

Request for Proposal  
Parks Open Space, Activity and Landscape Master Plans Services for City of Manhattan Beach  
Parks Open Space

The City of Manhattan Beach (“City”) is soliciting proposals from qualified firms who specialize in landscaping, and parks master planning to work with City staff and the community to provide a Parks Open Space, Activity and Landscape Master Plan for all outdoor park open spaces. The Master Plan excludes all park buildings.

The City’s parks open space to be master planned are: Live Oak Park, Sand Dune Park, Larsson Street Park, Bruce’s Beach, 8<sup>th</sup> Street Parquet, Marine Avenue Park, Marine Sports Park, Manhattan Heights Park, Polliwog Park, and Manhattan Village Park.

The overall goal of the Master Plan is to provide:

- 1) Site Analysis, and Evaluation of Existing Park Amenities and Infrastructure;
- 2) Recommendations for Locations of Future Park Amenities and Activities;
- 3) Coordinated Landscape Policy for all City Parks;
- 4) ADA (accessibility evaluation);
- 5) Review of 2008 (FSP) for Areas of Incorporation into the Parks Open Space, Activity and Landscape Master Plan;
- 6) Community Meetings and Consensus Building; and
- 7) Cost Estimates for the Proposed Improvements.

The City has three related projects that could potentially affect the results of this project. They are the General Plan Update – Mobility Section, Veterans Park Master Plan (landscaping, lighting, and irrigation only), and Roundabout Analysis. The City will be updating its General Plan – Mobility Section with Iteris, Inc. The Mobility Section will provide goals and policies for a balanced, multi-modal transportation system for the movement of people and goods within Manhattan Beach. The consultants for the Veterans Park Master Plan and Roundabout Analysis have not yet been determined.

**Manhattan Beach History**

The City of Manhattan Beach, with a population of approximately 35,000, is located within the southwestern coastal portion of Los Angeles County in what is commonly referred to locally as the “South Bay” area. The City is bounded on the north by El Segundo, on the east and south by Redondo Beach, on the south by Hermosa Beach, and on the west by the Pacific Ocean. The City is a beach community with approximately 2.1 miles of beachfront. The City has a total land area of 1,788 acres (3.88 square miles). The City is generally bounded by Rosecrans Avenue on the north, Aviation Boulevard on the east, Artesia Boulevard on the south and the Pacific Ocean on the west. Sepulveda Boulevard (State Highway 1) runs north-south through the middle of the City. There are approximately 48 acres of parks and open space in Manhattan Beach.

The population breakdown for Manhattan Beach is:

Persons under 5 years: 5.8%

Persons under 18 years: 24.8% (this includes 5 years and under)

Persons 19-64: 62.5%

Persons 65 and over: 2.7%

The City of Manhattan Beach parks have experienced a substantial increase in its daytime population and density of use. This has resulted in an increased demand for recreational services within the City and more specifically at parks and fields. This increase in demand is more than likely beyond the parks' intended original design capacity at most, if not all, of its facilities. Consequently, many of the parks' infrastructure systems (such as irrigation, electrical, and lighting) are in need of upgrades in order to bring the parks system to the standards of current and future park users. The City is also interested in developing a long sought after skateboard park, recently reviewed by the Parks and Recreation Commission. In addition, much of the parks' equipment (such as play equipment), exercise equipment, benches, ball courts, and barbecues) are out of date and require constant maintenance by City personnel. Finally, new standards and requirements that have been placed on public parks (especially American with Disabilities Act requirements) have created deficiencies in existing park facilities.

The Parks Open Space, Activities and Landscape Master Plan is intended as a management tool which focuses on updating the existing elements of the City's outdoor park system.

### **Technical and Fee Proposal Information**

The contents of the proposal shall be submitted in the order as specified below. The proposal shall include, at a minimum, the following information listed below in the same order as requested, and shall not exceed ten double-sided pages (excluding references, resumes, work examples, and cover letter).

- 1) **Understanding of Job Description and Scope of Work** – Please describe your understanding of the scope of work to be performed.
- 2) **Methodology and Work Plan** – Please provide a brief description of the proposed work program and techniques to complete the scope of work. The work program should demonstrate your firm's ability to conduct these services in a professional, timely, and efficient manner.
- 3) **Experience and Qualification of Firm** – Please provide a description of firm qualifications and relevant experience.
- 4) **Qualifications and Experience for all Consultants and Sub-Consultants** – Please provide a resume including qualifications and relevant experience for all of the individuals being proposed to work on this project. Experience under different companies can be included, however, please provide each company name with contact name and phone number. In addition, provide all current engagements and availability. Resumes are not included in the ten double-sided pages limitation.
- 5) **Other Personnel** – Specific project/task order work may be requested occasionally which will require the utilization of other personnel within your firm. Include a resume for each individual that may be proposed for project/task order work.

