

Request for Proposal

for the

Balboa Park Botanical Building and Gardens Phase 2 Construction Project

BALBOA PARK  
SAN DIEGO, CALIFORNIA

Forever Balboa Park  
1549 El Prado, Ste., 1, Balboa Park  
San Diego, CA 92101

February 15, 2025  
Edited March 14th, 2025



## **Balboa Park Botanical Building and Gardens Phase 2 Construction Project**

The following Request for Proposal outlines an opportunity to participate in the Balboa Park Botanical Building and Gardens Phase 2 Construction Project.

### **BID INSTRUCTIONS**

The contracting nonprofit organization, Forever Balboa Park, is inviting proposals for the enclosed Scope of Work, to be submitted before 12:00 p.m. on Friday, March 28, 2025, to Forever Balboa Park via email to Jackie Higgins, VP of Planning, at [jackie@balboapark.org](mailto:jackie@balboapark.org). Forever Balboa Park reserves the right to reject any or all proposals, to waive technical errors, discrepancies, or informalities of a proposal not affected by law.

Proposal Instructions: To receive consideration, proposals shall be made in accordance with the following instructions:

- Consultants shall examine all file documents, including all construction documents, drawings, exhibits, and maps, and perform their own estimates for the proposed work, taking into account local conditions.
- Proposals shall be emailed to Jackie Higgins at [jackie@balboapark.org](mailto:jackie@balboapark.org) in PDF format clearly marked "Botanical Building and Gardens Phase 2 Construction Project" in the email subject heading on or before the scheduled time for receipt of proposals in the published Request for Proposals (RFP).
- All technical questions are to be submitted in writing via email to the attention of Jackie Higgins ([jackie@balboapark.org](mailto:jackie@balboapark.org)).

Withdrawal of Proposals: Any consultant may withdraw their proposal, personally or by written email request, at any time prior to the scheduled time for opening of proposals. However, consultants will not be allowed to revise proposals after the scheduled proposal opening date.

### **RFP Summary Timeline:**

PROJECT: Balboa Park Botanical Building and Gardens Phase 2 Construction Project

LOCATION: 1550 El Prado, Balboa Park, San Diego, CA 92101

CLIENT: Forever Balboa Park

Prebid meeting: Monday, February 24, 2025 at 10AM at the project site 1550 El Prado, San Diego, CA 92101 southside of the lily pond.

