



**CAO – Capital Projects  
COUNTY OF TULARE  
AGENDA ITEM**

**BOARD OF SUPERVISORS**

ALLEN ISHIDA  
District One

CONNIE CONWAY  
District Two

PHILLIP A. COX  
District Three

J. STEVEN WORTHLEY  
District Four

MIKE ENNIS  
District Five

**AGENDA DATE:** January 15, 2008

Public Hearing Required	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	N/A <input type="checkbox"/>
Scheduled Public Hearing w/Clerk	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input checked="" type="checkbox"/>
Published Notice Required	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	N/A <input type="checkbox"/>
Advertised Published Notice	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input checked="" type="checkbox"/>
Meet & Confer Required	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	N/A <input type="checkbox"/>
Electronic file(s) has been sent	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
Budget Transfer (Aud 308) attached	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input checked="" type="checkbox"/>
Personnel Resolution attached	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input checked="" type="checkbox"/>
Resolution, Ordinance or Agreements are attached and signature line for Chairman is marked with tab(s)/flag(s)	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input checked="" type="checkbox"/>

CONTACT PERSON: Brian Summers    PHONE: 733-6531

**SUBJECT:** Mooney Grove Park Request for Qualifications Finalists

**REQUEST(S):**

That the Board of Supervisors:

1. Receive presentations by the Mooney Grove Park Request for Qualifications Finalists;
2. Select a firm to provide the requested services; and
3. Direct Staff to return on January 29, 2008 with a negotiated final contract and authorize the Chairman to sign the contract subject to approval as to form by County Counsel.

**SUMMARY:**

On July 31, 2007 your Board directed staff to solicit proposals from qualified firms for the completion of a master plan for Mooney Grove Park and to solicit donations from local government agencies and other parties interested in the development and implementation of a long range master plan for Mooney Grove Park.

During the intervening months, staff has secured donations in excess of \$135,000 from interested agencies for the development of the master plan. Staff has also implemented a Request for Qualifications (RFQ) process that includes a design challenge to help determine the successful firm to complete the Mooney Grove Park master plan and the design of the new Farm Labor and History of Agriculture Museum facility.

**SUBJECT:** Mooney Grove Park Request for Qualifications Finalists

**DATE:** January 15, 2008

As defined in the RFQ (attached), the successful firm will complete a master plan for Mooney Grove Park encompassing a twenty year planning horizon. Elements of the master plan will include a needs assessment for existing and proposed features, plans and specifications for the new Museum facility, conceptual plans and estimates for the existing Museum facility.

Two firms who submitted responses to the RFQ have been qualified as finalists. Each firm will be paid a stipend of \$5,000 to offset the preparation costs of the presentations, and each agrees that the County will own the ideas presented for the County's use regardless of which firm is selected to complete the project.

The two firms are:

The Kleinfelder Team: Kleinfelder is a valley based environmental and engineering firm specializing in the earth, air and water sciences and engineering. The team will be led by Andrea Urbas, Project Manager, and includes partnerships with local engineering and landscape architectural service providers.

The Cooper Carry Team: Cooper Carry is a nationwide Architectural and master planning firm, with an office in Newport Beach Ca. The Team will be led by Jeff Causey, Project Director and includes partnerships with local engineering service providers and landscape architectural service providers.

It is requested that your Board select one of the firms to provide master planning and design services for Mooney Grove Park improvements and authorize the Chairman to sign the agreement subject to approval as to form by County Counsel.

**FISCAL IMPACT/FINANCING:**

\$50,000 for Mooney Grove Master Planning is included in the 2008 Capital Projects budget, account line 030-086-3400-2000. Funding commitments totaling \$85,000 have been pledged by the Cities of Visalia and Tulare, Tulare Irrigation District, Kaweah Delta Water Conservation District and TCAG.

**LINKAGE TO THE COUNTY OF TULARE STRATEGIC BUSINESS PLAN:**

The Mooney Grove Park master plan links well with Strategic Initiatives 2 and 3 by providing a comprehensive planning guide to improve existing recreational and tourism opportunities, protect valuable cultural and historical artifacts and provide for the expansion of services to meet future growth demands.

**SUBJECT:** Mooney Grove Park Request for Qualifications Finalists

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**ALTERNATIVES:**

Do not select a firm to provide the requested services. Staff does not recommend this alternative, as there currently is not a comprehensive plan in place for Mooney Grove Park.

