

# REQUEST FOR QUALIFICATIONS

(Step 1 of 2)



DESIGN-BUILD SERVICES FOR  
MARTIN LUTHER KING JR. NEIGHBORHOOD PARK AND TRAIL AND  
BAYER NEIGHBORHOOD PARK NATURAL PLAY AREA RENOVATION  
("Project")

PID#: 2480

March 23, 2026

Due: April 23, 2026 before 4:00 p.m.  
Submit to: PlanetBids [www.srcity.org/bids](http://www.srcity.org/bids)  
City Contact: Camron Macdonald  
(707) 543-3769  
CMacdonald@srcity.org

## Table of Contents

1. Overview .....	4
1.1. Purpose .....	4
1.2. Introduction to the City .....	5
1.3. Introduction to Transportation and Public Works (TPW) .....	5
1.4. Project Background and Goals .....	5
2. Project Scope .....	8
2.1. Components of Scope .....	8
2.2. Funding Sources .....	9
2.3. Estimated Project Cost .....	9
2.4. Preliminary Project Schedule .....	10
2.5. Environmental Considerations .....	10
2.5.1. California Environmental Quality Act (CEQA) .....	10
2.5.2. Permitting .....	10
3. Project Requirements .....	12
3.1. Design-Builder’s Role and Responsibilities .....	12
3.2. City’s Role and Responsibilities .....	12
4. Sourcing & Procurement Process .....	14
4.1. Communication Protocol .....	14
4.2. City Contact .....	14
4.3. Two-step Process .....	14
4.3.1. Step One: RFQ .....	14
4.3.2. Step Two: RFP .....	15
4.4. City Requests for Information (RFIs) .....	17
4.5. Delivery Method .....	17
4.6. Commercial Pricing Method .....	17
4.7. Evaluation Parameters .....	17
4.8. Review of Design-Builder Viability .....	17
4.9. Protected Information .....	17
4.10. Remedies, Rights, and Disclaimers .....	18
4.10.1. Protest .....	18
4.10.2. City Rights .....	18
4.10.3. Conflict of Interest .....	19

4.10.4.	Prevailing Wage Rates .....	19
4.10.5.	Community Workforce Agreements and Skilled and Trained Workforce.....	19
4.10.6.	Restricted Parties.....	19
4.10.7.	License Requirements .....	19
4.10.8.	Disclaimers.....	20
5.	Submittal Content and Instructions .....	21
5.1.	RFQ/RFP Schedule.....	21
5.1.1.	RFQ Pre-Submittal Meeting.....	21
5.2.	Form and content of SOQ.....	21
5.2.1.	SOQ Format .....	21
5.2.2.	SOQ Requirements .....	22
5.2.3.	Evaluation criteria and weighting.....	25
6.	Definitions .....	26
7.	Prequalification Questionnaire .....	28

# 1. Overview

## 1.1. Purpose

The City of Santa Rosa (“City”) is requesting qualifications to prequalify Design-Build Entities (“Design-Builder”) for the Martin Luther King Jr. Neighborhood Park and Trail and Bayer Neighborhood Park Nature Play Area Renovations (“Project”) pursuant to Santa Rosa Municipal Code §3-60. This Request for Qualifications RFQ invites qualified Design-Builders that have experience with design and construction of park renovations including sports courts and fields, playgrounds and restrooms, to submit a Statement of Qualifications (SOQ) for the Project. The Design-Builder will submit SOQs that describe its experience, qualifications, references, and capacity for satisfactorily completing the Project.

The City is using a two-step procurement process for selecting the Successful Proposer in accordance with California Public Contract Code §20101.

**Registration on PlanetBids™:** A SOQ will not be accepted unless the Respondent registers as a vendor through PlanetBids™ at [www.srcity.org/bids](http://www.srcity.org/bids), downloads documents/attachments, and is added to the prospective bidders list for this Project. If there is an addendum, Respondents must log into PlanetBids™ and acknowledge the addendum to be eligible to submit a SOQ for the Project.

This process will occur in two steps as follows:

Step 1: This RFQ is issued by the City and interested Design-Builders are encouraged to submit a Statement of Qualifications SOQs for the Project. The City will evaluate SOQs and select up to three firms (3) determined to be qualified for the Project.

Step 2: The City will then solicit proposals for the Project and those Design-Builders who have been prequalified may respond. The City will select the Design-Builder whose proposal is determined to be the most advantageous to the City, taking into consideration price and non-price evaluation factors set forth in the solicitation.

The City desires to receive SOQs from qualified Design-Builders with Design-Build (DB) experience who have successfully delivered public works infrastructure projects of comparable size, complexity, and scope. The City may, at its sole discretion, interview any or all Design-Builders who submit an SOQ, for the purpose of gaining further information regarding their qualifications.

Design-Builders wishing to submit an SOQ are encouraged to attend the non-mandatory pre-submittal meeting conducted in person at Martin Luther King Jr. Neighborhood Park. The purpose of the meeting is to discuss anticipated scope, submittal requirements, the prequalification process, and any other requirements and reporting procedures.

The pre-submittal meeting is scheduled as follows:

April 7, 2026 from 10:30 a.m. to 11:30 a.m. at 1671 Hendley Street, Santa Rosa, CA 95404, meet near the park restroom facility.

RFQ Attachments: Attachment 1: Draft Design-Build Contract, Attachment 2: MLK Jr. Park Master Plan, Attachment 3: MLK Jr. Park Outreach Summaries from Community and Stakeholder Meeting,

Attachment 4: MLK Jr. Park Notice of Exemption and Categorical Exemption Memo, Attachment 5: MLK Jr. Park Geotechnical Report, Attachment 6: Bayer Neighborhood Park and Gardens Master Plan.

## 1.2. Introduction to the City

The City of Santa Rosa is a California Charter City located in Sonoma County encompassing 42.7 square miles. The City has a population of almost 180,000 people and is the seat of Sonoma County. The area provides residents a high-quality living environment in California and is the center of commerce, government, and medical services for the “North Bay” area and beyond. Regional, State and Federal offices and four general hospitals are located in the City. The City’s proximity to the Pacific Ocean, San Francisco and the wine country make it a popular tourist destination. The local economy is balanced, with a variety of industries providing employment and generating tax revenue to support local government.

