



Request for Proposal

Bid Number:

#07282016

On-Call Landscape Architectural Services

Marin Community College District

**835 College Ave.
Kentfield, Ca 94928**

**1800 Ignacio Blvd
Novato, Ca 94949**

Responses Due:

12:00 Noon, *WEDNESDAY, August 24, 2016*

Marin Community College District
Office of Fiscal Services/Operations
Building 9
1800 Ignacio Blvd
Novato, California 94928

buyer@marin.edu

Request for Proposals
On-Call Landscape Architectural Services in the
Marin Community College District, Kentfield & Novato, Ca

TABLE OF CONTENTS

1. Introduction
2. Scope of Services
3. RFP Submittal Requirements
4. Selection of Consultants
5. Selection Process Dates

Attachments

- A. General Provisions from District's Standard Consulting Agreement

SECTION 1 - INTRODUCTION

A. Background

The Marin Community College District is requesting proposals from qualified Consulting teams to provide landscape architecture and related services on an on-call, as needed basis for various District projects. The District intends to develop a "Shortlist" of Consultant teams that will be called upon to provide services for any needed project or service within the scope of Landscape Design for a three-year period and may be renewable for up to an additional two years (up to five years total).

Project size will vary depending on District need. Assignments are anticipated to vary between community outreach, design, and project management assistance. Consultant teams are expected to include a California licensed landscape architect and civil engineer, a qualified irrigation designer familiar with both potable water and recycled (non-potable) water systems, and a surveyor. Although the team will be selected as a whole, individual projects may not need the services of the entire team. Appropriate team members would be selected based on the scope of each project.

Examples of current capital improvement projects and design projects that may relate to these services include:

- Indian Valley Campus (330 Acres, campus resides on about 20 +/- acres)
 - Landscape Master Planning
 - Irrigation mapping and redesign
 - Aquatic Center
 - Community Center
 - Quads and open spaces
 - Landscaping for perimeter parking lots
 - Medians for entrance road
 - Front entrance of campus re-design
 - Other items as approved by the board of trustees

- Kentfield Campus
 - Landscape Master Planning
 - Irrigation mapping and redesign
 - Synthetic turf fields
 - Natural turf fields
 - Student Services
 - Quads and open spaces
 - Learning Resources Center
 - Landscaping for perimeter parking lots
 - Revitalize entrance to campus
 - Other items as approved by the board of trustees

A Consultant team selected from the Shortlist will be provided a detailed scope of services, which will be used to negotiate a not-to-exceed project fee based on pre-approved Consultant billing rates. A scope of work will be provided to a Shortlist Consultant team

concerning specific tasks and the Consultant will then return a brief description of the approach to the task, specific members of the project team, proposed fees and a schedule for its completion for District approval. The District's Project Manager will determine if the approach, schedule and negotiated fees are acceptable. Fees submitted for each project shall be based upon those fees listed in your response to this proposal.

B. Overview

The District anticipates that a variety of landscape architecture and related services may be needed during next three years. The need to balance District staff resources, re-prioritize project needs, or emergency/urgent situations may drive the need for these on-call Consultant services.

Examples of requests may range from small and miscellaneous design for public areas, such as renovations, to larger and new construction project designs. The expectation is that the Consultant will design projects per current District Design Standards and Construction Specifications, the Americans with Disabilities Act (ADA). Thorough understanding of these Standards, Specifications and Guidelines is expected. Accurate construction cost estimates for projects will be required.

Occasional, unanticipated requests might also need immediate attention. Each Consultant shall address their ability to provide immediate response in their Proposal.

C. Goals

The purpose of this RFP is to develop a list containing more than one Consultant that can provide the District with on-call landscape design services on an as-needed basis. Services will include, but are not limited to, those listed in the Scope of Services provided in Section 2 of this document. The Landscape Architect firm is intended to be the prime consultant of the project team.

The goal of this proposal is to create a "Shortlist" of qualified Consultants that will be available for use by District staff on projects related to development with the District projects contained within the District's Capital Improvement Program (Measure B – 2016) or as part of on-going District improvements.

SECTION 2 – SCOPE OF SERVICES

Selected qualified firms shall provide on-call general landscape architectural services that may be requested by the District during the term of this agreement in a prompt, professional, and workmanlike manner in accordance with the standards of the landscape architectural profession. All work, unless otherwise specified, shall be performed on a time and materials basis, and completed to the satisfaction of the District within the time periods allocated, or as mutually agreed to at the beginning of the assignment.

Landscape Design Services

1. Prepare site, landscape and irrigation plans;
2. Provide topographic site surveys for design purposes;

3. Provide property line survey to confirm existing boundaries;
4. Coordinate with Local Services to determine surface and underground utilities including identification/resolution of potential conflicts;
5. Prepare Storm Water Management Plans and include temporary and permanent BMP's to meet NPDES storm water quality requirements;
6. Review geo-technical and engineering reports;
7. Conduct community outreach and build consensus for final concept design;
8. Prepare preliminary and final design plans, specifications, details, quantity calculations and accurate estimates of costs.
9. Assist in bidding and award phase;
10. Provide construction administration services.

