Santa Ana Watershed Project Authority

Request for Proposals

For Drought-Tolerant Landscaping Services

Friday, August 7, 2015

Santa Ana Watershed Project Authority
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Riverside, CA 92503

Phone: (951) 354-4220

Table of Contents

Notice 3

Submission Details 3

Submission Deadline 3

Submission Delivery Address 3

Document Standards… 3

Proposed Schedule..... 4

Right to Change RFP and Process 4

Introduction to Scope of Work 4

Detailed Scope of Work 6

Resources 7

Deliverables for the RFP Responses 7

Assumptions and Constraints 8

Detailed Specifications 9

Notice

The Santa Ana Watershed Project Authority (SAWPA) is seeking proposals for Drought-Tolerant Landscaping Services for the Santa Ana River Watershed. The services are needed for replacing up to 260,000 square feet of turf grass with drought tolerant landscaping on residential properties within four areas within Orange, Riverside and San Bernardino counties. The purpose of the Request for Proposals (RFP) is to solicit competitive proposals to identify a firm or individual that is well qualified, professional and has the capacity to provide this level of service.

Submission Details

Submission Deadline

All submissions to this RFP must be submitted electronically, as stated below, no later than:

November 3, 2015
No later than 5:00pm

Submission Delivery Address

The following email address is to be used for all submissions, questions and clarifications:

Ian Achimore
Senior Watershed Manager
Direct Line: 951.354.4233
Email: iachimore @ sawpa.org

Document Standards

- File Name must be formatted as “Nameoffirm_Landscaping”
- Must be in Microsoft Word format, or Adobe PDF format
- File name must end in “.doc, .docx,”or “pdf”

Proposed Schedule

Event	Date
RFP Release Date	August 7, 2015
Submission Due Date	November 3, 2015
Expected Decision by SAWPA	November 24, 2015
Expected Contract Execution	December 14, 2015
Expected Start to Landscaping Implementation	March 7, 2016
Expected End for Landscaping Implementation*	March 30, 2017

*If residential properties do not submit for landscaping services at the expected rate, then implementation can occur beyond March 30, 2017.

Right to Change RFP and Process

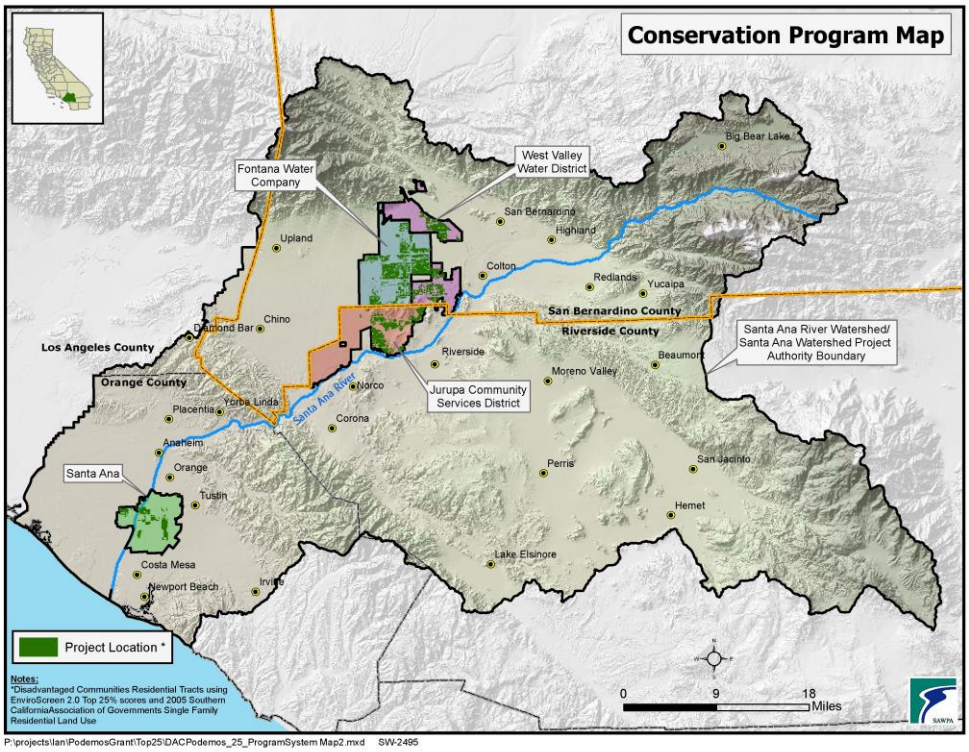
SAWPA reserves the right to reject any and all submissions, in whole or in part, to advertise for new submissions, to abandon the need for services, and to cancel or amend this RFP at any time. SAWPA reserves the right to waive any formalities in the RFP process, consistent with applicable laws.

