



**THE CITY OF CHULA VISTA
REQUEST FOR PROPOSALS
CITYWIDE SMART IRRIGATION SYSTEM
RFP P12-18/19**

Introduction

City of Chula Vista ("City") is seeking proposals from qualified firms to develop scope of work including detailed specifications for a turnkey irrigation control system for its parks, other City owned sites (Civic Center, medians) and related infrastructure maintenance needs. Proposals should include end product recommendations based on industry best practices. The information contained in this request for proposals provides an outline of the parks, other City owned sites and infrastructure sites ("sites") either served, or desired to be served by a smart irrigation system, as well as the specifications. The resulting study will be used to solicit a contractor to implement a Citywide Smart Irrigation System. The Awardee of this design phase will be prohibited from participating in future phases of this project.

This Request for Proposals (RFP) describes the parameters for the Citywide Smart Irrigation System to be developed, the required scope of services, the minimum information that must be included in the proposal, and the consultant evaluation and selection process.

Interested and qualified firms who have experience in providing professional smart irrigation system development consulting services are invited to submit a proposal in accordance with the requirements of this RFP. Failure to submit information according to the RFP requirements and procedures may be a cause for disqualification. Prospective respondents are hereby referred to the proposal instructions, general provisions, and terms and conditions contained in this request for proposals. All proposals must be submitted through PlanetBids by the due date and time. Late proposals will not be considered.

ALL RFP RESPONSES SHALL BE COMPLETED VIA THE CITIES ON-LINE PURCHASING PORTAL: <https://www.planetbids.com/portal/portal.cfm?CompanyID=15381> . Use vendor registration category: 90600, 91800, 96100. Response documents may be in Microsoft Word/Excel or PDF format only (PC compatible only).

RFP DUE JANUARY 31, 2019 BY 5:00 P.M. PACIFIC TIME.

**Schedule -**

Activity	Date
RFP Posted to PlanetBids	January 11, 2019
Last day to submit Question (PlanetBids)	January 17, 2019 no later than 4:00 p.m.
Response to Questions	January 24, 2019 no later than 5:00 p.m.
RFP Proposals Due	January 31, 2019 no later than 5:00 p.m.
Presentations/Interviews if necessary	February 2019
Selection of Awardee	February 2019
Council Adoption	March 2019

Questions related to the RFP must be submitted through PlanetBids. Questions must be received by 4:00 pm Thursday, January 17, 2019. Answers will be uploaded as an addendum in PlanetBids no later than 5:00 pm Thursday, January 24, 2019. An email will be sent by PlanetBids when the responses are released.

The City reserves the right to reject any or all RFPs received, any portion of any RFP and to waive any irregularities or informalities in the RFP process, and to make all final determinations, including non-responsiveness. City may use other sources of information outside of the RFPs to investigate respondents or to verify answers. Any addenda that are issued through this RFP must be signed and returned with your submittal.

Each RFP must be certified under penalty of perjury by the respondent. If any information provided by a respondent becomes inaccurate, the respondent must immediately notify City and provide updated, accurate information in writing, under penalty of perjury. City reserves the right to suspend or rescind prequalification status at any time based on subsequently learned information.

Project Background

The City owns and manages 55 parks that cover approximately 560 acres. The largest park, Rohr Park, covers nearly 60 acres. There are also other City owned sites (Civic Center, medians) that currently operate on controlled irrigation systems; some sites currently operate on stand-alone clock timers that the City intends to add to the master irrigation control system. The City is seeking a consultant to develop a Citywide Smart Irrigation System. The following documents illustrate preliminary work performed for this project.

- Exhibit A – Central Irrigation Control Specifications
- Exhibit B – Initial Condition Assessment
- Exhibit C - Master Irrigation Controls Inventory and Maps
- Exhibit D – SDG&E Rebates

Scope of Work /Project Description

The City is seeking a firm to develop a scope of work to implement a Smart Irrigation System; the resulting report should include the following:

