



City of Palm Desert  
PW - Operations & Maintenance  
Randy Chavez, Deputy Director  
73-510 Fred Waring Drive, Palm Desert, CA 92260

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**[HAI, HIRSCH & ASSOCIATES, INC (LANDSCAPE ARCHITECTS)] RESPONSE DOCUMENT REPORT**

RFP No. 2024-RFP-156

Park and Trailhead Engineering and Design

RESPONSE DEADLINE: March 18, 2025 at 5:00 pm

Report Generated: Wednesday, March 19, 2025

**HAI, Hirsch & Associates, Inc (Landscape Architects) Response**

**CONTACT INFORMATION**

**Company:**

HAI, Hirsch & Associates, Inc (Landscape Architects)

**Email:**

chuck@hailandarch.com

**Contact:**

Charles Foley

**Address:**

2221 E. Winston Road, Suite A  
Anaheim, CA 92806

**Phone:**

(714) 776-4340 Ext: 108

**Website:**

[www.hailandarch.com](http://www.hailandarch.com)

**Submission Date:**

Mar 18, 2025 1:40 PM (Pacific Time)

## ADDENDA CONFIRMATION

Addendum #1

*Confirmed Mar 7, 2025 2:17 PM by Charles Foley*

Addendum #2

*Confirmed Mar 7, 2025 2:18 PM by Charles Foley*

## QUESTIONNAIRE

### 1. Proposal (WITHOUT COST)\*

Proposals shall be concise, well organized and demonstrate qualifications and applicable experience. Proposals shall be organized and include page numbers for all pages in the proposal. The proposal shall be uploaded here, in the following order and shall include:

#### A. Cover Letter

1. This letter should briefly introduce the firm, summarize the firm's general qualifications, include an executive summary of the specific approach which will be used to deliver the work scope; and identify the individual(s) name, address and phone number authorized to negotiate Agreement terms and compensation.

#### B. Experience and Technical Competence

1. **Background:** Provide history of the firm's consulting experience which specifically addresses the individual or firm's experience with similar Service as described in this RFP.
2. **References:** The proposal shall include a list of recently completed projects that are similar in scope and function to this RFP. Provide a description of the project, client name, and the name, title, and telephone number of the primary contact person.

#### C. Firm Staffing and Key Personnel



1. **Staffing:** Provide the number of staff to be assigned to perform the Services and the names/discipline/job title of each as well as your firm's capacity to provide additional personnel as needed.
2. **Key Personnel:** Identify key persons that will be principally responsible for working with the City. Indicate the role and responsibility of each individual.
3. **Team Organization:** Describe proposed team organization, including identification and responsibilities of key personnel.
4. **Subcontractors:** The Proposer shall identify functions that are likely to be subcontracted and identify the subcontractor that is anticipated to perform each function.

**D. Proposed Method to Accomplish the Work**

1. Describe the technical and management approach to providing the Services to the City. Proposer should take into account the scope of the Services, and general functions required. Include a draft first year schedule of tasks, milestones, and deliverables that will provide for timely provision of the Services. In reviewing the scope of Services and goals described herein, the Proposer may identify additional necessary tasks and is invited to bring these to the City's attention within the discussion of its proposed method to accomplish the work.

HAI-Proposal\_for\_Professional\_Design\_Services\_for\_Park\_and\_Traihead.pdf

**2. Fee Proposal\***

Please provide a lump-sum, not-to-exceed fee proposal for the scope of Services. The fee proposal shall include hourly rates for all personnel for "Additional Work" (as such term is defined in the proposed Agreement attached herein).

Price\_Hirsch\_&\_Associates,\_Inc.pdf

**3. Non-Collusion Declaration\***

The undersigned declares:

I am an authorized representative of my company, the party making the foregoing Bid, to certify the following.

The Bid is not made in the interest of, or on behalf of, any undisclosed person, partnership, company, association, organization, or corporation. The Bid is genuine and not collusive or sham. The Bidder has not directly or indirectly induced or solicited any other Bidder to put in a false or sham bid. The Bidder has not directly or indirectly colluded, conspired, connived, or agreed with any Bidder or anyone

else to put in a sham bid, or to refrain from bidding. The Bidder has not in any manner, directly or indirectly, sought by agreement, communication, or conference with anyone to fix the Bid Price of the Bidder or any other Bidder, or to fix any overhead, profit, or cost element of the Bid Price, or of that of any other Bidder. All statements contained in the Bid are true. The Bidder has not, directly or indirectly, submitted his or her Bid Price or any breakdown thereof, or the contents thereof, or divulged information or data relative thereto, to any corporation, partnership, company, association, organization, bid depository, or to any member or agent thereof to effectuate a collusive or sham bid, and has not paid, and will not pay, any person or entity for such purpose.

Any person executing this declaration on behalf of a Bidder that is a corporation, partnership, joint venture, limited liability company, limited liability partnership, or any other entity, hereby represents that he or she has full power to execute, and does execute, this declaration on behalf of the Bidder.

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

Confirmed

#### 4. SAM.gov\*

Please enter your legal entity name for SAM.gov verification.

Hirsch & Associates, Inc. Landscape Architects

[Click to Verify](#) *Value will be copied to clipboard*

#### 5. Type of Business\*

C Corporation (if corporation, two signatures are required)

#### 6. Litigation\*

Provide litigation history for any claims filed by your firm or against your firm related to the provision of Services in the last five (5) years (or type "N/A").

N/A

**7. Changes to Agreement\***

The City standard professional services agreement contract is included as an attachment herein. The Proposer shall identify any objections to and/or request changes to the standard contract language in this section of the proposal (or type "**N/A**"). If you are identifying changes here **ALSO** upload a copy of the redlined Language/Agreement with your Proposal. Changes requested may affect the City's decision to enter into an Agreement.

N/A

**8. No Deviations from the RFP\***

In submitting a proposal in response to this RFP, Proposer is certifying that it takes no exceptions to this RFP including, but not limited to, the Agreement. If any exceptions are taken, such exceptions must be clearly noted here, and may be reason for rejection of the proposal. As such, Proposer is directed to carefully review the proposed Agreement and, in particular, the insurance and indemnification provisions therein (or type "**N/A**").

N/A

**9. Project Team Resumes\***

Submit resumes of all key personnel/support staff that will produce work product for the Services. Describe their qualifications, education, and professional licensing.

HAI\_Project\_Team-Palm\_Desert.pdf

**10. List the Signatory(s) Authorized to Sign and Bind an Agreement.\***

(If two (2) signatures are required, include the following information for both signatories)

- A. Full Name
- B. Title
- C. Physical Business Address
- D. Email Address
- E. Phone Number

Charles Foley

President

2221 E Winston Rd. Ste A Anaheim, Ca. 92806 714-776-4340 x108

Mark Hirsch

Secretary

2221 E Winston Rd Ste A Anaheim, Ca. 92806 714-776-4340

**11. Conflict of Interest Disclosure\***

The proposer understands that any and all relationships with construction firms that may submit bids for projects developed under this agreement will require full disclosure of any direct or indirect conflicts of interest, financial interests, relationships, and the nature of any relationships with any related project bid submitters; and that any violation of this provision may result in the immediate termination of the Agreement

Confirmed

**12. Certification of Proposal\***

The undersigned hereby submits its proposal and, by doing so, agrees to furnish services in accordance with the Request for Proposal (RFP), and to be bound by the terms and conditions of the RFP.

Confirmed



**HIRSCH & ASSOCIATES, INC.**  
LANDSCAPE ARCHITECTURE & PLANNING

ORIGINAL



**Proposal for Professional Design Services for the Park  
and Trailhead Engineering and Design  
Improvements for the City of Palm Desert, CA**



*Creating Award Winning Projects  
Since 1977*

2221 E. Winston Road, Suite A, Anaheim, CA 92806-5540  
Phone 714.776.4340 Fax 714.776.4395 [www.hailandarch.com](http://www.hailandarch.com) LA #5567



# RAMONA PARK, LONG BEACH



## Client

City of Long Beach, California

## Contact

Eric Lopez, Director of Public Works  
562-570-5690

## Consultants

Landscape Architect (Prime Consultant)  
*Hirsch & Associates, Inc.*

## Project Status

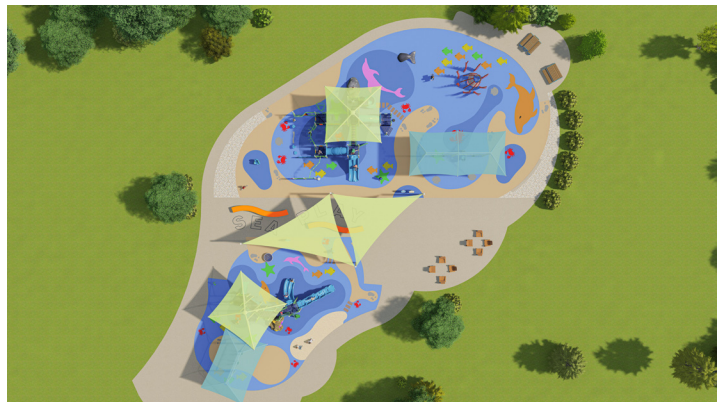
Construction Winter 2024

## Project Cost

\$1,500,000

## Project Description

Spend a Day at the beach in North Long Beach, miles from the shoreline. HAI has conducted Community Meetings and Conceptual Design of this destination playground featuring separate tot lot and school aged structures, ada accessible structures and panels, custom Whale Climber, Kracken, Coral Climber and Mermaid Tail Climber, 100% rubber surfacing. The theme is Sea Play and includes rock Jetties and in grade activated Fog Jets creating a marine themed environment.



# Civic Center Park Pomona, CA

## Client

City of Pomona, California

## Contact

Mr. Matt Pilarz

Matt.Pilarz@pomonaca.gov

(909) 620-2275

## Consultants

Landscape Architect (Prime Consultant)

*Hirsch & Associates, Inc.*

Civil Engineer

Blue Peak Engineering

Electrical Engineer

*IDS*

Architect

*Crane Architectural*

## Project Status

Grand Opening July 2025

## Project Cost

\$12 Million

## Project Size

1-acre

## Project Description

The City intends to construct a new destination playground on the Civic Campus, a registered Historic Site. HAI conducted community outreach and presented the design to the Historic Preservation Commission, Parks and Recreation Commission, Community Groups and City Council. The design integrates the equipment into the hillside and allows for a truly universally accessible environment. Folks using mobility devices are able access second level play with able bodied users. The project includes renovation of the historic and currently inoperable fountain located within the adjacent plaza in front of the courthouse. Custom designed buildings include a new restroom as well as maintenance pump building. Group picnic, water play zone, climbing and fog zones compliment separate Tot Lot and 5-12 structures. Built into the hillside is bleacher seating with ADA access included.





# Renovation of 10 Playgrounds Westminster, CA

## Client

City of Westminster, California

## Contact

Mr. Tuan Pham, Public Works  
(714) 548-3456

## Consultants

Landscape Architect (Prime Consultant)

*Hirsch & Associates, Inc.*

Civil Engineer

Blue Peak Engineering

## Project Status

4 completed, 2 Under

Construction, 4 Waiting to Bid

## Project Cost

\$6 Million

## Project Size

Each Playground less than 1 acre

## Project Description

The City has undertaken renovation of specific play areas Citywide. Rather than complete demolition of entire playgrounds, the approach is to replace within the existing footprint of each play area. There is minor concrete removal and replacement occurring dependent on condition of paving. This approach allowed the City stretch limited budgets and spend their dollars on play equipment rather than site work. Each play area has been designed with community input that HAI solicited during play area workshops. Some of the play areas have been themed such as Westminster Park's all-inclusive playground and Baseball theme. The Park is Home to the Challenger Little League Team. An organization that provides opportunity for disabled children to play baseball. Wheelchair access into the play structures if provided with ramps. Margie Rice Park is located across from a County Fire House and the area children asked for a Firehouse themed playground. Others include a Castle themed structure at Newcastle Park (bidding) and Marine theme at Sigler Park.



Margie Rice Park



Liberty Park





# Adelanto Park, City of Adelanto Jonathan St. and Chamberlain way



## Client

City of Adelanto, California

## Contact

Saba Engineer, City Engineer  
(818) 522-7966,  
sengineer@adelantoca.gov

## Project Status

Completed Winter 2024

## Project Cost

\$2,750,000

## Consultants

Landscape Architect (Prime Consultant)

## Project Description

*Hirsch & Associates, Inc.*

The City was awarded a State Park Grant to construct a new park on unimproved land. The Concept prepared for the grant included and required a new restroom building, splash pad, play equipment, sport court, shaded picnic seating, small parking lot, lighting, fencing, landscape and irrigation. HAI worked with the City and Value Engineered the design in order to bring the project into budget. The project has recently completed construction.





# LONG BEACH PLAYGROUNDS, RENOVATION OF 12 PLAY AREAS LONG BEACH, CA



## Client

City of Long Beach, California

## Contact

Eric Lopez, Director of Public Works  
562-570-5690

## Consultants

Landscape Architect (Prime Consultant)  
*Hirsch & Associates, Inc.*

## Project Status

10 Completed, 2 Under Construction

## Project Cost

\$7,000,000

## Project Description

HAI is assisting the City in renovating a number of play areas throughout the City utilizing Long Beach Measure-A funding. Each play area being upgraded is intended to be different from the others. The play areas are considered to be “destination” play areas featuring unique equipment and site features such as slides built into hillsides, zip lines and custom play features featuring Dinosaurs and skateboard furnishings. The project started in 2017 and is still in progress based funding availability. Parks included are Drake, Eldorado, Jackson, Veterans, MLK, Whaley, Recreation, Channel View, Los Cerritos, Recreation, Colorado Lagoon and Cherry.



## MACKAY PARK, CYPRESS, CA



Southern California Chapter of the American Public Works Association (APWA)  
2017 Project of The Year Award

### Client

City of Cypress, California

### Contact

Mr. Nick Mangkalakiri, Senior Civil Engineer  
City of Cypress

### Consultants

Landscape Architect (Prime Consultant)  
*Hirsch & Associates, Inc.*

Cypress, CA 90630

(714) 229-6729, nmamakai@c.i.cypress.ca.us

### Project Status

Completed November 2017

### Project Cost

\$2.7 million

### Project Size

2.9-acres

### Video Link

<http://VIMEO.COM/24888071>

### Project Description

Mackay Park is developed on a 2.9-acre portion of the former Mackay Elementary School property. The remaining portion of the school site has been redeveloped and features a new residential community. The park design was derived through community meetings conducted by HAI with area residents, and meeting with City staff, Park Commission and City Council. The new park will feature both active and passive recreation, user-friendly activities and utilize sustainable materials and technology. All products and materials will be recyclable, irrigation system will be State of the Art conforming to the Landscape Ordinance (AB1881), native plantings in all non activity areas, lawn areas to be less than 30% of the project area for water conservation, solar lighting for the walkways and park lighting to reduce power consumption, stabilized DG walking paths and exercise station to promote heart healthy actives, universally accessible children play areas, half court basketball for active recreation, prefabricated restroom building, group and individual picnic facilities to promote family activities, public art area, small parking lot, and a aesthetically pleasing streambed (bio filtration system) that will capture all storm water run-off allowing water infiltration in to the subterranean surface of the park.



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# EL DORADO PARK FIELD

## LONG BEACH, CA

### Client

City of Long Beach, California

### Contact

Nancy Villasenor, Project Manager  
562-570-3165

### Consultants

Landscape Architect (Prime Consultant)  
*Hirsch & Associates, Inc.*

### Project Status

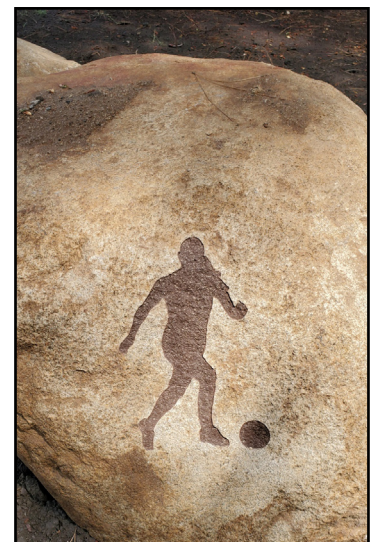
Completed September 2021

### Project Cost

\$2.5 Million

### Project Description

HAI provided conceptual design, construction documents and estimates, permitting and construction support for this artificial turf field. The design is intentional without security fencing, open to the public. It is an adult size field with youth fields included with striping. The infill is cork and sand, ADA access was designed into the project from existing parking lot and right of way. The existing trees were protected in place around the perimeter. Boulders were included to prevent vehicular vandals from entering the field, dispersed among the existing trees. 25 of the boulders are engraved with unique silhouettes that HAI designed.





# WILSON PARK SPLASH PAD TORRANCE, CA



## Client

City of Torrance California

## Contact

John Jones  
Director, Community Services Department

## Consultants

Landscape Architect (Prime Consultant)  
*Hirsch & Associates, Inc.*

Electrical Engineer  
*IDS Engineering*

## Project Status

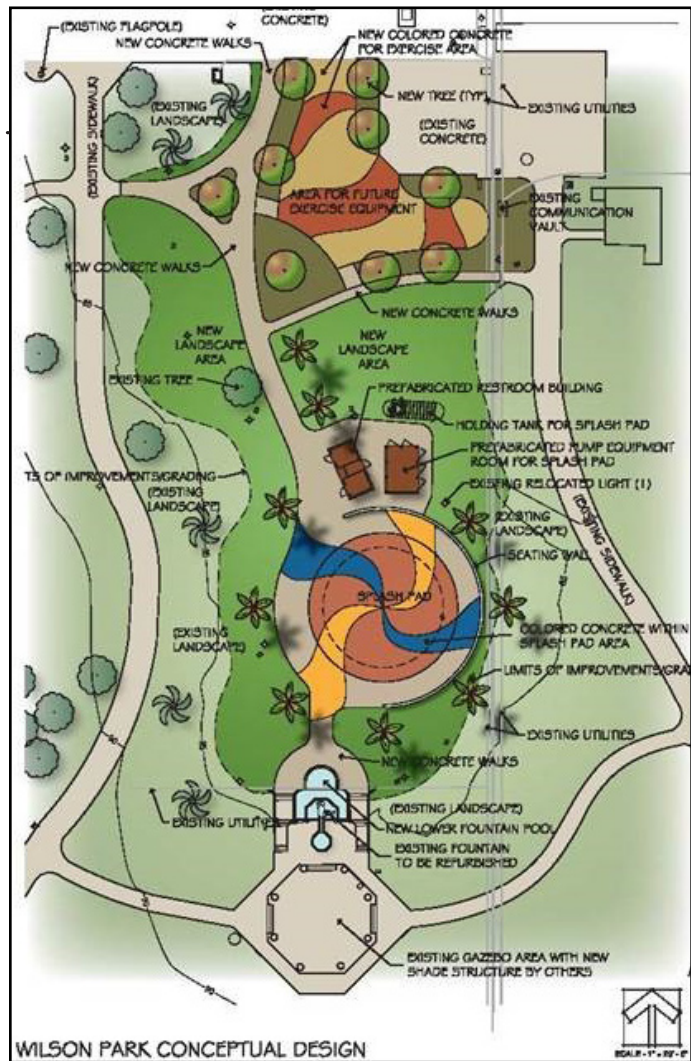
Completed October 2018

## Project Cost

Construction Cost \$1.3 Million

## Project Description

Wilson Park Splash Pad project, designed by HAI, Provides a new amenity to replace a defunct pond within the existing park. The design filled the old pond and included a 1,450sf Splash Pad with recirculation system, pump equipment shed, prefabricated restroom building, refurbished an existing fountain, concrete pad for future outdoor exercise area, relocated area lighting, and minor landscape and irrigation improvements. The splash pad features in grade nozzles and jets with color changing LED lights. The project was designed to allow for modification of splash pad to include above ground spray features as funding becomes available.





# MORGAN PARK

## BALDWIN PARK, CA

### Client

Department of Parks & Recreation  
City of Baldwin Park

### Contact

Mr. Manual Carrillo  
Director of Parks & Recreation  
City of Baldwin Park  
626-813-5245

### Consultants

Landscape Architect (Prime Consultant)  
*Hirsch & Associates, Inc.*

Electrical Engineer  
*Reedcorp Engineering*

### Project Status

Completed Summer 2010

### Project Cost

\$1,200,000

### Project Size

2 acres

### Project Description

Morgan Park is the busiest park in the City of Baldwin Park and contains their largest community center as well as a senior center. The existing play area was prominently located at the corner entrance to the park was in poor condition. Play equipment was outdated and did not meet current safety standards. A spray/splash feature was in disrepair and was marginally functional. Parking for the facility was not adequately provided.

Park improvements included a new parking lot with bio swales collecting all run off water, total removal and redesign of the play area and public plaza, new entry plaza to the adjacent senior center, 1,400 sf splash pad (recirculating water), separate tot lot and school aged play structures, shade sails, plaza lighting, parking lot lighting and a war memorial. Planter walls feature tiles painted by local children engaging a sense of ownership of the facility by the community.





# BARNES PARK SPLASH PAD RENOVATION

## BALDWIN PARK, CA

### Client

City of Baldwin Park, California

### Contact

Mr. David Lopez, Associate Engineer  
(626) 960-4011

### Consultants

Landscape Architect (Prime Consultant)  
*Hirsch & Associates, Inc.*

### Project Status

Completed August 2014

### Project Cost

\$750,000

### Project Description

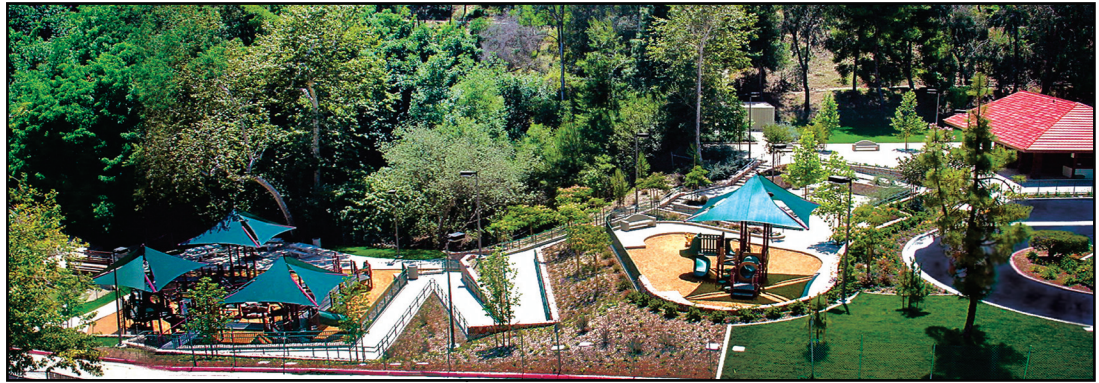
Barnes Park was previously renovated and HAI provided design services for the upgraded park. The completed project won the CPRS Award of Excellence in 2005 for Neighborhood Parks. The City was fortunate to receive grant funding for improvements recently and undertook new renovations of the existing facility. Improvements included a new Splash Pad with recirculation pump and below grade reservoir, removal of sand from play areas and replacement with all rubber surfacing, new outdoor exercise equipment with shade sail, perimeter trail signage providing mileage distance markers and educational information explaining the benefits of exercise, new 60 person group picnic areas with steel shade structure, minor landscape and irrigation modifications to accommodate the new amenities. The project was constructed this past summer with a Grand Opening in August 2014. The project is hugely successful and provides area residents active and passive recreation opportunities.





# SYCAMORE CANYON PARK

## DIAMOND BAR, CA



### Client

City of Diamond Bar, California

### Contact

Mr. Bob Rose  
Community Services Director  
(909) 839-7060

### Consultants

Landscape Architect (Prime Consultant)  
*Hirsch & Associates, Inc.*

Electrical Engineer  
*Reedcorp Engineering*

### Project Status

Phase II Completed - 2007

### Project Cost

\$1.2 Million

### Project Description

Renovation of this park area included the removal of a telephone pole retaining wall over 12' high, providing new Universally Accessible Play Area integrated into the ADA compliant path of travel from the upper park area to the lower park area, shaded picnic area, new hardscape and retaining wall system, stairs, decorative railings, landscape and irrigation. This portion of work was Phase II of planned renovations for Sycamore Canyon Park. HAI provided master planning services for all phases of design and construction support. Phase I consisted of ball field renovation, new parking facilities and general hardscape and grading improvements, which was completed in 2005. Phase II was recently completed this past Winter 2007.