Technical questions submitted: Wednesday, March 19, 2025

Proposals due: Friday, March 28, 2025 -12:00 pm

Proposal opening: Friday, March 28, 2025

Notification to contractors: Friday, April 14, 2025

## **BACKGROUND**

### About Forever Balboa Park

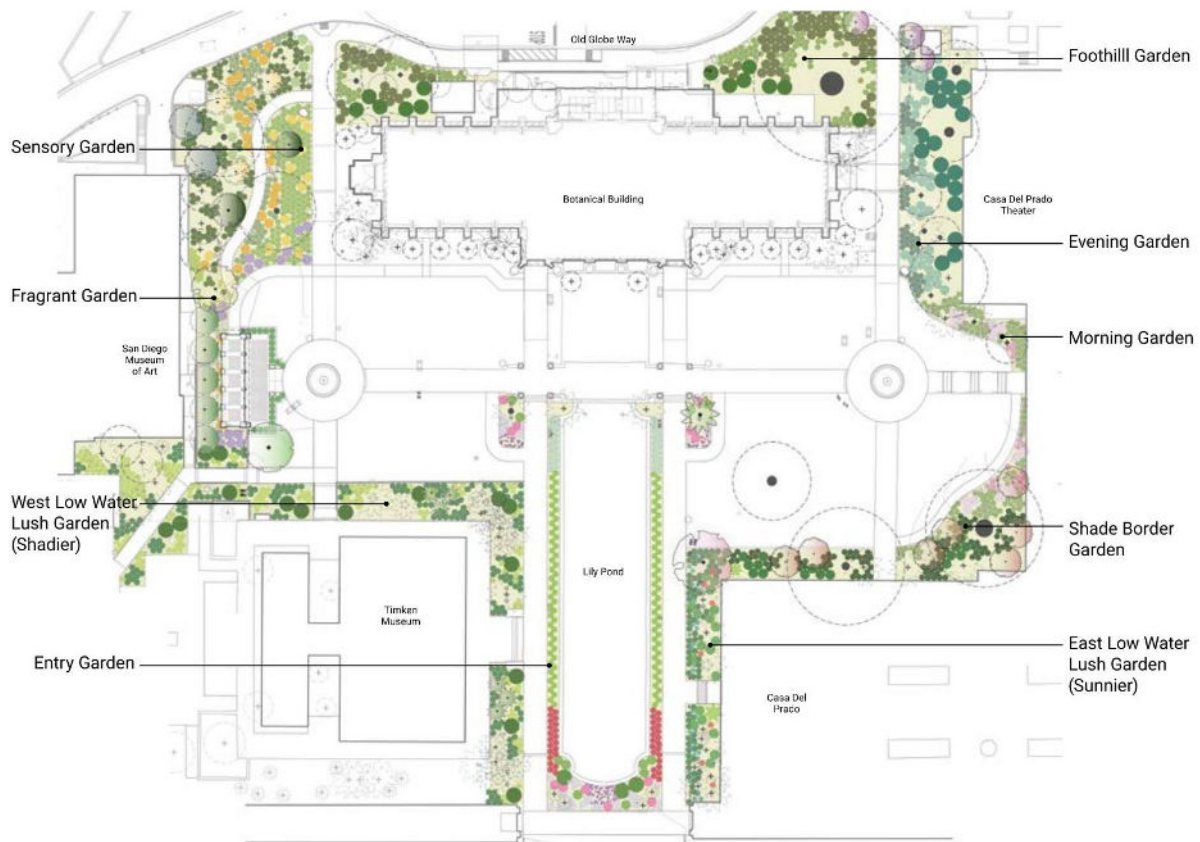
Forever Balboa Park (FBP) is the leading public benefit 501c3 nonprofit organization partnering with the City of San Diego to improve and advance Balboa Park so people and nature thrive together. In July 2021, FBP was formed by the merger of two long-time Balboa Park advocacy and park improvement organizations. This was transformational, representing a turning point for Balboa Park. By combining resources, FBP is better positioned to support the diverse needs of the park and strengthen its partnership with the City of San Diego, thereby increasing the organization's ability to make improvements to the park. FBP plans and implements park improvement projects, manages a parkwide volunteer corps of 350+, helps care for the park's urban forest and gardens, and enhances the visitor experience through a historic carousel, the House of Hospitality, and Visitors Center that collectively serve more than 700,000 visitors annually while Balboa Park has over 4.5 million visitors per year.

### Project Description

The Balboa Park Botanical Building and Gardens Phase 2 project is the continuation of the City Capital Improvement Project (CIP) restoration of the Balboa Park Botanical Building and Gardens Phase 1. Phase 1 was funded with public state and city funds. Phase 1 restored the Botanical Building structure and interior gardens.

Phase 2, led by Forever Balboa Park, is funded with private philanthropic funds, and the first part of Phase 2, which has been completed (under a separate scope of work), was funded by a federal grant from the Historic Preservation Fund of the National Park Service, Department of the Interior. The remaining parts of Phase 2 include physical enhancements and revitalization improvements to the exterior gardens and lawns, reconstruction of the historic pergola, improved accessible walkways, and site landscape and hardscape furnishing and fixtures. The Phase 2 planting plans identify thematic horticultural zones with microclimate-influenced themes that have botanical interest for learning and potential experimental pockets within the overall planting framework.

The goal of this project is to restore, reconstruct, and revitalize the exterior areas surrounding Balboa Park's Botanical Building for the free enjoyment of all park visitors.



Botanical Building and Gardens Phase 2 illustrative planting plan

### Historic Site Context

This project site is part of a historic landmark district and is a historic landmark structure, listed on the Department of Interior’s registry as such. As part of the opening of Phase 1, the first part of Phase 2 construction work was completed, which was to restore the historic fountains on the main (southside) entrance to the Botanical Building. In preparation for that construction work (already completed), a Treatment Plan for Balboa Park Botanical Gardens San Diego was prepared by ASM Affiliates 2024. This was prepared separate from the attached final construction document package for this scope of work. This report documents the restoration specifications for the work on two existing exterior water fountain features, the exterior urns, the bridge balustrades and railing, and other miscellaneous exterior landscape furniture and fixtures. This report includes assessments, historic photos, specifications, and details for the restoration repairs to the two exterior water fountain features on the east and west lawns of the Botanical Building and Gardens site and hardscape improvements along the lily pond bridge (not part of this current Phase 2 construction scope of work).

The potential contractor shall review and be familiar with this report **only** to gain a holistic understanding of the historic nature and historic design elements of the site, which shall be consistent across the entire project site for Phase 2 construction work.

The City of San Diego Parks and Recreation Department and potentially other city departments, such as the city's historical resources staff, will review and provide input into the installation and construction.

