



The City of Claremont

REQUEST FOR PROPOSAL

CLAREMONT HILLS WILDERNESS PARK MASTER PLAN

PROPOSALS DUE: By 2:00 p.m. SEPTEMBER 16, 2013

Issued: August 1, 2013

Project Manager: Bill Pallotto, Community and Human Services Manager
Community and Human Services Department
1700 Danbury Road
Claremont, California 91711
Phone: (909) 399-5332
Fax: (909) 399-5492
E-mail: bpallotto@ci.claremont.ca.us

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1. OBJECTIVES

The City of Claremont is requesting proposals from qualified firms to prepare a comprehensive master plan for the Claremont Hills Wilderness Park (CHWP) to address the following goals:

1. To manage the park as a passive recreational opportunity;
2. To preserve the park as an environmental resource;
3. To minimize the impact park attendance has on surrounding residential neighborhoods; and
4. To fully engage stakeholders, users, and the community at large in developing a blue print to manage the park, which balances recreational needs, environmental preservation, neighborhood impacts, and funding considerations for years to come

This plan would build upon the original CHWP management plan that was adopted in 1996 (Attachment A) and would incorporate and update policies and goals from various documents that have been developed or recorded through the years.

Please refer to Section 6, Scope of Work for more detailed information.

2. CONTACT

Please direct questions regarding the Request for Proposal (RFP) to Bill Pallotto, Community and Human Services Manager, by email at bpallotto@ci.claremont.ca.us . Request for clarifications must be submitted via email to Bill Pallotto by 2:00 p.m. on August 19th.

ALL CONSULTANTS WISHING TO BE INCLUDED IN THE RFP PROCESS MUST ATTEND A MANDATORY PRE-BID MEETING ON AUGUST 21, 2013 AT 2:00 P.M. AT THE CITY YARD, 1616 MONTE VISTA AVENUE.

3. BACKGROUND

Incorporated in 1907, the City of Claremont is approximately 14 square miles with a population of over 37,000 residents, located 30 miles east of downtown Los Angeles. Nestled at the base of the San Gabriel Mountains, Claremont is best known for its tree-lined streets, historic buildings, and college campuses.

In 1996 the Claremont Hills Conservancy Corporation, in cooperation with the City of Claremont, acquired 1,220 acres of land in the San Gabriel foothills with the expressed purpose of preserving this land as open space accessible to the public for passive recreational enjoyment. The land was dedicated to the City of Claremont, and through the years an additional 803 acres have been acquired to expand this open space preserve. It is a topographically diverse wilderness area, with an elevation ranging from 1,800 feet above sea level to over 3,000 feet. Approximately 11 miles of fire roads and single track trails wind through the park for hiking, mountain bike riding, and horseback riding. These trails connect to the suburban Thompson Creek Trail, Marshall Canyon Regional Park in La Verne, and Evey, Sycamore and Palmer Canyons within the Claremont hillsides.

For years the main entrance at N. Mills Avenue remained known only to local residents who enjoyed the well-maintained fire roads. The five mile "loop" as it is known includes an elevation gain of 828 feet and provides scenic vistas across Pomona Valley as well as wooded ravines. Visitors regularly enjoy seeing deer, birds and other wild life. Even the occasional bear is known to meander down or across a portion of the trail.

During the last five years, however, the number of users at the park has skyrocketed, creating tremendous impacts to the surrounding neighborhoods and to the park's natural environment. Attendance estimates range from 30,000 per year previously to over 300,000 visitors annually in recent years. Most people enter from the main entrance on N. Mills with weekend attendance the heaviest. The community and the City have struggled to manage the impacts associated with traffic, litter, insufficient on-site parking, a lack of restroom facilities, and continual noise and disruption for neighbors located near park access points.

Please refer to Attachment B, a map of the CHWP. The Thompson Creek Trail runs along its southern boundary. Multiple access points exist from the top of Mountain Avenue, the new Sycamore Canyon Trail at Higginbotham Park, the western end of Pomello, the primary entrance for the main "loop" at N. Mills Avenue, and Palmer and Evey Canyons in the northeastern City limits.

