

CITY OF SAN DIMAS
COMMUNITY DEVELOPMENT DEPARTMENT

REQUEST FOR PROPOSAL (RFP)
PROFESSIONAL CONSULTANT SERVICES
“Walnut Creek Landscape Schematic Design and Implementation Documents”

General Information

The City of San Dimas (City) Community Development Department, in coordination with the Watershed Conservation Authority (WCA), is seeking proposals from qualified firms to provide professional consulting services for Schematic Design and Construction Documents for the Walnut Creek Habitat Preserve West Phase Trail Loop. Walnut Creek Habitat & Open Space project area totals 60.9 acres of oak and walnut woodlands, coastal sage scrub, and access to Walnut Creek riparian areas in unincorporated Los Angeles County and is adjacent, on the south side of the project area, to single family residential homes. The site offers the opportunity for riparian and upland habitat enhancement and trails with quality vistas of San Gabriel Mountains National Monument and connection to the LA County Michael D. Antonovich multi-purpose trail system.

Initial West Phase Development

The initial West Phase project includes passive recreational elements (trail loop), habitat enhancements, and the planting of a vegetated trail buffer. This work will accomplish the necessary improvements to provide public access over a portion of the project site including trail development and trail-side amenities (interpretive signage, benches, etc.) that will create a looped spur trail connection to the existing LA County Antonovich Trail. Public access will only be made from the Antonovich Trail, on the north of the project area, accessible from nearby County-operated trail staging areas. The project concept master plan and a certified Mitigated Negative Declaration and can be found here https://www.wca.ca.gov/walnut_creek_habitat or at the City website.

Proposal Inquiries and Submittal

Inquiries shall be directed to Ann Garcia, Community Development Department at (909) 394-6282, agarcia@ci.san-dimas.ca.us and Alex Linz, WCA Project Manager, at (626) 815 1019 ex. 105, alinz@wca.ca.gov, by August 1st, 2018.

Two (2) sealed copies of the proposal and (2) Digital copies must be received at the City of San Dimas, Community Development Department, 245 E. Bonita Avenue, San Dimas, CA 91773, Attn: Ann Garcia, no later than **3:00 P.M. on August 6th, 2018**. Proposals submitted after that date and time will not be accepted.

All proposals become part of the public file for the project, without obligation to the City of San Dimas or WCA. The City and WCA, reserve the right to reject any or all proposals for good cause and in the public interest. Firms responding to this RFP do so solely at their expense, and the City of San Dimas and WCA are not responsible for any expenses associated with the preparation of the proposal.

All Envelopes must be clearly marked:
WALNUT CREEK LANDSCAPE PLAN - CONSULTANT SERVICES RFP

SECTION 1 - SCOPE OF WORK

The City and WCA are seeking professional landscape design services to implement the West Phase trail loop extension project at Walnut Creek Habitat & Open Space project. The Consultant will be under contract to the City of San Dimas and will coordinate with the City and/or designee to complete the contracted scope of work.

The following scope of work is focused on five (5) primary tasks. Optional tasks will be added as additional items depending on budget provided and should be noted in the Proposal.

Task 1: Site Visit and Existing Conditions Survey

The Consultant will conduct a site visit to become familiar with the project area. The Consultant shall also survey existing plant communities to develop a native plant list for the project. Soil samples may need to be taken to determine an appropriate plant list for existing soil conditions and to recommend soil amendments.

Task 2: Schematic Design

The Consultant will supply a schematic landscape design/report inclusive of a site plan, recommendations for materials, and a cost estimate. The consultant is expected to make recommendations for design elements (i.e. benches, interpretive panels/features, wayfinding and operational signage). The plan shall address any mitigation included in the IS/MND document (linked).

Task 2a: Incorporate Land Life Company Cocoon Technology

The landscaping plan will allow for 1,100 seedlings/saplings experimentally planted with the Cocoon technology (<https://www.landlifecompany.com/products.html>). These special planters are sunk in the ground and filled with water. The sapling then receives no supplemental water during its establishment period because the Cocoon Technology would ideally aid in sapling survivorship and encourage deep root growth within a 6-12 month period. The landscape design should allow for this experimental group to be interspersed with two control groups which are not in Cocoons; each with 50 plants. After initial watering at planting, one control group will continue to receive supplemental water, and the other control group will not receive supplemental water.