The plans developed for the reconstruction of the historic pergola (which was originally located on the west lawn and which is part of the scope of work for this construction RFP) were based on the historic design, include historic elements, and honor the historic layout and architecture documented in many historic photographs within the above-named report.

## **GENERAL PROJECT REQUIREMENTS**

### General Description of Scope of Work

Phase 2 construction Scope of Work (SOW) consists of the implementation of the approved final construction documents and specifications prepared by Spurlock Landscape Architects and their team of architects and engineers (Exhibit 2). The successful contractor will enter into a contractual agreement with Forever Balboa Park and must adhere to the City of San Diego's Prevailing Wage requirements. The construction documents include the reconstruction of a historic pergola; installation of new exterior hardscape elements for accessible connections to the reconstructed historic pergola and grounds; repair, regrading, and re-installation of select exiting walkways as needed to provide ADA-compliant pedestrian access to the building and grounds; installation of enhancements to exterior landscape planting, irrigation, and drainage; removal, protection, and relocation of existing trees; new landscape lighting; donor recognition in hardscape surfaces and landscape boulders; installation and placement of other miscellaneous exterior landscape furniture and fixtures, such as, but not limited to, bike racks, concrete benches, and trash and recycling receptacles.

### Permitting Requirements

Forever Balboa Park holds a Special Use Permit (SUP), which is the agreement that facilitates the landscape enhancement work to be done on City of San Diego property. Once the contractor is selected, Forever Balboa Park will finalize a Right of Entry (ROE) with the City of San Diego, which will name the contractor and facilitate the construction of the historic pergola on the west lawn. This SOW includes obtaining any other permits with the City of San Diego as needed for any hardscape construction, site walls, grading, and drainage; and any lighting and electrical elements for the project, including, but not limited to pathway lighting, landscape enhancement lighting, pergola lighting, and exterior convenience outlets.

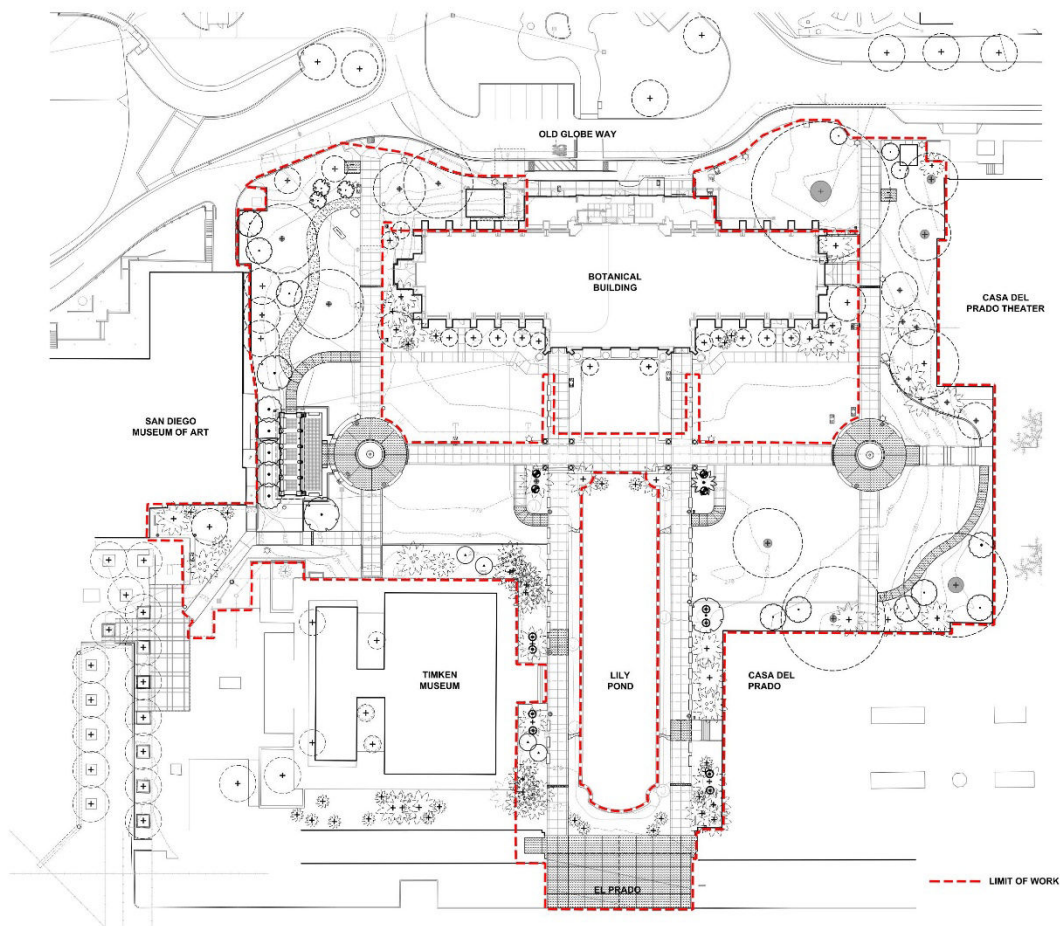
### Contractor Schedules, Runs, and Documents Meetings