**INVOLVEMENT OF OTHER DEPARTMENTS OR AGENCIES:**

The Resource Management Agency will be heavily involved in the planning process as well as other interested Agencies.

**ADMINISTRATIVE SIGN-OFF:**

A handwritten signature in black ink, appearing to read 'Brian Summers', written over a horizontal line.

Brian Summers  
Senior Capital Projects Coordinator

Cc: Auditor/Controller  
County Counsel  
County Administrative Office (2)  
Resource Management Agency

Attachment(s) Request for Qualifications Document

**BEFORE THE BOARD OF SUPERVISORS  
COUNTY OF TULARE, STATE OF CALIFORNIA**

**IN THE MATTER OF Capital Projects )  
Mooney Grove Park Request for )  
Qualifications Finalists )**

**RESOLUTION NO. \_\_\_\_\_  
AGREEMENT NO. \_\_\_\_\_**

UPON MOTION OF SUPERVISOR \_\_\_\_\_, SECONDED BY  
SUPERVISOR \_\_\_\_\_, THE FOLLOWING WAS ADOPTED BY THE  
BOARD OF SUPERVISORS, AT AN OFFICIAL MEETING HELD \_\_\_\_\_  
\_\_\_\_\_, BY THE FOLLOWING VOTE:

AYES:  
NOES:  
ABSTAIN:  
ABSENT:

ATTEST: JEAN ROUSSEAU  
COUNTY ADMINISTRATIVE OFFICER  
CLERK, BOARD OF SUPERVISORS

BY: \_\_\_\_\_  
Deputy Clerk

\* \* \* \* \*

1. Received presentations by the Mooney Grove Park Request for Qualifications Finalists;
2. Selected a firm to provide the requested services; and
3. Directed Staff to return on January 29, 2008 with a negotiated final contract and authorized the Chairman to sign the contract subject to approval as to form by County Counsel.

**COUNTY OF TULARE**  
**REQUEST FOR QUALIFICATIONS**  
**FOR**  
**MOONEY GROVE PARK**  
**MASTER PLANNING, NEW MUSEUM DESIGN & (E) FACILITY**  
**RENOVATION**  
**RFQ #08-001**



**Due: 11/27/2007 at 2:00 P.M.**



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**MOONEY GROVE PARK/MUSEUM**  
Request for Qualifications

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**A. INTRODUCTION:**

Mooney Grove Park is the signature park in an extensive Tulare County park system. It is the stated desire of the County of Tulare to initiate efforts to develop a comprehensive long range Master Plan for Mooney Grove Park and to begin conceptual work on a “replacement” museum that is at least double the size of the existing 9,000 sq. ft. facility to substantially replace the original County Museum building.

In addition to the aforementioned, the County of Tulare is engaged in the development of a new museum facility in Mooney Grove Park which will house the **History of Farm Labor and Agriculture Museum**. This new museum facility is the subject of a grant awarded by the California Cultural and Historical Endowment (CCHE) to the Tulare County Historical Society (TCHS), in partnership with the County of Tulare. The grant amount of \$1.4 million will be for design and construction of the new museum facility, which will be located adjacent to the existing Tulare County Museum in the “museum village” in Mooney Grove Park.

As described, this Request for Qualifications is seeking responses for comprehensive master planning services for Mooney Grove Park, design services in support of the new **History of Farm Labor and Agriculture Museum**, and a conceptual replacement facility for the existing Museum facility. To a degree, the design for the new museum building will be guided by the parameters of the grant and the available final budget.

**IMPORTANT NOTE:** In addition to responding to the aforementioned items, interested firms are also encouraged to take liberties in their responses to additionally describe a vision for expanded Park boundaries, programs and features, including potential ground water recharge and water banking features. Potential incorporation with the Visalia-Tulare Trails project is also desired.

The County of Tulare will conduct its master plan and design program in a manner best serving the interest of the County and its constituents. Prime elements of interest are:

1. Comprehensive long range master planning.
2. Design standards policy adherence.
3. Serviceability and durability of structures.
4. Comprehensiveness of services.
5. Timeliness of delivery.
6. Total cost of projects.

