

Request for Proposal

for the

Balboa Park Botanical Building and Gardens Phase 2(part 1) Exterior  
Restoration Construction Work

BALBOA PARK  
SAN DIEGO, CALIFORNIA

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

June 24, 2024



Request for Proposal  
Balboa Park Botanical Building and Gardens Phase 2-(part 1)  
Exterior Restoration Construction Work  
SAN DIEGO, CALIFORNIA

The following Request for Proposal outlines an opportunity to participate in the Balboa Park Botanical Building and Gardens Phase 2 Restoration Project to improve Balboa Park, San Diego, CA. Forever Balboa Park, the contracting nonprofit organization, is inviting proposals for the enclosed Scope of Work, to be submitted before 5pm on Monday July 15, 2024 to Forever Balboa Park via email to Jackie Higgins 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.

INSTRUCTIONS TO BIDDERS

Bid Proposals: To receive consideration, proposals shall be made in accordance with the following instructions:

Consultants shall examine all the example graphic file documents, including all 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 Restoration Project" in the email Subject heading on or before the scheduled time for receipt of proposals in the published Advertisement for Request for Proposals.

Optional bid site walk will be held on Monday July 1, 2024 at 10:00AM.  
All technical questions are to be submitted in writing via email to the attention of Jackie Higgins ([jackie@balboapark.org](mailto:jackie@balboapark.org)) by 5pm on Monday July 8, 2024.

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.

Opening of Proposals: Proposals will be opened on Monday July 15, 2024 and the selected contractor will be notified by Friday July 19th, 2024.

## Project Description

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

LOCATION: Balboa Park, San Diego, CA 92101

CLIENT: Forever Balboa Park

PROPOSALS DUE: Before 5pm on Monday July 15, 2024.

To: Email: [jackie@balboapark.org](mailto:jackie@balboapark.org) or 1549 El Prado Suite #1 San Diego, CA 92101

### **About Forever Balboa Park**

In July 2021, the Balboa Park Conservancy and Friends of Balboa Park merged to form Forever Balboa Park (FBP). The merger of two long-time Balboa Park advocacy and park improvement organizations was transformational, representing a turning point for Balboa Park. By combining resources, the new organization 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 and visitors center that collectively serve more than 700,000 visitors annually.

### **Project Context**

Forever Balboa Park (FBP), has committed to enhancing the Balboa Park Botanical Building and Gardens Project in collaboration with the City of San Diego Parks and Recreation department.

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 restores the botanical building structure and interior gardens.

Phase 2, led by Forever Balboa Park, is funded with private philanthropic funds and a federal grant from the Historic Preservation Fund of the National Park Service, Department of the Interior. Phase 2 includes physical improvements to the exterior gardens, reconstruction of the historic pergola, walkways, and exterior fountains, balustrades, and urns repairs and restoration. The goal of this project is to restore, reconstruct, and revitalize the exterior areas surrounding Balboa Park's Botanical Building for the enjoyment of all park visitors.

### **Scope of Work**

Phase 2 (Part 1) Scope of Work (SOW) consists of the restoration and repair construction work on the two (2) exterior historic fountains, the balustrades along the bridge between the north and south lily ponds, and the eight (8) urns along the bridge walkway as described in the

attached document: "Treatment Plan for Balboa Park Botanical Gardens San Diego, San Diego County, California"

*"This project intends to repair surface and structural cracks and repaint or restucco the historic fountains, balustrades, and urns, .... Additionally, because of the structural nature of a large crack on the pedestal of one of the urns (southwest), that pedestal will be reconstructed. Because of the condition of the resources, their place in history, and proposed continued use, rehabilitation is the appropriate treatment option to achieve the project goals. Rehabilitation calls for the retention and repair of historic materials but will allow for replacement in kind of extensively deteriorated or missing features. Character-defining features should be preserved whenever possible."*

This Phase 2 (part 1) restoration construction work project "will:

- *Rehabilitate: Two (2) fountains on the eastern and western sides of the Botanical Garden promenade.*
- *Rehabilitate: Balustrades that provide passage across and separation between La Laguna and La Lagunita.*
- *Rehabilitate: Seven (7) decorative urns and pedestals; four (4) on the northern side of the balustrade and three (3) on the southern side of the balustrade.*
- *Reconstruct and rehabilitate: Reconstruction of one (1) urn pedestal on the southwestern end of the southern balustrade and restoration of the associated urn."*