# FAIRMOUNT PARK RIVERSIDE, CA

## Client

City of Riverside, California

## Contact

Randy McDaniel  
Principal Park Planner  
(951) 826-2000

## Consultants

Landscape Architect (Prime Consultant)  
*Hirsch & Associates, Inc.*

Universal Play Consultants  
*Shane's Inspiration*

Electrical Engineering  
*Reedcorp Engineering*

## Project Status

Completed in November 2010

## Project Cost

\$3.8 Million

## Project Size

9.4 Acres



California Park & Recreation Society  
2010 Award of Excellence  
Category: Community Park

## Project Description

The location of the new play area previously contained a small play area and picnic tables. Fairmount park once contained a small amusement park with a carousel. The new universally accessible play area was theme to recreate the amusement park atmosphere. A 60' diameter shade structure at the tot lot replicates the original carousel. Swings, splash pad, sand play, sensory walls, floor chimes and whimsical play equipment encourage children and adults of all ages to linger and play.





# Grijalva Community Park Orange, CA

## Client

City of Orange, California

## Consultants

Landscape Architect (Prime Consultant)

*Hirsch & Associates, Inc.*

Civil Engineer

DMS Consulting Engineers Electrical

Engineer

*Reedcorp Engineering*

Architect

*Crane Architectural*

## Project Status

Completed

## Project Cost

\$3.75 Million

## Project Size

15-acres

## Project Description

Grijalva Community Park features (3) Three regulation sized natural grass soccer fields with Musco sports lights. (2) Two full size basketball courts with lights. (1) One sand volleyball court. Multiple covered group accessible picnic areas. (1) 5,000sf universally accessible tot lot and children's play area. (1) One 4,000sf site built community building with restroom and concession area. 140 car parking lot with 77 parking stalls along the perimeter of the park. Accessible decomposed granite walking path along the park perimeter. Efficient domestic water smart irrigation system. Environmentally sustainable subterranean storm water retention system.





# RIVERA PARK PICO RIVERA, CA

## Client

City of Pico Rivera, California

## Contact

Mr. Ralph Aranda  
(562) 400-3428

## Consultants

Prime Consultant, Landscape Architects  
*Hirsch & Associates, Inc.*

Architect  
*Crane Architectural Group*

Civil Engineer  
*DMS Consulting Engineers*

Electrical Engineer  
*Reedcorp Engineering*

## Project Status

Grand Opening August 16, 2012

## Project Cost

\$5.7 Million

## Project Size

15.8-acres

## Awards



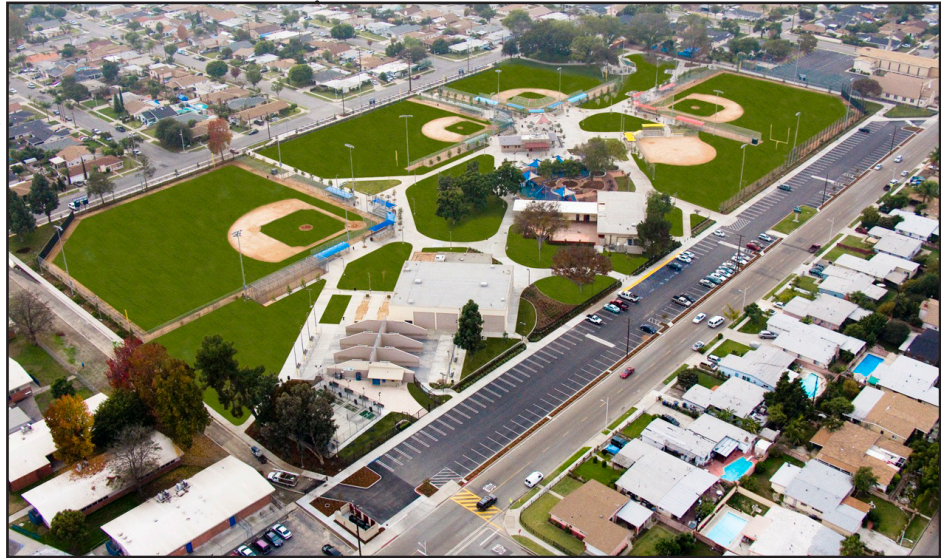
Southern California Chapter of the (APWA)  
American Public Works Association,  
*2013 Project of the Year*



Southern California Municipal Athletic  
Federation (SCMAF),  
*2013 Outstanding New Recreation Facility Award*

## Project Description

Rivera Park completed in August 2012 incorporates latest innovation in park design featuring (5) five State of the Art baseball fields and sports lighting, (2) two batting cages, commercial grade concession kitchen and food court, community center, gymnasium, universally accessible playground for all children, group picnic and individual picnic areas, a water efficient Smart irrigation system, and an environmentally friendly subterranean storm water retention system.



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# SMITH PARK PICO RIVERA, CA

## Client

City of Pico Rivera, California

## Contact

Mr. Ralph Aranda  
(562) 400-3428

## Consultants

Landscape Architect (Prime Consultant)  
*Hirsch & Associates, Inc.*

Civil Engineer  
DMS Consulting Engineers

Electrical Engineer  
*Reedcorp Engineering*

Architect  
*Crane Architectural*

## Project Status

Grand Opening November 22, 2013

## Project Cost

\$8 Million

## Project Size

17-acres

## Project Description

Smith park completed in November 2013 Features a new Artificial Turf football field with soccer overlay, stadium seating accommodating 400 people, (2) Restroom/Concession Buildings, (4) baseball/softball fields, sports lighting, tot lot, school aged play area, picnic seating, enlarged parking lot, recycled water irrigation system, on-site storm water retention system and infiltration system.





# AWARDS

## Garey Avenue

City of Pomona



Southern California Chapter of the American Public Works Association (APWA)  
*2018 Traffic, Mobility and Beautification Award*

## Mackay Park

City of Cypress



Southern California Chapter of the American Public Works Association (APWA)  
*2017 Project of The Year Award*

## Rivera Park

City of Pico Rivera



Southern California Chapter of the American Public Works Association (APWA)  
*2013 Project of The Year Award*



Southern California Municipal Athletic Federation (SCMAF)  
*2013 Outstanding New Recreation Facility Award*

## Fairmount Park

City of Riverside



California Park & Recreation Society  
*2010 Award of Excellence*  
Category: Community Park

## Rotary Centennial Park

City of Long Beach



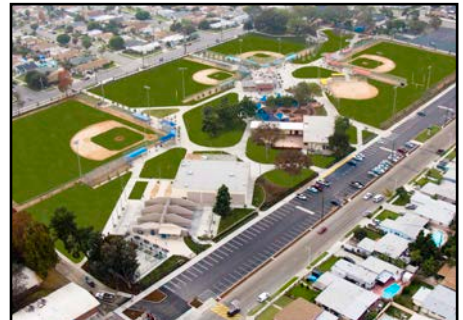
California Park & Recreation Society  
*2005 Award of Excellence*  
Category: Specialty Park



Garey Avenue



Mackay Park



Rivera Park



Fairmount Park



Rotary Centennial Park

## AWARDS

### CONTINUED

#### Barnes Park

City of Baldwin Park



California Park & Recreation Society  
*2005 Award of Excellence*  
Category: Neighborhood Park

#### Cesar Chavez Park

City of Pomona



California Park & Recreation Society  
*2004 Award of Excellence*  
*2004 Creating Community Award of Distinction*  
Category: Neighborhood Park

#### Plaza Park

City of Fullerton



California Park & Recreation Society  
*2003 Award of Excellence*  
Category: Community Park

#### La Cienega Park

City of Beverly Hills



Los Angeles Magazine Best of Issue  
*2003 Best Public Tennis Courts*



California Park & Recreation Society  
*1991 Special Award of Excellence*  
*1991 Environmental Planning Award*  
Category: Special Use Facility



California Landscape Contractors Association  
*1991 Honor Award*



United States Tennis Association  
*1991 Outstanding Tennis Facility*

#### Janss Plaza Renovation & Men's Soccer Complex

University of California, Los Angeles



California Landscape Contractor Association  
*1999 Landscape Beautification Award*



Barnes Park



Cesar Chavez Park



Plaza Park



La Cienega Park



Janss Plaza Renovation



# AWARDS

## CONTINUED

### McCambridge Park

City of Burbank



California Park & Recreation Society  
*1997 Environmental Planning Award*  
Category: Community Park



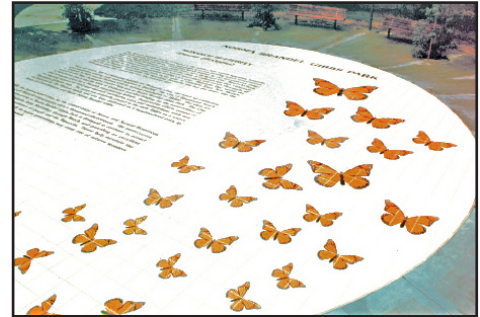
McCambridge Park

### Norma Brandel Gibbs Park

City of Huntington Beach



Sunset Magazine Award  
*1996 Design Recognition Award*



McCambridge Park

### Mission Oaks Community Park

Pleasant Valley Recreation & Park District



California Park & Recreation Society  
*1996 Environmental Planning Award*  
Category: Community Park



Mission Oaks Park

### Citrus Park

City of Anaheim



California Park & Recreation Society  
*1993 Environmental Planning Award*  
Category: Neighborhood Park



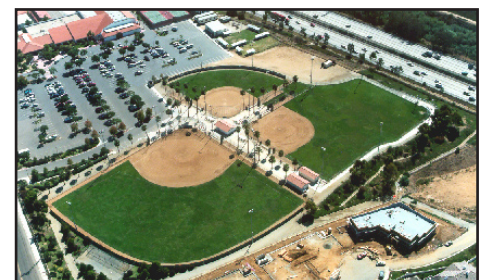
Citrus Park

### YMCA Ecke Sports Park

City of Encinitas



California Park & Recreation Society  
*1992 Environmental Planning Award*  
Category: Special Use Facility



YMCA Ecke Sports Park



## AWARDS

### CONTINUED

#### Cerritos Sports Complex

City of Cerritos



California Park & Recreation Society

*1990 Award of Merit*

Category: Special Use Facility



Landscape Architectural Foundation

*1990 Outstanding Project Award*

Category: Special Use Facility

#### Birdsall Park

City of Rialto



California Park & Recreation Society

*1989 Environmental Planning Award*

Category: Special Use Facility

#### Kit Carson Adult/Youth Athletic Facility

City of Escondido



California Park & Recreation Society

*1988 Award of Merit*

Category: Special Use Facility

#### San Dimas SportsPlex

City of San Dimas



California Park & Recreation Society

*1988 Award of Merit*

Category: Special Use Facility



Cerritos Sports Complex



Birdsall Park



Kit Carson Adult/Youth Athletic Facility



San Dimas SportsPlex



HIRSCH & ASSOCIATES, INC.  
LANDSCAPE ARCHITECTURE & PLANNING



## AWARDS

### CONTINUED

#### Rosewood Park

City of Cerritos



California Park & Recreation Society  
*1987 Environmental Planning Award*  
Category: Neighborhood Park



Landscape Architectural Foundation  
*1987 Outstanding Project Award*



California Department of Rehabilitation  
*1987 Special Achievement Award for  
Handicap Accessibility*

#### Don Derr Park & Sports Complex

City of Riverside



California Park & Recreation Society  
*1985 Environmental Planning Award*  
Category: Special Use Facility

#### Verdugo Park

City of Glendale



California Park & Recreation Society  
*1983 Environmental Planning Award*  
Category: Community Park



Rosewood Park



Don Derr Park & Sports Complex



Verdugo Park



# CHARLES E. FOLEY, ASLA

PRESIDENT

CHIEF EXECUTIVE OFFICER

## Education

*Landscape Architecture, BS*  
California State Polytechnic University,  
Pomona, California

## Registration

Licensed Landscape Architect, California #5567

Licensed Landscape Architect, Nevada #948

## Experience

Mr. Foley has over 25 years of professional Landscape Architectural and Planning design experience. He has been the Principal in Charge of a wide variety of public park, streetscape, school districts and private development projects. The projects include renovation of existing parks as well as development of new facilities, Brownfield and Landfill sites, Habitat Restoration, irrigation renovation and water efficiency/reduction efforts. As Principal in Charge of each project, he oversees all aspects of development including the public input process from stakeholders, interaction with commissions and council, administers quality control of HAI staff and sub consultants during the design process as well as integral involvement during the construction process. His early field experience in construction prior to becoming a design professional serves clients well with knowledge related to site work and all aspects of park development. The culmination of this experience has served his clients well with creative projects meeting the needs of the stakeholders, completed on time and within budget. Many completed projects he has managed have been awarded merit by the California Park and Recreation Society (CPRS) as well as the American Public Works Association (APWA). With or without rewards, the completed projects have become treasured assets of communities they serve.

## Professional Responsibilities

Project Management  
Client Contact & Development  
Project Production  
Construction Document Preparation  
Construction Support  
Community Workshops  
Public Meetings  
Presentations

## Affiliations

American Society of Landscape Architects (ASLA)  
ASLA Mentor  
California Park & Recreation Society



**Rotary Centennial Park,**  
City of Long Beach



**Mackay Park,**  
City of Cypress



**Long Beach Bike & Pedestrian Trail,**  
City of Long Beach



**Cesar Chavez Park,**  
City of Pomona





# Mark A. L. Hirsch

Vice President

Landscape Contractor,

CLIA, QSP

## Education

Construction Technology

College of the Redwoods, Eureka CA Horticulture,

Fullerton College, Fullerton CA

## Registration

Licensed Landscape Contractor (C-27) CA #956898

Certified Landscape Irrigation Designer and Auditor, CLIA

#84847, Certified SWPPP QSP #28925

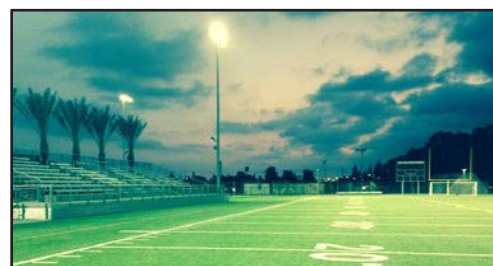
## Experience

Mr. Hirsch has 34 years of experience in the landscape design and construction industry. Before joining Hirsch & Associates, Inc. 1998, Mr. Hirsch obtained ten years' experience working for a General Contractor, installing all aspects of landscape construction.

Mr. Hirsch has continued to increase his capacity at HAI, starting from draftsman to his current title of Vice President. Accomplishments during his professional career including Autodesk/AutoCAD certification, certified irrigation designer and certified water auditor, qualified SWPPP practitioner QSP. Mr. Hirsch is a licensed landscape contractor in the State of California.



**Rio Vista Park**  
Pico Rivera, CA



**Smith Park**  
Pico Rivera, CA



**Mackay Park,**  
Cypress, CA

## Professional Responsibilities

Project Management

Construction Management

Construction Support

Water Audits

Water Management

SWPPP Inspections

Irrigation Consultation

Presentations

Community Workshops

Conceptual Design Preparation

Construction Document Preparation

## Affiliations

IA Irrigation Association

California Landscape Contractor Association

California Park & Recreation Society

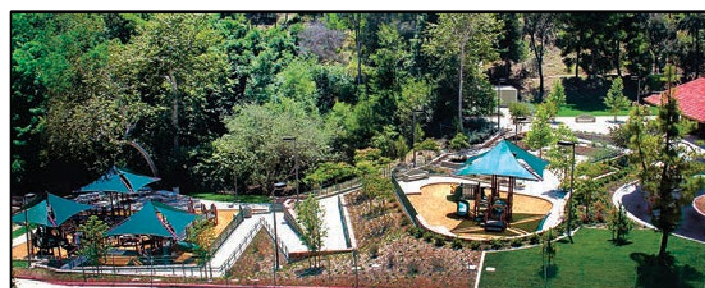
Wildlife Conservation Society



**Louis A. Pompei Memorial Park,**  
City of Glendora, CA



**Janss Plaza Historic Renovation,**  
UCLA Los Angeles, CA



**Sycamore Canyon Park,**  
Diamond Bar, CA



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LANDSCAPE ARCHITECTURE & PLANNING

# Greg Thayer

Senior Designer

## Education

*Landscape Architecture, BS  
California State Polytechnic University,  
Pomona, California*

## Registration

Licensed Landscape Architect, in progress, completed 3 of 5 sections.

## Experience

Mr. Thayer joined Hirsch and Associates, Inc. in 2022 with years of previous experience having worked in the landscape construction industry as well as horticultural and multi-disciplinary firm in their Landscape Architecture division where he collaborated on projects with architects, engineers, and environmental planners. He works closely with clients and sub consultants to develop various projects from conceptualization through design development and lastly to construction documents and support. He has been involved with a wide range of projects such as Park and Recreation Facilities, Sports Parks, Commercial Retail Centers, and Streetscape Beautification.

## Professional Responsibilities

Construction Document Preparation  
Graphic Design/Rendering  
Project Production  
Construction Support  
Community Workshops/Public Meetings  
Subconsultant Coordination  
Client Contact and Development

## Affiliations

American Society of Landscape Architects



New City Park, Adelanto CA



Civic Center Park, Pomona CA



Meadowview Demonstration Garden, City of Pomona CA



# JACOB LAURENTOWSKI

## DESIGNER

### Education

*Landscape Architecture, BS*  
California State Polytechnic University,  
Pomona, California

### Experience

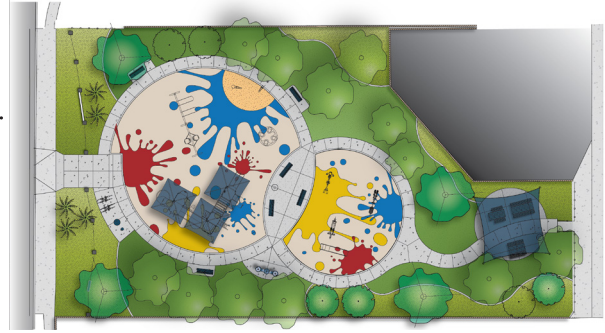
Mr. Laurentowski joined Hirsch & Associates, Inc. in 2022 while finishing the last year of his BS at Cal Poly Pomona. Upon graduation in 2023, he has been a full-time employee, working diligently to gain experience and expand his repertoire. Since then, he has successfully worked with clients and sub consultants to move projects from conceptualization to construction documentation. While Mr. Laurentowski has spent much of his time in the municipal sphere, heading various park and playground renovations, he has worked on a diversity of projects including sports fields, commercial retail centers, large-scale habitat irrigation, gateway monument signs, and municipal studies.

### Professional Responsibilities

Conceptual Design  
Construction Document Preparation  
Project Production  
Graphic Design/Rendering  
Community Outreach/Public Meetings  
Client Subconsultant Contact

### Affiliations

American Society of Landscape Architects (ASLA)



**Labourdette Park Renovation**  
City of Los Alamitos, CA



**Jaycee Parkette Renovation Concept**  
City of Placentia, CA



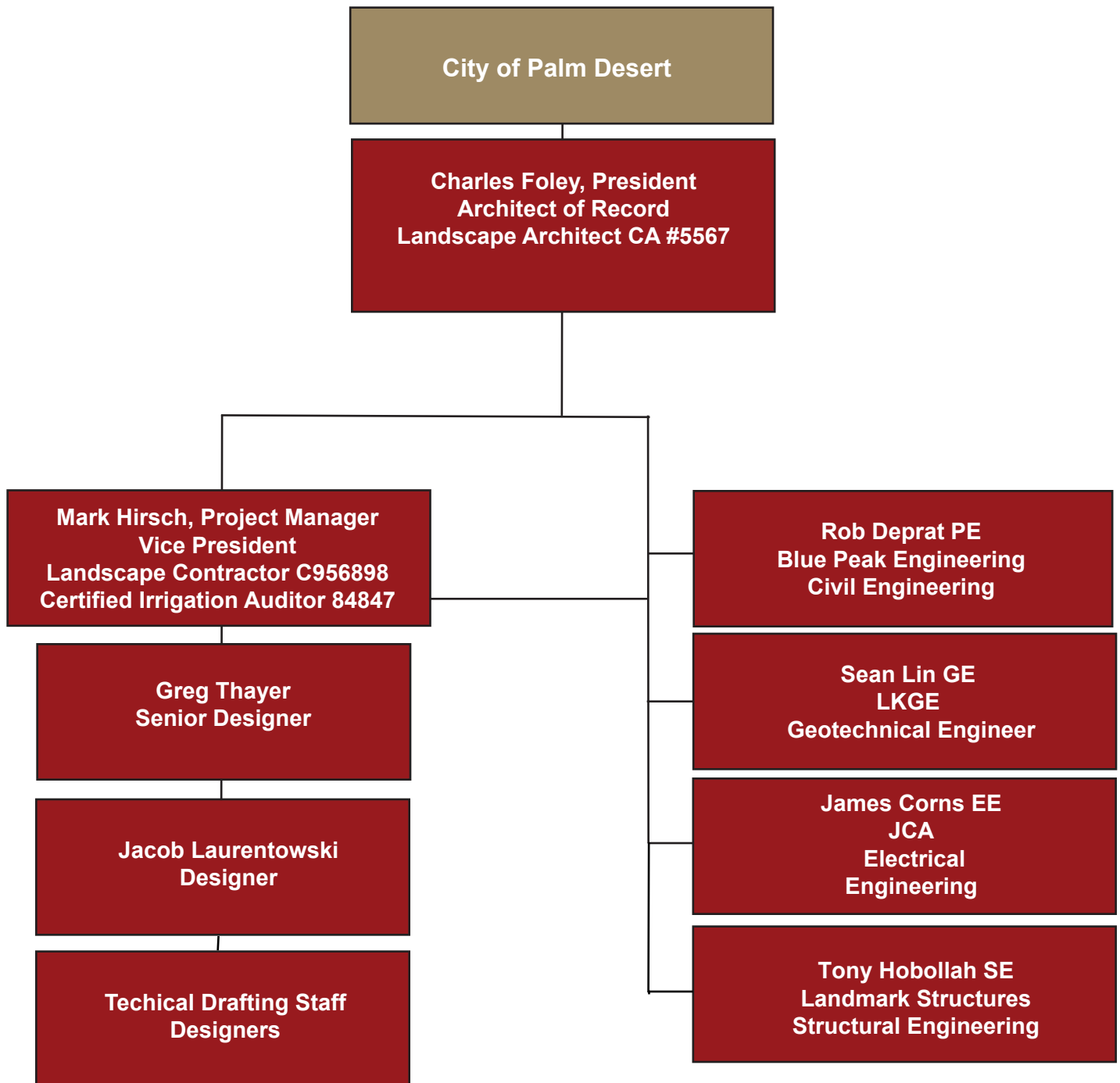
**Russel C. Paris Playground Renovation Concept**  
City of Westminster, CA



**Hilda L. Solis Park Renovation Concept**  
City of Baldwin Park, CA



## Organizational Chart



Note: Per Addendum 1, City shall provide survey, no surveyor on the project team.  
HAI can provide survey if needed, Pacific Land Consultants.

Robert DePrat, P.E.  
1853 Yorba Linda Bl#235  
Yorba Linda, Ca. 92886  
714-749-3077  
rdeprat@bluepeakeng.com  
California (#60482)  
Bachelor of Science, Civil Engineering, UC Irvine  
M.B.A. UC Irvine



### **Professional Experience**

Mr. DePrat has over 20 years of professional civil engineering experience serving clients throughout California in a wide range of public parks and private development projects. Blue Peak Engineering has provided civil engineering services to HAI throughout its history including sports parks, roadway design and recreation facilities. Along with his depth of experience, Mr. DePrat's success is attributed to his dedication to customer service and maintaining valuable working relationships among clients, contractors and jurisdictional agencies.



