



# City of La Quinta

**CITY / SA / HA / FA MEETING DATE:** June 3, 2014

**AGENDA CATEGORY:**

**ITEM TITLE:** APPROVE A REQUEST FOR PROPOSALS TO OBTAIN PROFESSIONAL LANDSCAPE ARCHITECTURAL SERVICES FOR NORTH LA QUINTA PARKWAYS AND ENTRYWAYS LANDSCAPE CONVERSION PROJECT

**BUSINESS SESSION:**

**CONSENT CALENDAR:** 13

**STUDY SESSION:**

**PUBLIC HEARING:**

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## **RECOMMENDED ACTION:**

Approve a Request for Proposals to obtain professional landscape architectural services for the North La Quinta Parkways and Entryways Landscape Conversion Project.

## **EXECUTIVE SUMMARY:**

- This project entails developing landscape concepts to convert the City-maintained parkway and entryway landscape in north La Quinta into an aesthetically pleasing low maintenance, water efficient desertscape environment.
- Approval of the Request for Proposals ("RFP") (Attachment 1) will initiate the project development process by soliciting design/concept proposals from landscape architects.
- If approved, the consultant selection committee will review the proposals, interview the top firms, and make a contract recommendation to the City Council in July 2014.

## **FISCAL IMPACT:**

Per City Council direction, the construction cost for this project would be capped at \$2,000,000. Based on this construction cost estimate, staff anticipates that the services requested by this RFP would cost of \$75,000. A funding source needs to be identified; one option would be to use a portion of the \$695,000 the City will receive starting in July 2014 to repay the former redevelopment agency's General Fund loan.

## **BACKGROUND/ANALYSIS:**

On May 6, 2014, staff presented two landscape options to the City Council that would help offset the City's maintenance and utility costs for north La Quinta subdivisions that

have their parkway and entryways maintained under the City-wide Lighting and Landscape District (“District”). The City maintains approximately 525,000 square feet of landscaped area within eleven neighborhoods in north La Quinta (see Exhibit A of the RFP). This adds to the District’s deficit, which is estimated to total almost \$600,000 in Fiscal Year 2014/2015.

The purpose of the project is to convert the existing landscape within these areas to a low maintenance, low water usage desert landscape environment that will comply with the Coachella Valley Water District Landscape Water Management Plan. With this purpose in mind, the resultant capital project(s) are intended to be aesthetically pleasing and reflect the personality of each of the adjoining neighborhoods, while helping the City balance its District budget in the future.

The RFP solicits consulting services from a professional landscape architect. As part of the scope of work, the consultant will be responsible for the following:

- Prepare an inventory of existing conditions;
- Evaluate and recommend what can be salvaged for reuse;
- Develop landscape themes and concept drawings adaptable to all eleven neighborhoods;
- Develop an estimate of probable costs; and,
- Conduct neighborhood meetings to obtain resident feedback.

The City Manager intends to appoint a Consultant Selection Committee consisting of the following members: Bryan McKinney, Principal Engineer; James Lindsey, Maintenance Manager; Maria Casillas, Management Analyst; and Nick Nickerson, Project Manager. If the City Council wishes to appoint a different committee, the committee would be subject to the Brown Act unless the committee consists solely of two Council Members.

The consultant will also work with the Coachella Valley Water District to determine any potential rebates for reduced water usage before presenting the concepts and cost estimates to the City Council for consideration.

If the RFP is approved, the following is the estimated project timeline in order to include these improvements in next year’s Capital Improvement Program:

Approve Design RFP	June 3, 2014
Proposals Due to City	July 3, 2014
Approval of Design PSA	July 17, 2014
Prepare Concept Plans	August – September, 2014
Present Concept Plans to Neighborhoods	October – December, 2014
Present Concepts and Cost Estimates to City Council	February 2015

**ALTERNATIVES:**

Council may choose not to issue the design RFP at this time; however, this would delay implementation of future improvements that could help balance the District budget currently being subsidized by the General Fund. Therefore, staff does not recommend the alternative.

Report prepared by: Bryan McKinney, Principal Engineer

Report approved for submission by: Timothy R. Jonasson, P.E.

Public Works Director/City Engineer

Attachment:           1. RFP





**CITY OF LA QUINTA  
REQUEST FOR PROPOSAL  
NORTH LA QUINTA PARKWAYS AND ENTRYWAYS LANDSCAPE  
CONVERSION PROJECT**

The City of La Quinta requests proposals from qualified professional landscape architects to develop landscape palette options and concept themes for use during the future North La Quinta Parkways and Entryways Landscape Conversion Project.

