

COMMUNITY DEVELOPMENT AND SUSTAINABILITY DEPARTMENT  
OPEN SPACE PROGRAM

23 Russell Boulevard – Davis, California 95616  
530/757-5610 – FAX: 530/757-5660 – TDD: 530/757-5666



**Delivered by electronic mail**

August 1, 2018

Name, Title  
Firm Name  
Firm Street Address  
City, CA Zip Code

**RE: Request for Proposals** – Landscape design and cost-estimating services associated with a habitat restoration project in the City of Davis

Dear \_\_\_\_\_:

The City of Davis is seeking a qualified landscape architect to provide design and cost-estimating services associated with a habitat restoration project on three acres of City-owned land adjacent to Julie Partansky Pond at F Street and Anderson Road in North Davis. The land is currently vacant and covered in weeds. The City seeks to transform this land into upland habitat using Measure O money (i.e., the City's open space parcel tax). The City is looking for an experienced landscape architect to prepare design development documents for the habitat improvements and estimate the cost to construct them.

A map of the subject site can be found in Attachment 1 and a scope of work can be found in Attachment 2. If you are interested in responding to this request for proposals, please submit two hard copies of your proposal to my attention **before 5:00 p.m. on Friday, September 7, 2018.** Proposals should be sent to the following address:

Tracie Reynolds  
Open Space Program Manager  
City of Davis  
Community Development and Sustainability Department  
23 Russell Boulevard  
Davis, CA 95616

**ATTN: RFP – Habitat Restoration – North Davis Upland Habitat Area**

The submittal requirements are detailed in Attachment 3. Please submit the requested information in the order presented in Attachment 3. Late submittals will not be considered. The City reserves the right to reject proposals for any reason.

The most highly qualified landscape architect at the most affordable price will be selected for this assignment. The City hopes to select a landscape architect and enter into a contract (See Attachment 4) within three weeks of receiving the submittals. To assist consultants with

responding to this request for proposals, the City is organizing one site visit on Thursday, August 16, 2018 at 9:00 a.m.

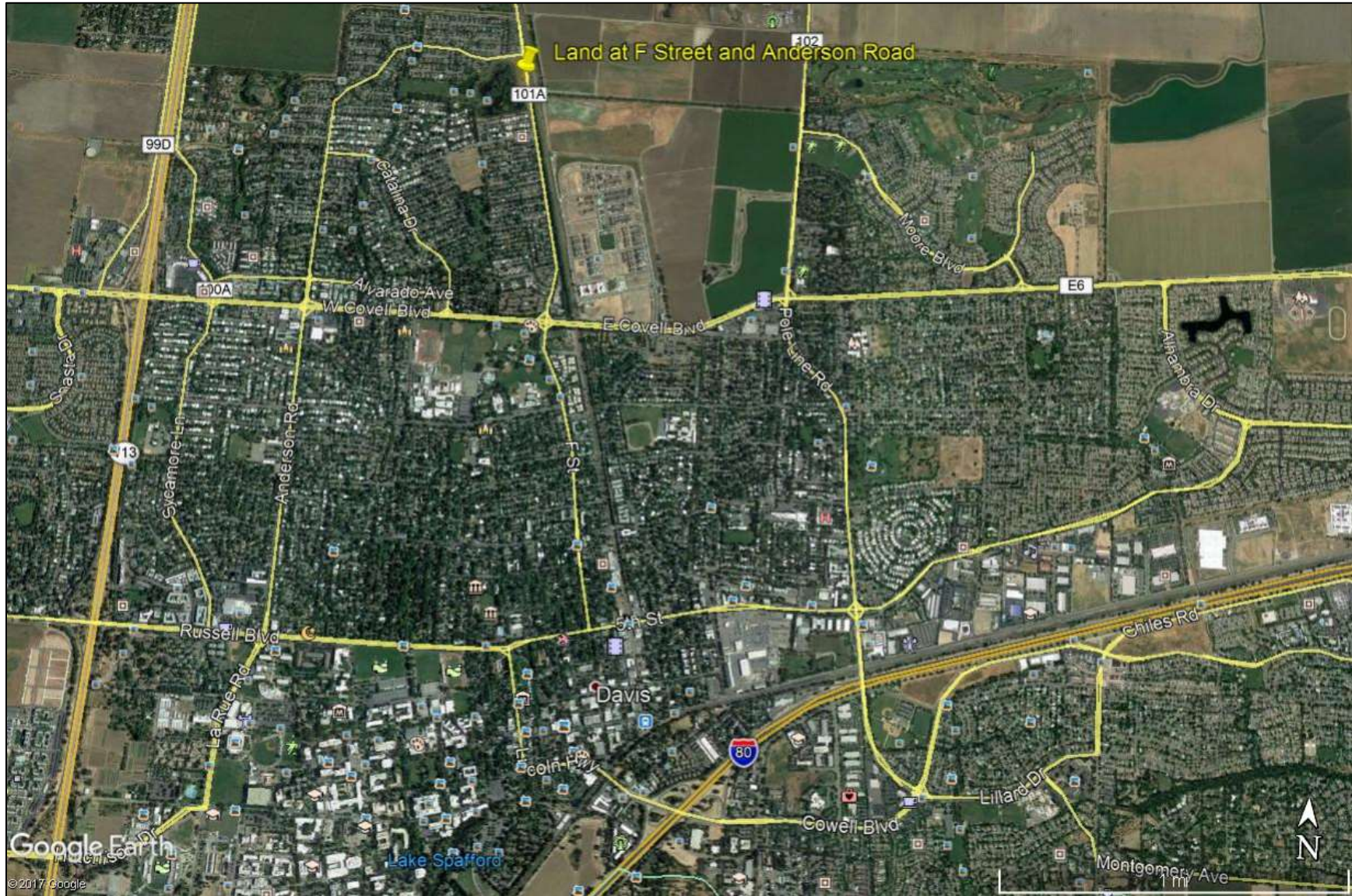
The City looks forward to receiving your submittal. If you have any questions, please contact Chris Gardner, the City’s Open Space Lands Manager, at [CGardner@cityofdavis.org](mailto:CGardner@cityofdavis.org) or at (530) 681-8789. Thank you for your time and effort with this request for proposals.