1. Evaluate existing irrigation systems, including:
 - a. Sprinkler performance
 - b. Sprinkler efficiency
 - c. Sprinkler layout
 - d. Valve operation
 - e. Master valves
 - f. Flow sensors
 - g. Nozzle performance
 - h. Irrigation hydraulics i.e. pipe sizing, sprinkler/nozzle specification, pressure
 - i. Electrical
 - j. Controllers
 - k. Irrigation pumps
 - l. Other system components
2. Update Master Irrigation Controls Inventory
3. Develop Condition Assessment Report
4. Develop Citywide Smart Irrigation System to include detailed specifications for the following:
 - a. Irrigation equipment
 - b. Improved irrigation efficiency and water conservation
 - i. Document water use baseline and estimate water cost savings
 - c. Wireless central irrigation system program including Smart controllers
 - d. Irrigation plan by park/site to be prioritized by cost savings
 - e. Retro-fit of existing irrigation components to improve system performance and efficiency including - improve sprinkler efficiency, sprinkler matched precipitation rate, and sprinkler spacing and location to achieve head-to-head coverage.
 - f. Identify available rebates (see Exhibit D).
 - g. Consultant shall use Measure P Central Irrigation Controller Specification report (Exhibit A) as a guiding document for the selection of equipment.
 - h. Turfgrass evaluation and irrigation sprinkler spacing and maintenance recommendations to improve turf quality
5. Three Public Meetings: Two with stakeholders and one implementation report presentation to the Measure P Citizen Oversight Committee

Proposal Submittal Requirements

The proposer shall prepare a Citywide Smart Irrigation System Proposal composed of the tasks and elements summarizing the overall understanding of the scope of work and identifying unique characteristics of this project. The proposer must upload response through PlanetBids by the date and time identified in this RFP

Proposal Form and Content

To assist us in the evaluation process, the following information is **required** in your RFP:

- 1) Cover letter – A complete narrative description of the firm or firm(s) signed by an official authorized to contractually bind the company and negotiate any changes in the scope of work or fees. Also, to include proposer’s contact information.
- 2) Project Team’s Organization
This section relates to the key personnel and contact person that will manage the project. The “principal in charge” should be listed as the one contact person for the project. The “principal in charge” shall remain the point of contact for the project’s duration. The selected project team must clear a live scan prior to commencing work in City parks and other City owned sites. Include organizational chart. Resumes of any person identified as a key professional.
- 3) Project Teams Capabilities
This section should demonstrate the project team’s capabilities for the work described in the Scope of Work. This is related to the project team’s resources, experience, references, and expectation of the project’s challenges. Proposer must demonstrate recent experience within the past three years with master irrigation control designs, system upgrades, or similar work that has been completed within the State of California.

Each Project Team will be evaluated on its ability to provide the Scope of Services in a timely manner. Items to be considered include the number of qualified staff, support staff and available equipment. One member of the team must have Water Management expertise. A project time schedule must be provided along with delivery milestones and estimated completion date.

- 4) Project Approach
The Proposer shall include a summary of its approach for the project. The summary should give City staff a general idea of what facilities will need to be inspected prior to beginning design and what information the City will need to provide to assist with the development of scope of work including detailed specifications. If additional meetings or site visits, other than those described in the RFP, are anticipated, please include those as well.
- 5) Cost Proposal: The proposer shall itemize their costs per task included in the Scope of Work/Project Description
 1. Evaluate existing irrigation systems.
 2. Develop Condition Assessment Report.
 3. Develop Citywide Smart Irrigation System Scope of Work to include detailed specifications, sensors, and update of Master Irrigation Controls.

4. Three Public Meetings: Two with stakeholders and one implementation report presentation to the Measure P Citizen Oversight Committee
 5. Evaluate irrigation pump condition and develop specifications for replacement as warranted.
 6. Rate Sheet: Each proposal will be rated on the total fee proposed for the tasks included in the Scope of Work, including number of hours, sub-consultants, and other direct costs shall be listed by item and phase. In addition, a current hourly rate schedule shall be included along with a “Not-to-Exceed” or a “Lump Sum” total project fee.
- 6) Client References:
- a. Provide a list of three to five of your clients for whom you have designed similar systems.
 - b. For each reference please provide the client name, mailing address, contact name, telephone number, email address.

Additional Information

- A. The City reserve the right to amend, alter, or revoke this Request for Proposals at or before the due date and time of proposal. Any modifications, clarifications, or additions will be distributed via email as an addendum through PlanetBids.
- B. If, in the course of the Request for Proposal process or in the administration of the resulting contract, the City determines that the proposer has made a material misstatement or misrepresentation or that materially inaccurate information has been provided to the City, proposer may be terminated from the Request for Proposal process or in the event an agreement has been awarded, the agreement may be immediately terminated.
- C. The City will not be liable for any costs associated with the preparation or transmittal of any proposal or material submitted in response to this RFP. The City is not obligated to explain any deficiencies in a proposal, nor accept requests for justification from proposers not selected. All responses and documentation become the property of the City.
- D. The City reserves the right to conduct interviews or require oral presentations of any or all proposers prior to selection.
- E. The proposer shall furnish additional information as the City may reasonably require. The City reserve the right to make investigation of the qualifications of the contractor, as deemed appropriate.
- F. By submitting a proposal, proposer certifies that he/she has fully read and understands the Request for Proposals and has full knowledge of the scope, nature, quantity and quality of service to be performed.
- G. If the proposer does not execute a professional services agreement with the City within sixty (60) days after notification of award, the City may give notice to the proposer of the City's intent

to select from the remaining proposers or to call for new proposals, whichever the City deems appropriate.

