



Ventura County Community College District

Oxnard College

REQUEST FOR PROPOSAL

Landscape Architectural Design Services

Proposals due by:

2:00 p.m.

March 19, 2004

Deliver to:

Project Director
The JCM Group
c/o VCCCD, Capital Planning, Design and Construction
333 Skyway Drive
Camarillo, CA 93010

Request for Proposal
Oxnard College
Landscape Architectural Design Services

1.0 PROJECT REQUIREMENTS

Provide comprehensive site landscape design services in accordance with the proposed facilities master plan buildout. The scope of this work will cover three phases; the design for the Rose Avenue corridor, the design for the storm detention basin at the northwest corner of Rose Avenue and Bard Road, and the enhancement and upgrades to the existing landscaping along Bard Road.

The Rose Avenue corridor design is intended to be a landscape buffer with serpentine berming, meandering walkways, a par course design, with both pedestrian and landscape accent lighting.

Hardscape design will be minimal for these three phases.

2.0 SCOPE OF SERVICES

Landscape Architect shall provide the following landscape architectural services for the project site as follows:

- 2.1 Project Management – Provide supervision and quality control on the project during the design phase, the document preparation phase and the bidding and construction phase.
- 2.2 Landscape Schematic Design Plan
 - 2.2.A Review Master Plan requirements/recommendations.
 - 2.2.B Meet with Client and other team members to discuss the project concepts, program requirements, budgets, schedules, and to further define the scope of the work.
 - 2.2.C Site orientation visit to inspect, photograph, and make field notes regarding the existing site and surrounding environment.
 - 2.2.D Preparation of Schematic Design Plan and presentation to Oxnard Community College representatives and make revisions as needed based on their input.
 - 2.2.E Review and analysis of existing campuswide irrigation system and the proposed campus development program. Landscape Architect shall develop comprehensive schematic irrigation documents for purposes of the master plan build out for the entire campus.
 - 2.2.F Provide itemized construction cost estimates for all proposed work prior to start of construction documents.

2.3 Construction Drawings

2.3.A Preparation of complete landscape construction plans.

- 2.3.A.1 Construction Plan – Show layout of all construction items for proposed area. All constructed components will be located and called out. Provide details as needed to support the construction documents..
- 2.3.A.2 Planting Plan and Details – Show location, size, quantity and type of plant materials. Show botanical names and common names. Provide planting details for special planting procedures, staking and guying. Provide specifications for bidding and installation requirements.
- 2.3.A.3 Irrigation Plan and Details – Show design and equipment specification of the irrigation system for these three phases. Design will meet minimum code requirements and tie into the existing campuswide irrigation system. Provide detailed specifications and calculations to support the irrigation design and installation requirements.
- 2.3.A.4 Grading / Berming Plan – Coordinate with Master Plan Civil Engineer in the design and development of precise grading plan for both berming and detention basin plans. Review and sign off on final grading plan.
- 2.3.A.5 Provide landscape lighting plan for proposed area. Master plan electrical engineer will provide design information as may be required.
- 2.3.A.6 Coordinate with geotechnical engineer to evaluate and determine suitability of soils for planting and make necessary recommendations for enhancements.

2.3.B Review submittals as needed with Client and other team members.

2.4 Bidding Construction Phase

- 2.4.A Assist owner in preparation of instructions to bidders and assimilation of ADD - Alternate Scope.
- 2.4.B Review bids from qualified landscape contractors and provide bid evaluation and value engineering to Owner as necessary to meet budget requirements.
- 2.4.C Attend meetings at the job site for the purpose of a pre-construction review of the construction drawings with the contractor(s) and the Client's representative.
- 2.4.D Conduct periodic field visits during the construction phase to observe and become generally familiar with the progress of the work, to determine if the work is proceeding in accordance with the construction drawings, and to inform the Client of construction progress.
- 2.4.E Review required contractor submittals to determine if they conform to the visual and aesthetic design intent of the construction drawings.
- 2.4.F Approve layout of plant material prior to actual planting.
- 2.4.G Landscape Architect shall visit nurseries and select major plant material for project.
- 2.4.H Review and sign off of final as-built drawings as submitted by the contractor.
- 2.4.I Provide field visit for final completion review with Client's representative and contractor, including but not limited to testing and adjustment of final irrigation installation.

3.0 DELIVERABLES

- 3.1. CD-R - One CD-R containing an AutoCAD 2002 drawing file of the project area ready for bidding (planting, irrigation, details).
- 3.2. Specifications - One set of reproducible specifications.

4.0 INSURANCE

The Landscape Architect shall provide and maintain insurance coverage for claims under Workers Compensation Acts; claims for damages because of bodily injury, including personal injury, sickness or disease, or death of employees or of any other person; and from claims for damages because of injury to or destruction of tangible property, including loss of use resulting therefrom. The Landscape Architect's proposal shall be in conformance with the District required coverages and limits of liability of professional liability insurance that will be maintained for protection from claims arising out of the performance of professional services. Certificates of Insurance evidencing the above coverages shall be made available at the Owner's request (see Exhibit B).