4. CONSULTANT QUALIFICATIONS

Consultants shall have the following qualifications:

- Demonstrated success in leading public engagement and collaboration building among diverse stakeholders;
- Prior experience in preparing park specific master plans of a similar nature, i.e. a regional park or trail system with extensive natural resources intended for more passive recreational use with a stated goal of habitat preservation;
- The technical qualifications to perform the environmental tasks outlined in the scope of work;
- Strong graphic communication and clear, concise writing style;
- A dedicated team with a single project manager to guide the project to conclusion.

5. TENTATIVE TIMELINE

RFP issued	August 1, 2013
Deadline to Request Clarifications	August 19, 2013, 2:00 p.m.
Mandatory Pre-Bid Meeting	August 21, 2013, 2:00 p.m.
Proposals Due	September 16, 2013, 2:00 p.m.
Consultant Interviews	October 8-9, 2013
Community and Human Services Consideration	November 6, 2013
City Council Contract Award	November 26, 2013
Desired Project Completion	Fall 2014

Questions regarding this proposal will be accepted by email only by no later than 2:00 p.m., August 19, 2013. Clarifications will be discussed during the mandatory pre-bid meeting on August 21 at the Claremont City Yard, 1616 Monte Vista Avenue.

A selection committee will review the proposals. Finalists may be asked to present and discuss proposals. The City reserves the right to waive or modify any of these deadlines.

The City hopes to present the final draft of the master plan to the City Council by October 2014. Consultants are required to include estimated timelines in the scope of work. If a consultant has a concern regarding this estimated timeline, it must be so noted in the proposal. This item will be discussed in the mandatory pre-bid meeting.

6. SCOPE OF WORK

This scope of services is intended to illustrate minimum project requirements. *Consultants are encouraged to present innovative concepts to produce a comprehensive master plan.* This plan will incorporate existing documents and implement into a management plan for the Wilderness Park and develop one master plan utilizing various documents and agreements that guide the operation and maintenance of the wilderness areas owned by the City of Claremont.

The following is a proposed list of tasks to be completed as part of the master plan process for the Claremont Hills Wilderness Park. In some cases, multiple options are presented within a task. Consultants are to provide proposals and costs for all listed options. Consultants are also encouraged to present innovative concepts to achieve the goals set forth in the Request for Proposal (RFP) and to seek collaborative partnerships with vested community stake holders as part of the proposal.

In the proposal, each task should include a separate cost, a detailed discussion of proposed activities with sub-costs if appropriate, any assumptions that are included, particularly as they affect cost, and a timeline for completion. *Based upon proposed costs and available funding, the City Council will confirm the final scope of work upon contract award* so some tasks may be dropped, such as Task 4 for the carrying capacity and Task 5 for the environmental work. Please note if NOT completing a task affects assumptions and costs of another task.

Task 1: Review Existing Documentation

Consultant is expected to be familiar with the following documents:

- CHWP Management Policies and Guidelines, Attachment A
- CHWP Vegetation Management Plan
- Draft Conceptual Area Protection Plan
- James P. Higginbotham & Sycamore Canyon Park Master Plan
- Grant deeds for various properties that now comprise the CHWP to understand land use restrictions
- Map of the open space area, including the various acquisitions (Sycamore Canyon, Johnson's Pasture, Gale Ranch, Claremont Hills Wilderness Park, McKenna – CHWP expansion, Rancho and De Los Amigos Property – CHWP expansion acquisitions)
- General Plan, Chapter 5 – Open Space, Parkland, Conservation and Air Quality Element
- Municipal Code, Chapter 11 related to the public parks and facilities including the CHWP
- CHWP Parking Permit Policy
- Palmer Canyon Settlement Agreement
- Pomona Valley Protective Association Lease (for the N. Mills "North" lot)
- Claremont Hills Conservation Corporation Goals and Objectives
- Census Count Final Report from ALTA Planning (estimated delivery is August 2013)
- Staff reports related to the CHWP and the issues associated with its escalating usage
- National Park Service San Gabriel Watershed and Mountains Special Resource Study, Summary and Recommendations April 2013

- Sustainable City Plan of 2008
- And other relevant policies and documents which may be identified during discussions.

