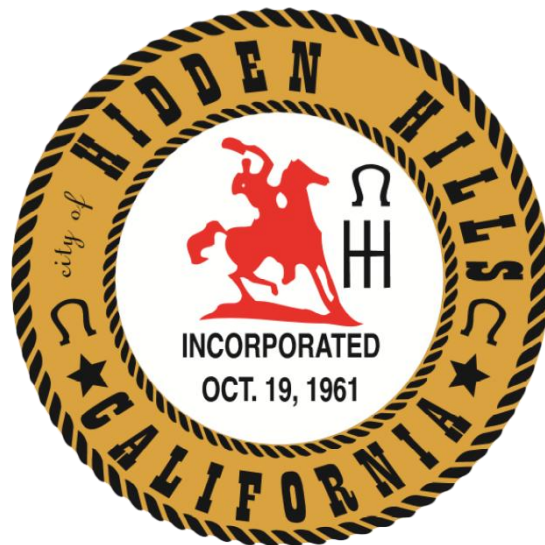


**REQUEST FOR PROPOSALS  
TO PROVIDE  
ARCHITECTURAL DESIGN SERVICES  
FOR  
CITY HALL LANDSCAPE AND HARDSCAPE IMPROVEMENTS PROJECT  
FOR THE  
CITY OF HIDDEN HILLS**



**6165 Spring Valley Road  
Hidden Hills, CA 91302**

**[www.hiddenhillscity.org](http://www.hiddenhillscity.org)**

**Telephone: (818) 888-9281**

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**I. INVITATION**

The City of Hidden Hills is seeking to retain the services of a qualified and experienced architectural design consulting firm to provide the professional and technical services required to design complete Construction Plans and prepare Specifications and Engineer's Estimate (PS&E) and construction bid package for the City Hall Landscape and Hardscape Improvements Project.

**II. BACKGROUND**

The project's location is City Hall, 6165 Spring Valley Road, Hidden Hills, CA 91302. Based on the project renderings and site plan (see attachment), the scope of work includes:

- Replace irrigation and landscaping throughout the City Hall site
- Improve covered gathering area
- Improve walkway with ADA enhancements
- Renovate demonstration garden
- Improve seating and gathering areas; add lighting; replace existing drinking fountain with a water filling station
- Renovate walking paths and handrails
- New light posts (Qty. 4)
- New concrete stair and ADA-compliant hand rail
- New stamped concrete deck, ramp, and stairs
- New low wall and built-in bench with concealed light strip
- New exterior floor outlets (Qty. 3)
- Approximately 500 sq. ft. DG and edging replacement

Per Capita Grant (State of California, 2018 Parks Bond Act), Measure A and Measure W funds are programmed for the proposed services, and construction.

**III. SCOPE OF SERVICES**

The primary objective of the project is to have the selected architectural design consultant to provide a complete PS&E (plans, specifications and estimates) approved by all involved jurisdictional and regulatory agencies and is ready for construction bidding for the improvements outlined in this RFP and attached documents.

**The scope of work generally includes:**

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**Task 1. Project Management**

- a. Attend a pre-design (kick-off) meeting with City staff after the award of contract to conduct introductions, discuss scope of work, information needed from various City departments, overall schedule and the implementation process.
- b. Coordinate bi-weekly progress conference calls with City staff to update the City of the project progress, and schedule status. This is also a time for the Consultant to ask any questions to the City or bring up any design issues encountered.
- c. Coordinate meetings to review the preliminary design, 60%, 90% and 100% submittals with City staff.
- d. Provide a detailed project schedule with continuous updates, and executive summary of project status to be submitted with each monthly invoice.
- e. Maintain continuous awareness of the status of each task as it proceeds and make provisions to expedite and resolve any difficulties that may impede progress.

**Task 2. Utility Coordination**

- a. The Consultant shall ensure the final design is compatible with all utilities within the project area whether they are protected in place, removed, installed, relocated, adjusted, or otherwise modified. This includes contacting each affected agency should be incorporated into the construction schedule, if necessary.
- b. Coordinate with the affected utility companies within the project limits, and any applicable agencies, as necessary, and notify the utility company/agency of the project. Maintain a utility contact matrix documenting contacts, coordination, etc. with utility companies.
- c. Perform all necessary research to establish the precise location of all utilities. All utilities (including overhead) must be identified and shown on the plans.
- d. The preliminary and finals plans are to be sent to all affected utility companies.

**Task 3. Preliminary Engineering**

- a. Environmental. The project is assumed to be a categorical exemption.
- b. Review base data documents including as-built improvement plans, utility information, survey information, and other available record data.
- c. Conduct necessary field surveys to assess existing conditions of the project area, including street, all traffic signal equipment to assess existing conditions and identify any necessary upgrades.
- d. Develop preliminary design.

