



**REQUEST FOR PROPOSALS (RFP)**

**LUCINDA GARCIA PARK RENOVATION PROJECT  
(PROJECT LOCATION: 502 WEST OLIVE AVENUE)  
PROFESSIONAL DESIGN SERVICES**

**RFP ISSUANCE DATE**

Tuesday, February 16, 2021

**RFP RESPONSE DUE DATE**

Thursday, March 25, 2021 @ 5:00 p.m.

**DIRECT QUESTIONS**

Tina Cherry, Community Services Director

E-mail: [tcherry@ci.monrovia.ca.us](mailto:tcherry@ci.monrovia.ca.us)

Phone: (626) 256-8226



Request for Proposals  
LUCINDA GARCIA PARK RENOVATION PROJECT – PROFESSIONAL DESIGN SERVICES

---

**INTRODUCTION**

The City of Monrovia (City) is engaged in an exciting process of renewal to further enhance its position as one of the premier municipalities in the nation. We are looking for unique partners to join our team as we look to renovate one of our beloved neighborhood parks. The ideal partner is anything but ordinary – in fact, we are looking for the extraordinary!

- *Does the idea of changing the world that is Monrovia for the better intrigue you?*
- *Do you have a passion for excellence and a commitment to best practices?*
- *Are you a highly energetic, motivated, creative, outside-the-box thinker with a diverse background who gets excited at the thought of continual improvement?*
- *Are you an active listener and solution orientated?*
- *Do you seek inclusion in your approach and design sensibilities?*

If you answered YES to the questions above, then you will want to consider this outstanding professional opportunity to work with the City of Monrovia!

The City is requesting proposals from qualified firms or consultants (Consultant) to provide site planning, civil engineering, landscape design, preparation of plans and specifications, and construction cost estimates for the renovation to Lucinda Garcia Park. The City has secured \$1.1 Million for the project construction.

The proposed park renovations includes an expansion to the existing park as well as construction of two new playgrounds, enhances park walkways and fitness equipment, new interpretive gardens, and entry sign monument. Lucinda Garcia Park was last renovated well over 40 year ago and much of the play equipment and walkways have outlived their useful life or are in need of significant repairs. The Park has many established trees on site which will need to be protected throughout the project. In addition, the City has received competitive grant funding for the project and as a result there are several required deliverables in the final design.

Responses must conform to the requirements of this Request for Proposals (RFP). The City reserves the right to waive any irregularities, informalities or error in any proposal or in the RFP process or to reject any proposal which does not comply with this RFP. Modifications to the RFP, including but limited to the scope of work, can only be made by written addendum issued by the City. Ultimate selection of the successful Consultant will be made only by the City on criteria determined by the City



Request for Proposals  
LUCINDA GARCIA PARK RENOVATION PROJECT – PROFESSIONAL DESIGN SERVICES

---

The successful Consultant will be required to enter into the City's form Professional Services Agreement (Sample Included in Attachment A). By submitting a proposal, the Consultant is agreeing to all the terms of the RFP and the Professional Services Agreement. The City reserves the right to enter into negotiations with the successful Consultant to consider requested exceptions or changes to the Agreement or the RFP.

**Deadline to submit proposals is Thursday, March 25, 2021 at 5:00 p.m. at City Hall, 415 South Ivy Avenue, Monrovia, CA 91016.**

Primary Contact for the project will be Tina Cherry, Community Services Director.

City of Monrovia  
Monrovia Community Center  
119 West Palm Avenue  
Monrovia, CA 91016  
[tcherry@ci.monrovia.ca.us](mailto:tcherry@ci.monrovia.ca.us)  
Phone No.: 626-256-8226



Request for Proposals  
LUCINDA GARCIA PARK RENOVATION PROJECT – PROFESSIONAL DESIGN SERVICES

---

**CITY BACKGROUND**

All the warmth of Southern California and the advantages of a gorgeous natural environment unite to create a place that is at once beautiful, historic, cultural, economically diverse and inviting. Located 20 miles northeast of Los Angeles at the base of the San Gabriel Mountains, Monrovia is part of the San Gabriel Valley, just eight miles east of the City of Pasadena in Los Angeles County.

This growing city of nearly 40,000 residents distinguishes itself from other communities with its dynamic small-town charm and collection of high-tech industry. A world of amenities is available here: everything from world-class cultural facilities, to glorious recreational outlets, to top-rated education and healthcare is available right at residents' fingertips.

