

REQUEST FOR STATEMENT OF QUALIFICATIONS

March 21, 2019

TOWN OF MORAGA

ON-CALL LANDSCAPE ARCHITECTURAL SERVICES FOR VARIOUS FACILITIES PROJECTS, PLAN CHECKING, AND LANDSCAPE ARCHITECTURAL DESIGN REVIEW CONSULTING SERVICES

1.0 INTRODUCTION

The Town of Moraga; Public Works/Engineering; Planning; and Parks and Recreation Departments are seeking landscape architecture firms with licensed professional landscape architects to provide on-call or as-needed services for plan checking services related to development and/or review of land development, park and capital improvement projects of various types, sizes and locations for facilities owned and operated by the Town. The Town Planning Department is also seeking assistance from qualified landscape architects or landscape architecture firms, to provide consulting services associated with design review of residential and commercial project applications submitted to the Town.

The Town prides itself as an efficient Town service provider. Our mission is to operate the Town by achieving maximum efficiency in its service delivery, utilizing a minimum number of permanent service employees, and keeping capital expenditures and operating costs to a minimum while responding to community needs and priorities. The Town seeks improved methods of governmental administration that will be as cost-effective as possible and avoid the incremental growth of government service except for urgent short-term situations.

Accordingly, the Town is seeking firms with similar philosophies and an innovative approach to providing landscape architectural services that are efficient and cost-effective in all phases of a capital improvement project and in providing on-call consulting services for municipal clients. The Town intends on contracting with up to three (3) landscape architecture firms; however, the exact number will be determined depending on the quality, diversity, and responsiveness of the statement of qualifications received. The qualified firms shall provide consulting services on an "on-call" basis for projects to be determined during the term of the contract.

For each firm selected, the contract term is anticipated to be three (3) years with an option to renew and extend for additional years up to five (5) years total. The total contract amount for each firm selected is estimated to be \$50,000 per year but, may be adjusted depending on the number of consultants selected. The individual task order amounts will be determined based on proposals submitted.

1.1 Project Description

1.1.1 Plan Checking for Land Development Projects (Public Works Department)

The Public Works Department will be processing a number of subdivision improvement

plans and final maps within the next few years and desires to retain professional landscape architects to assist the Department's consulting civil engineer in the plan check process. The consultant will be tasked with working with the Department's consulting civil engineer to review the landscape plans for improvements within the street right of way, parks, storm water treatment facilities (i.e. C.3 IMPs), and any other landscape improvements associated with the subdivision's conditions of approval. Review of landscape plans entails plan checking the landscaping plan sheets, associated hardscape (if not a part of the civil improvement plans), irrigation plans, playground equipment and amenities, streetscape furniture, landscape lighting, associated bond estimate, any specifications and local, state, and federal regulations (irrigation water usage, playground safety, etc.), and review of the conditions of approval for compliance with landscape related requirements. The consultant may also be requested to advise or consult the Department's project manager and consulting civil engineer on other tasks not listed in this RFQ.

The Town's Public Works and Parks and Recreation Departments do not have landscape standard plans or specifications; therefore, the consultant must be familiar with typical and/or acceptable industry standards for landscape improvements for single family home developments, right of way landscape (i.e. acceptable materials and species adjacent to sidewalks and street pavement), public and private parks, ADA accessibility to park facilities, low maintenance equipment and materials (i.e. drinking fountain type, park bench and picnic bench type and material, etc.), anti-graffiti measures, clearance requirements to structures and utilities, native drought resistant landscaping, and other acceptable practices within Contra Costa County and the Bay Area.

1.1.2 Development of Capital Improvement Projects (Public Works and Parks & Recreation Departments)

The types, sizes and locations of projects will vary. Typical projects may include ADA evaluation of parks and trails, improvements to turf, irrigation, rodent barriers, and drainage in various parks; conducting community surveys to measure interest in maintaining, improving, and funding parks, trails, open space, and other community facilities' improvements to pathways within parks, and updating and/or developing master plans for parks, trails, and open space.

Projects may also include investigations, assessments, studies, and reports. It is unknown at this time how many projects will be issued or whether the entire total contract amount will be utilized.