Task 2: Public Participation

Develop a public participation program that is consistent with the traditions of the Claremont community, which should include community forums, workshops, focus groups, and surveys from residents and park users alike to maximize community dialogue. The public should have ample opportunity to fully engage in the process of evaluating and determining recommendations for the tasks delineated below. While a number of competing interests and priorities associated with park usage have been expressed by various stakeholders, the goal of the master plan is to determine the best balance of utilizing the park as a recreational opportunity while preserving this natural resource for environmental purposes. The expectation is to develop a forum for collaboration with the community and vested stakeholders. The consultant will be responsible for conducting meetings, developing agendas and surveys, and interacting with members of the public as necessary. Issues that are identified during the public participation process will need to be addressed in the final master plan.

Task 3: Inventory of Existing Conditions

The consultant shall document conditions in the CHWP and all access points to the park area, including the main entrance at N. Mills as well as at Pomello Drive, Mountain Avenue, Via Santa Catarina, Higginbotham Park, Highpoint, Marshall Canyon, Evey Canyon, Palmer Canyon, and along the Thompson Creek Trail (TCT). The City has vehicle counts by various locations, which will be provided to the consultant. Areas to be inventoried include, but are not limited to, those listed below. Consultant should base final list on observations and prior experience.

- Parking Locations:
 - Parking lots – two on N. Mills, top of Indian Hill Blvd, La Puerta Park.
 - Surface Street Parking along N. Mills, Via Santa Catarina, Pomello, Via Padova, Strasburg Ct, top of Indian Hill Blvd, Mountain adjacent to the TCT, at N. Towne above Baseline (west shoulder area).
 - Note: See Task 8.
- Trails – the trail network within the park itself, including the fire roads and the new official single track from Sycamore Canyon, as well as the unofficial single track bike trails that have become established. Regional linkages shall also be noted.
 - Note: Concerns have been expressed by some regarding environmental damage associated with new single track trails being established by bikers while others have expressed a desire for new, formally established and maintained trails.
- Facilities - shade covers on top of main loop, benches, water fountains, bike racks, gates, trash containers, portable restrooms at main entrance, etc.

- Signage – on all trail segments, the kiosks at the north and south lots on N. Mills, parking lots, including trail names, directional, informational and the possibility of adding educational signage.
- General environmental conditions – Impacts related to litter and debris, vegetation management, erosion issues (associated with unofficial bike trails and elsewhere), brush clearing, fire risk mitigation.

Task 4: Carrying Capacity

The consultant shall recommend a carrying capacity for the park’s trail system, working with community members and stake holders, in the context of any national or state standards or what has been established for any other similar parks. The carrying capacity shall include a maximum estimated capacity for the main loop from the N. Mills entrance, the fire roads, and the official and unofficial single track trails. If the determined carrying capacity is less than the various trail segments can currently support, the consultant shall recommend options for controlling attendance or mitigating impacts.

Task 5: Environmental Baseline & Resource Management Plan

Task 5a: General assessment of the conditions of the park.

Consultant shall perform a general environmental assessment of the wilderness park area, particularly as it relates to human impact to habitat and wildlife. Particular attention shall be paid to areas of erosion or contamination that may negatively affect storm water runoff and water quality. Any areas of concern shall be noted with recommendations for mitigating measures. Areas of potentially significant habitat value or locations of documented sensitive or endangered species shall be included in the Site Map listed as Task 9. Consultant shall review documents made available from the environmental resource agencies and include any references to such documents in relevant findings.