Monrovia is ideally positioned to continue its trend for controlled growth. The city's vibrant economy fosters enhanced job creation while a commitment to revitalization and development ensures that Monrovia maintains its attractive neighborhoods. Visitors are encouraged to experience all that Monrovia has to offer: a welcoming community, the brilliant California backdrop and the promise for a prosperous future.

Monrovia is a general-law city operating under the Council-Manager form of government. The five-member City Council appoints the City Manager, who is responsible for the strategic direction and day-to-day operations of the overall City organization. The City Manager leads a full-time staff of 240 employees and a part-time staff of 150 employees while administering a Fiscal Year 2020/2021 Budget of \$150 million. Monrovia is a full-service municipality that coordinates its operations through seven departments, including the City Manager's Office, Administrative Services Department, Community Services Department, Community Development Department, Police Department, Public Works Department, and Fire Department. Unique among California cities its size, Monrovia also operates its own water system and library operation.

The City organization has recently been engaged in an exciting initiative of renewal, and the evolving culture of the Monrovia organization has been described as entrepreneurial, collaborative, team-based, visionary, service-minded, and committed to civic engagement. The City exists to serve the people of Monrovia to create a community that offers a premier quality of life.



Request for Proposals  
LUCINDA GARCIA PARK RENOVATION PROJECT – PROFESSIONAL DESIGN SERVICES

---

**COMMUNITY SERVICES BACKGROUND**

The Community Services Department has three operating divisions (Administration, Library Services, and Recreation) with a total of twenty-two (22) full time employees and an estimated sixty (60) part time employees, depending on the season. The Department has an annual budget of approximately \$4.3M divided between 30+ programs and projects.

The Monrovia Community Services Department aims to be thoughtful in our program and service selection as well as exceptional in our execution of the programs and services. To accomplish this, we listen to the community to understand the needs of our residents and businesses and then determine how best we can fill that need. We recognize that at times resources can be limited and we do not want to duplicate the effort of another service provider in town. We seek partnerships to further leverage limited resources and look for ways to collaborate with the subject area experts in town to ensure we are delivering the very best. We see ourselves as the community connectors; finding ways to link residents to needed services. We find ways to support those service providers in the community rather than being everything to everyone.

We do however, believe there are a couple services areas that are unique and make our role in the community very special - we create community and we provide essential social services for Monrovia. We bring people together. We create the space for our residents and businesses to be proud of our town. We create lifelong memories for youth and their families. We provide programs for seniors to connect with others and enjoy much needed fellowship. We offer programs for youth struggling to find their path in life. We offer service for Veterans. We host program to help adults better themselves for the job market. We create community through people, parks, and program!



Request for Proposals  
LUCINDA GARCIA PARK RENOVATION PROJECT – PROFESSIONAL DESIGN SERVICES

---

**PROJECT DESCRIPTION / SCOPE OF WORK**

The City of Monrovia (City) is requesting proposals from qualified firms or consultants (Consultant) to provide site planning, civil engineering, landscape design, preparation of plans and specifications, and construction cost estimates for the renovation to Lucinda Garcia Park.

In February, 2020 the City was successful in securing a \$675,000 grant through the Proposition 68 Statewide Park Development and Community Revitalization Program (SPP) to make needed improvements at Lucinda Garcia Park. In addition, in June an additional \$300,000 was awarded through the Los Angeles County Regional Park and Open Space District's Fifth Supervisorial Excess Funding Program. The City also has Los Angeles County Regional Park and Open Space Allocation Funds and \$25,000 from the Conference of Mayors Grant Program.

Located at 502 West Olive Avenue, Lucinda Garcia Park is currently a modest park that offers picnic tables, barbecues, drinking fountains, a walking trail loop around the park and playground equipment. Lucinda Garcia Park is uniquely orientated in the middle of a residential street. The site was once the location of the Historic Red Car; which explains the wide street and greenway. The park is heavily shaded in mature trees that will need to be protected throughout the project in design and during construction.

The City is currently developing Base Map's for the project site to be provided to the selected Consultant at the Project Kick Off. The City may also provide Street and Utility Plans as needed.

As part of the planning process, the City conducted seven outreach meetings to garner community feedback on the needed improvements to Lucinda Garcia Park. City Staff spoke with over 100 different people across all meetings, including the chance to participate in not only larger-scale workshops, but also one-on-one discussions at pop-up events and the door-to-door interactions. Outreach efforts included unscheduled pop-up events, door-to-door home visits, community workshops, Community Services Commission meetings, and specifically targeted meetings with special needs groups and elementary school parents' associations.

Through Community-Based planning meetings; youth, seniors, and families selected the features for the park improvements.

