



REQUEST FOR QUOTE (RFQ)

CITY OF SAN CARLOS

PARK MASTER PLAN PROJECT MANAGER CONSULTING SERVICES

RFQ Release Date:	Wednesday, February 14, 2024
Questions regarding this RFQ should be directed to:	Amy Newby, Parks & Recreation Director anewby@cityofsancarlos.org (650) 802-4131
Submittals Due:	Wednesday, March 6, 2024 at 4:00 p.m.

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Appendix A – Proposer Checklist

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1) **INTRODUCTION**

The City of San Carlos is seeking proposals from qualified firms or individuals experienced in consulting and planning services to manage the upcoming San Carlos Parks Master Plan project. Consultant(s) will primarily operate under the Parks and Recreation Department with direction provided by the Parks and Recreation Director. The Consultant(s) may also operate under other City department(s), receiving guidance from the department Director and/or designee, as required.

The Master Plan project is scheduled to kick off summer 2024 and is estimated to be an 18-24 month process. The execution of the contract shall be for the duration of the Parks Master Plan project.

2) **BACKGROUND**

San Carlos is a General Law City of over 30,000 residents that encompasses five and a half square miles and is located exactly halfway between San Francisco and San Jose. With excellent geography and livability, it strikes a rare balance between small town charm and big city access. A close-knit and well-connected community emanates from the heart of San Carlos' downtown, which is complemented by a growing, robust and diverse commercial and industrial sector on San Carlos' East Side.

The City is governed by a five-member City Council, with members selecting a Mayor for a one-year term, and an appointed City Manager. San Carlos boasts a strong emphasis on public participation in local government, and the community is active and engaged.

The City of San Carlos's current Parks, Open Space, Buildings and Other Recreational Facilities Master Plan was adopted by City Council in 2008 and is nearing its 20-year mark. The previous process included five phases including: 1) Inventory & Analysis; 2) Needs Assessment; 3) Action Plan; 4) Implementation Plan; and 5) Final Master Plan document. The document has been utilized as a priority and planning resource for many park improvements for the last 18 years.

In early 2023, City Council held their annual Strategic Planning Retreat to discuss the City's mission, vision and core values, review strategic goals and objectives, and to consider new priority areas for the upcoming year. Through City Council conversations, a new goal of "Recreational Opportunities" was discussed and added as a goal for 2023. Under this goal, three objectives were identified, with one goal to complete a new Parks Master Plan document to guide the community and City in park and facility improvements for the next twenty years.

3) **SCOPE OF SERVICES**

The selected Consultant shall be responsible for project management of all aspects of the Parks Master Plan process listed below, including but not limited to:

- Keeping project on schedule;
- Ensuring project stays within budget;
- Reporting to the Parks and Recreation Director on status updates, anticipating future challenges and understanding how this plan strategically fits within Parks and Recreation goals and objectives; and
- Tracking Parks Master Plan consultant deliverables.

4) PROJECT SCHEDULE

The City's target dates for desired project delivery are as follows:

Action	Date
Request for Quotes (RFQ) Released	Wednesday, February 14, 2024
Quotes Due	Wednesday, March 6, 2024 by 4:00 p.m. PST
Possible interview with top firms	Week of March 18, 2024
Contract Awarded	April 2024

5) PROPOSAL REQUIREMENTS

The proposal shall be brief, precise, and shall not include unnecessary promotional material. The proposal should contain the following elements in the following order and segmentation listed below:

- A. *Cover Letter*. Describe your firm or team's interest and commitment in providing Consultant Services. The letter shall be signed by a person authorized to negotiate a contract.
- B. *Team Experience and Understanding of Project & Objectives*. Describe the qualifications and experience of the team members expected to be assigned to this project. The description shall include previous experience with similar projects.
- C. *Work Plan Approach and Schedule*. Discuss your firm's understanding of the scope of work to be performed and level of effort expected to be performed by each resource. Include an itemized table of estimated person hours by professional classification (or team member) to quantify the level of effort.
- D. *Rate Schedule*. The consultant shall provide the most current rate schedule that includes the rates of all applicable staff that may be assigned to this project.
- E. *Other Relevant Information & Exceptions*. Provide additional relevant information that may be helpful in the selection process including any exceptions taken to the City's standard agreement.
- F. *Cost*. The awarded firm shall be compensated based on all elements encompassed within RFQ. Rate Schedule presented by the Proposer shall include price detail breakdown of all elements and tasks imperative to accomplish the project management services outlined in the Scope of Work.

6) VENDOR SELECTION

Qualifications will be screened, and the top candidates will be reviewed by City staff. The qualifications for the top candidates will be verified and references will be checked. In reviewing the proposals, City staff will carefully weigh:

- Consultant's understanding of the Scope of Services and approach to completing the tasks for the project;
- Consultant's experience in project management of a similar scope;
- Qualifications of the staff assigned to this project;
- Quality of the proposal;
- Reference checks; and
- Cost proposal.

Non-Obligation

The City retains sole discretion to evaluate submittals and may make an award to the vendor the City deems to be most responsive to the RFQ. Receipt of submittals in response to its request for qualifications does not obligate the City in any way to engage any vendors and the City reserves the right to reject any or all submittals, wholly or in part, at any time, without penalty.

The City shall retain the right to abandon the request for qualifications and selection process at any time prior to the actual execution of a contract with a vendor, and the City shall bear no financial or other responsibility in the event of such abandonment. The City reserves the right to negotiate all final terms and conditions of any agreements entered into.

7) SUBMISSION INSTRUCTIONS

Firms shall complete copies electronically to Amy Newby (anewby@cityofsancarlos.org) with the subject, "Quote – PARKS MASTER PLAN PROJECT MANAGER" **no later than Wednesday, March 6, 2024 at 4:00 p.m.** Quotes must be received before the specified time. Late quotes will not be considered.

a. ADDITIONAL INFORMATION

Service Contract

Should the City select a vendor in response to this Request for Quotes, an Agreement for Professional Services Contract (Exhibit A) will be required and any modifications to the terms will be determined by the City.

Business Registration

Prior to starting any work related to the Agreement, the Contractor and any sub-contractors must obtain a City of San Carlos business registration. The business registration must be kept in full force and be in effect during the full term of the contract.

Insurance

Prior to starting any work related to the Agreement, the Contractor must provide the City of San Carlos with a Certificate of Insurance and all endorsements, naming the City of San Carlos as additional insured. The certificate must be kept in full force and be in effect during the full term of the contract.

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