

Sunrise Recreation and Park District

REQUEST FOR QUALIFICATIONS



For

Park Master Plan Update Including Planning and Design Services for the Splash Pad and Picnic area at Foothill Community Park

Submissions due: 12:00 p.m., Monday, May 18, 2026

Under no circumstances will late proposals be accepted

**Sunrise Recreation and Park District (SRPD)
7801 Auburn Blvd.
Citrus Heights, CA 95610
(916) 725-1585**

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Sunrise Recreation and Park District

**REQUEST FOR QUALIFICATIONS
CONSULTANT SERVICES**

**Park Master Plan Update Including
Planning and Design Services for the Splash Pad and Picnic area at Foothill
Community Park**

SECTION I. PROJECT DESCRIPTION SUMMARY

Sunrise Recreation and Park District is seeking qualified consultant services for the planning and design for a splash pad and picnic area at Foothill Community Park as identified as part of the Foothill Community Park adopted Master Plan completed in 2018.

The District is seeking consultant services to review the splash pad location identified in the **adopted Master Plan** and evaluate whether a more suitable location exists within the park. The consultant may recommend an alternative location based on site conditions, accessibility, utilities, visibility, and operational considerations. The firm selected for this project will also provide preliminary and final design services, and cost estimates for the development and operation of the splash pad and picnic area.

SECTION II. BACKGROUND

Foothill Community Park is a developed approximately 25-acre park located at 5510 Diablo Drive. Currently the park has a community center offering a variety of activities, tennis courts, a variety of play structures, multiple picnic areas including a 150-person reservable covered area, sports fields, restrooms, ample on-site parking and a nature area.

Sunrise Recreation and Park District was founded in 1950 to serve communities in North East Sacramento County. The District serves an area of twenty seven and a half square miles with an estimated population of 172,000 in Antelope, Citrus Heights and Foothill Farms. It operates and maintains 46 parks and open space sites totaling more than 500 acres. A current list of parks and facilities is available for review on the District's website at www.sunriseparks.com.

SECTION III. THE DISTRICT'S ROLE

Direction and oversight of the park master plan update including planning and design services for the Splash Pad and Picnic area. This process will be governed by the District Advisory Board. The overall Project Manager will be the District Administrator.

SECTION IV. SCOPE OF WORK

The District is seeking qualified consultants to provide professional planning and design services related to improvements within the park. The selected consultant will work with District staff to evaluate site conditions, refine project elements identified in the **adopted Master Plan**, and prepare conceptual planning and design recommendations. The consultant will be required to provide all services and work to complete the required documents and all other work described herein. The general objectives of the plan include, but will not be limited to, the following:

1. Site Evaluation and Planning Analysis – Review the **adopted Master Plan**, evaluate existing site conditions, circulation, utilities, accessibility, and operational considerations that may influence project design.
2. Splash Pad Location Evaluation – The adopted Master Plan identifies a splash pad as a program element within the park. The consultant will evaluate the currently identified location and assess whether an alternative location within the park may provide improved functionality, visibility, accessibility, utility access, or operational efficiency. If appropriate, the consultant should recommend a revised location and provide supporting rationale.
3. Conceptual Design Development – Prepare conceptual layouts and design concepts for the proposed improvements, including the splash pad and associated amenities, consistent with District goals and site constraints.
4. Design Development and Construction Documents – Advance the preferred concept into detailed design and prepare complete construction drawings, technical specifications, and related documents suitable for permitting, bidding, and construction. This may include grading and drainage plans, utility plans, landscape and irrigation plans, and splash pad system design, as applicable.
5. Cost Estimates – Provide preliminary cost estimates for proposed improvements to assist the District in evaluating feasibility and potential phasing. Provide detailed estimates of one-time and ongoing costs to develop, operate and maintain the splash pad and picnic areas. The estimates will include costs for the potential public infrastructure improvements and any environmental review and mitigation which may be required. Public contracting requirements should be considered, including but not limited to, the requirement to pay prevailing wages under California Labor Code.
6. Stakeholder Coordination – Coordinate with District staff and, as directed, participate in meetings or presentations to review concepts and receive feedback.

7. Final Recommendations – Provide a summary of findings and recommendations, including preferred design concepts and any recommended modifications to the Master Plan elements related to the project area.

SECTION V. COMPENSATION AND REIMBURSEMENT OF EXPENSES

The compensation for the services listed in each task or subtask submitted in the proposal shall not exceed the *total* project costs. Reimbursement for expenses incurred by the Consultant shall be for actual costs incurred by Consultant to complete the work and shall be clearly defined in the proposal. Consultant shall submit invoices for review and approval detailing the services provided and associated reimbursable expenses. The invoice shall utilize a simple, easy to understand format that has been approved by the District Administrator. Each invoice shall be reviewed to determine whether the services provided have been completed in a manner that is satisfactory to the District Administrator or his/her designee.

SECTION VI. SCHEDULE

Key dates for proposal evaluation and selection are:

Distribution of RFQ	April 15, 2026
Deadline for submission of questions	May 5, 2026
Proposal submission deadline	May 18, 2026 (12:00 P.M)
Oral presentations as needed	May 26-29, 2026
Board approval of selected proposal	June 17, 2026
Expected commencement of contract	July 2026

SECTION VII. PROPOSAL CONTENT & SUBMITTAL

The proposal shall include the following as a minimum:

1. Submit five (5) bound proposal copies and one electronic copy on USB flash drive no later than 12:00 p.m., Monday, May 18, 2026, via U.S. Mail to the Sunrise Recreation and Park District, Attn. Kevin Huntzinger, 7801 Auburn Blvd., Citrus Heights, CA 95610, or via UPS, FedEx, or other personal delivery to the same address noted above. The proposal must be submitted in a sealed envelope/package clearly marked with the Consultant's name and "Park Master Plan Update for Foothill Community Park".
2. Proposals received late, for any reason, shall not be accepted.