Project will begin with a pre-construction meeting. The contractor shall be responsible for scheduling construction meetings with client and applicable parties every 2 weeks; recording, documenting, and issuing meeting minutes; and indicating action items to be executed by the various Project Team members throughout the project's construction phases.

The City of San Diego Parks and Recreation Department and potentially other city departments, such as the city's historical resources staff, will review and provide input into the installation and construction. Contractor shall include time for city review, including for submittals and RFIs, and inspections.

Contractor shall be responsible for holding all subcontracts, coordinating all work to complete the construction per the final construction documents, and coordinating/scheduling with other vendors as required. This effort shall include a site superintendent allocated to the project as needed to guarantee the project's success and provide comprehensive responses to subcontractor questions. The General Contractor shall also be responsible for preparing and issuing all submittals, RFI's (Request for Information), and any potential change orders (updated logs to be provided weekly), and all close-out information, including guarantees and warranties, as-builts, and punch-list completion.

The Limit of Work for landscape garden redesign and enhancements to the exterior portions of the Botanical Building Gardens is illustrated in the below plan image.



Botanical Building and Gardens Phase 2 LOW Plan View

Contractor shall identify and connect with existing irrigation points of connection, access and connect to the existing irrigation and drainage infrastructure, confirm irrigation pressure requirements, and install water-smart irrigation systems per the construction documents for the exterior gardens. The installed irrigation system shall be compliant with all local codes and the State of California’s Model Water Efficient Landscape Ordinance. State of California AB 1881 documentation was prepared in conjunction with irrigation design. Irrigation system shall be installed in accordance with the Parks and Recreation Department’s “Consultant’s Guide to Park Design and Development.”

Fostering public engagement and the opportunity to build excitement and garner support from the exceptionally broad constituency that is eagerly awaiting this project’s completion is an important part of FBP’s mission. In support of this mission, the contractor shall allow and support hard hat tours for potential project donors and members of the media during construction when time allows for safe construction site tour visits.

## **REQUIRED PROPOSAL CONTENT**

### **Proposed Sequencing of Construction Work**

This proposal shall contain a proposed timeline of work schedule with a completion date no later than nine (9) months from the start of this contract on March 14, 2025 (end of the 2025 calendar year). Since Phase 1 of this project site (The Botanical Building) will remain open to park visitors during this Phase 2 construction, the contractor shall prepare the sequencing of construction work so that the public entrances on the southside of the Botanical Building remain accessible at all times. The eastern lawns of Phase 2 are used by the summer youth camps, therefore during the time period from the beginning of June through the end of August, these eastern lawns shall be safe and assessible for park visitor and youth camp groups to enjoy and utilize. Summer a busy time in Balboa Park, contractor shall take all steps possible to minimize the construction footprint and access restrictions to the project site especially during the summer months.

In the preparation of this construction sequencing schedule, the contractor shall consider the seasonality of planting in this local ecology and to the best of their ability plan according to seasonal temperatures and rain patterns for the best time for the introduction and establishment of plant material.

### **Required Fee Breakdown**

Proposals are required to include the scope for the entire work with the Add Alternate portion of the work itemized as a separate fee line item. The proposal shall include a breakdown of proposed costs itemized within the following categories, as well as a total proposed project cost:

#### 1) **General Conditions/Requirements**

General Conditions

Contractor Overhead and Profit

Insurance and Bonds

#### 2) **Gardens**

Demolition and Earthwork (including tree relocation)

Hardscape, Site Furnishings, and Donor Recognition

Irrigation and Planting

Utilities and Site Lighting and Electrical

90-day Landscape Maintenance/Warrantee

#### 3) **Upgrades, Enhancements, and Improvements to Walkway**

Demolition and Earthwork Grading for Accessible Walkways

Hardscape, Site Furnishings, and Donor Recognition

Utilities and Site Lighting and Electrical



#### 4) Add Alternate – Historic Pergola

Demolition and Earthwork (including tree relocation)

Building Assembly (including all components, such as concrete, metals, wood, finishes)