Types of Town facilities may include public parks, trails, right of way landscaping areas (such as medians and islands), landscaping adjacent to Town-owned buildings and within Town-owned properties. Major Town-owned buildings and other community facilities include:

- **Town Offices, 329 Rheem Boulevard.** This building houses the Town's Administrative, Planning, Public Works/Engineering, and Police Departments.
- **Town Public Works Maintenance Corporation Yard/Future Town Council Chambers/Community Meeting Room, 331 Rheem Boulevard.** This property

- is owned by the Town, and currently houses the Public Works/Maintenance functions, Space within the building is undergoing renovation to serve as the Town Council Chambers and Community Meeting Room.
- **Hacienda de las Flores**, 2100 Donald Drive. This 9-acre complex of historic buildings with original construction dating back to 1916, within extensive landscaped grounds, houses the Town's Parks and Recreation Department, and is used as a venue for private special events such as weddings, as well as community activities and meetings. Buildings within the Hacienda complex include the main house, and the freestanding La Sala Building, Pavilion, and Casita, as well as miscellaneous structures used for storage and other functions. There is an existing botanical garden with two wooden pedestrian bridges along with numerous trees within the property. There are two creeks that traverse the property and a public trail from Moraga Road, through the property, up a steep hillside to Donald Drive, leading to the Mulholland Open Space.
 - **Mulholland Open Space** is a 250-acre public open space area comprising natural and undeveloped lands without formal landscaping. Pedestrian access is provided along an abandoned paved road. There are existing water quality ponds on the property for wildlife habitat; these ponds are not accessible to the public.
 - **Commons Park** is a 2.53-acre parcel-acre public park located at the corner of Moraga Road and St. Mary's Road, and includes a number of amenities, such as a skatepark, play structures, picnic and barbeque facilities, volleyball courts, bocce ball courts, restrooms, disc golf course, a bandshell and amphitheater structures. There is an undeveloped portion of the park with the potential for providing future amenities. The Lafayette-Moraga Regional Trail, a facility operated by East Bay Regional Park District, also runs along the St. Mary's Road side of the park.
 - **West Commons Park** is a 2.5-acre public park located along Moraga Road across from the Commons Park which is located at Moraga Road and St. Mary's Road. The park is a "passive" park providing pedestrian pathways, benches and interpretive signage.
 - **Rancho Laguna Park**, an 8-acre public park, located at the end of Camino Pablo has restrooms, a large lawn area, a play structure, and connects to EBMUD trails and open space.
 - **Moraga Library**, 1500 St. Mary's Road. The Public Works Department maintains the library facility which includes an attached community meeting room, an office space for the Historical Society, and the adjacent library grounds.

1.1.3 Landscape Architectural Consulting Services for Design Review (Planning Department)

The Town of Moraga has an extensive set of design guidelines and standards for residential and commercial projects and, requires some level of design review for most projects. Many of these projects would benefit from design input from a qualified professional who can objectively review and critique plans and designs in the context of local neighborhoods and community character, and for conformance with C.3. and water efficient landscaping regulation and, provide constructive input on potential improvements and refinements to designs submitted.

While the Town anticipates that in-house staff will continue to provide design review for most small residential and commercial projects, there is a need for assistance with design review of larger, more complex, and/or higher profile projects such as residential subdivisions, new commercial projects, major additions, and new single-family homes. The consultant may also be called upon to assist with review of institutional projects associated with Saint Mary's College, a private university with numerous historic buildings, whose campus is located within the Town.

All services would be provided on an as-needed or on-call basis. For any project, the Town reserves the right to use the on-call consultant, use any other existing consultant it may have on contract, or advertise separately for that project.

2.0 SCOPE OF SERVICES

2.1 Provide on-call architectural services on an as-needed basis, including but not limited to the following:

- a) Plan Checking
 - i. Review landscape plans prepared by a developer's landscape architect, including, but not limited to, landscape plan sheets, irrigation, hard scape associated with landscaping, play structures, benches, drinking fountains, parking lots, landscape lighting, electrical, water and electrical meters, etc. for compliance with conditions of approval for subdivisions and other use permit projects.
 - ii. Review landscape plans for consistency with typical public agency standards and acceptable industry practices.
 - iii. Discuss with Public Works and Parks and Recreation Departments the proposed low-maintenance and native drought tolerant landscape improvements that will be maintained by the Town upon turnover.
 - iv. Assist the Town's construction inspector on landscape improvement inspections, punchlists, turnover documents, acceptance of improvements as complete and warranty inspections.
- b) Capital Improvement Projects – Town owned facilities
 - i. Site surveys, evaluation and planning
 - ii. Conceptual, schematic and preliminary designs
 - iii. Full design development of plans and specifications
 - iv. Cost estimates, budgets
 - v. Construction documents, assistance with bidding process
 - vi. Coordinating with Building Department, Planning Department, and Public Works/Maintenance Division, if necessary
 - vii. Construction administration assistance
 - viii. Facilitating and attending community and project meetings
- c) Design Review Services
 - i. Review planning submittals including design review applications for residential, commercial and institutional projects, signs, etc. for conformance with Design Guidelines and other Town policies.

