



MARK PESTRELLA, Director

# COUNTY OF LOS ANGELES

## DEPARTMENT OF PUBLIC WORKS

*"To Enrich Lives Through Effective and Caring Service"*

900 SOUTH FREMONT AVENUE  
ALHAMBRA, CALIFORNIA 91803-1331  
Telephone: (626) 458-5100  
<http://dpw.lacounty.gov>

ADDRESS ALL CORRESPONDENCE TO:  
P.O. BOX 1460  
ALHAMBRA, CALIFORNIA 91802-1460

August 30, 2022

IN REPLY PLEASE

REFER TO FILE: **BRC-1**

### **REQUEST FOR PROPOSALS – ADDENDUM 2 ON-CALL SMART GARDENING PROGRAM (BRC0000317)**

Please note that the deadline for proposal submission has been extended to **Tuesday, September 6, 2022, at 5:30 p.m.**

- **An updated FORM PW-20.1 Compliance with the Minimum Requirements has been attached as Enclosure A. Please use FORM PW-20.1 when submitting your proposal. (Proposals submitted with PW-20 may be rejected as nonresponsive.)**

All addenda and informational updates will be posted at <http://dpw.lacounty.gov/brcd/servicecontracts>. Please check the website frequently for any changes to this solicitation.

Please take note of the following revisions to the Request for Proposals (RFP). (Note that the changes that have been added are in **boldface** and deleted language is ~~strike through~~.) Section A is the Addendum and Section B is the Questions and Answers.

#### **A. Addendum**

1. The Notice of RFP, Minimum Mandatory Requirements, 2., has been revised as follows:
2. Proposing entity must identify a minimum of two qualified instructors in their proposal who will be assigned to this contract, if awarded. Subcontractors may be used to meet this minimum requirement. Instructors must meet at least one of the following qualifications:
  - a. Hold a Master Gardener Certification from the University of California Master Gardener Program or other Master Gardener programs recognized by the American Horticultural Society; or

- b. Have 2 years of experience in instructing for smart gardening programs; or
  - c. Have completed a minimum of 25 units of college courses in the following fields: biology, plant sciences, landscape architecture, environmental engineering, and environmental science, or other fields related to practices promoted by the Smart Gardening Program, such as drought-tolerant landscaping, xeriscaping, integrated pest management, or soil biology. Proposer shall provide a copy of transcript to verify completed courses and required units; or
  - d. **Hold a C-27 Landscaping Contractor license.**
- 2. Part I, Section 1.B., Minimum Mandatory Requirements, 2., has been revised as follows:
  - 2. Proposing entity must identify a minimum of two qualified instructors in their proposal who will be assigned to this contract, if awarded. Subcontractors may be used to meet this minimum requirement. Instructors must meet at least one of the following qualifications:
    - a. Hold a Master Gardener Certification from the University of California Master Gardener Program or other Master Gardener programs recognized by the American Horticultural Society; or
    - b. Have 2 years of experience in instructing for smart gardening programs; or
    - c. Have completed a minimum of 25 units of college courses in the following fields: biology, plant sciences, landscape architecture, environmental engineering, and environmental science, or other fields related to practices promoted by the Smart Gardening Program, such as drought-tolerant landscaping, xeriscaping, integrated pest management, or soil biology. Proposer shall provide a copy of transcript to verify completed courses and required units; or
    - d. **Hold a C-27 Landscaping Contractor license.**

3. FORM PW-20, Compliance with the Minimum Requirements, has been replaced with **FORM PW-20.1**, Compliance with the Minimum Requirements (**Enclosure A**).
4. Exhibit A, Scope of Work, E. Work Description, Section 1.f., Instructors, shall be amended as follows:

Instructors: Class "Instructors" shall meet criteria: a) hold a Master Gardener Certification from the University of California Master Gardener Program or other Master Gardener programs recognized by the American Horticultural Society; or b) have 2 years of experience in instructing smart gardening programs; or c) have completed a minimum of 25 units of college courses in the following fields: biology, plant science, landscape architecture, environmental engineering and environmental science, or other fields related to the Smart Gardening Program, such as drought-tolerant landscaping, integrated pest management, and soil biology; or d) **hold a C-27 Landscaping Contractor license.**

