

**Questions and Responses for RFP 557-19-01
Landscape Architecture Design Services
as of March 11, 2019**

1. We do not maintain \$2,000,000 automobile coverage. Will EBMUD accept \$1,000,000 automobile coverage?

Insurance certificates are not required at the time of bid submission; however, unless noted otherwise it is assumed that the proposer agrees to meet the minimum insurance requirements stated in the RFP. Documentation shall be provided to EBMUD prior to award. The proposer may submit a proposal with a note to take an exception to the required coverage, but EBMUD is under no obligation to accept any exceptions.

2. The Contract Equity Program and Equal Employment Opportunity Guidelines outline how to demonstrate Good Faith Effort for subcontracting. On page 5 it states: "Contracts which can be reasonably demonstrated to have no subcontracting, supplying, or trucking opportunities are exempt from the Good Faith Outreach Efforts requirements." We can provide all services in-house and will not be including subconsultants. Can you confirm that we do not need to demonstrate Good Faith Efforts and as such we do not need to include Form P-040 and P-041.

No Good Faith Efforts are required for this project, therefore the Proposers do not need to submit Form P-041. However, if a Proposer plans to utilize services of a sub-consultant, information may be requested after receipt of the proposals on the Proposer's efforts to reach out to other firms.

The **P-040** must be completed and submitted even if only to reflect that NO sub-consultants are being used.

3. What is the landscape architecture design budget for the project?

EBMUD would like to keep the landscape architecture design budget to less than \$80,000. If necessary, the project scope may be reduced to fit the budget.

4. Who has EBMUD hired in the past?

In the last five years, EBMUD has worked with Dillingham Associates and RHAA Landscape Architects.

5. Will public outreach support be required from the Consultant?

EBMUD will be responsible for coordinating public outreach with neighboring properties. If support from the Consultant is required (e.g. attending public meetings, providing graphics, etc.) it will be considered an additional scope item.

6. What is the approximate tree count of trees to be surveyed?

Approximately 200 trees are anticipated to be included in the tree survey.

7. What is the extent of the existing irrigation system?

There is no existing irrigation system in the area of concern.

8. Does EBMUD have preferences for irrigation system equipment?

EBMUD's project manager will coordinate conversations between the Consultant and EBMUD's gardening staff during design, to understand EBMUD's gardening staff's preferences for irrigation system equipment.

9. Please confirm EBMUD will be responsible for addressing any erosion control issues, and not the Consultant.

EBMUD's civil engineering staff will be responsible for addressing any erosion control issues.

10. Define the limits of work/ area of concern.

See site map now posted on EBMUD's website and attached to this PDF.

11. What type of fence will be installed along the property line?

The existing fence along the Keller Ave and 580 Hwy property lines will be removed and replaced as part of this project (approximately 2,000 linear feet of fence). The new fence will be EBMUD's standard security fence, which is an 8-foot high, 1-inch mesh fabric with barbed wire toppers.

12. What is the longevity of the infrastructure to be installed by this project?

The WTP has been in service for almost 100 years and will continue to operate for the foreseeable future.

13. Will the construction of the project be phased?

No. The construction of the project is not anticipated to be phased.

14. Will the project include shrubs requiring or just trees?

The project is anticipated to only include new trees and not shrubs.

15. What size do replacement trees need to be?

The Mitigation Monitoring and Reporting Plan (MMRP) for the USL WTP Reliability Project was approved as part of the Water Treatment and Transmission Improvement Program Environmental Impact Report (and was included in RFP 557-19-01). The MMRP requires the following guidelines regarding tree removal:

- All pruning of preserved trees will be performed by a certified arborist, and no more than 25-percent of a tree's canopy will be removed.

- If any protected tree native to the local area, such as valley oak and coast live oak, is removed, EBMUD will replace the tree on a 3:1 basis with native trees of the same species as those removed.
- All non-native protected trees which are removed will be replaced at a 1:1 ratio with non-invasive tree species.
- Contractor will be required to warrant the health of new trees for one year after project completion.
- EBMUD will develop and implement a 5-year tree monitoring program which will require a 75 percent survival rate of tree planting and the ability to be self-sustaining at the end of 5-years.

EBMUD tree plantings range from 5 to 15-gallon trees. The landscape architect will recommend tree planting sizes based on project setting and to ensure tree planting survival.

16. Is there a buffer zone required along the security fence?

When a new fence is installed a 5-foot buffer zone is recommended between the fence and any adjacent trees. For this project the fence will be removed and replaced in kind, and since EBMUD would like to minimize tree removal, this buffer does not apply.

