



## **Request for Qualifications**

### **Restoration Landscape Design & Installation Professionals**

#### **A. *Introduction/Purpose***

The Gold Ridge RCD is seeking qualified professional restoration landscape designers, landscape installers, wildlife and natural habitat restorationists and other qualified contractors to provide statements of their qualifications to design and/or install native plantings for ecological restoration projects.

#### **Request Background and Description**

Established in 1941, the Gold Ridge Resource Conservation District provides free, non-discriminatory assistance and educational opportunities to agricultural producers, land users, educators, and anyone with land-based resource conservation needs, on a strictly voluntary basis. Our vision is for a district with healthy and sustainable natural resources including clean sufficient water, diverse wildlife, resilient landscapes and thriving agriculture that are in balance with human communities, now and for future generations. Conservation projects are diverse and may include conservation education, soil erosion control, water quality enhancement, range management, vineyard soil health improvement, woodland, forestry and wildlife management, and watershed and stream enhancement. Visit our website to learn more about us: <http://goldridgercd.org/htm/mission.htm>

The Gold Ridge RCD routinely undertakes a wide range of projects involving landscape restoration involving native plantings. Each year, a number of projects require designs and installations of native habitat restoration planting plans. Plantings may include riparian restoration, windbreak or hedgerow establishment, wetland enhancement, or reforestation.

These projects are increasingly being prescribed in conservation plans called Carbon Farm Plans (CFPs) that landowners voluntarily partner with the Gold Ridge RCD to create. CFPs document the opportunities available to landowners for reducing their carbon emissions and increasing the property's carbon sequestration potential, through practices that build healthy soils and store carbon in woody vegetative biomass. CFPs also document the activities the landowner intends on taking to achieve lower emissions. Many plans include native plantings.

Once the plan is complete, the landowner may partner once again with the RCD to implement activities described in the plan. At this moment, there are a number of landowners interested in partnering with the RCD to install planting plans either designed or described in their property's CFP. However, the RCD does not have the internal capacity to design, install or maintain these plantings.

In order to most effectively and efficiently complete these projects, the Gold Ridge RCD requests submissions of contractor qualifications to keep on file for consideration for future project design and implementation activities. The RCD's ability to perform these projects is grant funding dependent. Projects with budgets estimated below \$50,000 are not required to go out to bid. In this case, the most

qualified contractors may be contacted directly for their participation in the project. Projects above \$50,000 will be put out to bid, at which time, all qualified contractors who have submitted their qualifications in response to this solicitation will be notified of the Request for Bids.

## **B. Potential Services Requested**

### **Planning/Design:**

- Develop full plan and budget for a planting project based on site visits and coordination with the RCD and landowner. Planting plans should consider plant species appropriateness and biodiversity, wildlife habitat value, ease of maintenance, and cost considerations. Plans should be designed to achieve and 80% survival rate. Plans should include:
  - Plant species list with recommended container sizes and quantities
  - Planting density/spacing
  - Irrigation system basic layout
  - Description of browse protective hardware
  - Weed control/mulch
  - Livestock exclusion fencing as needed
  - Site access considerations
  - Maintenance requirements
  - Soil amendments as appropriate
  - Consideration of multiple benefits, such as erosion control

### **Installation:**

- Provide all labor, materials and subcontracts (such as water delivery) for installation
  - Sourcing and purchasing of container plants and other materials in accordance with the planting plan
    - Plants should only be purchased from nurseries that use sanitary practices to avoid plant pathogens such as *Phytophthora ramorum*. Carefully inspect the leaves of host plants for symptoms before making a purchase. More info at: <http://ipm.ucanr.edu/PMG/PESTNOTES/pn74151.html>
  - Pre-installation layout with GRRCD staff and the landowner
  - Site preparation
  - Plant installation, including any protective hardware and weed controls as specified in plans
  - Irrigation installation
  - Livestock exclusion fence installation
  - Contractor shall implement sanitary practices to avoid the spread of plant pathogens.
    - Clean vehicles and shoes of mud, dirt, leaves, and woody debris before entering the site to prevent the spread of *P. ramorum* from infested sites to the restoration site. See "Sudden Oak Death Guidelines for Landscapers and Gardeners" here: <http://www.suddenoakdeath.org/wp-content/uploads/2014/12/landscaper-1-08-with-new-2014-map.pdf>

**Maintenance:**

- Perform maintenance in accordance with contract stipulations, generally for three (3) years from the time of planting as needed to maintain at least 80% survival rates. An appropriate maintenance schedule must be provided as part of the scope of work for each project. Generally, maintenance site visits take place as often as once per week in the first dry season, but no less than once per month. In the following two years, maintenance may be on a once-per-month schedule. Maintenance may involve the following:
  - Weeding inside browse-protection cages and throughout planting site as needed
  - Replacement of plant mortalities, up to 80% survival rate
  - Assurance of sufficient water (hand watering or maintenance of the irrigation system) Most sites require that plants receive water week through the dry season for three years after planting is complete. Some sites may have developed springs or wells as a water source, while others may require water deliveries.
  - 
  - Notification to the RCD of any damage/problems with fencing or other project elements outside of the contractor's responsibility
- Have the organizational means to provide quality assurance and quality control to the project
- Communicate with the landowner throughout the contract period to provide updates regarding maintenance.
- Receive payment on a reimbursement basis; i.e. the contractor is paid after the RCD has received payment from the granting agency, generally 3-4 months after receipt of contractor invoice. In some instances, the RCD may send payment as late as 6 months after receipt of contractor invoice.