Project Management Assistance

In addition, the District may decide to retain on-call services as necessary to assist with project management. It is not anticipated that all Consultants will have staff available to provide these additional services, however the District would like any firm that has this capability to identify staff members that may be able to perform the following duties:

1. Assist the District in managing small to medium-sized capital projects including the preparation of staff reports, project planning and coordination with other agencies and utilities.
2. Assist the District in managing consultant work including signing, landscaping, utility undergrounding, irrigation and lighting.
3. Assist the District in managing the construction of small to medium-sized projects including advertisement of projects, response to request for information, review of bids, and closeout.
4. Perform Utility Research and coordination with Utility companies.
5. Perform Base Mapping of capital projects.
6. Prepare baseline project design schedule using critical path method and update schedule as necessary.
7. Prepare application for and assist the District obtain the necessary permits and approvals from appropriate agencies.
8. Perform or manage sub-consultants in the preparation of geotechnical services required on the project including pavement structural section and other required soil characteristics for design of structures.

Period of Award

The effective date of providing the required product and services shall be for three to five years, starting approximately October 1, 2016.

If the District desires to extend the contract, not later than thirty (30) days prior to expiration, the District shall send a notice in writing to the vendor requesting firm pricing for the next twelve-month period. After the District evaluates the firm pricing

proposal from the vendor, it will determine whether to extend the contract. All awards and extensions are subject to annual appropriation of funds. The provisions of the foregoing paragraphs with respect to extensions of the terms of the contract shall be null and void if the contract has been terminated or revoked during the initial term of extension thereof. All decisions to extend the contract are at the option of the District.

SECTION 3 - RFP SUBMITTAL REQUIREMENTS

Please prepare and organize your Proposal based on the requirements provided below. Any other information you would like to include should be placed in a separated section at the back of your Proposal. Please note however that the RFP submittal is limited to **20 pages maximum** (excluding resumes), and should be submitted on 8 ½ x 11 paper, in 12-point font.

Interested firms are requested to submit five (5) sealed copies of their Proposal and one electronic copy in .pdf format as follows:

1. Enclose a cover letter not to exceed one page describing the firm's interest and commitment to perform on-call landscape architectural services. The person authorized by the firm to negotiate a contract with the District shall sign the cover letter.
2. State the qualifications and experience of the firm/individual(s). Please emphasize the specific qualifications and experience with engagements of similar scope and complexity.
3. Provide at least five references (names and current phone numbers) from recent work (previous five years) similar to the service categories your firm is interested in providing. Include a brief description of the role associated with the reference, and the role of the respective team member.
4. List key staff members, including identification of the Principal-in-Charge and Project Manager/primary point-of-contact.
5. Include an organization chart, including those who may take a role in as a consultant to the District.
6. Present proposed compensation rates.
7. Provide confirmation of your firm's ability to meet the District's Standard Consulting Agreement and insurance requirements. Exceptions to the Agreement and insurance requirements shall be specifically noted in the Proposal.

Please provide five (5) copies of your Proposal to the District offices **no later than 12:00 noon on Wednesday, August 24, 2016**. The entire Proposal for each

Service Category (excluding resumes) should be a **maximum** of 20 pages. The submittals should be addressed as follows:

David Erlenheim
Marin Community College District
Office of Fiscal Services/Operations
Building 9
1800 Ignacio Blvd
Novato, California 94928

All inquiries and questions shall be directed to buyer@marin.edu

UPS DOES NOT DELIVER TO THIS ADDRESS. USE FEDEX OR USPS, NO EMAIL COPIES WILL BE ALLOWED

Proposals submitted after the stated deadline will not be accepted for consideration.

The District has the right to waive minor irregularities in the purchasing process that does not have a material effect on the procurement process.

Standard Consulting Agreement

A sample of the District's Standard Master Agreement (Agreement), including insurance requirements is provided as Attachment A.

It is anticipated that the selected consultant(s) will work under a three-year Consulting Agreement with the District. At the end of the three-year term, the District may renew the Consultant(s) Agreement for up to two additional years.

If the interested firm desires to take exception to the Agreement and/or insurance requirements, the interested firm shall clearly identify proposed changes to the Agreement and furnish the reason for these changes, which shall be included in the proposal. The exceptions will be taken into consideration in evaluating the proposals. Otherwise, the interested firm is to state in the proposal that the Agreement and insurance requirements are acceptable.

Consideration for exceptions will not be considered if not included in the submitted proposal.

SECTION 4 - SELECTION OF CONSULTANTS

The Proposals will be evaluated and scored (maximum of 100 points) using the following criteria:

1. Qualifications and specific experience of key project team members.
2. Quality and completeness of the proposal.
3. Experience with engagement of similar scope and complexity.
4. Satisfaction of previous clients.

Selection Process

The District reserves the right to make the selection bases at its sole discretion. A subcommittee selected by District Staff will evaluate the proposals provided in response to this RFP.

Based on input from this review process a recommendation will be made to the District Vice President for Finance & College Operations. The VP will make a recommendation to the District Board of Trustees for award of contract services.

The District reserves the right to reject any or all proposals. The District reserves the right to award a contract to the firm(s) that the District feels best meets the requirements of the RFP. The District reserves the right to reject any and all proposals prior to execution of the Agreement, with no penalty to the District.

SECTION 5 - SELECTION PROCESS DATES

July 29, 2016 Request for Proposal posted electronically.

August 24, 2016 Proposals due no later than 12:00 noon, Wed, August 24

Late submittals will not be accepted.

August 17, 2016 All questions and inquiries regarding RFP due by 5pm.

September 20, 2016 Contract On-Call Landscape Architectural Services scheduled for approval by the District Board of Trustees

All requests, questions or other communications regarding this RFP shall be made in writing to the District via email, and must be received by 12:00 noon, Wednesday, August 24, 2016. Address all communication to the David Erlenheim, District Buyer.

Marin Community College District
David Erlenheim
Office of Fiscal Services/Operations
Building 9
1800 Ignacio Blvd
Novato, California 94928