

CITY OF CARPINTERIA
REQUEST FOR PROPOSAL
TO PROVIDE
CONSULTING ARCHITECTURAL AND ENGINEERING DESIGN SERVICES
FOR THE
CARPINTERIA COMMUNITY POOL IMPROVEMENTS PROJECT



November 2025

Proposals are due at the City of Carpinteria by 4:00 p.m., Thursday, February 12, 2026.

RFP Release Date:
Friday, November 14, 2025

RFP Revised Date (Addendum No.3):
Tuesday, January 6, 2026

Questions Due by:
Friday, January 16, 2026
4:00 PM

Proposal Submittal Due Date and Time:
Thursday, February 12, 2026
4:00 PM

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ENCLOSURES: Carpenteria Community Pool Facility Condition Assessment
Agreement for Consultant Services Example
Environmentally Preferable Purchasing Policy

INTRODUCTION

The City of Carpinteria (City) is requesting proposals from qualified firms to provide consulting architectural and engineer design services for the Carpinteria Community Pool Improvements Project (Project). The consulting services will be administered by the Parks, Recreation, and Community Services Department and under the supervision of the Parks, Recreation, and Community Services Director. The Project general scope of services includes pool and associated equipment, locker rooms/restrooms, administrative building, ancillary facilities, and site improvements for Carpinteria Community Pool. The firm receiving the highest rating will be based on the responsiveness to this Request for Proposal (RFP).

The City implemented an Environmental Purchasing Policy, and the City encourages other businesses to adhere to similar principles (City Council Resolution No. 5686. Adopted July 25, 2016).

Project Description

The Carpinteria Community Pool is located at 5305 Carpinteria Avenue, Carpinteria, California 93013, which the property is owned by the Carpinteria Unified School District. A portion of the property is then leased to the City for the Carpinteria Community Pool. The Carpinteria Community Pool is also immediately adjacent to Carpinteria Middle School.

The facility does not currently utilize energy efficient pool equipment, or solar heating for pool, water heater or office building. As part of the design, the complex should include these components. Accessibility deficiencies are also identified due to the age of the Carpinteria Community Pool. The City commissioned a facility needs assessment report, which a copy is enclosed herein this RFP. The assessment report documented existing conditions including identification of deficiencies. The City expects for the Project to address the deficiencies as outlined in the assessment. The Project is expected to maximize the efficient use of the site to provide for the same level of aquatic services.

PROPOSAL SUBMISSION INSTRUCTIONS

Submit one (1) proposal as a Portable Document Format (PDF) file before or by the due date and time, as stated on the cover page, to the electronic mail (email) address below with the subject line as follows:

“Community Pool Improvements Project Consulting Architectural Services Proposal”

The name and address of the firm shall appear in the body of the email.

The City will not be responsible for proposals that are delinquent, lost, incorrectly marked, or sent to an email address other than that given herein. LATE PROPOSALS WILL NOT BE ACCEPTED.

Contact

Jeanette Gant
Parks, Recreation, and Community Services Department Director
City of Carpinteria
jeanetteg@carpinteriaca.gov

Questions

All questions regarding this RFP must be submitted via email to the following contact:

Jeanette Gant
Parks, Recreation, and Community Services Department Director
City of Carpinteria
jeanetteg@carpinteriaca.gov

To provide adequate response time prior to the bid opening, all questions regarding this RFP must be submitted in writing to the appropriate person shown above by the time stated on the cover sheet of this RFP. If the issue materially affects the RFP, the information will be incorporated into an addendum and posted on the City's website. Questions must be submitted at least four (4) days before the proposal deadline. Questions submitted after this time will not be responded to.

SCOPE OF SERVICES

The Consultant shall furnish all materials, labor, supervision, and equipment necessary to perform all work required for professional architectural, engineering, and design services related to the renovation of the Carpinteria Community Pool. All services shall be performed in accordance with applicable federal, state, and local laws, regulations, and codes.