**General Design Parameters**

The City of La Quinta is considering the conversion of the City maintained parkways and entryways landscape within eleven neighborhoods located in north La Quinta from a standard desert landscape palette to a palette featuring multi-colored Decomposed Granite (DG), cobble and boulders with drought tolerant landscaping as accents. The purpose of the project is to convert the existing landscape to a low maintenance, low water usage desert landscape which complies with the Coachella Valley Water District (CVWD) Landscape Water Management Plan while significantly reducing the cost for maintenance and utilities to the City's Lighting and Landscape (L&L) district. It is understood that some of the areas will require significant rehabilitation, while others may only require minor modifications to meet current City/CVWD standards. The areas consist of approximately 525,000 square feet of landscaped area. A vicinity map depicting these areas is provided as Exhibit A.

**Services Requested**

Services and products to be rendered in performing all work associated with project development may include, but may not be limited to:

- Prepare an inventory of existing conditions. It is the City's intent that as much of the existing landscape material and irrigation systems be salvaged and/or reused with the new palette.
- Develop up to three landscape concepts adaptable to all eleven neighborhoods which meet the City's low maintenance, low water usage requirements. Concepts should reflect the neighborhood personality and aesthetic qualities. All concept drawings will be provided in color. Draft drawings may be provided in black and white so long as they are developed in a manner where features are easily distinguished.
- Prepare Estimate of Probable Construction Costs. Consultant will be required to prepare a cost estimate for each concept alternative under consideration. The cost estimate will consider the reuse of any salvaged landscape or salvaged as well as an estimate of any rebates available through CVWD's landscape conversion program. (See CVWD.org for details.) **The total construction cost of this project should be no more than \$2 million.**
- Obtain neighborhood feedback. The Consultant will coordinate with homeowner groups within each of the eleven neighborhoods to obtain input on landscape palette concepts. Neighborhood feedback will be

summarized and made available to the City Council when concepts are presented for formal consideration. There are several organized groups within the eleven neighborhoods being considered. City staff will assist Consultant in identifying the appropriate neighborhood contacts. The Consultant will be permitted to consolidate community meetings. Consultant's proposal should recommend the number of community meetings based on its prior consensus building experience. However, a minimum of two (2) community meetings will be required.

- Consultant coordination will also include an appropriate number of meetings with City staff. The consultant should plan on attending a City Council Study Session and a regular City Council meeting for final approval landscape concept(s).

### **Plans, Specifications and Estimates (PS&E)**

Not included in this Request for Proposal. At the conclusion of the approval of the landscape concept(s) and cost estimates the City may request a proposal from the Consultant to prepare the PS&E for the resultant project from this planning effort.

### **Proposal Format**

Proposals (work proposal and cost proposal) are to be submitted in separate envelopes clearly marked with the consultants name, address and phone number. Only one proposal per consultant will be considered.

Proposal packages are to be submitted to the City on/or before **July 3, 2014 at/or before 5:00 p.m.** Proposals received after the stated deadline shall not be accepted. Proposal packages are to be delivered to:

Bryan McKinney, P.E., Principal Engineer  
City of La Quinta Public Works Department  
78-495 Calle Tampico  
La Quinta, CA 92253

Consultants are encouraged to keep their proposals brief and relevant to the specific work required. Proposals shall include the following items:

#### **1. Work Proposal (envelope 1) - submit 4 copies**

##### **A. Cover Letter**

- (1) The name, address and phone number of the consultant's contact person for the remainder of the selection process.
- (2) Any qualifying statements or comments regarding the consultant's proposal, the information provided in the RFP or the proposed contract.
- (3) Identification of sub-consultants and their responsibilities.

##### **B. Statement of Qualifications**

- (1) A listing of proposed project personnel, including personal experiences and individual resumes for prime and sub-consultants.

(2) Consultant's and sub-consultant experience with similar work, including names and current phone numbers of reference for listed projects.

C. Project Understanding and Approach

A description of your project understanding, and how you will approach the project.

D. Scope of Work Program

A description of the tasks, sub-tasks, and deliverables that will be provided.

E. Project Schedule

A comprehensive Critical Path Method (CPM) schedule is to be submitted describing the nature and scheduling of proposed tasks and reflecting October 1, 2014 as the start date

2. **Cost Proposal (envelope 2) – Submit two (2) copies**

The consultant is to submit two copies of a detailed cost proposal for all services and materials anticipated in completing the project. Man-hours and extended billing rates per classification of personnel will be indicated for each task and/or sub-task defined.

