement established when it was constructed (agreement provided for reference). A hydrological assessment of the existing drainage will be incorporated into all aspects of the park layout and design.



All services provided by the Consultant shall be performed by individuals who meet the qualifications, education, and certification/licensing requirements for the position. The successful Consultant shall also have the resources to provide cost effective and timely services, including providing customer service to the City.



Qualified firms that submit a proposal will be evaluated in accordance with the requirement defined within this RFP. Upon successful negotiations with the City, the selected firm will provide professional landscape architecture and engineering design services for the Stewart Park Improvement Project as described in the scope of this RFP.

## BACKGROUND

The City of Beaumont was incorporated in November 1912. The city is in the western portion of Riverside County and is bounded on the west by Calimesa and unincorporated areas, on the north by the unincorporated County areas (Cherry Valley), on the south by unincorporated County areas and the City of San Jacinto, and on the east by the City of Banning. The land area within the City's boundaries is approximately 26 square miles.

At the center of the historic area of the City of Beaumont is Stewart Park, home to the annual Cherry Festival and Freedom Festival. Stewart Park expands three city blocks and is located between Eighth and Eleventh Streets between Orange and Maple Avenues. The Cherry Festival is a four-day event that draws thousands of park patrons each year in June, and includes a carnival, food booths, games, live entertainment, and a beer garden. The Freedom Festival is a one-day event with live music, food vendors, kids' activities, and a fireworks display.

The top two portions of the park between Ninth Street and Eleventh Street act as detention basins during rain events. The City recently approved a continuous park concept by vacating Tenth Street which historically divided Stewart Park. The street areas of Ninth and Tenth Streets are planned to be included in a continuous park space. The conceptual plan for Stewart park can be found on the City's website and is attached to this RFP for reference.

## SCOPE OF SERVICES

The Scope of Services for the Stewart Park Improvement Project is attached as Exhibit A.

## ADDITIONAL RESPONSIBILITIES

The Consultant shall be responsible for completing the specified services in accordance with the City's Professional Services Agreement by Independent Contractor, a sample of which is attached (Exhibit B).

## TERM

The term of the agreement shall be determined upon need of services and consistent with the



City's policies. The initial period of the contract is for the duration of the project or three years, with two one-year extensions as approved by City Council, subject to agreement terms and the Beaumont Municipal Code.

## PROPOSAL REQUIREMENTS

The proposal shall clearly address all the information requested herein. To achieve a uniform review process and obtain the maximum degree of comparability, it is required that proposals be organized and contain all information as specified below:

- A. Cover Letter: Maximum of two (2) pages serving as an Executive Summary, which shall include an understanding of the Scope of Services. The RFP shall be transmitted with a cover letter that must be signed by an official authorized to bind the Consultant contractually. The letter accompanying the RFP shall also provide the name, title, address, and telephone number of individuals with the authority to negotiate and contractually bind the Consultant. The cover letter constitutes certification by the Consultant, under penalty of perjury, that the Consultant complies with nondiscrimination requirements of the State and Federal Government. An unsigned proposal or one signed by an individual unauthorized to bind the Consultant may be rejected.
- B. Introduction/Information: Introduction of the service proposal, including a statement of understanding for the types of services proposed. Provide a discussion on how the objectives of the Scope of Services will be accomplished. Provide the name of the firm submitting the proposal, its mailing address, telephone number, and the name of the individual to contact if further information is required. Any participating firms and proposed sub-Consultants shall be identified and included in the proposal (all sub-Consultants must be approved by City prior to signing the agreement with City).
- C. Approach: Provide the firm's approach to delivering the scope of services. Include a description of the firm's approach to communicating effectively with City staff and officials, other jurisdictional stakeholders, and the public, to facilitate successful delivery of assigned tasks.
- D. Firm Profile: Provide a description of the firm, including number of professional personnel, years in business, office location(s), organizational structure (e.g., corporation, partnership, sole practitioner, etc.), areas of expertise, and relevant experience. Include any other information which should be considered, such as any special services or customer service philosophy which define your firm's practice.