Sincerely,

Tracie Reynolds  
Open Space Program Manager

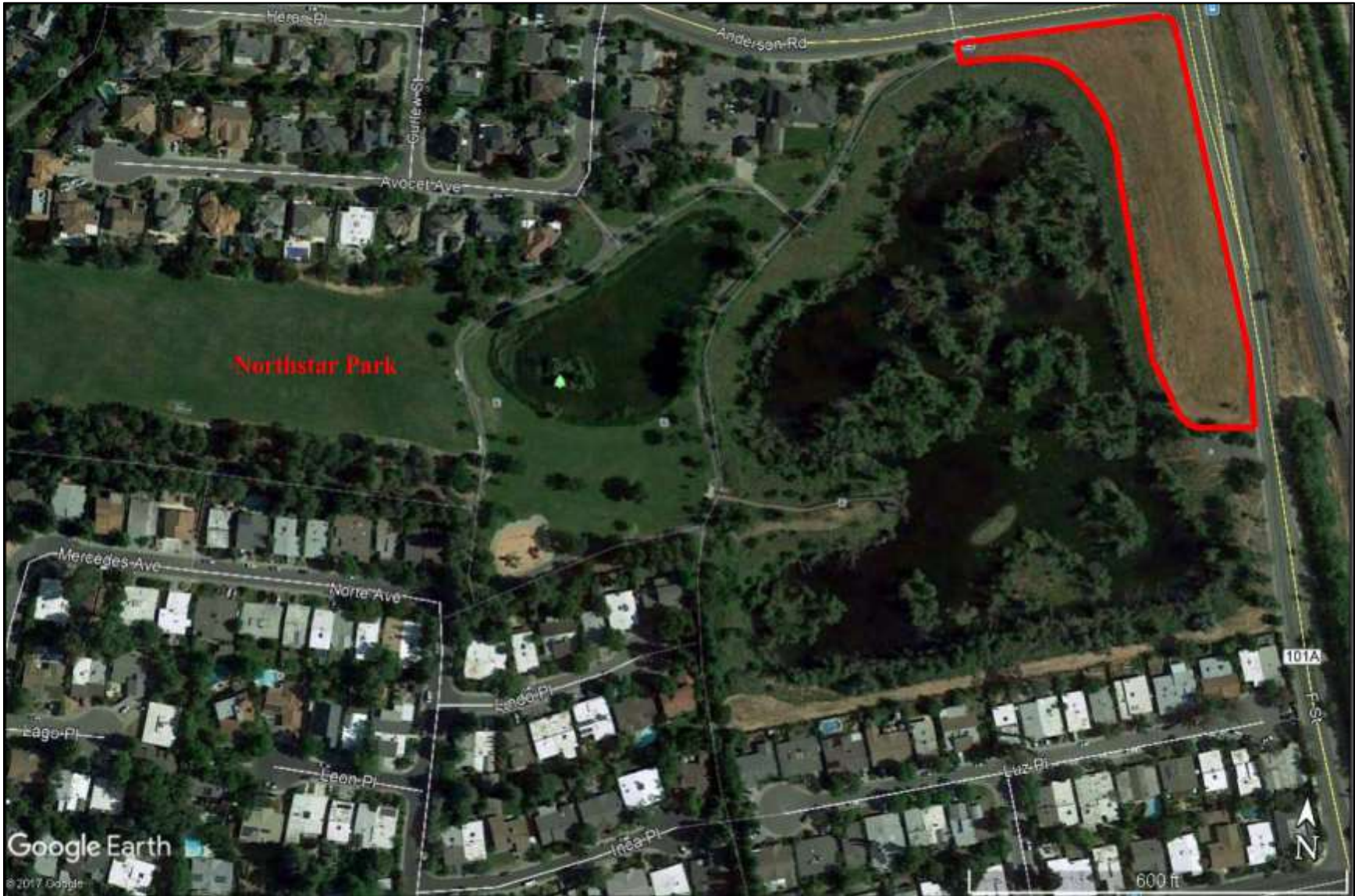
- Attachment 1: Location and Site Maps
- Attachment 2: Scope of Work
- Attachment 3: Submittal Requirements
- Attachment 4: City of Davis Form Consultant Services Contract