Hardscape, Site Furnishings, and Donor Recognition

Irrigation and Planting

Utilities and Site Lighting and Electrical

90-day Landscape Maintenance/Warranty

#### **Statement of Qualifications**

##### Relevant Experience, Technical Requirements, Contractor Selection

Please provide a summary and any relevant examples, including images if available, of similar projects undertaken in the past, including 3 photos of trees planted and under the care of the Contractor at the time of the photo. Contractor must be able to show successful completion of at least two (2) projects of similar scope and scale in quantity and quality within the last five (5) years. Contractor may include what interests them about this project and any particular experience they have had working in Balboa Park or other public parks-related projects and any other details that will help FBP understand their interest and experience. Contractor selection will be based upon the following criteria: proposed project budget, past project experience of the specific Project Team members, ability to meet or beat the proposed project schedule, fee, insurance, and general conditions.

For the reconstruction of the historic pergola, the Contractor shall meet the Secretary of the Interior's Standards for Archeology and Historic Preservation (see Exhibit 4 for further details).

At minimum, your proposal shall include:

- Your proposed Project Team (i.e., Project Manager's and Superintendent's) resumes
- Examples of two (2) similar projects completed by each member of the proposed Project Team, including a brief description of the project, construction cost, location, and date of completion
- References: Client names and contacts with telephone numbers
- Short statement indicating the time commitment for the Project Manager and the Superintendent for this project
- Contractor's fee as a percentage of the cost of the work
- Contractor's insurance as a percentage of the cost of the work

## **CONTRACTOR ACKNOWLEDGMENT FORM**

In compliance with FBP's invitation for proposals, the undersigned has carefully examined the project scope of work, attended the pre-proposal meeting, and reviewed the project site.

The undersigned hereby agrees that this proposal includes furnishing all deliverables, materials, labor, tools, equipment, apparatus, facilities, and transportation necessary to complete all work. Final graphic files will become the property of FBP upon completion of the work and final payments; this includes but is not limited to PDF files, AutoCAD files, InDesign files, vector files, and all original formats that allow FBP to use and edit all or part of the graphics for future park needs.

### **Rejection of Proposals**

The undersigned agrees that Forever Balboa Park reserves the right to reject any or all proposals, and reserves the right to waive informalities in a proposal or proposals, not affected by law, if to do so seems to best serve the interest of Forever Balboa Park.

### **Validity of Proposals**

The undersigned agrees that this proposal will remain valid for sixty (60) days after the scheduled proposal opening date.

### **State and City Licenses**

The undersigned hereby certifies that they currently hold any and all relevant licenses required by the State of California and the City of San Diego and that the license(s) is (are) the correct class of license for the work described in the project drawings and specifications.

### **City Requirements**

If applicable, Requirements for Public Works Contracts, including small and local business program requirements, are in Municipal Code (Section 22.3101 and 22.3601); competitive bidding procedures are in City Charter (Section 94) and in Municipal Code (Sections 22.3106, 22.3107, and 22.3108). A listing of several other provisions is included below.

The General Terms & Provisions template require Contractors to comply with City-mandated clauses throughout the duration of the Contract:

- Drug-Free Workplace Certification (Council Policy 100-17)

- Americans with Disabilities Act and State Access Laws and Regulations (Council Policy 100-04)
- Equal Opportunity Contracting (SDMC § 22.2704)
- Non-Discrimination (SDMC § 22.3512)
- Compliance Investigation (SDMC § 22.3514)
- Equal Benefits Ordinance (SDMC §§ 22.4301 through 22.4308)
- Living Wages (SDMC §§22.4201 through 22.4245)
- Prevailing Wages (SDMC §22.3019)
- Contractor Standards (SDMC § 22.3004(a))
- Noise Abatement (SDMC §59.5.0301)
- Service Worker Retention (SDMC §§22.2801 through 22.2806)
- Product Endorsement (Council Policy 000-41)
- Business Tax Certificate (SDMC §31.0121, SDMC §31.0142)
- Equal Pay went into effect as of January 1, 2018

All work shall be completed to City of San Diego design standards and reference documents listed at [Engineering Documents & References | Engineering & Capital Projects | City of San Diego Official Website](#), including the Parks and Recreation Department's "Consultant's Guide to Park Design and Development (current edition)."

### **Insurance**

The undersigned agrees to furnish certified copies of all insurance policies and endorsements; all certificates of comprehensive, general and auto liability insurance; Workers' Compensation insurance; and such other insurance that will protect them from claims for damages and personal injury, including death, which may arise from operations under the contract, whether such operation be by the undersigned or by any subcontractor of the undersigned, or anyone directly or indirectly employed by the undersigned or any subcontractor of the undersigned. The certified copies, certificates and additional endorsements, will be filed at the time of execution of the contract. All policies (excluding Workers' Compensation) shall name Forever Balboa Park and the City of San Diego as an additional named insured. All coverages shall be subject to approval by Forever Balboa Park and the City of San Diego for adequacy of protection.

