

**Request for Proposals
For
Landscape Design, Construction, and Maintenance
For the Seascope CSA3 Medians**

Date Issued: December 3, 2019

Proposal Deadline: Proposals must be received by the Seascope County Service Area Board by 5 pm on Tuesday, December 17, 2019 at:

County of Santa Cruz Public Works
c/o Trink Praxel, Designated Seascope County Service Area #3 Board Representative
158 Provincetown Court
Aptos, CA 95003

I. PROJECT INFORMATION

A. Project Background:

County Service Areas (CSA) are formed by property owners who wish to have extra services in their neighborhood that are not provided by their local government agency. CSA property owners fund the services through an annual “benefit assessment” charged to their property tax bills. The Santa Cruz County Public Works Department implements the services to CSA’s.

County Service Area 3 was formed in 1965 by the Santa Cruz County Board of Supervisors during the initial development of the Seascope community and amended occasionally as the community grew. The current boundaries of CSA3 are shown in the attached map. Its current purpose is to fund and manage the following with the CSA:

- Maintenance of 15 medians.
- Security patrol and litter control of a portion of the beach area.
- Maintenance of certain beach access stairs and drainage facilities.

B. Project Description

The Seascope County Service Area 3 (CSA3) plans to redesign and renovate the 15 medians located in its service area over the next three and one-half (3 ½) years. (See attached map of medians.) Funding for this project is limited during Years 1 and 2 (1 ½ years) of this project to current available assessment income. The CSA3 Board plans to ask the CSA3 homeowners to approve an assessment increase in January 2021 that will provide additional funding in Years three (3) and four (4) of this project.

For efficiency of project management over this period, the CSA seeks to enter into a contract with one landscape company who can design, install and maintain those medians over this period.

II. SCOPE OF WORK FOR LANDSCAPE RENOVATION

A. LANDSCAPE RENOVATION DESIGN - Year 1: January 1- June 30, 2020 (6 months)

1) Develop a landscape re-design plan for all CSA3 medians that is acceptable to the CSA3 Board. Such plan must:

- provide a cohesive, attractive look for the neighborhood.
- include only drought-tolerant, low maintenance plantings.
- make use of as many of the current mature trees in the medians that are healthy and appropriate for long-term median growth.
- include an efficient low-flow irrigation system that meets Soquel Creek Water District's requirements for sprinkler replacement grants.
- Can be maintained to look attractive throughout the year without chemicals.
- Be able to be implemented and maintained within the CSA3's annual budget.

Tasks Included:

- a) Attend a site visit with CSA3 Board Representatives to review existing conditions.
 - b) Prepare detailed median plan to include existing plants and existing irrigation system elements.
 - c) Prepare conceptual landscape renovation design plans to include:
 - 1. plant palette,
 - 2. irrigation renovation, and
 - 3. estimated construction costs with anticipated irrigation renovation grant funds and water savings.
 - d) Attend Board meeting to present proposed design and receive comments.
 - e) May be asked to attend one public meeting to review project design.
 - f) Finalize plans based on comments received, including final construction cost budgets.
- 2) Develop a three and one-half (3 ½) year Median Renovation Plan that is acceptable to the CSA3 Board. Such plan must include:
- a. Tree and shrub pruning and removal plans for each year, with aim to remove all dead limbs, small unnecessary shrubs, and volunteer vegetation in the first year, as well as pruning other plants as needed.
 - b. Planting plans for each year.
 - c. Irrigation renovation plans for each year.
 - d. Maintenance schedules for each year.

Renovation Plan must stay within the CSA3's annual projected budget for each year.

- 3) Implement the approved Year 1 Median Renovation Plan.
- 4) Furnish all labor, materials, equipment, and supplies to maintain an attractive and safe condition in the 15 medians for full Year 1 phase.
- 5) **Perform the above services within a budget not to exceed \$21,000.**
- 6) Year 1 Timeline:
December, 2019 – Select contractor, finalize contract to begin January 1, 2020. If a contractor is not selected and a contract finalized by December 31, then this timeline will be adjusted.