5.0 SERVICES NOT INCLUDED UNDER THIS PROPOSAL

The following services and all other services not specifically listed herein shall be excluded:

- 5.1 Governmental and public agency fees, cost of bonds, permits and taxes.
- 5.2 Civil, electrical, geotechnical engineering services.
- 5.3 Surveying or environmental graphics.

6.0 PROPOSAL REQUIREMENTS

6.1 Time of Performance

Provide, as part of the proposal evaluation, a schedule for the completion of the work as related directly to the itemized scope of services.

6.2 Qualifications

All services shall be performed by qualified personnel under the supervision of a professional licensed or otherwise qualified by the State of California to practice landscape architecture, and the document(s) submitted shall bear the Architect's seal and statement to that effect. Provide client references for similar projects, and provide resumes of principles and associates.

6.3 Itemized Fee/Rate Schedule

The Landscape Architect shall attach a proposed itemized fee for this work. The itemized fee should be correlated with the schedule and the Scope of Services.

Please provide as a separate document your most current rate schedule. The cost of the design work (including all reimbursables, the furnishing of all materials, equipment and computers, labor and any required insurance) shall be based upon the aforementioned itemized fee for all services based on this proposal, with any adjustments to the stipulated fee being computed in accordance with the Landscape Architect's attached rate schedule, if changes in the work are authorized.

7.0 ITEMS TO BE SUPPLIED BY OWNER

- 7.1 Master Plan for Oxnard College
- 7.2 Existing aerial survey dated November 2003 (E-File on CD)
- 7.3 Photographs of property
- 7.4 As-built drawings, site plan, etc. of existing improvements
- 7.5 Existing irrigation plans and recent water pressure test information.
- 7.6 Final grading plans for detention area
- 7.7 Soils reports and any additional geotechnical information necessary
- 7.8 Electrical engineering services as may be necessary to design/install proposed landscape lighting

8.0 NON OBLIGATION

This Request for Proposal shall not be construed to create an obligation on the part of the District to enter into a contract with any geotechnical firm. This request is an information solicitation of proposals only. This proposal is not intended, nor is it to be construed as, a request for formal bids pursuant to any statute, policy or regulation. The District reserves the right to reject any and all proposals or to accept the proposal that, in the judgment of the District, is in its best interest.

Attachments:

- Exhibit A – Standard Consultant Agreement
- Exhibit B – Insurance and Indemnification Attachment to the Standard Consultant Agreement
- Campus map showing area of work

*Existing aerial survey provided upon request. E-mail to: mboulton@vcccd.net
Any questions regarding this RFP should be e-mailed to: mboulton@vcccd.net*

**Ventura County Community College District
Oxnard College**

**Request for Proposal
Landscape Architectural Design Services**

**EXHIBIT A
VCCCD Standard Consultant Agreement**

**VENTURA COUNTY COMMUNITY COLLEGE DISTRICT
STANDARD CONSULTANT AGREEMENT**

Project: _____

___ Moorpark College ___ Oxnard College ___ Ventura College ___ District Service Center

THIS AGREEMENT, made and entered into this ____ day of _____ 2004____, by and between the Ventura County Community College District, hereinafter referred to as ‘**DISTRICT**’ and _____, hereinafter referred to as ‘‘**CONSULTANT**.’’

Consultant Information:

Name: _____

Address: _____

Contact Person: _____

Phone: _____

Fax: _____

Tax ID or Social Security #: _____

Business License #: _____

Corporation _____ Partnership _____ Individual _____

WITNESSETH, the parties do hereby contract and agree as follows:

Scope of Work: The **CONSULTANT** shall perform, within the time stipulated, the contract as herein defined, and shall provide all labor and materials to complete in a professional manner all of the work required in connection with the following:

Insurance and Indemnification: See “Exhibit B.”

Termination: This agreement may be terminated by either party upon a thirty (30) day written notice to the other party in the event of failure of performance.

Contract Pricing: The **DISTRICT** shall pay to the **CONSULTANT** as full consideration for the faithful performance of the contract, the sum of _____Dollars (\$_____) according to the following payment dates or schedule: Monthly progress payments proportional to work completed.

The **CONSULTANT** shall assume all expense incurred in connection with the performance of this agreement and the **DISTRICT** shall not be responsible for payment of any other expenses.

Term of Agreement: The term of this agreement shall be completed per **CONSULTANT’S** schedule *(to be provided by Consultant and attached hereto)*.

IN WITNESS THEREOF, the parties have executed this Agreement as of the day and year first above written.

VENTURA COUNTY COMMUNITY COLLEGE DISTRICT (“DISTRICT”)

By: _____

Name : _____

Title: _____

Date: _____

 (“CONSULTANT”)

By: _____

Name: _____

Title: _____

Date: _____

Required Attachments for this Agreement: W-9 (if not already on file with VCCCD within this year.)