Introduction to Scope of Work

SAWPA is working with several water districts throughout northern Orange County and western San Bernardino and Riverside counties to generate residential water conservation by utilizing a C27 licensed landscaping contractor to replace residential turf grass with drought tolerant (climate appropriate) landscaping.

The scope of the project will be in four water district service areas:

- City of Santa Ana
- Fontana Water Company
- Jurupa Community Services District
- West Valley Water District



The potential residential projects are represented by the green areas in the above program map. The residential projects will be single family households that first qualify as a disadvantage community and then sign up for the landscaping through a SAWPA-led process.

The total square footage for the entire scope of work is 260,000 square feet, with a range of 500 to 1,000 square feet per individual project. 33%-50% of each project site will be covered with drought tolerant plantings when they reach maturity and the plants shall have a warranty that is valid for three months after installation.

Many of SAWPA's partnering agencies have been able to provide a turn-key approach at a reasonable cost per square feet. The costs by the firm or individual are expected to cover the following tasks:

- Landscape Site Assessments
- Site Designs-Template Design Options
- Permanent Turf Removal (Herbicide and Sod Cutting)
- Climate Appropriate Plants and Shrubs
- Drip Irrigation Conversion Kits
- Pressure Compensating Kits
- Microsprays
- Weed Barrier
- Mulch
- Plant and Irrigation System Installation
- Spot-Spraying for Grass Regrowth Post-Project

- Program Administration (tracking, billing, customer service, etc.)
- Follow-up Customer Service in Special Circumstances

Detailed Scope of Work

A suggested scope of work includes the following phases.

Phase One - Administrative Actions

SAWPA, the water agencies and their outreach contractors will identify potential participants within the four service areas, explain the program and pre-qualify customers, and provide customer lists to landscaping contractor. Customers will be required to sign a release of liability form which informs them that the program is voluntary and that they hold harmless any of the agents under the program responsible for future repairs or changes to their landscape/irrigation system.

Phase Two - Landscape Pre-Assessment and Landscape Design

A site pre-evaluation will be performed including assessing the current landscaping and automated irrigation system (customer must have living grass and an automated system), signing of program forms, and the presentation of the program process that includes responsibility for irrigating and the risk of grass/weed regrowth. The landscape contractor will take photo documentation to establish pre-landscaping conditions. The landscape design process begins with a program orientation that includes the discussion of potential lay-out, plant selection, maintenance requirements, new irrigation system, weed barrier, mulch, etc.

Phase Three - Landscape Design

A completed site design will be presented to customers one week after initial site visit. Customers will be given a one-week timeframe to review their plan and make any minor modifications. After the two week period expires, if a customer is unresponsive, they will be removed from the program. Only under special circumstances will customer modifications be accepted after the two week period.

Phase Four - Turf Kill Process

The project site will be sprayed thoroughly with weed killer and a waiting period will occur (this process may be modified depending upon other proposed methods)

Phase Five - Turf Removal

Turf will be removed; all dead turf and weeds will be cleaned and scraped using a sod cutter to a 1 inch depth. The yard will be lightly tilled to hasten re-growth and will be graded to a smooth and even level, (any other materials will also be removed per customer agreement). An at least seven day waiting period will occur until next step.

Phase Six - Final Spray
Final spraying will occur and germinating turf or weeds will be raked clean, followed by a three to five day waiting period.

Phase Seven - Planting and Mulching
A weed barrier will be installed and overhead sprinkler heads will be converted to drip irrigation system using a conversion kit. The new plants and mulch will be laid, followed by the signing of the project completion form by the customer who signed the initial forms. Photo documentation of the project site will be taken by the landscape contractor and provided to the SAWPA through reporting (Phase 8).

Phase Eight – Reporting by Contractor
The landscaping contractor will provide reports to SAWPA for invoicing and reporting purposes that include items such as total square footage of residential project, number of plants installed, irrigation changes, and additional work done. Supporting documentation such as receipts, copies of checks and timesheets shall also be provided. The contractor will maintain customer forms and database to provide the necessary reporting documentation for the purposes of recording program activity and invoicing to the State.

Phase Nine - Post-Site Follow-up
After both a one month and three month period after the planting, the project site will be visited by the landscape contractor.

Resources

- SAWPA Website - www.sawpa.org
- SAWPA Service Area Map - http://www.sawpa.net/

Deliverables for the RFP Responses

In responding to the RFP, the firm or individual shall respond to each of the following questions by numbering their responses 1-13. Please provide answers in the same order of the corresponding questions provided.

