



## SWEETWATER AUTHORITY

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### GOVERNING BOARD

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JENNIFER H. SABINE  
ASSISTANT GENERAL MANAGER

November 25, 2020

Subject: Request for Proposals for Landscape Architecture/Urban Beautification Services

To Whom It May Concern:

Sweetwater Authority (Authority) is seeking a landscape architect firm (Consultant), to develop designs to aesthetically enhance and/or screen various Authority well facilities (Project), including developing cost estimates to implement the designs. *Sweetwater Authority encourages participation by local, small and/or disadvantaged businesses.*

Persons or entities submitting a proposal in response to this Request for Proposals (RFP) are referred to herein as “Proposer”, “Consultant”, or “Responder”.

### **A. BACKGROUND INFORMATION ON THE AUTHORITY’S WELLS**

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The Authority serves potable water to a population of approximately 190,000 in the City of National City, the unincorporated area of Bonita, and the western portion of the City of Chula Vista. Some of the water provided to Authority customers is sourced from water wells (fresh and brackish) located in numerous locations within the Authority’s service area:

- Three wells are located at the National City Well Complex in the City of National City.
- Eleven additional wells are located along Sweetwater River and at various other sites in the City of Chula Vista.

Some of the well sites have structural facilities (e.g., well houses); others are simply above ground well components consisting of piping, well pump motor, and electrical gear. Representational photos and vicinity maps are provided for reference.

The wells and ancillary facilities were built cost-consciously and for functionality in order to fulfill the Authority’s mission to provide current and future customers with a safe and reliable water supply. The Governing Board is interested in enhancing the facilities to improve their appearance and to better integrate them with the surrounding area.

Please note that only one of the well facilities (SDF Well No. 7) has potable water service for landscape irrigation. Water service can be installed, but this will need to be considered in the cost estimate for implementation. In some cases, the footprint of the well facility is very restricted and additional easements may need to be acquired to accommodate certain concepts.

## **B. CONSULTANT'S SCOPE OF WORK**

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The Authority desires for the selected Consultant to initially screen the 14 existing well sites for viability of consideration, then complete designs for the sites selected through the screening process to enhance the appearance of the well facilities and better integrate them into the surrounding area. Some of the wells are located in prominent locations (e.g., City parks) or adjacent to residences and are highly visible.

Schematic elements may include landscaping, public art, educational elements, screening, etc. *Consultants are encouraged to partner with local artist communities where appropriate on project elements.* The project should take into consideration the Authority's goal to promote water efficiency and the safety of tap water. In developing designs, the Consultant should consider the costs of the ongoing maintenance of the improvements, as well as deterring unwanted activities such as homeless encampments, litter, and graffiti.

The project will be divided into three Phases as follows:

**Phase 1 (Screening)** – The consultant shall review each well site to determine which sites should be eliminated from further consideration and which sites should advance to schematic design.

Project tasks in Phase 1 include:

- Attend a pre-project meeting with Authority staff to review scope requirements, tour the well facilities, and refine the project expectations, deliverables, and schedule
- Establish evaluation criteria to screen the well sites, such as visibility from public spaces, availability of land for landscaping within existing land ownership or easements
- Screen well sites against the evaluation criteria, present to Authority Board members and staff, and reach consensus on which sites will advance to schematic design

**Phase 2 (Schematic Designs)** – The consultant shall develop a schematic design for each of the subject well sites and a conceptual cost estimate (including ongoing maintenance costs)

Project tasks in Phase 2 include

- Develop one schematic design alternative for each selected well site, including a conceptual cost estimates for each design, working with local artist communities where possible; each schedule design shall indicate whether an expanded footprint is needed and whether water service installation is required
- Recommended plant materials and legends, as well as any other appurtenances should be shown in the schematic designs
- Review results with Authority staff and receive input/comments from staff
- Review results with Operations Committee (a subset of the Governing Board)
- Present results to Governing Board and receive direction on desired concepts for further refinement and due diligence investigation (e.g., easement acquisition, water service implications)

**Phase 3 (Refined Designs)** – In Phase 3, the consultant shall refine the selected designs based on input by the Board, research easement requirements with appropriate land use agencies, formalize partnerships with local artist communities and refine cost estimates.

Optional Task 1: The Authority plans to construct an 800,000-gallon welded steel water tank on the south side of Sweetwater Reservoir, adjacent to the County of San Diego's Summit Park, off San Miguel Road in the community of Bonita. Renderings of a proposed facility have been developed in conjunction with the environmental review for the project. The Authority desires for the consultant to develop a concept to enhance the aesthetics of the project, while controlling maintenance costs and protecting the facility from undesirable activities such as graffiti, tampering or public access. Consultants shall submit a plan to gather input from stakeholders with the consultant performing outreach and collecting input.

