

City Hall Plaza Demonstration Garden and Low Impact Development (LID) Retrofit Project

Additional questions: RFP for Landscape Architect

Q1: On Page A-1 under Task 1#5. Final Design you ask for a cost estimate but it isn't itemized in the deliverables. Do you only want one construction cost estimate with the final design or an evolving cost estimate with each CD submittal package?

A1: For the purposes of the RFP, assume one (1) construction cost estimate.

Q2: The Planning/Design/Engineering/ Environmental budget is \$154,350, does this amount include the City's design fees? If so, what amount does the City anticipate or have allotted for design?

A2: Yes, it includes the cost of the City's engineering design. The line items within that breakdown are an estimate only, and would be subject to possible negotiation/change as an awardee is selected via this RFP. City design fees are currently estimated not to exceed \$24,000.

Q3: What is the City's expectation for construction oversight from the consultant? The RFP lists 2-3 site visits, or as needed – please clarify.

A3: The intention is to provide a cost estimate for the items identified in Task 3 at a minimum. The "As Needed" clause is included to allow flexibility in the Proposal based on the landscape architect's expertise and experience.

Q4: What year of Caltrans specifications will be utilized for project specs?

A4: CALtrans 2010

Q5: Is there any printed information/minutes available that can catch me up on the discussion? I'm particularly curious about the stakeholder process you are envisioning.

A5: An audio file was made of the pre-proposal meeting. This is available on the project web site: www.srcity.org/cityhalldemogarden. We are looking for a landscape architect to propose their vision, method and scope to lead the Stakeholder Involvement Plan as long as it meets the minimums as spelled out in the RFP.

Q6: How much additional conceptual design work you envision, or whether the current concept plans reflect a firm direction for the gathering areas and other elements shown?

A6: All design elements must be included in final design and the current plans represent a feasible option for delivering those elements. However, we will be looking to the landscape architect to modify the conceptual plans and coordinate with the City's civil design to produce the final design. This is true for all of the design elements. This was discussed at the meeting; please refer to audio file.

Q7: Why is the south side of the building not included in the grant area?

A7: The grant funding opportunity through the State Water Resources Control Board was primarily focused on storm water treatment. The project areas that we identified provided the best opportunity the leverage storm water quality treatment results in order to be competitive for the grant funding.

Q8: What has been done for water conservation in that lawn area if anything?

A8: The turf areas at City Hall have all been deficit irrigated for the last several years for both budgetary and water conservation purposes.

Q9: What groups did the City include in the public participation portion of the Case study and demonstration garden at the Stony Point facility?

A9: The Santa Rosa Municipal Services Center South (MSCS) facility on Stony Point Road houses portions of the City's Utilities and Public Works Departments. Two different demonstration garden projects occurred at this facility. The first demonstration garden was built in 2007 to demonstrate elements of the City's newly launched outdoor Green Exchange Rebate Program. This project was funded by the Utilities Department and there was no public participation process. The second project was completed in 2012. This project was designed and built by over 50 volunteers made up primarily of City staff. An internal stakeholder process was implemented to insure that staff were given the opportunity to provide input on the design.

Q10: What web resources or other outreach sources does the City regularly use in communicating with the public?

A10: The City's web site is a primary method as well as Utility bill inserts, radio ads, print ads, and social media.

Q11: Can the three required client references include someone who works for the City of Santa Rosa?

A12: Yes, you can provide the name of a City employee as a reference for a project in which you provided landscape architect design services. The work that you performed should be relevant to the needs of this project.

Q12: Is a facility provided for Community involvement meetings and design charrette?

A12: The City will provide the room. Cost of the facility does not need to be included in the Proposal.

Q13: In going through Exhibit A on page A-3 under Task 2 meetings, I see preparation meetings, but I do not actually see the number of design charrette or public meetings for inclusion in our fee. Should we just add the number of meetings we are projecting based on what we know so far?

A13: The intention is to provide a cost estimate for the items identified in Task 2 at a minimum. Flexibility is provided in the RFP to allow for the Proposals to be based on the landscape architect's expertise and experience.

Q14: In Task 3 should we include submittal review, RFI's, Bid Support, final acceptance/certification, irrigation audit and closeout?

A14: For the purposes of the Proposal, these items are not specifically specified. Please respond to items included in Task 3 at a minimum.