The scope of services includes project management, applicable permitting support, preliminary and final design, bidding support, engineering support during construction, and coordination with City staff and all relevant agencies throughout the duration of the project.

The scope outlined below summarizes the minimum services envisioned. The Consultant may propose modifications; however, any modifications should be clearly identified in the proposal.

1. Preconstruction Services

Task 1.1 Review of Current Documents and Site Conditions

- Review Facility Condition Assessment and existing drawings.
- Inspect pool complex to assess the condition of structures, roof, HVAC, lighting, electrical systems, pool equipment, and chemical storage/mixing procedures.

Task 1.2

- Consultant shall evaluate whether the project is subject to DSA jurisdiction. If applicable, Consultant shall prepare and submit all required documentation for DSA review, back-check, and certification, and shall coordinate directly with DSA staff.
- Consultant shall prepare any required documentation for CEQA compliance and assist the City in obtaining environmental clearance if warranted.
- Consultant shall coordinate with Carpinteria Unified School District staff on site planning, access, security, and construction phasing.
- Consultant shall integrate CALGreen, Title 24, and sustainable design elements (energy-efficient equipment, solar heating, water conservation, pervious surfaces).
- Consultant shall develop a phasing and safety plan to address construction adjacent to an operating middle school campus.

Task 1.3 Review CUP and Prepare Environmental Documents

- Review current Conditional Use Permit (CUP) and identify updates needed, if any.

Task 1.4 Evaluate Energy and Green Technology Opportunities

- Assess design features for energy efficiency, including pervious surfaces, energy-efficient pool equipment, HVAC, lighting, and solar heating for pool, water heater, and office buildings.

Task 1.5 Evaluate Safety and Accessibility Upgrades

- Review current operations and accessibility assessment results.
- Identify and incorporate improvements for safety and accessibility.

Task 1.6 Basis of Design Technical Memorandum

- Consolidate the findings and recommendations of Tasks 1.1 through 1.5 into a Draft Technical Memorandum (TM) outlining the scope of project design elements recommended for improvement as the basis for design.
- Produce rough-order-of-magnitude (ROM) cost estimates in the Draft TM for project design elements deemed by the City to be a priority and comprise the initial basis of the project scope. Priority elements include the following:
 - Sump drain covers (if determined to be near the end of their lifespan).
 - Replacement of pool markings (in conjunction with replacement of cantilevered portion of the pool deck).
 - Improvements to existing grab rails.
 - Improvements to existing starting blocks and lane line equipment.
 - Safety equipment and signage improvements.
 - Replacement of cantilevered deck section over gutter.
 - Men's and women's locker rooms repairs and ADA compliance remediation.
 - Pump and VFD improvements.
 - Chemical treatment improvements.
 - Electrical system improvements.
- In addition, produce ROM cost estimates for project design elements that may be elective alternatives for the City's consideration to add to the final project scope. Elective alternatives for the City's consideration include the following:
 - Replacement of all deck surfaces in addition to replacement of the cantilevered deck over the pool gutter.
 - Replacement of pool inlet covers versus securing pool inlet fasteners with PVC glue.
 - Creation of a family/gender-neutral restroom in addition to the renovations and improvements needed to bring the facility into CBC, DSA, and ADA compliance versus not providing a family/gender-neutral restroom.
 - Renovation of the office flooring and relocation of the front desk versus exclusion of these improvements.
 - Replacement of the filter system versus deferring to replacement at a later date.
 - Replacement of the pool heating system versus deferring to replacement at a later date.
- Upon City review, comment, and decision-making, finalize the Technical Memorandum as the basis for final design.