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- e. Prepare Preliminary cost estimate (Identify special conditions that might create conflicts or change orders during construction and identify how to resolve these issues.
- f. Prepare Technical specifications.

**Task 4. Plans, Specifications & Estimate**

- a. Plans, Specifications and Estimate (PS&E) shall be provided at levels of completion of approximately 60%, 90% and 100%.
- b. The City will provide review comments at the 60%, and 90% design phases.
- c. It is expected 100% plans will be complete and include comments and input from all stakeholders and appropriate City staff.
- d. Specifications shall be furnished using the latest edition of Microsoft Word for Windows. The Consultant shall prepare the Specifications per City requirements and utilizing the Standard Specifications for Public Works Construction (“Greenbook”).
- e. Estimate shall be prepared in spreadsheet format using Microsoft Excel.
- f. The Consultant shall create a comment matrix to verify all City comments are addressed with each submittal.

**Task 5. Bidding and Construction Support**

- a. Respond to Requests for Information (RFIs) during the project advertisement period, and log questions and responses.
- b. Prepare project addenda at the direction of the City (assume 2).
- c. Attend the pre-construction meeting, job walk, and job-site meetings over the course of the construction schedule (assume 4 meetings).
- d. Provide responses to the Contractor’s RFIs about the plans and specifications forwarded to the Consultant by the City. This task also includes conferring with the City’s Construction Manager regarding the RFIs as appropriate.
- e. Provide responses and approvals to the Contractor’s submittals for materials and shop drawings forwarded to the Consultant by the City or the Construction Manager.

**Task 6. Prepare Record Drawings (As-Builts)**

- a. Within 20 days following the completion and acceptance of the project, furnish the City with a complete set of revised original drawings showing as-built conditions. The as-built plans shall be prepared based on as-built information provided by the City’s Construction Manager and the Contractor.

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**Submittal Format of documents prepared by the selected Design Consultant:**

- a. All submittals to City shall be made via electronic submittals.
- b. All submittal shall be in pdf format.
- c. Final submittals shall be dwg (AutoCAD) for plans with wet signed mylars, specifications in MS Word, Estimates in Excel, and all other documents in pdf.

The above tasks are provided as general guidance to the proposing firms. The proposers shall review the RFP and attached documents and conduct any other documents review, research and field reviews as they deem necessary, and provide a detailed scope of services as part of their proposals.

It is the consultant's responsibility to identify all necessary tasks and components, and provide all necessary services as required and in compliance with this RFP and all applicable standards and requirements, and provide the City with a complete set of PS&E Bid Package approved by all regulatory and involved agencies

**IV. SCHEDULE**

Release of Requests for Proposals	May 12, 2026
Submittal of Questions	May 29, 2026 by 5:00 pm
Response to Questions	June 2, 2026 by 5:00 pm
Proposal Due Date	June 9, 2026 by 5:00 pm
Proposal Review/Evaluation/Interview	June 2026
Contract Negotiations (if required)	June 2026
Tentative City Council Award of Contract	July 2026
Authorization to Proceed/Start Date	July 2026

**V. LIST OF INTERESTED PROPOSERS**

The full content of the RFP is available through the City website at [www.hiddenhillscity.org](http://www.hiddenhillscity.org). If addendums are necessary, they will be posted onto the website as well. All respondents interested in proposing on this RFP are encouraged to sign-up on the "List of Interested Proposers" for the project. This list will be used to email any project updates, addendums, changes or responses to written inquires and will be distributed to all interested contractors. To get on the list please email the Hidden Hills City Clerk at [staff@hiddenhillscity.org](mailto:staff@hiddenhillscity.org), or call (818) 888-9281.

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**VI. QUESTIONS**

All questions regarding this RFP shall be submitted in writing by email to: Michael Ackerman, City Engineer at [engineering@hiddenhills.gov](mailto:engineering@hiddenhills.gov). The date and time when questions must be submitted are shown in "Section IV-Schedule" of this RFP. Questions with their answers will be posted on the City's website by the date and time set forth in this RFP.

**VII. SUBMITTAL PROCEDURES**

Submittals shall comply with all conditions, requirements and specifications contained herein, with any departure rendering the proposal non-responsive and may serve as grounds for rejection of the proposal at the City's sole discretion. The submittal shall contain the name of this RFP and Respondents shall provide four (4) copies of the proposal (three bound and one unbound single sided) and four (4) copies of the fee proposal (three bound and one unbound single sided).

All proposal submittals shall be mailed or delivered and received by the City no later than the submittal deadline set forth in Section IV of this RFP addressed as follows:

City of Hidden Hills  
Long Valley Ramp Project  
6165 Spring Valley Road  
Hidden Hills, California 91302

For delivery purposes, the City Clerk's phone number is (818) 888-9281.