- E. Location: Location of principal office that will be responsible for the implementation of this contract.
- F. Organization, Key Personnel, and Resumes: Provide an organization chart and a summary description of the key personnel who will be involved in this project, their roles and responsibilities, and their experience in similar past projects. The proposal must name a project manager. In addition to this summary, full resumes should be provided.
- G. Project Experiences: Provide a list of at least three projects related to the scope of the work within the last five years.
- H. References: Three to five references to include: name, address, contact person and phone number of the company, length of time services were provided, and a description of the services provided.
- I. Scope of Services: Provide a description of the tasks, sub-tasks, and deliverables that will be provided. The Scope of Services should include a detailed description of all work described in Exhibit A, as well as any additional work items identified by the Consultant as necessary to the completion of the project design. The Scope of Services should be presented in a logical format that can be easily attached to the Professional Services Agreement (Exhibit B).
- J. Project Schedule: Create a detailed timeline for the tasks outlined in the Scope of Services.
- K. Cost Proposal: The cost proposal (including hourly rate) shall be submitted in a separate sealed envelope. This should include a fee schedule, a not-to-exceed fee estimate broken down and itemized based on the Scope of Services, and hourly billable costs for the itemized Scope of Services. All hourly fee schedules should be based on the consultant's current fee schedule rates. Rates shall be fixed for the duration of the project. The costs proposal shall clearly identify the estimated man-hours by classification and expenses required for each task, separated by team members, including all sub-consultants and contractors required to complete the Scope of Services.
- L. Additional Information: Any other information which should be considered, such as any special services or customer service philosophy which define your firm's practice.
- M. Insurances: The selected Consultant will be required to provide insurance certificates as listed in draft copy of "Professional Services Agreement" (Exhibit B). Consultant should refer specifically to the draft agreement, Section 6 and 7, for specific language, amounts,



and information.

## SUBMITTAL

Five (5) bound copies, one (1) unbound copy and one (1) color digital PDF copy of the proposal must be submitted no later than **11:00 a.m., February 23, 2022**. **The cost proposal shall be submitted in a separate sealed envelope.** Postmarks and faxes are not acceptable. Proposal must be titled “Landscape Architecture and Engineering Design Services and Construction Documents for Stewart Park Improvement Project.” Request for Clarifications (RFCs) or questions regarding this RFP shall be directed in writing to:

Dustin Christensen  
Principal Engineer Public Works  
[dchristensen@beaumontca.gov](mailto:dchristensen@beaumontca.gov)

No RFC or questions will be accepted after 11:00 a.m. on February 02, 2022. All RFC responses will be posted on PublicPurchase.com by February 11, 2022.

No postmarked proposals will be accepted. Once submitted, proposals, including the composition of the consulting staff, cannot be altered without prior written consent of the City.

All costs associated with the preparation of any proposal shall be the sole responsibility of the proposer. Each proposal shall be limited to a maximum of 20 pages single spaced (not including resumes or addenda), using a minimum 12-point font size.

## SCHEDULE

The City’s tentative schedule for the proposal and selection are as follows:

Event	Date
RFP Issued	January 19, 2022
Questions submitted on Public Purchase deadline	February 02, 2022 @ 11:00 a.m.
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Interviews (if required)	March 1 – 4, 2022
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## CONFIDENTIALITY

Prior to the proposal submittal deadline, all proposals will be designated confidential to the extent permitted by the California Public Records Act. After the proposal submittal deadline, all responses will be regarded as public record and will be subject to review by the public. Any language purported to render confidential all or portions of the proposals will be regarded as non-effective and will be disregarded.

## AMENDMENTS TO REQUEST FOR PROPOSALS

The City reserves the right to amend the RFP by addendum prior to the final proposal submittal date. Addenda will be posted on PublicPurchase.com.

## NON-COMMITMENT TO CITY

The City reserves the right to reject any and all proposals and to waive informalities and minor irregularities in any proposal reviewed. The City may reject any proposal that does not conform to the instructions provided in this RFP. Additionally, the City reserves the right to negotiate all final terms and conditions of any proposal received before entering final contract.

