



**REQUEST FOR PROPOSALS**

**FOR**

**Landscape Architectural Services- SRWTP Landscape Conversion Project**

**SACRAMENTO REGIONAL COUNTY SANITATION DISTRICT  
Engineering Department**

**ISSUE DATE: FEBRUARY 14, 2018**

**DUE DATE & TIME: MARCH 14, 2018 3:00 P.M.**

**RFP No. 9026**

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## **1. Introduction**

The Sacramento Regional County Sanitation District (Regional San) is soliciting proposals from qualified landscape architectural firms (consultant) to develop conceptual designs, cost estimates, and biddable plans for the conversion of existing landscape at the Sacramento Regional Wastewater Treatment Plant (SRWTP) to a less resource consumptive landscape.

## **2. Background**

Regional San's mission is to protect public health and the environment by conveying, treating, and recovering resources from wastewater responsibly and cost-effectively. Regional San owns and operates an extensive conveyance system, including 11 pump stations and 177 miles of interceptor pipelines, ranging in size from 36 to 144 inches in diameter. These facilities convey wastewater flows from residential and industrial users within the Sacramento area to the SRWTP located in Elk Grove. Regional San's decision making is guided by its core values of responsibility, resolve, proficiency, and environmental stewardship.

The landscaping at the main campus of the SRWTP covers approximately 20 acres (including parking areas). The landscape was last updated in 2000. The landscape includes over 8 acres of lawn. The entire landscape is irrigated with recycled water.

The front entrance to the SRWTP is located at Franklin Boulevard and Sims Road. The landscaping at the main entrance was installed in 1993 and is irrigated from a domestic well. A conceptual redesign of this landscape was created in 2017.

## **3. Objective**

The objective of this request is to obtain professional landscape architectural services for developing a plan to convert existing landscape at the SRWTP to a less resource consumptive landscape. A successful conversion will result in a landscape that:

- is attractive,
- reduces water demand,
- reduces energy inputs associated with mechanical maintenance requirements,
- minimizes the need for fertilizer and pesticide inputs,
- minimizes green waste generation,
- minimizes water runoff from landscaped areas and promotes onsite infiltration,
- reduces maintenance cost,
- maximizes reuse of existing irrigation infrastructure,
- incorporates the use of California native plants,
- provides pollinator habitat,
- is compatible with recycled water irrigation,
- improves the functionality of existing pedestrian paths, and
- reduces existing lawn by at least 75%

#### **4. Key Action Dates**

- a. RFP issuance date: February 14, 2018
- b. RSVP for site visit by: February 27, 2018
- c. **Site Visit:** **February 28, 2018 at 10:00 a.m. (not mandatory)**
- d. Questions on RFP due by: March 7, 2018
- e. Response to RFP questions: March 9, 2018
- f. **Proposal due date:** **March 14, 2018 3:00 p.m**
- g. Anticipated notice of award: March 28, 2018

#### **5. Scope of Services**

- a. Consultant shall prepare a conceptual design for the following three areas of the Regional San main campus (MC) listed below and depicted in Attachment C. The conceptual design shall include a layout of landscape treatments, a palette of plant materials, and a cost estimate for final design and implementation.
  - 1) MC1
  - 2) MC2
  - 3) MC3
- b. Based on approved conceptual designs, consultant will provide drawings and specifications that can be used to solicit bids from a contractor to construct landscape improvements within the SRWTP main campus. This design service will be done on an on-call basis as Regional San decides how and when to implement the conceptual designs developed for the three MC areas.
- c. Based on conceptual design included as Attachment D, Consultant will provide drawings and specifications that can be used to solicit bids from a contractor to complete the construction work for landscape conversion at Franklin-Sims Entry.
- d. Consultant will provide construction consultation services such as responses to questions on design elements from contractor during construction phase of the projects as they are implemented. This service will also be provided on an on-call basis.

#### **6. Basis for Compensation**

Time and Expenses: Compensation for services rendered will be based on a Time and Expenses basis.