JCA Engineering Inc. is dedicated to providing efficiently innovative architectural lighting design services, and state-of-the-art electrical engineering. Projects successfully completed within the last year represent total construction values exceeding thirty million dollars. Those projects encompassed new and renovated educational facilities, efficient public works facilities, religious facilities, active and passive recreational sites, sports complexes, arenas and streetscapes for community revitalization. The principals of this growing design firm offer more than 65 combined years of experience in electrical systems engineering.

We implement new technology to evaluate our design proposals using software such as AutoCAD 2025. Lighting design incorporates all required Title 24 energy codes, and we are capable of providing all the required Title 24 forms to meet all state requirements.

JCA offers comprehensive experience in government, public works, federal, religious, business, institutional, private and educational facilities electrical system requirements and construction. In addition, JCA provides design expertise in fire alarm, electronic communications, intrusion alarm and video distribution systems.



**LK Geotechnical Engineering, Inc.**  
**10120 National Boulevard, Los Angeles, CA 90034**  
**Engineer: 626.328.4346; Geologist: 310.866.8977**

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#### **COMPANY PROFILE:**

LK Geotechnical Engineering, Inc. (LKGE) was founded by two experienced professionals, Dr. Sean Lin and Mr. Mark Kruger in Los Angeles, California. Our services include geotechnical and geological consultation, geotechnical investigation, soil infiltration study for storm water management, laboratory soil testing, field geotechnical inspection, soil compaction testing, and deputy grading inspection in the Greater Los Angeles area.

Dr. Lin is a California licensed Geotechnical Engineer (G.E.) who has extensive geotechnical knowledge, including soil mechanics, foundation analysis and constructability, geotechnical site stability evaluation, and advanced seismic hazard analysis. In addition, Dr. Lin was an adjunct professor teaching classes in advanced foundation and geotechnical earthquake engineering at California State University, Los Angeles.

Mr. Kruger is a California licensed Engineering Geologist (C.E.G.) who has been practicing geological investigation and geotechnical inspection since 1997. His professional specialty includes geological hazard evaluation, hillside geological mapping, groundwater mitigations, earthquake fault study, and construction consultation and inspection.

Our goal is to provide the straight-forward professional services that our clients can count on. Our company's aim is to deliver quality services in a timely manner, to keep our client well-informed, and to resolve engineering problems in a logically cost-effective way.

Our geotechnical consulting experience includes residential and commercial development, offices and warehouses, schools and colleges, health facilities, and municipal public work projects. The following is a selected list of our project experience:

- City of Alhambra Dog Park, Alhambra, CA
- Bright Star Valor Academy High School Sport Field, North Hills, CA
- KIPP Academy of Innovation Sport Field, Los Angeles, CA
- Everest Value School Classroom Building and Sports Field, Los Angeles, CA
- CWC West Vally School Classroom Building and Sports Field, Winnetka, CA
- Fillmore Fish Hatchery Feed Bins, Fillmore, CA
- 7301 Broadway Affordable Housing Apartment, Los Angeles, CA
- Slauson Marketplace Target Store renovation parking lot LID facilities, Huntington Park, CA
- 7-Eleven Buena Park, Buena Park, CA
- Neighborhood Healthcare parking lot and ADA ramp, Escondido, CA



## **CHI-HSIN (SEAN) LIN, Ph.D, P.E., G.E.**

**PRINCIPAL ENGINEER, VICE PRESIDENT**

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### **PROFILE:**

Dr. Lin is a California licensed geotechnical engineer (G.E.) who has extensive geotechnical knowledge, including soil mechanics, foundation analysis and constructability, geotechnical site stability evaluation, and advanced seismic hazard analysis. In addition, Dr. Lin is an adjunct professor teaching advanced foundation and geotechnical earthquake engineering classes at California State University, Los Angeles.

Dr. Lin provides consultation and collaborates with client and project design team, conducts/manages field explorations, performs analysis to prepare reports, and reviews reports and plans during the design phase of a project. During the construction phase, Dr. Lin supervises and manages field inspection activities and laboratory testing, performs QA/QC on inspection and testing.

### **PROFESSIONAL LICENSES:**

2004	Professional Engineer (Civil), No. 67109, State of California
2011	Geotechnical Engineer, No. 2921, State of California
	City of Los Angeles, Deputy Grading Inspector, No. P041202

### **EDUCATION:**

2002	Ph. D., University of Southern California, Civil Engineering with emphasis on Earthquake Engineering
1997	Master of Science, University of Southern California, Civil Engineering with emphasis on Geotechnical Engineering
1993	Bachelor of Science, Chung Yuan Christian University, Civil Engineering

### **SELECTED PROJECT EXPERIENCE:**

#### **MUSEUMS AND PARKS:**

City of Santa Monica, Tonga Park, Santa Monica, CA  
City of Burbank, 5-Points Art and Landscape, Burbank, CA  
City of El Monte, Mary Van Dyke Park Improvement, El Monte, CA  
Audubon Nature Center at Debs Park, Grading and Slope Restoration, Los Angeles, CA  
Discovery Science Center Expansion Phase 1, Santa Ana, CA  
Universal Studio Hollywood, Harry Potter Ride, Universal City, CA  
Universal Studio Hollywood, Animation Store, Universal City, CA  
Universal Studio Hollywood, Dreamwork Theater, Universal City, CA  
Universal Studio Hollywood, Jurassic World Ride, Universal City, CA  
City of Alhambra Dog Park, Alhambra, CA



**HIRSCH & ASSOCIATES, INC.**  
**LANDSCAPE ARCHITECTURE & PLANNING**

**ORIGINAL**



**Proposal for Professional Design Services for the  
Park and Trailhead Engineering and Design  
Improvements for the City of Palm Desert, CA  
Hovley Soccer Park**



*Creating Award Winning Projects  
Since 1977*

2221 E. Winston Road, Suite A, Anaheim, CA 92806-5540  
Phone 714.776.4340 Fax 714.776.4395 [www.hailandarch.com](http://www.hailandarch.com) LA #5567



The City of Palm Desert is seeking to enhance **Hovley Soccer Park** through a series of strategic design and construction improvements aimed at improving functionality, safety, and visitor experience. Hirsch and Associates Inc. will be responsible for managing the project from initial public engagement through final construction support, ensuring that the upgrades reflect community needs and align with the city's quality standards.

The scope of work will be divided into four key phases: **public engagement, preliminary planning and conceptual design, construction documentation, and bidding and construction support.**

The project will begin with a comprehensive **public engagement process** to gather input from local residents and Parks and Recreation Committee. Hirsch and Associates Inc. will develop and execute a **Public Engagement Plan**, host stakeholder and community meetings, and present findings to the City Council and the Parks and Recreation Committee. Feedback from the public will be documented and incorporated into the design process to ensure that the improvements align with community expectations.

During the **preliminary planning and conceptual design** phase, the consultant will create detailed design options that focus on the following key improvements:

1. **Sports Fields:**

The existing soccer fields will be upgraded to improve playability and safety. This may include improving turf quality, enhancing drainage systems, and review existing irrigation layout for efficiency and coverage.

2. **Playground:**

A new playground will be designed to accommodate children of various ages and abilities. The design will focus on providing safe, ADA-compliant play structures with modern equipment and resilient surfacing. Seating areas will be integrated into the playground design to improve comfort for both children and caregivers.

3. **Landscape Improvements:**

The consultant will design a landscape plan that enhances the park's aesthetic appeal and supports sustainability. Drought-tolerant plants and efficient irrigation systems will be incorporated to reduce water usage and maintenance costs.

A preliminary cost estimate and project timeline will be prepared as part of the design package to help the city manage resources and expectations effectively.

Once the conceptual design is approved, Hirsch and Associates Inc. will prepare a full set of **construction documents**, including landscape architectural and civil engineering drawings and technical specifications. The construction documents will cover all aspects of the project, including field improvements, playground installation and landscaping. The consultant will ensure that all plans comply with local building codes and ADA requirements.

During the **bidding and construction support** phase, Hirsch and Associates Inc. will provide technical assistance, respond to contractor inquiries, and issue addenda as needed. The consultant will attend pre-bid and pre-construction meetings and provide on-site support during construction to ensure that the project is executed according to the approved plans and within budget.



HAI will stay in close contact with the City's Project Manager through weekly or bi-weekly updates and milestone meetings ensuring a coordinated effort. We understand the City's objective to enhance the community experience by improving Hovley Soccer Park. Our approach will focus on creating a functional, safe, and aesthetically pleasing environment that meets the City's schedule, operational goals and budget requirements.

**Hovley Soccer Park Work Plan**

**Basic Services.** Perform all the necessary professional landscape architectural and engineering services in a timely and professional manner consistent with the standards of the profession.

**Project Management.** Provide overall project management, conduct a pre-design kickoff meeting with City Staff to confirm objectives and establish a project schedule. Provide bi-weekly progress updates to ensure alignment with City requirements and timelines. Maintain continuous oversight and address and challenges.

**City Provided Information.** The City shall provide a topographic survey and geotechnical report of the park and all existing documentation it has on file for the improvement area that may include existing utility locations and depths, survey/boundary information, copies of easement documentation, list of agencies having jurisdiction over the project, and contact person for the agency, street improvement plans and storm drain plans. HAI, Hirsch & Associates, Inc will make a good-faith effort to verify the accuracy of such information and utilize it in the preparation of the final working drawings and specifications.

**Communication.** Participate in consultations and conferences with City Staff and other agencies having jurisdiction over the Project that may be necessary for the completion of the Project. Such consultations and conferences shall continue throughout the project duration. Communication will include a combination of email, telephone, ZOOM and in person meetings at City Hall and/or project site.

**Project Feasibility.** Provide advice and assistance in determining the feasibility of the Project, analyze the type and quality of materials and construction methods to be selected, and other initial planning matters.

**Budget.** Use our best judgment in determining the balance between the size, type and quality of construction to achieve a satisfactory solution to maintain the City's stated budget.

HAI has served as Lead Consultant over the past 47 years on park projects throughout California, Arizona and Nevada. Every project that we undertake includes monitoring and management of our Consulting Fee, Construction Budget and Schedule. HAI provides a monthly invoice to our clients for our completed work. The progress billing contains previous months' billing as well as total contract value and associated completion percentage. The progress billing provides a comprehensive account of where our progress is related to the total value of the contract.

**Quality Control/Quality Assurance**

HAI has developed a design quality process for the presentation of deliverables that is consistent and replicable for each deliverable document. Each formal submittal prepared by HAI and team members shall be;

- Reviewed by independent technical staff of the discipline involved.
- Reviewed for coordination and possible interferences by design staff of other disciplines involved.
- Checked by Project Manager for design certification and/or certifies comments for revisions.
- Certified that all comments have been incorporated, checked and back checked in accordance
- Drawings stamped for internal audit as reviewed, checked and back checked. Once all three quality control checks have been completed, documents are ready for delivery.

Check and Certification of reviewed drawings is undertaken by State Licensed Landscape Architects and Engineers.





## **SECTION 2:**

## **Methodology**

### Administration

- This task includes the project management services including the requirements for meeting documentation, project schedules, progress reports, invoicing, and administration of Consultant work.
- A kickoff meeting shall be scheduled within the Task Order/Notice to proceed to review Project objectives and requirements, receive initial information from City/Utilities, establish the communication plan and protocols, baseline delivery schedule, and address other issues as necessary to ensure successful Project initiation.

*Deliverables: Project Schedule, Progress Reports, Meeting Notes and invoices.*

### **End Section 2**

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## **SECTION 3:**

## **SCOPE OF WORK**

### **Scope of Work - Site Design (HAI-Blue Peak)**

#### Community Meeting

- Meet with residents, sports organizations, Park and Recreation Committee and other stakeholders that can provide input on the community needs.
- Develop a Public Engagement Plan based on input from the community and user groups
- Work with City project team to create the framework for the Conceptual Design

#### Conceptual Design

- Review existing data, such as as-builts and record drawings.
- Photo document and conduct site analysis to evaluate the opportunities and constraints of the site.
- Synthesize data received and compare with site analysis findings to finalize site assessments and prepare the analysis report. Review report with City Staff, revise as necessary.
- Obtain and review utility information within the public right of way and park site.
- Develop provisions to accommodate existing and new utility facilities (e.g., maintained in place, removed, adjusted, abandoned, or installed).
- Effectively identify utility locations and resolve conflicts on proposed plans to keep the project on schedule.
- Prepare Design Development plans utilizing the formal survey provided by the city as the base sheet. The design shall be predicted upon the conceptual plan provided by the City. Verify the preliminary plan horizontal and vertical control is achievable. Provide design alternates as needed to site the proposed required amenities in relationship with existing grades and ADA accessible code requirements.
- Prepare a preliminary construction cost estimate. Set budgets for proposed amenities.
- Obtain quotes/proposals of differing manufacturers for the site amenities.
- Prepare color site plan renderings illustrating the design and material selection.
- Meet with City Staff to review design concepts and estimate. Revise as needed based on input received.
- Provide design presentation of revised Design Development Drawings to City Staff for review and comment.

*Deliverables: Preliminary Design Development Drawings and estimates (AutoCAD version compatible with City and PDF). Amenities exhibit featuring photos of proposed materials and Presentation (PowerPoint and PDF). Preliminary Grading Plan (AutoCAD version compatible with City and PDF). Meeting Minutes and Supporting Documentation).*

**Scope of Work - Site Design (HAI-Blue Peak)**Construction Documents

Includes monthly status meetings, reports of work, schedule updates and meeting minutes of all communication and action items.

HAI is responsible for developing and assembling Contract Construction Bid Documents ("Bid Documents") for advertisement and bidding the project for construction. The Bid Documents shall include all necessary Civil, site and landscaping/irrigation to be constructed, construction plans and supporting documentation for a complete biddable set. Furthermore, HAI shall provide Technical Specifications and Cost Estimates associated with the design plans. All Bid Documents shall be prepared and stamped by a CA licensed Landscape Architect and Professional Civil Engineer with the appropriate license per each discipline of work. The design shall comply with all latest applicable codes, guidelines, and standards. Plans to be drawn at 1"=20' and include the following:

- Title/Index Sheet
- Demolition/Protection Plan
- Site/Grading and Drainage Plan
- Erosion Control Plan
- Construction Plans and Details, notes
- Landscape Plans, Details and notes
- Irrigation Plans, Details and notes
- Technical Specifications – City shall prepare the boiler plate specifications
- Probable Construction Cost Estimates with back-up/support information on quantities and unit prices.

**Scope of Work – Civil Engineering Blue Peak****SCOPE OF WORK*****Task 1.1: Storm Water Pollution Prevention Plan (SWPPP) / Notice of Intent (NOI)***

Based on the requirements of the State Water Quality Resources Control Board's General Permit, a Notice of Intent and a Storm Water Pollution Prevention Plan will be prepared for the site.

- Blue Peak will research the necessary data to accurately complete the Application for Notice of Intent (NOI) and it will be submitted to the State Water Resources Control Board.
- Based on site conditions and proposed construction a SWPPP will be prepared to address the specific site water quality concerns.
- The SWPPP will be prepared under the direction of a Qualified SWPPP Developer (QSD) as certified by the California Stormwater Quality Association.

***Task 1.2: Water Quality Management Plan (WQMP)***

The WQMP will provide guidelines for project-specific post-construction Best Management Practices (BMPs) and for regional and sub-regional Source Control BMPs and Structural BMPs to address management of stormwater runoff quantity and quality to protect the nearby receiving waters.

- Address Site Design BMPs.
- Incorporate the applicable Routine Source and Structural Control BMPs.
- Describe the long-term operation and maintenance requirements for Structural Control BMPs.



### SECTION 3:

### SCOPE OF WORK

- Identify the entity that will be responsible for long-term operation, maintenance, repair and/or replacement of the structural BMPS and the training that qualifies them.
- Provide a copy of the forms to be used in conducting maintenance and inspection activities.
- The WQMP will comply with the requirements of the City of Palm Desert Stormwater Program.
- The City must provide recommended infiltration rates from the City's geotechnical engineer based on testing done at the job site. Testing must be in conformance with standards set forth by the agency having jurisdiction. These rates must be included in the final geotechnical report.

#### **Task 1.3: Precise Grading Plan Review**

Blue Peak Engineering will provide a civil engineering review of the precise grading plans, which will include the following:

- Two (2) civil engineering reviews will be completed with redline comments.
- The final set of plans will be stamped and signed by a Registered Civil Engineer for final approval with the City of Palm Desert. All comments from Blue Peak Engineering must be addressed prior to the stamping of the plans.

The Plan format, standard construction notes, and sheet borders shall be commensurate with City standards.

#### **Deliverables:**

- *Prepare 60%, 90%, and 100% design submissions for City review. (AutoCAD version compatible with City and PDF)*
- *60%, 90%, 100% Contract Technical Specifications (Word and PDF)*
- *60%, 90%, 100% Engineers Estimate (Excel and PDF)*
- *Ensure that the specifications comply with the Standard Specifications for Public Works Construction ("Greenbook").*
- *Supporting Design Documentation/Calculations (Word, Excel, and PDF)*

*All applicable plans, technical specifications and construction cost estimates shall conform to City templates. All submittals shall be thoroughly checked as part of the Consultants QA/QC program, inclusive of any independent plan check process. All redlines shall be attached to each re-submittal with a summary matrix of comments, edits, and responses provided noting where the revisions have been incorporated into the specific deliverable as necessary.*



**FINAL DESIGN DELIVERABLE FORMAT****From Plan Check Review Comments**

Final Bid Package Submittal (100% PS&E):

- *Full Construction Bid Ready Plans (1 PDF file for City duplication and printing and Autocad files)*
- *Specifications (PDF and DOC file formats)*
- *Project Cost Estimate (Excel file, and PDF)*
- *All Supporting Documents (PDF and/or DOC)*

**Bidding**

HAI team shall be available throughout the advertisement and bidding period to provide technical assistance to the City. This requires assistance with bidder's inquiries, preparation of addenda, and attendance at the pre-bid field meeting. Bidding procedures shall be the responsibility of the City.

- Respond to Requests for Information (RFIs) during the project advertisement period, and log questions and responses.
- Prepare project addenda at the direction of the City.
- Attend the pre-construction meeting, job walk

*Deliverables: pre-bid meeting notes, comments on requests for information, plan/specification revisions, addendums to bid*

**Construction Support**

- Prepare the Pre-Construction meeting agenda for the City's review. The following items will be reviewed at the Pre-Construction meeting:
  - Plans, Specifications and Inspection Process
  - Submittals and the approval process
  - City and State Funds
  - Impacted Utilities, Coordination with the City, Departments, and other impacted agencies
  - Coordination with schools, residents, businesses and similar entities
  - Public Notices, construction schedule, and traffic control (if needed)
  - Encroachment Permits, if any
  - Agreed communication
  - Weekly Statement of Working Day Reports, contract time and progress meetings
  - Contract Change Order (CCO) process
  - Final project walkthrough, punch list items, preparation of as-built drawings and project acceptance
- Conduct preconstruction meeting with City and Contractor. Prepare meeting minutes and distribute to all parties.
- Review contractor payment requests and provide City opinion of work completed.
- Coordinate with City project manager, city staff and inspector as necessary during construction.
- Review contractor prepared construction schedule and verify adherence during the life of the project. Update schedule and progress verification as field operations continue and change original schedule.
- Review and approve product submittals and shop drawings in accordance with construction documents.
- Attend on-site project meetings to review work of the contractor. Prepare written reports of meetings for distribution to all parties. Document what work is taking place and compare to project schedule. Photo document and include in project log of meetings and minutes.
- Coordinate with all parties by telephone, fax and e-mail as necessary.
- Contract Change Orders (CCOs) may be requested by the City, Contractor or design engineer. When a proposed change is requested, HAI will determine the need for the change, check for conformance to standards, consider other remedies, method of compensation, impact on contract time, estimate of cost, and the likelihood of final approval.



- If HAI finds the proposed change is reasonable, a proposed change order file will be established. Documents prepared by HAI regarding the Change Order will be given to the Contractor for pricing. HAI will review and evaluate the Contractor's CCO proposal. Based on the review, HAI will provide a recommendation to the City.
- Observe and approve all soil preparation material, planting methods, and finish grading prior to planting. Visit local Nursery and tag plant material for project
- Observe the inspection of the installation of all landscape and irrigation equipment.
- Respond to contractor's Request for Information (RFI's) and other questions during project construction.
- Conduct substantial completion review and Contractor and prepare punch list. Review and approve punch list items upon their completion.
- Review and approve all contractor supplied closeout items, manuals and charts for irrigation system, lighting and building as specified in the contract specifications.  
*Deliverables: meeting notes, comments on requests for information, plan/specification revisions, punch lists and items of correction*

**Prepare Record Drawings (As-Builts)**

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

*Deliverables: As-Builts in PDF Format.*

**Exclusions and Assumptions**

- City will provide the Title Report for the subject property for our use in establishing existing easements and boundary.
- City will provide a topographic survey in Autocad format for the improvement project.
- City will provide a geotechnical report with infiltration and soils analysis information for the improvement project.
- The City will pay all costs for printing and shipping.

**End Section 3**

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**HIRSCH & ASSOCIATES, INC.**

**LANDSCAPE ARCHITECTURE & PLANNING**

**ORIGINAL**



**Proposal for Professional Design Services for the Park  
and Trailhead Engineering and Design  
Improvements for the City of Palm Desert, CA  
Homme Adams Park**



*Creating Award Winning Projects  
Since 1977*

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The City of Palm Desert is seeking to enhance **Homme Adams Park** through a series of targeted design and construction improvements aimed at increasing functionality, comfort, and visitor experience. Hirsch and Associates Inc. will oversee the project from public engagement through final construction support, ensuring that the park upgrades align with the community's needs and the city's quality standards. Homme Adams Park serves as a key recreational facility in the city, providing green space, walking trails, and gathering areas for residents and visitors.

The scope of work will be divided into four key phases: **public engagement, preliminary planning and conceptual design, construction documentation, and bidding and construction support.**

The project will begin with a **public engagement process** to gather input from local residents and park users to better understand their needs and priorities. The consultant will develop and execute a **Public Engagement Plan**, host community meetings and stakeholder sessions, and present findings to the City Council and the Parks and Recreation Committee. Feedback from the community will be documented and incorporated into the final design to ensure that the park upgrades reflect the community's expectations.

During the **preliminary planning and conceptual design** phase, the consultant will create detailed design plans focused on the following key improvements:

1. **Parking:**

The existing parking area will be assessed to improve traffic flow and increase capacity where feasible. Hirsch and Associates Inc. will assess the need for additional parking spaces and ADA-compliant access routes.

2. **Shade Structure:**

A new shade structure will be designed and installed to provide relief from the sun and improve visitor comfort. The structure will be strategically placed near key park amenities such as seating areas and playgrounds to maximize its benefit.

3. **Restroom Facilities:**

The project will include the coordination and installation of modern prefabricated restroom facilities that meet ADA accessibility standards. The restroom design will focus on durability, easy maintenance, and user comfort.

4. **Park Furnishings:**

Existing park furnishings such as benches, picnic tables, trash receptacles, and water fountains will be assessed for condition and functionality. Worn or outdated furnishings will be replaced with modern, durable alternatives that match the park's overall design aesthetic.

A preliminary cost estimate and project timeline will be prepared as part of the design package to help the city manage resources and expectations effectively.

Once the conceptual design is approved, the consultant will prepare a full set of **construction documents**, including technical specifications. The construction documents will cover all aspects of the project, including parking upgrades, shade structure installation, restroom construction, and furnishing replacements. All designs will comply with local building codes and ADA requirements.

During the **bidding and construction support** phase, the consultant will provide technical assistance, respond to contractor inquiries, and issue addenda as needed. The consultant will attend pre-bid and pre-construction meetings and provide on-site support during construction to ensure that the project is executed according to the approved plans and within budget.