The City is locally governed by a City Council with a Board of Public Utilities that advises the Council and has been charged with authority over utility projects.

## 1.3. Introduction to Transportation and Public Works (TPW)

TPW strives to make Santa Rosa an excellent place to live or visit by constructing and maintaining public infrastructure; and providing efficient and reliable public transportation throughout the City.

Divisions/groups within TPW include:

- Capital Projects Engineering
- Electrical
- Facilities Maintenance
- Fleet Services
- Field Services
- Parks Maintenance
- Traffic Engineering
- Transit

The successful Design-Builder will be working directly with the City Project Manager from the Capital Projects Engineering Division throughout the design and construction of the Project, and potentially a third-party consultant will be providing construction management and inspection services.

## 1.4. Project Background and Goals

### Project Background – Martin Luther King Jr. Park

Martin Luther King Jr. Neighborhood park (MLK Jr. Park) is a 5.38-acre park located in southeast Santa Rosa. The park is an important part of the South Park neighborhood as a place of civic activity, engagement, and community pride, as a venue for neighborhood gatherings, youth education and play, and organized sports activities. The park is adjacent to the Sonoma County Fairgrounds and connects to Petaluma Hill Road via an existing quarter-mile pedestrian and bike path.

MLK Jr. Park consists of basketball courts - one full court and two half-courts; a soccer field that can be utilized as two practice or youth fields or one full-sized field for league play; a restroom building; a playground and picnic areas; and standard park amenities including paved paths, benches, waste receptacles, and some lighting. There are two buildings and an enclosed playground on-site that are owned, maintained, and utilized by Sonoma Community Action Network (SonomaCAN) to operate a Head Start preschool and Early Head Start programs. The City leases the land to SonomaCAN.

MLK, Jr. Park sees heavy use and the park amenities, including the basketball courts, picnic areas, play equipment, landscaping, parking lot, paved paths, signage, and site furnishings need replacement or significant renovation to improve condition, safety, and community benefit; and comply with current building codes and the Americans with Disabilities Act (ADA).

The trail is a paved path joining the park and Petaluma Hill Road with several access points to the adjacent neighborhood. The trail consists of a paved, asphalt trail, signage, limited lighting, trees, and two works of public art (murals) on adjacent buildings. At a minimum, the trail needs new paving, additional lighting, and a stronger connection with the park and more welcoming connection with Petaluma Hill Road.

With support and input from the community and partnering organizations, Santa Rosa desires to implement an overall revitalization of the park and adjacent paved trail to create a safer and more enjoyable experience that better serves the current and future needs of the community.

The City's current available funding for the park is expected to support design and construction of only the north portion of the park; however, if approved, additional funding to support the entire park and trail design and construction is predicted to be available by July 1, 2026. The final scope for the park will be clarified during the RFP phase of the Project procurement process.

The Recreation & Parks Department has coordinated several community outreach meetings to gather feedback that was utilized to develop the updated park master plan. On August 27, 2025, the revised park master plan was reviewed and recommended by the Board of Recreation and Parks and adopted by the City Council on February 10, 2026.

More information on the park history and community outreach process can be found at:

<https://www.srcity.org/3934/Martin-Luther-King-Jr-Neighborhood-Park->

#### Project Background – Bayer Neighborhood Park

Bayer Neighborhood Park is an approximately 5.95 acre park located in southwest Santa Rosa. The park property was acquired in 2007, the amended park master plan was adopted in 2013 and the park was constructed in 2016. Park amenities include playgrounds, nature play area, picnic areas, fitness equipment, lawn, restrooms, basketball court, skate park and community gardens.

The park is located within the Santa Rosa Plain which supports the threatened California Tiger Salamander (CTS) and several endangered or threatened plant species. A Mitigated Negative Declaration (MND) was adopted in advance of the park construction. The City anticipates that since the proposed improvements are consistent with the MND, no further environmental review will be required; however, internal conversations are ongoing and expected to be resolved prior to releasing the RFP. Construction will be subject to the Mitigation Monitoring and Reporting Program (MMRP).

The nature play area constructed at the southeast portion of the property is underutilized and the City desires to renovate this area. The renovation shall be consistent with the park master plan nature play area use; however, improvements shall encourage use of the space, improve visibility and safety and reduce maintenance.

The City is in the process of planning the most efficient delivery method for this renovation that provides the best value to the community with the limited budget for the park. The final scope for this park will be clarified during the RFP phase of the Project procurement process and may include only portions of the scope identified in section 2.1 or potentially could be removed entirely from the Project.

### Project Goals

- Adhere to the following City Council goals applicable to the Project:
  - Invest in the development and maintenance of the City’s infrastructure
  - Foster a safe, healthy, and inclusive community
- Comply with grant funding, building codes, and accessibility requirements
- To be completed in Spring 2028
- Design to consider low maintenance, long-life cycle, durability, vandalism resistance
- Improve safety and visibility in the park day and night
- Enhance the park to benefit the community
- The design shall not deviate from the intent of the most recent park master plans adopted by the City Council
- Adhere to the environmental documents and MMRP as applicable to each park
- At MLK Jr. Park, enable continued use of the existing preschool during construction
- At MLK Jr. Park, the trail closure for construction timing shall be reduced to the minimum time necessary to complete construction and safely re-open to the community
- At Bayer Park, enable continued community use of park amenities during construction

## 2. Project Scope

### 2.1. Components of Scope

The following is a summary; the full description of scope will be provided in the bridging documents available to proposers during RFP phase. This project consists of:

