

**ADDENDUM**  
**covering**  
**CLARIFICATIONS AND/OR CHANGES**

Date Issued: August 30, 2011

Addendum No.: 2

RFP Number: 11-24-145-00 (Landscape Maintenance Services)

Procurement Administrator: Matt Wallace

INTENT

1. This addendum is issued to provide for clarifications and/or changes to RFP No. 11-24-145-00. Acknowledgment of this addendum shall be made in the Proposal Letter (see RFP Appendix E) required as a part of each proposer's submittal.
2. The meeting minutes/summary for the scheduled mandatory pre-proposal conference held on August 16, 2011 in support of RFP No. 11-24-145-00 are included herein as Attachment "A".
3. The Commission's responses to questions and requests for clarifications received from proposers are included herein as Attachment "B".
4. The proposal deadline remains Thursday, September 8, 2011 at 2:00 p.m.
5. All other terms and conditions of the RFP will remain the same.

Issued by:



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Matt Wallace  
Procurement and Assets Administrator

## ATTACHMENT "A"

### PRE PROPOSAL MEETING MINUTES/SUMMARY REQUEST FOR PROPOSAL (RFP) NO 11-24-145-00 FOR LANDSCAPE MAINTENANCE SERVICES

Under this Attachment 'A,' the Commission does hereby provide a summary of the various issues discussed at the pre-proposal meeting. This information is a summary of that meeting and is provided for your information and convenience. In some instances, and for purposes of clarification, the Commission reserves the right to include additional information regarding the project that may not have been covered at the pre-proposal meeting.

#### **Welcome/Introductions (Matt Wallace)**

The purpose of this meeting is to describe RCTC's requirements, to introduce you to the project team, and to field any questions you might have in regards to the solicitation process.

#### Project Team:

George Salas	Facilities Manager – Bechtel/RCTC
Rosemarie Stevens	Project Administrator – Bechtel/RCTC
Matt Wallace	Procurement and Assets Administrator - RCTC

#### **PROCUREMENT PARTICULARS (Matt Wallace)**

#### Requests for Clarifications (Section 4.7, page 4)

All requests for clarifications, changes, exceptions or deviations to the Statement of Work must be submitted in writing to Matt Wallace via fax at (951)787-7906, via email at mwallace@rctc.org, or via regular mail to the address indicated in the RFP. The cutoff date/time for all questions is 4:00 p.m. on Tuesday, August 23, 2011. Answers to questions received by the Commission prior to the request for clarification deadline will be posted on the RCTC website ([www.rctc.org](http://www.rctc.org)).

A sample contract is included in the RFP. The Commission plans to use the sample contract as the contract resulting from this RFP. Therefore, all proposers are encouraged to familiarize themselves with the sample contract form. Again, any questions or concerns you may have regarding the sample contract will also be due by 4:00 p.m. on Tuesday, August 23, 2011.

#### Addenda (Section 4.6, page 4)

Any changes made to the RFP will be issued in the form of an Addendum, which will be posted on the RCTC website. Firms must acknowledge the receipt of Addenda in their Proposal Letters

(Appendix E). Failure to acknowledge receipt of all Addenda may render that proposal non-responsive.

Prohibited Communications (Section 4.14, page 7)

All communications shall run through Matt Wallace. Do not contact any other proposers or other RCTC staff members. A violation may result in disqualification from the competitive process.

Insurance Requirements (Section 5.0, page 7)

Insurance requirements are listed in the sample contract attached to the RFP Package. They consist of general liability limit of \$2 million, automobile liability limit of \$1 million, and worker's compensation limit of \$1 million.

Minimum Qualifications (Section 8.2, page 11)

Contractor must be a responsible firm that has been in continuous existence and has provided continuous services for the relevant requirements contained in the RFP for at least five (5) years.

Contractor must hold a valid C-27 (Landscaping Contractor) license issued by the California State Contractor's License Board.

Basis of Award

Any proposals submitted in response to this RFP will be evaluated according to the stated evaluation criteria. The evaluation criteria may only be modified by written addendum to the RFP.

If awarded, a contract award will be made to the proposer earning the highest total evaluation score based upon the proposal evaluation criteria detailed under the terms of the RFP.

Evaluation Criteria (Section 8.3, page 12)

The evaluation criteria consist of the following:

- Qualifications of Firms 25 points
- Qualifications of Personnel 15 points
- Approach and Understanding 25 points
- Cost 35 points

### Submittal Requirements (Section 7.0, page 8)

The Submittal Requirements listed in paragraph 7.0 (beginning on page 8) of the RFP provide a useful summary and checklist of the proposal preparation and submission requirements. Please reference this section when assembling your respective proposals. All items that have a check box need to be included in your proposal under the appropriate tab. Section 7.1.4 indicates how your proposals are to be organized.

### Proposal Pricing Form (Appendix H)

Proposers must complete the entire Proposal Pricing Form. Proposers are to enter their monthly fixed rates under 'Maintenance Services,' and their hourly rates for on-call work under 'Labor Rate(s) for On-Call Repair Services.' Additionally, proposers must complete the 'Materials/New Equipment Mark-Up' and 'Equipment Rates for On-Call Services' sections. Each proposer is required to complete the rate sheets for years 1-5.

### Period of Performance (Section 4.3, page 3)

The period of performance for this contract shall be a three-year base period with two single-year options to extend the agreement for a total period of up to five years.

### **Scope of Services – George Salas**

The Contractor shall provide at his/her own risk and cost all labor, materials, tools, equipment, transportation, hauling, dumping, fertilizers, insecticides, chemicals and incidentals necessary to perform landscape maintenance work as directed.