**Attachment 1  
Location and Site Maps**





**Attachment 1  
Location and Site Maps**



## **Attachment 2 Scope of Work**

The City of Davis, as part of its Open Space Program, wants to construct habitat improvements on three acres of City-owned land adjacent to Julie Partansky Pond at F Street and Anderson Road in North Davis. The City wants to transform this vacant, weed-infested parcel into upland habitat. Part of the site must be reserved for a future landing for a bike overcrossing, so the design will need to take this into consideration. The desired improvements include:

- a new walking trail between the existing sidewalk and greenbelt path,
- new locational and interpretive signs,
- a pond overlook area,
- a hedgerow of rapidly establishing native plants to prevent the spread of invasive grasses from the detention pond,
- new seating areas (no benches), and
- upland habitat plantings (i.e., native grasses, valley oak trees, native plants).

The City has already designed conceptual drawings for this project, in collaboration with the Friends of North Davis Pond, which the selected landscape architect can use as a starting point for the design development documents. The City needs more detailed drawings and a cost estimate in order to select a contractor to do the installation/construction of the habitat improvements. The following outlines the tasks required:

**Task 1: Attend kick-off meeting and site visit.** The consultant will meet on site with the City staff team and members of the community to refine the project parameters. An initial concept for the improvements can be found on the next two pages.