- Design – plans, specifications and other required permit documents to renovate the parks consistent with the park master plans.
- Demolition necessary to complete renovations, while protecting in place elements to remain such as existing mature trees.
- Construct the following MLK Jr. Park amenities:
  - Youth play area
  - Tot play area
  - Basketball court
  - Futsal court with player and spectator seating
  - Restrooms
  - MLK Jr. history walk
  - Heart of the Park (flexible community gathering area)
  - Fitness equipment
  - Picnic shade structure with bandshell and stage
  - Picnic area
  - Porch swings
  - Educational planting area (drought tolerant, pollinator, etc)
  - If funded: Soccer field
  - If funded: trail
  - Furnishings, landscaping and infrastructure, including but not limited to:
    - Concrete pathways
    - Bicycle ramp
    - Class I multi-use path
    - Park entry nodes
    - Benches
    - Landscaping
    - Park monument sign
    - Raised crosswalks (2 – Temple Ave.)
    - Drop off zone
    - Concrete accessible parking spaces (if required) for the existing preschool parking lot
    - Emergency access
    - Innovative lighting design and coverage analysis for visibility and safety
    - Irrigation
    - Storm drain
    - Water/sewer
    - Electrical

- Low impact development
- Retaining walls
- *If identified in the bridging document during the RFP phase as included in the Project,* construct the following Bayer Park amenities (note this scope may change prior to release of the RFP as the City is still planning the delivery strategy that will deliver the most community benefit from the available funds):
  - Extend the pathway through the space to encourage use of the area
  - Remove or reduce mounds to improve visibility in the park while considering preserving most of the mature trees, may require retaining walls
  - Remove decomposing and unsafe natural logs and replace with prefabricated play elements and fall areas that reflect the nature theme (prefabricated animals and faux logs play features are of particular interest)
  - Replace the concrete water channel with a dry creek bed or similar feature
  - Remove the water pump
  - Restore Low Impact Development (LID) features

A link to the existing park record plans will be provided upon request from Respondents.

## 2.2. Funding Sources

MLK Jr. Park will be funded through a combination of the following: State of California Infill Infrastructure Grant Program of 2019, Park Development Impact (PDI), and Measure M for parks. Currently, the City has approximately \$5.6M available to fund the Design-Build contract. If approved, the City anticipates on July 1, 2026, an additional \$3.4M in funding, for a total of \$9M, will be available to fund the Design-Build contract.

Bayer Park will be funded through PDI. Currently, the City has approximately \$250,000 available to fund the Design-Build contract. If approved, the City anticipates on July 1, 2026, an additional \$100,000, for a total of \$350,000, will be available to fund the Design-Build contract. Note: this budget may change prior to issuance of the RFP for this Project.

## 2.3. Estimated Project Cost

MLK Jr. Park: the City's opinion of probable **construction** cost, based on a preliminary estimate, is \$10.4M in 2026 dollars.

Bayer Park: the City's opinion of probable **construction** cost, based on a preliminary estimate, is \$600,000 in 2026 dollars.

The City recognizes the discrepancy between the preliminary cost estimate and the available funding; therefore, anticipates efficiencies from the Design-Build alternative delivery method and a Design-Build team that brings creativity and value engineering to deliver the most community benefit with the available budget.

## 2.4. Preliminary Project Schedule

Schedule is a significant factor in the City’s selection of DB delivery for the Project. It is expected that the construction work will be performed during an approximate 12-month period from May 2027 through April 2028.

Below is the City’s preliminary Project schedule.

December 2026	Notice to Proceed with Design Services
January 2027	Geotechnical Investigations for soil disposal and LID design
March 2027	Submit grading/utility plans for permit
June 2027	Issue NTP for construction: grading/utility work only
May 2027	Submit park plans for remaining scope for permit
August 2027	Issue NTP for construction
April 2028	Construction complete

## 2.5. Environmental Considerations

The City recognizes that environmental review, permits and approvals will be required to design and construct the Project. A preliminary summary table of anticipated permits and approvals is shown in Section 2.5.2. The City emphasizes that this list of required permits and approvals is preliminary and may change or expand as the Project continues to be defined prior to the RFP.

In general, the City anticipates that the Design-Builder will be responsible for obtaining all permits and approvals, except for California Environmental Quality Act (CEQA) clearance.

### 2.5.1. California Environmental Quality Act (CEQA)

The City will secure CEQA clearance prior to award of the Project. The Mitigation Monitoring and Reporting Program (MMRP) conditions, if applicable, will be provided when available to the Design-Builder. If the Project is exempt from CEQA, the Notice of Exemption will be filed with the County Clerk. If the Project is determined to be not exempt from CEQA, the City Council must first resolve to adopt the determination before the Notice of Determination will be filed with the County Clerk. This Project is expected to be exempt from CEQA.

### 2.5.2. Permitting

To prepare for the acquisition of permits and approvals by the Design-Builder (except for CEQA), the City is coordinating with the permitting and approval agencies identified below. The City will provide permitting agencies with an advanced understanding of the overall Project goals and objectives. As a result, Design-Builders can expect permitting agencies to be aware of the Project. In addition, the City is continuing to partner with permitting agencies on the expectations and best practices related to design-build delivery, especially as related to the Design-Builder initiating portions of construction prior to the completion of 100 percent design. The City intends to continue these efforts to coordinate with permitting agencies in preparing the Design-Builder’s permit acquisition and approvals to the extent feasible.

At the present time, it is anticipated that the following permits/approvals will be required for Project construction:

- Permit 1 – SMARTS permit with California State Water Resources Control Board (applicable to MLK Jr. Park only)
- Permit 2 – Demolition/grading/utility permit with Santa Rosa Building Division
- Permit 3 – Park construction permit with Santa Rosa Building Division

Potentially also the following:

- Santa Rosa Fire Department if fire sprinklers, hydrants or fire alarms are triggered by the Project design
- Demolition permit with Bay Area Air Quality Management District (BAAQMD) if triggered by the demolition of structures
- Pacific Gas, and Electric electrical upgrade to the services if needed for design
- Communications service connection for irrigation system and potential wifi
- Water Demand Fees and permit if design requires increasing services
- Sonoma County Drilling Permit for Geotechnical Services if needed for design

### 3. Project Requirements

#### 3.1. Design-Builder’s Role and Responsibilities

The Design-Builder’s general responsibilities include the following:

- Obtaining and paying for required governmental approvals and permits, unless specifically identified as a City responsibility
- Preparing design and construction documents
- Supervising subconsultants, subcontractors, suppliers, and Design-Builder personnel
- Providing technical input as required for environmental reviews
- Designing and constructing the Project in compliance with any required mitigation measures identified in environmental review documents and permit conditions
- Implementing any required mitigation monitoring and reporting
- Payment and applications and coordination with utility providers and the City for supply of temporary and permanent construction utilities
- Providing technical support to City for stakeholder outreach and public relations activities
- Providing and implementing a Project-specific safety plan, stormwater management plan, and other plans and pollution control measures required by federal, state, and local regulations or by the DB Agreement
- Negotiating the Agreement in good faith
- Startup, testing, and commissioning
- Implementing and maintaining all quality management and control requirements and activities
- Architect/ Engineer of Record to provide Acceptance Testing criteria for their area of expertise
- Successfully completing the Acceptance Testing (provided by Architect/Engineer of Record and as required per City Standards) and providing Project warranties

#### 3.2. City’s Role and Responsibilities

The City’s general responsibilities include the following:

- Furnishing data and information regarding the Project, including record drawings available to the City
- Participating in conceptual design development
- Reviewing and commenting on design and construction submittals as set forth in the DB Agreement
- Obtaining governmental approvals and permits for which the City is responsible, as specifically identified in the DB Agreement.
- Negotiating the Agreement in good faith
- Providing adequate funding
- Establishing design standards
- Providing procurement oversight
- Providing stakeholder outreach
- Providing criteria for the Acceptance Testing within the Right of Way

- Providing City requirements and preferences including, but not limited to, performance requirements, operations and maintenance preferences, equipment requirements, single-source equipment preferences, etc.

## 4. Sourcing & Procurement Process

The following section of the RFQ is not intended to conflict, reduce, nor expand upon, the existing City of Santa Rosa City ordinances within City Code §3-60 entitled “Design-Build Procurement.”

### 4.1. Communication Protocol

All communications regarding the Project, City data related directly or indirectly to the Project, and/or this RFQ will comply with the following communications protocol:

- All questions related to this solicitation will be submitted through PlanetBids™.
- Questions received by the City less than seven (7) days prior to the SOQ Deadline (defined in Section 4.4) may not be considered, however, Respondents are encouraged to submit all questions for consideration. Clarifications deemed by the City to be material will be answered via Addendum and posted on PlanetBids™. Only questions answered by formal written addenda will be binding. It is the Respondent's responsibility to be informed of any addenda that have been issued.
- Any oral communication will be considered unofficial and non-binding to the City / without legal effect.
- Any verified allegation that a Respondent or an employee, agent, advisor, consultant, or subcontractor of a Respondent has engaged in prohibited communications or sought to unduly influence the selection process may be cause for the City to disqualify Respondent from participating, at City discretion.

### 4.2. City Contact

As shown on the title page, the City Contact Person for this RFQ is as follows:

Camron Macdonald  
Project Manager  
City of Santa Rosa  
Transportation & Public Works  
69 Stony Circle  
Santa Rosa, CA 95401  
(707) 543-3769  
[CMacdonald@srcity.org](mailto:CMacdonald@srcity.org)

### 4.3. Two-step Process

The Project will be contracted and delivered using a single Design-Builder Agreement for design, construction, startup/commissioning, and acceptance. This procurement will follow the two-step approach mentioned in Section 1.1 and further described below. Please note that Honoraria and/or Stipends will only be offered to pre-qualified design-build teams that submit a proposal during step 2 and are not awarded a contract for this Project.

#### 4.3.1. Step One: RFQ RFQ Process

The RFQ prequalification process is open to all interested parties. This RFQ solicits a SOQ from interested parties for the Most Qualified Respondents for the Project. SOQs in response to the RFQ should include the following:

- Design-Builder composition (firms and personnel)
- Organization and relevant experience on similar types and sizes of projects
- Resource availability and delivery capability
- Financial capacity
- References with respect to responsiveness, quality of work, timeliness, safety, and overall performance
- Proof of insurance and bonding ability
- Other information as required in the Submittal Requirements

No pricing is requested as part of the SOQ.

#### **SOQ Evaluation**

The City will form a Selection Committee to review the SOQs based on specific weighted evaluation criteria described herein and rank Respondents. The composition of the Selection Committee will be approved by the Director and may include, but will not be limited to; members of the department administration or staff; the performance criteria developer; any person having special expertise relevant to selection of a Design-Build Entity; residents of the community.

In accordance with DBIA best practice, City's intent is to select the maximum number of Most Qualified Respondents as referenced in the RFQ section 1.1. The Most Qualified Respondents will be eligible to submit Proposals in Step Two. The City reserves the right to name alternate Respondents to replace one of the Most Qualified Respondents if one of the Most Qualified Respondents does not continue through to the RFP process. The City may request clarifying information from any or all Respondents prior to selection.

#### **Interviews**

The City may, at its discretion, require interviews with some or all Respondents prior to selection.

#### **Respondent RFIs/Questions**

Questions regarding this RFQ will be addressed according to the instructions in Section 4.1.

#### **Prequalification Selection**

Once the Selection Committee has decided, the Most Qualified Respondent(s) will be considered Prequalified.

### **4.3.2. Step Two: RFP**

#### **RFP Process**

The RFP will be issued to the Most Qualified Respondent(s) (Proposers) for the Project. The RFP may request/include the following:

- Design approach including enhancements/added benefits
- Renderings
- Budget and timeline constraints
- Management and delivery approach, including permitting and approvals
- Risk management approach and risk register
- Construction approach and schedule
- Testing, training, and acceptance approach
- Drawings and equipment list
- Limited commercial issues for negotiation
- Price proposal
- Request for Alternative Technical Concepts (ATC) including innovative and value engineering approaches

### **Proposal Evaluation**

The Selection Committee will review and evaluate the Proposals. The evaluation will not be based solely on lowest total cost. The evaluation criteria may include, but not be limited to the proposed design approach, initial and/or lifecycle costs, Project features, quality, capacity, schedule, reasonableness of the fee, and operational and functional performance. The Selection Committee will rank Proposals, and staff will enter negotiations with the top-ranked Proposer. The City may, at its discretion, require interviews at Proposal step for all or some of the Proposers.