1. Provide a summary of your firm (including; primary person of contact, company name, address, telephone number, and email address) signed by the person authorized to bind the company. This should explain the primary business of the company.

2. Provide documentation of your active C27 license and general contractor license covering this type of work.
3. If applicable, provide documentation that you are a screened SoCal Water$mart contractor.
4. Provide documentation if you have a satisfactory or better rating with the Better Business Bureau?
5. Provide your relevant experience – e.g., previous projects, years of experience, licenses or certificates earned and held, etc. For large projects, describe what and who (stakeholders) were involved in the effort. Describe the final deliverables.
6. Provide resumes of key personnel that will support completion of the scope of work.
7. Provide the organizational chart, if applicable of your firm.
8. Provide confirmation that your firm is able to complete the project within the time period specified (260,000 square feet over one year) whereby the project demand may vary from several thousand square feet to tens of thousands of square feet per month.
    - Note: It is SAWPA's preference to award one contract for the 260,000 square feet across all areas describe in the Scope of Work.
9. Specify what type of plants and ground coverage will be used.
10. Provide a design for a single family residential property at approximately 1,000 square feet. Include plant types, ground coverage type (i.e. rock type, mulch type, etc.) and irrigation modifications.
11. Identify the type of plants that would be used as part of the drought tolerant landscaping and identify them as low water using and climate appropriate plants for Orange County and/or the Inland Empire.
12. Provide a list of at least five (5) references for which your firm has provided similar services within the last five (5) years. Include the reference names, contact person(s), telephone numbers, project addresses, approximate date of service and a brief general description of the services provided.
13. Provide your proposed cost (i.e. dollar(s) per square foot)

Assumptions and Constraints

Purpose and Audience

The purpose of the landscaping contract is to assist in implementing a project that also involves retrofitting residential properties with energy saving devices.

Detailed Specifications

Contract

Upon award selection, a single final contract will be negotiated and finalized. However, if needed, SAWPA reserves the right to award one contract, multiple contracts or no contract, whichever is in the best interest of the Agency.

Funding for the services will be provided in part by the State and SAWPA will work with the selected firm or individual to ensure the payment process is streamlined. Due to state guidelines, travel and per diem costs are not eligible for repayment.

The firm or individual under contract shall indemnify SAWPA and hold the agency harmless over issues that may arise out of the project and the contract, including, but not limited to any claims or damages arising from planning, design, construction, maintenance and/or operation of measures for the overall project and any breach of the contract.

The firm or individual under contract shall comply with all state and federal laws and regulations, including, but not limited to, the Americans with Disabilities Act, Child Support Compliance Act, Drug-Free Workplace Act of 1990, and provisions of Section 3700 of the California Labor Code, which requires every employer to be insured against liability for workers' compensation or to undertake self-insurance in accordance with the provisions of that code

During the performance of the project, the firm or individual shall not unlawfully discriminate, harass, or allow harassment against any employee or applicant for employment because of sex (gender), sexual orientation, race, color, ancestry, religion, creed, national origin (including language use restriction), pregnancy, physical disability (including HIV and AIDS), mental disability, medical condition (cancer/genetic characteristics), age (over 40), marital status, and denial of medial and family care leave or pregnancy disability leave. The firm or individual shall ensure that the evaluation and treatment of their employees and applicants for employment are free from such discrimination and harassment. The firm or individual shall comply with the provisions of the Fair Employment and Housing Act (Gov. Code §12990 (a-f) et seq.) and the applicable regulations promulgated there under (California Code of Regulations, Title 2, Section 7285 et seq.). The applicable regulations of the Fair Employment and Housing Commission implementing Government Code Section 12990 (a-f), set forth in Chapter 5 of Division 4 of Title 2 of the California Code of Regulations, will be incorporated into the Contract by reference and made a part hereof as if set forth in full. The firm or individual shall give written notice of their obligations under this clause to labor organizations with which they have a collective bargaining or other agreement.

Pursuant to Section 1770 and following, of the California Labor Code, the firm or individual under contract shall not pay less that the general prevailing wage rates, as determined by the Director of the

State of California Department of Industrial Relations for the locality in which the work is to be performed and for each craft or type of worker needed to execute the work contemplated under the Contract. The Contractor or any sub-Contractor performing part of said work shall strictly adhere to all provisions of the Labor Code, including, but not limited to, minimum wages, work days, nondiscrimination, apprentices, maintenance and availability of accurate payroll records and any other matters required under all Federal, State and local laws related to labor.