### **Inaccuracies or Misrepresentations**

If during the course of the administration of this agreement Forever Balboa Park determines that the Contractor has made a material misstatement or misrepresentation or that materially inaccurate information has been provided to Forever Balboa Park, this contract may be immediately terminated. If this contract is terminated according to this provision, Forever Balboa Park is entitled to pursue any available legal remedies.

**Designation of Subcontractors**

In compliance with the provisions of Section 4100-4108 of the Public Contract Code of the State of California, and any amendments thereof, the undersigned shall set forth below the name and street address of the mill, shop or office of each subcontractor who will perform work or labor, or render services to the Contractor in an amount greater than one-half of one percent (1/2 of 1%) of the total bid; and, the general category or the portion of the work to be performed by each subcontractor.

<u>Subcontractor Portion of Work</u>	<u>Location</u>	<u>Phone No.</u>
(Description of work to be performed)		
<hr/>		
<hr/>		

**Non-Collusion Affidavit–Principal Contractor**

The undersigned has submitted with the proposal a notarized non-collusion affidavit for the principal contractor. The undersigned agrees to furnish Forever Balboa Park notarized non-collusion affidavits for subcontractors, and states that this is a genuine proposal and is neither collusive nor made in the interest of any other person, and has not induced anyone to submit a sham proposal or bid or refrain from bidding.

The undersigned declares that the only person or parties interested in this proposal as principals are those named herein; that this bid proposal is made without any connection with any other person or persons making a bid for the same work, except for another division of the undersigned which may submit an independent bid/ proposal; that the bid/proposal is in all respects fair and without collusion or fraud; that the undersigned has read the Request for Proposals, and plans and specifications package and agrees to all the stipulations contained therein; that the undersigned has examined the form of contract (including the specifications, drawings, and other documents incorporated therein by reference); that in the event this bid as submitted, including the incorporated bidding documents, be accepted by Forever Balboa Park, the undersigned shall execute a contract to perform the work as outlined herein.

If undersigned is a corporation, the proposal must be signed by an authorized officer of the corporation. This Bid Proposal must be accompanied by a document evidencing such officer is authorized to sign. Check One:

- ( ) Sole Proprietor
- ( ) Partnership
- ( ) Corporation
- ( ) Other

Name of Bidder \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_ Phone \_\_\_\_\_