## CONFLICT OF INTEREST

The Consultant shall disclose any personal or professional financial, business, or other relationships with the City that may have an impact on the outcome of this contract or any resulting project. The Consultant shall also list current clients who may have a financial interest in the outcome of this contract.

## PROPOSAL EVALUATION/SELECTION

The City intends to engage the most qualified Consultant available that demonstrates a thorough understanding of the City's needs. City staff will use the following criteria to evaluate the proposals:



Criteria & Scoring	Points
Project Approach and Understanding of the Scope of Services	25
Project Team Organization and Qualifications	20
Related Experience and Past Projects	25
References	20
Proposed Fee	10
<b>Total</b>	<b>100</b>

The City may request a qualification interview with the highest ranked Consultant(s) prior to determining the final ranking. The City reserves the right to reject any and all proposals.

## REFERENCE INFORMATION

Links to applicable design standards can be found on the City’s website. The following reference information has been provided specifically for this project and can be found on the public portal website together with this RFP:

- Stewart Park Conceptual Plan
- Splash Pad Preliminary Site Plan
- Previous Geotechnical Report
- 10<sup>th</sup> Street Vacation document
- Basin Topo
- Wastewater and Storm Drain utilities ([City GIS](#))
- Flood Control Documents:
  - Stewart Park Retention Basin Plans (RCFC&WCD)
  - Stewart Basin Operation & Maintenance Agreement
  - Master Drainage Plan for Beaumont Area
  - Master Drainage Plan Exhibit
  - Master Drainage Plan Boundary Map #1
  - Master Drainage Plan Boundary Map #2

## EXHIBITS

- A. Scope of Services
- B. Professional Services Agreement

City of Beaumont  
Request for Proposal



Landscape Architecture and Item 17.  
Engineering Design Services and  
Construction Documents for Stewart  
Park Improvement Project

-----END OF REQUEST FOR PROPOSAL-----

EXHIBITS TO FOLLOW



## EXHIBIT A

### Scope of Services

#### GENERAL

The intent of this Request for Proposals (RFP) is to secure the services of a qualified Landscape Architecture and Engineering Design consultant to conduct design engineering services for the Stewart Park Improvement Project. Services shall generally include the following tasks:

1. Project Management
2. Data Gathering and Analysis
3. Investigations
  - Surveying and utility potholing
  - Geotechnical Investigation
  - Hydrological Assessment
4. Environmental Services
  - CEQA Compliance
5. Preliminary Design
  - Architectural Renderings
  - 30% level engineering design drawings and cost estimate
6. Property, Easement & Right-of-way Support
  - Preliminary Title Report & Boundary Survey
  - Parcel Merging
7. Jurisdictional Coordination
  - RCFC&WCD
  - Local Utilities in vacated streets (9<sup>th</sup> and 10<sup>th</sup>)
8. SCE Electrical Plan of Service
9. Final Design and Contract Documents
  - Preparation of Contract Documents: 60%, 90%, 100%, Final (Plans and Specs)
  - Preparation of Construction Cost Estimates and Construction Schedules

The following Scope of Services is provided as a guideline and is intended to identify the City's expectations and requirements associated with the Final Design effort. Consultants may suggest modifications to the proposed Scope of Services and are encouraged to expand the scope to include additional and/or optional tasks if deemed necessary to execute and facilitate the final design of the Project. At a minimum, the following specific tasks are to be included in the proposed Scope of Services.