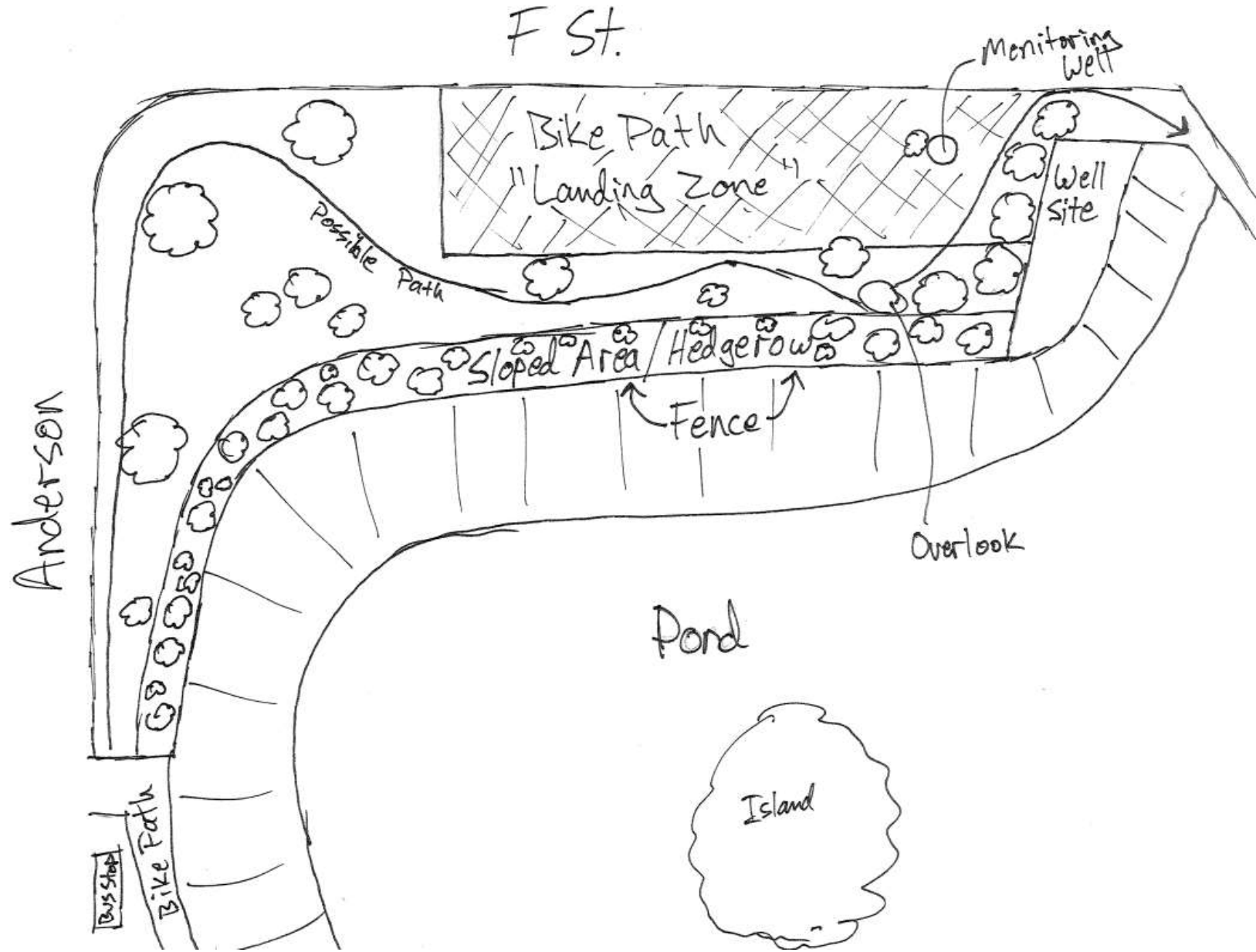
**Task 2: Develop draft design development documents.** The consultant shall prepare draft design development documents for the improvements, which shall be submitted to the City for review and approval. The City will solicit feedback on the draft design development documents from the Friends of North Davis Pond and the City's Open Space and Habitat Commission.

**Task 3: Develop final design development documents.** Based on the feedback received in Task #2, the consultant shall prepare final design development documents for the improvements.