Relevant License No. \_\_\_\_\_ Primary Class \_\_\_\_\_

Expiration Date of License \_\_\_\_\_

Social Security No. or Federal Employer ID No. \_\_\_\_\_

*I declare under penalty of perjury the above is true and correct.*

Authorized Signature: \_\_\_\_\_ Title: \_\_\_\_\_

Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

## **LIST OF EXHIBITS**

Exhibit 1: Limit of Work/Historic Photographs

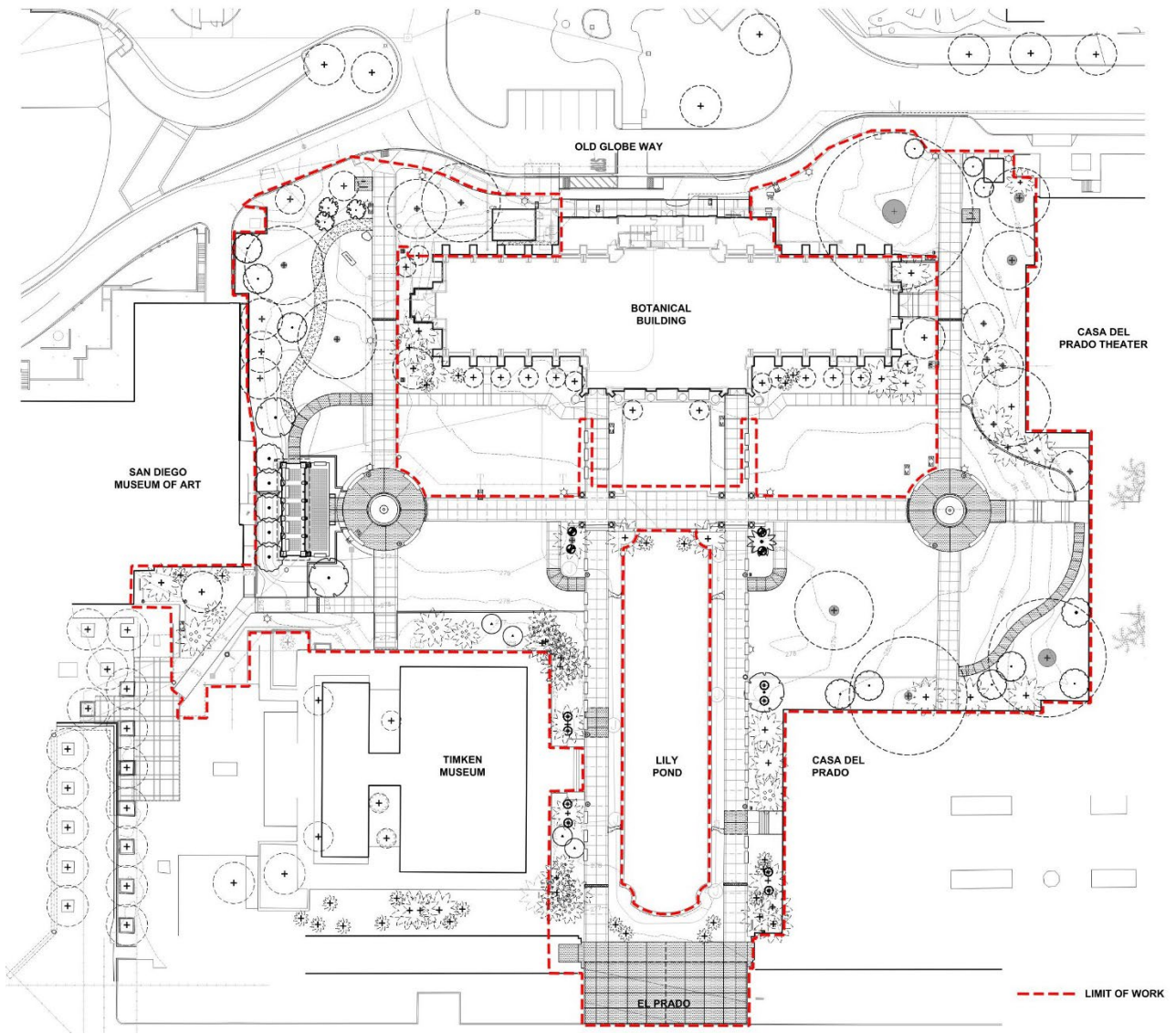
Exhibit 2: Construction Documents and Specifications

Exhibit 3: Treatment Plan for Balboa Park Botanical Gardens San Diego  
prepared by ASM Affiliates 2024

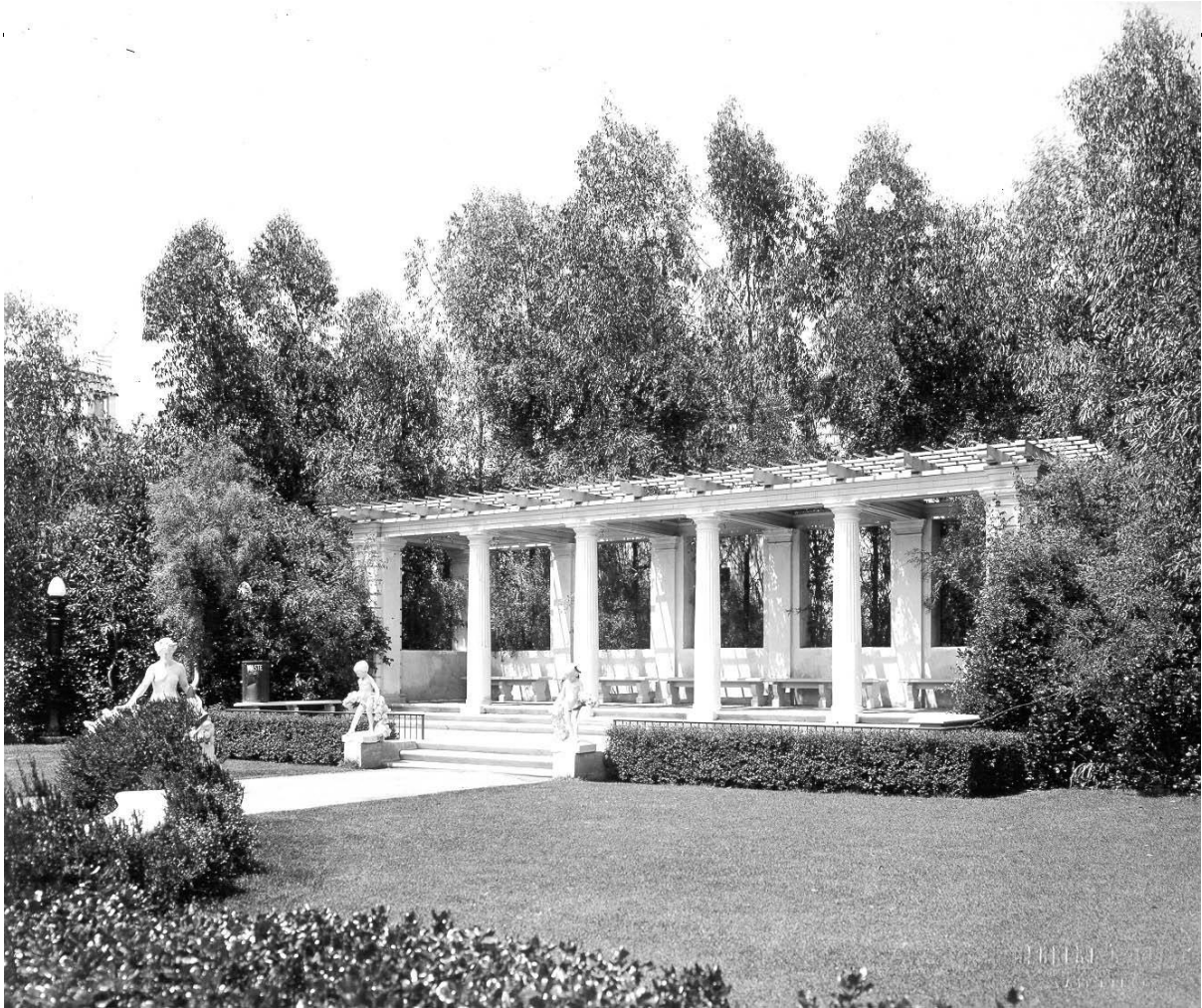
Exhibit 4: Secretary of the Interior's Professional Qualifications Standards