- 6) **References** – Please provide a list of references where similar work of similar size and nature is currently in process or recently completed. Include name of firm, telephone, and name of contact person. These references will be checked and may affect the award of the contract. The City of Manhattan Beach reserves the right to contact any of the organizations or individuals listed or any others that may stem from the inquiry.
- 7) **Contract Exceptions** – Provide any proposed exceptions, additions, and/or deletions to the City’s request for proposal and/or Professional Services Agreement. Proposed exceptions will be considered on a case by case basis, but there is no guarantee that proposed exceptions will be accepted by the City.
- 8) **Fee Proposal** – The consultant shall provide a fee schedule for the proposed services. The fee shall schedule include the hourly rate for each personnel category, and any other additional charges to complete the services required of this contract. The City will use the fee proposal in the selection process and reserves the right to negotiate the final fee with the consultant.

### **Description of City Parks**

#### *Bruce’s Beach Park:*

Located at Highland Avenue and 27th Street and obtained in 1929, this is the oldest park site in Manhattan Beach. It is truly one of the most beautiful and scenic public properties in the area. Situated on a sloping terraced grassy hillside, the approximately three-acre park has one of the best ocean and sunset viewing areas away from the beach. A small basketball half-court is located in the center of the park and numerous shade trees and park benches are strategically located near the top of the park for resting and relaxation. Reservations are not accepted for this park. There is a dog-on-leash area on the lower west end of the park, just west of the basketball courts. There are restroom facilities operated and maintained by Los Angeles County nearby. Only the landscaping, irrigation and drainage for this park are included in the RFP.

#### *8<sup>th</sup> Street Parquet:*

This lovely parquet is quietly situated between homes in the area and occupies four-tenths of an acre. It has picnic facilities for about 16 people, two picnic tables, and two barbecues. There is a wide open space and shaded area for rest and relaxation. It also includes play equipment for small children. Parquets are ideal for family picnics and social gatherings. Only the landscaping, irrigation, and review of the play equipment will be included in the RFP.

#### *Larsson Street:*

The only park space in the City that is located west of Sepulveda Boulevard and south of Manhattan Beach Boulevard. This charming parquet occupies one city lot or two-tenths of an acre. Ideal for small children, the site includes play equipment, a basketball backboard and rim, and one picnic table which can accommodate 16 people. It is creatively landscaped providing shaded areas for relaxation and open areas for play. Parquets are ideal for family picnics and social gatherings. Only the landscaping, irrigation, and play equipment will be included in the RFP.

#### *Live Oak Park:*

Six lighted tennis courts in the park are used frequently for classes, private matches, and several tennis tournaments sponsored by the City. Three lighted basketball courts and two large lighted multipurpose fields make this park a favorite destination for community members. Also,

there is a Tot's Playground area, as well as several picnic areas that can accommodate from a dozen to 50 people and two barbecues. Restrooms and drinking fountains are available.

Several community buildings are located in this park, including the Tennis/Ceramics/Playground Center which houses a tennis office, ceramics studio and playground room. Joslyn Community Center is home to the Older Adults' Program and is also available to the general public for meetings, parties or other gatherings. The facility includes an auditorium and stage, meeting rooms, kitchen, library, and dance and exercise studio. Live Oak Hall is a former WPA building that can accommodate group meetings and exercise classes. The Scout House is a rustic meeting room used for scouting activities only. The buildings are not included in this Master Plan.

Dogs are permitted in the Live Oak dog run.

*Manhattan Heights:*

Located across the street from Polliwog Park, this park encompasses almost four acres and includes a large, lighted athletic field and community center. With its large shade trees, this is a popular site for social, informal family gatherings. The picnic facilities accommodate about 32 people. Other recreational facilities include two tennis courts, two paddle tennis courts, a basketball court (which can be converted into a mini-basketball court) and volleyball court, all of which are lighted, and a bouldering wall. The park also includes a horseshoe court and small children's play area, restrooms, and drinking fountains.

*Manhattan Village Park:*

Situated on three acres of land, the park consists of a full size soccer field, children's play area, picnic tables, and restrooms. Ample parking is located in front of the park, behind the Manhattan Village Shopping Center. This is a lovely quiet area well situated to the surrounding neighborhoods and shopping centers. Only the landscaping, irrigation, drainage, and play equipment will be included in the RFP.

*Marine Avenue Park:*

Encompassing just over 7.5 acres, this park is a favorite spot for young children's birthday parties and family gatherings. Facilities in the park include a full-size baseball field, a soccer field, two outdoor basketball courts, an exercise area, picnic tables, children's play areas, and a small recreation activity building. The building is used for classes, meetings and social gatherings. The park also includes a four-court indoor racquetball building open to the public and privately operated by Pay-N-Play Company of America.