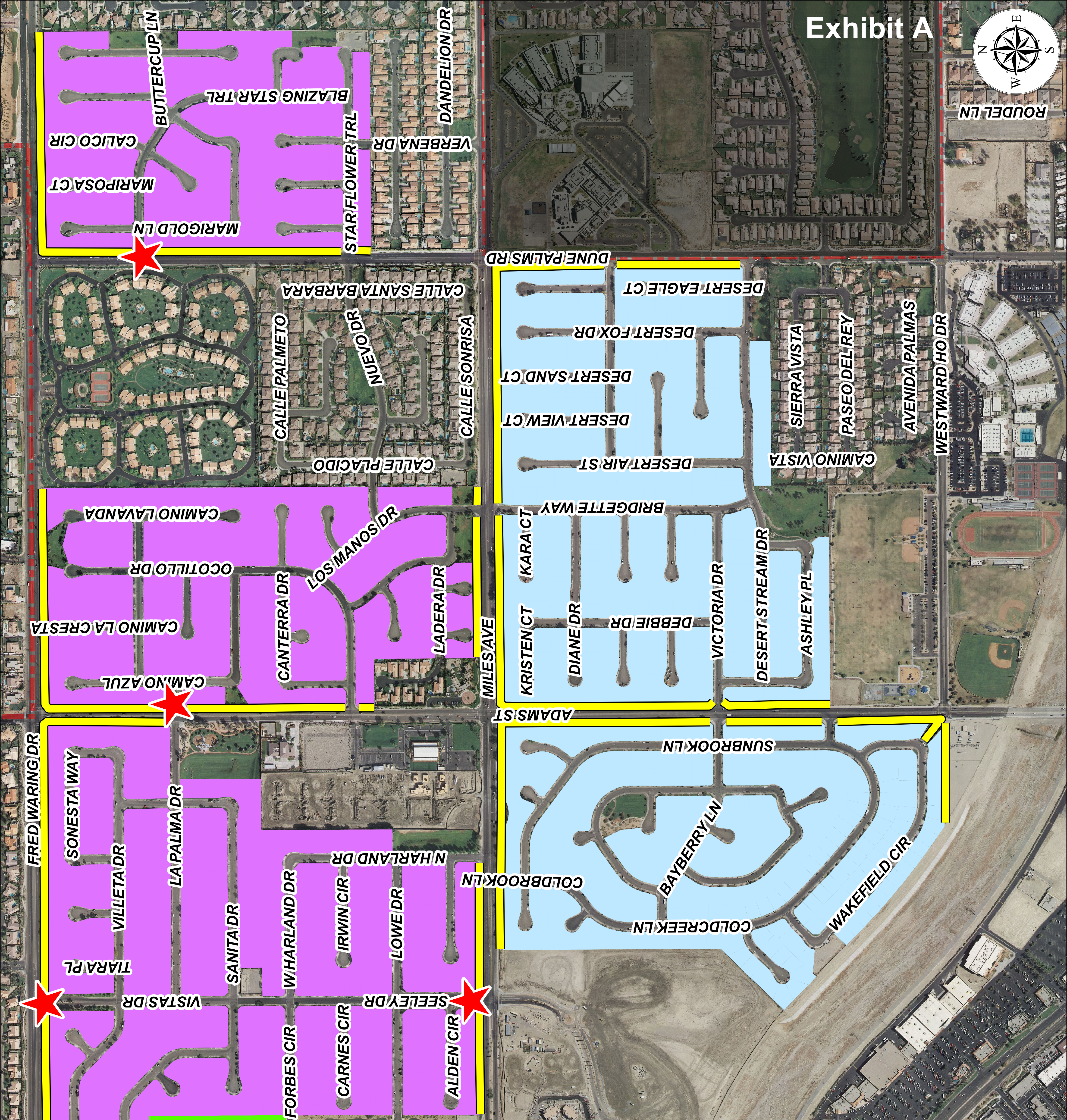
**Selection Process**

Work Programs will be reviewed by a Consultant Selection Committee. The Committee will rank the consultants for contract negotiations based upon the materials submitted within the Work Proposal. The Committee may or may not choose to interview two or more closely-rated firms, but will not expect or schedule time for elaborate presentations. Cost proposals will be opened only after the ranking process is complete.

The City will open contract negotiations with the top-ranked firm. The successful consultant will be expected to enter into the Professional Services Agreement included as Exhibit B.

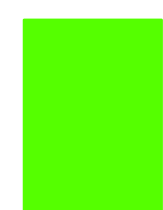


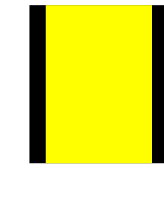







**LEGEND**



-  Zone 1 - La Quinta Del Oro
-  Zone 2 - Acacia  
*La Quinta Highlands*  
*La Quinta Vistas*  
*Rancho Ocotillo*  
*Quinterra*  
*Cactus Flower*
-  Zone 3 - Desert Pride  
*Marbella*  
*Sierra del Rey*  
*Topaz*
-  Landscaped Parkway Maintained by City of La Quinta
-  Landscaped Entrance with Median Maintained by City of La Quinta