- ii. Provide input on landscape architecture-related aspects of other projects such as new subdivision applications.
- iii. Provide consulting services with regard to policy-related matters such as development of new or revised design review standards and guidelines, policies and procedures.

2.2 Compensation

The Consultant shall advise the Town in writing of the scope of work to be provided for each assignment and the cost of and estimated time to perform services through individual Work Authorizations. The Consultant shall not proceed to perform any such services until the Town and Consultant have established a project cost, a completion schedule, and a period for performance and the Town has given its written authorization to perform.

The cost shall be formatted in a not to exceed at cost estimate (number of person hours multiplied by the current billing rates of the Consultant) for each scope of work item to be performed.

2.3 Ownership of Documents

Title to all final documents, including but not limited to drawings, specifications, data, reports, summaries, correspondences, photographs, computer software (if purchased on the Town's behalf), video and audio recordings, software output, and any other materials with respect to work performed shall be provided to Town upon completion of the work. Any information obtained by the Consultant as a result of performing the services shall become the property of the Town and shall not be released to others without prior written consent from the Town.

3.0 **STATEMENT OF QUALIFICATIONS (SOQ) SUBMITTAL REQUIREMENTS**

The SOQ submission may not exceed ten (10) single-sided standard sized (8½" x 11") pages. Minimum font size of 12 required. The page limit does not apply to one-page table of contents, any folder, cover, or divider pages. Each page must be numbered. Costs for preparing and submitting a response to this RFQ are entirely the responsibility of the Consultant. The submittal content shall include a cover letter, a conflict of interest disclosure, and a summary of qualifications and experience as well as a rate schedule as described below.

3.1 Cover Letter

Summary – Provide a brief summary of the firm's SOQ submittal contents, emphasizing qualifications and capabilities of the Consultant and any subconsultants, if appropriate. The summary should indicate an understanding of landscape architectural services required for performance.

Signature and Contact Information – The cover letter shall be signed by the Consultant's Project Manager and an official authorized to negotiate and contractually bind the firm with the Town regarding the requested services. The Project Manager shall be the main contact with the Town for technical and contractual issues and, shall be responsible for the direction of day-to-day progress. Please provide the telephone number, e-mail address,

and office location of the Project Manager.

3.2 Conflict of Interest

The Consultant shall disclose and list any financial, business, or other relationships with the Town that may have an impact on the outcome of any services or project required for performance. A potential conflict of interest includes, but is not limited to, work related to contracts with other Town departments, other municipalities, local land developers, current clients, and other parties who may have a financial interest in the outcome of the project.

See the Conflict of Interest section on the attached sample agreement for more information. At the Town's discretion, a potential conflict of interest may be waived or factored into final award decisions and/or a modified scope of work.

3.3 Qualifications and Experience

Summarize the qualifications and relevant experience for the consultant firm and any subconsultants. The following items shall be included:

Summary – Provide a summary of the firm's overall capabilities, history, recent and related experience, and expertise. The proposed relationships among all key personnel and support staff that are expected to provide services should be identified. Provide information on the firm's experience related to the sample projects and scopes of work, firm's current work load, facilities, resources, and experience that clearly demonstrate its ability to successfully be on-call for the Town. Experience with Americans with Disabilities Act compliance and in preparing bid documents adhering to the Public Contract Code is highly desired.

On-Call References – Provide five (5) references for on-call services preferably with agencies within Contra Costa County or for public agencies. Provide client name, contact person, and current phone number and e-mail address. Should the Town not reach a contact person with the contact information provided, then the reference will not be considered in the SOQ evaluation. Select one (1) of these references to elaborate on the various assignments that were issued to your firm and include 1) Assignment descriptions and locations, 2) Description of services provided, 3) Budget and schedule performance, and 4) Key personnel assigned to specific work tasks and subconsultants involved, if any.