5. Exhibit A, Scope of Work, E. Work Description, Section 4, Task Four: Maintenance of Garden Demonstration Sites, shall be amended as follows:

Info Centers	Learning Centers
<ul style="list-style-type: none"><li>o Arleta Community Gardens, Arleta</li><li>o Adventure Park, South Whittier</li><li>o City Terrace Park, City Terrace</li><li>o Eaton Canyon Nature Center, Pasadena</li><li>o Horsethief Canyon Park, San Dimas</li><li>o <del>Huntington Library, San Marino</del></li><li>o Orcutt Ranch, Canoga Park</li><li>o Valleydale Park, Azusa</li></ul>	<ul style="list-style-type: none"><li>o Arboretum, Arcadia</li><li>o Castaic Lake Water Agency, Castaic</li><li>o Charter Oak Park, Covina</li><li>o <del>Columbia Park, Torrance</del></li><li>o El Cariso Park, Sylmar</li><li>o Garvey Ranch Park, Monterey Park</li><li>o Gates Canyon Park, Calabasas</li><li>o Schabarum Park, Rowland Heights</li><li>o Vanguard, Willowbrook</li></ul>

6. Exhibit A, Scope of Work, E. Work Description, Section 6.a. shall be amended to include the following:

**During optional renewal periods, County will consider cost of price increase for items 6a.1 (Compost Bin) and 6a.2 (Worm Bin). Contractor may invoice these items at a new unit price reflecting the cost increase by vendor, but capped at a 10% markup. Contractor shall provide vendor invoices to verify prices, but also have sought alternative sources for the products and alternative equivalent models. However, the final decision to accept the new rates will be within the sole discretion of County.**

## **B. Questions and Answers to On-Call Smart Gardening Program (BRC0000317)**

The following answers are in response to the request for information and clarification and other questions submitted by bidders for the On-Call Smart Gardening Program (BRC0000317). Questions presented in this Informational Update represent the questions asked by the proposers in the form and context submitted.

1. **Question:** The Sample Agreement page 2 of 4 states: TENTH: No cost-of-living adjustment shall be granted for the optional renewal periods. Q – While no cost of living adjustment is allowed, will the County consider extraordinary adjustments for the cost of products. Due to the huge cost increase of oil, which impacts the cost of plastics and fuel, we have seen record increases in the products and transportation of products used under the Smart Gardening contract. These products come from Canada and Australia which means even port charges and delays have severely impacted ordering the requested products. Product vendors will not give price guarantees, which means the only way we can protect ourselves from absorbing costs increases, is to budget excessively high to account for up to 4.5 years of this contract. It would make more sense to have the County allow the contractor to request an extraordinary increase if the product costs go higher than bid prices, less a 10% markup, and will ensure that the County gets reasonable, current market prices during the earlier years of the contract.

**Response:** Please refer to Addendum item No. 6.

2. **Question:** Page A-5 Item f of the Scope of Work, the Instructor eligibility is described. Would the County also consider allowing a licensed C-27 landscaper as an eligible instructor?

**Response:** Yes. Please see items 1-4.

3. **Question:** Page A-5 Item i of the Scope of Work, the details of what tasks are included in the Compensation. Please confirm that the delivery of supplies ordered online are not included in the per-unit costs.

**Response:** Delivery of supplies ordered on-line will be compensated under Task 6d.

4. **Question:** Page A-7 b Certification: Please clarify the estimated # of hours that the certification program should be.

**Response:** Contractor, being the consultant with expertise in the field, shall estimate the hours deemed adequate for certification.

5. **Question:** Page A-8, Task 3 School and Community Events a) Instructor: Please confirm that contract may also bill for hours for coordination of the school events and calendar.

**Response:** No. Contractor shall not bill for "Instructor" hours for coordination and/or scheduling of school events. Exhibit A, Section 3a, "Instructors" stipulates hours are to be billed for work in the field at the event.