**Minimum Qualifications:**

- Contractors seeking to perform design work shall have a Landscape Architect or equivalent CA license, or documented experience with native plant restoration
- Contractors seeking to perform implementation work shall have C-27 Landscaping License
- If necessary, Contractor will register with State of California Department of Industrial Relations to comply with prevailing wage and labor compliance requirements. More info: <https://www.dir.ca.gov/Public-Works/Contractor-Registration.html>
- Contractor shall maintain insurance coverages set forth with insurance companies acceptable to the Gold Ridge RCD (see Exhibit B).
- Contractor shall have the capacity and proven ability to perform either 1) landscape restoration design services or 2) Landscape restoration planting installation services, or both services.
- Within the last 10 years, the contractor has completed at least three landscape restoration design projects or three landscape restoration planting installation projects.

**C. Local Preference**

It is the desire of the RCD to promote employment and business opportunities for local residents and firms on all contracts and give preference to local residents, workers, businesses and consultants to the extent consistent with the law and interests of the public. A Local Service Provider is defined as a business or consultant who has a valid physical address located within Sonoma or Marin Counties from which the supplier or consultant operates or performs business on a day-to-day basis.

**D. Schedule**

We appreciate contractors sending their qualifications by **5:00 P.M., Friday, September 14, 2018**. After your qualifications have been submitted, you will receive a notice that they have been received. If you have any questions regarding this solicitation, please submit them to the RCD contact by 5:00 PM, Friday, September 7, 2018. Questions will be answered by 5:00 P.M. on Tuesday, September 11, 2018.

Schedule of Pertinent Dates:

August 26, 2018	Release Request for Qualifications
September 7, 2018	Questions due by 5:00 P.M.
September 11, 2018	RCD’s responses to questions made by 5:00 P.M.
September 14, 2018	Qualifications due by 5:00 P.M.
September 17, 2018	Acknowledgment of receipt of qualifications sent by 5:00 P.M.
September 19, 2018	Notification of Acceptance as Qualified Professional

**E. Questions**

Please submit any and all questions in writing per the schedule in order for staff to prepare written responses to all contractors. If you would like to receive the answers to other contractors’ questions, please make the request to the RCD contact.

**F. Submittal**

Submit qualifications by following the instructions in the attached Statement of Qualifications for Restoration Landscape Design & Installation Professionals (Exhibit A) in full and returning the required materials to the RCD contact via email or mail by the deadline, which is **September 14, 2018, 5:00PM PST**. Qualifications cannot be submitted in person, via telephone or by any other method.

Qualifications may be submitted in digital format to the RCD contact email address with the Subject line: “Statement of Qualifications for Restoration Landscape Design & Installation Professionals”.

**G. Gold Ridge RCD Contact**

Gold Ridge Resource Conservation District  
 Attention: Noelle Johnson  
 2776 Sullivan Rd.  
 Sebastopol, CA 95472

Phone (707) 823-5244  
 Email address: [Noelle@GoldRidgeRCD.org](mailto:Noelle@GoldRidgeRCD.org)

**Exhibit A**  
**Statement of Qualifications**  
**for Restoration Landscape Design & Installation Professionals**

**1. Statement of Qualifications Components**

Submitted SOQs should include, but are not limited to:

*Staff Qualifications*

List the principals and key staff members within the firm who would typically be assigned to projects for Gold Ridge RCD. For each person listed include their role. Provide qualifications for each person listed by including license type and number if required, number of years with current firm, and list related project experience.

*Firm Relevant Experience*

Provide specific information in this section concerning the firm's experience in the services specified in this RFQ, preferably within the State of California and the County of Sonoma. List a minimum of three (3) and no more than ten (10) projects completed within the last ten (10) years, and include:

- Project Name and location
- Project description
- Project size
- Year completed or current status
- Client, contact person, and contact information
- Graphics as you deem appropriate. These may be designs, photographs of installations, or other evidence of work performed. Graphics may be submitted in PDF format, or if printed, on no larger than 11"x17" pages.

*Licenses/Memberships*

List all relevant licenses and license numbers, memberships, certifications, or other professional distinctions.

*Debarment or Other Disqualification*

Respondent must disclose any debarment or other disqualification as a supplier or vendor for any federal, state or local entities. Respondent must describe the nature of the debarment/disqualification, including where and how to find such detailed information.

*Staff Qualifications*

List the principals and key staff members within the firm who would typically be assigned to projects for Gold Ridge RCD. For each person listed include their role. Provide qualifications for each person listed

by including license type and number if required, number of years with current firm, and list related project experience.