January-February, 2020 –

- complete Landscape Design plan
- complete 4-year Renovation Plan
- perform weekly median maintenance

March-June, 2020

- Complete Year 1 of Median Renovation Plan
- Perform weekly median maintenance

B. LANDSCAPE RENOVATION IMPLEMENTATION

Year 2: July 1, 2020 – June 30, 2021 (12 months)

- a. Implement the approved Year 2 Plan for median renovation.
- b. Furnish all labor, materials, equipment, and supplies to maintain an attractive and safe condition in the 15 medians.
- c. **Perform the above services within a budget not to exceed \$31,000.**

Year 3: July 1, 2021 – June 30, 2022 (12 months)

- a. Implement the approved Year 3 plan for median renovation.
- b. Furnish all labor, materials, equipment, and supplies to maintain an attractive and safe condition in the 15 medians.
- c. **Perform the above services within a budget of \$50-60,000, depending on approved assessment increase.**

Year 4: July 1, 2022 – June 30, 2023 (12 months)

- a. Implement the approved Year 3 plan for median renovation.
- b. Furnish all labor, materials, equipment, and supplies to maintain an attractive and safe condition in the 15 medians.
- c. **Perform the above services within a budget not to exceed \$50-60,000, depending on approved assessment increase.**

II. SCOPE OF WORK FOR MEDIAN MAINTENANCE:

A. General Landscape Services

Contractor agrees to furnish all labor, equipment, materials and transportation required to complete the following maintenance duties at a frequency that retains the medians's plantings in good health and attractiveness to the CSA Board's satisfaction:

1. weeding,
2. trash pick-up and disposal,
3. light pruning of shrubs and trees,
4. maintenance of interplantings,
5. management of vertebrate and invertebrate pests, and plant disease using Integrated Pest Management techniques.
6. automatic irrigation system maintenance,
7. Upkeep of ground services

Responsibilities consist of maintaining trees as a priority and to a lesser degree, shrubs and groundcovers.

Replacement of plant material, if needed, will be made under separate agreement.

B. Specific Landscape Duties

- 1) Weeding – All weeds shall be removed from all medians no less than once every seven (7) days.
- 2) Clean-up – All debris resulting from edging, weeding, and pruning operations shall be removed the same day as operations occur and disposed of at contractor's expense. Paved surfaces adjacent to shrub beds or ground cover areas, including street area outside the median curbs, shall be left in a near, clean condition.
- 3) Removal of Dead or Diseased Plants – All dead or diseased plants are to be removed promptly from all shrub beds and ground cover areas and discarded properly and disposed of at contractor's expense. Where removal of plants or a lack of natural growth detracts measurably from a planting, the CSA shall be notified.
- 4) Litter Removal – All shrub beds and ground cover areas shall be cleaned of litter and debris no less than once every seven (7) days and disposed of at contractor's expense.
- 5) Pest Management – Contractor shall implement on-going methods to control both vertebrate and invertebrate pest damage in the medians, including from gophers, moles, deer, insects, and disease. Such methods shall follow accepted Integrated Pest Management principles, unless approval for pesticide use is approved in advance by both the CSA Representative and the County.

Pesticide use is only by exemption and to the discretion of the Department of Public Works. A County PW Representative will need to be contacted when the use of pesticides is needed. All requests will be reviewed on a case by case basis. Exemption Request and their final dispositions will be reports on the County of Santa Cruz – Pesticide Use report. For additional information refer to County’s Integrated Pest Management Policy

6) Interplantings

All interplantings within shrub beds and ground cover areas shall be protected and compatibly nurtured. This will include annuals, perennials, and bulbs, as well as trees.

7) Shrub and Tree Pruning

Contractor shall prune shrubs and trees to remove dead, overhanging and/or broken limbs/branches only. It shall be the responsibility of the contractor to advise the CSA Representative of the need to prune trees and shrubs beyond the removal of dead, overhanging, and/or broken limbs/branches, or obstructions to line of sight or blocking along County ROW or sidewalk clearance. Pruning cuts shall be made clean and flush with the parent branch, with no tearing of the bark, to:

- remove all dead or damaged branches
- remove suckers, water sprouts and other undesirable growth
- prevent obstruction of roadways and damage to passing vehicle.

Separate arrangements may be negotiated for additional pruning.