Marine Avenue Park also has a covered picnic area which can accommodate 64 people, includes eight picnic tables, and three barbecues. Restrooms and drinking fountains are also available in this park. Ample parking is available in a lot which borders the site along Marine Avenue.

Dogs are permitted in the Marine Avenue dog run located just east of the racquetball facility.

*Marine Sports Park:*

Located just east of Marine Avenue Park, this sports park is a multi use sports facility with three little league fields that can be used as a regulation soccer field along with a snack shack and restrooms.

*Polliwog Park:*

Encompassing 18 acres, this is the largest and perhaps loveliest park in the South Bay area. The property belongs to the Manhattan Beach Unified School District and is leased to the City. The focal point of the site is a large pond bordered on one side by a natural wildlife refuge, home to migratory birds and an occasional raccoon or opossum. A favorite site for concerts, performances, weddings and other special events, the park's amphitheater looks out over the majestic pond as ducks and geese swim by providing one of the most idyllic and scenic backdrops for any occasion. A short distance from the Rose Garden is one of the City's oldest beach cottages which was moved to the site and refurbished. It houses the City's Historical Museum, is open to the public, and guided tours are offered by appointment.

The picnic area is comprised of a number of tables and six barbecues which can accommodate large groups.

Also adjacent to the park is Begg Pool which is open during the summer for classes and recreational swimming. Adjacent to Begg Pool is the Polliwog Park dog run.

On the southwest corner of the park is the Manhattan Beach Botanical Garden.

*Sand Dune:*

This park acquired its name from the 100-foot high sand dune located there. It is a favorite destination for kids of all ages. Steps and switchbacks lead up into the nature area as a trail that provides different ways to reach the top. The trail winds through plant life and provides an interesting and educational nature walk. The top of the dune provides a panoramic east-facing view of the City.

This three-acre park also includes a fenced small children's play area with swings, merry-go-round, and climbing equipment. The dune is also fenced and requires adults to have reservations for use during specific operational periods. The park has a shaded picnic shelter with two picnic tables that can accommodate up to 50 people. The picnic shelter is available for reservations. Restrooms and drinking fountains are also available.

Dogs are permitted on leash along the designated walking area east of the tot lot and along cement walkways as posted.

Staff and the consultant will review irrigation, landscaping, technology improvements, play equipment, pathways.

*Veterans Parkway:*

For informational purposes only; Veterans Parkway is not included in this RFP or the Parks Open Space, Activity and Landscape Master Plan. This 21 acre park crosses the City from north to south along Valley Drive and Ardmore Avenue from Sepulveda Boulevard to the border of Hermosa Beach.

Park benches and shade trees provide resting spots every quarter-mile along the path. There are also drinking fountains for dogs and their human companions.

**Scope of Services**

The City is seeking a dynamic consulting team that has extensive experience in working with City staff and the community in preparing the Parks Open Space, Activity and Landscape

Master Plan while a final scope of work will be crafted upon selection of a consultant team. The City anticipates that the scope of services submitted through this RFP will, at a minimum, address all of the following components. The City is also open to suggestions other than those listed below that the Consultant believes would be of value in producing the City's Parks Open Space, Activities and Landscape Master Plan. The estimated timeframe for developing a master plan is six months.

The selected firm will need to be familiar with County and City codes, restrictions, and processes throughout the project. All deliverables must be submitted to the City in hard copy and original electronic format (e.g., Excel, Arts CAD, Word, etc.). All work produced by the Consultant for this project will become property of the City of Manhattan Beach, and it is expected that the information pertinent to this project will be shared freely with all City employees involved in the project. The scope of work includes, but is not limited to:

- 1) Site Analysis and Evaluation of Existing Park Amenities and Infrastructure;
- 2) Recommendations of Locations for Future Park Amenities and Activities;
- 3) Coordinated Landscape Plan for all City Parks;
- 4) ADA (accessibility evaluation);
- 5) Review 2008 (FSP) for Areas of Incorporation into the Parks Open Space, Activity and Landscape Master Plan;
- 6) Community Meetings and Consensus Building; and
- 7) Cost Estimates for the Proposed Improvements.

1. Site Analysis and Assessment of Existing Park Amenities and Infrastructure

The phase will include an extensive analysis of all current park amenities and infrastructure for code compliance, accessibility improvements, maintenance needs, replacement, repair and upgrades. This includes, but it not limited to, the City's ball courts, play equipment, picnic pads, exercise equipment, shade structures, fencing, pathways/sidewalks, electrical and lighting, stairs, security, irrigation, drainage, signage, and parking. A review of park buildings is excluded from this report.

2. Assessment of Park Open Space for Future Park Amenities and Activities

It is recommended that the Consultant assess the existing open space for areas where future amenities and activities can be implemented. The Consultant will conduct community meetings to determine the interests and needs of the residents and assess where those amenities/activities can be added without impacting nearby neighbors.