### **Proposal Selection and Award**

The composition of the Committee will be within the discretion of the Director and may include, but not be limited to, members of the department administration or staff, the performance criteria developer, any person having special expertise relevant to selection of a Design-Builder and residents of the community.

Once the Selection Committee has decided, City staff will recommend to the award authority to award a contract with the Most Qualified Proposer (maximum of one) whose Proposal is most advantageous to the City based on the evaluation criteria included within the RFP. The City reserves the right to reject all proposals.

Major public works contracts must be awarded by the City Council/Board of Public Utilities. Minor public works contracts may be awarded by City staff. Major/Minor public works contract amount is determined by Section 10105 of the Public Contract Code.

Attached to this RFQ is a sample draft Design-Build Agreement. The City will negotiate the final terms of the Agreement with the top ranked, Most Qualified Proposer during the RFP stage. If the highest-ranked Proposer and City fail to successfully reach an Agreement, the City reserves the right to negotiate with the next highest-ranked Proposer.

#### **4.4. City Requests for Information (RFIs)**

Apart from Respondent RFIs, the City may ask for clarification on information provided as part of Respondent's SOQ. These are considered City Requests for Information (RFIs). RFIs may include, but are not limited to, holding discussions or meetings with Respondents, requesting additional information from Respondents to support the information included in the SOQ and requesting resubmission of SOQs.

#### **4.5. Delivery Method**

The City will be using Design-Build as the delivery method for this Project pursuant to Santa Rosa Municipal Code §3-60.

#### **4.6. Commercial Pricing Method**

The City has elected to use Stipulated Sum, Design-Build delivery for designing and constructing the Project. The Project will be procured pursuant to Santa Rosa Municipal Code §3-60.

#### **4.7. Evaluation Parameters**

SOQs will be scored by the Selection Committee based on a best-value, weighted criteria. Price will not be considered during the RFQ portion of the Two-Step Process. The Selection Committee will rank SOQs and recommend the highest scoring Respondent from among the Respondents with which to prequalify. See maximum number of Most Qualified Respondent(s) per RFQ section 1.1.

#### **4.8. Review of Design-Builder Viability**

The City advises Respondents that the Design-Builder, its members, and its Key Personnel identified in this SOQ will remain as the Design-Builder for the duration of the procurement process (including, if Most Qualified Respondent, award the Project and, if Successful Respondent, completion of the Project).

If extraordinary circumstances necessitate a change to Respondent's Design-Builder (firms or people), Respondent must submit a change request to the City, which will determine whether to authorize the change at its sole discretion. If changes are necessitated by circumstances beyond Respondent's control, substitute members of the Design-Builder, its members and Key Personnel must be submitted to and approved by the City. Changes to Design-Builder members or Key Personnel made by Respondent during the procurement process without the City's authorization may disqualify the Respondent.

#### **4.9. Protected Information**

SOQs will be opened in confidence. Adequate precautions will be taken to treat each Design-Builder fairly and to ensure that information gleaned from competing Statements of Qualifications is not disclosed to other Design-Builders. Information concerning the Statements of Qualifications will not be disclosed until a recommendation for award is made to the Award Authority. All SOQs received will become a matter of public record and will be regarded as public, with the exception of those elements of each SOQ which are identified by the Design-Builder as business trade secrets and plainly marked "Trade Secret," "Confidential" or "Proprietary." If disclosure is required or permitted under the

California Public Records Act or otherwise by law, the City will in no way be liable or responsible for the disclosure of any such records or any part thereof.

## 4.10. Remedies, Rights, and Disclaimers

### 4.10.1. Protest

Prospective Design-Builders that do not prequalify because of their response to this RFQ may appeal the determination by:

1. Giving notice to the City of its intent to appeal no later than ten business days after receiving notice of the City's determination, and
2. Requesting a hearing.

Hearings will be conducted and concluded no later than 20 business days after the City's receipt of a timely appeal and hearing request.

The hearing so provided will be an informal process conducted by the Deputy Director of Capital Projects or Director. At or prior to the hearing, the City will provide a basis for prequalification determination. The Design-Builder will be given an opportunity to present information and argument in opposition to the prequalification determination. No later than 15 business days after completion of the hearing, the Hearing Officer will render their decision. The Prequalification will not be delayed to allow for completion of an appeal process. The decision of the Hearing Officer on any such appeal shall be final.

Failure to submit a timely appeal and hearing request with the City waives any and all rights to challenge the City's determination.

### 4.10.2. City Rights

The rights reserved by the City, which will be exercised in its sole and absolute discretion, include without limitation the right to:

- Ask for clarification regarding Respondent's SOQ via RFIs.
- Visit and examine any of the facilities relevant to a Respondent's SOQ, discuss Respondent's work with representatives at such facilities, and observe and inspect operations at such facilities.
- Reject any or all SOQs; waive any technicalities, immaterial irregularities, or minor informalities in an SOQ; and request clarifications or modifications during evaluation.
- Eliminate any Respondent who submits an incomplete or inadequate SOQ or is not responsive to the requirements of this RFQ.
- Supplement, amend, or otherwise modify the RFQ through the issuance of Addenda to all Respondents, and to supplement the RFQ with information items, prior to the SOQ Deadline. Addenda issued to the RFQ may expand or cancel any work described in the RFQ.
- Issue one or more Addenda to the RFQ that extend the SOQ Deadline.
- Cancel this RFQ or the subsequent RFP in whole or in part, with or without substitution of another RFQ or RFP.

- Take no action on any SOQ or future Proposal.
- Disqualify, at its discretion, any Respondent who violates communication protocols or otherwise compromises the objectivity, integrity or fairness of the procurement process.
- Check references for all Respondents' previous or concurrent projects and consider responses received for SOQ evaluation.
- Perform investigations as may be deemed necessary by the City to verify the accuracy of the contents of SOQs.

#### **4.10.3. Conflict of Interest**

Engineering firms, architectural firms, consultants, or individuals retained by the City to assist in drafting the Project's preliminary design are not eligible to participate in the competition with any Design-Builder bidding for the respective Project.