8) Water Requirements

All turf and plant material shall receive the following minimum care:

Shrubs and Ground Cover – all shrubs and ground cover shall receive enough water to ensure their good health and appearance. Water requirements shall be based on the need of each individual type of plant materials, as per nursery industry standards.

Water Restrictions – Water schedule will need to be adjusted when water restrictions are in effect from Soquel Creek Water District.

9) Automatic Irrigation Systems

- a) Regularly monitor and adjust schedule during the watering season. Turn system “off” at the beginning of the rain season (usually Oct/Nov) and “on” again in the spring at the end of the rain season (usually April/May) in consultation with the CSA Representatives.

- b) Repair or replacement of minor irrigation elements such as drip tubing, emitters, cleaning shall be included in price. To maintain design integrity, use only original equipment.
- c) Replacement and repairs of major landscape or irrigation elements shall be considered an extra service only when caused by an act of God or vandalism. (See Section 3.10, Allowable Extra Services).
- d) Major repairs to the drip and sprinkler system shall be made after the Contractor has assessed the problem and submitted a written estimate in the form of a proposal to the CSA Representative for approval.
- e) Spring startup of irrigation systems, including turning water back on, flushing drip systems, inspecting drip filters, installing new batteries in valves, checking controllers for proper programming and checking for proper operation of all systems.
- f) Whenever it becomes necessary to remove a tree from an area with active irrigation system, care shall be taken to maintain and keep the irrigation system intact. Tubing shall be set aside before tree remove and reinstalled and tested after the trees are in place.

10) Traffic Regulation

The Contractor shall conduct all operation in a manner, which causes the least possible obstruction and inconvenience to the safe flow of pedestrian and vehicular traffic. At the Contractor's own expense, the Contractor shall furnish, erect, conduct and maintain such temporary fences, barriers, lights, reflectors, cones, signs, ramps, etc., as may be necessary to adequately provide separation and warn the public of work in progress and of any existing dangerous conditions.

For any closure to travel lanes or traffic detours, the Contractor is responsible for coordinating and obtaining approvals for the location of temporary barricades from the County Public Works Department. The Contractor shall comply with California Manual on Uniform Traffic Control devices (MUTCD), Part 6.

Contractor shall not block access to any private parking areas, roads, abutting properties, and other facilities, which abut work areas.

11) Additional Responsibilities

Additional responsibilities of the contractor include:

- a) Invoicing – The Contractor shall submit a monthly invoice for services rendered. **Invoice must include details of all services performed including days, hours, locations, tasks, and personnel.**

Verification of Satisfactory Performance - A CSA3 representative will verify, on a monthly basis, services performed.

- b) Damage to Sites or Unsafe Conditions – It is the responsibility of the contractor to report to the CSA Representative any damage or unsafe condition observed during maintenance operations at any site.
- c) Service calls – Contractor must respond to CSA3 service calls within 24 hours.

III. OTHER CONTRACT PROVISIONS

A. Allowable Extra Services

The cost of major repairs due to damages caused by acts of God or vandalism, which are out of the control of the Contractor will be paid as extra services. Damages shall be reported to the County CSA Representative immediately. The cost of any extra services beyond work defined in the Scope of Work shall be compensated as extra work in addition to the monthly compensation.

All repairs and other services must be approved in writing prior to starting the repairs or providing the extra services.

Contract shall include an itemized list with cost per extra work installed, and an hourly rate for labor.

B. Damages

Damages due to inadequate or deferred maintenance shall be immediately corrected upon CSA3 Representative's notice to Contractor. All associated costs shall be borne by the contractor.

During the maintenance period, the Contractor shall immediately correct deficiencies noted by the CSA Representative. If, in the opinion of the CSA Representative, said corrective measure have not been or are not being performed in an expeditious manner by the Contractor, the intervening days between time the Contractor was notified of the deficiencies and the time the CSA Representative accepted the corrective measure shall not be considered as part of the done (1) year maintenance period and will be deducted from the monthly payment on a prorated basis.

C. Changes to Contract Services

CSA3 maintains the right, as it may deem necessary, to add or delete services to this contract, with only a thirty (30) day written notice. Requests for increase in services will be negotiated with the successful bidder based on the hourly rates provided herein.