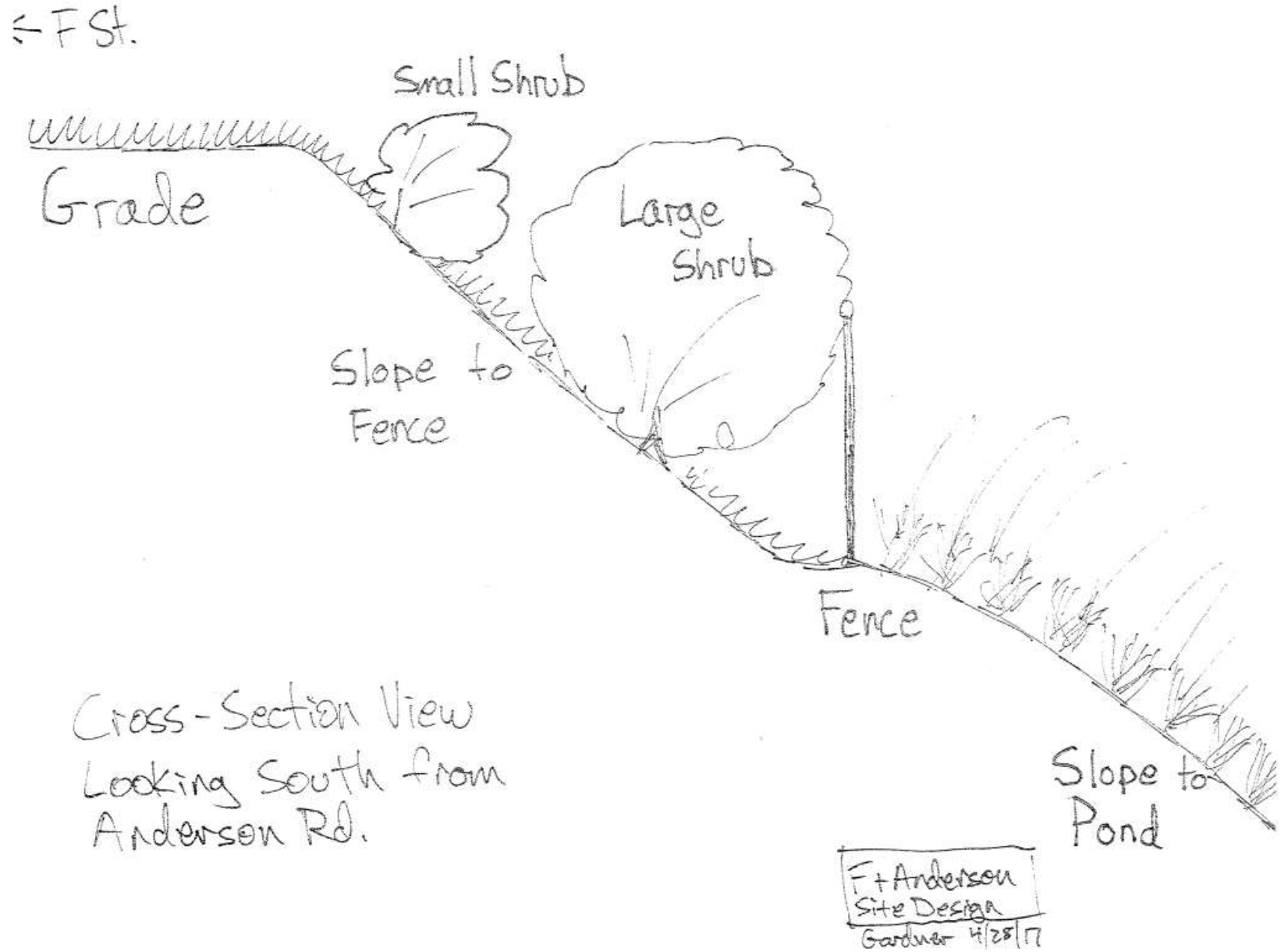
**Task 4: Prepare a draft cost estimate.** The consultant shall prepare a draft cost estimate, which shall be submitted to the City for review and approval.

**Task 5: Prepare a final cost estimate.** Based on feedback from the City, the consultant shall prepare a final cost estimate, which shall be submitted to the City for review and approval.

Attachment 2  
Scope of Work



Attachment 2  
Scope of Work



Cross-Section View  
Looking South from  
Anderson Rd.

## **Attachment 3 Submittal Requirements**

The consultant shall submit the following information to the City, in the order presented in this attachment. Incomplete submittals will not be considered.

- 1. Firm Qualifications**  
Please include your firm's qualifications for this assignment. Please include summaries of at least three projects your firm has worked on that are similar to the assignment discussed in this request for proposals. Identify what work your firm was responsible for.
- 2. Staff Qualifications**  
Please identify who would be working on this assignment and describe their qualifications for this assignment. Please include resumes for each person anticipated to work on this assignment and their expected role.
- 3. Timeline**  
Please indicate the timeline to complete the scope of work described in this request for proposals.
- 4. Budget**  
Please submit a budget for this assignment, showing hourly rates for each staff person working on this assignment, along with the time and budget required to complete each task. The City will pay for these services based upon a maximum not-to-exceed amount. The consultant must submit a detailed cost proposal broken down by task, person, and hourly rate.
- 5. City Requirements**  
Please review the attached City of Davis Form Consultant Services Contract (See Attachment 4) and indicate your firm's acceptance of this contract. If your firm has objections to specific provisions, please indicate those objections in your submittal.
- 6. References**  
Please provide up to three references of people who can attest to the consultant's work. Please include the organization name and address, the name, email address, and telephone number of a contact person, and a brief description of the services performed by the consulting firm and the outcome. Indicate the role of proposed team members in the projects.



**Attachment 4**  
**City of Davis Form Consultant Services Contract**

See separate attachment.