The completed project will transform Homme Adams Park into a more comfortable and functional space for the community. The improved parking, shade structure, modern restroom facilities, and upgraded park furnishings will create a more inviting and user-friendly environment, reinforcing Palm Desert's commitment to providing high-quality public amenities.





HAI will stay in close contact with the City's Project Manager through weekly or bi-weekly updates and milestone meetings ensuring a coordinated effort. We understand the City's objective to enhance the community experience by improving Homme Adams Park. Our approach will focus on creating a functional, safe, and aesthetically pleasing environment that meets the City's schedule, operational goals and budget requirements.

### **Work Plan**

**Basic Services.** Perform all the necessary professional landscape architectural and engineering services in a timely and professional manner consistent with the standards of the profession.

**Project Management.** Provide overall project management, conduct a pre-design kickoff meeting with City Staff to confirm objectives and establish a project schedule. Provide bi-weekly progress updates to ensure alignment with City requirements and timelines. Maintain continuous oversight and address and challenges.

**City Provided Information.** The City shall provide the topographical survey in Autocad format and all existing documentation it has on file for the improvement area that may include existing utility locations and depths, survey/boundary information, copies of easement documentation, list of agencies having jurisdiction over the project, and contact person for the agency, street improvement plans and storm drain plans. HAI, Hirsch & Associates, Inc will make a good-faith effort to verify the accuracy of such information and utilize it in the preparation of the final working drawings and specifications.

**Communication.** Participate in consultations and conferences with City Staff and other agencies having jurisdiction over the Project that may be necessary for the completion of the Project. Such consultations and conferences shall continue throughout the project duration. Communication will include a combination of email, telephone, ZOOM and in person meetings at City Hall and/or project site.

**Project Feasibility.** Provide advice and assistance in determining the feasibility of the Project, analyze the type and quality of materials and construction methods to be selected, and other initial planning matters.

**Budget.** Use our best judgment in determining the balance between the size, type and quality of construction to achieve a satisfactory solution to maintain the City's stated budget.

HAI has served as Lead Consultant over the past 47 years on park projects throughout California, Arizona and Nevada. Every project that we undertake includes monitoring and management of our Consulting Fee, Construction Budget and Schedule. HAI provides a monthly invoice to our clients for our completed work. The progress billing contains previous months' billing as well as total contract value and associated completion percentage. The progress billing provides a comprehensive account of where our progress is related to the total value of the contract.

### **Quality Control/Quality Assurance**

HAI has developed a design quality process for the presentation of deliverables that is consistent and replicable for each deliverable document. Each formal submittal prepared by HAI and team members shall be;

- Reviewed by independent technical staff of the discipline involved.
- Reviewed for coordination and possible interferences by design staff of other disciplines involved.
- Checked by Project Manager for design certification and/or certifies comments for revisions.
- Certified that all comments have been incorporated, checked and back checked in accordance
- Drawings stamped for internal audit as reviewed, checked and back checked. Once all three quality control checks have been completed, documents are ready for delivery.

Check and Certification of reviewed drawings is undertaken by State Licensed Landscape Architects and Engineers.



## SECTION 2:

## Methodology

### Administration

- This task includes the project management services including the requirements for meeting documentation, project schedules, progress reports, invoicing, and administration of Consultant work.
- A kickoff meeting shall be scheduled within the Task Order/Notice to proceed to review Project objectives and requirements, receive initial information from City/Utilities, establish the communication plan and protocols, baseline delivery schedule, and address other issues as necessary to ensure successful Project initiation.

*Deliverables: Project Schedule, Progress Reports, Meeting Notes and invoices.*

## **END SECTION 2:**



## SECTION 3:

## Scope of Work

### **Scope of Work - Site Design (HAI-JCA-Blue Peak)**

#### Conceptual Design

- Review existing data, such as as-builts and record drawings.
- Photo document and conduct site analysis to evaluate the opportunities and constraints of the site.
- Conduct a site visit to record existing conditions of the improvement area such as curbs & gutters, sidewalks, walkways and ramps, light poles, fences and walls, drainage inlets, visible above ground utility installations, trees, etc.
- Synthesize data received and compare with site analysis findings to finalize site assessments and prepare the analysis report. Review report with City Staff, revise as necessary.
- Obtain and review utility information within the public right of way and park site.
- Develop provisions to accommodate existing and new utility facilities (e.g., maintained in place, removed, adjusted, abandoned, or installed).
- Effectively identify utility locations and resolve conflicts on proposed plans to keep the project on schedule.
- Undertake preliminary investigation with SCE to determine the existing power supply and adequacy to service proposed improvements.
- Prepare Design Development plans utilizing the city provided survey as the base sheet. The design shall be predicted upon the conceptual plan approved by the City.
- Prepare a preliminary construction cost estimate. Set budgets for proposed amenities.
- Obtain quotes/proposals of differing manufacturers for the site amenities.
- Prepare color site plan renderings illustrating the design and material selection.
- Prepare a geotechnical report that includes infiltration and soil preparation recommendations.
- Meet with City Staff to review design concepts and estimate. Revise as needed based on input received.
- Provide design presentation of revised Design Development Drawings to City Staff for review and comment.

*Deliverables: Preliminary Design Development Drawings and estimates (AutoCAD version compatible with City and PDF). Amenities exhibit featuring photos of proposed materials and Presentation (PowerPoint and PDF). Site Survey (AutoCAD version compatible with City and PDF). Preliminary Grading Plan (AutoCAD version compatible with City and PDF). Meeting Minutes and Supporting Documentation)*

**Scope of Work - Site Design (HAI-JCA-Blue Peak)****Construction Documents**

Includes monthly status meetings, reports of work, schedule updates and meeting minutes of all communication and action items.

HAI is responsible for developing and assembling Contract Construction Bid Documents ("Bid Documents") for advertisement and bidding the Project for construction. The Bid Documents shall include all necessary Civil, electrical, site and site structural and Landscaping/irrigation to be constructed, Construction Plans and supporting documentation for a complete biddable set. Furthermore, HAI shall provide Technical Specifications and Cost Estimates associated with the design plans. All Bid Documents shall be prepared and stamped by a CA licensed Landscape Architect and Professional Engineer with the appropriate license per each discipline of work. The design shall comply with all latest applicable codes, guidelines, and standards. Plans to be drawn at 1"=20' and include the following:

- Title/Index Sheet
- Demolition/Protection Plan
- Site/Grading and Drainage Plan
- Erosion Control Plan
- Construction Plans and Details, notes
- Landscape Plans, Details and notes
- Irrigation Plans, Details and notes
- Site Electrical plans, specifications, notes and calculations.
- Shade structure plans and details (shade structure company to provide structural calculations)
- Technical Specifications – City shall prepare the boiler plate specifications
- Probable Construction Cost Estimates with back-up/support information on quantities and unit prices.

**Scope of Work – Electrical Engineering (JCA)**

- One (1) site visit to verify existing power panel and ability to provide power for prefabricated restroom.
- Electrical utilities to the prefabricated restroom.
- Conference call design meetings and or email correspondence as required with the Hirsch project team throughout the design phase.
- Electrical load calculations
- Title 24 calculations and forms
- Prepare electrical documents suitable for plan check, bidding and construction
- Single line, panel schedules, diagrams and details
- Specifications to be included with electrical drawings
- Construction Administration:
  - Review electrical shop drawings
  - Respond to Electrical Contractor RFI



**Scope of Work – Civil Engineering Blue Peak****SCOPE OF WORK****Task 1.1: Storm Water Pollution Prevention Plan (SWPPP) / Notice of Intent (NOI)**

Based on the requirements of the State Water Quality Resources Control Board's General Permit, a Notice of Intent and a Storm Water Pollution Prevention Plan will be prepared for the site.

- We will research the necessary data to accurately complete the Application for Notice of Intent (NOI) and it will be submitted to the State Water Resources Control Board.
- Based on site conditions and proposed construction a SWPPP will be prepared to address the specific site water quality concerns.
- The SWPPP will be prepared under the direction of a Qualified SWPPP Developer (QSD) as certified by the California Stormwater Quality Association.

**Task 1.2: Water Quality Management Plan (WQMP)**

The WQMP will provide guidelines for project-specific post-construction Best Management Practices (BMPs) and for regional and sub-regional Source Control BMPs and Structural BMPs to address management of stormwater runoff quantity and quality to protect the nearby receiving waters.

- Address Site Design BMPs.
- Incorporate the applicable Routine Source and Structural Control BMPs.
- Describe the long-term operation and maintenance requirements for Structural Control BMPs.
- Identify the entity that will be responsible for long-term operation, maintenance, repair and/or replacement of the structural BMPs and the training that qualifies them.
- Provide a copy of the forms to be used in conducting maintenance and inspection activities.
- The WQMP will comply with the requirements of the City of Palm Desert Stormwater Program.
- You must provide recommended infiltration rates from your geotechnical engineer based on testing done at the job site. Testing must be in conformance with standards set forth by the agency having jurisdiction. These rates must be included in the final geotechnical report.

**Task 1.3: Precise Grading Plan Review**

Blue Peak Engineering will provide a civil engineering review of the precise grading plans, which will include the following:

- Two (2) civil engineering reviews will be completed with redline comments.
- The final set of plans will be stamped and signed by a Registered Civil Engineer for final approval with the City of Palm Desert. All comments from Blue Peak Engineering must be addressed prior to the stamping of the plans.

The Plan format, standard construction notes, and sheet borders shall be commensurate with City standards.

***Deliverables:***

- *Prepare 60%, 90%, and 100% design submissions for City review. (AutoCAD version compatible with City and PDF)*
- *60%, 90%, 100% Contract Technical Specifications (Word and PDF)*
- *60%, 90%, 100% Engineers Estimate (Excel and PDF)*
- *Ensure that the specifications comply with the Standard Specifications for Public Works Construction ("Greenbook").*
- *Supporting Design Documentation/Calculations (Word, Excel, and PDF)*



## SECTION 3:

## Scope of Work

*All applicable plans, technical specifications and construction cost estimates shall conform to City templates. All submittals shall be thoroughly checked as part of the Consultants QA/QC program, inclusive of any independent plan check process. All redlines shall be attached to each re-submittal with a summary matrix of comments, edits, and responses provided noting where the revisions have been incorporated into the specific deliverable as necessary.*

### **FINAL DESIGN DELIVERABLE FORMAT**

#### **From Plan Check Review Comments**

Final Bid Package Submittal (100% PS&E):

- *Full Construction Bid Ready Plans (1 PDF file for City duplication and printing and Autocad files)*
- *Specifications (PDF and DOC file formats)*
- *Project Cost Estimate (Excel file, and PDF)*
- *All Supporting Documents(PDF and/or DOC)*

### **Bidding**

HAI team shall be available throughout the advertisement and bidding period to provide technical assistance to the City. This requires assistance with bidder's inquiries, preparation of addenda, and attendance at the pre-bid field meeting. Bidding procedures shall be the responsibility of the City.

- Respond to Requests for Information (RFIs) during the project advertisement period, and log questions and responses.
- Prepare project addenda at the direction of the City.
- Attend the pre-construction meeting, job walk

*Deliverables: pre-bid meeting notes, comments on requests for information, plan/specification revisions, addendums to bid*

### **Construction Support**

- Prepare the Pre-Construction meeting agenda for the City's review. The following items will be reviewed at the Pre-Construction meeting:
  - Plans, Specifications and Inspection Process
  - Submittals and the approval process
  - City and State Funds
  - Impacted Utilities, Coordination with the City, Departments, and other impacted agencies
  - Coordination with schools, residents, businesses and similar entities
  - Public Notices, construction schedule, and traffic control (if needed)
  - Encroachment Permits, if any
  - Agreed communication
  - Weekly Statement of Working Day Reports, contract time and progress meetings
  - Contract Change Order (CCO) process
  - Final project walkthrough, punch list items, preparation of as-built drawings and project acceptance
- Conduct preconstruction meeting with City and Contractor. Prepare meeting minutes and distribute to all parties.
- Review contractor payment requests and provide City opinion of work completed.
- Coordinate with City project manager, city staff and inspector as necessary during construction.
- Review contractor prepared construction schedule and verify adherence during the life of the project. Update schedule and progress verification as field operations continue and change original schedule.
- Review and approve product submittals and shop drawings in accordance with construction documents.



## SECTION 3:

## Scope of Work

- Attend on-site project meetings to review work of the contractor. Prepare written reports of meetings for distribution to all parties. Document what work is taking place and compare to project schedule. Photo document and include in project log of meetings and minutes.
- Coordinate with all parties by telephone, fax and e-mail as necessary.
- Contract Change Orders (CCOs) may be requested by the City, Contractor or design engineer. When a proposed change is requested, HAI will determine the need for the change, check for conformance to standards, consider other remedies, method of compensation, impact on contract time, estimate of cost, and the likelihood of final approval.
- If HAI finds the proposed change is reasonable, a proposed change order file will be established. Documents prepared by HAI regarding the Change Order will be given to the Contractor for pricing. HAI will review and evaluate the Contractor's CCO proposal. Based on the review, HAI will provide a recommendation to the City.
- Observe and approve all soil preparation material, planting methods, and finish grading prior to planting. Visit local Nursery and tag plant material for project
- Observe the inspection of the installation of all landscape and irrigation equipment.
- Respond to contractor's Request for Information (RFI's) and other questions during project construction.
- Conduct substantial completion review and Contractor and prepare punch list. Review and approve punch list items upon their completion.
- Review and approve all contractor supplied closeout items, manuals and charts for irrigation system, lighting and building as specified in the contract specifications.  
*Deliverables: meeting notes, comments on requests for information, plan/specification revisions, punch lists and items of correction*

### **Prepare Record Drawings (As-Builts)**

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

*Deliverables: As-Builts in PDF Format.*

### **Exclusions and Assumptions**

- City will provide the Title Report for the subject property for our use in establishing existing easements and boundary.
- It is assumed that electrical utilities suitable for supply of new prefabricated restroom are existing on the park site.
- The City will pay all costs for printing and shipping





**HIRSCH & ASSOCIATES, INC.**

**LANDSCAPE ARCHITECTURE & PLANNING**

**ORIGINAL**



**Proposal for Professional Design Services for the Park  
and Trailhead Engineering and Design  
Improvements for the City of Palm Desert, CA  
University Park**



*Creating Award Winning Projects  
Since 1977*

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The City of Palm Desert is planning a significant improvement project at University Park to enhance its functionality, accessibility, and overall visitor experience. University Park can serve as an important recreational space for the local community, providing opportunities for play, relaxation, and social interaction. The proposed playground improvements reflect the city's ongoing commitment to maintaining high-quality public spaces that meet the evolving needs of its residents and visitors.

The project will focus on upgrading the park's playground facilities to provide a safe, modern, and inclusive play environment for children of all ages and abilities. Hirsch and Associates Inc. will oversee the project from the initial planning and public engagement phase through final construction, ensuring that the improvements align with the city's standards for design and sustainability while reflecting the needs and preferences of the community.

### **Project Objectives**

The primary objectives of the University Park improvement project are to:

- **Upgrade Playground Facilities:** Design and install a new, ADA-compliant playground with modern play structures, safety surfacing, and interactive elements to support creative and physical play.
- **Themes and Features:** Discuss options with the community and city project team.
- **Enhance Safety and Accessibility:** Improve access to the playground and into the surrounding park by ensuring compliance with ADA standards.
- **Improve Aesthetic Appeal:** The playground will feature a themed play environment that reflects the unique character of Palm Desert.
- **Create a Family-Friendly Environment:** Ensure that the playground and surrounding amenities are designed to accommodate visitors, with adequate seating, shade, and rest areas.

### **Community Meetings**

Community input will be central to shaping the design, theme and features of the new playground at University Park. Hirsch and Associates Inc. will develop and implement a Public Engagement Plan to gather feedback through the following methods:

- **Initial Community Meeting:** Introduce the project to residents and key stakeholders, outline project goals, and gather initial feedback. Discuss playground themes and design concepts, offer suggestions for playground features and layouts.
- **Preliminary Design Discussion:** Present early design options to the city project team and city officials for feedback and refinement before moving forward with final plans.
- **City Council and Parks and Recreation Committee Presentations:** Provide progress updates and secure approval based on community feedback and design refinements.

Upon completion, the upgraded University Park playground will provide a safer, more engaging, and family-friendly environment for Palm Desert residents and visitors. The themed play environment will spark imagination and creative play while offering a visually appealing and culturally relevant addition to the city's park system. The improvements will reflect the city's commitment to creating high-quality recreational spaces that support healthy and active lifestyles while fostering a sense of community.



## **SECTION 2:**

## **University Park-Methodology**

HAI will stay in close contact with the City's Project Manager through weekly or bi-weekly updates and milestone meetings ensuring a coordinated effort. We understand the City's objective to enhance the community experience by improving University Park Playground. Our approach will focus on creating a functional, safe, and aesthetically pleasing environment that meets the City's schedule, operational goals and budget requirements.

### **Work Plan**

**Basic Services.** Perform all the necessary professional landscape architectural and engineering services in a timely and professional manner consistent with the standards of the profession.

**Project Management.** Provide overall project management, conduct a pre-design kickoff meeting with City Staff to confirm objectives and establish a project schedule. Provide bi-weekly progress updates to ensure alignment with City requirements and timelines. Maintain continuous oversight and address and challenges.

**City Provided Information.** The City shall provide the topographical survey in Autocad format and all existing documentation it has on file for the improvement area that may include existing utility locations and depths, survey/boundary information, copies of easement documentation, list of agencies having jurisdiction over the project, and contact person for the agency, street improvement plans and storm drain plans. HAI, Hirsch & Associates, Inc will make a good-faith effort to verify the accuracy of such information and utilize it in the preparation of the final working drawings and specifications.

**Communication.** Participate in consultations and conferences with City Staff and other agencies having jurisdiction over the Project that may be necessary for the completion of the Project. Such consultations and conferences shall continue throughout the project duration. Communication will include a combination of email, telephone, ZOOM and in person meetings at City Hall and/or project site.

**Project Feasibility.** Provide advice and assistance in determining the feasibility of the Project, analyze the type and quality of materials and construction methods to be selected, and other initial planning matters.

**Budget.** Use our best judgment in determining the balance between the size, type and quality of construction to achieve a satisfactory solution to maintain the City's stated budget.

HAI has served as Lead Consultant over the past 47 years on park projects throughout California, Arizona and Nevada. Every project that we undertake includes monitoring and management of our Consulting Fee, Construction Budget and Schedule. HAI provides a monthly invoice to our clients for our completed work. The progress billing contains previous months' billing as well as total contract value and associated completion percentage. The progress billing provides a comprehensive account of where our progress is related to the total value of the contract.

### **Quality Control/Quality Assurance**

HAI has developed a design quality process for the presentation of deliverables that is consistent and replicable for each deliverable document. Each formal submittal prepared by HAI and team members shall be;

- Reviewed by independent technical staff of the discipline involved.
- Reviewed for coordination and possible interferences by design staff of other disciplines involved.
- Checked by Project Manager for design certification and/or certifies comments for revisions.
- Certified that all comments have been incorporated, checked and back checked in accordance
- Drawings stamped for internal audit as reviewed, checked and back checked. Once all three quality control checks have been completed, documents are ready for delivery.

Check and Certification of reviewed drawings is undertaken by State Licensed Landscape Architects and Engineers.





## **SECTION 2:**

## **University Park-Methodology**

### Administration

- This task includes the project management services including the requirements for meeting documentation, project schedules, progress reports, invoicing, and administration of Consultant work.
- A kickoff meeting shall be scheduled within the Task Order/Notice to proceed to review Project objectives and requirements, receive initial information from City/Utilities, establish the communication plan and protocols, baseline delivery schedule, and address other issues as necessary to ensure successful Project initiation.

*Deliverables: Project Schedule, Progress Reports, Meeting Notes and invoices.*

## **END SECTION 2:**



## **SECTION 3:**

## **University Park-Scope of Work**

### **Scope of Work - Site Design (HAI)**

#### Conceptual Design

- Review existing data, such as as-builts and record drawings.
- Photo document and conduct site analysis to evaluate the opportunities and constraints of the site.
- Conduct a site visit to record existing conditions of the improvement area such as curbs & gutters, sidewalks, walkways and ramps, light poles, fences and walls, drainage inlets, visible above ground utility installations, trees, etc.
- Synthesize data received and compare with site analysis findings to finalize site assessments and prepare the analysis report. Review report with City Staff, revise as necessary.
- Obtain and review utility information within the public right of way and park site.
- Develop provisions to accommodate existing and new utility facilities (e.g., maintained in place, removed, adjusted, abandoned, or installed).
- Effectively identify utility locations and resolve conflicts on proposed plans to keep the project on schedule.
- Undertake preliminary investigation with SCE to determine the existing power supply and adequacy to service proposed improvements.
- Prepare Design Development plans utilizing the city provided survey as the base sheet. The design shall be predicted upon the conceptual plan approved by the City.
- Prepare a preliminary construction cost estimate. Set budgets for proposed amenities.
- Obtain quotes/proposals of differing manufacturers for the site amenities.
- Prepare color site plan renderings illustrating the design and material selection.
- Prepare a geotechnical report that includes infiltration and soil preparation recommendations.
- Meet with City Staff to review design concepts and estimate. Revise as needed based on input received.
- Provide design presentation of revised Design Development Drawings to City Staff for review and comment.

*Deliverables: Preliminary Design Development Drawings and estimates (AutoCAD version compatible with City and PDF). Amenities exhibit featuring photos of proposed materials and Presentation (PowerPoint and PDF). Meeting Minutes and Supporting Documentation)*

**Scope of Work - Site Design (HAI)****Construction Documents**

Includes monthly status meetings, reports of work, schedule updates and meeting minutes of all communication and action items.

HAI is responsible for developing and assembling Contract Construction Bid Documents ("Bid Documents") for advertisement and bidding the Project for construction. The Bid Documents shall include all necessary documents to be constructed, Construction Plans and supporting documentation for a complete biddable set. Furthermore, HAI shall provide Technical Specifications and Cost Estimates associated with the design plans. All Bid Documents shall be prepared and stamped by a CA licensed Landscape Architect. The design shall comply with all latest applicable codes, guidelines, and standards. Plans to be drawn at 1"=20' and include the following:

- Title/Index Sheet
- Demolition/Protection Plan
- Construction Plans and Details, notes
- Landscape Modification Plans, Details and notes
- Irrigation Modification Plans, Details and notes
- Technical Specifications – City shall prepare the boiler plate specifications
- Probable Construction Cost Estimates with back-up/support information on quantities and unit prices

*All applicable plans, technical specifications and construction cost estimates shall conform to City templates. All submittals shall be thoroughly checked as part of the Consultants QA/QC program, inclusive of any independent plan check process. All redlines shall be attached to each re-submittal with a summary matrix of comments, edits, and responses provided noting where the revisions have been incorporated into the specific deliverable as necessary.*

**FINAL DESIGN DELIVERABLE FORMAT****From Plan Check Review Comments**

Final Bid Package Submittal (100% PS&E):

- *Full Construction Bid Ready Plans (1 PDF file for City duplication and printing and Autocad files)*
- *Specifications (PDF and DOC file formats)*
- *Project Cost Estimate (Excel file, and PDF)*
- *All Supporting Documents(PDF and/or DOC)*

**Bidding**

HAI team shall be available throughout the advertisement and bidding period to provide technical assistance to the City. This requires assistance with bidder's inquiries, preparation of addenda, and attendance at the pre-bid field meeting. Bidding procedures shall be the responsibility of the City.