The renovations will include, but not limited to, the following:

- Use of natural coloring that will blend with the existing passive environment for exercise equipment, benches, and other related recreation features.
- Sustainable techniques will include the following:
  - The infiltration and treatment of stormwater utilizing pervious surfaces; grading; use of decomposed granite in the interpretive garden; and permeable materials in the main walking path.



Request for Proposals  
LUCINDA GARCIA PARK RENOVATION PROJECT – PROFESSIONAL DESIGN SERVICES

---

- Water efficient irrigation system including evapotranspiration (ET) controllers coupled with efficient sprinkler heads will be utilized.
- The project will incorporate vegetated bioswales along the western portion of the park, in the interpretive area, and around the new interpretive pathway / walkway.
- The project will include more than 10% recycled construction materials.
- The Park expansion, at the western boundary, will be approximately ¼ acre and include an interpretive / demonstration garden with native and drought tolerant plantings.
  - Plant trees throughout the newly developed and expanded location including approximately five (5) carbon sequestration trees, such as Chitalpa Tashkentensis (Chitalpa) or Parkinsonia (Palo verde 'Desert Museum').
- Removal of existing block wall at west side of park.
- Renovate playground in its existing location to accommodate 2-5 year olds and expand to add a second playground for 5-12 year olds, including new swings for tots and children, benches for family supervision and safe playground surface.
  - For safety concerns, construct a fence around the perimeter of the playground area and improve lighting at the playground.
  - The fall surface in the playground will be made of a unitary bonded for firm, stable and slip resistant.
- Improve, widen, and extend the existing loop pathway / walkway to the west side of park expansion and enhance walkway lighting throughout.
- Add five (5) Exercise Fitness Stations along walkway loop.
- Beautification ideas will include interpretive panels on the historic and cultural significance of the park to Lucinda Garcia and the Pacific Electric Red Car.
- The Monrovia Community Garden Leadership team will assist with the selection of low-impact and drought-tolerant native plant species, layout, and design for the Park's new interpretive pathway and low-impact Native Demonstration Garden.
- Install a water bottle filling station, accessible drinking fountains, and a dog-friendly drinking fountain.



Request for Proposals  
LUCINDA GARCIA PARK RENOVATION PROJECT – PROFESSIONAL DESIGN SERVICES

---

- The current concept does not reflect the complete design. The addition of an ADA Parking stall and appropriate park access will be required as a part of the Park Design.



Request for Proposals  
 LUCINDA GARCIA PARK RENOVATION PROJECT – PROFESSIONAL DESIGN SERVICES

*Lucinda Garcia Park*  
 IMPROVEMENT PROJECT



Not to Scale

**CONCEPTUAL DESIGN**  
 LUCINDA GARCIA PARK / CITY OF MONROVIA



Request for Proposals  
LUCINDA GARCIA PARK RENOVATION PROJECT – PROFESSIONAL DESIGN SERVICES

---

**TIMELINES**

Request for Proposal Timeline

Activity	Date
Request for Proposal Deadline	Thursday, March 25, 2021
Review of Submittals	Week of March 29, 2021
Interviews by Selection Committee	Week of April 5, 2021
Community Service Commission Review	Tuesday, April 13, 2021
Consultant Awarded Contract by City Council	Tuesday, April 20, 2021
Notice to Proceed	No later than May 1, 2021

Project Design Deliverable and Timeline

**The selected Consultant is expected to initiate the process no later than May 1, 2021 and meet project completion no later than October 15, 2021.**

**All interested Consultants are strongly encouraged to visit Monrovia and tour Lucinda Garcia Park prior to submitting a proposal.**

- Project Kick Off - No later than May 1, 2021
- Refine Concept Design through Community Based Planning and input from the Community Services Commission – **to be completed after 65% submittal.**
  - Anticipate one community meeting and one Community Services Commission meeting - TBD
- Final Design Submittals
  - 65% Plans, Specifications, and Cost Estimates – August 1, 2021
  - 95% Plans, Specifications, and Cost Estimates – September 15, 2021
  - Final Plans, Specifications, and Cost Estimates – October 15, 2021



Request for Proposals  
LUCINDA GARCIA PARK RENOVATION PROJECT – PROFESSIONAL DESIGN SERVICES

---

**CONTENT OF PROPOSALS**

To ensure a thorough understanding of the community and the project site, interested Consultants are highly encouraged to visit Monrovia prior to submitting a proposal.

A qualifying proposal must address all of the following points:

1. Cover Letter
  - a. The cover letter signed by the individual authorized to represent / negotiate on behalf of the responding firm.
  