#### **4.10.4. Prevailing Wage Rates**

Prevailing wage rates will apply to the construction aspects of the Agreement, subject to applicable Public Works requirements and Section 4.10.5 of this RFQ.

#### **4.10.5. Community Workforce Agreements and Skilled and Trained Workforce**

A Community Workforce Agreement (CWA) is expected to be required as part of this contract. The CWA Appendix A is attached to this RFQ and will be required to be returned during the RFP phase.

Skilled and Trained Workforce (STW) is required for this Contract. See draft contract for more information.

#### **4.10.6. Restricted Parties**

The City has retained the following consulting firms to provide technical materials. In accordance with Government Code Section 1090, these firms are prohibited from responding to this procurement, joining any Design-Builder, or otherwise assisting any Design-Builder with this procurement process:

- Callander Associates Landscape Architecture, Inc.

#### **4.10.7. License Requirements**

No contract will be awarded to a contractor who is not licensed in accordance with the provisions of Chapter 9 of Division 3 of the California Business and Professions Code. Contractor must hold a Class A or B license for this Project as required for the Proposal and aligned with the Contractor's State License Board (CSLB) License Classifications.

The successful Design-Builder will be required to hold a current City of Santa Rosa business tax certificate issued pursuant to Chapter 6.04 of the Santa Rosa City Code before commencing work on this Project. For information regarding the business tax, contact Revenue and Collections at (707) 543-3170.

#### 4.10.8. Disclaimers

In issuing this RFQ, the City disclaims the following:

- Any obligation, responsibility, or liability, fiscal or otherwise, to reimburse a Respondent for all or part of the costs incurred by parties considering a response to and/or in responding to the RFQ.
- Any obligation to proceed with this RFQ or RFP process or award an Agreement to Proposer submitting the lowest priced Proposal.
- Any representation that any Respondent submitting a SOQ will be among the Most Qualified Respondents or that any DB Agreement will be awarded to any of the Most Qualified Proposers participating in the RFP.
- Any contractual obligation or liability for, any obligations with respect to the Project until such time (if at all) as a written Agreement, in form and substance satisfactory to the City, has been authorized by the City Council and executed

Respondent acknowledges that, by submitting a SOQ in response to the RFQ, it accepts these disclaimers and waives any right whatsoever to legally challenge or protest any City actions that exercise these disclaimers.

## 5. Submittal Content and Instructions

### 5.1. RFQ/RFP Schedule

The table below provide key dates for both the City and the Respondents during the procurement process. These dates are subject to change and any changes will be communicated via Addendum to this RFQ (and future RFP).

<b>Milestone</b>	<b>Date</b>
RFQ Release	Week of March 23, 2026
Pre-Submittal Meeting (if applicable)	(See Section 1.1)
Deadline for RFQ Questions	April 16, 2026 by 4:00 p.m.
SOQ Due	(See Cover Page)
Prequalification Notification	Approximately May 15, 2026
RFP Release	Approximately June 2026
Confidential One on One Meetings	Approximately July 2026
Technical Proposals Due	Approximately August 2026
Price Proposals Due	Approximately August 2026
RFP Interviews (if applicable)	Approximately September 2026
City Council Approval	Approximately October 2026
Award/Notice to Proceed	Approximately November 2026

#### 5.1.1. RFQ Pre-Submittal Meeting

As mentioned in Section 1.1, Design-Builders wishing to submit an SOQ are encouraged to attend the non-mandatory pre-submittal meeting, see Section 1.1 for additional information. The purpose of the meeting is to discuss anticipated scope, submittal requirements, the prequalification process, and any other requirements and reporting procedures. See section 1.1 for meeting details.

### 5.2. Form and content of SOQ

#### 5.2.1. SOQ Format

SOQs will be submitted via PlanetBids™ as required in Section 5.2.2.

The submittal is limited to 40 pages for Tab 1 through 5, numbered sequentially. A page is considered one (1), 8 ½-inch by 11-inch face and all pages should be numbered (e.g., an 11-inch by 17-inch page counts as two pages). The Cover Letter, Executive Summary, Resumes, and tab dividers are not included in the page count.

Respondents are highly encouraged to limit responses to only the length necessary, and to avoid including marketing materials and extraneous content. Respondents must strictly follow the submittal outline as shown in Section 5.2.2. Required information not provided within the required Section may negatively affect a Respondent’s scores.

Page layout, font types, and font sizes will be legible and not less than 11-point font. Smaller fonts are to be expected for tables and graphics, but illegible or difficult to read material may receive lower scores.

Electronic submittals should be in PDF format set for printing on standard equipment and paper sizes without printer adjustment and without any password or other security setting embedded in the document. The maximum size limit for electronic submittals is 150 MB.

Section 7: Questionnaire(s) must be filled out in their entirety by the Design-Builder.

At City’s sole discretion, SOQs may be rejected and not considered on the following grounds:

1. Not registering as a vendor on PlanetBids™
2. Not acknowledging an addendum on PlanetBids™
3. Omission of requested information or documentation
4. Untimely submission
5. False information
6. Fail the requirements in the questionnaire

The City reserves the right to waive minor irregularities and omissions.

### 5.2.2. SOQ Requirements

Electronic SOQs will be received on or before the date and time shown on the cover of this RFQ. Respondents must register as a vendor on PlanetBids™ and will upload a complete electronic PDF version onto PlanetBids™:

<https://pbsystem.planetbids.com/portal/20314/portal-home>.

The following requirements must be submitted in the SOQ and broken down into the following Tabs.

