PLEASANT VALLEY RECREATION & PARK DISTRICT

REQUEST FOR PROPOSALS FOR

DOS CAMINOS PARK ARCHITECTURAL AND DESIGN SERVICES

RFP RELEASE DATE:

FRIDAY, NOVEMBER 6, 2026

PROPOSALS DUE:

FRIDAY, DECEMBER 18, 2026

No Later Than 5:00 P.M. PST

DELIVER PROPOSALS TO:

ADMINISTRATIVE OFFICE

PLEASANT VALLEY RECREATION & PARK DISTRICT

Attn: Alison Bohorquez

1605 E. Burnley Street, Camarillo, CA 93010

Phone: (805) 482-1996

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NOTICE INVITING PROPOSALS FOR ARCHITECTURAL AND DESIGN SERVICES FOR DOS CAMINOS PARK RENOVATION

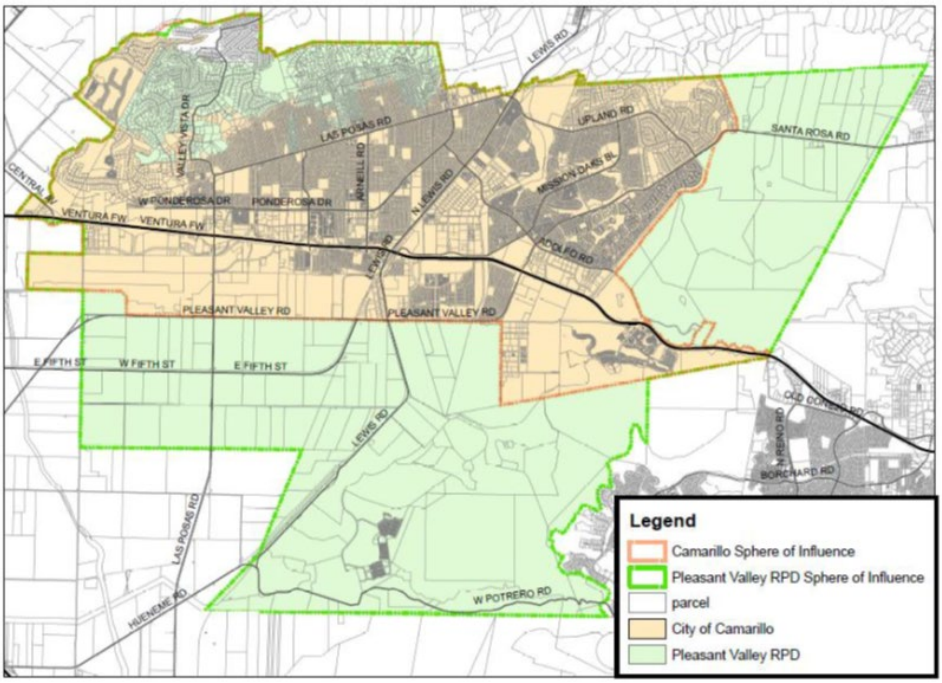
Introduction

The Pleasant Valley Recreation and Park District ("District") is issuing this Request for Proposals ("RFP") from experienced landscape architectural and design firms for the evaluation, planning, and design of improvements to the developed portions of Dos Caminos Park, including the playground, classroom building, parking lot, pathways, and associated site amenities. The project will identify opportunities to increase recreational capacity and improve accessibility. There design should also account for potential future project implementation and grant funding opportunities.

District Background

The District, an independent special district, was formed in January 1962 under the State Public Resources Code of California. The birth of the District was approved by the voters in the Camarillo community to provide quality programs, parks and facilities that could be enjoyed by everyone. The District is located in and around the city of Camarillo, serves a population of over 70,000 and covers an area of approximately 45 square miles. It has grown from one park to 28 parks since its inception 64 years ago. Within the District, a variety of recreational facilities exist including: a senior center, an indoor aquatic center, a community center, dog parks, lighted ball fields, tennis and pickleball courts, a running track, walking paths, premier soccer fields, hiking trails, picnic pavilions, children's play equipment, and barbeque areas. The City of Camarillo, incorporated in 1964, is a separate entity from the District, however, they do add recreational and cultural service value and amenities to the community by owning two small parks, a trail system and full-service library that operates independently of the District.