- Respond to Requests for Information (RFIs) during the project advertisement period, and log questions and responses.
- Prepare project addenda at the direction of the City.
- Attend the pre-construction meeting, job walk

*Deliverables: pre-bid meeting notes, comments on requests for information, plan/specification revisions, addendums to bid*

**Construction Support**

- Prepare the Pre-Construction meeting agenda for the City's review. The following items will be reviewed at the Pre-Construction meeting:
    - Plans, Specifications and Inspection Process
    - Submittals and the approval process
    - City and State Funds
    - Impacted Utilities, Coordination with the City, Departments, and other impacted agencies
    - Coordination with schools, residents, businesses and similar entities
    - Public Notices, construction schedule, and traffic control (if needed)
    - Encroachment Permits, if any
    - Agreed communication
    - Weekly Statement of Working Day Reports, contract time and progress meetings
    - Contract Change Order (CCO) process
    - Final project walkthrough, punch list items, preparation of as-built drawings and project acceptance
  - Conduct preconstruction meeting with City and Contractor. Prepare meeting minutes and distribute to all parties.
  - Review contractor payment requests and provide City opinion of work completed.
  - Coordinate with City project manager, city staff and inspector as necessary during construction.
  - Review contractor prepared construction schedule and verify adherence during the life of the project. Update schedule and progress verification as field operations continue and change original schedule.
  - Review and approve product submittals and shop drawings in accordance with construction documents.
  - Attend on-site project meetings to review work of the contractor. Prepare written reports of meetings for distribution to all parties. Document what work is taking place and compare to project schedule. Photo document and include in project log of meetings and minutes.
  - Coordinate with all parties by telephone, fax and e-mail as necessary.
  - Contract Change Orders (CCOs) may be requested by the City, Contractor or design engineer. When a proposed change is requested, HAI will determine the need for the change, check for conformance to standards, consider other remedies, method of compensation, impact on contract time, estimate of cost, and the likelihood of final approval.
  - If HAI finds the proposed change is reasonable, a proposed change order file will be established. Documents prepared by HAI regarding the Change Order will be given to the Contractor for pricing. HAI will review and evaluate the Contractor's CCO proposal. Based on the review, HAI will provide a recommendation to the City.
  - Observe and approve all soil preparation material, planting methods, and finish grading prior to planting. Visit local Nursery and tag plant material for project
  - Observe the inspection of the installation of all landscape and irrigation equipment.
  - Respond to contractor's Request for Information (RFI's) and other questions during project construction.
  - Conduct substantial completion review and Contractor and prepare punch list. Review and approve punch list items upon their completion.
  - Review and approve all contractor supplied closeout items, manuals and charts for irrigation system, lighting and building as specified in the contract specifications.
- Deliverables: meeting notes, comments on requests for information, plan/specification revisions, punch lists and items of correction*





## **SECTION 3:**

## **University Park-Scope of Work**

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### **Prepare Record Drawings (As-Built)**

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

*Deliverables: As-Built in PDF Format.*

### **Exclusions and Assumptions**

- City will provide the Title Report for the subject property for our use in establishing existing easements and boundary.
- City To provide a survey in Autocad format
- The City will pay all costs for printing and shipping

**END SECTION 3:**

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**HIRSCH & ASSOCIATES, INC.**

**LANDSCAPE ARCHITECTURE & PLANNING**

**ORIGINAL**



**Proposal for Professional Design Services for the Park  
and Trailhead Engineering and Design  
Improvements for the City of Palm Desert, CA  
Washington Charter**



*Creating Award Winning Projects  
Since 1977*

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The City of Palm Desert is planning a targeted improvement project at George Washington Charter School to enhance the functionality, safety, and accessibility of its playground facilities. Washington Charter School is a key educational institution in Palm Desert, serving elementary school students and local community by providing a vital space for play, learning, and social interaction. The proposed upgrades reflect the city's commitment to supporting youth development by creating a safe, engaging, and inclusive play environment that meets the needs of students, local community and the broader school community.

The project will focus on upgrading the school's playground with modern play structures and improved safety features. Hirsch and Associates Inc. will manage the project from the initial planning and public engagement phase through final construction, ensuring that the improvements align with the city's and DSA's design standards and reflect the input from school staff and local community. Additionally, because the project is located on a school site, all plans and construction documents will need to be submitted to and approved by the California Division of the State Architect (DSA) to ensure compliance with state regulations for school construction and accessibility.

### **Project Objectives**

The primary objectives of the Washington Charter School improvement project are to:

- **Upgrade Playground Facilities:** Install a new, ADA-compliant playground with modern play structures and safety surfacing. The design will include interactive elements that encourage both physical activity and imaginative play, catering to the developmental needs of elementary school-aged children.
- **Enhance Safety and Accessibility:** Improve access by ensuring full compliance with ADA standards to accommodate students of all abilities.
- **Create a Safe and Engaging Play Environment:** The playground will feature age-appropriate equipment, seating areas for teachers and caregivers, and secure fencing to ensure a safe environment for students.
- **Improve Aesthetic Appeal:** The playground will feature a themed play environment that reflects the unique character of George Washington Charter and the local community.
- **Comply with DSA Requirements:** Ensure that all designs, construction documents, and final installations meet the requirements set forth by the Division of the State Architect for public school projects, including structural integrity, safety, and accessibility standards.

### **Community Meetings**

Community and school input will play a key role in shaping the final design and features of the new playground at Washington Charter School. Hirsch and Associates Inc. will develop and implement a Public Engagement Plan to gather feedback through the following methods:

- **Initial Stakeholder Meeting:** Introduce the project to key stakeholders, including school administrators and local community to gather initial feedback and outline project goals.
- **Preliminary Design Discussion:** Discuss design options with the project team, school and city officials for input and refinement before finalizing the plans.
- **DSA Review and Feedback:** Submit draft designs to the Division of the State Architect for review and incorporate any required adjustments to ensure compliance with state standards.
- **City Council and Parks and Recreation Committee Presentations:** Provide updates on project progress and secure approval based on community feedback and design adjustments.

The improved playground at George Washington Charter School will create a more dynamic and inclusive environment that supports physical activity, social interaction, and creative play. The project will enhance the overall student experience while reinforcing Palm Desert's commitment to providing high-quality public amenities that serve both educational and recreational needs. Ensuring that the project meets DSA standards will provide peace of mind to school administrators and parents, knowing that the facility meets the highest safety and design standards.





## **SECTION 2:**

## **George Washington Charter-Methodology**

HAI will stay in close contact with the City's Project Manager through weekly or bi-weekly updates and milestone meetings ensuring a coordinated effort. We understand the City's objective to enhance the community experience by improving University Park Playground. Our approach will focus on creating a functional, safe, and aesthetically pleasing environment that meets the City's schedule, operational goals and budget requirements.

### **Work Plan**

**Basic Services.** Perform all the necessary professional landscape architectural and engineering services in a timely and professional manner consistent with the standards of the profession.

**Project Management.** Provide overall project management, conduct a pre-design kickoff meeting with City Staff to confirm objectives and establish a project schedule. Provide bi-weekly progress updates to ensure alignment with City requirements and timelines. Maintain continuous oversight and address and challenges.

**City Provided Information.** The City shall provide the topographical survey in Autocad format and all existing documentation it has on file for the improvement area that may include existing utility locations and depths, survey/boundary information, copies of easement documentation, list of agencies having jurisdiction over the project, and contact person for the agency, street improvement plans and storm drain plans. HAI, Hirsch & Associates, Inc will make a good-faith effort to verify the accuracy of such information and utilize it in the preparation of the final working drawings and specifications.

**Communication.** Participate in consultations and conferences with City Staff and other agencies having jurisdiction over the Project that may be necessary for the completion of the Project. Such consultations and conferences shall continue throughout the project duration. Communication will include a combination of email, telephone, ZOOM and in person meetings at City Hall and/or project site.

**Project Feasibility.** Provide advice and assistance in determining the feasibility of the Project, analyze the type and quality of materials and construction methods to be selected, and other initial planning matters.

**Budget.** Use our best judgment in determining the balance between the size, type and quality of construction to achieve a satisfactory solution to maintain the City's stated budget.

HAI has served as Lead Consultant over the past 47 years on park projects throughout California, Arizona and Nevada. Every project that we undertake includes monitoring and management of our Consulting Fee, Construction Budget and Schedule. HAI provides a monthly invoice to our clients for our completed work. The progress billing contains previous months' billing as well as total contract value and associated completion percentage. The progress billing provides a comprehensive account of where our progress is related to the total value of the contract.

### **Quality Control/Quality Assurance**

HAI has developed a design quality process for the presentation of deliverables that is consistent and replicable for each deliverable document. Each formal submittal prepared by HAI and team members shall be;

- Reviewed by independent technical staff of the discipline involved.
- Reviewed for coordination and possible interferences by design staff of other disciplines involved.
- Checked by Project Manager for design certification and/or certifies comments for revisions.
- Certified that all comments have been incorporated, checked and back checked in accordance
- Drawings stamped for internal audit as reviewed, checked and back checked. Once all three quality control checks have been completed, documents are ready for delivery.

Check and Certification of reviewed drawings is undertaken by State Licensed Landscape Architects and Engineers.



## **SECTION 2: :**

## **George Washington Charter-Methodology**

### **Administration**

- This task includes the project management services including the requirements for meeting documentation, project schedules, progress reports, invoicing, and administration of Consultant work.
- A kickoff meeting shall be scheduled within the Task Order/Notice to proceed to review Project objectives and requirements, receive initial information from City/Utilities, establish the communication plan and protocols, baseline delivery schedule, and address other issues as necessary to ensure successful Project initiation.

*Deliverables: Project Schedule, Progress Reports, Meeting Notes and invoices.*

## **END SECTION 2:**



## **SECTION 3:**

## **George Washington Charter-Scope of Work**

### **Scope of Work - Site Design (HAI-Landmark Structural)**

#### **Conceptual Design**

- Review existing data, such as as-builts and record drawings.
- Photo document and conduct site analysis to evaluate the opportunities and constraints of the site.
- Conduct a site visit to record existing conditions of the improvement area such as curbs & gutters, sidewalks, walkways and ramps, light poles, fences and walls, drainage inlets, visible above ground utility installations, trees, etc.
- Synthesize data received and compare with site analysis findings to finalize site assessments and prepare the analysis report. Review report with City Staff, revise as necessary.
- Obtain and review utility information within the public right of way and park site.
- Develop provisions to accommodate existing and new utility facilities (e.g., maintained in place, removed, adjusted, abandoned, or installed).
- Effectively identify utility locations and resolve conflicts on proposed plans to keep the project on schedule.
- Undertake preliminary investigation with SCE to determine the existing power supply and adequacy to service proposed improvements.
- Prepare Design Development plans utilizing the city provided survey as the base sheet. The design shall be predicted upon the conceptual plan approved by the City.
- Prepare a preliminary construction cost estimate. Set budgets for proposed amenities.
- Obtain quotes/proposals of differing manufacturers for the site amenities.
- Prepare color site plan renderings illustrating the design and material selection.
- Prepare a geotechnical report that includes infiltration and soil preparation recommendations.
- Meet with City Staff to review design concepts and estimate. Revise as needed based on input received.
- Provide design presentation of revised Design Development Drawings to City Staff for review and comment.

*Deliverables: Preliminary Design Development Drawings and estimates (AutoCAD version compatible with City and PDF). Amenities exhibit featuring photos of proposed materials and Presentation (PowerPoint and PDF). Meeting Minutes and Supporting Documentation)*

**Scope of Work - Site Design (HAI-Landmark Structural)****Construction Documents**

Includes monthly status meetings, reports of work, schedule updates and meeting minutes of all communication and action items.

HAI is responsible for developing and assembling Contract Construction Bid Documents ("Bid Documents") for advertisement and bidding the Project for construction. The Bid Documents shall include all necessary documents to be constructed, Construction Plans and supporting documentation for a complete biddable set. Furthermore, HAI shall provide Technical Specifications and Cost Estimates associated with the design plans. All Bid Documents shall be prepared and stamped by a CA licensed Landscape Architect and Structural Engineer for DSA submittal process. The design shall comply with all latest applicable codes, guidelines, and standards. Plans to be drawn at 1"=20' and include the following:

- Title/Index Sheet
- Demolition/Protection Plan
- Construction Plans and Details, notes
- Landscape Modification Plans, Details and notes
- Irrigation Modification Plans, Details and notes
- Site Structural details, calculations and notes
- Technical Specifications – City shall prepare the boiler plate specifications
- Probable Construction Cost Estimates with back-up/support information on quantities and unit prices

*All applicable plans, technical specifications and construction cost estimates shall conform to City templates. All submittals shall be thoroughly checked as part of the Consultants QA/QC program, inclusive of any independent plan check process. All redlines shall be attached to each re-submittal with a summary matrix of comments, edits, and responses provided noting where the revisions have been incorporated into the specific deliverable as necessary.*

**FINAL DESIGN DELIVERABLE FORMAT****From Plan Check Review Comments**

Final Bid Package Submittal (100% PS&E):

- *Full Construction Bid Ready Plans (1 PDF file for City duplication and printing and Autocad files)*
- *Specifications (PDF and DOC file formats)*
- *Project Cost Estimate (Excel file, and PDF)*
- *All Supporting Documents(PDF and/or DOC)*

**Bidding**

HAI team shall be available throughout the advertisement and bidding period to provide technical assistance to the City. This requires assistance with bidder's inquiries, preparation of addenda, and attendance at the pre-bid field meeting. Bidding procedures shall be the responsibility of the City.

- Respond to Requests for Information (RFIs) during the project advertisement period, and log questions and responses.
- Prepare project addenda at the direction of the City.
- Attend the pre-construction meeting, job walk

*Deliverables: pre-bid meeting notes, comments on requests for information, plan/specification revisions, addendums to bid*





## **SECTION 3: :**

## **George Washington Charter-Scope of Work**

### **Construction Support**

- Prepare the Pre-Construction meeting agenda for the City's review. The following items will be reviewed at the Pre-Construction meeting:
  - Plans, Specifications and Inspection Process
  - Submittals and the approval process
  - City and State Funds
  - Impacted Utilities, Coordination with the City, Departments, and other impacted agencies
  - Coordination with schools, residents, businesses and similar entities
  - Public Notices, construction schedule, and traffic control (if needed)
  - Encroachment Permits, if any
  - Agreed communication
  - Weekly Statement of Working Day Reports, contract time and progress meetings
  - Contract Change Order (CCO) process
  - Final project walkthrough, punch list items, preparation of as-built drawings and project acceptance
- Conduct preconstruction meeting with City and Contractor. Prepare meeting minutes and distribute to all parties.
- Review contractor payment requests and provide City opinion of work completed.
- Coordinate with City project manager, city staff and inspector as necessary during construction.
- Review contractor prepared construction schedule and verify adherence during the life of the project. Update schedule and progress verification as field operations continue and change original schedule.
- Review and approve product submittals and shop drawings in accordance with construction documents.
- Attend on-site project meetings to review work of the contractor. Prepare written reports of meetings for distribution to all parties. Document what work is taking place and compare to project schedule. Photo document and include in project log of meetings and minutes.
- Coordinate with all parties by telephone, fax and e-mail as necessary.
- Contract Change Orders (CCOs) may be requested by the City, Contractor or design engineer. When a proposed change is requested, HAI will determine the need for the change, check for conformance to standards, consider other remedies, method of compensation, impact on contract time, estimate of cost, and the likelihood of final approval.
- If HAI finds the proposed change is reasonable, a proposed change order file will be established. Documents prepared by HAI regarding the Change Order will be given to the Contractor for pricing. HAI will review and evaluate the Contractor's CCO proposal. Based on the review, HAI will provide a recommendation to the City.
- Observe and approve all soil preparation material, planting methods, and finish grading prior to planting. Visit local Nursery and tag plant material for project
- Observe the inspection of the installation of all landscape and irrigation equipment.
- Respond to contractor's Request for Information (RFI's) and other questions during project construction.
- Conduct substantial completion review and Contractor and prepare punch list. Review and approve punch list items upon their completion.
- Review and approve all contractor supplied closeout items, manuals and charts for irrigation system, lighting and building as specified in the contract specifications.  
*Deliverables: meeting notes, comments on requests for information, plan/specification revisions, punch lists and items of correction*



### **SECTION 3: :**

### **George Washington Charter-Scope of Work**

#### **Prepare Record Drawings (As-Builts)**

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

*Deliverables: As-Builts in PDF Format.*

#### **Exclusions and Assumptions**

- City will provide the Title Report for the subject property for our use in establishing existing easements and boundary.
- City To provide a survey in Autocad format
- The City will pay all costs for printing and shipping

**END SECTION 3:**

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**HIRSCH & ASSOCIATES, INC.**

**LANDSCAPE ARCHITECTURE & PLANNING**

**ORIGINAL**



**Proposal for Professional Design Services for the Park  
and Trailhead Engineering and Design  
Improvements for the City of Palm Desert, CA  
Randall Henderson Trailhead**



*Creating Award Winning Projects  
Since 1977*

2221 E. Winston Road, Suite A, Anaheim, CA 92806-5540  
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The City of Palm Desert is seeking to enhance Randall Henderson Trailhead through a series of targeted design and construction improvements aimed at increasing functionality, comfort, and visitor experience. Hirsch and Associates Inc. will oversee the project from public engagement through final construction support, ensuring that the park upgrades align with the community's needs and the city's quality standards. Randall Henderson Trailhead serves as a key recreational facility in the city, providing walking trails, and gathering areas for residents and visitors.

The scope of work will be divided into four key phases: public engagement, preliminary planning and conceptual design, construction documentation, and bidding and construction support.

The project will begin with a public engagement process to gather input from local residents and park users to better understand their needs and priorities. The consultant will develop and execute a Public Engagement Plan, host community meetings and stakeholder sessions, and present findings to the City Council and the Parks and Recreation Committee. Feedback from the community will be documented and incorporated into the final design to ensure that the park upgrades reflect the community's expectations.

During the preliminary planning and conceptual design phase, the consultant will create detailed design plans focused on the following key improvements:

1. **Parking:**

The existing parking area will be assessed to improve traffic flow and increase capacity where feasible. Hirsch and Associates Inc. will assess the need for additional parking spaces and ADA-compliant access routes.

2. **Shade Structure:**

A new shade structure will be designed and installed to provide relief from the sun and improve visitor comfort. The structure will be strategically placed near key amenities to maximize its benefit.

3. **Restroom Facilities:**

The project will include the coordination and installation of modern prefabricated restroom facilities that meet ADA accessibility standards. The restroom design will focus on durability, easy maintenance, and user comfort.

4. **Park Furnishings:**

Existing trailhead will be assessed for condition and functionality. All new furnishings will be modern, durable that match the trailheads overall design aesthetic.

A preliminary cost estimate and project timeline will be prepared as part of the design package to help the city manage resources and expectations effectively.

Once the conceptual design is approved, the consultant will prepare a full set of construction documents, including technical specifications. The construction documents will cover all aspects of the project, including parking upgrades, shade structure installation, restroom construction, and furnishing replacements. All designs will comply with local building codes and ADA requirements.

During the bidding and construction support phase, Hirsch and Associates Inc. will provide technical assistance, respond to contractor inquiries, and issue addenda as needed. The consultant will attend pre-bid and pre-construction meetings and provide on-site support during construction to ensure that the project is executed according to the approved plans and within budget.

The completed project will transform Randall Henderson Trailhead into a more comfortable and functional space for the community. The improved parking, shade structure, modern restroom facilities, and upgraded park furnishings will create a more inviting and user-friendly environment, reinforcing Palm Desert's commitment to providing high-quality public amenities.



## **SECTION 2:**

## **Randall Henderson Trailhead-Methodology**

HAI will stay in close contact with the City's Project Manager through weekly or bi-weekly updates and milestone meetings ensuring a coordinated effort. We understand the City's objective to enhance the community experience by improving Randall Henderson Trailhead. Our approach will focus on creating a functional, safe, and aesthetically pleasing environment that meets the City's schedule, operational goals and budget requirements.

### **Work Plan**

**Basic Services.** Perform all the necessary professional landscape architectural and engineering services in a timely and professional manner consistent with the standards of the profession.

**Project Management.** Provide overall project management, conduct a pre-design kickoff meeting with City Staff to confirm objectives and establish a project schedule. Provide bi-weekly progress updates to ensure alignment with City requirements and timelines. Maintain continuous oversight and address and challenges.

**City Provided Information.** The City shall provide the topographical survey in Autocad format and all existing documentation it has on file for the improvement area that may include existing utility locations and depths, survey/boundary information, copies of easement documentation, list of agencies having jurisdiction over the project, and contact person for the agency, street improvement plans and storm drain plans. HAI, Hirsch & Associates, Inc will make a good-faith effort to verify the accuracy of such information and utilize it in the preparation of the final working drawings and specifications.

**Communication.** Participate in consultations and conferences with City Staff and other agencies having jurisdiction over the Project that may be necessary for the completion of the Project. Such consultations and conferences shall continue throughout the project duration. Communication will include a combination of email, telephone, ZOOM and in person meetings at City Hall and/or project site.

**Project Feasibility.** Provide advice and assistance in determining the feasibility of the Project, analyze the type and quality of materials and construction methods to be selected, and other initial planning matters.

**Budget.** Use our best judgment in determining the balance between the size, type and quality of construction to achieve a satisfactory solution to maintain the City's stated budget.

HAI has served as Lead Consultant over the past 47 years on park projects throughout California, Arizona and Nevada. Every project that we undertake includes monitoring and management of our Consulting Fee, Construction Budget and Schedule. HAI provides a monthly invoice to our clients for our completed work. The progress billing contains previous months' billing as well as total contract value and associated completion percentage. The progress billing provides a comprehensive account of where our progress is related to the total value of the contract.

### **Quality Control/Quality Assurance**

HAI has developed a design quality process for the presentation of deliverables that is consistent and replicable for each deliverable document. Each formal submittal prepared by HAI and team members shall be;

- Reviewed by independent technical staff of the discipline involved.
- Reviewed for coordination and possible interferences by design staff of other disciplines involved.
- Checked by Project Manager for design certification and/or certifies comments for revisions.
- Certified that all comments have been incorporated, checked and back checked in accordance
- Drawings stamped for internal audit as reviewed, checked and back checked. Once all three quality control checks have been completed, documents are ready for delivery.

Check and Certification of reviewed drawings is undertaken by State Licensed Landscape Architects and Engineers.



## **SECTION 2: :**

## **Randall Henderson Trailhead-Methodology**

### Administration

- This task includes the project management services including the requirements for meeting documentation, project schedules, progress reports, invoicing, and administration of Consultant work.
- A kickoff meeting shall be scheduled within the Task Order/Notice to proceed to review Project objectives and requirements, receive initial information from City/Utilities, establish the communication plan and protocols, baseline delivery schedule, and address other issues as necessary to ensure successful Project initiation.

*Deliverables: Project Schedule, Progress Reports, Meeting Notes and invoices.*

## **END SECTION 2:**

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## **SECTION 3: :**

## **Randall Henderson Trailhead-Scope of Work**

### **Scope of Work - Site Design (HAI-JCA-Blue Peak)**

#### Conceptual Design

- Review existing data, such as as-builts and record drawings.
- Photo document and conduct site analysis to evaluate the opportunities and constraints of the site.
- Conduct a site visit to record existing conditions of the improvement area such as curbs & gutters, sidewalks, walkways and ramps, light poles, fences and walls, drainage inlets, visible above ground utility installations, trees, etc.
- Synthesize data received and compare with site analysis findings to finalize site assessments and prepare the analysis report. Review report with City Staff, revise as necessary.
- Obtain and review utility information within the public right of way and park site.
- Develop provisions to accommodate existing and new utility facilities (e.g., maintained in place, removed, adjusted, abandoned, or installed).
- Effectively identify utility locations and resolve conflicts on proposed plans to keep the project on schedule.
- Undertake preliminary investigation with SCE to determine the existing power supply and adequacy to service proposed improvements.
- Prepare Design Development plans utilizing the city provided survey as the base sheet. The design shall be predicted upon the conceptual plan approved by the City.
- Prepare a preliminary construction cost estimate. Set budgets for proposed amenities.
- Obtain quotes/proposals of differing manufacturers for the site amenities.
- Prepare color site plan renderings illustrating the design and material selection.
- Prepare a geotechnical report that includes infiltration and soil preparation recommendations.
- Meet with City Staff to review design concepts and estimate. Revise as needed based on input received.
- Provide design presentation of revised Design Development Drawings to City Staff for review and comment.