3. A disclosure of all personal, professional or financial relationships with any officer or employee of the District.
4. A detailed narrative of the project showing the Consultant's understanding of the project requirements and constraints. The narrative should discuss the proposed approach and methodology to be used to meet the objectives of the project. The narrative should have general descriptions for the activities and how this approach will ensure timely completion of the project. Also, supply a work flow diagram with performance milestones and relative time frames for completion.
5. List of personnel directly assigned to the project, along with responsibilities on this project and resumes. Include an organizational chart of personnel involved in the project. The firm's project manager, who will be responsible for planning, coordinating and conducting the majority of the work, must be identified and committed to the project. SRPD reserves the right to approve Consultant's project manager and any requested personnel and subcontractor changes during the course of the project. SRPD encourages the use of local subcontractors where appropriate.
6. A firm must include in its proposal a complete disclosure of any alleged significant prior or ongoing contract failures, any civil or criminal litigation or investigation pending which involves the firm or in which the firm has been judged guilty or liable within the last five (5) years. If there is no negative history to disclose, the firm must affirmatively state in its proposal that there is no negative history to report.
7. A list of current and past work on similar projects, staff who worked on these projects and corresponding client's names, titles and phone numbers. For any projects referenced in the Statement of Experience and Qualifications, list the involvement of the proposed Project Team members. List should also include website links to similar plans completed by the firm for similar government agencies.
8. The cost proposal will be used as a basis to negotiate a contract price that is reasonable and agreed to by both parties. The cost proposal shall be prepared and submitted in a separate sealed envelope with the full proposal. If an agreement cannot be reached, the District will contact the Consultant with the next highest ranked proposal.

The cost proposal shall list three total costs:

1. The cost to complete the Comprehensive Park Update as described in the RFQ. A detailed, task-related accounting of the estimated number of hours and hourly rates for each employee working on the proposed project, travel, report preparations, copying, office support and all other

overhead costs. Each proposed task should be accompanied by a "not to exceed" cap on costs. Basis for charging on a time and materials basis for preparation of optional elements should be listed.

2. The cost to complete a topographical survey of the property. (SRPD reserves the right to make this an optional condition of the project)
3. The cost to complete and submit a California Environmental Quality Act (CEQA) document. (SRPD reserves the right to make this an optional condition of the project)
9. All information developed as a part of the Park Master Plan update, including graphics and data, shall become the property of SRPD upon completion of the report. All text shall be submitted in a file on a flash drive in Word format. All original graphics generated as a part of the Park Master Plan update shall be submitted to SRPD in an easily reproducible hardcopy and electronic format.
10. The successful Consultant shall be expected to fully meet all representations made in its proposal.

SECTION VIII. METHOD OF EVALUATION AND SELECTION

Each proposal will be reviewed to determine if it meets the submittal requirements contained within this RFQ. Failure to meet the requirements for the RFQ can be cause for rejection of the proposal. The District may reject any proposal if it is conditional, incomplete or contains irregularities. The District may waive an immaterial deviation in a proposal, but this shall in no way modify the proposal document or excuse the Consultant from compliance with the contract requirements if the Consultant is awarded a contract.

Qualification statements will be judged with primary consideration given to imagination, an effective approach, and qualifications.

A committee of the District will select at least two firms for interviews. A firm will be selected and recommended to the District Advisory Board for approval. The successful firm to whom work is awarded shall, within 30 days of Advisory Board approval, enter into a contract with the District for the work in accordance with the specifications and shall furnish all required documents necessary to enter into said contract. Failure of the successful bidder to execute the contract within 30 days of Advisory Board approval shall be just cause for the District to contract with the next responsible consultant.

This RFQ is being conducted using a qualifications-based selection (QBS) process.

The selection of the most qualified firm will be based solely on qualifications, experience, and project approach. Cost of services will not be considered as part of the initial selection.

Following evaluation, the District will enter into negotiations with the top-ranked firm to establish scope, schedule, and fee. If an agreement cannot be reached, the District reserves the right to negotiate with the next highest-ranked firm.

SECTION IX. SUBMISSION DEADLINES

QUESTIONS

All questions must be submitted by (5:00 P.M.) May 5, 2026, to:

Wayne Edmundson
(916) 725-0430
wedmundson@sunriseparks.com

PROPOSALS

In order to be considered, the Consultant must submit required proposal materials by the stated deadline to:

Attention: Kevin Huntzinger
District Administrator
Sunrise Recreation and Park District
7801 Auburn Blvd.
Citrus Heights, CA 95610

The proposal must be received at the above office no later than 12:00PM on Monday, May 18, 2026.

There is no expressed or implied obligation for the District to reimburse firms for any expenses incurred in preparing proposals in response to this request. Materials submitted by respondents are subject to public inspection under the California Public Records Act (Government Code Sec. 6250 et seq.). Any language purporting to render the entire proposal confidential or proprietary will be ineffective and will be disregarded.

The District reserves the right to retain all proposals submitted, and to use any idea in a proposal, regardless of whether the proposal was selected. Submission of a proposal indicates acceptance by the firm of the conditions contained in the RFQ, unless clearly and specifically noted in the proposal submitted and confirmed in the contract between the District and the Consultant.

All property rights, including publication rights of all reports produced by the selected firm in connection with services performed under this agreement shall be vested in the District.

The District reserves the right to reject any or all proposals submitted.