#### *Firm Relevant Experience*

Provide specific information in this section concerning the firm's experience in the services specified in this RFQ, preferably within the State of California and the County of Sonoma. List a minimum of three (3) and no more than ten (10) projects completed within the last ten (10) years, and include:

- Project Name and location
- Project description
- Project size
- Year completed or current status
- Client, contact person, and contact information
- Graphics as you deem appropriate. These may be designs, photographs of installations, or other evidence of work performed. Graphics may be submitted in PDF format, or if printed, on no larger than 11"x17" pages.

#### *References*

Please provide two to three (2-3) names, email addresses, and telephone numbers of contact persons for whom similar services have been provided within the past three (3) years.

## **2. Current Fee Schedule**

The proposal shall provide a current rate sheet/fee schedule detailing costs generally associated with restoration plantings, such as hourly billing rates by staff category, vehicle use, materials provided by contractor, equipment use, and any markup fees for subcontractors, rental equipment, or other expenses.

## **3. Identification of Potential Subcontractors**

Proposers may identify potential subcontractors they intend to use for restoration plantings, any pertinent license information and contact information for each subcontractor, and what products and/or services are to be supplied by that subcontractor.

## **4. Insurance**

Proposers shall state their ability to provide the required insurance as described in the attached Insurance Requirements (Exhibit B). The selected proposer will be required to submit and comply with all insurance as described in the attached Insurance Requirements (Exhibit B). Securing this insurance is a condition of award for a contract.

## **5. Additional Information**

Include any other information you believe to be pertinent but not required.

## EXHIBIT B

### GOLD RIDGE RCD INSURANCE REQUIREMENTS CONSULTING & GENERAL SERVICES

Contractor Name (CONTRACTOR), shall, at its expense, maintain or cause to be maintained the insurance coverages set forth with insurance companies acceptable to the Gold Ridge Resource Conservation District (GRRCD). Prior to commencement of (PROJECT), CONTRACTOR shall deliver to GRRCD certificate(s) (i) evidencing the issuance of insurance containing the coverages required herein and (ii) providing that the insurance shall not be cancelled or materially changed without thirty (30) days' prior written notice to GRRCD. Commencement or performance of services without delivering the certificate(s) of insurance shall not constitute a waiver of CONTRACTOR's obligation to provide the required coverages. Also, in the event coverages required herein are faulty in any respect, such shall not constitute a waiver of CONTRACTOR's obligations to obtain the proper insurance. The policy (or policies) of insurance obtained by CONTRACTOR, except Workers' Compensation, shall provide that GRRCD and its officers, directors, employees, and agents are additional insured for all coverages, to the extent of the indemnity provided by CONTRACTOR under this Contract.

1. **Workers' Compensation and Occupational Disease Insurance.** Workers' Compensation and Occupational Disease Insurance or the equivalent thereof, including U.S. Longshoremens and Harbor Workers coverage if applicable, in an amount necessary to comply with the laws of the countries and/or states of origin of CONTRACTOR's expatriate employees and the country wherein the services are to be performed, with Employer's Liability coverage in the amount of \$1,000,000 each accident.
2. **Comprehensive General Liability Insurance.** Comprehensive General Liability Insurance including coverage for Contractual liability for this Contract, and Cross-liability, in the amount of \$1,000,000 combined single limit each occurrence for bodily injury and property damage. If GRRCD's General Liability Insurance is written on a "claims-made" form, it must provide for (i) a retroactive date prior to, or coincident with, the commencement of Service under this contract and (ii) a minimum extended claims reporting period of one (1) year.
3. **Automobile and Commercial General Liability Insurance.** If automobiles are to be furnished by CONTRACTOR in performance of services under this Contract, Comprehensive Automobile Liability Insurance, covering all vehicles owned, non-owned, or hired, in the amount of \$1,000,000 combined single limit each occurrence for bodily injury and property damage.

#### **General Conditions for Insurance**

- A. CONTRACTOR hereby waives its rights of subrogation against the additional insureds to the extent of contractual liabilities assumed under this contract and shall cause its insurers to waive their rights of subrogation against the additional insureds.
- B. With respect to insurance coverages maintained hereunder by CONTRACTOR and insurance coverages separately obtained by the additional insureds, all insurance coverages afforded by policies of insurance maintained by CONTRACTOR shall be primary insurance as such coverages apply to the additional insureds to the extent of contractual liabilities assumed under this contract, and such insurance coverages separately maintained by the additional insureds, shall be excess insurance.

- C. CONTRACTOR shall require all subcontractors to obtain, maintain, and keep in force during the time in which they are engaged in performing Work hereunder, adequate insurance coverage and furnish GRRCD acceptable evidence of such insurance upon request. Any deficiencies in such coverage shall be the sole responsibility of CONTRACTOR.
- D. No form of CONTRACTOR liability self-insurance, including, but not limited to, insuring with a parent, subsidiary, or affiliate organization, is acceptable or allowable under the terms of this contract unless agreed to by GRRCD prior to commencement of work.