6. **Question:** Page A-8, Task 3 School and Community Events c) Hauling: Please confirm if the contract is authorized to charge the hauling rate, in addition to assistant hourly rate when the contractor transports the school supplies to the school installs.

**Response:** Yes. Contractor may charge the hauling rate, in addition to hourly rate by "Assistant" for said work.

7. **Question:** Page A-9, Task 4 Maintenance at Garden Demonstration Sites: Please confirm that the Huntington Library is no longer an Info Center and does not need to be serviced.

**Response:** Confirmed. Please see addendum item No. 5.

8. **Question:** Page A-9, Task 4 Maintenance at Garden Demonstration Sites: Please confirm that monthly service included for Vanguard is only applicable to the learning center area and not the entire school garden or grass area.

**Response:** Similar to other "Learning Centers" listed in Exhibit A, Section 4, "Maintenance of Garden Demonstration Sites," located in parks or garden facilities, maintenance pertains to the learning center area only located within the facility.

9. **Question:** Page A-11, Task 6a Compost Supplies: Would the County consider an alternative price reimbursement method other than a guaranteed rate (see question 1 above)?

**Response:** Except for Items 6a.1 and 6a.2 as described in addendum item No. 6, County will not entertain other pricing methods for Task 6a or 6b as the other items are common tools or have varied sources.

10. **Question:** I'm trying to obtain an electronic copy of the plans/specs for the above project. A few other questions I had on the project not located in the invitation to bid:

- What is the start date for construction?
- What is the estimated value for this project?
- Are there union requirements for this project?

**Response:** The anticipated start date for the Smart Gardening Program is January 1, 2023, with an estimated 2-year base term amount of \$1,950,000. There are no Union requirements. Please note this is not a construction project.

11. **Question:** In the RFP "Proposing entity or its managing employee(s) and/or subcontractor(s), if any, must have a minimum of three years of experience in any of the following fields with emphasis on waste reduction: solid waste recycling, solid waste management, or solid waste education."

Sacred Garden Designs, Inc is a water-wise design-build landscape company and we attended the pre-bid meeting of the Public Works Smart Gardening Program. As the President of the company, I have a Masters Degree in Landscape Architecture and I have been working on designing and installing sustainable water-wise landscape projects for the better part of 20 years in Los Angeles County. I also have instructed in the Graduate Program in Landscape Architecture at the University of Southern California. Part of my company's work and my curriculum for instruction at the University has included techniques for designing and developing sustainable water-wise landscape and instruction in smart gardening.

Specifically, our work focuses on the reduction of water in the landscape, reducing organic waste by composting and recycling materials for use in the landscape - using woodchips, mulch, worm castings in establishing edible gardens, reusing plastic bottles/containers destined for landfill and so on. The proposal was specific in mentioning solid waste management - which has a broader scope including reusing materials in the production of bio-fuels, tire recycling, glass, metal, etc.

Can you perhaps define the extent of what you mean by solid waste management for this RFP?

**Response:** Solid waste management entails preventing solid waste, or else processing and treating solid waste for diversion from landfills. This may include source reduction, reuse, recycling, composting, conversion technology, and other forms of diversion.

12. **Question:** In filling out form PW-20, If awarded this contract, I plan to hire Instructors into my company as employees, to help me execute the commitments for the Smart Gardening Program. The Instructors listed in my proposal are not existing or proposed sub-contractors, but qualified individuals already in the field doing this type of work. Is it required that if I do not have the personnel already in-house that anyone stated on the proposal should be a sub-contractor with the requisite DIR and licensing? Or is it sufficient to state in the proposal my desire to hire these qualified individuals as employees if awarded the contract?

**Response:** It is not required that your proposed instructors be employees at the time of proposal submission, however your proposal must include the names of the instructors and/or subcontractors your firm intends to use if awarded the contract. This information is necessary to demonstrate your firm meets all Minimum Mandatory Requirements of the solicitation.