**VIII. PROPOSAL FORMAT**

Unnecessarily elaborate or glossy proposals are neither expected nor desired. The emphasis of the proposal should be on responding to the requirements set forth in this RFP. To facilitate the review and evaluation of the proposals, the prospective consultant shall organize their submission using the following outline format:

1. Statement of Qualifications and Experience

The Respondent shall include in its Proposal, at a minimum, the following information presented in a clear and concise format, to demonstrate their competence and professional qualifications for the satisfactory performance of the services outlined in the "Scope of Services" [Section II] of this RFP.

- A list of recent projects (within the last five years) which the Respondent has performed of similar size, scope, and complexity. This list shall include the name, contact person, address, and phone number of each party for whom the service was provided, as well as a description of the service performed, the dollar amount of the contract, and the date of performance.

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- A brief description of the Project Team including the Respondent's principals, project manager, employees, agents, and sub consultants which the Respondent anticipates assigning to this Project. This list shall include a summary of the qualifications, licenses, and experience of each proposed project team member. Also include resumes for each key team member. The City will retain under its Agreement with the successful Respondent the right of approval of all persons performing under the Agreement.

2. Scope and Services

- Describe in detail the firm's understanding of the work required, including refinements of the description and tasks outlined herein which you think are appropriate. Describe how your personnel, equipment, and services will be utilized, and estimate their time involvement in various activities.
- Provide a detailed scope of work statement describing all project services to be provided including project deliverables.

3. Time Schedule

Provide a detailed time schedule for all project activities.

4. Fee Proposal

The fee proposal should include all tasks required to perform the work with the applicable hourly rates and a maximum not to exceed fee for each task and a grand total not-to-exceed fee. Costs shall be all inclusive unless specifically noted herein. **This fee proposal must be submitted in a separate sealed envelope from the proposal. As required by Government Code Section 4526.**

5. Compliance with City's Insurance Requirements

Insurance coverage with a minimum aggregate coverage of \$2,000,000 for Professional Errors and Omissions and General Liability will be required. Respondents shall provide a statement certifying compliance with the required insurance coverage.

6. References

Provide a list of at least three government agency references (non-City of Hidden Hills) with emphasis on the completion of projects similar in scope to this project. The following information should be provided:

- Name and title of reference
- Contact phone number and email address
- Name of project
- Brief project scope

**IX. EVALUATION CRITERIA**

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Selection of the consultant will be made in accordance California Government Code Section 4525 et. seq. stating that the selection of professional services is made on the basis of demonstrated competence and professional qualifications necessary for the satisfactory performance of the services. A selection committee will review, evaluate and rank the proposals. The fee proposal of the highest ranked proposal will then be opened to ensure the services are performed at fair and reasonable prices and to begin fee negotiations. If agreement cannot be reached, then negotiation proceeds with the next highest ranked firm's fee proposal.

Evaluation of the proposals shall be based on the following factors:

- **Mandatory Elements.** The consultant is properly licensed to practice in California and the proposal has adhered to the proposal instructions and is complete and responsive.
- **Qualitative Criteria.** Evaluation shall be based on the following criteria including but not limited to: whether consultant has the expertise and experience as well as an understanding of the practices, applicable laws and state and local processes associated with the project; understanding of the work to be done; experience with similar kinds of work; demonstrated technical ability; qualifications of individuals within the consultant's organization directly responsible for the work.
- **Approach to Services.** Methodology to be implemented to address and coordinate the various elements of the project.

**X. GENERAL ADMINISTRATIVE INFORMATION**

1. Submittals shall comply with all conditions, requirements and specifications contained herein. Any material departure constituting sufficient cause for rejection of the Proposal shall be at the City's sole discretion. Any and all costs incurred in the preparation and presentation of this submittal shall be borne solely by the respondent.
2. It is the Respondent's responsibility to ensure that the proposal is received by the City prior to the hour and dated noted in this RFP. Any submittals received after that hour and date shall be returned unopened.
3. The selected Respondent shall comply with any and all Local, Federal and State laws applicable to the services. All proposals submitted to the City in response to this Request for Proposal shall become the property of the City and will not be returned and such proposals, after the agreement is awarded, are subject to the California Public Records Act.
4. The City reserves the right to accept, reject, modify or cancel in whole or in part, this Request for Proposal. The City reserves the right to accept or reject any or all proposals, negotiate modifications to proposals that it deems acceptable, to request and consider additional information from any proposer, and to waive irregularities and technical defects in the proposal process, all in its sole discretion. The City has no obligation, express or implied, to make an award.

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5. The City reserves the right to seek new proposals when it determines that it is in the best interest to do so.
6. The selected Consultant will be required to execute a City of Hidden Hills Professional Services Agreement. A sample Agreement showing the typical requirements and content is attached for your information.

# **ATTACHMENTS**

- **Professional Services Agreement**
- **Site Plan and Renderings**