Task 1.7 Project Schedule

- The Proposer shall develop a comprehensive project schedule that includes all major milestones for design, planning, permitting, bidding, construction, and reopening of the swimming pool facility.
- At a minimum, the schedule shall:
 - Identify key design, permitting, and construction milestones.
 - Use the City's requested construction window as a basis for the proposed schedule:
 - **Target pool closure for construction:** January 2027

- **Target pool reopening:** On or before April 2027
 - Identify assumptions related to construction phasing, if applicable.
 - Consider operational impacts, including pool programming, staff relocation, and continuity of services during closure.
 - Provide the proposed schedule early in the project to support City program planning, communications, and coordination.
 - Proposers may recommend alternative approaches or phasing strategies that meet or improve upon the City's requested timeline, provided the rationale is clearly explained.

Task 1.8 Probable Construction Cost Estimate

- Develop professional construction cost estimates at schematic (100%), 60% design development, and 90% design development stages.
- Identify refinements to help ensure projects remain within budget.

Task 1.9 Project Bid Documents

- Prepare schematic, design development, and construction drawings using City title block standards.
- Submit drawings electronically (PDF) at 30%, 60%, 90%, and 100% completion.
- Develop technical specifications (Divisions 1–48) and submit electronically (Word).
- Coordinate with City for design review and third-party plan check.

Task 1.10 Furnishings, Fixtures, and Equipment (FF&E)

- Identify all FF&E for the facility.
- Include any items recommended for procurement outside the construction contract in specifications.

Task 1.11 Bidding Phase

- Attend pre-bid meeting.
- Assist with bidder questions and prepare addendum responses.

2. Construction Administration Services

Task 2.1 Contract Administration

- Attend preconstruction meeting and weekly project progress meetings.
- Review and return submittals, shop drawings, and RFIs.
- Conduct periodic site visits and certify contractor record/as-built drawings.

Task 2.2 Contractor Claims and Change Orders

- Assist with negotiation of claims.
- Prepare design modifications and clarifications.
- Provide written responses, and assist with arbitration or litigation if needed.

Task 2.3 Project Closeout

- Prepare punch list and conduct final walkthrough.
- Verify completeness and accuracy of contractor record drawings.

3. Project Management

Task 3.1 Project Administration

- Organize and coordinate project personnel and subconsultants.
- Monitor project budget, schedule, and task progress.

- Maintain project files and perform other administrative tasks as assigned.

Task 3.2 Progress Meetings

- Conduct pre-design kickoff meeting.
- Facilitate monthly progress meetings and distribute agendas/minutes.

Deliverables:

- Project files
- Monthly progress reports
- Agendas and minutes

4. Preliminary Design

- Provide multi-discipline design services for pool, bathhouse, and related amenities.
- Design mechanical and electrical systems (filtration, water supply, drainage, lighting, electrical distribution).
- Submit design documents and cost estimates at milestones: 30% (schematic), 60% (design development), and 90% (construction documents).
- Revise documents per City/agency feedback.
- Submit project documents for permitting with City and Santa Barbara County Public Health Department.
- Prepare bid documents and assist City during bidding.

5. Final Design

Task 5.1 Bid Documents (100%)

- Prepare final plans, technical specifications, and front-end documents.
- Revise based on City and constructability/biddability review.

Task 5.2 Final Estimate

- Prepare final 100% construction cost estimate.
- Revise based on City and independent reviews.

Deliverables:

- Final bid documents
- Final construction cost estimate

6. Design Support Services During Construction

Task 6.1 Bidding Support

- Prepare bidder clarifications and addenda.
- Revise bid documents for addenda.
- City manages advertisement, distribution, and bid evaluation.

Task 6.2 Conformed Plans and Specifications

- Incorporate all issued addenda into conformed plans and specifications.

Task 6.3 Construction Administration & Observation

- Lead construction meetings and manage documentation.
- Monitor construction schedule, conduct weekly inspections, and review submittals/RFIs.
- Prepare design revisions as needed.

- Ensure compliance with ADA, building codes, and regulations.
- Provide periodic site visits and observation reports.
- Excludes contractor means, methods, site conditions, safety, or supervision.

Task 6.4 Record Drawings and Closeout

- Prepare record drawings from as-built documents.
- Assist in punch list development.
- Provide closeout services, including O&M manuals, warranties, and staff training.
- Provide an asset management inventory with asset operational and specification data and a system map in GIS format.