<b><u>Tab</u></b>	<b><u>Description</u></b>
<b>NA</b>	<b>Cover Sheet</b>
<b>NA</b>	<b>Cover Letter/Executive Summary</b> <ul style="list-style-type: none"><li>• Signature of an authorized representative of Respondent with authority to bind Respondent to the work</li><li>• The name, title, address, email, and phone for Respondent’s preferred single point of contact for all procurement-related communication</li><li>• Acknowledgement of all Addenda</li><li>• Certify under penalty of perjury that the information provided in the SOQ is true and correct</li></ul>
<b>NA</b>	<b>Table of Contents</b>
<b>Tab 1</b>	<b>Project Design-Builder Organization and Members</b> <ul style="list-style-type: none"><li>• Describe the legal structure and composition of the Design-Builder.<ul style="list-style-type: none"><li>○ If Design-Builder is a consortium (association, typically of several business companies, who have contractually agreed to work with each other) of more than one company or individual, define a designated lead entity within the Design-Builder consortium, provide information on the relative share percentage held by each consortium member, and identify the</li></ul></li></ul>

legal form (e.g., an LLC, partnership, or a Joint Venture, etc.) and the status of agreements in place to formalize the consortium now or in the future prior to the execution of the contractual Agreement for this Project. Clearly state and define the joint and several liabilities of the consortium membership and clearly define any specific roles or responsibilities allocated for individual consortium members

- If Design-Builder is a privately held corporation, limited liability company, partnership, or joint venture, include a listing of all the shareholders, partners, or members who will perform work on the Project
- Discuss how the Design-Builder has used this entity structure or similar entity structure to deliver similar projects, lessons learned from those projects, and benefits of the structure to the City and this Project
- Provide a Design-Builder organization chart showing reporting structure, roles, and responsibilities of member firms (not Key Personnel – which is covered in Tab 2 below)
- Discuss alignment of roles and responsibilities with qualifications and experience of Design-Builder firms.
- Provide summaries of the experience of all Design-Builder subconsultants or subcontractors

## **Tab 2 Key Personnel Qualifications and Experience**

- Provide a list of Key Personnel including, but not limited to, the Design-Build Manager (single point of contact, coordinates the design and construction teams), Design Manager (design lead), Construction Manager (construction lead)
  - Describe each Key Personnel’s roles on the Project and their licensing and experience to fulfill their responsibilities
  - Discuss where Key and other named personnel have worked together prior
- Any positions and staff that are not designated Key Personnel Positions are considered “other named personnel” and may be shown to demonstrate other required capabilities and the overall capacity of the Design-Builder
  - Provide a table listing the positions, names, and a summary of qualifications for all “other named personnel”
  - Provide an “other named personnel” organization chart showing reporting structure, roles, and responsibilities of personnel
- (if desired to provide a 1-page resume for proposed personnel identifying the experience, education, professional credentials, and licensing, the resumes should be noted in this section and attached at the end of the proposal)

## **Tab 3 Relevant Project Experience**

- Provide a relevant project experience narrative overview of the Design-Builder’s (firms and individuals) overall experience and how that experience aligns to the Project

- Provide no less than three (3) but no more than five (5) DB project descriptions which include the following data points:
  - Project name
  - Location
  - Scope
  - Total cost
  - Start and finish dates
  - Owner reference with name, title, phone, and email address
    - City may contact references
    - Unresponsive references may negatively impact evaluations
  - Description of DB work within the last five (5) years

**Tab 4 Delivery Capacity and Approach**

- Describe Respondent’s overall approach to delivering the Project
- Discuss the elements of the Project that Respondent intends to self-perform
- Identify work that is likely to be subcontracted
- Discuss the reasonableness of the City’s schedule and cost in Section 2
  - Describe how the Respondent will meet the schedule
  - Describe how the Respondent will meet the cost

**Tab 5 Environmental Health and Safety**

- Provide a narrative summary of Respondent’s Environmental Health and Safety program
- Provide the following safety information for the past three years for Design-Builder firm with responsibility for construction:
  - Experience Modification Rate (EMR) calculated by the National Council on Compensation Insurance (NCCI) or similar rating bureau
  - Describe all Occupational Safety and Health Administration (OSHA) violations, and all workers’ compensation and safety claims for members of the Design-Builder

**Tab 6 Financial Capacity**

- Surety or Broker Letter of Intent
- Insurance Company or Broker Affirmation of Availability of Coverage for Required Insurance
- Describe the financial strength of company and financial tools to deliver the project
  - Optional provide third-party (e.g., CPA signed) letter summarizing and verifying the financial strength of the company

**Tab 7 Agreement Exceptions**

- Respondents may provide comments on the City’s sample DB Agreement. Comments will not be scored but may be considered by City in developing the draft Agreement to be provided to the Most Qualified Respondents, as per Section 4.3.2. Comments are subject to review and acceptance by the City Attorney’s office.

- Comments should be provided in a table format and shall include proposed alternative language where appropriate.
- Pre-qualified proposers will receive response to the comments prior to the RFP phase.
- Following the RFQ phase, future comments on the City’s draft agreement are unlikely to be negotiated or considered.

### 5.2.3. Evaluation criteria and weighting

SOQs will be scored by the Selection Committee based on the evaluation criteria noted below.

<b>Tab</b>	<b>Description</b>	<b>Weight</b>
NA	Responsiveness to the terms and conditions of the RFQ	5%
Tab 1	Project Design-Builder Organization and Members	10%
Tab 2	Key Personnel Qualifications and Experience	25%
Tab 3	Relevant Project Experience	25%
Tab 4	Delivery Capacity and Approach	25%
Tab 5	Environmental Health and Safety	10%
Tab 6	Financial Capacity	Evaluated for Compliance Only
Tab 7	Agreement Exceptions	Evaluated for Compliance Only, subject to review and approval by City

## 6. Definitions

Any capitalized terms not defined below or in other sections in this Request for Qualifications (RFQ) shall have the meaning ascribed to them in §3-60 of the Santa Rosa Municipal Code.