## DETAILED SCOPE OF SERVICES

### Task 1 – Project Management

- Prepare and lead the Project kick-off meeting with the City to discuss and review the following:
  - Project background, goals, constraints, and approach
  - Project reporting/communication protocols/coordination
  - Project schedule
  - Critical/High Priority Scope
- Provide electronic project design schedule (baseline and monthly progress updates) in searchable pdf format. At a minimum, schedule shall include all submittals, meetings, and milestones. Schedule should incorporate a minimum 3-week period for each City submittal review.
- Schedule and lead weekly coordination and progress meetings with the City. Consultant shall prepare agenda, meeting minutes, and PowerPoint presentations (as necessary) for all meetings for the duration of the project.
- Coordination meetings with other agencies and developers as necessary.
- Conduct and demonstrate effective quality assurance and quality control procedures.
  - Review of all notes and design calculations, along with design drawings and specifications, by an appropriate reviewer independent of the Project design team prior to each design submittal.
  - Constructability and operational review of the design submittals.
- Consultant shall notify the City of any out-of-scope work items and obtain City approval prior to proceeding, no exceptions. Consultant will not be compensated for at risk work.
- **Deliverables:** Consultant shall submit all meeting agendas and presentations to the City a minimum of one (1) week prior to meetings, and all meeting minutes shall be submitted within three (3) working days following each meeting. City comments shall be incorporated, and final minutes published for distribution and record.



## Task 2 – Data Gathering and Analysis

- Gather, review, and understand information on the City’s previous planning and design efforts for the Project, including the detailed review of all associated reference documents.
- Conduct field visits, inquiries, and investigations to acquire and review all relevant records of existing and proposed utilities including review of record drawings, property boundaries and right-of-way, environmental and geologic information, as well as to document physical conditions, features, and constraints within the Project area.
- Acquire mapping, record drawings, and relevant information (aerial, utility, topographic, geologic, environmental, etc.) from City, County, USGS, and other agency sources.
- Compile base mapping and identify jurisdictional limits (e.g. city/county agencies, community districts, etc.) and requirements.
- Review the conditions of the existing park space and the best options and ways to integrate the proposed new facilities.
- Review Edison service needs and electrical capacity requirements. Coordinate with Edison to verify circuit capacity and number of new services required for all new park facilities.
- Complete an independent review of all provided reference documents to either confirm the design recommendations or suggest alternatives. Alternative recommendations shall be identified and discussed early in the design. At a minimum, consultant review shall include the following:
  - Potential environmental concerns
  - Potential Jurisdictional requirements and permits
  - Potential utility conflicts and concerns
  - Hydrology Concerns
  - Preliminary Design Recommendations and Architectural Renderings
- Meet with City staff and discuss standards, expectations, project approach, and results of data gathering and analysis.
- **Deliverables:** Consultant shall summarize the results of this task into a Technical Memorandum (TM) and submit three (3) hard copies and one (1) electronic copy (searchable pdf), for City review. City comments shall be incorporated into the final technical memorandum.



### Task 3 - Investigations

#### Task 3.1 Surveying and Utility Potholing

- Consultant shall perform a topographical survey of the project area including the full width of the adjacent rights-of-way with 1-foot contours. The survey shall identify all existing easements, assessor parcel numbers, and existing utilities on or adjacent to the proposed project area. The surveying consultant or sub consultant shall be a Registered Professional Land Surveyor in the State of California.
- Define the quantity and location of utility potholing efforts required for final design, including potholing the existing utilities in 9<sup>th</sup> and 10<sup>th</sup> Street and other utilities in the immediate vicinity of the park as needed. Upon the City's review and acceptance of Consultant's proposed utility potholing plan, all utility potholing efforts shall be coordinated with field surveying and final base mapping efforts.
- **Deliverables:** Results of all surveying activities shall be incorporated into the final contract documents. Results of all potholing activities shall be summarized in a report or technical memorandum submitted to the City. Submit three (3) hard copies and one (1) electronic copy (searchable pdf) for City review. City comments shall be incorporated into the final report or technical memorandum.

#### Task 3.2 Geotechnical Investigation

- Perform a geotechnical investigation of the proposed project area to include regional seismicity, seismic parameters, fault line evaluation, liquefaction, site preparation and earthwork, trench stability, suitability of onsite materials for backfill, trench excavation, shoring, dewatering, pipeline bedding and backfill recommendations, structural sections for concrete and asphalt, and all other necessary information required for a complete design.
- Consultant shall secure the services from a qualified sub consultant. As an option, the Consultant may utilize in-house resources for geotechnical services provided they can demonstrate sufficient experience/qualifications.
- **Deliverables:** Consultant shall summarize results and recommendations into a report. Three (3) hard copy and one (1) electronic copy of the draft geotechnical report shall be submitted for review. City comments shall be incorporated. Three (3) hard copies and one (1) electronic copy of the final geotechnical report shall be submitted. Results of the geotechnical investigation shall be incorporated into the final contract documents.