The Contractor shall provide complete landscape maintenance of the following properties: the Riverside Downtown Station, La Sierra Station, West Corona Station, Pedley Station, Perris Transit Center and North Main Corona Station. The landscape maintenance work shall also include controlling plant, disease and pests, irrigation material, maintaining and repairing irrigation systems; removing trash and debris; and other maintenance required to maintain the work sites in a safe attractive and useable condition. The Contractor shall maintain all plant material in a safe, attractive and useable condition. The Contractor is responsible for all work included in the Statement of Work.

### **Manpower requirements:**

Contractor shall provide a three member full time 5 day/week maintenance crew. In addition, Contractor shall provide one full time qualified irrigation/sprinkler specialist that can alternatively function as a maintenance crew member. The maintenance crew will report at 7:00 a.m. and will work until 3:00 p.m. Based on the schedule, they will be providing maintenance at each station at least once a week. The three member crew will be required to visit multiple stations per day and is required to have a work truck for transportation. The irrigation/sprinkler specialist is also required to have a work truck, since he will be required to

repair valves and sprinklers at multiple locations during the day. If the irrigation/sprinkler specialist is not busy, he will be expected to work as part of the maintenance crew.

**Safety Gear:** Contractor must adhere to all safety requirements listed in the Statement of Work:

- (1) All workers are required to wear a uniform.
- (2) When using the mowers, trimmers and such, employees are required to wear safety gear. The Commission is very safety conscious. Workers not wearing the appropriate safety gear will be written up and will not be permitted to operate equipment.
- (3) When working on the platform, employees are required to wear vests, hard hats and safety boots. Workers shall be mindful of the trains at all times.

**Job Walk:**

**Potential proposers were given a thorough tour of each of the commuter rail stations to identify the Commission's landscape maintenance requirements.**

**ATTACHMENT "B"**  
**ANSWERS TO PROPOSERS' QUESTIONS: SET No. 1**  
**REQUEST FOR PROPOSAL (RFP) NO 11-24-145-00**  
**FOR**  
**LANDSCAPE MAINTENANCE SERVICES**

**QUESTIONS AND ANSWERS**

**Response to Questions:**

**Question No. 1:**

Regarding Item No. 4 (Equipment Rates for On-Call Services) of Appendix H – Proposal Pricing Form, what shall be inserted for 'Other'?

**Answer No. 1:**

Additional equipment that may be used for on-call work.

**Question No. 2:**

Is the Commission satisfied with the current level of service provided?

**Answer No. 2:**

Yes.

**Question No. 3:**

Why is RCTC soliciting offers for landscape maintenance services?

**Answer No. 3:**

The current contract is expiring and RCTC is required to compete the services.

**Question No. 4:**

Who is currently providing the services for the Commission?

**Answer No. 4:**

Tropical Plaza Nursery

**Question No. 5:**

Do the trees need to be pruned on a regular basis?

**Answer No. 5:**

All trees within the scope of work shall be maintained to keep the natural integrity and shapes of the trees. This work shall be accomplished in a manner, which will ensure that each individual tree is pruned.

Regarding Rail Stations all trees should be pruned clear of the Rail right-of-way.

The Contractor shall remove or prevent encroachment where it blocks vision, CCTV camera view or is considered undesirable by the Property Administrator. Low branches overhanging sidewalks, driveway lanes and parking areas shall be removed to a height of nine (9) feet above grade. Young trees needing pruning, training, and shaping to develop caliper and a strong structural framework shall allow low branching laterals and or appropriate sucker growth to remain on a continuing basis as needed according to the Property Administrator.

Major trimming of all trees, including Palm Trees, shall be done once a year.

**Question No. 6:**

Are parking lot sweeping and trash pickup part of the required services?

**Answer No. 6:**

The awarded Contractor shall be responsible for the trash in the planters. Parking lot sweeping is not required under this procurement.

**Question No. 7:**

Are back flow certifications part of the required services?

**Answer No. 7:**

No.

**Question No. 8:**

Are insect and rodent control required?

**Answer No. 8:**

Yes.

**Question No. 9:**

Is manual watering with a hose required?

**Answer No. 9:**

Only if the sprinkler system is not working or is under repair.

**Question No. 10:**

How long does it take to maintain each station? What is the expectation?

**Answer No. 10:**

The expectation is for your crew to provide maintenance to each station once a week. The North Main Corona, West Corona, Pedley and Perris stations are smaller than the the La Sierra and Downtown stations. Currently, maintenance for the North Main Corona and West Corona

station is done on the same day, and the Pedley and Perris Multi Modal station is done on another day. The Riverside Downtown and La Sierra stations take more than a day to maintain.

**Question No. 11:**

How often is mulching and fertilizing required?

**Answer No. 11:**

Mulching and fertilizing shall be done once a year.

**Question No. 12:**

When is the best time to prune trees hanging over the cars at the stations?

**Answer No. 12:**

Monday and Friday.

**Question No. 13:**

Are the addenda going to be emailed to each potential proposer?

**Answer No. 13:**

No. Proposers are expected to visit the RCTC website ([www.rctc.org](http://www.rctc.org)) to access all addenda and to acknowledge receipt of all addenda in their Proposal Letters.

**Question No. 14:**

Is transportation for the maintenance crew and irrigation/sprinkler specialist required?

**Answer No. 14:**

Yes, the maintenance crew and the irrigation/sprinkler specialist are each required to have a work truck.