Deliverables:

- Bidder clarifications and addenda
- Conformed plans and specifications
- Submittal and shop drawing reviews
- RFI responses
- Revised design documents
- Observation reports (weekly/periodic)
- Daily inspection diaries with quantities/photos
- Monthly progress reports
- Final punch list
- Completion report
- Record drawings (hard and digital copies)
- Final project documentation submitted to City

PROPOSAL REQUIREMENTS

The proposal shall demonstrate the qualifications, competence, and capacity of the Consultant to provide the services in accordance with the requirements of this RFP. The proposal shall specify an approach that will meet the RFP requirements.

The proposal shall contain the information as set forth in this section. Failure to include this information, or an incomplete response, may be cause for disqualification. The proposals will be used to evaluate and select the most qualified firm or firms.

- Consultants shall provide examples of prior projects designed under DSA review, including schedule outcomes.
- Consultants shall provide evidence of experience coordinating with school districts and Public Health Departments for aquatic facilities

The proposal shall include the following information as a minimum:

1. Cover/Transmittal Letter
 - A maximum one-page, dated introductory letter signed by the person(s) authorized to represent and submit the proposal on behalf of the firm.

- Include the firm's legal name, corporate and local office addresses (postal and email), telephone number, website, and the name, title, and contact information of the designated contact person.

2. Executive Summary

- A narrative overview of the firm's experience, capabilities, and approach, including why the firm is best suited to provide these services and how its participation will ensure success.

3. Firm Background and Disclosures

- An outline of the firm's history, qualifications, areas of specialization, and relevant government contracts.
- Disclosure of all existing or past financial relationships (including agreements with proposed subconsultants) involving current Members of the City Council or City staff, or entities for which said members are employed or have an interest. If none exist, clearly state this.

4. Consultant and Project Team Experience

- A detailed description of the firm's ability to perform the required services.
- Include summaries of relevant design projects completed, particularly municipal and pool/complex projects similar in scope and complexity. Provide project descriptions, construction and completion dates, locations, and the names of the project managers/staff involved. Include client contact names and phone numbers for at least three (3) relevant projects that may serve as references.
- Identify key personnel and subconsultants assigned to this project, their roles, qualifications, availability, and relevant project experience.

5. Project Work Plan and Approach

- Provide a detailed work plan demonstrating the firm's understanding of the project scope, requirements, and challenges.
- Describe the firm's methodology for managing scope, schedule, and budget, including proven strategies to mitigate potential risks.
- Address the City's scope of services and note any additional considerations, approaches, or exceptions.

6. Schedule

- Provide a response to the feasibility of the City's tentative project schedule, including comments on the firm's ability to meet required deadlines.
- Describe the firm's current workload and the availability of key personnel.

7. Proposed Fees (submitted separately in a sealed envelope)

- A not-to-exceed fee proposal, including:
 1. Estimated hours for the consultant and subconsultants.
 2. A budget for reimbursable expenses.
- A separate schedule of hourly rates by position level (e.g., Principal, Director, Design Manager, etc.) for both the firm and subconsultants.

8. Appendices (not included in page limit)

- Complete résumés for all key personnel.

- Consultant's statement of compliance with the City of Carpinteria Insurance Requirements (enclosed with this RFP).
- Firm brochures or supplemental materials (optional, provided they clearly communicate related project experience).

The proposal shall be a maximum of twenty (20) pages.

A proposal may be amended only if the City receives such amendment before the deadline stated herein for receiving proposals.

A proposal may be considered non-responsive if conditional, incomplete, or if it contains alterations of form, additions not called for, or other irregularities that may constitute a material change to the proposal.