Exhibit 5: City of San Diego Prevailing Wage

**Exhibit 1: Phase 2 Botanical Building and Gardens Project**  
**Limit of Work and Historic Photographs**



**Historic Photos**











**Exhibit 2: Construction Documents and Specifications**

See attached separately

**Exhibit 3: Treatment Plan for Balboa Park Botanical Gardens San Diego**  
**prepared by ASM Affiliates 2024**

See attached separately

## Exhibit 4

### Secretary of the Interior's Professional Qualifications Standards

Defined As: Must include one of the following discipline categories:

**History**

The minimum professional qualifications in history are a graduate degree in history or closely related field; or a bachelor's degree in history or closely related field plus one of the following:

1. At least two years of full-time experience in research, writing, teaching, interpretation, or other demonstrable professional activity with an academic institution, historic organization or agency, museum, or other professional institution; or
2. Substantial contribution through research and publication to the body of scholarly knowledge in the field of history.

Or; **Archeology**

The minimum professional qualifications in archeology are a graduate degree in archeology, anthropology, or closely related field **plus:**

1. At least one year of full-time professional experience or equivalent specialized training in archeological research, administration or management;
2. At least four months of supervised field and analytic experience in general North American archeology; and
3. Demonstrated ability to carry research to completion.

In addition to these minimum qualifications, a professional in prehistoric archeology shall have at least one year of full-time professional experience at a supervisory level in the study of archeological resources of the prehistoric period. A professional in historic archeology shall have at least one year of full-time professional experience at a supervisory level in the study of archeological resources of the historic period.

Or; **Architectural History**

The minimum professional qualifications in architectural history are a graduate degree in architectural history, art history, historic preservation, or closely related field, with coursework in American architectural history; or a bachelor's degree in architectural history, art history, historic preservation or closely related field plus one of the following:

1. At least two years of full-time experience in research, writing, or teaching in American architectural history or restoration architecture with an academic institution, historical organization or agency, museum, or other professional institution; or
2. Substantial contribution through research and publication to the body of scholarly knowledge in the field of American architectural history.

Or; **Architecture.**

The minimum professional qualifications in architecture are a professional degree in architecture plus at least two years of full-time experience in architecture; or a State license to practice architecture.

Or; **Historic Architecture**

The minimum professional qualifications historic in architecture are a professional degree in architecture or a State license to practice architecture, plus one of the following:

1. At least one year of graduate study in architectural preservation, American architectural history, preservation planning, or closely related field; or
2. At least one year of full-time professional experience on historic preservation projects.

Such graduate study or experience shall include detailed investigations of historic structures, preparation of historic structures research reports, and preparation of plans and specifications for preservation projects.

**Exhibit 5: City of San Diego Prevailing Wage**

See attached separately