



WSAFCA

West Sacramento Area Flood Control Agency

REQUEST FOR PROPOSAL

FOR

Plant Propagation and Delivery

August 21, 2018

Proposals must be received at the address below by **5:00 p.m.** on **Monday, September 17, 2018**. Electronic, faxed or late proposals will not be considered.

Attention: Paul Dirksen
Flood Protection Planner
West Sacramento Area Flood Control Agency
1110 West Capitol Avenue, 2nd Floor
West Sacramento, California 95691

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**Southport Levee Improvement Project
Offset Floodplain Area Restoration**

**Request for Proposals & Statement of Qualifications from Local Nurseries
Plant Propagation & Delivery**

Proposal Due Date: September 17, 2018
Award Date: October 18, 2018
Delivery Date: Winter/Spring 2019

Submit Proposals to: Paul Dirksen
Flood Protection Planner
West Sacramento Area Flood Control Agency
1110 West Capitol Avenue
West Sacramento, CA 95691

Submittal Contents: Written & Cost Proposal

Questions regarding the content of this RFP should be directed in writing to: Paul Dirksen, Flood Protection Planner at pauld@cityofwestsacramento.org.

PART 1 GENERAL

1.1 SCOPE

The Contractor/Grower (Contractor) shall furnish all labor, material, equipment, and services necessary to propagate, store, and deliver propagated plant materials required for the Southport Levee Improvement Project (Southport Project), according to this request for proposals (RFP) and as directed by the West Sacramento Area Flood Control Agency (Agency).

1.2 MINIMUM QUALIFICATIONS

The Contractor shall be a nursery specializing in the propagation of California native plants with 5-years of experience or greater, and the facilities to propagate, store and deliver native plant materials in the quantity specified in this RFP. The Contractor shall possess a California State Nursery License in good standing. The Contractor shall submit verification of their qualifications for approval by the Agency with their written proposal before the award of contract.

1.3 SCHEDULE

The Contractor's strict conformance to the project schedule is essential and is as follows: Delivery of propagated native plant materials to the Southport Project site by late summer/early fall 2019.

1.4 QUALITY CONTROL

1.4.1 INDUSTRY STANDARDS: Anything customarily necessary, based on industry standards, for proper completion of the work shall be furnished and installed even though not contained in the specifications.

1.4.2 SUPERVISION: The Contractor is responsible for direct supervision of the Contractor's personnel or subcontractors.

1.4.3 PLANT MATERIAL SIZES: At the time of delivery, plants shall meet the container sizes shown in Table 1.

1.4.4 DELIVERY OF PLANTS: Upon delivery to the Southport Project site, all plant materials shall be evaluated by the Agency as to their suitability. Unacceptable or damaged plant materials shall be rejected, removed and replaced with plants of similar size and species at the Contractor's expense. The Agency shall provide written acceptance of the delivered plant materials to the Contractor at the project site.

1.5 PERFORMANCE STANDARDS

The Contractor is responsible for propagating, storing and delivering plant materials in a healthy and vigorous state. No material substitutions shall be allowed without prior written approval from the Agency.

1.6 MEASUREMENT

Measurement for plant propagation, storage, and delivery will be on a contract unit price for each individual container plant completely supplied by the Contractor and approved by the Agency.

1.7 PAYMENT

Payment for plant propagation, storage, and delivery, measured as specified, will be on a contract unit price per plant or group of plants, which price will include all costs in connection therewith.

PART 2 MATERIALS

2.1 MATERIALS AND PRODUCTS

2.1.1 PLANT COLLECTION: Plant propagation materials shall be collected within the Sacramento Valley or Delta. Plant propagation materials shall be placed in containers of the size indicated in this RFP.

2.1.2 PLANT CONTAINER SIZES: Plant container size dimensions shall be as identified in Table 1.

2.1.3 SPECIES AND QUANTITY: The Contractor shall be responsible for providing each of the species and related quantities as indicated in Table 1.

TABLE 1 PLANT PROPAGATION LIST

Botanical Name	Common Name	Plant Size	Total Quantity of Container Plants	Total Quantity of Cuttings	Total Quantity with 2 Percent Contingency
<i>Schoenoplectus acutus var. occidentalis</i>	hardstem bulrush	1 gallon	4,008	-	4,088
<i>Schoenoplectus californicus</i>	California bulrush	1 gallon	4,008	-	4,088
<i>Carex barbarae</i>	Santa Barbara sedge	plugs	9,728	-	9,923
<i>Juncus balticus</i>	Baltic rush	Plugs	4,840	-	4,937
<i>Juncus effusus</i>	common bog rush	Plugs	4,364	-	4,451
<i>Juncus xiphiodes</i>	iris-leaved rush	plugs	7,894	-	8,052
<i>Achillea millefolium</i>	yarrow	Tree Band	2,470	-	2,519
<i>Artemisia douglasiana</i>	California mugwort	Tree Band	7,576	-	7,728
<i>Euthamia occidentalis</i>	western goldenrod	Tree Band	1,034	-	1,055
<i>Grindelia camporum</i>	great valley gumplant	Tree Band	1,801	-	1,837
<i>Muhlenbergia rigens</i>	deer grass	Tree Band	1,758	-	1,793