INSURANCE REQUIREMENTS

Insurance shall be obtained and maintained at all times during the term of the Agreement, and not less than the following coverage and limits of insurance under forms of policies satisfactory to the City:

- Commercial General Liability, limit \$1,000,000 per occurrence to cover bodily injury and property damage.
- Commercial Automobile Liability, limit \$1,000,000 per occurrence to cover bodily injury and property damage.
- Workers' Compensation Insurance, Statutory Limits of State of California, including \$1,000,000 Employers' Liability.
- Professional Liability (errors and omissions) in the amount of \$1,000,000 per occurrence/\$2,000,000 policy aggregate.

Proof of insurance shall be submitted before authorization of the Agreement. The insurance company shall be an admitted carrier in the State of California with an A.M. Best rating of A-IV or better.

All insurance required pursuant to the Agreement shall name the City, its employees, city council members, officers, and agents as additional insureds.

Specific provisions for insurance are set forth in the enclosed Agreement template.

EVALUATION CRITERIA

From the proposals received, the City will select the three (3) highest-rated firms. Evaluation of the proposals will be based on the following criteria:

1. The Consultant's qualifications and ability to perform the work as outlined in the Scope of Services above, based on information provided by the Consultant and client references.
2. The Consultant's key personnel and any subconsultant's qualifications, knowledge of local conditions, and ability to perform the work as outlined in the Scope of Services above.
3. The Consultant's responsiveness and availability to the City, and the ability of the Consultant's key personnel and any subconsultant(s) to effectively and efficiently provide the services.
4. The Consultant's understanding of the scope of services as demonstrated by its approach, the proposal's responsiveness to the RFP and the City's needs, and its demonstrated ability to meet the contract.
5. Based on client references, the Consultant's performance on similar services.
6. Proposed fees and cost-effectiveness. While qualifications, experience, and approach will be the primary considerations in the evaluation process, price will also be a factor in determining the best overall value to the City.

The City will enter into negotiations with the firm receiving the highest rating. A separate fee proposal will be requested from the firm that received the highest rating. This fee information will be used as a basis for negotiation with the successful firm. If such negotiations are not successful, the City will then enter into negotiations with the firm or firms receiving the next highest rating. The fee proposal will be valid for ninety (90) calendar days.

The successful firm is required to obtain insurance, as set forth in the RFP, with an insurer or insurers that are satisfactory to the City. Failure to meet the insurance requirements will result in the Consultant's disqualification. By signing and submitting a proposal, the Consultant is certifying that it has reviewed the City's insurance coverage requirements, and that the said insurance coverages will be obtained and be in force upon execution of a contract with the City. The successful firm shall submit a completed certificate of insurance with the signed contract.

Failure to respond to the RFP requirements will result in the disqualification of the proposal as non-responsive to the RFP.

The tentative schedule for selection is as follows:

Proposals Due	Thursday, February 12, 2026
Question deadline	Friday, January 16, 2026
Selection	TBD
Award Consulting Agreement	TBD
Expected Notice to Proceed date	TBD

RIGHT TO REJECT ANY OR ALL PROPOSALS

The City reserves the right to reject any or all proposals or to select the proposal most advantageous to the City. The City reserves the right to verify all information submitted in the proposal. The City reserves the right to amend the RFP or issue a notice of amendment. The City reserves the right to

reject any and all proposals and to waive any informality, irregularity, or technicality in any proposal. The posting of this RFP is not a guarantee that services will be purchased by the City.

The City may reject a proposal from any firm who previously failed to perform properly, or complete on time, contracts of similar nature, or to reject a proposal from the firm who is not in a position to perform such a contract satisfactory. The City may reject a proposal from any firm who is in default of payment of taxes, licenses, or other monies due to the City.

No compensation will be made for the cost of preparing any proposal. All submitted materials of a proposal will become the property of the City. The City will retain all proposals submitted and may use any idea in a proposal regardless of whether that proposal is selected.

Evaluations of the proposals will be available for public inspection at the conclusion of the selection process.

Submission of a proposal constitutes acceptance of the conditions contained in the RFP unless clearly and specifically noted in the proposal submitted and confirmed in the contract.