D. Insurance and Vendor Requirements

Contractor must meet the following insurance requirements of the County of Santa Cruz, as well as register as a vendor through the County website and submit a W-9 form.

- a) Workers' Compensation Insurance in the minimum statutorily required coverage amounts. This insurance coverage shall be required unless the CONTRACTOR has no employees and certifies to this fact.
- b) Automobile Liability Insurance for each of CONTRACTOR'S vehicles used in the performance of this Contract, including owned, non-owned (e.g. owned by CONTRACTOR'S employees), leased or hired vehicles, in the minimum amount of \$500,000 combined single limit per occurrence for bodily injury and property damage. This insurance coverage is required unless the CONTRACTOR does not drive a vehicle in conjunction with any part of the performance of this Contract and CONTRACTOR and COUNTY both certify to this fact.
- c) Comprehensive or Commercial General Liability Insurance coverage at least as broad as the most recent ISO Form CG 00 01 with a minimum limit of \$1,000,000 per occurrence, and \$2,000,000 in the aggregate, including coverage for: (a) products and completed operations, (b) bodily and personal injury, (c) broad form property damage, (d) contractual liability, and (e) cross-liability.

IV. PROPOSAL REQUIREMENTS

A. Requests for Clarifications

All questions or clarifications about this RFP must be made in writing and received by 5:00 p.m. local time on Friday, December 13, 2019.

Such questions must be directed to:

- Primary Contact: Trink Praxel, CSA3 Boardmember, at CSA3Seascape@gmail.com
- Secondary Contact: Harold Mancusi-Ungaro, CSA3 Board member, at hmumd@icloud.com

All written questions will be answered in writing and conveyed to all firms on the Proposer's List.

B. Proposals shall include the following:

1. Identification of Respondent

Respondent's legal name, contact person, local office address, telephone number, fax number, web site address, and e-mail address.

2. Key Personnel

Names and specific qualifications, experience, skill set fit, and appropriate licenses held, if applicable, of the primary staff to be assigned to the Project. Must include a certified arborist either on staff or on contract.

3. Work Plan

A work plan summary of how the Respondent will address the Scope of Services of this RFP, including a timeline with milestones for completion of the Project.

4. References

Provide a minimum of three (3) professional references regarding the Respondent's experience and performance performing related work completed within the past two (2) years. Include the following information: (1) Organization contact name, phone number, e-mail address; and (2) Project size and description, if applicable, and description of services.

5. List of Representative Projects

List of representative projects undertaken by Respondent in the last 5 years demonstrating experience in each category of the project.

6. Cost Proposal

Include a detailed cost proposal to accomplish the scope of work, broken down by task, including optional tasks and reimbursables. It is anticipated that a not-to-exceed dollar limit will be negotiated with the successful Respondent. The Cost Proposal must include an Hourly Rate of Principals and a list of individuals who will be working on the Project.

7. Insurance and Vendor Compliance

Include a statement that Respondent is willing and able to meet the County insurance and vendor requirements as stated above.

V. SELECTION AND AWARD OF CONTRACT

A. Evaluation Criteria

Proposals that meet the submittal requirements will be selected for further evaluation and negotiations. Selection of the top proposals shall be based on the following criteria:

1. Cost
2. Qualifications
3. Experience with Similar Projects
4. References

Respondents should note that the lowest cost proposal is not the sole determining factor in the final selection.

B. Award of Contract

If awarded, the contract will be awarded on the basis of demonstrated competence and professional qualifications as well as cost. The County reserves the right to reject all proposals and to contract for services in the manner that most benefits the County CSA3 including awarding more than one contract if desired.

C. General Provisions

1. The CSA3 Board reserves the right to verify all information submitted in any Proposal, to request additional information from any and all Respondents, and to negotiate with more than one Respondent concurrently.
2. The CSA 3 Board reserves the right to amend this Request for Proposals or issue to all Respondents a Notice of Amendment to answer questions for clarification.
3. The CSA3 Board reserves the right to reject any or all Proposals or to select the Proposal most advantageous to their CSA., in compliance with County purchasing policies
4. Submission of a Proposal constitutes acceptance by Respondent of the conditions contained in this RFP and the Professional Services Agreement, should Respondent be selected.

See maps of CSA3 Medians attached.