**Ventura County Community College District
Oxnard College**

**Request for Proposal
Landscape Architectural Design Services**

**EXHIBIT B
to
Standard Consultant Agreement**

EXHIBIT B
to
Standard Consultant Agreement

(Insurance and Indemnification)

1.0 Architect/Engineer Insurance

1.1 Workers Compensation and Employers Liability Insurance

Architect/Engineer shall purchase and maintain Workers' Compensation Insurance covering claims under workers or workmen's compensation, disability benefit and other similar employee benefit acts as may be liable. Architect shall purchase and maintain Employer's Liability Insurance covering bodily injury (including death) by accident or disease to any employee, which arises out of the employee's employment by Architect. The Employer's Liability Insurance required of Architect/Engineer hereunder may be obtained by Architect/Engineer as a separate policy of insurance or as an additional coverage under the Workers' Compensation Insurance required to be obtained and maintained by Architect/Engineer hereunder.

1.2 Comprehensive General Liability and Property Insurance

Architect/Engineer shall purchase and maintain Comprehensive General Liability and Property Insurance as will protect Architect/Engineer from the types of claims set forth below which may arise out of or result from Architect's/Engineer's services under this Agreement and for which Architect/Engineer may be legally responsible: (i) claims for damages because of bodily injury, occupational sickness or disease or death of Architect's/Engineer's employees; (ii) claims for damages because of bodily injury, sickness or disease or death of any person other than Architect's/Engineer's employee; (iii) claims for damages insured by usual personal injury liability coverage which are sustained (a) by a person as a result of an offense directly or indirectly related to employment of such person by Architect/Engineer, or (b) by another person; (iv) claims for damages, other than to the Work itself, because of injury to or destruction of tangible property, including loss of use resulting therefrom; (v) claims for damages because of bodily injury, death of a person or property damages arising out of ownership, maintenance or use of a motor vehicle; and (vi) contractual liability insurance applicable to Architect's/Engineer's obligations under this Agreement. District shall be an additional named insured to Architect's/Engineer's comprehensive general liability insurance policy.

1.3 Professional Liability Insurance

Architect/Engineer will procure and maintain professional liability insurance covering claims arising out of the performance of services under this Agreement.

1.4 Coverage Amounts

Insurance to be procured and maintained by Architect/Engineer thereunder shall be in the coverage amounts set forth in Section 4.0.

1.5 Policy Endorsements; Evidence of Insurance

Architect/Engineer shall delivery to the District Certificates of Insurance evidencing each of the policies of insurance in the coverage amounts required hereunder. All policies of insurance required

hereunder shall be issued by insurer(s) admitted to issue insurance by the State of California and to the reasonable satisfaction of the District. Coverage's under each policy of insurance, whether by endorsement or otherwise, shall provide that such policy will not be modified, canceled or allowed to expire without at least thirty (30) days advance written notice to the District. Certificate holder shall be the Ventura County Community College District, and additional insured's shall be The JCM Group and J. Handel Evans, dba HE Consulting, Inc.

2.0 District General Liability Insurance

District shall obtain and maintain General Liability Insurance covering District for claims of bodily injury, death or property damage arising out of the Project. District may, at its sole election, provide self-insurance in satisfaction of its obligations hereunder.

3.0 Indemnity

3.1 Architect/Engineer Indemnity of District

To the fullest extent permitted by law, the Architect/Engineer shall indemnify, defend and hold harmless the District and its employees, officer, Trustees, agents and representatives from any and all claims, demands, losses, responsibilities or liabilities for: (i) injury or death of Architect's/Engineer's employees arising out of this Agreement; (ii) injury or death of persons, damage to property, or other costs or charges, directly or indirectly arising out of or attributable, in whole or in part, to the negligent or willful acts, omissions, errors and/or other conduct of Architect/Engineer, the Sub-Consultants or the employees, agents or representatives of Architect/Engineer or any of the Sub-Consultants in performing or providing any of the obligations, services or other work product contemplated under this Agreement. The foregoing shall include without limitation, attorney fees and costs incurred by the District. The provisions of this Article 4.2.1 shall apply during the period of Architect's/Engineer's performance under this Agreement and shall survive the termination of this Agreement until any such claim, demand, loss, responsibility or liability covered by the provisions hereof is barred by the applicable Statute of Limitations.

3.2 District Indemnity of Architect/Engineer

The District shall indemnify and hold harmless Architect/Engineer from: (i) all claims arising out of bodily injury (including death) and physical damage (other than to the project itself and property covered by insurance under Article 4.2 hereof) which arise out of the negligent or willful acts, omissions or other conduct of the District.

4.0 Insurance Coverage Amounts

Coverage amounts and limits for policies of insurance to be obtained and maintained by Architect/Engineer pursuant to the conditions of this agreement are:

- Workers Compensation *In accordance with applicable law*

- Employers Liability \$1,000,000

- Commercial General Liability – Bodily Insurance or Death/Property Damage
 - General Aggregate \$2,000,000
 - Products/Completed Operations Aggregate \$2,000,000
 - Personal & Advertising Injury \$1,000,000
(Each occurrence \$1,000,000)

- Automobile Liability – Bodily Injury or Death
 - Combined Single Limit \$1,000,000
 - Professional Liability \$1,000,000