*Deliverables: Preliminary Design Development Drawings and estimates (AutoCAD version compatible with City and PDF). Amenities exhibit featuring photos of proposed materials and Presentation (PowerPoint and PDF). Geotechnical Report (PDF). Preliminary Grading Plan (AutoCAD version compatible with City and PDF). Meeting Minutes and Supporting Documentation)*





## **SECTION 3: :**

## **Randall Henderson Trailhead-Scope of Work**

### **Scope of Work - Site Design (HAI-JCA-Blue Peak)**

#### Construction Documents

Includes monthly status meetings, reports of work, schedule updates and meeting minutes of all communication and action items.

HAI is responsible for developing and assembling Contract Construction Bid Documents ("Bid Documents") for advertisement and bidding the Project for construction. The Bid Documents shall include all necessary Civil, electrical, site and site structural and Landscaping/irrigation to be constructed, Construction Plans and supporting documentation for a complete biddable set. Furthermore, HAI shall provide Technical Specifications and Cost Estimates associated with the design plans. All Bid Documents shall be prepared and stamped by a CA licensed Landscape Architect and Professional Engineer with the appropriate license per each discipline of work. The design shall comply with all latest applicable codes, guidelines, and standards. Plans to be drawn at 1"=20' and include the following:

- Title/Index Sheet
- Demolition/Protection Plan
- Site/Grading and Drainage Plan
- Erosion Control Plan
- Construction Plans and Details, notes
- Landscape Plans, Details and notes
- Irrigation Plans, Details and notes
- Site Electrical plans, specifications, notes and calculations.
- Shade structure plans and details (shade structure company to provide structural calculations)
- Technical Specifications – City shall prepare the boiler plate specifications
- Probable Construction Cost Estimates with back-up/support information on quantities and unit prices.

### **Scope of Work – Electrical Engineering (JCA)**

- One (1) site visit to verify existing power panel and ability to provide power for prefabricated restroom.
- Electrical utilities to the prefabricated restroom.
- Conference call design meetings and or email correspondence as required with the Hirsch project team throughout the design phase.
- Electrical load calculations
- Title 24 calculations and forms
- Prepare electrical documents suitable for plan check, bidding and construction
- Single line, panel schedules, diagrams and details
- Specifications to be included with electrical drawings
- Construction Administration:
  - Review electrical shop drawings
  - Respond to Electrical Contractor RFI



**Scope of Work – Civil Engineering Blue Peak**

**SCOPE OF WORK**

**Task 1.1: Storm Water Pollution Prevention Plan (SWPPP) / Notice of Intent (NOI)**

Based on the requirements of the State Water Quality Resources Control Board's General Permit, a Notice of Intent and a Storm Water Pollution Prevention Plan will be prepared for the site.

- We will research the necessary data to accurately complete the Application for Notice of Intent (NOI) and it will be submitted to the State Water Resources Control Board.
- Based on site conditions and proposed construction a SWPPP will be prepared to address the specific site water quality concerns.
- The SWPPP will be prepared under the direction of a Qualified SWPPP Developer (QSD) as certified by the California Stormwater Quality Association.

**Task 1.2: Water Quality Management Plan (WQMP)**

The WQMP will provide guidelines for project-specific post-construction Best Management Practices (BMPs) and for regional and sub-regional Source Control BMPs and Structural BMPs to address management of stormwater runoff quantity and quality to protect the nearby receiving waters.

- Address Site Design BMPs.
- Incorporate the applicable Routine Source and Structural Control BMPs.
- Describe the long-term operation and maintenance requirements for Structural Control BMPs.
- Identify the entity that will be responsible for long-term operation, maintenance, repair and/or replacement of the structural BMPs and the training that qualifies them.
- Provide a copy of the forms to be used in conducting maintenance and inspection activities.
- The WQMP will comply with the requirements of the City of Palm Desert Stormwater Program.
- You must provide recommended infiltration rates from your geotechnical engineer based on testing done at the job site. Testing must be in conformance with standards set forth by the agency having jurisdiction. These rates must be included in the final geotechnical report.

**Task 1.3: Precise Grading Plan Review**

Blue Peak Engineering will provide a civil engineering review of the precise grading plans, which will include the following:

- Two (2) civil engineering reviews will be completed with redline comments.
- The final set of plans will be stamped and signed by a Registered Civil Engineer for final approval with the City of Palm Desert. All comments from Blue Peak Engineering must be addressed prior to the stamping of the plans.

The Plan format, standard construction notes, and sheet borders shall be commensurate with City standards.

***Deliverables:***

- *Prepare 60%, 90%, and 100% design submissions for City review. (AutoCAD version compatible with City and PDF)*
- *60%, 90%, 100% Contract Technical Specifications (Word and PDF)*
- *60%, 90%, 100% Engineers Estimate (Excel and PDF)*
- *Ensure that the specifications comply with the Standard Specifications for Public Works Construction ("Greenbook").*
- *Supporting Design Documentation/Calculations (Word, Excel, and PDF)*



## SECTION 3: :

## Randall Henderson Trailhead-Scope of Work

*All applicable plans, technical specifications and construction cost estimates shall conform to City templates. All submittals shall be thoroughly checked as part of the Consultants QA/QC program, inclusive of any independent plan check process. All redlines shall be attached to each re-submittal with a summary matrix of comments, edits, and responses provided noting where the revisions have been incorporated into the specific deliverable as necessary.*

### FINAL DESIGN DELIVERABLE FORMAT

#### From Plan Check Review Comments

Final Bid Package Submittal (100% PS&E):

- *Full Construction Bid Ready Plans (1 PDF file for City duplication and printing and Autocad files)*
- *Specifications (PDF and DOC file formats)*
- *Project Cost Estimate (Excel file, and PDF)*
- *All Supporting Documents(PDF and/or DOC)*

### Bidding

HAI team shall be available throughout the advertisement and bidding period to provide technical assistance to the City. This requires assistance with bidder's inquiries, preparation of addenda, and attendance at the pre-bid field meeting. Bidding procedures shall be the responsibility of the City.

- Respond to Requests for Information (RFIs) during the project advertisement period, and log questions and responses.
- Prepare project addenda at the direction of the City.
- Attend the pre-construction meeting, job walk

*Deliverables: pre-bid meeting notes, comments on requests for information, plan/specification revisions, addendums to bid*

### Construction Support

- Prepare the Pre-Construction meeting agenda for the City's review. The following items will be reviewed at the Pre-Construction meeting:
  - Plans, Specifications and Inspection Process
  - Submittals and the approval process
  - City and State Funds
  - Impacted Utilities, Coordination with the City, Departments, and other impacted agencies
  - Coordination with schools, residents, businesses and similar entities
  - Public Notices, construction schedule, and traffic control (if needed)
  - Encroachment Permits, if any
  - Agreed communication
  - Weekly Statement of Working Day Reports, contract time and progress meetings
  - Contract Change Order (CCO) process
  - Final project walkthrough, punch list items, preparation of as-built drawings and project acceptance
- Conduct preconstruction meeting with City and Contractor. Prepare meeting minutes and distribute to all parties.
- Review contractor payment requests and provide City opinion of work completed.
- Coordinate with City project manager, city staff and inspector as necessary during construction.
- Review contractor prepared construction schedule and verify adherence during the life of the project. Update schedule and progress verification as field operations continue and change original schedule.
- Review and approve product submittals and shop drawings in accordance with construction documents.





## **SECTION 3: :**

## **Randall Henderson Trailhead-Scope of Work**

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- Attend on-site project meetings to review work of the contractor. Prepare written reports of meetings for distribution to all parties. Document what work is taking place and compare to project schedule. Photo document and include in project log of meetings and minutes.
- Coordinate with all parties by telephone, fax and e-mail as necessary.
- Contract Change Orders (CCOs) may be requested by the City, Contractor or design engineer. When a proposed change is requested, HAI will determine the need for the change, check for conformance to standards, consider other remedies, method of compensation, impact on contract time, estimate of cost, and the likelihood of final approval.
- If HAI finds the proposed change is reasonable, a proposed change order file will be established. Documents prepared by HAI regarding the Change Order will be given to the Contractor for pricing. HAI will review and evaluate the Contractor's CCO proposal. Based on the review, HAI will provide a recommendation to the City.
- Observe and approve all soil preparation material, planting methods, and finish grading prior to planting. Visit local Nursery and tag plant material for project
- Observe the inspection of the installation of all landscape and irrigation equipment.
- Respond to contractor's Request for Information (RFI's) and other questions during project construction.
- Conduct substantial completion review and Contractor and prepare punch list. Review and approve punch list items upon their completion.
- Review and approve all contractor supplied closeout items, manuals and charts for irrigation system, lighting and building as specified in the contract specifications.  
*Deliverables: meeting notes, comments on requests for information, plan/specification revisions, punch lists and items of correction*

### **Prepare Record Drawings (As-Builts)**

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

*Deliverables: As-Builts in PDF Format.*

### **Exclusions and Assumptions**

- City will provide the Title Report for the subject property for our use in establishing existing easements and boundary.
- It is assumed that electrical utilities suitable for supply of new prefabricated restroom are existing on the park site.
- The City will pay all costs for printing and shipping



**HIRSCH & ASSOCIATES, INC.**

**LANDSCAPE ARCHITECTURE & PLANNING**

**ORIGINAL**



**Proposal for Professional Design Services for the Park  
and Trailhead Engineering and Design  
Improvements for the City of Palm Desert, CA  
Freedom Park**



*Creating Award Winning Projects  
Since 1977*

2221 E. Winston Road, Suite A, Anaheim, CA 92806-5540  
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The City of Palm Desert is planning a major improvement project at Freedom Park to enhance its functionality, safety, and overall visitor experience. Freedom Park serves as one of the city's largest and most popular recreational spaces, offering sports facilities, open green areas, and playgrounds for residents and visitors. The proposed upgrades reflect the city's commitment to providing high-quality recreational amenities that promote healthy lifestyles, community engagement, and environmental sustainability.

A key focus of the project will be to design and install a state-of-the-art playground that sets a new standard for recreational facilities in Palm Desert. The goal is to create one of the best playgrounds in the city—one that combines innovative play structures, engaging design themes, and inclusive features to provide a top-tier play experience for children of all ages and abilities. Hirsch and Associates Inc. will manage the project from the initial planning and public engagement phase through final construction, ensuring that the design reflects the community's needs and meets the city's high standards for safety and accessibility.

### **Project Objectives**

The primary objectives of the Freedom Park improvement project are to:

- **Create one of the Best Playground in the City:** Design and install a modern, ADA-compliant playground with unique and interactive play elements. The playground will feature state-of-the-art equipment that encourages both physical activity and imaginative play, with distinct zones for different age groups and play styles.
- **Improve Accessibility and Safety:** Playground will feature state-of-the-art equipment and ensure full compliance with ADA standards.
- **Develop a Family-Friendly Environment:** Provide picnic areas, comfortable seating, and improved wayfinding signage to create a welcoming atmosphere for families and visitors.

### **Community Meetings**

Community input will play a key role in shaping the final design and features of the improvements at Freedom Park. The consultant will develop and implement a Public Engagement Plan to gather feedback through the following methods:

- **Initial Stakeholder Meeting:** Introduce the project to key stakeholders, including local residents, community organizations, and city staff, to gather initial feedback and outline project goals.
- **Community Workshops:** Provide residents and park users with the opportunity to discuss design concepts and suggest playground features, park layouts, and additional amenities. Specific input on the playground's theme, play structures, and age-appropriate zones will be encouraged.
- **Preliminary Design Discussion:** Present early design options to the community and city officials for input and refinement before finalizing the plans.
- **City Council and Parks and Recreation Committee Presentations:** Provide updates on project progress and secure approval based on community feedback and design adjustments.

The enhanced Freedom Park will become the premier recreational destination in Palm Desert. The new playground will set a benchmark for play facilities in the city, offering innovative and engaging features that appeal to a wide range of age groups and abilities. The improved accessibility, upgraded park amenities, and enhanced landscaping will create a vibrant and welcoming environment for families and visitors. The project reflects the city's commitment to fostering a healthy, active, and connected community while establishing Freedom Park as the crown jewel of Palm Desert's park system.





## **SECTION 2:**

## **Freedom Park-Methodology**

HAI will stay in close contact with the City's Project Manager through weekly or bi-weekly updates and milestone meetings ensuring a coordinated effort. We understand the City's objective to enhance the community experience by improving Freedom Park Playground. Our approach will focus on creating a functional, safe, and aesthetically pleasing environment that meets the City's schedule, operational goals and budget requirements.

### **Work Plan**

**Basic Services.** Perform all the necessary professional landscape architectural and engineering services in a timely and professional manner consistent with the standards of the profession.

**Project Management.** Provide overall project management, conduct a pre-design kickoff meeting with City Staff to confirm objectives and establish a project schedule. Provide bi-weekly progress updates to ensure alignment with City requirements and timelines. Maintain continuous oversight and address and challenges.

**City Provided Information.** The City shall provide the topographical survey in Autocad format and all existing documentation it has on file for the improvement area that may include existing utility locations and depths, survey/boundary information, copies of easement documentation, list of agencies having jurisdiction over the project, and contact person for the agency, street improvement plans and storm drain plans. HAI, Hirsch & Associates, Inc will make a good-faith effort to verify the accuracy of such information and utilize it in the preparation of the final working drawings and specifications.

**Communication.** Participate in consultations and conferences with City Staff and other agencies having jurisdiction over the Project that may be necessary for the completion of the Project. Such consultations and conferences shall continue throughout the project duration. Communication will include a combination of email, telephone, ZOOM and in person meetings at City Hall and/or project site.

**Project Feasibility.** Provide advice and assistance in determining the feasibility of the Project, analyze the type and quality of materials and construction methods to be selected, and other initial planning matters.

**Budget.** Use our best judgment in determining the balance between the size, type and quality of construction to achieve a satisfactory solution to maintain the City's stated budget.

HAI has served as Lead Consultant over the past 47 years on park projects throughout California, Arizona and Nevada. Every project that we undertake includes monitoring and management of our Consulting Fee, Construction Budget and Schedule. HAI provides a monthly invoice to our clients for our completed work. The progress billing contains previous months' billing as well as total contract value and associated completion percentage. The progress billing provides a comprehensive account of where our progress is related to the total value of the contract.

### **Quality Control/Quality Assurance**

HAI has developed a design quality process for the presentation of deliverables that is consistent and replicable for each deliverable document. Each formal submittal prepared by HAI and team members shall be;

- Reviewed by independent technical staff of the discipline involved.
- Reviewed for coordination and possible interferences by design staff of other disciplines involved.
- Checked by Project Manager for design certification and/or certifies comments for revisions.
- Certified that all comments have been incorporated, checked and back checked in accordance
- Drawings stamped for internal audit as reviewed, checked and back checked. Once all three quality control checks have been completed, documents are ready for delivery.

Check and Certification of reviewed drawings is undertaken by State Licensed Landscape Architects and Engineers.



## **SECTION 2:**

## **Freedom Park-Methodology**

### **Administration**

- This task includes the project management services including the requirements for meeting documentation, project schedules, progress reports, invoicing, and administration of Consultant work.
- A kickoff meeting shall be scheduled within the Task Order/Notice to proceed to review Project objectives and requirements, receive initial information from City/Utilities, establish the communication plan and protocols, baseline delivery schedule, and address other issues as necessary to ensure successful Project initiation.

*Deliverables: Project Schedule, Progress Reports, Meeting Notes and invoices.*

## **END SECTION 2:**



## **SECTION 3:**

## **Freedom Park-Scope of Work**

### **Scope of Work - Site Design (HAI)**

#### **Conceptual Design**

- Review existing data, such as as-builts and record drawings.
- Photo document and conduct site analysis to evaluate the opportunities and constraints of the site.
- Conduct a site visit to record existing conditions of the improvement area such as curbs & gutters, sidewalks, walkways and ramps, light poles, fences and walls, drainage inlets, visible above ground utility installations, trees, etc.
- Synthesize data received and compare with site analysis findings to finalize site assessments and prepare the analysis report. Review report with City Staff, revise as necessary.
- Obtain and review utility information within the public right of way and park site.
- Develop provisions to accommodate existing and new utility facilities (e.g., maintained in place, removed, adjusted, abandoned, or installed).
- Effectively identify utility locations and resolve conflicts on proposed plans to keep the project on schedule.
- Undertake preliminary investigation with SCE to determine the existing power supply and adequacy to service proposed improvements.
- Prepare Design Development plans utilizing the city provided survey as the base sheet. The design shall be predicted upon the conceptual plan approved by the City.
- Prepare a preliminary construction cost estimate. Set budgets for proposed amenities.
- Obtain quotes/proposals of differing manufacturers for the site amenities.
- Prepare color site plan renderings illustrating the design and material selection.
- Prepare a geotechnical report that includes infiltration and soil preparation recommendations.
- Meet with City Staff to review design concepts and estimate. Revise as needed based on input received.
- Provide design presentation of revised Design Development Drawings to City Staff for review and comment.

*Deliverables: Preliminary Design Development Drawings and estimates (AutoCAD version compatible with City and PDF). Amenities exhibit featuring photos of proposed materials and Presentation (PowerPoint and PDF). Meeting Minutes and Supporting Documentation)*



## **SECTION 3:**

## **Freedom Park-Scope of Work**

### **Scope of Work - Site Design (HAI)**

#### **Construction Documents**

Includes monthly status meetings, reports of work, schedule updates and meeting minutes of all communication and action items.

HAI is responsible for developing and assembling Contract Construction Bid Documents ("Bid Documents") for advertisement and bidding the Project for construction. The Bid Documents shall include all necessary documents to be constructed, Construction Plans and supporting documentation for a complete biddable set. Furthermore, HAI shall provide Technical Specifications and Cost Estimates associated with the design plans. All Bid Documents shall be prepared and stamped by a CA licensed Landscape Architect and Structural Engineer for DSA submittal process. The design shall comply with all latest applicable codes, guidelines, and standards. Plans to be drawn at 1"=20' and include the following:

- Title/Index Sheet
- Demolition/Protection Plan
- Construction Plans and Details, notes
- Landscape Modification Plans, Details and notes
- Irrigation Modification Plans, Details and notes
- Technical Specifications – City shall prepare the boiler plate specifications
- Probable Construction Cost Estimates with back-up/support information on quantities and unit prices

*All applicable plans, technical specifications and construction cost estimates shall conform to City templates. All submittals shall be thoroughly checked as part of the Consultants QA/QC program, inclusive of any independent plan check process. All redlines shall be attached to each re-submittal with a summary matrix of comments, edits, and responses provided noting where the revisions have been incorporated into the specific deliverable as necessary.*

### **FINAL DESIGN DELIVERABLE FORMAT**

#### **From Plan Check Review Comments**

Final Bid Package Submittal (100% PS&E):

- *Full Construction Bid Ready Plans (1 PDF file for City duplication and printing and Autocad files)*
- *Specifications (PDF and DOC file formats)*
- *Project Cost Estimate (Excel file, and PDF)*
- *All Supporting Documents(PDF and/or DOC)*

### **Bidding**

HAI team shall be available throughout the advertisement and bidding period to provide technical assistance to the City. This requires assistance with bidder's inquiries, preparation of addenda, and attendance at the pre-bid field meeting. Bidding procedures shall be the responsibility of the City.

- Respond to Requests for Information (RFIs) during the project advertisement period, and log questions and responses.
- Prepare project addenda at the direction of the City.
- Attend the pre-construction meeting, job walk

*Deliverables: pre-bid meeting notes, comments on requests for information, plan/specification revisions, addendums to bid*



**Construction Support**

- Prepare the Pre-Construction meeting agenda for the City's review. The following items will be reviewed at the Pre-Construction meeting:
    - Plans, Specifications and Inspection Process
    - Submittals and the approval process
    - City and State Funds
    - Impacted Utilities, Coordination with the City, Departments, and other impacted agencies
    - Coordination with schools, residents, businesses and similar entities
    - Public Notices, construction schedule, and traffic control (if needed)
    - Encroachment Permits, if any
    - Agreed communication
    - Weekly Statement of Working Day Reports, contract time and progress meetings
    - Contract Change Order (CCO) process
    - Final project walkthrough, punch list items, preparation of as-built drawings and project acceptance
  - Conduct preconstruction meeting with City and Contractor. Prepare meeting minutes and distribute to all parties.
  - Review contractor payment requests and provide City opinion of work completed.
  - Coordinate with City project manager, city staff and inspector as necessary during construction.
  - Review contractor prepared construction schedule and verify adherence during the life of the project. Update schedule and progress verification as field operations continue and change original schedule.
  - Review and approve product submittals and shop drawings in accordance with construction documents.
  - Attend on-site project meetings to review work of the contractor. Prepare written reports of meetings for distribution to all parties. Document what work is taking place and compare to project schedule. Photo document and include in project log of meetings and minutes.
  - Coordinate with all parties by telephone, fax and e-mail as necessary.
  - Contract Change Orders (CCOs) may be requested by the City, Contractor or design engineer. When a proposed change is requested, HAI will determine the need for the change, check for conformance to standards, consider other remedies, method of compensation, impact on contract time, estimate of cost, and the likelihood of final approval.
  - If HAI finds the proposed change is reasonable, a proposed change order file will be established. Documents prepared by HAI regarding the Change Order will be given to the Contractor for pricing. HAI will review and evaluate the Contractor's CCO proposal. Based on the review, HAI will provide a recommendation to the City.
  - Observe and approve all soil preparation material, planting methods, and finish grading prior to planting. Visit local Nursery and tag plant material for project
  - Observe the inspection of the installation of all landscape and irrigation equipment.
  - Respond to contractor's Request for Information (RFI's) and other questions during project construction.
  - Conduct substantial completion review and Contractor and prepare punch list. Review and approve punch list items upon their completion.
  - Review and approve all contractor supplied closeout items, manuals and charts for irrigation system, lighting and building as specified in the contract specifications.
- Deliverables: meeting notes, comments on requests for information, plan/specification revisions, punch lists and items of correction*



## **SECTION 3:**

## **Freedom Park-Scope of Work**

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### **Prepare Record Drawings (As-Builts)**

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

*Deliverables: As-Builts in PDF Format.*

### **Exclusions and Assumptions**

- City will provide the Title Report for the subject property for our use in establishing existing easements and boundary.
- City To provide a survey in Autocad format
- The City will pay all costs for printing and shipping

**END SECTION 3:**

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The City of Palm Desert is planning a targeted improvement project at Ironwood Park to enhance its functionality, comfort, and visitor experience. Ironwood Park serves as an important neighborhood park, providing open spaces and recreational amenities for local residents and visitors. The proposed upgrades reflect the city's commitment to maintaining high-quality public spaces that support community engagement and outdoor recreation.

The project will focus on adding a new shade structure and a premier water feature to improve comfort and create a more inviting environment for park users. Hirsch and Associates Inc. will manage the project from the initial planning and public engagement phase through final construction, ensuring that the improvements align with the city's design standards and reflect input from the local community.

### **Project Objectives**

The primary objectives of the Ironwood Park improvement project are to:

- **Install a New Shade Structure:** Provide relief from the sun by installing a strategically placed shade structure over key park amenities such as seating areas and playgrounds to improve visitor comfort.
- **Create a Premier Water Feature:** Design and install a high-quality water feature that serves as both a focal point and a recreational element. The water feature will include interactive misters and spray elements to provide cooling relief during hot weather while encouraging playful interaction for children and families. The design will focus on energy efficiency and water conservation while ensuring a visually appealing and engaging experience.
- **Create a More Comfortable Environment:** Improve the overall park experience by adding shaded seating, modern furnishings, and updated landscaping to make the space more inviting and user-friendly.
- **Enhance Sustainability and Low Maintenance:** Use energy-efficient and water-conserving materials for the shade structure and water feature to minimize operational and maintenance costs.

