

SCOTTS VALLEY WATER DISTRICT

REQUEST FOR PROPOSAL

**DESIGN AND INSTALLATION SERVICES FOR
RENOVATION OF DISTRICT OFFICE LANDSCAPE**

Date: July 1, 2010

Subject: Request for Proposal to Design and Construct the Renovation of Scotts Valley
Water District Office Landscape

DUE DATE: Proposals are due by Friday, August 20, at 2:00 p.m. to:

Hard Copies (3):
Scotts Valley Water District
2 Civic Center Drive
Scotts Valley, CA 95066

Electronic Copy (1):
Haleigh Kleinman
hkleinman@svwd.org

QUESTIONS: Questions regarding this Request for Proposal and/or the proposed
landscape renovation should be addressed to:

Haleigh Kleinman, Water Conservation Intern
Phone (831) 438-2363
Fax: (831) 438-6235
E-mail: hkleinman@svwd.org

Background

Scotts Valley Water District is now accepting proposals for selection of a qualified landscape firm to design and construct a water-smart landscape renovation for the District office grounds located at 2 Civic Center Drive in Scotts Valley, California. This project is part of an overall effort by Scotts Valley Water District to help residents understand how to create landscapes that are attractive and, once established, can be maintained with little or no supplemental watering. The new landscape should include native and drought tolerant plants and incorporate rain harvesting, rain gardens, bio-swales, berms or other appropriate water management features consistent with the overall site design and available funding. Plants must not be invasive and should be locally available.

The current landscape area to be renovated includes several large and small beds comprising an estimated 1,600 square feet of landscape surrounding the District office building. This project will include the removal of over 800 square feet of non-native turf. All landscape is irrigated with recycled water. Photographs of the current landscaping are attached.

This Request for Proposal is for the design and construction of the landscape renovation project. The project deliverable will be a completed landscape installation. The submitted proposal should state a defined cost and schedule for the design phase and construction phase bearing in mind that the total project cost should not exceed \$30,000.

The installation plan prepared during the design phase as part of the contest entry should include drawings, complete plant and material lists, detailed budget for the installation phase, and an implementation schedule.

Submissions

Firms wishing to be considered should submit a proposal in accordance with the following format:

I. Introduction

- a. Firm name with a brief description of background and history;
- b. Provide name of contact person, phone, fax and email;

II. Design Concept

- a. A plan view showing plant placement;
- b. Complete material list including all plants keyed to the drawing placed either on the drawing or attached to it;
- c. Artistic rendering of what the new landscape would look like;
- d. Statement of not more than 400 words summarizing design objectives, specific challenges, and how those challenges would be addressed;
- e. Design and installation cost breakdown based on the Scotts Valley water District's budget of \$30,000;

- f. A maintenance plan and budget for two years. The winning firm may not be asked to maintain the landscape. Rather this information will help understand the sustainability of the plan.

III. Relevant Experience

- a. Designer portfolio that demonstrates a track record of successful projects similar to this one.

IV. References

- a. Three client references relevant to the projects in Section III

Pre-printed information may be included. A firm's submittal should include three hard copies of the proposal and one electronic copy.

Selection

The objective of this RFP is to install a landscape in a highly visible public area that demonstrates the creative potential of water-smart landscaping principles with the intent of showing Scotts Valley Water District customers that similar sustainable landscaping ideas can be implemented in their own yards.

Selection criteria will include the following:

1. The overall beauty, creativity and appropriateness for the location;
2. Plant selection, water use and maintenance sustainability;
3. The ability to transfer design elements and ideas – including plant selection and irrigation techniques – to residential gardens and landscaping schemes;
4. Demonstrated experience with similar projects;
5. The firm's ability to perform the work on schedule and on budget;
6. Responsiveness to this Request for Proposal.

One or more firms may be invited to an interview to serve as the basis for selection. Interviews with a review panel will be scheduled in advance at the convenience of the parties and conducted not later than September 3, 2010. The review panel will report its recommendations for consideration by the District Board of Directors at the Board's regular meeting scheduled for Thursday, September 9, 2010, at 7:00 p.m.

The contract award will be for the design and installation phases only. This award will be made at the sole discretion of the District. The District reserves the right to reject all submissions as determined to be in the best interests of the District.