Task 5b: Resource Management Plan

Consultant shall prepare a Resource Management Plan (RMP) for the Wilderness Park to be used to guide conservation of the park’s natural resources during the City’s management and maintenance of the park and its amenities. The RMP shall include the baseline description of the site developed during Task 5a as well as recommendations for the protection and enhancement of water resources (wetlands and riparian areas), habitat quality, wildlife (including shelter, food and migration routes), vegetation (including invasive species control) and significant natural and cultural resources. Consultant shall review existing resource related documents listed in Task 1 as part of this effort.

Task 6: Park Expansion

Working with staff from the City Manager’s Office, the Claremont Wildlands Conservancy, and the Claremont Hills Conservation Corporation consultant shall assess contiguous and nearby privately owned parcels and prioritize possible acquisitions to expand the park, improve access points, and provide additional parking options. Discussions shall also include

options for cooperating with foothill corridor cities and agencies to encourage multiple access points into the hillsides for the benefit of the broader county area.

Task 7: Park Usage & Amenities

Consultant shall evaluate park usage and amenities and make recommendations related to the following, factoring in community input, cost considerations, and other factors deemed relevant. Consultant shall compare current and proposed amenities and usage to other similar parks in Southern California as reference:

- Types of users – hikers, bikers, equestrian riders. Should trail segments be restricted to various user types and how should those segments be signed and restrictions enforced? Consultant shall refer to the ALTA Planning census study referenced in Task 1.
- Hours of operation – Last winter’s hours were changed from dawn to dusk to twelve specific times by month to aid in enforcing park hours. Nighttime use of the park is currently prohibited although requests have been submitted for nighttime use of the park.
- Sponsored activities – Currently, organized groups greater than 20 are required to obtain a permit; and competitive and fund raising activities are prohibited.
- Site furnishings – shelters, benches, tables, trash receptacles.
- Signage – Evaluate current in-park directional signage and make recommendations regarding style and placement. Suggestions have been received to change in-park signage to be more “back country” in nature. Evaluate options for incorporating educational and informational signage highlighting habitat and animals, unique vistas, and the history of the area.
- Educational Programming – In addition to signage on the trail, provide recommendations and estimated costs to provide educational information and programming at the Wilderness Park, such as mobile applications, guided hikes, and printed and electronic public information.
- Restroom facilities – Lease restrictions prevent any structures on the land leased for the north parking lot at N. Mills; therefore, only portable restrooms are permitted in the current location. In addition, the deed for the transfer of the original 1,220 acres of the original CHWP acquisition prevents the installation of any significant structures within those boundaries. However, the need is clearly established along the “main loop” from the entrance on N. Mills to establish sanitary facilities along this popular 5 mile hike.
- Trail Network – Evaluate current official and unofficial trail segments. Provide recommendations on any additional trail segments which could be developed and how to manage the establishment of unofficial trails. Evaluate regional linkages and opportunities to facilitate other access points to the San Gabriel foothills.

Task 8: Parking Evaluation & Options

Parking to access the CHWP has become a significant concern for neighborhoods adjacent to access points. Consultant will assess current parking locations compared to need. City will provide additional parking location options. As part of the community participation process,

consultant will assess parking options with various neighborhoods. Community Development may undertake an engineering study to evaluate additional parking lot options, which would then be incorporated into or referenced in the master plan.

Consultant should also suggest and evaluate other creative parking options to allow visitors to access the CHWP, such as weekend use of other nearby parking lots, preferential parking options for car poolers, valet parked cars to accommodate stacking during peak usage, or shuttle transportation to the CHWP from other locations.

Task 9: Site Map

Consultant shall prepare a GIS based site map illustrating the trail network, site amenities, access points, significant habitat or natural or cultural resource features, and any proposed improvements. An initial Site Map shall be prepared early in the project to document the existing park conditions for use during the community participation process, which will then be expanded upon as tasks are completed. The City will provide GIS layers (geodatabase or shape file format) for existing layers, which include land acquisitions, trail segments, and topographical information. Site amenities, signage, and cultural and natural resources have not been mapped.

Task 10: Volunteer Engagement

Consultant shall, through community dialogue, outline options to engage volunteers to help support park operations, including suggestions to expand and manage the current Park Ranger program, to solicit volunteers for ongoing maintenance and / or special projects, such as reforestation, invasive species removal, and vegetation management, to guide educational hikes or support programming opportunities, or any other ideas that have community and staff support.