2. Firm Qualifications / Project Team Overview
  - a. The overview of qualifications for the firm should include the type of organization, size, professional registration, and affiliations of the company.
  
  - b. Response should include the resume / background of the principal individual(s) from the firm who will be working on this initiative, including the project lead who will be responsible for the day-to-day management of the project.
  
3. Sub-consultants
  - a. Identify any sub-consultants your firm will utilize. Indicate why the particular sub-consultant has been selected to work on the project team. Indicate how the prime firm will ensure quality control and coordination of documents between the prime and the various sub-consultants.
  
4. References
  - a. Please provide references from recent related projects, with information to ensure easy contact (including but not limited to name, address, email, and phone number of individual(s) to contact for referral).
  
5. Preliminary Project Schedule
  - a. Provide a detailed timeline including monthly updates, key milestones, and estimated project completion date.
  
6. Fee Proposal
  - a. Include a “Not to Exceed” Lump Sum Fee for services; including a Rate Sheet.
  
7. Misc.
  - a. Other relevant information that each respondent deems appropriate.



Request for Proposals  
LUCINDA GARCIA PARK RENOVATION PROJECT – PROFESSIONAL DESIGN SERVICES

---

**SUBMITTAL GUIDELINES**

**The deadline for receiving proposals is 5:00 p.m. on Thursday, March 25, 2021.**

Respondents are required to submit the following:

- ❖ Four (4) hard-copy proposals in response to the RFP.
- ❖ A copy of the proposal in an electronic format via Flash Drive.

All responses should be sent to the City by the submittal deadline with the following information located on the front of the submittal envelope:

City of Monrovia  
Office of the City Clerk  
415 South Ivy Avenue  
Monrovia, CA 91016  
RE: Lucinda Garcia Park Renovations Project Professional Design Services

If you have any questions or requests for information, please direct those inquiries to:

Tina Cherry  
Community Services Director  
City of Monrovia  
415 South Ivy Avenue  
Monrovia, CA 91016  
E-mail: [tcherry@ci.monrovia.ca.us](mailto:tcherry@ci.monrovia.ca.us)  
Phone: (626) 256-8226

It is important to note that the City reserves the right to reject any and all proposals. The City will not be liable for, nor pay for any costs incurred by responding firms relating to the preparation of the proposal. An explicit provision of this RFP is that any oral communication is not binding on the City's RFP proposal process or selection criteria.



Request for Proposals  
LUCINDA GARCIA PARK RENOVATION PROJECT – PROFESSIONAL DESIGN SERVICES

---

**SELECTION OF FIRMS**

**RFP Assessment Process**

All proposals will be evaluated by a City Selection Committee (Committee). The Committee may be comprised of City Staff, Commissioners, City Consultant Engineers, and other parties that may have relevant experience and expertise.

The selection process will include an oral interview. The Consultants will be notified of the time of the interview and any additional information that may be required. We anticipate the interviews being conducted via Zoom platform.

As part of the assessment process, the City will place particular emphasis on the qualifications / experience of the individuals assigned to the project; directly relevant qualifications / experience of the firm; proposed approach to the project, and experience and knowledge of park development.

The following specific criteria will be used in the evaluation process:

1. Completeness of the Response
  - a. Responses that do not include the proposal content requirements identified within the RFP will receive no further consideration.
2. Qualifications and Experience
  - a. Experience and “fit” of the individuals assigned to the project.
  - b. Consultant’s familiarity of park development, current and emerging and industry trends.
  - c. Project team has experience working in public sector and knowledge of public sector procurement processes.
  - d. Demonstration of Cost Control and Budget Management
  - e. Experience meeting Grant Requirements
3. References
  - a. Provide three (3) references of similar work completed in the last five (5) year.
4. Presentation to Committee
  - a. Team presentation conveying project understanding, communication skills, innovative ideas, critical issues and possible solutions.



Request for Proposals  
LUCINDA GARCIA PARK RENOVATION PROJECT – PROFESSIONAL DESIGN SERVICES

---

**TERMS AND CONDITIONS**

The following terms and conditions apply to this RFP:

1. All responses shall become the property of the City.
2. Due care and diligence has been exercised in the preparation of this RFP and all information contained herein is believed to be substantially correct. However, the responsibility for determining the full extent of the services rests solely with those making responses. Neither the City nor its representatives shall be responsible for any error or omission in this response, nor for the failure on the part of the respondents to determine the full extent of their exposures.
3. The City reserves the right to select firms from the responses received; to waive any or all informalities and / or irregularities; to re-advertise with either an identical or revised scope, or to cancel any requirement in its entirety; or to reject any or all proposals received.
4. A response to this RFP does not constitute a formal bid, therefore, the City retains the right to contact any / all proposing firms after submittal in order to obtain supplemental information and / or clarification in either oral or written form. Furthermore, an explicit provision of this RFP is that any oral communication made is not binding on the City's proposal process.
5. The City will not be liable for, nor pay for any costs incurred by responding firms relating to the preparation of any proposal for this RFP.



