

# Request for Proposals

## Landscape Architect Services for City Library Landscape Project

City of Mt. Shasta

(530) 926-7517 – [jlucchesi@mtshastaca.gov](mailto:jlucchesi@mtshastaca.gov)

### Key RFP Dates

Issued: May 12, 2021

Written Questions Due: June 11, 2021

Proposals Due: July 2, 5:00 P.M. Pacific Time

## Section 1. Project Overview and Scope

The City of Mt. Shasta is expanding and updating the City Library building at 515 East Alma Street. The proposed expansion will double the size of the library and include landscaping changes to the surrounding property and improvements to the adjacent wetlands. The City is looking for a qualified landscape architect to prepare a landscaping plan for the property to be implemented post-construction. The final landscape plan should include irrigation, planting species lists and locations, invasive species removal and management, and recommendations for maintenance and long-term care.

### *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 City to develop a detailed scope of work for design, construction elements, and negotiate a mutually acceptable fee and project schedule.

### *Phase 1 – Preliminary Design Report*

Building on the existing remaining landscaping, the project will at minimum include installation of native landscaping, invasive species removal and management, improvement of wetland areas for ecological services and aesthetics, irrigation system renovations and upgrades to ensure plant survival, landscape lighting where appropriate, and hardscaping (e.g., using native rock and custom structures for viewing areas and trails) and other recommended minimal maintenance features.

A. The Consultant shall meet with the Beautification Committee for a project kick-off meeting to:

- Clarify and address questions related to the project objectives listed above.
- Identify boundaries of 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 Beautification Committee and Library Tax

Advisory Committee. A second meeting shall be held with the Beautification Committee and Planning Commission for recommendation of the desired alternative. The City Council will have final selection approval post Committee and Commission recommendation. 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.

### *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 City, will serve as the basis for preparing construction and permitting documents.

### *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 the City prior to public availability.

The City of Mt. Shasta does not have an identified timeline for construction of the library expansion and renovation. The City would like the option of continuing the landscaping contract with the chosen Landscape Architect for regulatory permitting, bidding phase services for landscape construction, and construction phase services at a later date.

### **Geographic Context**

The City of Mt Shasta is located in Siskiyou County, one of California's northern most counties. The City is approximately 50 miles from the Oregon border at the base of Mount Shasta. Mount Shasta is an active stratovolcano towering over the City at 14,182 ft located within the Shasta-Trinity National Forest just East of City Limits. The Shasta-Trinity National Forest is managed by the National Forest Service (NFS) and surrounds a large portion of the City. The City is considered home to the Headwaters of the Sacramento River in the Upper Sacramento Watershed.

## Project Lead

The City Manager for the City of Mt. Shasta will be the lead department on the project.

## Section 2 RFP Submittal Requirements

### Eligibility

This RFP is open to all interested firms/individuals. Firms/individuals must certify in a cover letter that it meets the following conditions:

1. Is not in litigation that may have a significant and adverse impact on the ability to perform services for the City of Mt. Shasta.
2. Has the resources, expertise, and commitment to complete all components of the project in a timely and competent manner, as outlined in the Scope of Work.
3. City of Mt. Shasta requires that the professional who signs the proposal as the project manager certify that they will be present at all meetings requested by City of Mt. Shasta staff members and will fully participate in the day-to-day management of the contract.

**Proposals must be submitted at or before 5:00 P.M. on July 2, 2021.** One (1) hard copy or an electronic copy of the proposal in PDF format should be delivered in person or by mail to the following address:

City of Mt. Shasta  
305 N Mt. Shasta Blvd.  
Mt. Shasta, CA 96067  
Attn: Juliana Lucchesi, City Planner  
[jlucchesi@mtshastaca.gov](mailto:jlucchesi@mtshastaca.gov)

Proposals received after the date and time specified above will be returned unopened. Questions regarding this RFP will be accepted through **June 11, 2021** and should be directed to Juliana Lucchesi at the above email.