#### **7. Department of Industrial Relations (DIR) Compliance**

- a. If applicable to work contemplated by this RFP, no contractor or subcontractor may be listed on a bid proposal for a public works project (submitted on or after March 1, 2015) unless registered with the Department of Industrial Relations pursuant to Labor Code section 1725.5 [with limited exceptions from this requirement for bid purposes only under Labor Code section 1771.1(a)].

- b. If applicable to work contemplated by this RFP, no contractor or subcontractor may be awarded a contract for public work on a public works project (awarded on or after April 1, 2015) unless registered with the Department of Industrial Relations pursuant to Labor Code section 1725.5.
- c. If applicable to work contemplated by this RFP, this project is subject to compliance monitoring and enforcement by the Department of Industrial Relations.
- d. Labor Compliance Program: The County of Sacramento received final approval from the Director of California Department of Industrial Relations as a Labor Compliance Program effective March 15, 1994. All questions regarding this Labor Compliance Program and prevailing wage requirements should be directed to the Labor Compliance Section at (916) 875-2711. In accordance with Section 1771.5 of the California Labor Code, the payment of the general prevailing rate of per diem wages or the general prevailing rate of per diem wages for holiday and overtime is not required for any public works project of twenty-five thousand dollars (\$25,000) or less when the project is for construction work, or for any public works project of fifteen thousand dollars (\$15,000) or less when the project is for alteration, demolition, repair, or maintenance work.
- e. If applicable to work contemplated by this Agreement, this is a contracting services project in accordance with Section 1771.5 of the California Labor Code.
- f. Pursuant to California Labor Code Section 1720 and following, and Section 1770 and following, the CONTRACTOR shall pay not less than the prevailing rate of per diem wages as determined by the Director of the California Department of Industrial Relations. Copies of the prevailing wage determinations are on file at the office of the County of Sacramento Labor Compliance Program, 9700 Goethe Road, Suite D, Sacramento, CA 95827, and are also available on the internet at <http://www.dir.ca.gov/DLSR/PWD>.

## **8. Organization and Content of Proposal**

- a. Company background: Provide a brief introduction of your firm, including office locations, main areas of expertise, number of staff, and company background and history.

Restriction: 1 page maximum

- b. Related experience: Provide a list of up to five (5) relevant past projects of similar scope and nature that you are currently working on or have completed in the last 5 years. For each project that is listed as relevant experience, please include a brief description of the project, a list of key staff involved, dates of the work, and the firm's role in the project (prime consultant, subconsultant, etc.). Please include the name, title, and phone number of the project owner representative.

Restriction: 4 pages maximum

- c. Consultant team: Provide a list of staff that will work on this contract. The geographic location of the firm and each team member must also be identified. Describe the qualifications and work experience of each of the proposed consultant team members. Key areas of expertise of each team member should be identified, as well as their level of participation in the reference projects listed in Section 8b above.

Restriction: 2 pages maximum. Resumes may be included in an appendix to supplement information provided in the body of the proposal.

- d. Project Approach: Describe your approach for meeting the Objectives outlined in Section 3 that will result in successful project. This should demonstrate your knowledge and expertise with respect to developing and implementing landscape designs of this nature.

Restriction: 3 pages maximum

- e. Cost Proposal: **In a separately sealed envelope**, provide your firm's cost proposal which shall as a minimum include the following:
- i. Hourly rate schedule for proposed individuals for the anticipated work based on each task identified in Section 5 – Scope of Services, and any other costs to be billed (i.e. other direct costs (ODCs)).
  - ii. A total estimated cost for Task 5a - Main Campus Conceptual Designs based on consultant's anticipated level of effort for that task.
  - iii. A total estimated cost for Task 5c – Final Design of Franklin-Sims Entrance Landscape Conversion based on the existing conceptual design and consultant's anticipated level of effort for that task.

Maximum allowable markups will be five percent (5%) on sub-consultants and other ODCs. Please ensure the titles of the staff listed in the proposal match the titles on rate schedules.

After the qualifications-based ranking have been made, only the cost proposal envelope of the highest ranked consultant will be opened after the recommendation by the selection committee is made. Unopened envelopes from the consultant teams not selected will be returned after the contract has been successfully negotiated and executed.

