



Incorporated October 22, 1956

CITY OF SARATOGA

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July 17, 2014

Subject: Request for Proposal to Provide Professional Design Services for Hakone Gardens
Master Plan

To Whom It May Concern:

The City of Saratoga, pursuant to Municipal Code section 2-45.140, is requesting proposals from qualified consulting professionals experienced in developing Master Plans and environmental review documents required by CEQA for historically significant sites. The successful consultant shall perform the tasks as listed in the Project Description attached.

SUBMISSION DEADLINE

In order for your proposal to be considered, submit ten (10) copies to:

John Cherbone
Public Works Director
City of Saratoga
13777 Fruitvale Avenue
Saratoga, California 95070
(408) 868-1241
(408) 868-1281 Fax

Site Visit Meeting (Mandatory): Thursday, August 7th, 2014, 2:00 PM at Hakone Gardens

Submission deadline: Thursday, August 28th 2014, 5:00 PM

PROJECT DESCRIPTION

Background

Hakone Gardens was originally part of a sixteen-acre estate belonging to Oliver and Isabel Stine of San Francisco. It was Mrs. Stine's visit to Japan that inspired the creation of the gardens in 1917. Fuji-Hakone National Park and the Japanese gardens made such an impression on her that she employed an Imperial gardener to landscape her summer residence site in Saratoga. A Japanese architect was also hired to design the family residence and the guesthouse. The City of Saratoga purchased the property in 1966 for use as a City Park. Hakone Gardens now consists of the Upper and Lower houses and the four gardens of Hakone. The Upper House was built on the slope of the Moon-viewing Hill and was intended to be a place of quiet retreat. As in the traditional samurai style, it was built without nails and the exterior treated to give a look of age. The Lower House was the original Stine family summer residence. At the outside corner of the house is a sodegaki (sleeve) gate, crafted of split bamboo and Hagi grass. The four gardens are the essence of the park. Each one has been maintained as an authentic Japanese garden. The Hill and Pond Garden was created for strolling, the Tea Garden for tranquility, and the Zen Garden for meditation. Kizuna-En, the bamboo garden, is the result of a close friendship with Saratoga's sister city, Muko-shi, Japan. The garden is comprised of gifts from the City such as stone lanterns and bamboo fences. The Sister City Organization was formed in 1982 and a formal relationship now exists between the two. In 1984, the mayors signed an agreement and this has initiated annual visits between citizens as well as a summer student exchange program. A Cultural Exchange Center was completed in the early 1990's and in 1997 the City entered into a 55 year lease with the Hakone Foundation for operation of the park. In 2004 Hakone was designated the oldest Asian Estate, Gardens and Retreat in the Western Hemisphere by the National Trust for Historic Preservation – one of only 12 historic sites in America to receive the Trust's top grant award: Save America's Treasures.

Today Hakone is operated by the Hakone Foundation and serves as a multicultural center for the vast number of cultures on the West Coast. The Hakone Foundation is a nonprofit organization seeking to manage the Gardens toward independence from public financing by encouraging membership contributions, managing rentals of the buildings and gardens and by sponsoring programs. By serving as a unique multicultural venue for residents and visitors from throughout the Bay Area and the world, Hakone is becoming a true global forum for the arts and culture.

As an independent Foundation, launched in 2000, Hakone hosts thousands of visitors a year, many of whom travel from Asia, Europe, Australia, and Africa. In recent years, the Foundation hosted the Prime Minister of Japan and a number of Japanese and Chinese Ambassadors and Consuls General. In addition, the Foundation routinely brings in renowned artists, dancers, performers, and musicians from throughout the world. Hakone also serves as a venue for art and cultural classes and cross-cultural programs and exhibitions. Many Bay Area Corporations now view Hakone as the ideal setting for corporate retreats and conferences.

Hakone's unique and beautiful setting has helped it become one of the preferred venues for weddings, receptions, corporate events, and special occasions of all types in the Bay Area.

Master Plan

The Master Plan will serve as a guide to restoring and enhancing the buildings and other structures and facilities both throughout the historic Japanese Gardens and in the surrounding, protective natural park area of the 18-acre land parcel. During its 97 years of history the garden has matured, but time has taken its toll on some of the unique elements of the gardens. It is the aim of the Master Plan to provide technical and aesthetic guidelines that can be followed in rejuvenating the gardens, and maintaining their cultural and historic nature. This Master Plan will address many activities related to preservation and enhancement of the gardens and structures, and the construction of a new Retreat Center and Tea Room/Gift Shop.

The Master Plan shall include but not limited to the following elements:

- Preservation and enhancement of the existing gardens and structures
- Improve and increase indoor space for visitors via a Retreat Center and Tea Room/Gift Shop
- Improve aesthetics and accessibility of the entrance/exit of the Gardens by integrating into the Tea Room/Gift Shop
- Improve and increase year around food service for visitors
- Improve and increase Asian interpretive history wall space for visitors
- Obtain California Environmental Quality Act approvals for the Master Plan and Phase 1 improvements including but not limited to a new Retreat Center and Tea Room/Gift Shop
- Facilitation of four public input meetings, three Hakone Foundation Board meetings, and two City Council Meetings
- Tree Inventory

A conceptual Master Plan (attached) was completed by the Hakone Foundation and can be used as the foundation to produce a comprehensive Master Plan addressing the elements above.

PROPOSAL REQUIREMENTS

1. *Background:* Provide a description of your firm's background and relevant qualifications. This shall include a description of experience on any related projects. Also, provide the following information:

- a. The location of the offices where the work is to be performed. If the work is to be shared among firms and offices at different locations, indicate where each office is located and what work is to be performed in each office; and
- b. A summary of the work to be performed by each sub consultant firm proposed for the project.

2. *Related Experience:* Provide a list of similar projects that your firm or sub-consultants has completed in the last five years including services of an architect or designer with experience designing traditional Japanese architectural structures and gardens. Work experience shall

include completion of environmental review documents for significant historic resources as required by CEQA. For each project, include the name and phone number of the Client.

3. *Staff Experience:* Provide resumes describing the qualifications of the staff that will be working on this project. The City is interested in similar type projects completed by staff in the past five years.

4. *Organization Chart:* Show the proposed relationships between the key personnel and support staff who are expected to participate on the project, showing which aspects of the work each person will be responsible for performing.

5. *Listing of Sub consultants:* List all sub consultants to be used for this project. The City reserves the right to approve or reject the use of any such sub consultants.

6. *Cost of Providing Services:* Please include cost for providing services as described in the Project Description.

7. *Proposal Format:* The entire Proposal is to be limited to 50 pages (8 ½ X 11”, single-sided) maximum.

Where this Request for Proposal does not adequately define or include the tasks required providing complete professional services; then describe your recommended additional services and programs.

ATTACHMENTS

Conceptual Master Plan prepared by the Hakone Foundation

CONSULTANT SELECTION PROCESS

The City will review all proposals. It is intended that a short list of consultants to be interviewed will be developed based upon the review of the proposals. A consultant will be selected following completion of the interviews.

If you have any questions, please call me at (408) 868-1241.

Sincerely,

John Cherbone
Director
Public Works Department
City of Saratoga