Task 11: Funding Options

Consultant shall identify funding opportunities for land acquisitions, site improvements, and trail expansion as well as a phasing plan for capital investments. Funding options for ongoing operations shall also be discussed. Consultant shall evaluate any technical assistance and funding opportunities associated with the proposed National Recreation Area for the San Gabriel foothills and the Rio Hondo and San Gabriel River corridors.

Task 12: Master Plan

Based on the tasks approved in the contract and the outcomes above, consultant shall prepare a master plan that extends over a 5 – 10 year time frame, and includes at a minimum, the following items as well as costs associated with recommended investments.

- Introduction
- Purpose, goals and objectives
- Community outreach summary
- Recommendations regarding:
 - Trail system

- Parking
- Site amenities
- Signage
- Parking
- Hours of operation
- Acceptable uses and programming opportunities
- Operations
 - Maintenance/renovation
 - Enforcement of rules and regulations
 - Public information and educational
 - Staffing Plan
- Open space management, including erosion control, habitat preservation, wildlife management
- Partnerships
- Expansion opportunities
- Park map indicating current and future locations of trails, site amenities, significant features, parking options, etc.
- Phasing plan for capital investment or major studies based on current financial resources, internal and private funding options, and public grants.

7. MINIMUM MASTER PLAN DELIVERABLES

The consultant shall include in its cost estimates for deliverables to the City the following items:

1. Two review cycles of the final draft of the proposed master plan may be required and shall be included in the proposal. Each review cycle shall include five hard copies of the document as well as electronic transmittal in Word and as a PDF.
2. Ten (10) hard copies of the Final draft of the CHWP Master Plan must be provided for final consideration, including an electronic version in Word and PDF.
3. Ten (10) copies of the final CHWP Site Map, which includes all existing and proposed parks, open space, access points, parking, trails, and facilities, provided in color 11 x 17" as well as the electronic (PDF) version for dissemination and reproduction. The site map shall also be provided in GIS format (all layers, ESRI, geodatabase or shape files).
4. Consultant shall include attendance at three (3) public meetings during which the master plan will be considered (Committee, Commission and Council) in addition to any meetings required as part of the public participation proposed for Task 2.

8. PROPOSAL CONTENT

Applicants must submit six (6) complete copies of the proposal by the submission deadline addressed to Bill Pallotto at the following address:

Alexander Hughes Center
 1700 Danbury Road
 Claremont, CA 91711

The outside of the envelope must be identified as “Claremont Hills Wilderness Park RFP Proposal.”

Include a table of contents in your proposal. Tabs or a divider between each section below is encouraged.

The proposal should include the following elements:

- **Binding Transmittal Letter (Two Pages Maximum)**
Proposal shall include a transmittal letter signed by a party authorized to obligate the proposer (and respective team members) to perform the commitments included in the proposal. The letter must also identify the contact person for future communications and the person responsible for future negotiations with the City, if selected. The letter should discuss the proposer’s overall qualifications and ability to support the City in meeting its goals and objectives, as well as a statement agreeing to comply with all City and other governing bodies’ rules and regulations if awarded the contract. The letter must state a 120-day validity period of the proposal.
- **Statement of Qualifications**
Proposal must provide information that clearly demonstrates the ability of the proposer to fully deliver the scope of services outlined in the RFP. At a minimum this section shall include the following:
 - List of principals assigned to this project and their resumes.
 - Description of consultant’s experience related to completing open space/trail system master plans for other agencies.
 - References for two current projects regardless of nature, three projects completed in the last twelve months regardless of nature, and three relevant projects related to completing a master plan for open space parks and / or trail systems regardless of completion date.
 - Electronic links to or copies of relevant completed work referenced above.
- **Work Plan**
Work plan summary of how the consultant will address the City’s objectives and project requirements by task, including assumptions, estimated costs and anticipated time lines.
- **Fee Proposal**
The fee proposal shall include the cost to accomplish each task including reimbursables with the total cost noted, and a list of individuals who will be working on the project, their labor classifications, and hourly charge rates.
- **Litigation**
Indicate whether the proposer or any team member or any officers of principals have been party to any lawsuit involving the performance of related professional services, including environmental litigation, and provide a summary of the issues and status of the lawsuits.
- Provide a detailed statement explaining any additional information, resource or work element, not listed in this Request that, in the consultant’s opinion, would provide a better work product.