- f. Level of Effort: Include an estimated schedule and level of effort expected to reasonably complete the Scope of Work tasks identified in Section 5. Please identify any assumptions made regarding sequencing and implementation of the various project tasks.

- g. Insurance: Consultants to provide a summary of the firm's (and any sub consultant's) present and proposed insurance coverage, including comprehensive general liability, property damage, worker's compensation, automobile, employer's liability, and professional liability and errors and omissions for the duration of the contract (assume two (2) years). Please see the Sample Agreement attached hereto as Attachment B, Exhibit B, for Regional San's insurance requirements.
- h. Solicitation of Sub-consultants, Sub-contractors, Other Service Providers and Suppliers: If the prime consultant intends to solicit sub-proposals and/or quotes for certain tasks on this project from qualified sub-consultants, subcontractors, other service providers and suppliers, Regional San expects the prime consultant to solicit qualified firms in the local business community for such services and supplies.  
The solicitation conducted should be as broad as possible to reasonably provide opportunities for and encourage relationship building with qualified minority and women-owned firms, and small and local businesses in the Sacramento community. The prime consultant shall not illegally discriminate in the solicitation process.  
  
Substitution of any sub-consultants, subcontractors, other service providers and suppliers identified in the proposal upon which the Agreement is based shall not be made without the written consent of Regional San.
- i. Employment Practices: Proposals must include a summary of your firm's employment policies and procedures, including any equal employment opportunity and affirmative action policies. Proposals must also include a brief summary outlining the present composition of your work force.
- j. Conflicts of Interest: Consultants submitting proposals in response to this RFP must disclose to Regional San any actual, apparent, direct or indirect, or potential conflicts of interest that may exist with respect to the firm, management, or employees of the firm or other persons relative to the services to be provided under this Agreement for services to be awarded pursuant to this RFP. If a consultant has no conflicts of interest, a statement to that effect shall be included in the proposal. A "Conflict of Interest and Non-Collusion Affidavit" has been included as part of RFP as Attachment A and must be submitted with consultant's proposal.
- k. Proprietary Information: Any information submitted in a proposal in response to this RFP that the consultant considers proprietary must be identified as such and must include the description of the legal basis for a claim of confidentiality. Regional San will not assert the confidentiality of such information unless the consultant executes and submits a written agreement prepared by Regional San to defend and indemnify Regional San for any liability, costs, and expenses incurred in asserting such confidentiality as part of the proposal. The final

determination as to whether Regional San will assert the claim of confidentiality on behalf of the consultant is at the sole discretion of Regional San.

1. Exceptions to Contract Terms and Conditions: Consultant shall provide a list of any exceptions to contract terms and conditions, which the consultant will seek from the sample Regional San contract language. This sample Regional San contract has been incorporated into this RFP package as Attachment B.

**9. Submittal Instructions**

Please submit an original proposal plus three hard copies and one electronic digital media copies (**please exclude cost information in the copies**) as follows:

**Due Date: March 14, 2018 @ 3:00 PM**

**Deliver To:  
 Sacramento Regional County Sanitation District  
 8521 Laguna Station Road  
 Elk Grove, CA 95758  
 Attn: Ami Patrick**

All questions regarding this RFP should be directed to Ami Patrick at 916-875-9094, or [patricka@sacsewer.com](mailto:patricka@sacsewer.com).

Any addenda or response to questions issued in relation to this RFP will be posted on the Regional San Business Opportunities webpage at <http://www.regionalsan.com/business-ops-bids>. It is the proposer’s responsibility to ensure they have checked for any addenda or response to questions that may be issued by Regional San.

**10. Proposal Rating Criteria**

<b>Item</b>	<b>Proposal Evaluation Criteria</b>	<b>Weight</b>	<b>Score<sup>3</sup></b>	<b>Weighted Score<sup>4</sup></b>
1	Firm’s Experience & History <sup>1</sup>	30%		
2	Project Team <sup>2</sup>	35%		
3	Project Approach and Responsiveness to the Proposal	35%		
	<b>Total</b>	<b>100%</b>		

1. Considers the firm’s past performance on other open space and historical properties landscape design projects.
2. Considers the team’s organization, experience, ability, and qualifications to perform the defined work. Considers the stability of the team. Considers the subcontractors’ ability if applicable
3. Each criterion will be assigned a score of 0 to 100.
4. Scores will be multiplied by the weights and totaled to yield the total score on the proposal and interview if conducted.