Request for Proposals  
LUCINDA GARCIA PARK RENOVATION PROJECT – PROFESSIONAL DESIGN SERVICES

---

**PROJECT SELECTION CRITERIA REQUIREMENTS**  
**GRANT MANDATED DESCRIPTION**  
**PROP 68 STATEWIDE PARK DEVELOPMENT AND COMMUNITY REVITALIZATION PROGRAM (SPP)**

Project Number: XS-19-213  
Project Name: Lucinda Garcia Park Improvement Project  
Agency: City of Monrovia

This project will expand and improve the Lucinda Garcia Park. Park expansion, at the western boundary, will be approximately ¼ acre. Construct two new playgrounds (with lighting, fencing, and picnic tables), five exercise fitness stations, demonstration garden, interpretive garden, west pathway / walkway with lighting, distance markers, and interpretive signage, bike rack with fixit station, new Lucinda Garcia Park monument sign and historic Red Car signage, and lighting throughout the park. Renovate existing loop pathway with distance markers and lighting.

Through community based planning meetings, youth, seniors, and families, selected these features. Additional design ideas from residents to be included in the project are:

Use of natural and neutral coloring that will blend with the existing passive environment for exercise equipment, benches, and other related recreation features.

Renovate playground in its existing location to accommodate 2-5 years old and 5-12, including new swings for tots and children, benches for family supervision and safe playground surface. New drinking water fountains located at children's playground and along path near the park entrance. Bike racks placed near the playground and center of park.

For safety concerns, construct a fence around the perimeter of the playground area, improve lighting at the playground and along the pathway / walkway. Improve, widen, and extend the existing loop pathway / walkway to the west side of park expansion. Maintain the existing directional orientation (east-west) of new benches at playground area and along pathway / walkway. Removal of existing block wall at west side of park. Provide dog waste stations.

Beautification ideas will include the following: interpretive panels on the historic and cultural significance of the park to Lucinda Garcia and the Pacific Electric Red Car; a native demonstration / educational garden, with trees, tall grasses, bioswales, and dry creek bedtype looks at the west end of the park; native low-impact and drought tolerant flora on site; an interpretive garden located on the east end of the park; exercise equipment and benches located along the pathway / walkway.

Twelve to fifteen CCC Pomona Center Corps members will assist with the removal of the existing block wall, install low-impact interpretive garden, on east end of the park, with low-water plants and trees, pervious surface pathway connecting to the existing pathway, bioretention, remove existing playgrounds, install bikeracks, exercise equipment



Request for Proposals  
LUCINDA GARCIA PARK RENOVATION PROJECT – PROFESSIONAL DESIGN SERVICES

---

and benches. The City of Monrovia Youth Employment will assist with planning and organizing park-related garden planting and maintenance.

The Monrovia Community Garden Leadership team will assist with the selection of low-impact and drought-tolerant native plant species, layout, and design for the Park's new interpretive pathway and low-impact Native Demonstration Garden.

Move Monrovia will design and select drinking fountain standards, bike rack and "fix-it" station.

Sustainable techniques will include the following: the infiltration and treatment of stormwater utilizing pervious surfaces; grading; use of decomposed granite in the interpretive garden; and permeable materials in the main walking path. Drought tolerant, native, climate-appropriate plants will be provided throughout the new western portion of the park. Water efficient irrigation system including evapotranspiration (ET) controllers coupled with efficient sprinkler heads will be utilized. The project will incorporate vegetated bioswales along the western portion of the park, in the interpretive area, and around the new interpretive pathway / walkway.

The project will include more than 10% requirement for recycled construction materials. The fall surface in the playground will be made of a unitary bonded for firm, stable and slip resistant.

Plant trees throughout the newly developed and expanded location including approximately five (5) carbon sequestration trees, such as Chitalpa Tashkentensis (Chitalpa) or Parkinsonia (Palo verde 'Desert Museum').

Install a water bottle filling station, accessible drinking fountains, and a dog-friendly drinking fountain.

The park will be open seven days a week, from sunrise to late evening, 10 PM, with no membership or entry fees.