

**REQUEST FOR PROPOSALS
FOR THE CITY OF CAPITOLA**



**Lower 41st Avenue
Median Landscaping**

DEADLINE FOR SUBMISSION:

**Proposals are due prior to 11:00am
May 21, 2023**

City of Capitola
Public Works Department
420 Capitola Avenue
Capitola, CA 95010

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Exhibit 1 Map and Pictures of Medians

I. GENERAL INFORMATION & SCHEDULE

This Request for Proposals (RFP), issued by the City of Capitola (City), invites responses from qualified, experienced landscape professionals to design and install non-irrigated improvements for existing traffic medians on 41st Avenue between Capitola Road and Reposa Avenue.

Questions concerning this RFP must be made via email per the schedule outlined below. Responses to all submitted questions will be posted at <https://www.cityofcapitola.org/rfps>.

Issue date: Monday, May 6, 2024, 8:00 AM
Questions due: Tuesday, May 14, 2024, 12:00 PM
Submittals due: Tuesday, May 21, 2024, 11:00 AM

Inquiries/submissions to: Shelon Bennett
Development Services Tech.
City of Capitola
420 Capitola Avenue, Capitola, CA 95010
sbennett@ci.capitola.ca.us
(831) 475-7300

II. PROJECT DESCRIPTION

The objective of this project is to enhance the aesthetics of the existing landscaping in the medians by replacing it with low-maintenance and visually appealing alternatives that do not require irrigation. The project will retain existing mature trees and artwork. Proposed services include designing and implementing these improvements.

Respondents to this RFP should consider a project design and construction budget of approximately \$50,000. While the primary goal is to enhance all medians within the scope, the minimum requirement is to complete improvements in medians 3 and 4, as indicated in the attached Exhibit 1.

III. PROJECT SCOPE, SCHEDULE & COST

Project Scope

Design

- Conduct site analysis and assessment of existing conditions in the five (5) medians on 41st Avenue between Capitola Road and Reposa Avenue
- Develop conceptual designs for non-irrigated improvements to the existing traffic medians, keeping in mind the objective of enhancing aesthetics while minimizing maintenance requirements.

- Include specifications for materials, plants, and any other necessary components of the proposed improvements.

Installation

- Procure materials and plants specified in the final design plans.
- Coordinate with subcontractors or specialized vendors for any specialized installations, such as artwork preservation or tree maintenance.
- Implement the approved design plans, including but not limited to:
 - Removal of existing landscaping and preparation of the medians for new installations.
 - Installation of non-irrigated landscaping features, such as drought-tolerant plants, decorative elements, and other enhancements.
 - Preservation and integration of existing mature trees and artwork into the new design, as feasible.
- Ensure compliance with all safety regulations and environmental guidelines during the installation process.

Minimum Requirement

- Prioritize the completion of improvements in the medians 3 and 4, as indicated in the attached Exhibit 1, while striving to enhance all medians within the project scope.

The scope of work outlined above is subject to adjustments and modifications based on the specific requirements and priorities identified by the City of Capitola during the proposal evaluation process.

Schedule

The City anticipates the selection of the consultant the last week of May 2024 and the completion of all work by September 2024.

Budget

For fee proposal purposes, the Consultant should assume the available budget for the total effort (design and construction) is approximately \$50,000. Upon selection of a qualified consultant, scope and fee shall be negotiated.

IV. RFP SUBMITTAL

Responses to this RFP must be not more than 24 pages in length (12 double-sided or 24 single-sided pages) and include the following:

- 1) Qualifications Detail consisting of:
 - a) Cover letter including statement of understanding & approach to this project

- b) Specific Project Experience: Descriptions detailing completed, similar or relevant project experience that the applicant has executed.
 - c) List of References.
- 2) Technical Proposal consisting of:
- a) A description of the approach to be taken toward completion of the project;
 - b) A scope of work that includes steps to be taken, including any products or deliverables;
 - c) A proposed schedule that indicates project milestones and overall time for completion; expedited schedules will receive a higher ranking;
 - d) Any other information deemed necessary to address the requests of this RFP.
- 3) Cost Proposal consisting of:
- a) A composite schedule by task of direct labor hours;
 - b) An itemized schedule of all expenses, including both labor and direct expenses. If the use of sub-consultants is proposed, a separate schedule of hours and expenses must be provided for each sub-consultant;
 - c) A maximum budget amount of inclusive of all fees and expenses.

All proposals are due and must be delivered on, or before, Tuesday , May 21, 2024 at 11:00 AM. Proposals may be emailed to Shelon Bennett, Development Services Tech. at sbennett@ci.capitola.ca.us

Hand delivered proposals must be date/time stamped by the Public Works Department at City Hall, 420 Capitola Avenue, Capitola, CA 95010, in order to be considered. Delivery hours are 9:00 a.m. to 5:00 p.m. Monday through Friday, excluding Holidays.

The City will not be liable to any consultant for any unforeseen circumstances, delivery, or postal delays. Postmarking on the due date will not substitute for receipt of the proposal. Consultants are responsible for submission of their proposal. Additional time will not be granted to a single consultant. However, additional time may be granted to all consultants at the discretion of the City.

V. ADDITIONAL INFORMATION

Communications

It is extremely important that all respondents are given clear and consistent information. Therefore, all respondents are required to submit any questions related to this project or RFQ process via email.

Responses to all submitted questions will be posted on the City of Capitola's website at: <https://www.cityofcapitola.org/rfps>. Questions concerning this RFQ must be received via email per the schedule outlined on page 3. Inquiries received after this date will not be considered or answered.

Respondents should not communicate with any City department or employee during the submission process except as described above. In addition, no communications should be initiated by a respondent to any City Official or persons involved in evaluating or considering the statement of qualifications. Communication with any parties for any purpose other than those expressly described herein may cause an individual firm, or team to be disqualified from participating.

Other terms

Costs for preparing the Statement of Qualifications in response to this request are solely the responsibility of the respondent. The City of Capitola reserves the right to accept or reject any or all Statement(s) of Qualifications, with or without cause, and to waive immaterial defects and minor irregularities in responses. All decisions related to this solicitation by the City will be final. The City reserves the right to request clarification of information submitted and to request additional information of one or more respondents. All materials submitted in response to this RFQ will become the property of the City upon delivery. This solicitation in no way obligates the City of Capitola to award a contract.