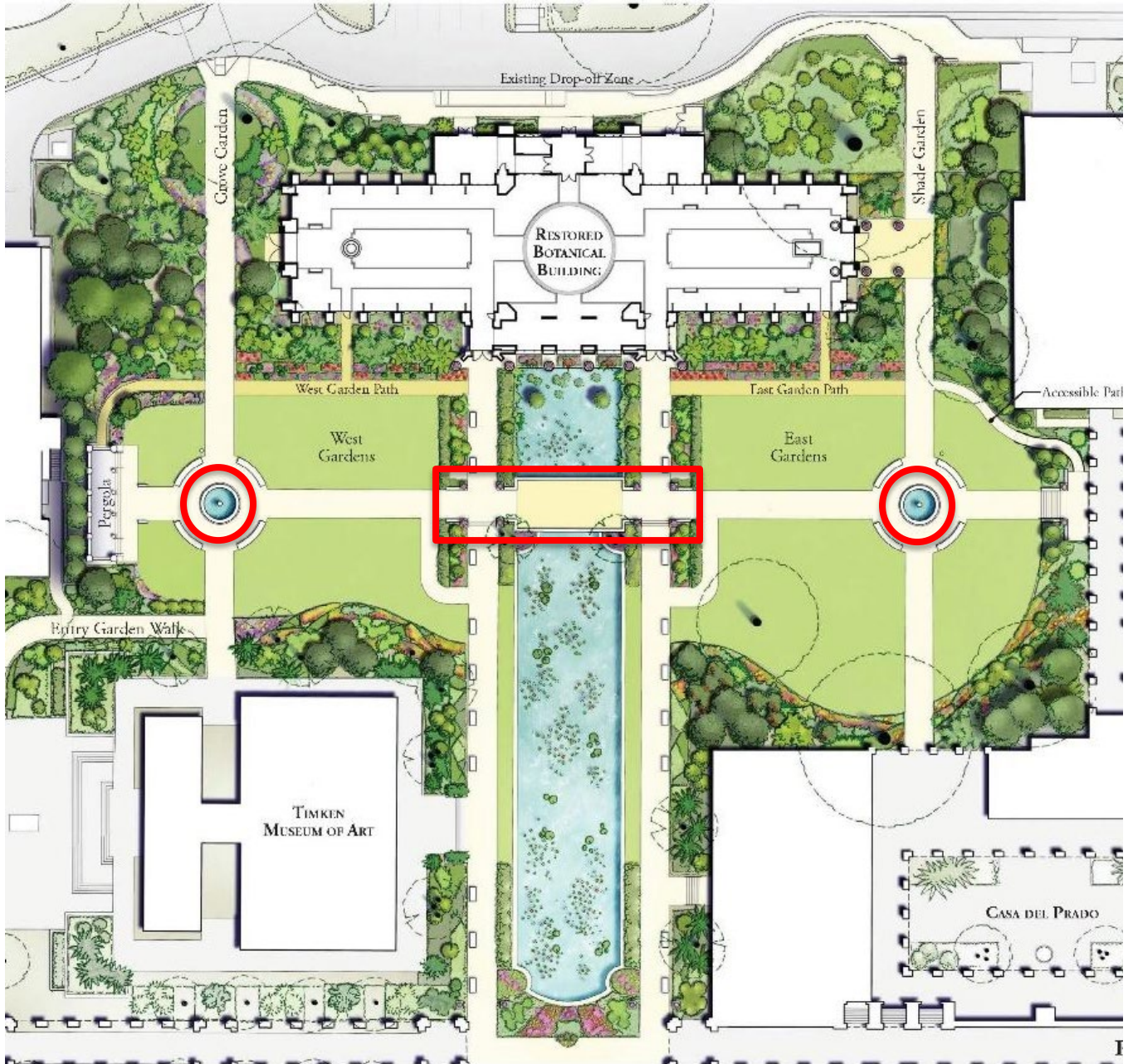
Historical construction timing and materials for the balustrades and urns are outlined starting on page 10 of the attached "Treatment Plan for Balboa Park Botanical Gardens San Diego" report along with the historic photographic documentation Figures 5 through Figures 15.

Historical construction timing and materials for the exterior fountains are outlined starting on page 24 of the attached "Treatment Plan for Balboa Park Botanical Gardens San Diego" report along with the historic photographic documentation Figures 16 through Figures 20.

Restoration of the historic benches are being address in a separate scope of work.

Restoration construction work shall adhere to the recommendations as outlined in Section 5 "REHABILITATION TREATMENT APPROACH" and Section 6 "TREATMENT RECOMMENDATIONS FOR SPECIFIC MATERIALS AND RESOURCES" of the attached "Treatment Plan for Balboa Park Botanical Gardens San Diego"

Botanical Building and Gardens Conceptual Plan View



Limits of work are within the red outline areas 

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

The undersigned hereby agrees to furnish 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.

### **Proposal Elements**

Proposals are required to include the scope for the entire work. Please include in the proposal a work approach and a breakdown of proposed costs itemized within the following categories, as well as a total proposed project cost:

1. Exterior fountain restoration construction work
2. Balustrades and urn restoration construction work

### **Work Timeline**

Construction work shall start in July 2024 and shall be finished by September 6, 2024.