Below is a map that displays the District's and the City's respective Spheres of Influence:



Project Goal

The District seeks professional architectural and engineering design services to develop a comprehensive renovation and improvement plan for the developed areas surrounding the central greenspace at Dos Caminos Park. The project shall evaluate and provide conceptual and schematic design recommendations that increase the park's capacity to serve residents consistent with Quimby Act funding requirements while enhancing accessibility, safety, functionality, sustainability, long-term usability of park amenities, and preserving the existing central open lawn area. Design solutions should consider site constraints, including fire zone and flood zone requirements, and support future grant funding opportunities and potential phased implementation.



Project Scope

The scope of work outlined below is to be used as a general guide and is not intended to be a complete list of tasks necessary to complete the project.

Project initiation

- Meet with District staff to review project goals, constraints, budget considerations, and overall project intent.
- Review and analyze existing site conditions, including accessibility, circulation, drainage, flood zone and fire zone considerations.
- Evaluate existing park facilities located outside of the central greenspace, including the classroom building, playground, parking lot, pathways, and related site improvements.

- Deliverables: Project Work Plan, Final Scope of Services, and Project Schedule.

Conceptual design

- Develop conceptual design alternatives for park improvements located outside of the central greenspace.
- Evaluate renovation and modernization opportunities for the existing classroom building, with a primary focus on increasing the ability to serve more residents.
- Evaluate playground improvements, identifying options that would allow for more access than the current design allows.
- Prepare conceptual site plans, renderings, and supporting graphics illustrating proposed improvements, with a primary focus on how the improvements would increase capacity and potential secondary improvements that would improve the park overall.
- Develop preliminary construction cost estimates and identify potential project phasing opportunities.
- Deliverables: Final Conceptual Design, Colored Renderings, Preliminary Cost Estimates, and Construction-Ready Concept Plans.

Presentations and meetings

- Attend a minimum of four (4) meetings with District staff to review project findings, concepts, and design development.
- Attend five (5) community meetings as required to present design concepts, gather public input, and evaluate potential impacts associated with proposed improvements.
- Prepare and present a final design recommendation to the District Board of Directors for project approval.
- Deliverables: Conceptual Design, Colored Renderings, Preliminary Cost Estimates, Conceptual Site Plans, and Recommended Phasing Strategies.

Project Area

The project area includes the developed portions of Dos Caminos Park surrounding the central open lawn/greenspace. The central greenspace itself is excluded from redesign and shall remain substantially unchanged. Design efforts shall focus on the classroom building, playground, parking areas, walkways, accessibility improvements, and associated site features located outside of the central greenspace.

Submission Requirements

Interested proposers must submit five (5) copies, plus an electronic version (PDF or Microsoft Word format) of the proposal on or before the deadline containing the following information to the District to be considered a viable candidate for this contract. Proposals shall not exceed 25 pages including any attachments (staff resumes do not count toward the page limit). Any proposal that does not contain the information outlined below shall not be considered.

1. **Transmittal Letter to the Selection Committee**
    a. The proposal must contain a transmittal letter, signed by an official authorized to commit the firm to the representations, commitments and statements contained in both the proposal and contracts. This should include the name, mailing address, email address, and phone number of the firm's primary contact person for the proposal. Firm advertising, brochures, and other promotional material should not be included.

2. **Description and Qualifications of the Firm**
    a. A description of the firm's organizational structure, the jurisdiction in which the firm is organized and date of such organization. In addition, provide a description of the firm's qualifications and experience.

