

**REQUEST FOR PROPOSALS  
LANDSCAPE ARCHITECTURAL SERVICES FOR  
SADDLE CREEK DROUGHT TOLERANT LANDSCAPE PROJECT**

**October 17, 2017**

**PROPOSAL SUBMITTALS DUE NOVEMBER 17, 2017 BY 4:00 PM**

ISSUED BY:  
Saddle Creek Community Services District

Questions related to this RFP shall be directed to:

Nicole McCutchen at: 209 785-0100 or [sccsdclerk@caltel.com](mailto:sccsdclerk@caltel.com)

**SADDLE CREEK COMMUNITY SERVICES DISTRICT**

# **REQUEST FOR PROPOSALS**

## **LANDSCAPE ARCHITECT SERVICES**

### **SADDLE CREEK DROUGHT TOLERANT LANDSCAPE PROJECT**

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## 1.0 SUBMISSION INSTRUCTIONS

All proposals, consisting of no more than 12 pages, one (1) original, three (3) copies and one (1) electronic copy (on CD or DVD) must be submitted by 4:00pm on November 17, 2017 to:

Nicole McCutchen  
1000 Saddle Creek Drive  
Copperopolis, CA 95288  
sccsdclerk@calte.com

### **Late proposals will not be considered and will be returned, unopened.**

All questions should be submitted in writing and directed to:

Nicole McCutchen  
1000 Saddle Creek Drive  
Copperopolis, CA 95288  
sccsdclerk@calte.com

### **Project site visit - November 1, 2017**

The District will offer a coordinated "Community Introduction" on site in Saddle Creek on November 1, 2017 beginning at 11:00am and ending by 1:00pm. This site visit is intended to allow all interested consultants to review the project and seek clarification of questions on the scope of work and RFP. Attendance is not a mandatory requirement of submitting a proposal, but is strongly encouraged to fully understand the project. Responses to questions asked at the site visit will be sent only to consultants in attendance on November 1.

The Community Introduction will include a guided tour of all areas of Saddle Creek where the community intends to implement landscaping modifications. The guided tour will immediately follow the meeting and will last no more than one hour.

### **The Proposal shall include, as a minimum:**

- A. A Statement of Qualifications applicable to this project including the names, qualifications, and proposed duties of the Consultant's staff to be assigned to this project.
- B. Briefly describe your experience with design of drought tolerant landscape. The selected design consultant must have training and experience in design of projects that result in significant water savings.
- C. Provide a minimum of three (3) references for current or recent projects within the last four years of similar scope and content.
- D. A description of the Consultants approach to the work and a complete analysis of staff hours required of each individual to be assigned to the project. The estimated hours shall identify each task to be done and the assigned individual's level of effort.
- E. A proposed schedule of work. The proposed work schedule shall show a total of no more than ONE HUNDRED EIGHTY (180) CALENDAR DAYS from the District's "Notice to Proceed" to completion of all work, including plans, specifications, related contract documents and

estimate, ready for bidding. Any exception to this schedule must be submitted with a written explanation detailing any request for time extension. NOTE: It is estimated that the District's "Notice to Proceed" will be issued to start the landscape design in December 2017.

F. A written cost estimate, provided with the Proposal by the Consultant to complete the expected tasks related to the Scope of Service outlined in Section 5, Scope of Services. The cost estimate shall be provided in a separate, sealed envelope and include a written statement acknowledging the Phase 1 Preliminary Design Report (PDR) work is stand-alone and the project and contract may be terminated following its completion in the event the District chooses not to proceed with the Project design and construction.

## **2.0 PROPOSAL EVALUATION**

Upon evaluation of the Consultant Proposals the District will determine the three firms they feel are most qualified for this project. The District's evaluation may include conducting interviews of the top three rated firms; however, the District reserves the right to make a selection based solely on the written Proposals. The District will negotiate the final scope of work, fee, project schedule and contract terms with the selected firm. Firms will be evaluated based on the following areas of qualifications:

- Overall responsiveness of the submittal.
- Cost Estimate
- Experience of the firm with similar projects.
- Quality of design and performance of similar projects.
- Experience working with subconsultants.
- Capacity to accomplish work in the required time.
- Experience of key personnel.
- Project Understanding and Approach.
- Knowledge of the project area and related issues affecting the project.
- History/Insurance capacity/Bonding.