9. EVALUATION AND SELECTION OF PROPOSAL

A selection committee will review and evaluate proposals. To receive proper consideration, the proposal must meet the requirements of this RFP. The evaluation process will provide credit only for those capabilities and advantages that are clearly demonstrated in the written proposals.

Criteria used by the selection committee in evaluating the proposals will be as follows:

- 1) Cost to provide services (20%)
- 2) Technical and professional qualifications of project team (20%)
- 3) Experience with similar projects (30%)
- 4) References (15%)
- 5) Proposed approach to scope of work (15%)

The selection committee may request additional information from the proposers, negotiate terms or conditions of the proposal, request demonstrations or oral presentations, or ask proposers to appear before the selection committee to clarify points of their proposal. The anticipated date for any consultant interviews is noted in Section 5 TENTATIVE TIMELINE above.

Upon City's acceptance of a proposal, the successful proposer will be required to execute and return all required project documents and certificates of insurance within fifteen (15) calendar days upon written notice of contract award. Should the successful proposer fail or refuse to execute project documents, the City reserves the right to accept the proposal of another proposer offering the next best value to the City.

10. PROJECT ADMINISTRATION

A project time line with action items and project milestones shall be prepared by the successful Consultant following a kick-off meeting, to be approved by the City. Monthly invoicing with a summary report of activities, milestones achieved, and tasks percent complete will be required.

11. GENERAL PROVISIONS

1. The Applicant must meet the City's insurance and business license requirements, and will be required to sign the attached professional services agreement (Attachment C). Any comments regarding this agreement shall be included in the proposal.
2. The City reserves the right to request additional information from any and all applicants, and to consider minor deviations from the scope of work.
3. The City reserves the right to reject any and all proposals. Any late or incomplete proposals will not be considered. The City shall have sole discretion in determining the completeness of each proposal.
 - 3.1 The City reserves the right to accept or reject any or all proposals and may select, and negotiate with one or more proposers concurrently, and enter into an agreement with such proposer who is determined, by the City, to provide the services that are in the best interest of the City. The City reserves the right to postpone the RFP process for its own convenience, or to cancel any or all sections of this RFP.

- 3.2 An award under this RFP may not be based solely on the lowest price, but will be made to the proposer with the best value proposal. The successful proposal must satisfy the project objective and provide service levels satisfactory to the City.
- 3.3 Upon award, all documents provided by the successful proposer shall become public record. All documents provided by any proposers, other than the successful proposer, shall become public record in their entirety and subject to disclosure, unless said documents are retrieved by the proposer within ten (10) business days of the award. This shall also include, but is not limited to documents for projects for which all proposals are rejected and projects for which an award is not made for any reason. In the event that one or more proposals are returned to the proposing parties, it is the intent of the City that such documents shall not become public records of the City unless required by the California Public Records Act or other provisions of law.
- 3.4 Prior to beginning any work under this proposal, the proposer shall secure and maintain the following:
- The appropriate Business License from the City of Claremont (Business license application information may be obtained by calling (909) 399-5398. Should the proposer already have its license, please indicate the license number and expiration date in the application package);
 - Any Federal or State of California License or Certification required to provide the services contained in the Scope of Work;
 - Certificate(s) of Insurance in accordance with the Insurance Requirements for Service Providers included in the City's standard contract.
4. The RFP is being distributed with the understanding that the Applicant is responsible for any costs associated with the preparation of a response to this RFP. All proposals, whether accepted or rejected, shall become the property of the City.

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