- H. Proposals should expressly state that the offer, including all pricing proposals, will remain in effect through the duration of the professional services agreement.
- I. The information contained in this RFP is given solely for the purpose of inviting parties to prepare proposals for stated services and is to be kept confidential during the period of proposal development and thereafter. The City will keep propriety information contained in the submitted responses confidential unless disclosure is required in response to a proper request under the California Public Records Act, California Government Code Section 6250 or required by court order.
- J. The City is under no obligation to award this project and under no obligation to award this project to the proposer that represents the lowest cost. The professional services agreement may be awarded on the basis of demonstrated competence and on the professional qualifications necessary for the satisfactory performance of the services required.
- K. The City reserve the right to reject any or all proposals or to accept any proposal deemed to be in its best interest. All answers supplied to questions asked in this RFP are subject to verification. Misleading and inaccurate answers will be grounds for disqualification at any stage in the evaluation and procurement process.
- L. Submitting proposers whose proposals are not accepted will be notified after the successful firm has been selected and notified.
- M. The City may, by written notice of default to the Consultant, terminate any services resulting from this Contract in whole or in part should the Consultant fail to make satisfactory progress, fail to deliver within the time specified herein or fail to deliver in strict conformance to specifications and requirements set forth herein. In the event of such termination, the Consultant shall return all City' data and files within ten (10) days of request and the City reserves the right to purchase or obtain the services elsewhere, and the defaulting Consultant shall be liable for the difference between the prices set forth in the terminated order and the actual cost thereof to the City. The prevailing market price shall be considered the fair repurchase price.
- N. In the event the City should prevail in any litigation brought by either party, to enforce any provisions of this proposal, the Consultant shall pay to the City the cost and attorney fees incurred pursuant to said litigation.
- O. The Consultant will have thirty (30) calendar days from "Notification of Selection" in which to provide required insurance forms and bond as outlined in the Standard Professional Services Agreement (Attachment D) and to provide three (3) signed copies of the agreement. The City will provide the contractor with three (3) sets of the Agreement of which all sets must be executed and returned promptly. Services may not commence until the Agreement is fully executed and/or approved by City Council.



Evaluation Criteria

An evaluation committee will review and rank the submittals based upon the criteria below. During the evaluation process, the City of Chula Vista reserves the right to request additional information or clarification from vendors responding to this RFP. The top ranked proposals will be invited to interview. All RFP deemed responsive will be evaluated using the following criteria. Selection will be based upon a 100-point criterion as follows:

- (35) **Project Approach:** Each project team will be evaluated on how thorough it's approach to the project seems to be. The evaluation committee will award high scores to those teams that clearly explain what data it plans to collect, how that data will be used to determine what improvements are necessary, and what consideration should be taken into account when producing construction specification documents.
- (35) **Project Team's Capabilities/ Organization:** Each project team will be evaluated on its demonstrated capabilities and experience to provide the scope of services. Familiarity with industry best practice based Smart irrigation systems is highly preferred and desired. Each project team will be evaluated on the experience and education of the key personnel that will be assigned to the project. Project team must include Water Management experience.
- (20) **Ability to Accomplish Work:** Each project team will be evaluated on its ability to provide the scope of services in a timely manner. Items to be considered include a number of qualified staff, support staff, available equipment, and project schedule. Ability to manage a project of this magnitude, work performed and water conservation results.
- (10) **Cost Proposal:** Each proposal will be rated on the total fee proposed for the tasks included in the Scope of Services/Project Description. Proposal shall include available rebates and discounts.

After completing its evaluation, the City of Chula Vista will invite the top ranked proposal respondents to interview. Selected respondents will be requested to provide three examples of work performed at similar sites and water conservation outcomes achieved. Based upon the submittal, interview, references, and cost proposal, a Proposer will be recommended for award of contract.

Final Determination

The City reserves the right to waive irregularities and omissions in the information contained in any RFP, and to make all final determinations. The City further reserves the right to suspend or rescind prequalification status at any time based on subsequently learned information.

The City makes no representation that participation in this RFP process will lead to an award of contract or any consideration whatsoever. The City reserves the right to seek proposals from or to contract with any firm not participating in this process. The City shall in no event be responsible for the cost of preparing any RFP or other response to this RFP.



RFP 12-18/19

January 11, 2018

Proposal Life:

Proposer acknowledges that the submitted proposal is valid for a period of one hundred twenty (120) days.