If you have questions concerning the above information, please contact Mr. Dwayne Case at (626) 458-2575 or Mr. Jairo Flores at (626) 458-4072, Monday through Thursday, 7 a.m. to 5 p.m.

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Very truly yours,

MARK PESTRELLA, PE  
Director of Public Works



For:  
JOSE M. QUEVEDO, PE  
Assistant Deputy Director  
Business Relations and Contracts Division

DC

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**SMART GARDENING PROGRAM (BRC0000317)  
COMPLIANCE WITH THE MINIMUM REQUIREMENTS**

**PROPOSER MUST CHECK A BOX IN EVERY SECTION**

**Important Note:** The information on this form is subject to verification and may not be used for scoring purposes.

Completing this form by itself without including detailed narrative(s) in your proposal to support the minimum mandatory requirement(s) of this RFP, any inconsistencies or inaccuracy in the information provided on this form, and/or your Proposal, may subject your Proposal to disqualification or other actions, at the sole discretion of the County.

**At the time of proposal submission, Proposer must meet the following minimum requirements:**

1. Proposing entity or its managing employee(s) and/or subcontractor(s), if any, must have a minimum of three years of experience in any of the following fields with emphasis on waste reduction: solid waste recycling, solid waste management, or solid waste education.

- ☐ Yes. Proposing entity or its managing employee(s) and/or subcontractor(s), if any, meets the experience requirement stated above (in addition to responding on this form, as specified in Part I, Section 2.A.5, Experience, please provide a detailed narrative in your proposal to validate this minimum mandatory requirement).

Proposing Entity or Managing Employee(s) and/or Subcontractor(s) Names	Dates of Experience (Mo./Yrs. to Mo./Yrs.)	Description of Services/Experience	Sub-contractor (Y/N)	Page No.*
		Type of emphasis on waste reduction <input type="checkbox"/> Solid Waste Recycling <input type="checkbox"/> Solid Waste Management <input type="checkbox"/> Solid Waste Education Provide Description:		
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		Type of emphasis on waste reduction <input type="checkbox"/> Solid Waste Recycling <input type="checkbox"/> Solid Waste Management <input type="checkbox"/> Solid Waste Education Provide Description:		

\*List the page number in the proposal containing the Proposer's resume/experience (please attach additional pages if needed).



- ☐ No. Proposing entity or managing employee(s) and/or subcontractor(s), if any, do not meet the experience requirement stated above. **By checking this box, your Proposal will be immediately disqualified as nonresponsive.**

2 Proposing entity must identify a minimum of two qualified instructors in their proposal who will be assigned to this contract, if awarded. Subcontractors may be used to meet this minimum requirement. Instructors must meet at least one of the following qualifications:

- a. Hold a Master Gardener Certification from the University of California Master Gardener Program or other Master Gardener programs recognized by the American Horticultural Society; or
- b. Have 2 years of experience in instructing for smart gardening programs; or
- c. Have completed a minimum of 25 units of college courses in the following fields: biology, plant sciences, landscape architecture, environmental engineering and environmental science, or other fields related to practices promoted by the Smart Gardening Program, such as drought-tolerant landscaping, xeriscaping, integrated pest management, or soil biology. Proposer shall provide a copy of transcript to verify completed courses and required units.
- d. Hold a C-27 Landscaping Contractor license.

- ☐ Yes. Please complete the charts below.

**a. Master Gardener Certification**

Names of Cert. Holders	Type of Cert.	Cert. No. (If Applicable)	Valid/Active Dates	Sub-contractor (Y/N)	Page No.*

\*List the page number in the proposal containing the Managing Employee's resume/experience (please attach additional pages if needed).

**b. Experience in Instructing Smart Gardening Programs**

<b>Names of Qualified Instructors and/or Subcontractors</b>	<b>Dates of Experience (Mo/Yr to Mo/Yr)</b>	<b>Description of Services/Experience</b>	<b>Sub-contractor (Y/N)</b>	<b>Page No.*</b>

\*List the page number in the proposal containing proposer's entity's qualified instructors and/or its subcontractor(s), if any, experience. (Please attach additional pages if needed.)