The proposal should not exceed 20 single written pages (excluding cover letter, proposal cover and table of contents). If submitting a hard copy proposal, printing is to be done on double-sided, 8-1/2" x 11" paper, using a minimum of font size 11. Proposals shall be organized using the following format:

1. **Cover Letter/Statement of Qualifications:** Identify the prime consultant and describe any subcontract arrangements. Please include at a minimum the names, qualifications, and proposed duties of the Consultant's team to be assigned to this project, if using a team.

2. **Experience:** Briefly describe your experience with design of landscape that integrates the local natural areas, drought tolerant plantings, and/or wetland plants.
3. **Detailed Scope of Work and Management Approach:** This section should present a detailed management approach to complete the tasks, including;
  - Detail on how to complete the tasks and timeline for completion
  - The personnel assigned to these tasks
  - The number of hours assigned per person per task
  - Total cost of all tasks proposed
4. **Project Schedule:** Please identify project phasing schedules, major project milestones, and key dates in the project schedule.
5. **Project Budget:** Please provide a project budget, showing the budget, for each task and final budget for the landscape plan, as outlined in this RFP. Include the level of effort for each staff person and billing rates for each person. Identify loaded hourly rates that include all costs rolled into the rate except travel. Travel should be a separate line item.
6. **References:** Provide at least three references (names and current phone numbers) from recent relevant work (Previous five years) for the key project manager and designated staff members. Include a brief description of the projects associated with the reference, and the role of the respective team member.

#### Non-Discrimination Certification

By responding to this RFP, proposers represent that they and their subsidiaries do not and will not discriminate against any employee or applicant for employment on the basis of race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, sexual orientation, or military or veteran status.

#### Addenda

Any changes to the requirements will be made by written addendum to this RFP. Any written addenda issued pertaining to this RFP shall be incorporated into the terms and conditions of any resulting agreement. The City of Mt. Shasta will not be bound to any modifications to or deviations from the requirements set forth in this RFP as the result of verbal instructions. **Proposers are responsible for checking the City of Mt. Shasta's website ([www.mtshastaca.gov](http://www.mtshastaca.gov)) for any and all written Addenda related to this RFP.** The City of Mt. Shasta will not distribute Addenda to a mailing list of interested proposers.

## Clarifications

### 1. Submitting Questions

- a. All questions must be in writing and must be received by the City of Mt. Shasta no later than **5 P.M. on June 11, 2020**.
- b. Questions may be submitted to [jlucchesi@mtshastaca.gov](mailto:jlucchesi@mtshastaca.gov) or mailed to City Hall, 305 N Mt. Shasta Blvd., Mt. Shasta, CA 96067. Mailed questions must be received prior to the date and time listed above.
- c. Responses: Responses from the City will be provided in writing as best as possible and at least 10 calendar days prior to the RFP date.

The City of Mt. Shasta reserves the right to:

1. Accept, reject any or all submittals, or any item or part thereof;
2. Issue subsequent Requests for Proposals;
3. Alter the Selection Process Dates;
4. Remedy technical errors in the RFP process;
5. Request additional information from Proposers and investigate the qualifications of all firms under consideration;
6. Confirm any part of the information furnished by a Proposer;
7. Obtain additional evidence of managerial, financial, or other capabilities;
8. Approve or disapprove the use of particular subcontractors;
9. Negotiate with any, all, or none of the Proposers;
10. Award a contract to one or more Proposers;
11. Accept other than the lowest-priced Proposal;
12. Solicit best and final offers from all of some of the Proposers;
13. Withdraw this RFP at any time without prior notice and the City of Mt. Shasta makes no representations that any contract will be awarded to any Proposer responding to this RFP;
14. Waive informalities and irregularities in Proposals or the selection process.