Term	Definition
Acceptance Test(ing)	A formal test, conducted in accordance with the Design-Builder’s Acceptance Test Plan, intended to demonstrate that the Project can successfully meet the hydraulic and performance standards established in the DB Contract over a range of expected conditions. The Acceptance Test may also include other tests, such as power failure and emergency generation startup, to demonstrate Project functionality.
Addenda	The formally released answers to the written RFIs.
Agreement	Also known as the design-build contract, this means the agreement, attachments, exhibits, and/or appendices governing the performance of the City and Design-Builder's responsibilities, schedule, compensation, terms and conditions on the Project.
Architect of Record (AOR)	The individual(s) responsible for the architectural design. The Architect of Record shall be a licensed professional architect in the State of California.
City	The City of Santa Rosa, California
Confidential One-on-One Meetings	The confidential meeting(s) (if applicable) conducted individually between the Owner and each shortlisted Respondent after the issuance of the RFP. All Confidential Individual Meetings will be conducted pursuant to the instructions in the RFP, and all participants may be required to enter into a confidentiality agreement before the meeting if applicable to the project.
Design-Build Institute of America (DBIA)	Comprised of architectural, engineering, and construction professionals, as well as academics, students, and project Owners, its members collaborate and innovate to deliver design-build projects.
Design-Builder	The entity that will enter into the DB Contract with the City and that will be solely responsible for delivering the Project.  This entity is a corporation, limited liability company, partnership, joint venture, or other legal entity that will provide appropriately licensed contracting, architectural, and engineering services as needed pursuant to a Design-Build Agreement. The entity includes the General Contractor, Architect of Record, Engineer of Record, and other subconsultants and subcontractors that the Design-Builder will use to deliver the Project.
Engineer of Record (EOR)	The individual(s) responsible for the engineering design. The Engineer of Record shall be a licensed professional engineer in the State of California.
Guaranteed Maximum Price (GMP)	The price that the City will pay for completing the Work, assuming the Agreement incorporates this form of

	pricing. Under a GMP arrangement, payment will be on a milestone/schedule of values basis for completed work.
Key Personnel	Individuals integral to the DB team who fulfill roles commonly considered critical to the success of DB delivery. They must be identified in Respondent's SOQ and committed to work on the Project.
Lump Sum	The price that the City will pay for completing the Work, assuming the Agreement incorporates this form of pricing. Under a Lump Sum arrangement, payment will be on a milestone/schedule of values basis for completed work.
Most Qualified Respondent	Respondents deemed most qualified that will be invited to submit a Proposal in response to the RFP.
Prequalified	Respondents who are considered to be responsive, responsible, and able to be put on a "short list" for future City RFPs.
Project	The City requested and funded physical real property structure to be designed and constructed at risk by the Design-Builder.
Proposal	The Proposal means the Design-Builder's proposal submitted in response to the RFP.
Proposer	A Respondent that has been short-listed and that has submitted a Proposal in response to the City's RFP
Requests for Information (RFI)	A document issued by the Design-Builder or City requesting information or clarification of the RFQ.
Respondent	An entity responding to this RFQ by submitting an SOQ
Selection Committee	An independent committee comprised of representatives of the City established to review SOQs submitted in response to this RFQ, evaluate Proposals in response to RFPs, and select a Design-Builder for Agreement negotiation.
Statements of Qualifications (SOQ)	The documents submitted by a Respondent in accordance with the requirements of this RFQ.
Stipulated Sum	A fixed price, established by the owner, for the entire project, covering all design and construction work. Design-Build teams will provide clear inclusions/exclusions within their proposal for what can be achieved with the stipulated sum. Payment will be on a milestone/schedule of values basis for completed work.

## 7. Prequalification Questionnaire



Design-Build contract no.: C02480

Design-Build project name: Martin Luther King Jr. Neighborhood Park and Bayer Park Nature Play Area Renovation

Name, address and contact information of Design-Builder:

1. The following CA licensing is required for the project. State Contractor, Architect or Engineer's name and license # for each of the following:

Type:	Company Name:	Licensed Professional Name	License #
Class A/B Contractor:			
Landscape Architect:			
Structural Engineer:			
Civil Engineer:			
Electrical Engineer:			

2. Does the Design-Builder have the capacity to obtain all required payment and performance bonding?
  - a. Proposal Security: if the Design-Builder is invited to participate in the Request for Proposals process for this project, the Proposal shall be accompanied by a cashier's check or certified check made payable to the City of Santa Rosa, or a bidder's bond executed by a surety admitted to engage in such business in the State of California, for an amount equal to 10% of the amount of the Proposal.
  - b. Within ten days after receipt of the Notice of Award, the successful Design-Builder shall provide the bonds as required per the Design-Build Contract.

**Answer:**

3. Does the Design-Builder have the capacity to obtain liability insurance, and errors and omissions insurance per the draft Design-Build Contract?

**Answer:**

**Insurance provider name:**

4. Within the last five years, has the Design-Builder or any Design-Build Team Member had:
  - a. A surety company complete any project?
  - b. Civil or criminal violation of the Occupational Safety and Health Act? If Yes, explain:
  - c. Civil or criminal violation of the Contractor's State License Law? If Yes, explain:
  - d. Conviction for submitting a false or fraudulent claim to a public agency? If Yes, explain:
  - e. Civil or criminal violations of federal or state law governing the payment of wages, benefits, or personal income tax withholding, or of Federal Insurance Contribution Act (FICA) withholding requirements, state disability insurance withholding requirements, or unemployment insurance payment requirements? (for purposes of this subsection, only violations by any Design-Build Entity Member, as an employer, shall be deemed applicable, unless the Design-Build Entity Member in his or her capacity as an employer had knowledge of a subcontractor's violation or failed to comply with the conditions set forth in section 1775(b) of the State Labor Code) If Yes, explain:

- f. Civil or criminal violations of Federal or State law against any Design-Builder Member governing equal opportunity employment, contracting, or subcontracting?
  
- 5. Design-Builder acknowledges that they and their subcontractors are required to meet Skilled and Trained Workforce (STW) requirements on this project.
  
- 6. Design-Builder acknowledges that they and their subcontractors are registered with the Department of Industrial Relations (DIR) pursuant to Labor Code section 1725.5.

Name: \_\_\_\_\_

Title: \_\_\_\_\_ of

Design Builder: \_\_\_\_\_

Hereby certifies to comply with all other provisions of law applicable to the Design-Build Public Works Project. Reasonable diligence has been used in preparation of this Questionnaire and the information provided is true and complete to the best of my knowledge.

\_\_\_\_\_

Signature

\_\_\_\_\_

Date