



WEST BASIN MUNICIPAL WATER DISTRICT
17140 S. Avalon Blvd., Suite 210
Carson, CA 90746

AGENDA NO. 13

DECEMBER 12, 2008–Communications
Kwan (Chair), Gray
DECEMBER 22, 2008 – Board Meeting
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Approved by: Rich Nagel

ACTION CALENDAR

OCEAN-FRIENDLY DEMONSTRATION GARDENS LANDSCAPE TEAM RECOMMENDATION

SUMMARY:

In 2006, West Basin was successful in receiving grant funding through Proposition 50, as part of the Integrated Regional Water Management Program. The Department of Water Resources funded \$1.2 million to our \$2.8 million Ocean-Friendly Garden Program (Program), of which \$353,000 is for the implementation of demonstration gardens.

The entire Program includes several components in addition to the demonstration gardens: residential classes, residential irrigation controller rebates, installation of centralized irrigation controllers and conducting a runoff reduction study. The goal of the overall Program is to save water, reduce water runoff, provide education through the classes and the interpretive signage located at the demonstration gardens.

Procurement of a Landscape Team to Design the Gardens

A "Request for Proposals" (RFP) was issued in August to landscape vendor teams for the design and installation of the demonstration gardens for a contract amount of \$353,000. At the pre-proposal meeting, several questions arose relating to the Professional Services Sample Agreement. As a result of this meeting, the RFP was cancelled, reevaluated and reissued with a slightly different "Scope of Work". The new RFP included only design of the gardens and construction oversight of the demonstration gardens for a four-year agreement for a minimum contract amount of \$53,000 and not-to-exceed \$70,600. The revised RFP was issued in September and sent to 87, 35 were local businesses, potential vendors with a 4-week submittal period. The RFP was also posted on West Basin's web site, advertised in the local newspapers and provided to the local Chambers of Commerce.

Part of the "Scope of Work" for the revised RFP is to prepare bid documents for prospective landscape contractors to construct the gardens. The awarded landscape vendor team will provide the following services:

- Conduct two (2) meetings with staff and Directors;
- Facilitate an initial meeting with representatives from the selected sites;
- Obtain necessary permits;
- Design the gardens;
- Prepare construction bid documents for each design;
- Provide construction oversight;
- Prepare a maintenance plan for each site; and
- Provide summary reports with detailed information about each site.

West Basin received six proposals. A review panel was assembled consisting of one staff member and three outside representatives with landscape experience. All four of the panelists reviewed the six proposals and narrowed the list down to three landscape teams to interview. Three of the panelists participated in the interview of the top three landscape vendor teams. The proposal scores for the six respondents are as follows:

Average of Proposal Scores

Firm	Score (50 Max.)
C&K Landscape Design, Inc. – Tujunga, CA	44
Copley Design Collaborative – Oceanside, CA	26
G3LA, LLC. – Los Angeles, CA	46
Ima Design – Irvine, CA	24
Katharine Spitz Associates, Inc. – Marina Del Rey, CA	28
Osborn – Glendale, CA	40

The proposals were evaluated based on the following criteria:

- Experience & Qualifications;
- Samples of Past Work;
- Cost/Fee Information;
- Schedule; and
- References.

The three (3) landscape teams with the highest scores (highlighted above) were interviewed and evaluated based on the following criteria (See Exhibit “A” for more detailed information):

- Overall Presentation
- Experience/Overall Suitability
 - Budget constraints
 - Flexibility
 - Knowledge of plants & Ocean-Friendly elements
 - Approach
 - Longevity/Follow-through
 - Feedback from References

The average scores from the proposal and the interview for the top three (3) teams are as follows:

Total Scores				
Firms	Total Possible Points	C&K Landscape Design, Inc.	G3 Los Angeles, LLC.	Osborn
Proposal	50	44	46	40
Interview	50	41	47	39
Total Score	100	85	93	79

The landscape team of **G3 Los Angeles, LLC.** was recommended by the panel as the landscape vendor to perform the design and provide construction oversight of the demonstration gardens. This team scored highest in their proposal and interview for the following reasons: their philosophy and approach on the type of gardens to install; extensive experience with designing and managing the installation of gardens and working with landscape contractors; offer more creative ideas that would benefit this program; suggest additional elements of the program that are necessary and within the budget; and provide an exemplary team of professionals. Overall, this team met all of the requirements in the RFP and represents the strongest team for the "Scope of Work".

STRATEGIC BUSINESS PLAN IMPLEMENTATION:

Goal 1, Reliability – Maintain a level of local water reliability that supports the regional economy, our community and customer agency needs.

Goal 5, Customer/Community Services – Provide for the needs of our customer agencies and the communities we serve in a way that reflects their needs.

COMMITMENT STATEMENT:

Water Reliability – West Basin is committed to innovative planning and investments to provide water supply reliability and drought protection.

Environmental Stewardship – West Basin is committed to sustainable and environmentally-friendly business practices.

FISCAL IMPACTS:

Funds for the Ocean-Friendly Program are included in the Fiscal Year 2008-09 Conservation Budget.

ENVIRONMENTAL COMPLIANCE:

Not applicable.

COMMITTEE STATUS:

This item was reviewed by the Communications Committee on December 12, 2008 and was recommended for approval at the December 22, 2008 Board meeting.

RECOMMENDED MOTION:

That the Board authorizes the General Manager to enter into a four-year agreement with G3 Los Angeles to design the demonstration gardens and provide construction oversight for a total not-to-exceed contract amount of \$70,600.

LIST OF EXHIBITS:

Exhibit "A" – Vendor Score Detail