It is the intent of this Request for Qualifications (RFQ) to establish the specifications, terms and conditions governing the selection of a professional architectural firm(s) to



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provide services to the County to include but not limited to master planning/programming, architectural and engineering services. All submittals shall be in the form and formatted as specified in this RFQ section titled **“RFQ Format and Content”**.

**Responses which do not include all of the elements as specified, or which deviate from the proposed format and content as specified, may be deemed “non-responsive” by the evaluation committee and eliminated from further consideration.**

**B. PRELIMINARY SCOPE:**

The following preliminary scope of work is provided for reference purposes for respondents to refer to in the development of the RFQ responses. The exact scope of services required by the County will be set forth in the Agreement between the County and the selected Architect(s); a copy of the County’s Standard Agreement and a copy of the proposed Agreement with the specific scope requirements will be forwarded to the short-listed firms.

**PROGRAM / BUDGET DEVELOPMENT:**

Conduct a program and budget development exercise of the project scope and preliminary conceptual design as follows:

1. Review and verify the following information to document possible interferences with or impacts to the proposed improvements (data for verification to be provided by the County):
  - a. Title & Easement Data
  - b. Boundary Survey
  - c. Utility Locations
  - d. Soils Investigation
  - e. Environmental Documents
  - f. Fire Access
  - g. FEMA Flood Maps
2. Research and analyze all applicable codes and local building practices
3. Conduct a topographic survey to plot the property’s existing facilities and infrastructure and update the master site plan. Overlay locations of significant trees, statues, arbors, roadways, trails, etc. mapped to scale.
4. Conduct condition assessment of existing facilities, including restrooms, arbors and structures in the museum complex.
5. Define the list of components/elements to be included within the Master Plan, as well as conceptual costs associated with each component/element.
6. Review and define, with the County and its Agents, the hard and soft costs that make-up the total project budget.



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**PARK MASTER PLAN:**

1. Conduct an in-depth analysis of existing park programs, features and amenities. Examine existing water feature to determine viability of future enhancements and expansion.
2. Conduct a study of current and recent public utilization of the Park, its existing facilities and features, and provide future usage projections based on population growth.
3. Analyze the potential for local agency and educational partnerships (i.e. learning labs, interactive learning displays, program areas, etc.) as they relate to both the Park Master Plan, the new Farm Labor and History of Agriculture Museum and the existing Museum.
4. Conduct public workshops to collect recommendations from the public including:
  - a. Desired future park programs
  - b. Features and amenities
  - c. 20 year usage projections
5. Analyze circulation patterns (i.e. vehicle, transit including possible incorporation of light rail/express bus stops along Mooney Boulevard, shuttle buses, intra-park transportation opportunities, pedestrian traffic, bicycle paths, possible tie-in to City Rails to Trails projects, accessibility requirements, and parking design), and the potential impact of proposed changes.
6. Analyze potential Park expansion needs and opportunities.
7. Analyze the potential for additional water features including water banking and recharge basins for possible secondary irrigation uses.
8. Complete a proposed master site plan to include site infrastructure/utilities improvements, site access modifications (i.e. access gate locations and operations if replaced, relocated or expanded), and site signage plan to include wayfinding (interior and roads) and locational (interior wayfinding and definitional) signage.
9. Based upon input received from the public workshops, develop a conceptual cost estimate for all Master Plan elements and a preliminary implementation plan with timeframes.
10. Assess future operational and maintenance requirements and associated costs based on projects proposed in the master plan.

**EXISTING TULARE COUNTY MUSEUM REPLACEMENT**

1. Analyze existing Museum collections to develop space/display requirements for a conceptual replacement facility of the existing Museum.
2. Complete a conceptual replacement study/design for the existing Museum including conceptual drawings and a conceptual cost estimate for review by the County and its Agents.





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**NEW FARM LABOR AND HISTORY OF AGRICULTURE MUSEUM:**

**(Phase I)**

1. Complete a building program for the new Museum including displays and exhibits and complete a cost analysis and comparison to the project budget. Identify any budget shortfalls and make recommendations for reconciliation of same.

**(Phase II)**

Upon written authorization by the County, complete the Design Development, Construction Document, Bidding/Procurement, and Construction Administration phases for the design and construction of the new Farm Labor Museum.