### **Relevant Experience and Technical Requirements**

Please provide a summary and any relevant examples, including images if available, of similar projects undertaken in the past 10 years. Consultant must be able to show successful completion of at least two (2) projects of similar scope and scale in quantity and quality. Consultant 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.

Consultant shall meet the Secretary of the Interior's Standards for Archeology and Historic Preservation ([Click here for link](#))

### **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**

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 are included in the list below.

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

- 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 prepared to City of San Diego design and construction standards and reference documents listed at [Engineering Documents & References | Engineering & Capital Projects | City of San Diego Official Website](#)

## **Federal required statement**

"The views and conclusions contained in this document are those of the authors and should not be interpreted as representing the opinions or policies of the U.S. Government. Mention of trade names or commercial products does not constitute their endorsement by the U.S. Government."

## **Federal Regulations/Regulatory Requirements**

Contractors performing work under this contract must:

1. Meet the Secretary of the Interior's Professional Qualifications ([https://www.nps.gov/history/local-law/arch\\_stnds\\_9.htm](https://www.nps.gov/history/local-law/arch_stnds_9.htm)) for historic architect, archeologist, etc. [spell out qualifications]. For historic treatment specialists and supervisory personnel. Include list of completed projects with the location, scope of work and budget for each.
2. have demonstrated experience in working with the Secretary of the Interior's Standards
3. have completed no less than 3 projects of similar size on properties of similar historic significance

*2 CFR Part 182 & 1401, "Government-wide Requirements for a Drug-Free Workplace"*

*2 CFR 180 & 1400, "Non-Procurement Debarment and Suspension", previously located at 43 CFR Part 42, "Government wide Debarment and Suspension (Non Procurement)";*

*43 CFR 18, "New Restrictions on Lobbying";*

*2 CFR Part 175, "Trafficking Victims Protection Act of 2000";*

*FAR Clause 52.203-12, Paragraphs (a) and (b), Limitation on Payments to Influence Certain Federal Transactions;*

*2 CFR Part 25, System for Award Management (www.SAM.gov) and Data Universal Numbering System (DUNS); and*

*2 CFR Part 170, "Reporting Subawards and Executive Compensation".*

**Non-Discrimination.** All activities pursuant to this Agreement shall be in compliance with the requirements of Executive Order 11246, as amended; Title VI of the Civil Rights Act of 1964, as amended, (78 Stat. 252; 42 U.S.C. §§2000d et seq.); Title V, Section 504 of the Rehabilitation Act of 1973, as amended, (87 Stat. 394; 29 U.S.C. §794); the Age Discrimination Act of 1975 (89 Stat. 728; 42 U.S.C. §§6101 et seq.); and with all other Federal laws and regulations prohibiting discrimination on grounds of race, color, sexual orientation, national origin, disabilities, religion, age, or sex.

**Lobbying Prohibition.** 18 U.S.C. §1913, Lobbying with Appropriated Moneys, as amended by Public Law 107-273, Nov. 2, 2002 Violations of this section shall constitute violations of section 1352(a) of title 31. In addition, the related restrictions on the use of appropriated funds found in Div. F, § 402 of the Omnibus Appropriations Act of 2008 (P.L. 110-161) also apply.



**Anti-Deficiency Act.** Pursuant to 31 U.S.C. § 1341 nothing contained in this Agreement shall be construed as binding the NPS to expend in any one fiscal year any sum in excess of appropriations made by Congress, for the purposes of this Agreement for that fiscal year, or other obligation for the further expenditure of money in excess of such appropriations.

**Minority Business Enterprise Development.** Pursuant to Executive Order 12432 it is national policy to award a fair share of contracts to small and minority firms. The NPS is strongly committed to the objectives of this policy and encourages all recipients of its Cooperative Agreements to take affirmative steps to ensure such fairness by ensuring procurement procedures are carried out in accordance with the Executive Order.

### **Insurance**

The undersigned agrees to furnish certified copies of all insurance policies and endorsements; including primary and non-contributory endorsement for general liability and auto liability insurance; 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 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.

**Subcontractor Portion of Work**

**Location**

**Phone No.**

(Description of work to be performed)

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**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; that the bid is in all respects fair and without collusion or fraud; that the undersigned has read the Advertisement for Bids and the Instructions to Bidders, 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: "Treatment Plan for Balboa Park Botanical Gardens San Diego, San Diego County, California"

Exhibit 2: Secretary of the Interior's Professional Qualifications Standards

**Exhibit 1**  
See attached

Treatment Plan for Balboa Park Botanical Gardens San Diego, San Diego County, California

## **Exhibit 2**

### 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.