The Consultant will meet with staff, community interest groups, and review the activities and attendances at each existing community center (Manhattan Heights/Joslyn) to identify and quantify the current activities in each community center and identify future outdoor needs that complement and add to the existing programs in each community center.

Some of the user groups that the Consultant will be working with to identify needs are the teens, older adults, dog owners, and youth. The Consultant will also be working with and through the Parks and Recreation Commission. Some of the activities and amenities that have been discussed previously by the Parks and Recreation Commission are: skateboard park, dog runs, petanque, shuffleboard, and outdoor shade and picnic areas for seniors.

### 3. Coordinated Landscape and Irrigation Plan for All City Parks

#### *Turf:*

The City has committed to a policy of ongoing sustainability and is desirous of a comprehensive review of all turf areas and identification of candidate sites for turf removal, replacement, or reduction as identified through the use of native and climate appropriate plantings or alternate surfaces to reduce water and maintenance expenditures. Applied surfaces could include synthetic turf, permeable PCC, pavers, decomposed granite, recycled rubber paving, or other recommended materials. The integration of turf reduction and surface treatments into path of travel for maintenance crews should also be considered to reduce soil compaction and ease maintenance of irrigation equipment, controllers, and any site amenities and furnishings.

#### *Trees and Shrub Planting:*

Trees should be identified for appropriate placement, proximity to travelled pathways/potential risk, proximity to hardscape, and any root related damage noted. Additionally, City's integrated sustainability approach requires little or no pesticide use, and problematic trees such as Eucalyptus, Myoporum, etc., should be identified. Recommendations should include replacement and/or hazard mitigation. Please match reclaimed water compatibility with existing and any future suggested plantings.

Additional consideration and comment should be made as the use of plantings as site and noise barriers/screenings. Many of the City's parks are immediately adjacent to residential properties. These considerations must be balanced with site security issues, current lighting schemes, and ease of park patrol.

#### *Drainage:*

As part of the City's integrated sustainability approach, on site water infiltration to address drainage is favored over conducting water to storm drain facilities. Current topography/elevation differential should be reviewed and recommendations to mitigate areas identified as problematic addressed. Areas of disparate soil types due to borrow fill when first developed create irrigation and drainage issues, irrigation zoning challenges, and should be identified and solutions suggested. Subsurface infiltration drains should be considered. Areas of high use create compaction problems, which in turn creates drainage and irrigation issues. These highly problematic areas should be identified and solutions identified. Other areas of concern are play areas containing fall attenuation materials such as sand, recycled rubber, or wood chips. These areas should be examined for proper drainage and addressed as necessary.

#### *Irrigation:*

Several larger sites are centrally controlled through a Rainbird Maxicom control system complemented with an integrated weather station. Many of these sites are also irrigated through reclaimed water. A review of current irrigation systems and recommendations for potential expansion of central control, rehabilitation, irrigated zone changes, or replacement should be included in the Master Plan. Our integrated approach should include a zero runoff

plan. The irrigation recommendations should be comprehensively developed in conjunction with drainage and planting plans.

4. ADA (accessibility evaluation)

The Consultant will analyze and evaluate all park and open spaces in the City for areas where the City can improve accessibility. It is the City's intent to improve accessibility above and beyond the ADA code requirements for all open space and activities where feasibly possible.

5. Review 2008 City Facility Strategic Plan (FSP) for Recommendations that can be Incorporated into the Parks Open Space, Activity and Landscape Master Plan

The City completed a two year facility strategic plan which was a comprehensive review, analysis, and community process for all City parks, programs, and facilities in 2008. The 2008 FSP focused on replacing, consolidating, and building new buildings, swimming pools, senior center, and scout house for all community programs including seniors, scouts, teens, and youth. While the focus of this RFP/Parks Open Space, Activity and Landscape Master Plan is outdoor amenities and activities, the FSP should be analyzed for the ideas, programs and amenities that were developed as part of that process.

6. Community Outreach and Public Process

Staff will be engaging the community in the development and execution of the Parks Open Space, Activity and Landscape Master Plan. As such, it is estimated that there will be at least six public/community meetings (two Parks and Recreation Commission meetings, two community-wide evening meetings, and two City Council meetings). In addition, it is anticipated that the consultant must plan at least two meetings with the Older Adults Program, one meeting with the teens/youth participants, and one meeting with the dog owner community.

7. Cost Estimates

The final Parks Open Space, Activity and Landscape Master Plan presented to the City must contain professional cost estimates for each major category in the Parks Open Space, Activity and Landscape Master Plan (i.e., play equipment, exercise equipment, irrigation, landscaping, lighting, and ADA improvements, etc.).

City's General Plan

The results of the Parks Open Space, Activity and Landscape Master Plan will be incorporated into the City's General Plan mobility section update.