



City of Woodland

Request for Proposals
for the
Woodland, Davis, and West Sacramento
Multi-Family Residential Large Landscape Irrigation Audit Pilot Program

Deadline for Notification of Interest: Before 4:00 p.m. PST on October 14, 2016
Proposal Submittal Deadline: Before 4:00 p.m. PST on October 28, 2016

Contact Person:

Jordan Power
Conservation Coordinator
Public Works Department
42929 County Road 24
Woodland, CA 95776

Jordan.Power@CityofWoodland.org

A. INTRODUCTION

The city of Woodland is seeking proposals for a consultant to conduct large landscape irrigation audits at multi-family residences (MFRs) in the cities of Woodland, Davis, and West Sacramento. The consultant will contact approximately 12 MFRs identified by the cities, perform landscape irrigation audits, and provide written suggestions to the property manager and/or owner to aid in upgrading irrigation systems, converting traditional irrigation systems to drip or other lower water use alternatives, and converting landscape from high water use turf to low water use plants. The hired contractor would also provide calculations of potential water use savings if the suggested upgrades were acted upon.

B. BACKGROUND

The cities of Woodland, Davis, and West Sacramento are using grant monies from the Yolo County Water Resources Association in the amount of \$12,000 to hire a consultant to conduct a pilot program to provide four large landscape irrigation audits in each of the listed cities.

Multi-family residential properties are often difficult to reach through traditional outreach methods given that the majority of actions that an individual can take are related to indoor water conservation. Most people who reside in multi-family properties have very little or no control over irrigation practices and landscape choices. Many water waste calls received in the cities of Woodland, West Sacramento, and Davis are for improperly operated or damaged irrigation systems at multi-family residential complexes. Many of these complexes are older and/or serve underprivileged areas of the community.

The number of audits conducted, potential water use savings, and actions taken by the MFRs that receive audits would be used to determine the feasibility of an ongoing region-wide large landscape irrigation auditing program and/or smaller scale individual city programs.

C. QUALIFICATIONS

The ideal consultant or project team will have experience with outdoor water use and water conservation methods and the potential water savings and cost of implementing those methods. Experience working with local government and the public is also desired. The consultant should have:

- Experience with large landscape irrigation audits.
- Knowledge of outdoor water use and conservation programs and projects.
- Ability to calculate water savings.
- Experience in clearly and concisely communicating audit findings to property managers to show the benefit of modifying their irrigation systems and/or converting turf to lower water use plantings.

D. SCOPE OF SERVICES & DELIVERABLES

1. Contact Properties:

The hired consultant will work with each agency to develop a letter and/or phone message to contact prioritized MFR properties in each city. The consultant will contact the properties to assess interest in the program.

Deliverable: Priority list of multi-family properties for large landscape irrigation audits.

2. Perform Audits and Collect Data:

The consultant will perform 12 or more irrigation audits, preferably four in each city, and provide all data collected to the agency representatives for review.

Deliverables: Initial audit reports.

3. Full Audit Reports Provided to Cities and Property Managers:

The consultant will provide detailed reports for each irrigation audit, including: site description; landscape water budget; historical water use vs. landscape water budget; potential landscape water savings; irrigation recommendations, rebate information, payback time, and station by station inspection of each zone.

Deliverables: Full audit reports to cities and property managers.

E. PROPOSED PROJECT SCHEDULE

Task	Timeline
1. Contact Properties	November 2016 – December 2016
2. Perform Audits and Collect Data	December 2016 - February 2017
3. Full Audit Reports Provided to Cities and Property Managers	March 2017

These dates are subject to change at the agencies' sole discretion.

F. PROPOSAL FORMAT AND CONTENT

Proposals will be provided in a letter format (i.e., binding is not necessary), and will include the components listed below. If necessary, the city will request additional information. A sheet is a single sheet of 8.5" x 11" paper and may be printed on both sides.

Proposals must include:

- A cover letter which includes a conflict of interest statement. Consultants submitting proposals in response to this RFP must disclose any actual, apparent, direct or indirect, or potential conflicts of interest that may exist with respect to the firm, management, or employees of the firm or other

persons relative to the services to be awarded pursuant to this RFP. If a team or firm has no conflicts of interest, a statement to that effect shall be included in the proposal. (1 sheet maximum)

- A description of the project team and how their qualifications meet the list in Section C of this RFP. Please include the role and responsibilities of the proposed project team and the estimated amount of time allocated to this project. (2 sheet maximum)
- Descriptions of how the project team will accomplish each task and any modifications to the proposed scope of services and deliverables suggested by the proposer. (3 sheets maximum)
- Ability to meet the proposed schedule, and any proposed modifications to the proposed schedule, if relevant. (1 sheet maximum)
- Two to three references demonstrating the proposer's qualifications and experience for performing the requested services. Provide names, addresses, phone numbers, and email addresses for references who have received similar services from the team. (1 sheet maximum per reference)
- Pricing information, including the estimated fee by task (tasks should match those listed in Section D), the hourly billing rate schedule for proposed staff, types and estimated amount of expenses to be billed to project, and any sub-consultant fees. (1 sheet maximum)
- Resumes are optional. (2 sheet maximum per resume)
- If sub-consultants will be used, provide names, qualifications, experience, and role of each sub-consultant. (2 sheets maximum per sub-consultant)

If the proposer wishes to modify the city's Standard Agreement, please visit http://www.cityofwoodland.org/gov/depts/pw/bid_information/default.asp to view and download an electronic copy. The consultant shall provide comments, objections, and recommended changes to the standard agreement as a separate electronic document using tracked changes. The due date of the comments is the same as the proposal. The City reserves the right to reject the proposer's recommended changes.

G. PROPOSAL SUBMITTAL REQUIREMENTS

Notification of Interest

All parties that are interested in submitting proposals in response to this RFP and in receiving any RFP addenda or answers to questions/requests for clarification must submit a Notification of Interest by **4:00 p.m. PST on October 10, 2016**. Provide complete contact information (mailing address, telephone, and email address) for two contacts at your firm and specify your preferred method of receiving any additional information regarding this RFP. Email to Jordan Power, City of Woodland, at jordan.power@cityofwoodland.org.

Questions/Requests for Clarification

Questions may be submitted until **4:00 p.m. PST on October 20, 2016**, to Jordan Power at Jordan.Power@CityofWoodland.org. Responses to questions will be provided to all contacts listed for the parties that submitted a Notification of Interest in accordance with the instructions above.

Proposal Submittal

Proposals are due no later than **4:00 p.m. PST on October 28, 2016**. Proposals may be submitted to Jordan.Power@CityofWoodland.org or mailed or delivered to:

City of Woodland, Public Works
Attention: Jordan Power
42929 County Road 24
Woodland, CA 95776

The City of Woodland and project partners reserve the right to reject all proposals.

H. SELECTION PROCESS

A selection panel composed of city of Woodland staff and staff from partner agencies will make a final recommendation based on the provided materials and references contacted. Interviews may be conducted if needed. The criteria used to rank project proposals can be found in the table below.

Criteria	Points possible
Project team experience and qualifications	50
Scope of services	30
Cost	10
Overall value and benefit to project partners	10
Total points	100