The exact scope of services required by the County will be set forth in the Agreement between the County and the Architect(s); a copy of the County's Standard Agreement and a copy of the proposed Agreement with the specific scope requirements will be forwarded to the short-listed firms.

It is the intention of the County to subsidize an extended interview process among short-listed firms and award a contract based on the outcome of this process.

**C. RFQ FORMAT AND CONTENT:**

A qualifying application should be limited to no more than 30 pages in length and must have all the following points, in the following order:

**1. Understanding of and Approach to the Project**

- a. Provide a summary of your approach to the project.
- b. List the required information expected from the County by major task.
- c. Indicate participation the firm will require from the County staff.
- d. Provide a description of the organizational structure and staffing to be used for the project, including an organizational chart. Identify the specific individual that the County will interface with on the various facets of the project.

**2. List of Similar Completed Projects**

- a. Provide a list and description of similar projects completed (planned/constructed) within the last six years of similar scope and complexity.
- b. Provide a list and description of projects currently under design/construction of similar scope and complexity.



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**3. A Listing and Resumes of Individuals**

- a. Provide the resume of the Project Architect to be assigned to the project and the plan for his/her replacement.
- b. Provide the resume of the specific individual from the structural consulting firm to be assigned to the project and list of projects he/she completed within the last three years.
- c. Provide the resumes of the balance of the consulting team.

**4. Experiences in Controlling Project Cost/Design Schedule**

- a. Provide a statement of the firm's philosophy with respect to cost and budget control during the design phase of the project, demonstrating experience and ability to design to a given budget.
- b. Provide a list and description of similar projects completed (constructed) within the last six years indicating:
  1. The date the design contract was awarded.
  2. Construction budget established at the program level.
  3. Construction budget at the bid date.
  4. Awarded amount.
  5. Construction start and completion dates.
  6. List and amount of pending and/or resolved claims, if any, associated with the above projects.

**5. Financial Standing**

- a. Provide a current annual report or audited profit and loss statement. This information to be provided under separate cover – stamped confidential.
- b. Amounts and carriers of both general and professional liability insurance.

**6. Quality Control**

- a. Provide an outline of quality control and in-house procedures to coordinate the work of your consultants during the master planning and design phase of the project. The outline should describe: Your system of compiling information; frequency of team meetings; method of documenting team meetings; procedures for distributing information to team members; and procedures for verifying and guaranteeing that approved items are incorporated in the final Construction Documents.



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- b. Provide a statement as to how you will manage the flow of information between members of the team; The County, users of the facility, the public, the County's consultant and your consultant.

You may wish to submit under a separate attachment a sample of your quality control and coordination documents not to exceed 5 pages.

7. **Statement of Qualifications**

- a. Provide statement of qualifications and strengths the firm believes will single out their firm as the best firm to accomplish this project. Include specific A/E experience for projects of similar scope and complexity.

8. **Parks Master Planning & Museum Design**

- a. Provide a list of public service/recreational projects including but not limited to museums completed (designed or constructed) within the last six years including:
1. Size and complexity of design parameters.
  2. Names and the number of sub-consultants involved in the project(s).
  3. Type of project for example public, private, regional facility.

9. **List of References**

- a. In addition to references required under "Experiences in Controlling Project Cost/Design Schedule", provide client references from recent related projects (within the last six years), including name, address and phone numbers of the primary client contact.

**D. SITE VISIT:**

There will be an opportunity for prospective providers to attend a site tour and representatives from the County will be available to answer questions after the site tour. Interested providers will assemble at 10:00 a.m. on Thursday November 15, 2007 in the parking area inside the main Park entrance off Mooney Boulevard at 27000 South Mooney Boulevard Visalia Ca. The tour will commence from there and will return in approximately 90 minutes. At the end of the tour, those interested will convene in the Park's Maintenance Facility for questions and answers. This meeting should take approximately 30 minutes.



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**E. BASIS OF SHORT-LISTED FIRMS:**

The short-list of firms will be based on criteria and guidelines established by the County. The short-list will be made after a careful evaluation by the selection committee and will be based on demonstrated competence as well as what is in the best interests of the County as determined by the committee. Short-listed firms must be willing to enter into an extended interview which includes a subsidized design competition.

The successful short-listed firms must demonstrate and document successful experience within six years prior to the date of this RFQ for similar types of projects.

