



**REQUEST FOR PROPOSAL (RFP)
TO PROVIDE
PROFESSIONAL PLANNING AND DESIGN SERVICES FOR A
SUISUN CITY PUBLIC FISHING DOCK
IN SUISUN CITY, CA**

Janet Hull, Recreation Manager
City of Suisun City
611 Village Drive
Suisun City, CA 94585

RFP Posting Date: August 9, 2024

SEALED PROPOSALS DUE NO LATER THAN 1:00PM, September 3, 2024

Purpose

The City of Suisun City Recreation, Parks and Marina Department (City) is issuing this Request for Proposal (RFP) to solicit proposals from qualified architect and design consultant companies for the comprehensive planning and design of a public fishing dock. Qualified companies must be familiar with and have experience with similar marine type projects.

About Suisun City of Suisun

Located nearly halfway between San Francisco and Sacramento, Suisun City is a hidden gem of the Bay Area. Suisun City is accessible from Interstate 80 via Highway 12 and Amtrak's Capitol Corridor commuter rail stop at the Train Depot, right to the heart of the City's historic Waterfront District, making it a prime location for job seekers as well as homeowners. The community is a unique destination for a Bay Area day trip, an overnight getaway or a place to work, particularly with its reverse commute for inner Bay Area residents.

Suisun City operates under the Council/Manager form of governance in which the electorate chooses members of the City Council and the City Council hires the City Manager to implement City Council policy and run day-to-day affairs. The Mayor and City Council are elected independently in non-partisan elections to serve four-year terms in office. The Mayor Pro-Tem is selected by the City Council from among its members.

1. PROJECT BACKGROUND AND DESCRIPTION

The Suisun City fishing dock project is a response to the community's long-standing concerns about the current state of the fishing infrastructure. The existing fishing dock is in disrepair and lacks accessibility, forcing anglers to fish off the Suisun Slough basin or adjacent sidewalks.

The proposed project will involve the planning and designs for a new 12-foot by 100-foot public fishing dock on the Suisun Slough, located at 701 Civic Center Blvd., behind and north of Suisun City Hall. The site is adjacent to an existing parking lot, providing convenient access for visitors. The GPS coordinates for the location are Latitude 38.238837, Longitude -122.037499.

This project will not only offer a designated and safe space for fishing but also support tourism and recreation within the community. The new fishing dock will serve as a hub for recreational and educational activities, promoting environmental education and providing public access to the Suisun Slough and Marsh areas.

The planning phase includes site analysis and assessment, determining general grades, confirming utilities and drainage, assessing site conditions, conducting geotechnical and topographic surveys, developing a schematic master plan with 3-dimensional or Virtual Reality renderings, providing a detailed cost analysis for project implementation, and preparing 30 and 65 Percent Design Plan Documents.

All questions or requests for additional information must reference the above proposal name and must be submitted by 5:00 p.m. on August 20, 2024 to: jhull@suisun.com

Questions and answers will be issued to all interested and placed on the City of Suisun website by 5:00pm on August 22, 2024 at <http://www.suisun.com>.

2. PRE-SUBMISSION REQUIREMENTS

All interested firms are required to:

- I.** Carefully and thoroughly evaluate the scope of services and submission requirements, and any other relevant information. Failure to read, examine and understand the RFP will not excuse any failure to comply with the requirements of the RFP.
- II.** Visit the Project site to become familiar with the general, local and site specific conditions.
- III.** Consider federal, state and local laws and regulations, labor availability, and contracts that may affect cost, progress, performance and furnishing of the services and the Work of the Project.

3. SCOPE OF SERVICES: Planning and Design for Public Fishing Dock

The project scope includes developing the pre-work needed prior to permitting and the creation of 65 Percent Design Plans, encompassing site analysis and assessment, determining general grades, confirming utilities and drainage, assessing site conditions, conducting relevant surveys including geotechnical and topographic, developing a schematic master plan with 3-dimensional or Virtual Reality renderings, providing a detailed cost analysis for project implementation, and preparing 30 and 65 Percent Design Plan Documents. The design must incorporate the findings from the Community Outreach and Equity Assessment into the development of the 65% Design Plans. This includes addressing recommendations and equity issues identified in the Equity Assessment Report to ensure the fishing dock design meets the needs of all community members.

Pre-Construction Checklist and Master Plan Development

This task is dedicated to all of the “pre” work that needs to be performed prior to permitting and the development of the 65% PS&E documents. This includes the following:

- Site Analysis and Assessment
- Determining general grades, confirming utilities and drainage, site conditions, etc.
- Development of relevant surveys – including geotechnical and topographic
- Development of schematic master plan, including 3D and/or VR renderings and detailed cost analysis for potential construction/implementation

The deliverables for this task the schematic master plan document (including photo files/VR file of fishing dock and initial cost breakdown document) and base map of site showing grades, drainage, utilities, etc.