### **Community Meetings**

Community input will be central to shaping the final design and features of the improvements at Ironwood Park. The consultant will develop and implement a Public Engagement Plan to gather feedback through the following methods:

- **Initial Stakeholder Meeting:** Introduce the project to key stakeholders, including local residents and city staff, to gather initial feedback and outline project goals.
- **Community Workshops:** Provide residents with the opportunity to discuss design concepts and offer suggestions on the shade structure, water feature design, and other park improvements.
- **Preliminary Design Discussion:** Present early design options to the community and city officials for input and refinement before finalizing the plans.
- **City Council and Parks and Recreation Committee Presentations:** Provide updates on project progress and secure approval based on community feedback and design adjustments.

The improved Ironwood Park will provide a more comfortable and engaging space for families and visitors. The addition of a premier water feature with interactive misters will create a dynamic and refreshing environment, particularly during warmer months, encouraging both active play and relaxation. The shade structure and enhanced landscaping will further increase comfort and usability, making Ironwood Park a standout recreational destination within Palm Desert. The project reflects the city's commitment to creating high-quality public amenities that foster social connection, outdoor recreation, and community pride.



## **SECTION 2:**

## **Ironwood Park-Methodology**

HAI will stay in close contact with the City's Project Manager through weekly or bi-weekly updates and milestone meetings ensuring a coordinated effort. We understand the City's objective to enhance the community experience by improving Ironwood Park. Our approach will focus on creating a functional, safe, and aesthetically pleasing environment that meets the City's schedule, operational goals and budget requirements.

### **Work Plan**

**Basic Services.** Perform all the necessary professional landscape architectural and engineering services in a timely and professional manner consistent with the standards of the profession.

**Project Management.** Provide overall project management, conduct a pre-design kickoff meeting with City Staff to confirm objectives and establish a project schedule. Provide bi-weekly progress updates to ensure alignment with City requirements and timelines. Maintain continuous oversight and address and challenges.

**City Provided Information.** The City shall provide the topographical survey in Autocad format and all existing documentation it has on file for the improvement area that may include existing utility locations and depths, survey/boundary information, copies of easement documentation, list of agencies having jurisdiction over the project, and contact person for the agency, street improvement plans and storm drain plans. HAI, Hirsch & Associates, Inc will make a good-faith effort to verify the accuracy of such information and utilize it in the preparation of the final working drawings and specifications.

**Communication.** Participate in consultations and conferences with City Staff and other agencies having jurisdiction over the Project that may be necessary for the completion of the Project. Such consultations and conferences shall continue throughout the project duration. Communication will include a combination of email, telephone, ZOOM and in person meetings at City Hall and/or project site.

**Project Feasibility.** Provide advice and assistance in determining the feasibility of the Project, analyze the type and quality of materials and construction methods to be selected, and other initial planning matters.

**Budget.** Use our best judgment in determining the balance between the size, type and quality of construction to achieve a satisfactory solution to maintain the City's stated budget.

HAI has served as Lead Consultant over the past 47 years on park projects throughout California, Arizona and Nevada. Every project that we undertake includes monitoring and management of our Consulting Fee, Construction Budget and Schedule. HAI provides a monthly invoice to our clients for our completed work. The progress billing contains previous months' billing as well as total contract value and associated completion percentage. The progress billing provides a comprehensive account of where our progress is related to the total value of the contract.

### **Quality Control/Quality Assurance**

HAI has developed a design quality process for the presentation of deliverables that is consistent and replicable for each deliverable document. Each formal submittal prepared by HAI and team members shall be;

- Reviewed by independent technical staff of the discipline involved.
- Reviewed for coordination and possible interferences by design staff of other disciplines involved.
- Checked by Project Manager for design certification and/or certifies comments for revisions.
- Certified that all comments have been incorporated, checked and back checked in accordance
- Drawings stamped for internal audit as reviewed, checked and back checked. Once all three quality control checks have been completed, documents are ready for delivery.

Check and Certification of reviewed drawings is undertaken by State Licensed Landscape Architects and Engineers.



## **SECTION 2:**

## **Ironwood Park-Methodology**

### Administration

- This task includes the project management services including the requirements for meeting documentation, project schedules, progress reports, invoicing, and administration of Consultant work.
- A kickoff meeting shall be scheduled within the Task Order/Notice to proceed to review Project objectives and requirements, receive initial information from City/Utilities, establish the communication plan and protocols, baseline delivery schedule, and address other issues as necessary to ensure successful Project initiation.

*Deliverables: Project Schedule, Progress Reports, Meeting Notes and invoices.*

## **END SECTION 2:**



## **SECTION 3:**

## **Ironwood Park-Scope of Work**

### **Scope of Work - Site Design (HAI-JCA-Blue Peak)**

#### Conceptual Design

- Review existing data, such as as-builts and record drawings.
- Photo document and conduct site analysis to evaluate the opportunities and constraints of the site.
- Conduct a site visit to record existing conditions of the improvement area such as curbs & gutters, sidewalks, walkways and ramps, light poles, fences and walls, drainage inlets, visible above ground utility installations, trees, etc.
- Synthesize data received and compare with site analysis findings to finalize site assessments and prepare the analysis report. Review report with City Staff, revise as necessary.
- Obtain and review utility information within the public right of way and park site.
- Develop provisions to accommodate existing and new utility facilities (e.g., maintained in place, removed, adjusted, abandoned, or installed).
- Effectively identify utility locations and resolve conflicts on proposed plans to keep the project on schedule.
- Undertake preliminary investigation with SCE to determine the existing power supply and adequacy to service proposed improvements.
- Prepare Design Development plans utilizing the city provided survey as the base sheet. The design shall be predicted upon the conceptual plan approved by the City.
- Prepare a preliminary construction cost estimate. Set budgets for proposed amenities.
- Obtain quotes/proposals of differing manufacturers for the site amenities.
- Prepare color site plan renderings illustrating the design and material selection.
- Prepare a geotechnical report that includes infiltration and soil preparation recommendations.
- Meet with City Staff to review design concepts and estimate. Revise as needed based on input received.
- Provide design presentation of revised Design Development Drawings to City Staff for review and comment.

*Deliverables: Preliminary Design Development Drawings and estimates (AutoCAD version compatible with City and PDF). Amenities exhibit featuring photos of proposed materials and Presentation (PowerPoint and PDF). Preliminary Grading Plan (AutoCAD version compatible with City and PDF). Meeting Minutes and Supporting Documentation)*



**Scope of Work - Site Design (HAI-JCA-Blue Peak)****Construction Documents**

Includes monthly status meetings, reports of work, schedule updates and meeting minutes of all communication and action items.

HAI is responsible for developing and assembling Contract Construction Bid Documents ("Bid Documents") for advertisement and bidding the Project for construction. The Bid Documents shall include all necessary Civil, electrical, site and site structural and Landscaping/irrigation to be constructed, Construction Plans and supporting documentation for a complete biddable set. Furthermore, HAI shall provide Technical Specifications and Cost Estimates associated with the design plans. All Bid Documents shall be prepared and stamped by a CA licensed Landscape Architect and Professional Engineer with the appropriate license per each discipline of work. The design shall comply with all latest applicable codes, guidelines, and standards. Plans to be drawn at 1"=20' and include the following:

- Title/Index Sheet
- Demolition/Protection Plan
- Site/Grading and Drainage Plan
- Erosion Control Plan
- Construction Plans and Details, notes
- Landscape Plans, Details and notes
- Irrigation Plans, Details and notes
- Site Electrical plans, specifications, notes and calculations.
- Shade structure plans and details (shade structure company to provide structural calculations)
- Technical Specifications – City shall prepare the boiler plate specifications
- Probable Construction Cost Estimates with back-up/support information on quantities and unit prices.

**Scope of Work – Electrical Engineering (JCA)**

- One (1) site visit to verify existing power panel and ability to provide power for the water feature.
- Electrical utilities to the water feature.
- Conference call design meetings and or email correspondence as required with the Hirsch project team throughout the design phase.
- Electrical load calculations
- Title 24 calculations and forms
- Prepare electrical documents suitable for plan check, bidding and construction
- Single line, panel schedules, diagrams and details
- Specifications to be included with electrical drawings
- Construction Administration:
  - Review electrical shop drawings
  - Respond to Electrical Contractor RFI



**Scope of Work – Civil Engineering Blue Peak**

**SCOPE OF WORK**

**Task 1.1: Storm Water Pollution Prevention Plan (SWPPP) / Notice of Intent (NOI)**

Based on the requirements of the State Water Quality Resources Control Board's General Permit, a Notice of Intent and a Storm Water Pollution Prevention Plan will be prepared for the site.

- We will research the necessary data to accurately complete the Application for Notice of Intent (NOI) and it will be submitted to the State Water Resources Control Board.
- Based on site conditions and proposed construction a SWPPP will be prepared to address the specific site water quality concerns.
- The SWPPP will be prepared under the direction of a Qualified SWPPP Developer (QSD) as certified by the California Stormwater Quality Association.

**Task 1.2: Water Quality Management Plan (WQMP)**

The WQMP will provide guidelines for project-specific post-construction Best Management Practices (BMPs) and for regional and sub-regional Source Control BMPs and Structural BMPs to address management of stormwater runoff quantity and quality to protect the nearby receiving waters.

- Address Site Design BMPs.
- Incorporate the applicable Routine Source and Structural Control BMPs.
- Describe the long-term operation and maintenance requirements for Structural Control BMPs.
- Identify the entity that will be responsible for long-term operation, maintenance, repair and/or replacement of the structural BMPs and the training that qualifies them.
- Provide a copy of the forms to be used in conducting maintenance and inspection activities.
- The WQMP will comply with the requirements of the City of Palm Desert Stormwater Program.
- You must provide recommended infiltration rates from your geotechnical engineer based on testing done at the job site. Testing must be in conformance with standards set forth by the agency having jurisdiction. These rates must be included in the final geotechnical report.

**Task 1.3: Precise Grading Plan Review**

Blue Peak Engineering will provide a civil engineering review of the precise grading plans, which will include the following:

- Two (2) civil engineering reviews will be completed with redline comments.
- The final set of plans will be stamped and signed by a Registered Civil Engineer for final approval with the City of Palm Desert. All comments from Blue Peak Engineering must be addressed prior to the stamping of the plans.

The Plan format, standard construction notes, and sheet borders shall be commensurate with City standards.

***Deliverables:***

- *Prepare 60%, 90%, and 100% design submissions for City review. (AutoCAD version compatible with City and PDF)*
- *60%, 90%, 100% Contract Technical Specifications (Word and PDF)*
- *60%, 90%, 100% Engineers Estimate (Excel and PDF)*
- *Ensure that the specifications comply with the Standard Specifications for Public Works Construction ("Greenbook").*
- *Supporting Design Documentation/Calculations (Word, Excel, and PDF)*



## SECTION 3:

## Ironwood Park-Scope of Work

*All applicable plans, technical specifications and construction cost estimates shall conform to City templates. All submittals shall be thoroughly checked as part of the Consultants QA/QC program, inclusive of any independent plan check process. All redlines shall be attached to each re-submittal with a summary matrix of comments, edits, and responses provided noting where the revisions have been incorporated into the specific deliverable as necessary.*

### **FINAL DESIGN DELIVERABLE FORMAT**

#### **From Plan Check Review Comments**

Final Bid Package Submittal (100% PS&E):

- *Full Construction Bid Ready Plans (1 PDF file for City duplication and printing and Autocad files)*
- *Specifications (PDF and DOC file formats)*
- *Project Cost Estimate (Excel file, and PDF)*
- *All Supporting Documents(PDF and/or DOC)*

### **Bidding**

HAI team shall be available throughout the advertisement and bidding period to provide technical assistance to the City. This requires assistance with bidder's inquiries, preparation of addenda, and attendance at the pre-bid field meeting. Bidding procedures shall be the responsibility of the City.

- Respond to Requests for Information (RFIs) during the project advertisement period, and log questions and responses.
- Prepare project addenda at the direction of the City.
- Attend the pre-construction meeting, job walk

*Deliverables: pre-bid meeting notes, comments on requests for information, plan/specification revisions, addendums to bid*

### **Construction Support**

- Prepare the Pre-Construction meeting agenda for the City's review. The following items will be reviewed at the Pre-Construction meeting:
  - Plans, Specifications and Inspection Process
  - Submittals and the approval process
  - City and State Funds
  - Impacted Utilities, Coordination with the City, Departments, and other impacted agencies
  - Coordination with schools, residents, businesses and similar entities
  - Public Notices, construction schedule, and traffic control (if needed)
  - Encroachment Permits, if any
  - Agreed communication
  - Weekly Statement of Working Day Reports, contract time and progress meetings
  - Contract Change Order (CCO) process
  - Final project walkthrough, punch list items, preparation of as-built drawings and project acceptance
- Conduct preconstruction meeting with City and Contractor. Prepare meeting minutes and distribute to all parties.
- Review contractor payment requests and provide City opinion of work completed.
- Coordinate with City project manager, city staff and inspector as necessary during construction.
- Review contractor prepared construction schedule and verify adherence during the life of the project. Update schedule and progress verification as field operations continue and change original schedule.
- Review and approve product submittals and shop drawings in accordance with construction documents.





## SECTION 3:

## Ironwood Park-Scope of Work

- Attend on-site project meetings to review work of the contractor. Prepare written reports of meetings for distribution to all parties. Document what work is taking place and compare to project schedule. Photo document and include in project log of meetings and minutes.
- Coordinate with all parties by telephone, fax and e-mail as necessary.
- Contract Change Orders (CCOs) may be requested by the City, Contractor or design engineer. When a proposed change is requested, HAI will determine the need for the change, check for conformance to standards, consider other remedies, method of compensation, impact on contract time, estimate of cost, and the likelihood of final approval.
- If HAI finds the proposed change is reasonable, a proposed change order file will be established. Documents prepared by HAI regarding the Change Order will be given to the Contractor for pricing. HAI will review and evaluate the Contractor's CCO proposal. Based on the review, HAI will provide a recommendation to the City.
- Observe and approve all soil preparation material, planting methods, and finish grading prior to planting. Visit local Nursery and tag plant material for project
- Observe the inspection of the installation of all landscape and irrigation equipment.
- Respond to contractor's Request for Information (RFI's) and other questions during project construction.
- Conduct substantial completion review and Contractor and prepare punch list. Review and approve punch list items upon their completion.
- Review and approve all contractor supplied closeout items, manuals and charts for irrigation system, lighting and building as specified in the contract specifications.  
*Deliverables: meeting notes, comments on requests for information, plan/specification revisions, punch lists and items of correction*

### **Prepare Record Drawings (As-Builts)**

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

*Deliverables: As-Builts in PDF Format.*

### **Exclusions and Assumptions**

- City will provide the Title Report for the subject property for our use in establishing existing easements and boundary.
- It is assumed that electrical utilities suitable for supply of new prefabricated restroom are existing on the park site.
- The City will pay all costs for printing and shipping



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**Proposal for Professional Design Services for the Park  
and Trailhead Engineering and Design  
Improvements for the City of Palm Desert, CA  
Proposed Fees**



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**Professional Fees**

Professional fees for services stated are based upon the scope of work and include all costs for general overhead, profit, telephone, clerical, travel and incidental expenses. Fees shall be valid for the life of the contract.

**Reimbursement Expenses**

All printing, blueprinting, computer plotting, computer scans, photographic reproductions and special overnight deliveries, other than US Postal Service, requested by the City shall be paid as a direct reimbursable expense plus 15% to Hirsch & Associates.

**HAI**

Principal Landscape Architect	\$185
Senior Project Manager	\$125
Senior Designer	\$105
Designer	\$95
Construction Meetings	\$1,000/ea
Reproduction / Printing	Cost Plus 10%

**JCA**

Principal	\$216
Associate Principal	\$202
Project Manager	\$191
Senior Engineer	\$166
Project Engineer	\$153
Designer	\$139
Draftsman BIM	\$122
Draftsman/ CAD	\$104
Technical Typist	\$64

**Blue Peak**

Civil Engineer	\$225/hr
Design Engineer	\$190/hr
Drafter	\$90/hr

**Landmark Structures**

Structural Engineer	\$225/hr
Drafter	\$95/hr

Geotechnical fees are lump sum



Travel

Authorized travel associated with project design and project meetings, are included within our fees.

Execution

To initiate professional services, Hirsch & Associates Inc. please provide an executed copy of this agreement included with City Agreement.

## Hovely Soccer Park

	HAI Project Lead	Blue Peak Civil	
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### Scope

#### Conceptual Design

Designer 120hrs @ \$95	\$11,400.00		\$11,400.00
Senior Designer 80hrs @ \$105	\$8,400.00		\$8,400.00
Senior Project Manager 60hrs @ \$125	\$7,500.00		\$7,500.00
Landscape Architect 32hrs @ \$185	\$5,920.00		\$5,920.00
Community Meeting (1)	\$1,000.00		\$1,000.00
Parks Commission Meeting (1)	\$1,000.00		\$1,000.00
City Council Meeting (1)	\$1,000.00		\$1,000.00
Conceptual Design Sub Total	\$36,220.00	\$0.00	\$36,220.00

#### Construction Documents 60.90.100%

	HAI	Civil	
Civil Grading and Utility Plans		\$4,000.00	\$4,000.00
SWPPP/NOI		\$6,500.00	\$6,500.00
WQMP		\$6,500.00	\$6,500.00
Landscape Designer 320hrs @ \$95	\$30,400.00		\$30,400.00
Senior Designer 200hrs @ \$105	\$21,000.00		\$21,000.00
Senior Project Manager 120hrs @ \$125	\$15,000.00		\$15,000.00
Landscape Architect 24hrs @\$185	\$4,440.00		\$4,440.00
Construction Document Sub Total	\$70,840.00	\$17,000.00	\$87,840.00

#### Bidding

	HAI	Civil	
Landscape Architect 14hrs @ \$185	\$2,590.00		\$2,590.00
Bidding Sub Total	\$2,590.00	\$0.00	\$2,590.00

#### Construction Support

	HAI	Civil	
Civil Engineer		\$2,500.00	\$2,500.00
Landscape Architect 16hrs @ \$185	\$2,960.00		\$2,960.00
Construction Meetings 6@ \$1000	\$6,000.00		\$6,000.00
Construction Support Total	\$8,960.00	\$2,500.00	\$11,460.00

Grand Total	\$118,610.00	\$19,500.00	\$138,110.00
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Recommended to include funding to cover printing and Plan Check Fees, not included in total above \$5,000.00



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## Homme Adams Park

	HAI Project Lead	Blue Peak Civil	LKGE Geotechnical	JCA Electrical	
<b>Scope</b>					
<b>Conceptual Design</b>					
Geotechnical Report			\$9,500.00		\$9,500.00
Site Electrical Evaluation				\$4,500.00	\$4,500.00
Designer 120hrs @ \$95	\$11,400.00				\$11,400.00
Senior Designer 80hrs @ \$105	\$8,400.00				\$8,400.00
Senior Project Manager 60hrs @ \$125	\$7,500.00				\$7,500.00
Landscape Architect 32hrs @ \$185	\$5,920.00				\$5,920.00
Community Meeting	\$1,000.00				\$1,000.00
Parks Commission Meeting (1)	\$1,000.00				\$1,000.00
City Council Meeting (1)	\$1,000.00				\$1,000.00
Conceptual Design Sub Total	\$36,220.00	\$0.00			\$50,220.00
<b>Construction Documents 60.90.100%</b>					
Electrical supply to prefab restroom				\$12,000.00	\$12,000.00
Civil Grading and Utility Plans		\$4,000.00			\$4,000.00
SWPPP/NOI		\$6,500.00			\$6,500.00
WQMP		\$6,500.00			\$6,500.00
Landscape Designer 320hrs @ \$95	\$30,400.00				\$30,400.00
Senior Designer 200hrs @ \$105	\$21,000.00				\$21,000.00
Senior Project Manager 120hrs @ \$125	\$15,000.00				\$15,000.00
Landscape Architect 40hrs @ \$185	\$7,400.00				\$7,400.00
Construction Document Sub Total	\$73,800.00	\$17,000.00			\$102,800.00
<b>Bidding</b>					
Landscape Architect 14hrs @ \$185	\$2,590.00				\$2,590.00
Bidding Sub Total	\$2,590.00	\$0.00			\$2,590.00
<b>Construction Support</b>					
Civil Engineer		\$2,500.00			\$2,500.00
Landscape Architect 16hrs @ \$185	\$2,960.00				\$2,960.00
Construction Meetings 6@ \$1000	\$6,000.00				\$6,000.00
Construction Support Total	\$8,960.00	\$2,500.00			\$11,460.00
Grand Total	\$121,570.00	\$19,500.00	\$9,500.00	\$0.00	\$167,070.00

Recommended to include funding to cover printing and Plan Check Fees, not included in total above \$5,000.00



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## University Park

HAI  
Project Lead

### Scope

#### Conceptual Design

Designer 80hrs @ \$95	\$7,600.00
Senior Designer 40hrs @ \$105	\$4,200.00
Senior Project Manager 16hrs @ \$125	\$2,000.00
Landscape Architect 8hrs @ \$185	\$1,480.00
Community Meeting	\$1,000.00
Parks Commission Meeting (1)	\$1,000.00
City Council Meeting (1)	\$1,000.00
Conceptual Design Sub Total	\$18,280.00

#### Construction Documents 60.90.100%

Landscape Designer 120hrs @ \$95	\$11,400.00
Senior Designer 32hrs @ \$105	\$3,360.00
Senior Project Manager 16hrs @ \$125	\$2,000.00
Landscape Architect 8hrs @ \$185	\$1,480.00
Construction Document Sub Total	\$18,240.00

#### Bidding

Landscape Architect 14hrs @ \$185	\$2,590.00
Bidding Sub Total	\$2,590.00

#### Construction Support

Landscape Architect 16hrs @ \$185	\$2,960.00
Construction Meetings 6@ \$1000	\$6,000.00
Construction Support Total	\$8,960.00

Grand Total	\$48,070.00
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Recommended to include funding to cover printing  
and Plan Check Fees, not included in total above



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## Washington Charter School

	HAI Project Lead	Landmark Structural	
<b>Scope</b>			
<b>Conceptual Design</b>			
Designer 80hrs @ \$95	\$7,600.00		\$7,600.00
Senior Designer 40hrs @ \$105	\$4,200.00		\$4,200.00
Senior Project Manager 16hrs @ \$125	\$2,000.00		\$2,000.00
Landscape Architect 8hrs @ \$185	\$1,480.00		\$1,480.00
DSA Review	\$5,000.00		\$5,000.00
Community Meeting	\$1,000.00		\$1,000.00
Parks Commission Meeting (1)	\$1,000.00		\$1,000.00
City Council Meeting (1)	\$1,000.00		\$1,000.00
Conceptual Design Sub Total	\$23,280.00	\$0.00	\$23,280.00
<b>Construction Documents 60.90.100%</b>			
Landscape Designer 120hrs @ \$95	\$11,400.00		\$11,400.00
Senior Designer 32hrs @ \$105	\$3,360.00		\$3,360.00
Senior Project Manager 16hrs @ \$125	\$2,000.00		\$2,000.00
Landscape Architect 8hrs @\$185	\$1,480.00		\$1,480.00
Structural Engineering		\$9,000.00	\$9,000.00
DSA Review	\$15,000.00		\$15,000.00
Construction Document Sub Total	\$33,240.00	\$9,000.00	\$42,240.00
<b>Bidding</b>			
Landscape Architect 14hrs @ \$185	\$2,590.00		\$2,590.00
Bidding Sub Total	\$2,590.00	\$0.00	\$2,590.00
<b>Construction Support</b>			
Landscape Architect 16hrs @ \$185	\$2,960.00		\$2,960.00
Construction Meetings 6@ \$1000	\$6,000.00		\$6,000.00
Construction Support Total	\$8,960.00	\$0.00	\$8,960.00
<b>Grand Total</b>	<b>\$68,070.00</b>	<b>\$9,000.00</b>	<b>\$77,070.00</b>

Recommended to include funding to cover printing and Plan Check Fees, not included in total above \$5,000.00



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## Randell Henderson Trailhead

