New Jerusalem Elementary School District
31400 S. Koster Road
Tracy, California 95304

Request for Proposals (“RFP”)
For Landscape Design Services For
Design of Athletic Field

RFP Issued: February 16, 2018
Responses Due: March 7, 2018 at 9:00 AM
Selection by District: March 12, 2018 at 10:00 AM
Request for Proposals
For Landscape Design Services
For Design of Athletic Field

The New Jerusalem Elementary School District (the “District”) is seeking proposals from qualified landscape designers for the design of an athletic field within the District.

1. Critical Dates

Submittal Due Date: One (1) signed proposal shall be submitted to David Thoming, Superintendent, via email at dthoming@njes.org by 9:00 A.M. on March 7, 2018.

Proposals not received by the deadline will not be considered.

Selection Date: As currently scheduled, the District will select a provider for landscape design services for the Project by March 12, 2018.

2. Project Description

The District plans to develop an athletic field on a District-owned site located at 31199 S. Koster Road, in Tracy, San Joaquin County, California (to be referred to in this RFP as “the Project”).

3. Scope of Work

The Scope of Work includes preparing drawings for the conceptual design and placement of tangible objects and landscape features for an athletic field to be used for football, softball, and baseball. The Scope of Work does not include preparing construction documents, details, or specifications for tangible landscape objects or landscape features, nor does it include preparing grading or drainage plans for the alteration of sites. The Project will include an athletic field approximately 7 acres. The estimated design costs are $5,000, excluding costs for inspection.

The landscape designer will be expected to perform the scope of services described in the service agreement accompanying this RFP (Attachment A), which will be the form of agreement that the landscape designer must execute. Any proposal submitted in response to this RFP (including the proposed contract price) must be based on the scope of services, obligations, and other terms of this service agreement.

4. Proposal Format and Content
The proposal should be clear, concise, complete, well organized, and demonstrate respondent’s ability to follow instructions.

One (1) signed proposal must be provided, with no more than 10 single-sided pages in total length.

All respondents are requested to follow the order and format specified below.

The cover shall include the RFP’s title and submittal due date, the name, address, fax number, and the telephone number of responding landscape designer.

The table of contents shall include complete and clear listings of headings and pages to allow easy reference to key information.

The following sections should be included in the proposal in the order listed:

A. A cover letter signed by the proposed landscape designer and indicating contact person(s) for this Project.

B. Project Cost Information – Provide a price, including an itemized spreadsheet with data supporting your estimation of the amount of time and reimbursable expenses you expect will be necessary to perform the services. All elements of the fee calculations and reimbursable expense calculations must be provided, plus an hourly rate sheet for additional services. The District will negotiate with one or more responding landscape designers for a final contract price for the Project.

C. Qualifications and Experience - Provide a description of three (3) similar projects designed by the landscape designer in the past five (5) years. Provide a current and projected workload that might affect the Project.

D. Scheduling Information - Provide a design timeline for the Project. It is anticipated that the Project will commence on March 15, 2018, to be completed by April 2, 2018.

E. Proposed Staffing Plan - Provide an estimate of the staffing for landscape design services on this Project. Specifically, indicate the identity and amount of time that the landscape designer is projected to spend providing services.

5. Selection Process
A. The purpose of this Request for Proposals is to enable the District to select the landscape designer with whom the District intends to enter a contract for design of the entire Project pursuant to the attached service agreement.

B. The District will use the selection and negotiation process outlined below. A review and selection committee composed of key District administrators and consultants will review and evaluate all proposals.

C. Proposals will be opened privately to assure confidentiality and to avoid disclosure of the contents to competing respondents prior to and during the review, evaluation, and negotiation processes. However, to the extent that the submittals are public records under California law, they may be subject to release to members of the public if specifically requested under applicable law.

D. The following items will be considered by the District in the selection process:
   - Conformance to the specified proposal format.
   - Organization, presentation, and content of the proposal.
   - Qualifications and experience.
   - Proposed methods and overall strategic plan to accomplish the work in a timely and competent manner within the District’s financial constraints and time frames.
   - Completeness of estimated cost of all landscape design services for the entire Project, and the cost itself.

6. Selection and Contract Negotiations

The District will enter negotiations with one or more of the proposing entities regarding the contract price. The terms of the service agreement (Attachment A) other than price, including the payment structure, are not negotiable. Should the District be unable to negotiate a satisfactory contract with one of the proposing entities, the District is under no obligation to enter an agreement with any of the entities. The District reserves the right to award the Project to the entity the District deems most suitable to undertake the Project based on many factors, including demonstrated competence and qualifications for the types of services to be performed, and a fair and reasonable price. The District further reserves the right to reject any or all proposals, or waive any irregularities in any of the proposals submitted pursuant to this RFP.
7. **General Information**

**Amendments:** The District reserves the right to cancel or revise this RFP in part or in its entirety. If the District cancels or revises the RFP, all respondents will be notified by addenda. The District also reserves the right to extend the date responses are due, or postpone the selection date.

**Inquiries:** Any questions concerning this RFP or selection process may be directed to David Thoming, Superintendent, dthoming@njesd.net New Jerusalem Elementary School District; Telephone: (209) 830-6363; Replies involving any substantive issues will be issued by addenda and mailed to all parties recorded by the District as having received the RFP documents.

8. **Special Conditions**

**Non-Discrimination:** The District does not discriminate on the basis of race, color, national origin, religion, age, ancestry, medical condition, disability, or gender in consideration for an award of contract.

**Costs:** Costs of preparing a proposal in response to this RFP are solely the responsibility of the respondent.

**Limitations:** This RFP does not commit the District to award a contract, to defray any costs incurred in the preparation of a proposal pursuant to the RFP, or to procure or contract for work. The District reserves the right to waive any irregularities in the proposals received pursuant to this RFP, or in the process outlined herein for selection of a landscape designer for the Project.