Task 3: Irrigation Plan

The Consultant will develop recommendations on how to provide a 3 year temporary drip irrigation system, as well as develop a water budget to meet state requirements. In addition, the Consultant will recommend a method to allow monitoring of water usage for plants in the irrigated control group of the Cocoon Technology experiment.

Task 4: Implementation Drawings and Specifications with Detailed Material Callouts

The Consultant will complete necessary Construction drawings/plans, details, specifications, and updated cost estimate based on the City/WCA approved schematic design. The consultant shall provide specific recommendations regarding permitting and identify a clear process for overseeing the project's compliance with permitting agencies., Deliver two complete sets of implementation drawings and specification documents, as well as, digital copies of all in a format specified by the City.

Task 5: Additional Vegetative Buffer and Swale

The Consultant will recommend a landscape design/planting plan and cost estimate for an additional vegetated buffer adjacent to perimeter neighborhood to dissuade trespassing while maintaining vistas/views. This area will be planted with native vegetation, and may include a rain collection/drainage swale, designed to address community concerns regarding privacy, fire clearances and views.

OPTIONAL TASKS

Task 6: Field Support

The Consultant will visit the site at specific times based on coordination with the City/WCA. Observation shall be utilized to monitor construction progress, contractor compliance with final drawings and specifications, and make a report to the City. Activities shall include monitoring of construction activities, attendance during placement of key structural elements, answering RFI's and providing clarification to architectural/ engineering elements.

Task 7: Finalize interpretive elements

The Consultant, upon City/WCA approval, provide final design of interpretive content, callouts and prepare print-ready fabrication quality artwork/graphic files for two (2) interpretive panels, as well as, coordinate fabrication with vendor.

SCHEDULE FOR PROJECT

After award of contract, and contract execution, a Notice to Proceed will be issued for scope of services as required in this RFP. The duration of this scope of work is anticipated to be approximately six (6) weeks from the Notice to Proceed.

IMPLEMENTATION BUDGET

Landscape implementation budget is approximately \$400,000 for project hard costs.

GENERAL CONDITIONS:

Responses to this RFP shall be made according to the specifications and instructions contained herein. Proposers understand and agree that submittal of a proposal will constitute acknowledgment and acceptance of, and a willingness to comply with, all the terms, conditions and criteria contained in this RFP, including attachments thereto, except as otherwise specified in the proposal. All parts of the submitted proposal may become part of any subsequent contract between the selected Consultant and the City.

SECTION 2 – PROPOSAL FORMAT

The City requests that the Consultant respond to the specific criteria herein in a manner that will best help us evaluate the proposal.

The response to this RFP must be made according to the requirements set forth in this Section, both for content and for sequence. Submittals should be received by City of San Dimas by 3 pm on August 6th, 2018. Attention Ann Garcia.

Submittal of two complete copies (one copy bound and one unbound) and two digital copies of the proposal and related information to:

City of San Dimas
Community Development Department,
245 E. Bonita Avenue
San Dimas, CA 91773
Attn: Ann Garcia

Proposal submittals shall be paginated and organized as indicated below.

Mandatory Contents:

- Section 1 – Cover Letter
- Section 2 – Table of Contents
- Section 3 – Company Profile and Statement of Qualifications and Experience
- Section 4 – Standard Services and Work Plan, and project schedule

Provide a schedule of staffing and resources management plan for Consultant and each sub-consultant which identifies specific tasks and the level of effort and the number of hours and associated costs required for each task

- Section 5 – Acceptance of Terms and Conditions
- Section 6 – Portfolio cut sheets, project references

Evaluation Criteria:

Proposals that are determined to be responsive to the mandatory requirements as indicated above shall be evaluated based on the following criteria:

SUMMARY OF SCORING

General Quality and Responsiveness of the Overall Proposal:

(10 pts) Responsiveness to RFP requirements and Tasks

Statement of Qualifications and Experience:

(20 pts) Qualifications of personnel assigned to the project

(10 pts) Firm's experience with similar projects

(50 pts) Work plan for all services for the project

(10 pts) Fee

Fee Estimate

Describe all estimated fees, including time, materials, travel, and related expenses that may be associated with the duties and obligations under this proposal. The City will seek the services of the most responsive consultant and project team for this project.

All proposals will be reviewed and evaluated by the City/WCA Project Team on the above criteria to determine the proposal which is most responsive to meeting the overall scope of work-