        The District seeks qualifications from firms with experience in the following areas:

        1. Describe the firm's methods for collaborating with your teams, stakeholders, community, and District staff.
        2. Design efforts integrating fitness-oriented parks with environmentally friendly designs.
        3. Past design of public use facilities to include accessibility improvements in parks or public spaces.
        4. Discuss any innovative or creative approaches the firm has used to address challenges in previous projects.
        5. Past design for projects of similar size, scope or complexity to this Project.
        6. Experience evaluating ADA accessibility improvements for parks and public facilities.
        7. Experience developing park improvement projects that support grant funding applications and phased capital improvements.
        8. Provide your firm's strategies for engaging the public in park-related projects.

3. **Staffing**
    a. Provide an organizational chart identifying: 1) the project manager for the work; 2) each key person who would be assigned to carry out the work, and their respective roles in performing the work. Provide a separate description of the experience and qualifications of such manager and key persons, including a summary of experience on similar projects to those described in this proposal. Resumes should be included for all key individuals as an appendix to the submittal.
        i. The District must approve changes to key personnel committed to work on the project subsequent to award of contract.

4. **References**
    a. A list of no more than three (3) references for the proposer and no more than three (3) references for any subconsultants, if proposed, including the names, addresses and telephone numbers of recent clients, preferably other public agencies and a listing of the specific projects and key individuals that have participated in them. Include the dollar amount related to the participation. Identify how much experience the firm and sub consultant, if needed, has had with public agencies.
    b. A minimum of two (2) examples of past work completed within the last <u>five (5)</u> years that represent the type of work requested in this RFP. Examples can be representative of projects with References or from separate completed projects. Please provide a brief description of these selected projects including when the project began, its current status, a description of the proposer's role/involvement in the project, and any specific information on how the community was responsive to the project.

5. **Scope of Work**
    a. A clear and concise statement of the proposer's understanding of the nature and extent of the services required.

b. Approach to the project, highlighting the methodology and process to be used, components and expected deliverables.
c. The proposed project timeline.

6. **Project Budget & Other Financial Information**
    a. The proposer shall furnish the financial information requested below. If submitted by a consortium, a joint venture, a partnership, or by an individual, it shall be signed by an individual authorized to bind the firm making the proposal.
        i. A firm must include in its proposal a complete disclosure of any alleged significant prior or ongoing contract failures, any civil or criminal litigation or investigation pending which involves the firm or in which the firm has been judged guilty or liable within the last five (5) years.
        ii. If there is no negative history to disclose, the firm must affirmatively state in its proposal that there is no negative history to report.
        iii. A detailed Scope of Work, including an itemization of all services to be provided and their individual costs. This should include estimated staffing, hours, costs, and a description of each major task and subtask, including public meetings.
        iv. A schedule of hourly rates to be charged for extra work if required during the course of the contract.
        v. A disclosure of all personal, professional, or financial relationships with any officer and/or employee of the District.

Evaluation Criteria

The objective is to choose the proposal that offers the highest quality services and will achieve the project's goals and objectives within a reasonable budget. While cost is important, other factors are also significant and the District may not select the lowest cost proposal.

All proposals submitted in response to this RFP will be evaluated by a committee in accordance with the objectives mentioned above and the following criteria with a given point value listed below.

Selection Criteria—RFP	Points Available
Understanding of Scope of Work; Recommended Methodology & Process to include High Public Engagement	**25**
Project Components, Timeline, and Deliverables	**15**
Demonstrated Expertise in Performing Similar Work	**20**
Qualifications and Experience of Key Staff	**20**
References & Past Project Samples	**10**
Proposed Project Cost	**10**
Total Points Available Per Proposal	**100**

Total scores will be tabulated, and the highest ranked firm will enter into negotiations. If the District requests presentations by short-listed offerors, committee members may revise their initial scores based upon additional information and clarification received in this phase. Please note that presentations have not been scheduled and are not anticipated at this time. However, if the District elects to set up interviews and your firm is invited to give a presentation to the committee, notice will be given with a set date.