## **3.0 INTRODUCTION**

The Saddle Creek CSD is requesting written proposals from Professional Licensed Landscape Architects to complete planning and design of a project intended to re-landscape common areas at the entrance to, and throughout the Saddle Creek community where ornamental turf in road medians and areas adjacent to District roads were damaged and/or removed because of the recent California drought. The project includes a two-phased design approach including:

- A. A Preliminary Design Report that includes evaluation of landscape design alternatives, selection of a preferred alternative and preparation of a preliminary construction cost estimate, and an estimated water/water cost savings for the selected alternative
- B. Design/Construction Management – preparation of the final design, plans, specifications, bid documents and cost estimates, bidding services, construction inspections and related services

This Request for Proposals has been prepared to assist the District in identifying the consultants most qualified in the design of beautiful, well performing drought tolerant landscape plans for upscale communities in California.

## **4.0 PROJECT BACKGROUND AND OBJECTIVES:**

Saddle Creek is a gated golf resort community with a capacity of approximately 1,100 homes, of which approximately half have been constructed and occupied with a combination of full time and part time residents. Saddle Creek is supported by the Saddle Creek Community Services District (CSD), which has a wide range of responsibilities that include landscaping of all areas not owned by resort businesses or residents. All decisions and directions regarding this Request for Proposals and any subsequent contracts that result is issued by the authority of the Saddle Creek CSD.

Since Saddle Creek first opened for business in 1993, landscaping along the streets of the district have relied heavily on turf. During the recent drought, Saddle Creek complied with Calaveras County Water District (CCWD) and State of California mandates, allowing the turf to die. Although the restrictions have now been relaxed, CSD has directed a campaign to replace the dead turf with drought tolerant landscaping, with an expectation for the following benefits:

- Continuously attractive landscaping throughout the community regardless of the season and yearly rainfall totals.
- Reduced maintenance labor and water consumption expenses during years with normal rainfall.
- Reduce cost to recover from future droughts.

Saddle Creek residents and the resort businesses are highly motivated to maintain an attractive/appealing community.

The Saddle Creek golf course, restaurant and real estate sale offices are open to the public thus there is significant visitor as well as residential traffic over the half mile from the front gate on Little John Road to the clubhouse. This stretch of roadway, which includes the entry gate and signage, several medians and islands and a large roundabout, comprise the scope for this initial landscape architecture contract.

Proposals should also address the community's intent to follow up or continue this contract's scope with design of landscape meeting the objectives herein that will extend the drought tolerant landscaping throughout the entire district.

CSD encourages the Saddle Creek property owners to participate in decisions regarding the design and implementation for the community landscaping. To that end, CSD created the District Landscaping Ad Hoc Committee (also referred to in this document as the "District Committee") to communicate with residents and with the Consultant, and offer recommendations to the CSD Board of Directors.

When the Consultant completes the first phase of the project with delivery of the Preliminary Design Report, CSD will evaluate the level of public support before approving subsequent phases.

The consultant shall consider inclusion of these sustainable techniques:

- Designed in compliance with the State's Model Water Efficient Landscape Ordinance.
- The irrigation control system will incorporate soil moisture sensors and rain sensors linked to the automatic control system which will enable the system to match the water use to the actual need for irrigation.
- The landscape planting palette will exclude invasive plants and include minimal

maintenance plantings consisting of native and climate appropriate plants which will reduce the need for extensive water, toxic pesticides and inorganic fertilizers.

- Energy efficient LED light fixtures will be used for site lighting.
- The irrigation will be controlled by a control system that is connected to an evapotranspiration sensor.
- The irrigation control system will incorporate a flow sensor which will shut down irrigation water when unexpected flows occur.

## **5.0 SCOPE OF SERVICES:**

The following is an outline of the general scope of services and process anticipated for completing the project.

