



TOWN OF LOS GATOS

COMMUNITY DEVELOPMENT DEPARTMENT
PLANNING DIVISION
(408) 354-6872 Fax (408) 354-7593

CIVIC CENTER
110 E. MAIN STREET
LOS GATOS, CA 95030

April 12, 2021

Re: REQUEST FOR QUALIFICATIONS (RFQ) TO SERVE AS A CONSULTANT TO REVIEW LANDSCAPE PLANS AND TO PERFORM IRRIGATION AUDITS REQUIRED BY THE STATE MODEL WATER EFFICIENT LANDSCAPE ORDINANCE FOR THE TOWN OF LOS GATOS

The Town of Los Gatos is seeking a certified landscape architect to review landscape plans and to perform irrigation audits required by the State Model Water Efficient Landscape Ordinance (WELO). This work will be performed on an as-needed basis, including, but not limited to:

- Working on special studies or projects, including, but not limited to: preparation of a checklist for required content for landscape plans and irrigation reports for application packets; and
- Evaluating landscape and irrigation plans for development proposals, including, but not limited to review of: landscape water budget components, soil assessment, and management; landscape maintenance and/or identifying recommendations and conditions of approval for landscape water reduction; and project monitoring.

Qualifications. The selected consultant shall have the following knowledge and experience:

- Licensed Landscape Architect;
- Certified Irrigation Auditor;
- Bay-Friendly Qualified Professional;
- EPA Water Sense Partner;
- Reviewing both landscape and irrigation plans
- Complying with the State Model Water Efficient Landscape Ordinance;
- A business location allowing easy access to project sites and interfacing with staff; and
- Familiarity with hillside development and the Town's Hillside Development Standards and Guidelines is desirable.

The terms and conditions of the agreement will be negotiated upon consultant selection.

Conflict of Interest. Respondents to this RFQ do so with the understanding that consultants to the Town owe their professional responsibility solely to the Town. Consultants shall not have or obtain any holding or interest within the Town of Los Gatos. Consultants shall have no business holdings or agreements with any individual member of the staff or management of the

Town or its representatives nor shall they enter into any such holdings or agreements. In addition, consultants must warrant that as of the time of entering a contract they do not have and shall not acquire any direct or indirect interest adverse to those of the Town with regard to the services that are the subject of this RFQ. Consultants shall immediately disassociate themselves from such an interest should they discover they exist and shall, at the Town's sole discretion, divest itself of such interest. Consultants shall not knowingly and shall take reasonable steps to ensure that they do not employ a person having such an interest in the performance of an agreement contemplated by this RFQ. If after employment of a person, consultant discovers they have employed a person with a direct or indirect interest that would conflict with its performance of such agreement, consultant must promptly notify Town of this employment relationship, and shall, at the Town's sole discretion, sever any such employment relationship.

Proposal Content. One copy of your proposal shall be submitted to the Community Development Department via e-mail at Planning@losgatosca.gov, and must be received by **Friday, May 14, 2021 at 5:00 PM**. Please title your email "RFQ – Landscape Architect 2021." The following should be included in the proposal:

1. *Introduction:* Include a statement of interest, introductory information, and an executive summary.
2. *Experience:* Include a list of pertinent past, recently completed, and/or on-going projects that would substantiate the experience of individuals that would provide service to the Town.
3. *Qualifications:* Name and phone number of contact person and/or project manager; qualifications that demonstrate their capability to successfully provide the services described in this RFQ; a reference list with names, addresses, phone numbers, business relationship, and a brief description of the project; and any current litigation you are involved with regarding your professional service and/or any litigation within the past 10 years. Include a short resume for any individuals who will be providing service to the Town.
4. *Organization:* The total number of staff who will provide the required services and their role(s), and information on the firm's availability to perform on short notice and under time constraints.
5. *Project Approach:* A statement of understanding of the nature and extent of the services required and an outline of how services will be performed; and a statement of any anticipated constraints, problems, and/or issues that might occur during execution of the services and suggested approaches to resolving them.
6. *Development Review:* Estimated hours and fee estimates for conducting peer reviews; site investigation for development proposals and preparation of WELO reports; performing irrigation audits; and special studies.
7. *Examples of work:* Submit one copy of two WELO reports prepared by the firm.

If you have any questions concerning this RFQ, please email Planning@losgatosca.gov.

RFP – Consulting Landscape Architect

March 1, 2021

Page 3 of 3

Sincerely,

Sally Zarnowitz

Sally Zarnowitz, AIA, LEED AP

Planning Manager

szarnowitz@losgatosca.gov

(408) 354-6873