## **11. Selection Process**

In order to be considered, interested Consultants must submit a complete proposal document, with organization and content consistent with Section 8 of this RFP, by the closing date and time shown on the cover page (page 1).

**The cost sheet(s) must be submitted in a separately sealed envelope. After the qualifications rankings have been made, only the cost sheets of consultant(s) that Regional San enters into negotiations with will be opened. Cost sheets will be returned unopened to all other consultants.**

Ranking of the proposals will be based on capability/qualifications criteria. Proposals will be evaluated in three phases as follows:

**Phase 1:** Proposals will be examined to determine if the consultant understood and responded in accordance with the following requirements:

1. Proper completion and submittal of required proposal documents
2. Acceptability of exceptions taken to agreement terms and conditions
3. Related experience requirements met or exceeded

**Phase 2:** Proposals that meet the requirements in Phase 1 will be evaluated and scored using the table shown in Section 10 above. The table identifies the criteria that will be used to determine the final proposal ranking. Based upon the evaluation of the proposals and reference checks, the most responsive proposals may be invited to an interview to further aid the selection process. Regional San reserves the right to complete the consultant evaluation and selection without going through the interview process.

**Phase 3:** Cost information for the highest ranked proposal (and interview, if conducted) will be opened and Regional San will enter into negotiations with the consultant. If a mutually agreeable contract is not reached, Regional San will disqualify the consultant and move on to the consultant with the next highest ranked proposal. This process will continue until a contract is successfully negotiated or the entire list of eligible consultants is exhausted. Once a mutually agreeable contract is negotiated, the remaining sealed cost proposals will be returned to the consultants.

Regional San can reject any or all proposals, or any part thereof; waive any informality in the proposal; and any proposal that is in the best interest of Regional San. Regional San's waiver of an immaterial defect shall in no way modify the RFP or excuse the selected consultant from full compliance with its specifications.

Regional San's decision will be final.

**Protests:** After receipt of Regional San's notification of selection, any consultant who has questions or concerns should immediately contact Regional San's representative for discussion. Any proposer who believes that they have grounds for a protest must submit a

written protest on company letterhead within three (3) business days after the Intent to Award letter has been sent out. Any protest letter must state the specific grounds for protest and the actions being requested of Regional San. **No protest received after 4:00 p.m. on the 3rd business day shall be accepted.**

If any Regional San holiday falls within the 3 business day protest response period, the protest acceptance period will be extended by the holiday(s). For example, if the Notification of Selection notice is issued on a Friday, a protest must be received by Wednesday at 4:00 p.m. Should any of the 3 days be a Regional San holiday the deadline will be extended by the number of holidays occurring during the 3 business day protest response period.

## **12. Final Selection and Notification**

Award of contract shall be made to the consultant who provides the best overall response to the requirements of this RFP. Regional San may select whichever proposal it determines will best serve its interest. The successful consultant will be selected in accordance with the proposal evaluation criteria identified in the table above, and any addenda thereto, except for such immaterial deviation as may be waived by Regional San. Selection is expected to be made on or about March 28, 2018. Written notification of the outcome of the selection process will be mailed to all consultants who submitted a proposal.

## **ATTACHMENTS**

- A. Conflict Of Interest and Non-Collusion Affidavit
- B. Sample Agreement
- C. SRWTP Main Campus Design Areas
- D. Conceptual Design for Franklin-Sims Entry

# **ATTACHMENT A**

Conflict Of Interest and Non-Collusion Affidavit

## **ATTACHMENT B**

Regional San Sample Agreement

# **ATTACHMENT C**

Regional San Main Campus Design Areas

## **ATTACHMENT D**

Conceptual Design for Franklin-Sims Entry