Upon selection, the successful landscape architect (Consultant) shall work closely with the District to develop a detailed scope of work for design, construction elements, and negotiate a mutually acceptable fee and project schedule.

### **5.1 Phase 1 – Preliminary Design Report**

Building on the existing remaining, non-turf landscaping, the project will at minimum include installation of drought tolerant landscaping, irrigation system renovations and upgrades to ensure plant survival, landscape lighting where appropriate, and hardscaping (e.g., using native rock and custom structures) and other recommended minimal maintenance features.

- A. Consultant shall meet on site with the District Landscape Ad Hoc Committee for a project kickoff meeting to:
  - Clarify and address questions related to the project objectives listed in Section 4 above.
  - Identify boundaries of the specific areas to be addressed in the landscape plan.
  - Review consultant recommended plant and hardscape selections.
  - Finalize Phase 1 deliverable scope and schedules.
  - Determine appropriate construction project budget.
  - Discuss integration of the public outreach/education efforts. First to review the initial project and again to present the more developed design documents.
- B. Consultant shall prepare up to three concept level drawings depicting various landscape options for review by the District Committee. A second onsite meeting shall be held with the Committee for selection of the desired alternative. Electronic files of the draft and selected alternatives shall be provided in PDF, JPG or comparable format.
- C. Consultant shall refine the selected alternative, develop preliminary design details, make product selection, at the level adequate to produce a preliminary opinion of probable construction costs, expected water savings and recommended project implementation schedule.

Based on the selected alternative, the District will conduct a public process to determine if and when the final project design and construction will be completed.

### **5.2 Phase 2 - Design Development**

The Preliminary Design Report shall be used to develop a set of drawings and details to a level of 30% to 90% to include all necessary plan submittals including a general site plan, grading plan, drainage plan, irrigation plan, planting plan, hardscape details, design development documents that, upon approval by the District, will serve as the basis for preparing construction documents.

**5.3 Construction Document Preparation**

Consultant shall provide 30%, 60% and 90% design documents. Consultant shall finalize the design within the approved budget and prepare construction documents required for competitive bidding for construction of the project. The construction documents shall include plans, details and specifications for all proposed improvements. Consultant shall prepare a final opinion of probable cost of construction based on the final construction documents. The construction documents shall be reviewed by District prior to public availability.

**5.4 Bidding Phase Services for Landscape Construction**

Consultant shall assist the District during the competitive bidding process for the Landscape Construction contract by distributing documents; conducting a pre-bid meeting; preparing addenda as required to clarify documents and answer bidder questions; and tabulating and evaluating the bid results.

**5.5 Construction Phase Services**

During construction, the Consultant shall oversee construction management and inspection, attend the pre-construction meeting and regularly scheduled progress meetings; review contractor submittals; respond to Requests for Interpretations, review change order requests, submit change orders for approval, review invoice payment requests; and observe and report progress of work. Additionally, the Consultant shall provide construction staking if needed.

All agreements, contracts, and project work will be conducted in compliance with all Federal, State and local overlay requirements; including any DBE, MEB and WEB.

**6.0 AWARD OF CONTRACT**

District will negotiate an agreement with the most qualified Consultant based upon fair and reasonable compensation for the scope of work, timeline, and services proposed. If the District is unable to negotiate a satisfactory contract with the selected firm at a price deemed fair and reasonable, negotiations with that firm will be terminated. The District shall start negotiations with the second most qualified firm and continue until a contract is negotiated.

Final selection rests with the District. The Board of Directors will make the final decision and award the contract. The District reserves the absolute right to reject any and all proposals submitted, to negotiate appropriate modifications to a proposal, to negotiate a different agreement with any one or more consulting firms to request clarification or additional information from competitors, to negotiate appropriate modifications, and/or to waive any irregularity in the proposal as long as District procedures remain consistent with District procurement procedures. Formal interviews may be conducted.

The District also reserves the right to award a contract to the consulting firm that presents the proposal, which, in the sole judgment of the District, best satisfies the qualifications defined in Section 2 of this document. This Request for Proposal does not represent a commitment on the part of the District to award a contract.