	HAI Project Lead	Blue Peak Civil	LKGE Geotechnical
<b>Scope</b>			
<b>Conceptual Design</b>			
Geotechnical Report			\$9,500.00
Designer 120hrs @ \$95	\$11,400.00		\$11,400.00
Senior Designer 80hrs @ \$105	\$8,400.00		\$8,400.00
Senior Project Manager 60hrs @ \$125	\$7,500.00		\$7,500.00
Landscape Architect 32hrs @ \$185	\$5,920.00		\$5,920.00
Community Meeting	\$1,000.00		\$1,000.00
Parks Commission Meeting (1)	\$1,000.00		\$1,000.00
City Council Meeting (1)	\$1,000.00		\$1,000.00
Conceptual Design Sub Total	\$36,220.00	\$0.00	\$45,720.00
<b>Construction Documents 60.90.100%</b>	HAI	Civil	
Civil Grading and Utility Plans		\$4,000.00	\$4,000.00
SWPPP/NOI		\$6,500.00	\$6,500.00
WQMP		\$6,500.00	\$6,500.00
Landscape Designer 320hrs @ \$95	\$30,400.00		\$30,400.00
Senior Designer 200hrs @ \$105	\$21,000.00		\$21,000.00
Senior Project Manager 120hrs @ \$125	\$15,000.00		\$15,000.00
Landscape Architect 40hrs @\$185	\$7,400.00		\$7,400.00
Construction Document Sub Total	\$73,800.00	\$17,000.00	\$90,800.00
<b>Bidding</b>	HAI	Civil	
Landscape Architect 14hrs @ \$185	\$2,590.00		\$2,590.00
Bidding Sub Total	\$2,590.00	\$0.00	\$2,590.00
<b>Construction Support</b>	HAI	Civil	
Civil Engineer		\$2,500.00	\$2,500.00
Landscape Architect 16hrs @ \$185	\$2,960.00		\$2,960.00
Construction Meetings 6@ \$1000	\$6,000.00		\$6,000.00
Construction Support Total	\$8,960.00	\$2,500.00	\$11,460.00
<b>Grand Total</b>	<b>\$121,570.00</b>	<b>\$19,500.00</b>	<b>\$9,500.00</b>
			<b>\$150,570.00</b>

Recommended to include funding to cover printing  
and Plan Check Fees, not included in total above

\$5,000.00



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## Freedom Park

HAI  
Project Lead

### Scope

#### Conceptual Design

Designer 80hrs @ \$95	\$7,600.00
Senior Designer 40hrs @ \$105	\$4,200.00
Senior Project Manager 16hrs @ \$125	\$2,000.00
Landscape Architect 8hrs @ \$185	\$1,480.00
Community Meeting	\$1,000.00
Parks Commission Meeting (1)	\$1,000.00
City Council Meeting (1)	\$1,000.00
Conceptual Design Sub Total	\$18,280.00

#### Construction Documents 60.90.100%

Landscape Designer 120hrs @ \$95	\$11,400.00
Senior Designer 32hrs @ \$105	\$3,360.00
Senior Project Manager 16hrs @ \$125	\$2,000.00
Landscape Architect 8hrs @ \$185	\$1,480.00
Construction Document Sub Total	\$18,240.00

#### Bidding

Landscape Architect 14hrs @ \$185	\$2,590.00
Bidding Sub Total	\$2,590.00

#### Construction Support

Landscape Architect 16hrs @ \$185	\$2,960.00
Construction Meetings 6@ \$1000	\$6,000.00
Construction Support Total	\$8,960.00

Grand Total	\$48,070.00
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Recommended to include funding to cover printing  
and Plan Check Fees, not included in total above



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## Ironwood Park

	HAI Project Lead	Blue Peak Civil	JCA Electrical	
<b>Scope</b>				
<b>Conceptual Design</b>				
Site Electrical Evaluation			\$4,500.00	\$4,500.00
Designer 120hrs @ \$95	\$11,400.00			\$11,400.00
Senior Designer 80hrs @ \$105	\$8,400.00			\$8,400.00
Senior Project Manager 60hrs @ \$125	\$7,500.00			\$7,500.00
Landscape Architect 32hrs @ \$185	\$5,920.00			\$5,920.00
Community Meeting	\$1,000.00			\$1,000.00
Parks Commission Meeting (1)	\$1,000.00			\$1,000.00
City Council Meeting (1)	\$1,000.00			\$1,000.00
Conceptual Design Sub Total	\$36,220.00	\$0.00		\$40,720.00
<b>Construction Documents 60.90.100%</b>				
Electrical supply to Splash Pad			\$12,000.00	\$12,000.00
Civil Grading and Utility Plans		\$4,000.00		\$4,000.00
SWPPP/NOI		\$6,500.00		\$6,500.00
WQMP		\$6,500.00		\$6,500.00
Health Deptmt Plan Check	\$5,000.00			\$5,000.00
Landscape Designer 300hrs @ \$95	\$28,500.00			\$28,500.00
Senior Designer 200hrs @ \$105	\$21,000.00			\$21,000.00
Senior Project Manager 120hrs @ \$125	\$15,000.00			\$15,000.00
Landscape Architect 40hrs @\$185	\$7,400.00			\$7,400.00
Construction Document Sub Total	\$76,900.00	\$17,000.00	\$12,000.00	\$105,900.00
<b>Bidding</b>				
Landscape Architect 14hrs @ \$185	\$2,590.00			\$2,590.00
Bidding Sub Total	\$2,590.00	\$0.00		\$2,590.00
<b>Construction Support</b>				
Civil Engineer		\$2,500.00		\$2,500.00
Landscape Architect 16hrs @ \$185	\$2,960.00			\$2,960.00
Construction Meetings 6@ \$1000	\$6,000.00			\$6,000.00
Construction Support Total	\$8,960.00	\$2,500.00		\$11,460.00
<b>Grand Total</b>	<b>\$124,670.00</b>	<b>\$19,500.00</b>	<b>\$16,500.00</b>	<b>\$160,670.00</b>

Recommended to include funding to cover printing  
and Plan Check Fees, not included in total above

\$5,000.00



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Improvements for the City of Palm Desert, CA  
Project Team Resumes**



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# CHARLES E. FOLEY, ASLA

PRESIDENT

CHIEF EXECUTIVE OFFICER

## Education

*Landscape Architecture, BS*  
California State Polytechnic University,  
Pomona, California

## Registration

Licensed Landscape Architect, California #5567  
Licensed Landscape Architect, Nevada #948

## Experience

Mr. Foley has over 25 years of professional Landscape Architectural and Planning design experience. He has been the Principal in Charge of a wide variety of public park, streetscape, school districts and private development projects. The projects include renovation of existing parks as well as development of new facilities, Brownfield and Landfill sites, Habitat Restoration, irrigation renovation and water efficiency/reduction efforts. As Principal in Charge of each project, he oversees all aspects of development including the public input process from stakeholders, interaction with commissions and council, administers quality control of HAI staff and sub consultants during the design process as well as integral involvement during the construction process. His early field experience in construction prior to becoming a design professional serves clients well with knowledge related to site work and all aspects of park development. The culmination of this experience has served his clients well with creative projects meeting the needs of the stakeholders, completed on time and within budget. Many completed projects he has managed have been awarded merit by the California Park and Recreation Society (CPRS) as well as the American Public Works Association (APWA). With or without rewards, the completely projects have become treasured assets of communities they serve.

## Professional Responsibilities

Project Management  
Client Contact & Development  
Project Production  
Construction Document Preparation  
Construction Support  
Community Workshops  
Public Meetings  
Presentations

## Affiliations

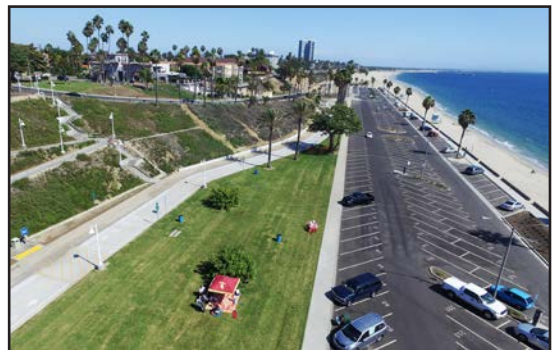
American Society of Landscape Architects (ASLA)  
ASLA Mentor  
California Park & Recreation Society



**Rotary Centennial Park,**  
City of Long Beach



**Mackay Park,**  
City of Cypress



**Long Beach Bike & Pedestrian Trail,**  
City of Long Beach



**Cesar Chavez Park,**  
City of Pomona





# Mark A. L. Hirsch

Vice President

Landscape Contractor,

CLIA, QSP

## Education

Construction Technology

College of the Redwoods, Eureka CA Horticulture,

Fullerton College, Fullerton CA

## Registration

Licensed Landscape Contractor (C-27) CA #956898

Certified Landscape Irrigation Designer and Auditor, CLIA

#84847, Certified SWPPP QSP #28925

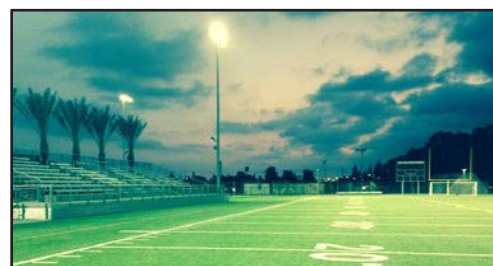
## Experience

Mr. Hirsch has 34 years of experience in the landscape design and construction industry. Before joining Hirsch & Associates, Inc. 1998, Mr. Hirsch obtained ten years' experience working for a General Contractor, installing all aspects of landscape construction.

Mr. Hirsch has continued to increase his capacity at HAI, starting from draftsman to his current title of Vice President. Accomplishments during his professional career including Autodesk/AutoCAD certification, certified irrigation designer and certified water auditor, qualified SWPPP practitioner QSP. Mr. Hirsch is a licensed landscape contractor in the State of California.



**Rio Vista Park**  
Pico Rivera, CA



**Smith Park**  
Pico Rivera, CA



**Mackay Park,**  
Cypress, CA

## Professional Responsibilities

Project Management

Construction Management

Construction Support

Water Audits

Water Management

SWPPP Inspections

Irrigation Consultation

Presentations

Community Workshops

Conceptual Design Preparation

Construction Document Preparation

## Affiliations

IA Irrigation Association

California Landscape Contractor Association

California Park & Recreation Society

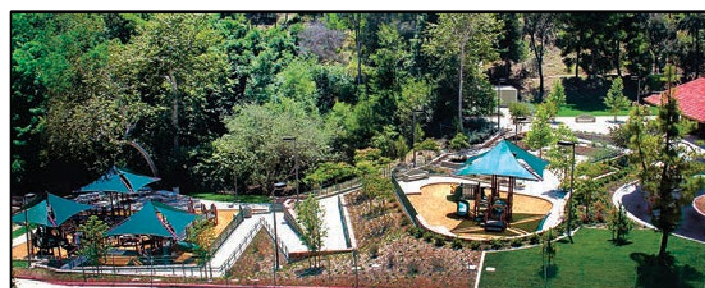
Wildlife Conservation Society



**Louis A. Pompei Memorial Park,**  
City of Glendora, CA



**Janss Plaza Historic Renovation,**  
UCLA Los Angeles, CA



**Sycamore Canyon Park,**  
Diamond Bar, CA



**HIRSCH & ASSOCIATES, INC.**  
LANDSCAPE ARCHITECTURE & PLANNING

# Greg Thayer

Senior Designer

## Education

*Landscape Architecture, BS  
California State Polytechnic University,  
Pomona, California*

## Registration

Licensed Landscape Architect, in progress, completed 3 of 5 sections.

## Experience

Mr. Thayer joined Hirsch and Associates, Inc. in 2022 with years of previous experience having worked in the landscape construction industry as well as horticultural and multi-disciplinary firm in their Landscape Architecture division where he collaborated on projects with architects, engineers, and environmental planners. He works closely with clients and sub consultants to develop various projects from conceptualization through design development and lastly to construction documents and support. He has been involved with a wide range of projects such as Park and Recreation Facilities, Sports Parks, Commercial Retail Centers, and Streetscape Beautification.

## Professional Responsibilities

Construction Document Preparation  
Graphic Design/Rendering  
Project Production  
Construction Support  
Community Workshops/Public Meetings  
Subconsultant Coordination  
Client Contact and Development

## Affiliations

American Society of Landscape Architects



New City Park, Adelanto CA



Civic Center Park, Pomona CA



Meadowview Demonstration Garden, City of Pomona CA



# JACOB LAURENTOWSKI

## DESIGNER

### Education

*Landscape Architecture, BS*  
California State Polytechnic University,  
Pomona, California

### Experience

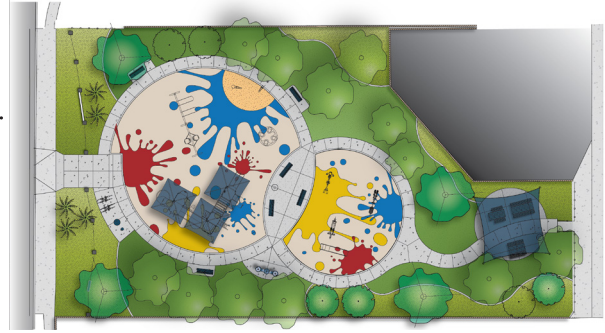
Mr. Laurentowski joined Hirsch & Associates, Inc. in 2022 while finishing the last year of his BS at Cal Poly Pomona. Upon graduation in 2023, he has been a full-time employee, working diligently to gain experience and expand his repertoire. Since then, he has successfully worked with clients and sub consultants to move projects from conceptualization to construction documentation. While Mr. Laurentowski has spent much of his time in the municipalities here, heading various park and playground renovations, he has worked on a diversity of projects including sports fields, commercial retail centers, large-scale habitat irrigation, gateway monument signs, and municipal studies.

### Professional Responsibilities

Conceptual Design  
Construction Document Preparation  
Project Production  
Graphic Design Rendering  
Community Outreach Public Meetings  
Client Subconsultant Contact

### Affiliations

American Society of Landscape Architects (ASLA)



**Labourdette Park Renovation**  
City of Los Alamitos, CA



**Jaycee Parkette Renovation Concept**  
City of Placentia, CA



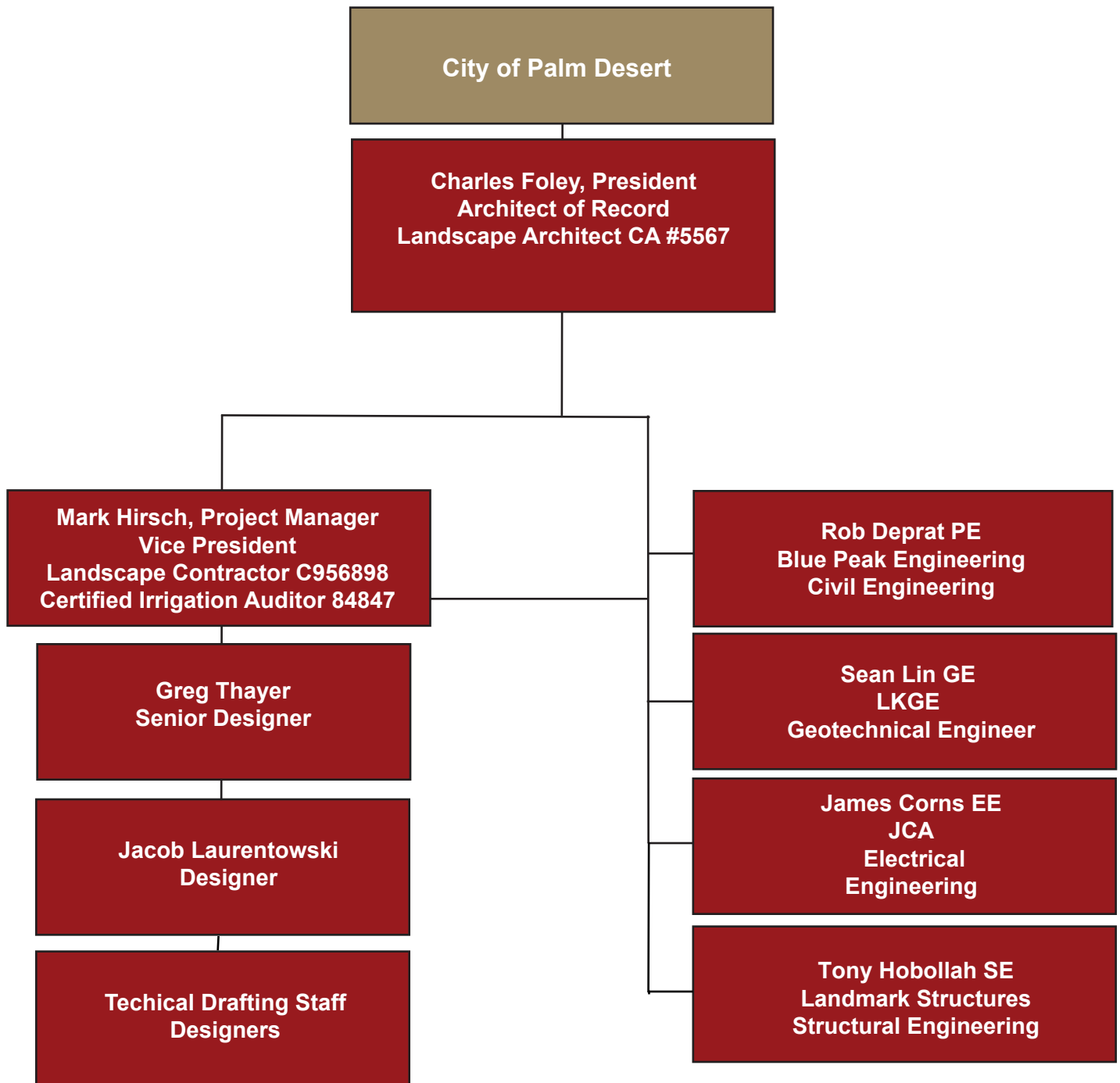
**Russel C. Paris Playground Renovation Concept**  
City of Westminster, CA



**Hilda L. Solis Park Renovation Concept**  
City of Baldwin Park, CA



## Organizational Chart



Note: Per Addendum 1, City shall provide survey, no surveyor on the project team.  
HAI can provide survey if needed, Pacific Land Consultants.



Robert DePrat, P.E.  
1853 Yorba Linda Bl#235  
Yorba Linda, Ca. 92886  
714-749-3077  
rdeprat@bluepeakeng.com  
California (#60482)  
Bachelor of Science, Civil Engineering, UC Irvine  
M.B.A. UC Irvine



### **Professional Experience**

Mr. DePrat has over 20 years of professional civil engineering experience serving clients throughout California in a wide range of public parks and private development projects. Blue Peak Engineering has provided civil engineering services to HAI throughout its history including sports parks, roadway design and recreation facilities. Along with his depth of experience, Mr. DePrat's success is attributed to his dedication to customer service and maintaining valuable working relationships among clients, contractors and jurisdictional agencies.



JCA Engineering Inc. is dedicated to providing efficiently innovative architectural lighting design services, and state-of-the-art electrical engineering. Projects successfully completed within the last year represent total construction values exceeding thirty million dollars. Those projects encompassed new and renovated educational facilities, efficient public works facilities, religious facilities, active and passive recreational sites, sports complexes, arenas and streetscapes for community revitalization. The principals of this growing design firm offer more than 65 combined years of experience in electrical systems engineering.

We implement new technology to evaluate our design proposals using software such as AutoCAD 2025. Lighting design incorporates all required Title 24 energy codes, and we are capable of providing all the required Title 24 forms to meet all state requirements.

JCA offers comprehensive experience in government, public works, federal, religious, business, institutional, private and educational facilities electrical system requirements and construction. In addition, JCA provides design expertise in fire alarm, electronic communications, intrusion alarm and video distribution systems.



**LK Geotechnical Engineering, Inc.**  
**10120 National Boulevard, Los Angeles, CA 90034**  
**Engineer: 626.328.4346; Geologist: 310.866.8977**

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#### **COMPANY PROFILE:**

LK Geotechnical Engineering, Inc. (LKGE) was founded by two experienced professionals, Dr. Sean Lin and Mr. Mark Kruger in Los Angeles, California. Our services include geotechnical and geological consultation, geotechnical investigation, soil infiltration study for storm water management, laboratory soil testing, field geotechnical inspection, soil compaction testing, and deputy grading inspection in the Greater Los Angeles area.

Dr. Lin is a California licensed Geotechnical Engineer (G.E.) who has extensive geotechnical knowledge, including soil mechanics, foundation analysis and constructability, geotechnical site stability evaluation, and advanced seismic hazard analysis. In addition, Dr. Lin was an adjunct professor teaching classes in advanced foundation and geotechnical earthquake engineering at California State University, Los Angeles.

Mr. Kruger is a California licensed Engineering Geologist (C.E.G.) who has been practicing geological investigation and geotechnical inspection since 1997. His professional specialty includes geological hazard evaluation, hillside geological mapping, groundwater mitigations, earthquake fault study, and construction consultation and inspection.

Our goal is to provide the straight-forward professional services that our clients can count on. Our company's aim is to deliver quality services in a timely manner, to keep our client well-informed, and to resolve engineering problems in a logically cost-effective way.

Our geotechnical consulting experience includes residential and commercial development, offices and warehouses, schools and colleges, health facilities, and municipal public work projects. The following is a selected list of our project experience:

- City of Alhambra Dog Park, Alhambra, CA
- Bright Star Valor Academy High School Sport Field, North Hills, CA
- KIPP Academy of Innovation Sport Field, Los Angeles, CA
- Everest Value School Classroom Building and Sports Field, Los Angeles, CA
- CWC West Vally School Classroom Building and Sports Field, Winnetka, CA
- Fillmore Fish Hatchery Feed Bins, Fillmore, CA
- 7301 Broadway Affordable Housing Apartment, Los Angeles, CA
- Slauson Marketplace Target Store renovation parking lot LID facilities, Huntington Park, CA
- 7-Eleven Buena Park, Buena Park, CA
- Neighborhood Healthcare parking lot and ADA ramp, Escondido, CA

## **CHI-HSIN (SEAN) LIN, Ph.D, P.E., G.E.**

**PRINCIPAL ENGINEER, VICE PRESIDENT**

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### **PROFILE:**

Dr. Lin is a California licensed geotechnical engineer (G.E.) who has extensive geotechnical knowledge, including soil mechanics, foundation analysis and constructability, geotechnical site stability evaluation, and advanced seismic hazard analysis. In addition, Dr. Lin is an adjunct professor teaching advanced foundation and geotechnical earthquake engineering classes at California State University, Los Angeles.

Dr. Lin provides consultation and collaborates with client and project design team, conducts/manages field explorations, performs analysis to prepare reports, and reviews reports and plans during the design phase of a project. During the construction phase, Dr. Lin supervises and manages field inspection activities and laboratory testing, performs QA/QC on inspection and testing.

### **PROFESSIONAL LICENSES:**

2004	Professional Engineer (Civil), No. 67109, State of California
2011	Geotechnical Engineer, No. 2921, State of California
	City of Los Angeles, Deputy Grading Inspector, No. P041202

### **EDUCATION:**

2002	Ph. D., University of Southern California, Civil Engineering with emphasis on Earthquake Engineering
1997	Master of Science, University of Southern California, Civil Engineering with emphasis on Geotechnical Engineering
1993	Bachelor of Science, Chung Yuan Christian University, Civil Engineering

### **SELECTED PROJECT EXPERIENCE:**

#### **MUSEUMS AND PARKS:**

City of Santa Monica, Tonga Park, Santa Monica, CA  
City of Burbank, 5-Points Art and Landscape, Burbank, CA  
City of El Monte, Mary Van Dyke Park Improvement, El Monte, CA  
Audubon Nature Center at Debs Park, Grading and Slope Restoration, Los Angeles, CA  
Discovery Science Center Expansion Phase 1, Santa Ana, CA  
Universal Studio Hollywood, Harry Potter Ride, Universal City, CA  
Universal Studio Hollywood, Animation Store, Universal City, CA  
Universal Studio Hollywood, Dreamwork Theater, Universal City, CA  
Universal Studio Hollywood, Jurassic World Ride, Universal City, CA  
City of Alhambra Dog Park, Alhambra, CA