### Task 3.3 – Hydrological Assessment

- The northern most section of park between 10<sup>th</sup> and 11<sup>th</sup> streets is a flood control basin originally constructed by the Riverside County Flood Control and Water Conservation District (RCFC&WCD). Plans are attached for reference. The City owns the property and maintains the basin according to the agreement established when it was constructed (agreement provided for reference). During significant rain events this basin fills with water and overflows to the south through the 18-inch drainpipe to the park between 9<sup>th</sup> and 10<sup>th</sup> Street. Water flows from there to the corner of 9<sup>th</sup> Street and Maple Avenue, and then down Maple Avenue and into the flood control basin south of 8<sup>th</sup> Street.
- The consultant shall perform a hydrological assessment of the exiting park and tributary area in order to quantify the potential impact of floodwater within the project boundary. This shall include a risk assessment of the current flood capacity of the park, as well as an assessment of how proposed additions to the park from this project will not alter or increase surface flows. Varying storm events should be modeled, including the 100 year storm event. All proposed park improvements shall be mitigated to prevent inundation and flooding.
- If the hydrological assessment or any proposed improvements to the park result in recommendations to alter the existing grades of the storm water basin between 10<sup>th</sup> street and 11<sup>th</sup> street, these changes shall be coordinated, reviewed, and approved by RCFC&WCD.
- **Deliverable:** Consultant shall summarize the results of this task into a Hydrology Report and submit three (3) hard copies and one (1) electronic copy (searchable pdf) for City review. The consultant shall present the results of the report in a focused meeting with City staff. City comments on the Draft Report shall be incorporated into a Final Hydrology Report. Recommendations and mitigations from the report shall be incorporated into the final drawings and contract documents.

### **Task 4 – Environmental Services**

- Consultant shall perform all work necessary to meet the requirements of the California Environmental Quality Act (CEQA). Work shall include determination of the necessary level of environmental documentation, surveying, studies, and mitigation based on the project area and scope. The consultant shall prepare the required negative declaration (ND), Mitigated Negative Declaration (MND), or Environmental Impact Report (EIR) for public review and comment. The consultant will assist the City in responding to any public comments received.



- The Consultant will prepare the final documentation, including all required mitigation measures. The consultant will assist the City in preparation and documentation of the final Notice of Determination (NOD).
- **Deliverables:** Three (3) hard copy and one (1) electronic copy of the draft environmental documents for City review. City comments shall be incorporated prior to public notification period. Three (3) hard copies and one (1) electronic copy of the final approved environmental documents. All mitigation measures shall be incorporated into the final contract documents.

### Task 5 – Preliminary Design

- The Consultant shall provide preliminary designs for all proposed project elements based on the results from tasks 2 and 3, including the following:
  - Demolition of vacated streets and sidewalks
  - New splash pad design
  - Concrete walking trail design and locations
  - Picnic pavilion design and locations
  - New playground equipment design with shade structures
  - New bandshell design and location
  - Gaga ball court design and location
  - Upgraded skate park design
  - New parking facilities design
  - Connection of the park across Ninth and Tenth Streets
  - Landscape planting and irrigation design
  - Lighting improvement plan design throughout the park
  - Incorporate Existing Drainage into the Park Layout
- During preliminary design, prepare comprehensive architectural concept renderings for the park and proposed new facilities. The renderings will consist of bird's eye views and street views of the proposed park layout including representative landscaping. Renderings should also be provided for some of the individual park elements such as the new splash pad, new band shell, and new playgrounds and picnic pavilions.
- Complete a lighting analysis for the proposed lighting improvement plan to ensure lighting is sized correctly and appropriately illuminates surroundings.
- Complete a preliminary plant evaluation and planting plan in accordance the approved City planting standards.



