



Request for Qualifications **Park Planning & Landscape Architect Services**

Cameron Park Community Services District

2502 Country Club Drive

Cameron Park, CA 95682

www.cameronpark.org

530.677.2231

Jill Ritzman, Interim General Manager

Issued: November 27, 2023

Submittal Deadline: December 15, 2023

Project Overview

Cameron Park Community Services District (District) is seeking an experienced firm or individual to provide park planning and landscape architect services. The District's objectives are two-fold:

- Work closely with Parks Superintendent to provide an update to the 2020 Park Improvement Plan, including project descriptions, scope of work, timelines and cost estimates.
- Work closely with Parks Superintendent to identify and prioritize park projects for existing park development funds and future grant funds; the District has approximately \$1.5 million in Park Impact Fee funds and other grant sources to support park improvement projects.

Description of Cameron Park Community Services District

Cameron Park is a small foothill community located on the Highway 50 corridor between El Dorado Hills and Shingle Springs in El Dorado County. The District provides fire and emergency services; parks and recreation; waste collection and recycling; lighting and landscape maintenance; residential architecture review, and CC&R enforcement activities to approximately 18,000 residents. The District operates two fire stations, ten parks, 20 lighting & landscape districts and a community center with pool. The District is mostly developed, with few opportunities for new development within its boundaries.

Most parks were originally constructed in the 1970's and 80's, with few updates over the years. The District operates three community parks, five neighborhood parks, and five undeveloped open space areas. Amenities include playgrounds, sports fields, a dog park, skate park, disc golf course, trails, lake and picnic areas. Total acreage is 143, of which 93 acres are improved and 50 acres are unimproved.

A Parks and Facilities Master Plan was approved by the Board of Directors in 2015. A Park Improvement Plan was approved in September 2020. Both Plans guide staff with recent improvements and continues to be a relevant document.

Objectives & Scope of Services

The RFQ objective is to secure a landscape architecture firm or individual to guide the District in updating project descriptions, cost estimates and priorities for the 2020 Park Improvement Plan and selected new projects identified by the Board of Directors' Park and Recreation Committee.

The selected firm or individual will be responsible for:

- Evaluating improvement and development opportunities within the existing park system;
- Identifying uses for existing park development funds, including park projects and matching funds for future grants;

- Work with the Parks and Recreation Committee and community to solicit feedback about development opportunities;
- Develop a prioritized plan of action to utilize current and future funding for park improvement projects and matching grants funds;
- Provide improvement plans and project budgets for planning and grant applications;
- Be knowledgeable about environmental and other permitting processes and requirements;
- Provide plans and specifications for use in obtaining cost quotes;
- Consulting services regarding project management and contractor oversight.

This contract will be for time and materials, and is limited to the General Manager's spending authority of \$25,000. Opportunities may exist in the future to respond to competitive bids for Board-approved contracts.

Project Proposals

Proposals must include requirements stated below and elsewhere in this RFQ. Disregarding these requirements may result in disqualification of the proposal. Please submit an electronic response as follows:

Cameron Park Community Services District
Attention: Jill Ritzman, Interim General Manager
jritzman@cameronpark.org

Physical address: 2502 Country Club Drive
Cameron Park, CA 95682

It is the responsibility of the respondent to ensure that proposals are received by the deadline on Page 1. Questions regarding the proposal can be sent via email to jritzman@cameronpark.org. Responses to questions will be made within 24 hours and posted on the District website for viewing by other respondents. Staff will not respond to questions within 48 hours of the deadline.

Proposals shall include the following elements, organized in the following order:

1. Cover Letter

All proposals must include a cover letter submitted on the firm's letterhead containing the signature and title of the person who is authorized to commit the firm to a potential contract with the District. The cover letter should express the firm's interest and serve as a brief executive summary of the proposal.

2. Qualifications - Demonstrate the firm's qualifications with the following information
 - References - List contact information and dates of service from three public agencies who have received similar services to this RFQ.
 - Resumes of individuals who would be assigned to this account; describe each staff's role in the project.
 - List of services your firm routinely subcontracts, if any. The District expects to need services from an engineering firm.

3. Work tasks, timeline and costs
 - A schedule of billing rates.
 - Outline a proposed work plan and schedule to evaluate park improvement opportunities within the existing park system, and to make recommendations back to the General Manager and Parks Superintendent.

Selection Procedure

Responses will be evaluated in terms of qualifications, experience, and billing rates. Up to five firms will be selected for interviews by the District leadership team. The General Manager will negotiate a contract with the preferred firm.

Direct questions regarding the RFQ via email to Jill Ritzman, Interim General Manager, jritzman@cameronpark.org.