Construction Plans, Specifications, and Estimates (30%, 65%)

Request for Proposal - Professional Planning and Design Services for a Suisun City Public Fishing Dock

This task is dedicated to the construction of the 65% PS&E documents, to be submitted to the City at 30% to show progress and at 65% as the final product. Plans In general, the plans will include:

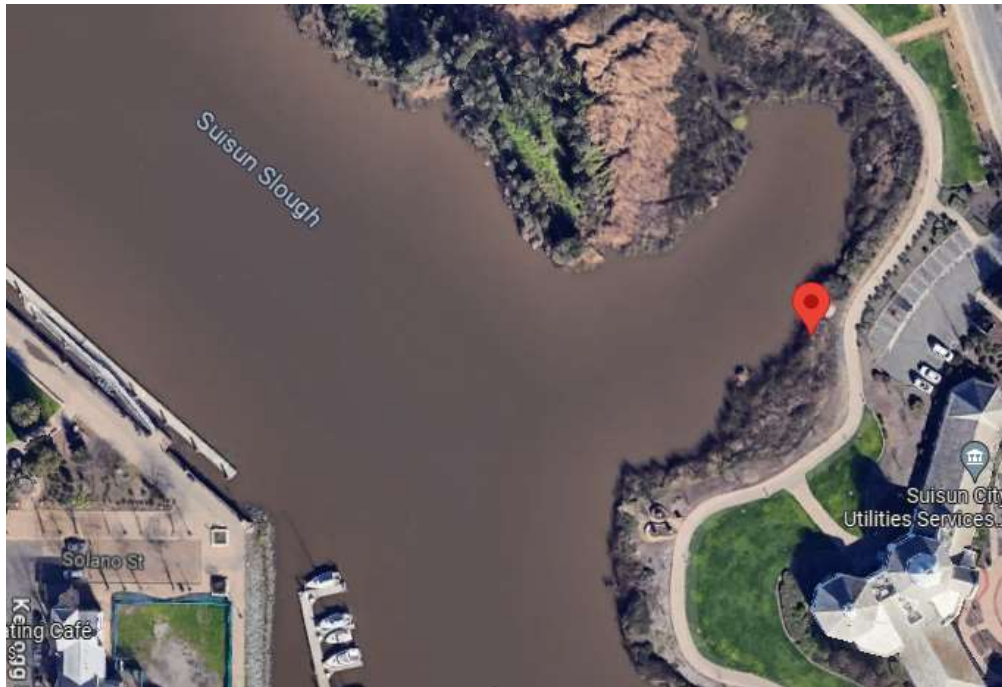
- Overall layout and site plans, including dimension layout, piling design, details for dock including cross sections, railings, fire standpipes, bumpers
- Electrical and lighting plans
- Grading plan, including the location of hardscape, grading, drainage, paving, and utilities
- Detail sheets for all elements of project
- Detailed cost estimates

The deliverables for this task will be the PS&E documents at 30% and 65%.

Key Deliverables:

- PDF copy of Topographic Survey
- PDF copy of Geotechnical Study
- PDF copy of Site Plan
- PDF copy of Schematic Master Plan
- PDF copy of 30 Percent Design Plans
- PDF copy of 5 Percent Design Plans

Location:



The GPS coordinates for the location are Latitude 38.238837, Longitude -122.037499.

4. PROPOSAL FORMAT

Provide three (3) copies of the proposal.

Proposals must be:

- 1) Typed.
- 2) Be as brief as possible and not include any unnecessary promotional material.
- 3) Restrict each proposal to no more than 20 total pages including all responses, reference work, and information about the firm and individuals assigned to the project. Minimum font size is 12.

5. PROJECT TIMELINE

Request for Proposals due	September 3, 2024, 1:00pm
Selection Committee Review	September 4, 2024
Interviews (as needed)	September 5, 2024
Firm Selection	September 6, 2024
City Council Contract Approval	October 1, 2024
Consultant Initial Meeting	October 3, 2024
PDF copy of Topographic Survey Due	January 5, 2025
PDF copy of Geotechnical Study Due	January 5, 2025
PDF copy of Site Plan Due	March 1, 2025
PDF copy of Schematic Master Plan Due	May 1, 2025
PDF copy of 30 Percent Design Plans Due	June 1, 2026
PDF copy of 65 Percent Design Plans Due	December 11, 2026

6. GENERAL CONDITIONS

A. Pre-Contractual Expenses

City shall not, in any event, be liable for any pre-contractual expenses incurred by the Consultant. Pre-contractual expenses are defined as expenses incurred by Consultant in: (1) preparing the Proposal; (2) submitting the Proposal to the City; (3) presenting Proposal during selection interview; (4) negotiating with City any matter related to this Proposal; (5) incurring any other expenses by Consultant prior to an executed Agreement.

B. Withdrawal of RFP

The City reserves the right to withdraw this RFP at any time without prior notice. In addition, the City makes no representations that any Agreement will be awarded to any Consultant responding to this RFP. The City expressly reserves the right to postpone reviewing the Proposals for its own convenience.

C. Rejection of Proposals

The City reserves the right to reject any or all Proposals submitted. Any Contract awarded for these Consultant engagements will be made to the Consultant who, in the opinion of the City, is best qualified.

D. Non-discrimination

Any Contract to be awarded as a result of this Request for Proposal will be awarded without discrimination based on age, disability, medical condition, race, color, religion, sex, sexual orientation, marital status, or national origin.

E. Proposal Length

The Consultant's Proposal shall be no more than 20 pages, excluding a cover letter of up to two pages, dividers, and certificates. The RFP will not be counted when included in the Proposal.

7. SUBMISSION REQUIREMENTS

Proposals must be submitted to the following address as detailed below:

City of Suisun City
Subject: Planning and Design Services for a Suisun City Public Fishing Dock
Attn: Janet Hull, Recreation Manager – RPM Department
611 Village Drive
Suisun City, CA 94585

To be opened September 3, 2024

- All proposals must be received by 1:00pm on September 3.
- No late proposals will be considered
- No fax or email proposals will be considered
- Consultant must provide 3 original copies of proposal at time of submission