The successful firms must show a demonstrated ability to predict, estimate, and control project costs during the design phases of the project.

The successful firms must show a demonstrated ability to meet established project design milestone dates.

The criteria that will be used to evaluate each firm's qualifications are attached as Exhibit A & B. Exhibit C is a draft copy of the Selection for Oral Interview notification letter. At the completion of the initial Oral Interview & Evaluation Process, the short-listed firms will receive an Invitation to Participate (in the) Extended Interview Process.

**F. CONSULTANT SELECTION PROCEDURE:**

A Selection Committee will be formed in accordance with the policies of the County of Tulare, Board of Supervisors. The Selection Committee will consist of representatives from County Administrative Office, County User Departments and may include an architect, planner, designer or other professional from the private sector and other professionals from either the private or governmental sector who could have secondary involvement in the project.

The Selection Committee will review the Qualifications of all firms responding to the RFQ based on the established evaluation criteria. The Committee will select a number of firms who will be requested to interview with the Selection Committee as a part of the evaluation process. Prior to the oral interview, these firms will be provided with specific questions or areas of discussion and a draft contract including a detailed scope of work. At the interview, each firm shall be prepared during the interview to identify any unacceptable contract provision(s).

Following the interviews, the Committee will select no more than four firms to participate in an Extended Interview process. Site information/studies and facility planning/programming documents will be distributed and each firm will be awarded a monetary stipend as compensation for the time and materials involved in a three



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week development of conceptual plans, elevations and a construction budget for the project. Each firm shall then present their results to the Selection committee. This process will give each firm the opportunity to demonstrate their competence in communicating and interacting with the County staff.

**G. CONTACT PERSON:**

Brian Summers, Senior Capital Projects Coordinator  
County Administrative Office  
2800 West Burrel Avenue, Visalia, CA 93291  
Telephone: 559.733.6531  
FAX: 559.733.6318  
E-mail: [bsummers@co.tulare.ca.us](mailto:bsummers@co.tulare.ca.us)

If the above person is not able to immediately answer questions, an answer will be found and communicated to interested proposers (if appropriate), or the person asking the questions will be directed to the proper person to answer the question.

Interested firms shall not contact County staff or Board members with questions or suggestions regarding this Request for Qualifications. Any undue pressuring of the County's personnel may result in disqualification of the respondent.

**H. CALENDAR OF EVENTS:**

The following is a schedule of events, which the project is expected to follow. These dates are considered flexible at this time.

November 1, 2007	Issue RFQ
November 15, 2007	Site Visit
November 27, 2007	RFQ due date, begin evaluations
November 30, 2007	Complete evaluations, issue interview notices
December 10, 2007	Conduct interviews
December 13, 2007	Issue notices to finalists, complete stipend agreements
December 27, 2007	Conduct finalist workshop (if needed)
January 8, 2008	Final presentation to BOS, selection by BOS



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**I. RFQ SUBMITTAL AND SELECTION**

1. Request for qualifications, consisting of eight (8) copies must be received by mail, recognized carrier, or hand delivery not later than **2:00 p.m., November 27, 2007. Late responses will not be considered.**
2. Costs of preparation of RFQ will be borne by the proposer.
3. Selection of qualified firms will follow an approved County procedure for selecting short-listed firms.
4. This request does not constitute an offer of employment or a contract for services.
5. The County reserves the option to reject any or all responses, wholly or in part, received in response to this request.
6. The County reserves the option to retain all responses, whether selected or rejected. Costs for returning responses, if requested, will be the responsibility of the architectural firm.
7. The County reserves the right to select the short-listed firms who present Qualifications which, in the judgment of the County, will best achieve the desired results.
8. The method of selecting a consultant shall include procedures that assure that these services are engaged on the basis of demonstrated competence and qualifications for the types of services to be performed and at a fair and reasonable price to the County.
9. The County encourages all Consultants responding to the Request for Qualifications to attend the initial site visit; due to practical constraints the County will be unable to provide individual guided tours.
10. The proceedings of the Selection Committee are confidential. Members of the Selection Committee are not to be contacted by the proposers. All communication between proposer and the County shall be through the individual(s) identified in the RFQ.
11. This request is not intended to be an offer, and the County may withdraw this request at any time without notice.