



## **Town of Los Gatos**

### **REQUEST FOR PROPOSALS**

### **OAK MEADOW BANDSTAND AREA IMPROVEMENTS PROJECT (CIP NO. 831-4007)**

**Date Issued: November 11, 2021**

**Proposal Deadline:  
Thursday, December 2, 2021**

**Issued By:** Town of Los Gatos  
Parks and Public Works Department  
41 Miles Avenue  
Los Gatos, CA 95030  
[www.losgatosca.gov](http://www.losgatosca.gov)

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## **PURPOSE**

The Town of Los Gatos is seeking proposals from experienced landscape architectural companies to work with the Town of Los Gatos (Town) associated with design services for the Oak Meadow Bandstand Area Improvements (CIP No. 831-4007).

## **OVERVIEW**

The Town of Los Gatos is looking to contract with a landscape architectural firm for the design services needed for improvements to the Oak Meadow Park bandstand area located at 233 Blossom Hill Road. The bandstand is also referred to as Lyndon Bandstand. The park and the bandstand are owned and operated by the Town. The bandstand area can be reserved by the public for special events. Los Gatos Community Foundation hosts several events here and is a key stakeholder for the project.

The intent of the project is to improve the public space around/fronting the bandstand to accommodate various live events such as concerts, performances, weddings, and other group gatherings. Los Gatos Community Foundation commissioned a designer to prepare a preliminary concept plan (Attachment 1). The concept plan was included in the grant project application to the State Department of Parks and Recreation for the Prop 68 per Capita Grant program. The Town has been approved up to \$196,730 in grant funds. The Town has allocated \$90,000 additional local funds to the project.

The preliminary concept plan has not been vetted through any process and is mainly for reference to provide an initial idea on the scope needed for the project. In addition to the scope that is shown on the concept plan, the Town will require necessary design services to make the bandstand ADA accessible.

## **PROPOSED SCOPE OF SERVICES:**

1. **Project Management:** Coordination and management necessary to complete the project. Frequent updates with the Town's project manager and bi-weekly design progress meetings with the Town staff. Meet with different project stakeholders to understand the needs. Assist the Town host and facilitate public outreach meetings. Prepare an agenda and meeting minutes for each meeting. Conduct field meetings as necessary. At minimum, the consultant shall anticipate actively participating in two (2) community outreach and two (2) Town Parks Commission meetings.
2. **Field Survey:** Provide necessary field elevation surveys required to complete the design services.
3. **Concept Alternatives:** Provide three feasible design concept alternatives with different layouts, configurations, and materials recommended. Provide layout plans, renderings, materials information, and rough order of magnitude cost estimates for each concept

alternative. Assist the Town collect feedback from stakeholders and communities to select a preferred concept design.

4. **Final Design:** Once a preferred design concept is approved by the Town, the Town would authorize the consultant to prepare the final design plans, specifications, and estimate (PS&E) for the project. PS&E package submittals shall be required at 50%, 95%, and 100% construction document stages for review and approval by the Town. Electronic submittals in pdf format are preferred. Design plans shall be on the Town's title block (24"x36") and templates. Submit other project related documents in PDF, Word, Excel, and/or AutoCAD formats. With each PS&E submittal, the consultant shall meet with the Town staff to review the documents. The final PS&E documents may require additive alternate bid items to keep the project within the project budget.
5. **Bid Support and Construction Administration:** Support the Town through the bid process and construction contract award. Respond to any questions or requests for clarifications during the bid phase. Attend a pre-bid meeting, if one is scheduled. Provide value engineering services as needed if bids are above the construction budget. Provide construction administration and support services. Tasks may include attending pre-construction and other field meetings, reviewing submittals, responding to requests for information, providing field check services, preparing design modifications if necessary due to unforeseen conditions, prepare as-built documents, and project closeout.

## **PROPOSAL REQUIREMENTS**

The proposal shall include the following items, at minimum:

- Cover page – one to two pages maximum with a statement of acceptance of the Town's standard agreement (Attachment 2), or a list of exceptions to the agreement.
- Project Manager, key personnel, and list subconsultants with relevant experience and qualifications
- Approach or understanding of the project (Maximum two pages)
- List of tasks with descriptions/statements on how the consultant will manage and complete each task. Include any suggestion to improve the scope of services. State deliverables for each task.
- Preliminary project schedule, assuming January 17, 2022 as the start of design services.
- Lump sum not-to-exceed fee by Task Items. Also, include an hourly fee schedule.
- Professional references for similar project.
- Additional information that may be helpful to evaluate the proposal