## Confidentiality of Proposals

To the extent permitted by law, proposals received shall remain confidential until the contract, if any, resulting from this RFP has been finally negotiated executed. Thereafter, all information submitted in response to this request shall be deemed a public record. In the event that the Proposer desires to claim portions of its proposal as exempt disclosure under the California Public Records Act, it is incumbent on the Proposer to clearly identify those portions with the word "confidential" printed on the lower right-hand corner of the page. City of Mt. Shasta will consider a Proposer's request for exemption from disclosure; however, the City of Mt. Shasta will make its decision based on applicable laws. An assertion by the Proposer that the entire proposal is exempt from disclosure will not be

honored. Firms are advised that the City of Mt. Shasta does not wish to receive confidential or proprietary information and those proposers are not to supply such information except when it is absolutely necessary. If any information or materials in any proposal submitted are labeled confidential or proprietary, the proposal shall include the following clause:

[Legal name of proposer] shall indemnify, defend and hold harmless the City of Mt. Shasta, its officers, agents and employees from and against any request, action or proceeding of any nature and any damages or liability of any nature, specifically including attorneys' fees awarded under the California Public Records Act (Government Code § 6250 et seq.) arising out of , concerning or in any way involving any materials or information in this proposal that [legal name of proposer] has labeled as confidential, proprietary or otherwise not subject to disclosure as a public record.

#### Pre-Contractual Expenses

Pre-contractual expenses are defined as expenses incurred by Proposer in:

1. Preparing its proposal in response to this RFP;
2. Submitting that proposal to the City of Mt. Shasta;
3. Negotiating with the City of Mt. Shasta any matter related to this proposal;  
or
4. Any other expenses incurred by Proposer prior to date of award, if any of the Agreement.

The City of Mt. Shasta shall not, in any event, be liable for any pre-contractual expenses incurred by Proposer in the preparation of its proposal. Proposer shall not include any such expenses as part of its proposal.

#### Lobbying

Any consulting firm submitting a proposal or a party representing a firm shall not influence or attempt to influence any member of the evaluation committee, any member of a city council within the City of Mt. Shasta, or any employee of the City, with regard to the acceptance of a proposal. Any party attempting to influence the RFP process through ex-parte contact may be subject to rejection of their proposal.

### **Section 3 Evaluation and Award**

An Evaluation Committee will be formed to review all proposals received. The committee will be comprised of City of Mt. Shasta staff and may include outside personnel. The City of Mt. Shasta staff will conduct and initial review of the

proposals for general responsiveness and compliance with the requirements of this RFP. Proposals failing to satisfy the requirements or are inadequately responsive will not be considered.

Upon evaluation of the Consultant Proposals the City will determine the proposal they feel is most qualified for this project. The City's evaluation may include conducting interviews of the top rated firms; however, the City reserves the right to make a selection based solely on the written Proposals. The City 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.

### Award

Acceptance of a proposal or other material during the selection process does not constitute a contract and does not obligate the City of Mt. Shasta to award funds. Funding is subject to final contract approval by the City Council of the City of Mt. Shasta. The City of Mt. Shasta reserves the right to reject any and all responses without penalty and to act in the best interest of the City of Mt. Shasta. The City of Mt. Shasta will evaluate the proposals received and will submit the proposal considered to be the most competitive to the City, for consideration and selection. The City of Mt. Shasta may also negotiate contract terms with the selected Proposer prior to award, and expressly reserves the right to negotiate with several Proposers simultaneously and , thereafter, to award a contract to the Proposer offering the most favorable terms to the City of Mt. Shasta.

Negotiations may or may not be conducted with Proposers; therefore, the proposal submitted should contain Proposer's most favorable terms and conditions, since the selection and award may be made without discussion with any Proposer.

### Notification of Award

Proposers who submit a proposal in response to this RFP shall be notified by email regarding the firm who will be recommended for award of the contract. Such notification will be made at least seven (7) days before the date the contract is awarded.

### **Section 4 Tentative Schedule**

The following is a tentative project schedule and milestone requirements for the project. The City of Mt. Shasta reserves the right to adjust the schedule.

**Release RFP:** May 12, 2021

**Written Questions:** June 11, 2021

**Proposals Due:** July 2, 2021, by 5:00 p.m.

**Contract Approval:** July 26, 2021

**Kick-Off Meeting:** Tentatively week of July 26, 2021