Firm Selection & Notification

The issuance of this RFP and the selection of the most qualified firms is the first step in the process that will eventually lead to the execution of an agreement with the most qualified firm. Each proposal will be reviewed to determine if it meets the submittal requirements contained within this RFP.

The successful Consultant to whom work is awarded shall, within 30 days of Board approval, enter into a contract with the District for the work in accordance with the specifications and shall furnish all required documents necessary to enter into said contract.

The District reserves the right to enter into a contract without further discussion of the submitted proposal. Therefore, the proposal should be initially submitted on the most favorable terms the proposer can offer.

The District reserves the right to accept and or withdraw the RFP in whole or in part, at any time and for any reason and/or request additional information from all proposers. Submission of a proposal confers no rights upon a proposer and does not obligate the District in any manner. The District also reserves the right to modify, any aspects or waive any irregularities, terminate, or delay this RFP, the RFP process, and or the program, which is outlined within this RFP at any time if doing so would serve the interest of the District. Contract award will be made at the sole discretion of the District based on evaluation of all responses.

Each proposer, by submitting a proposal, agrees that if the District accepts its proposal, such proposer will furnish all items and services upon the terms and conditions in this RFP and subsequent contract. Proposals that do not meet the mandatory requirements set forth in this RFP will be considered non-compliant. Proposers may be disqualified, and the proposal may be rejected by the District for any of, but not limited to, the following reasons:

- Failure to properly respond to the RFP;
- Evidence of collusion among the proposers submitting the proposals;
- Failure to comply with the specification requirements of the RFP.

Contract Requirements

The District plans to use the attached Pleasant Valley Recreation & Park District Professional Services Agreement. Consultants with significant concerns about the sample agreement should not submit on this RFP.

The top ranked firm will be notified in writing and will be asked to meet and submit their prospective scope of services and refine their fee (to be broken down by tasks). If after negotiation and consideration, the District is unable to reach an acceptable agreement with the top-ranked firm, they will terminate negotiations with the top-ranked firm and, at their sole discretion, may: enter into negotiations with the second-ranked firm; withhold the award for any reason; elect not to proceed with any of the proponents; or re-solicit new Proposals.

Estimated Selection & Approval Schedule

Request for Proposals Open	November 6th, 2026
Site Walk	November 18th, 2026
Questions/Clarifications Due	December 2nd, 2026 (by 5:00 pm)
Answers Provided by	December 9th, 2026
Deadline for Proposals	December 18th, 2026 (by 5:00 pm)
Evaluation of Proposals	December 21st, 2026- January 6th, 2027
Interviews *If Necessary*	January 8th, 2027 (9:00 am – 10:00am)
Contract Negotiations	January 8th-January 15th, 2027
Announce Decision	February 3rd, 2027
Desired Project Close Out	(*no later than)* July 2027

**The District reserves the right to revise the above schedule.*

Questions

Upon release of this RFP, all communications concerning the RFP should be directed to Alison Bohorquez, Administrative Analyst, via the contact information listed below. Unauthorized contact regarding this RFP with any other District employees may result in disqualification. Any oral communications will be considered unofficial and non-binding with the District. Consultants should rely only on written statements by Ms. Bohorquez.

Name: Alison Bohorquez, Administrative Analyst

Address: Pleasant Valley Recreation & Park District

1605 E. Burnley Street, Camarillo, CA 93010

Email: abohorquez@pvrpd.org

Submittal Instructions

Proposals must be received no later than 5:00 p.m. PST on Friday, December 18th, 2026.

Proposals shall be mailed to:

Pleasant Valley Recreation & Park District
Attn: Alison Bohorquez
1605 E. Burnley Street
Camarillo, CA 93010

The proposals shall be in a sealed envelope or box and clearly labeled with the Consultant's name, address, and "Dos Caminos Park Architectural and Design Services RFP."