Resumes – Provide a resume in the appendix for each of the proposed key personnel focusing on relevant experience and the assigned function of each key person. Resumes included in an appendix will not count toward the page limit. Provide information related to the contract's scope of work. Similar information is required for each subconsultant utilized, if any, and the approximate percentage of their contribution. The SOQ should include a statement describing the firm's commitment of the individuals proposed to perform the requested services.

3.4 Schedule of Costs and Fees

Provide a schedule of costs and fees, which shall include current fee schedules, personnel wage rate sheets and other costs. The firm shall provide specific hourly rates for each class of employee, specialist, and/or subconsultant. Such specific rates of compensation

are to include an hourly breakdown, direct salary costs, salary additives, indirect costs, and fixed-fee or profit. Other direct costs should be set forth as independent cost items. The schedule of costs and fees shall include a separate itemization of any additional costs, such as mileage, printing, postage, and other reimbursable expenses unless enveloped as part of the billing rate. Rate schedules included in an appendix will not count toward the page limit.

4.0 SELECTION PROCESS

4.1 SOQ Evaluation

SOQ submittals are to be reviewed by an evaluation committee using a rating matrix to determine the ranking of consultants. Submittals will be rated on the basis of understanding of and technical approach to the scope-of-work plan, allocation of resources, experience of the project team, broad experience in various types of municipal projects and land development projects representing the municipality, and professional background and expertise in the areas of planning, design, and project management. The evaluation committee will recommend which firms will be selected for an interview, if deemed necessary, and/or for on-call services.

4.2 Consultant Selection

All firms are hereby notified that the selection of the Consultant for this contract and any agreements for services resulting from the Request for Qualifications is dependent on the approval by the Town Council.

5.0 SUBMITTAL OF STATEMENT OF QUALIFICATIONS

5.1 Submittal

Please submit *one (1) original and three (3) copies* of your SOQ on **Monday, April 22, 2019 no later than 3:00 p.m.**, to:

Shawn Knapp, Senior Civil Engineer
Public Works Department/Engineering Department
329 Rheem Boulevard
Moraga, CA 94556

Proposals received by the due date will be ranked by a selection committee. **Late submittals will not be accepted.**

5.2 Questions

Please submit any questions regarding this RFQ, insurance requirements, and professional services contract agreement in writing to <sknapp@moraga.ca.us> **Tuesday, April 9, 2019 no later than 5:00 p.m.** Answers to all questions will be posted on the Town's website on Friday, April 12, 2019. Please note that questions will **only** be accepted via e-mail and responses will be compiled and posted on the Town's website. It is your responsibility to obtain the answers from the Town's website <<http://www.moraga.ca.us/dept/publicworks/about>> and the Town shall not be responsible for transmitting the answers to any holders of the RFQ.

5.3 Submittal Information

- The Town reserves the right to reject any and all SOQs submitted.
- All responses to the RFQ become the property of the Town.
- The RFQ does not commit the Town to award a contract or to pay any cost incurred in the preparation of the SOQ.
- The Town reserves the sole right to evaluate each submittal and to accept or reject any or all submittals received as a result of the RFQ process.
- The Town reserves the unqualified right to modify, suspend, or terminate at its sole discretion any and all aspects of the RFQ and/or RFQ process, to obtain further information from any and all consultant teams and to waive any defects as to form or content of the RFQ or any responses by any consultant teams.
- Once a final award is made, all RFQ responses, except financial and proprietary information, become a matter of public record and shall be regarded by the Town as public records. The Town shall not in any way be liable or responsible for the disclosure of any such records or portions thereof if the disclosure is made pursuant to a request under the Public Records Act.
- Award of a contract does not guarantee that a Consultant or its sub-consultants will actually receive any work.

6.0 **SCHEDULE OF EVENTS**

<u>Event</u>	<u>Date</u>
➤ Request For Qualifications Released	March 21, 2019
➤ Written Question Deadline	April 9, 2019
➤ Answers Posted on Website	April 12, 2019
➤ Receipt of Submission Deadline	April 22, 2019
➤ Consultant Presentation/Interviews	April 25, 2019
➤ On-call Consultant Selection	May 1, 2019
➤ Consultant Submits Signed On-Call Contract	May 9, 2019
➤ Town Council to approve On-Call Contracts	May 22, 2019
➤ Town execute On-Call Contracts	May 24, 2019
➤ Issue First Task Order Authorization	June 1, 2019

* Dates are tentative and subject to change

7.0 **ATTACHMENTS**

- Attachment A – Sample Design Professional Services Agreement