- Upon completion of the architectural renderings and preliminary (30%) design drawings, the consultant shall conduct a preliminary design review meeting to present the preliminary design recommendations and architectural renderings to city staff. All comments from city staff shall be incorporated into the final design.
- **Deliverables:** All preliminary architectural engineering renderings shall be provided to the City. Plans, specifications, and engineer's estimates shall be submitted at 30% design level for City review. The consultant shall submit three (3) hard copy sets of drawings (two half size on 11 x 17 and one full size on 24 x 36), specifications, and construction cost estimates; and one (1) electronic copy of all documents (searchable pdf files). All hard copy sets shall be wet signed and stamped by a licensed engineer in the State of California.

### Task 6 – Property, Easement and Right-of-way Support

- Consultant shall pull preliminary title reports on all project parcels. Consultant shall make certain that all permanent facilities and construction activities are to be located within City property, City easements, temporary construction easements, or within city street right-of-way.
- The public street ROW on 9<sup>th</sup> Street and 10<sup>th</sup> Street between Orange Avenue and Maple Avenue has been vacated. The consultant shall work with the City to verify that all necessary documentation and recording of these Street ROW vacations has been complete, and assist the City as needed with any remaining items.
- Various utilities remain in place and active within the vacated streets, including 8-inch and 10-inch water lines, gas, cable, and other dry utilities. The consultant shall coordinate with existing utilities to provide permanent easements for continued access and maintenance of existing utilities. The consultant will be responsible for the preparation of legal descriptions, plats, and the dedication of all required easements.
- The park strip is currently divided into three separate City parcels and two separate vacated streets. The consultant shall prepare necessary documentation for merging all parcels into one continuous City parcel, and assist the City in recording these changes. A final boundary survey shall be conducted, and documentation and recording of the boundary survey shall be provided to the City.
- **Deliverables:** Consultant shall prepare legal descriptions and plats for all required easements. Legal descriptions and plats shall be prepared in accordance with City guidelines. All additional documentation necessary for vacation of public ROW and merging of city parcels shall be provided.



### Task 7 – Jurisdictional Coordination

- The Consultant shall coordinate with Southern California Edison for service needs and electrical capacity requirements. Coordinate with Edison to verify circuit capacity and number of new services required for all new park facilities.
- The northern most section of park between 10<sup>th</sup> and 11<sup>th</sup> streets is a flood control basin originally constructed by the Riverside County Flood Control and Water Conservation District (RCFC&WCD). The City owns the property and maintains the basin according to the agreement established when it was constructed (agreement provided for reference). Coordination with RCF&WCD will be required for any changes within the basin. The consultant will shall include in their scope the submittal of plans to RCFC&WCD for review and approval, as well as addressing any review comments. The application and approval of any required RCFC&WCD permits shall be included.
- Various utilities remain in place and active within the vacated streets, including 8-inch and 10-inch water lines, gas, cable, and other dry utilities. The consultant shall coordinate with existing utilities to provide permanent easements for continued access and maintenance of existing utilities. The consultant will shall include in their scope the submittal of plans to the Water District and other utilities for review, as well as addressing any review comments.
- **Deliverables:** Consultant shall prepare all permit plans for submittal, incorporate comments from all jurisdictional Agencies, and revise the Contract Documents as necessary.

### Task 8 – SCE Electrical Plan of Service

- New electrical services at multiple locations will be required for the splash pad pumps, pavilion lights, lighting improvements, new band shell, and other proposed improvements. Consultant shall coordinate all activities with Southern California Edison (SCE) to obtain an electrical plan of service for all new park facilities. The consultant shall include in their scope of work the application for all required SCE permits, preparation and submittal of plans to SCE, and addressing all SCE comments. The Contract Documents shall include the final approved electrical plan of service. The SCE permit application shall be submitted in the early stages of preliminary design to allow sufficient time for SCE to prepare the plan of service.