Optional Task 2: The Authority recently installed electrical facilities with a sun shade at the Claire-Vista Booster Station located at 688 Carla Avenue, Chula Vista, 91910. The Authority has been working with a neighboring property owner regarding the appearance of the newly installed facilities. Consultant shall submit a conceptual rendering and cost estimate that enhances/screens the facilities from the neighboring property.

## **C. PROPOSAL**

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The proposal submitted by potential consultants shall be concise, well organized and demonstrate the responder's experience applicable to the requirements of this Request for Proposal (RFP). A proposal submitted in response to this RFP shall be in the following order and shall include:

1. Describe firm's basic understanding of the Authority's proposed Project and qualifications of the firm to do the Project, and any summary information that may be useful or informative to the Authority.
2. Describe the firm, including how long the firm has been in business.
3. Identify the Project Team, including the primary contact/lead for the Project; Provide qualifications and capabilities of staff assigned to the work, including resumes for each member of the team.
4. Describe the Consultant's approach to the work and complete analysis of staff hours required of each individual to be assigned to the project.
5. Demonstrate possession of a California Certificate of Registration as a Professional Landscape Architect, with a minimum of five (5) years of experience on public, commercial and/or urban projects.
6. Describe the project team's experience with design of drought tolerant and California friendly landscape. The selected design consultant must have training and experience in water-efficient landscape design.
7. Provide a list of three past and/or on-going projects for which the consultant's services were or are similar to those described in this RFP. For each project, include the following:
  - A brief description of the project, date initiated, date completed (if applicable).
  - Name of owner and owner's project manager with contact information.

- Identify key personnel on the similar project that will also serve on the project team for the Authority's project
8. **Schedule:** Consultant shall provide a proposed schedule of work. The proposed work schedule shall show no more than one hundred twenty calendar days from the Authority's Notice to Proceed to completion of all work. Any exception to this schedule must be submitted with a written explanation detailing any request for time extension.
  9. **Costs:** Consultant shall provide, in a separate Portable Document Format (PDF) document, a not-to-exceed amount for the scope of work described above, as well as a schedule of hourly rates for each person or classification assigned to the project. The cost proposal should assume schematic drawings for all of the well sites, but should be scalable in case certain sites are eliminated during the Phase I Screening process. Consultant shall provide a separate cost proposal for each of the optional tasks.
  10. **Exceptions to the RFP:** The proposer shall certify that it takes no exceptions to this RFP, including but not limited to the Authority's Professional Services Agreement (Agreement), as attached in Exhibit A. If the respondent does take exception(s) to any portion of the RFP or Agreement, the specific portion of the RFP or Agreement to which exception(s) is taken shall be identified and proposed alternative language shall be provided and explained in the proposal.
  11. **Proposal Submittal:** Provide one electronic copy of the proposal in PDF format.

Proposals must be received by the Authority's NO LATER THAN 5:00 P.M. on Friday, January 8, 2021. Proposals emailed to Jennifer Sabine, Assistant General Manager at [jsabine@sweetwater.org](mailto:jsabine@sweetwater.org).

#### **D. PROPOSAL EVALUATION**

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Upon evaluation of the Consultant Proposals, the Authority's Consultant Selection Committee will determine the highest qualified firms for this project. The Authority's evaluation may include conducting interviews; however, the Authority reserves the right to select based solely on the written Proposals. The Authority will negotiate the final scope of work, fee, project schedule and contract terms with the selected consultant. Consultants will be evaluated based on the following areas of qualifications:

- Overall responsiveness of the submittal (15%)
- Experience of the firm with similar projects (15%)
- Quality of design and performance of similar projects (15%)
- Qualifications and experience of the assigned project team (20%)
- Project Understanding and Approach (15%)
- Knowledge of the project area and understanding of the community (10%)
- Capacity to accomplish work in the required time (10%)

#### **H. DISCLAIMER**

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This RFP does not commit the Authority to enter into an agreement for services, to pay any costs incurred in the preparation of a proposal, or to procure or contract for services or supplies. The Authority reserves the right to accept or reject any or all proposals received as a result of this request, to negotiate with any qualified source, or to cancel in part or in its entirety this RFP, if it

is in the best interest of the Authority to do so. The Authority shall not be obligated to contract any or all of the requested services to the selected consultant.

If you have any questions regarding this RFP, please contact Jennifer Sabine, Assistant General Manager at (619) 409-6702 or [jsabine@sweetwater.org](mailto:jsabine@sweetwater.org).

Sincerely,

SWEETWATER AUTHORITY

Attachments: Subject location photos  
Agreement for Services