**c. College Courses**

<b>Names of Qualified Instructors and/or Subcontractor(s)</b>	<b>Course Names</b>	<b>No. of Units</b>	<b>Sub- contractor (Y/N)</b>	<b>Page No.*</b>

\*List the page number in the proposal containing proposing entity's qualified instructors and/or its subcontractor(s), if any, experience. (Please attach additional pages if needed.) Submit a copy of transcript to verify completed courses and required units.

**d. C-27 Landscaping Contractor License**

Name of Instructor Holding License	C-27 License No.	Valid/Active Dates	Sub-contractor (Y/N)	Page No.*

\*List the page number in the proposal containing proposing entity's qualified instructors and/or its subcontractor(s), if any, C-27 Landscaping Contractor License. (Please attach additional pages if needed.) Submit a copy of transcript to verify completed courses and required units.

- ☐ No. Proposing entity and/or subcontractor(s), if any, do not have the requirements as stated above. **By checking this box, your Proposal will be immediately disqualified as nonresponsive.**

3. Proposing entity or its managing employee(s) and/or subcontractor(s), if any, must have knowledge of on-line applications and software, including: have a minimum of 1-year experience in conducting on-line webinars and experience in creating shareable files through cloud applications for viewing and editing by the County and contractor.

- ☐ Yes. Proposing entity and/or subcontractor(s), if any, does have the requirements as stated above.
- ☐ No. Proposing entity and/or subcontractor(s), if any, does not have the requirements as stated above. **By checking this box, your Proposal will be immediately disqualified as nonresponsive.**

4. Proposing entity or its employee(s) and/or subcontractor(s), if any, must hold a valid and active California issued Contractor Classification C-27 Landscaping license.

- ☐ Yes. Please complete the chart below.

Proposing Entity or Employee(s) and/or Subcontractor(s)	Type of License	License No.	Valid/Active Dates	Sub-contractor (Y/N)	Page No.*

\*List the page number in the proposal containing proposing entity's or its employee(s) and/or its subcontractor(s), if any, valid and active license. (Please attach additional pages if needed).

- ☐ No. Proposing entity or its employee(s) and/or its subcontractor(s), if any, do not have the license as stated above.

#### 4. PREVAILING WAGE WORK

Proposer and its Subcontractor(s) performing prevailing wage work must submit proof of a valid and active State of California Department of Industrial Relations (DIR) Public Works Contractor Registration pursuant to Labor Code 1725.5. Pending registrations will not be accepted. It is the Proposer's responsibility to identify any Prevailing Wage work and fully adhere to all relevant Labor Codes.

- ☐ Yes. Proposer has submitted proof of a valid and active State of California Department of Industrial Relations Public Works Contractor Registration pursuant to Labor Code 1725.5.

Name of Registration Holder	Registration No.	Registration Dates	Expiration Dates

- ☐ No. Proposer has **not** submitted proof of a valid and active State of California Department of Industrial Relations Public Works Contractor Registration. **If you check this box, your Proposal will be immediately disqualified as nonresponsive.**

##### 4.1 Prevailing Wage Payment Affirmation:

- ☐ Yes. Proposer has determined the appropriate prevailing wage classifications needed to perform the work requested and prevailing wage work shall be paid Prevailing Wages in compliance with the California Labor Code when conducting activities that are subject to prevailing wage. These rates must be included in Form LW-8, Cost Methodology.
- ☐ No. Proposer has not determined the appropriate prevailing wage classifications needed to perform the work requested and Proposer will not pay prevailing wages in compliance with the California Labor Code when conducting activities that are subject to prevailing wage. And/or the rates included in Form LW-8, Cost Methodology, do not demonstrate payment of prevailing wages for the work. **By checking this box, the Proposal Submission will be immediately disqualified as nonresponsive**

Proposer declares under penalty of perjury that the information stated above is true and accurate. Proposer further acknowledges that if any false, misleading, incomplete, or deceptively unresponsive statements in connection with this proposal are made, the proposal may be rejected at the sole discretion of the County.

Signature	Title
Firm Name	Date