### Task 9 – Final Design and Contract Documents

- The principal design components of this project include the following:



- Demolition of vacated streets and sidewalks
  - New splash pad design
  - Concrete walking trail design and locations throughout park
  - Picnic pavilion design and locations
  - New playground equipment design with shade structures
  - New bandshell design and location
  - Gaga ball court design and location
  - Upgraded skate park design
  - New parking facilities design
  - Connection of the park across Ninth and Tenth Streets
  - Landscape planting and irrigation design
  - Lighting improvement plan design throughout the park
  - Incorporate Existing Drainage into the Park Layout
- Consultant shall prepare Contract Bid Documents in a single bid package consisting of detailed design plans and specifications. The plans shall include (at a minimum):
    - General plans
    - Grading plans
    - Drainage & Storm Drain Plans
    - Erosion control plans
    - Demolition plans
    - Architectural Plans
    - Landscape planting and irrigation plans
    - Mechanical plans
    - Structural plans
    - Lighting and Electrical plans
  - The consultant shall prepare complete specifications, including General Provisions (provided by the City), Special Conditions, Supplemental Special Conditions, Technical Specifications, and detailed Bidding Sheets including estimated costs.
  - Contract Documents, including detailed design plans and specifications, shall be prepared in accordance with the City of Beaumont Standards, Riverside County Transportation Department (RCTD) Road Improvement Standards & Specification, Riverside County Flood Control Standards, and the Standard Specifications for Public Works Construction, current edition.
  - Plans shall be prepared consistent with NAD83 and NAVD88 survey standards.
  - Specifications shall include a detailed anticipated sequence of work. Sequence of work shall include sequencing for all demolitions and abandonments of City facilities. Sequence of work shall include all construction phasing requirements as necessary for the proper construction of all proposed park facilities.



- Coordinate with all local utilities and agencies including SCE, Beaumont Cherry Valley Water District, Riverside County Flood Control, gas, telephone, cable TV, etc. for utility locations. All existing and proposed utilities shall be identified on the plans. Locate, identify and show City facilities and appurtenances on the drawings, including storm drains, sewer lines, force mains, vaults, manholes, and other appurtenances. Final contract documents shall include a final electrical utility plan of service approved for construction.
- Provide all final detailed design calculations including hydrology calculations, structural calculations, calculations for equipment sizing and selection, etc.
- Prepare a detailed and itemized opinion of probable construction cost. Each design level submittal shall include an appropriate engineer's cost estimate.
- Prior the 60% design submittal, the project team shall conduct a field review with plans in hand to review the proposed site improvements to determine the conditions of the surrounding environment, discuss pertinent project information, and develop a final opinion of possible impacts, mitigation measures, and alternatives. The Consultant's Project Manager and other appropriate members of the project team, accompanied by City Staff shall participate in this effort. This field walk/review shall be repeated again prior to the 90% design submittal to confirm if any changes occurred during the design process and to ensure any changes are reflected on the final drawings.
- Conduct a focus meeting with City staff at the 60% design level to review all architectural design details. The consultant should anticipate a minimum of eight to ten detailed renderings (photorealistic quality) to be provided to supplement the 60% architectural design review. The renderings will consist of bird's eye views and street views of the park and the various proposed facilities, including representative landscaping. Comments from the 60% architectural design review will be incorporated into the final design.
- **Deliverables** – Plans, Specifications, and engineer's estimates shall be submitted for City review at the 60%, 90% and 100% progress levels. At each design level the consultant shall submit three (3) hard copy sets of drawings (two half size on 11 x 17 and one full size on 24 x 36), specifications, and construction cost estimates; and one (1) electronic copy of all documents (searchable pdf files). All hard copy sets shall be wet signed and stamped by a licensed engineer in the State of California. The final bid document submittal shall include one (1) full size set of Mylars, two (2) hard copies of the final bid specifications, and electronic (PDF) copies of the final drawings and specifications for bidding.

City of Beaumont  
Request for Proposal



Landscape Architecture and Item 17.  
Engineering Design Services and  
Construction Documents for Stewart  
Park Improvement Project

## EXHIBIT B

# Professional Services Agreement