17. Will grey water be used for irrigation?

No. Potable water will be used for irrigation.

18. When is the last day for questions?

It is recommended that questions are submitted no later than Friday, March 8th.

19. How many firms have been “pre-approved” on EBMUD’s engineering roster?

There are 12 landscape architecture firms currently on EBMUD’s engineering roster. Note that there will be no preference given to the firms on this list.

20. Can you clarify your answer to #2? In the first paragraph, you state “No Good Faith Efforts are required for this project, therefore the Proposers do **not** need to submit Form P-041.” [Emphasis added.] But in the second paragraph you state “The P-041 **must be completed** and submitted even if only to reflect that NO sub consultants are being used.” [Again, emphasis added.] Can you clarify whether or not we need to submit Form P-041?

Response to question #2 is revised to state:

No Good Faith Efforts are required for this project, therefore the Proposers do not need to submit Form P-041. However, if a Proposer plans to utilize services of a sub-consultant, information may be requested after receipt of the proposals on the Proposer’s efforts to reach out to other firms.

The **P-040** must be completed and submitted even if only to reflect that NO sub-consultants are being used.

21. Can you please confirm if the following is true?

- Only one (1) printed copy of our proposal is desired.
- Tab 5 Cost proposal will be included within the proposal and NOT in a separate sealed envelope.
- Tab 5 Cost Proposal be at last 2 different pages.
 - On a page will be Level of Effort and Labor Rates for all personnel
 - On a separate page - direct labor and cost multipliers overhead rate and professional fee

Addendum No. 1 will be posted later this week, to clarify the responses to the above question:

- One printed hard copy and one electronic PDF copy of the proposal are desired.
- The Level of Effort and Labor Rates (Item D in Exhibit C- Proposal Format) shall be included in the body of the proposal under Tab 5. The full cost proposal spreadsheet (Item E in Exhibit C – Proposal Format) shall be included in a separate electronic document and a separate sealed envelope containing a hard copy.
- Correct that the Tab 5 Items D and E will be two separate pages.

22. In considering our Arborist partner for this RFP, does the EBMUD have any arborists on-call that the district has a preferred working experience with?

The District does not have a preferred working experience with an arborist. The District has previously worked with Hamilton Tree Service, East Bay Tree Service, Chandler Complete Tree Care, Bartlett Tree Experts, Graham Tree Service, Julian Tree Care, Larry's Tree Care, North Tree Enterprises, and Rimini Street Inc.

23. Please clarify who the cover letter should be made out to.

The cover letter should be made out to Deborah Russell.

24. Please clarify how the Tab 5 Item E cost proposal spreadsheet should be packaged/submitted.

The hard copy of Tab 5 Item E should be included in a separate sealed envelope that is then submitted together with the larger proposal envelop/package.

The electronic copy of the Tab 5 Item E should be included in a separate PDF document from the main proposal, on the same disk or USB flash drive as the main proposal.

25. Do Contract Equity requirements for "Good Faith Outreach" efforts applied to this RFP, if we were to include a subconsultant?

All Proposers should complete the P-040 (Contract Equity Participation) to summarize which firms will be working on the project:

The P-040 should show the Prime Consultant and any subconsultants, if any.

If any subconsultants are being proposed, the Prime Consultant **may include** in their proposal or on the P-041 (Good Faith Outreach Efforts Documentation) as to why that firm was selected if that proposed firm does not add anything towards the District's contracting

objectives OR the Prime Consultant **may provide the information when and if it is requested.**

- If the Prime Consultant is a white women owned firm and NOT using the services of another firm, they can indicate on the P-041 that is not applicable and submit or elect not to submit it at all.
- If the Prime Consultant is a white women owned firm and is proposing to use a firm that is white men owned, they are contributing to 2 of the District's contracting objectives and there are no other subconsulting opportunities available, the Prime Consultant would indicate on the P-041 that is not applicable and submit or elect not to submit it at all.
- If the Prime Consultant is a white women owned firm and is proposing to use another white women owned firm, they are contributing to only 1 of the District's contracting objectives so they will need to justify their use of that firm which **can be done upon request or in the text of their proposal or on the P-041.**

In conclusion, the P-041 (Good Faith Outreach Efforts Documentation) form is not required; however, the short-listed firms may be asked to provide additional information on how any proposed subconsultant(s) were selected.