Botanical Name	Common Name	Plant Size	Total Quantity of Container Plants	Total Quantity of Cuttings	Total Quantity with 2 Percent Contingency
<i>Rosa californica</i>	California rose	Tree Band	3,986	-	4,066
<i>Rubus ursinus</i>	California blackberry	Tree Band	3,028	-	3,089
<i>Acer negundo</i>	boxelder	Treepot4	3,709	-	3,783
<i>Baccharis pilularis</i>	coyote brush	Treepot4	1,177	-	1,201
<i>Baccharis salicifolia</i>	mule fat	Treepot4	2,266	-	2,311
<i>Cephalanthus occidentalis</i>	California buttonwillow	Treepot4	1,538	-	1,569
<i>Frangula californica</i>	California coffeeberry	Treepot4	409	-	417
<i>Fraxinus latifolia</i>	Oregon ash	Treepot4	1,960	-	1,999
<i>Heteromeles arbutifolia</i>	toyon	Treepot4	445	-	454
<i>Juglans hindsii</i>	Northern California black walnut	Treepot4	1,050	-	1,071
<i>Platanus racemosa</i>	California sycamore	Treepot4	2,261	-	2,306
<i>Populus fremontii</i>	Fremont cottonwood	Treepot4 and Cuttings	1,576	259	1,872
<i>Quercus lobata</i>	valley oak	Treepot4	2,397	-	2,445
<i>Quercus wislizeni</i>	interior live oak	Treepot4	711	-	725
<i>Sambucus nigra ssp. caerulea</i>	blue elderberry	Treepot4	640	-	653
<i>Salix exigua</i>	Sandbar willow	Treepot4 and Cuttings	185	62	251
<i>Salix gooddingii</i>	black willow	Treepot4 and Cuttings	1,007	336	1,370
<i>Salix laevigata</i>	red willow	Treepot4 and Cuttings	369	123	502
<i>Salix lasiolepis</i>	Arroyo willow	Treepot4 and Cuttings	369	123	502
<i>Vitis californica</i>	California grape	Treepot4 and Cuttings	1,035	-	1,056
Grand Total			79,599	902	82,111

PART 3 EXECUTION

3.1 GENERAL

3.1.1 COORDINATION AND SCHEDULING: The Contractor shall be responsible for coordinating and scheduling the propagation, storage, and delivery of materials necessary to complete the work.

3.1.2 HANDLING OF MATERIALS: At all times, the Contractor shall handle all materials professionally to ensure that the plant materials are not damaged during storage, handling, and shipping.

3.2 PLANT PROPAGATION

3.2.1 PLANT GROWTH: Plants shall not be allowed to develop above ground shoot growth that is out of proportion to root growth, except as specified. Plants grown in shade houses or greenhouses shall be sufficiently hardened off at time of delivery to prevent leaf or stem burn from occurring after delivery.

3.2.2 PLANT GROWTH AT TIME OF DELIVERY: Before delivery to the project site, all propagated plants must be grown to the container sizes and heights as provided in this RFP. At the time of delivery, plants shall be fully rooted (i.e., not root bound or underdeveloped). Plants with circling, kinked, or sharply angled external or internal roots shall be rejected. By the delivery date, the rootball must remain intact when the pot is removed.

3.2.3 INSECTS AND DISEASE: All propagated plant materials must be free of insects and disease.

3.2.4 INSPECTIONS: The Agency will conduct two visits (late winter/spring 2019, and summer 2019) to the nursery to observe the progress of plant propagation. The Contractor shall be responsible for any additional preparation of plants necessary to complete the order. The actual number of plants grown shall allow for a small amount of destructive sampling for each species at these observations. Additionally, informal visits to the nursery may occur at other times, as desired by the Agency, and may be unannounced.

3.2.5 PLANT APPROVALS: Final approval of all plant materials by the Agency will be reserved until time of delivery. Plants that are substandard will not be accepted.

3.2.6 SUBSTITUTIONS: No substitutions are permitted without Agency approval. The nursery should communicate with the Agency as early as possible if it is unable to deliver on any contracted plants.

3.3 PLANT MATERIAL STORAGE AND DELIVERY

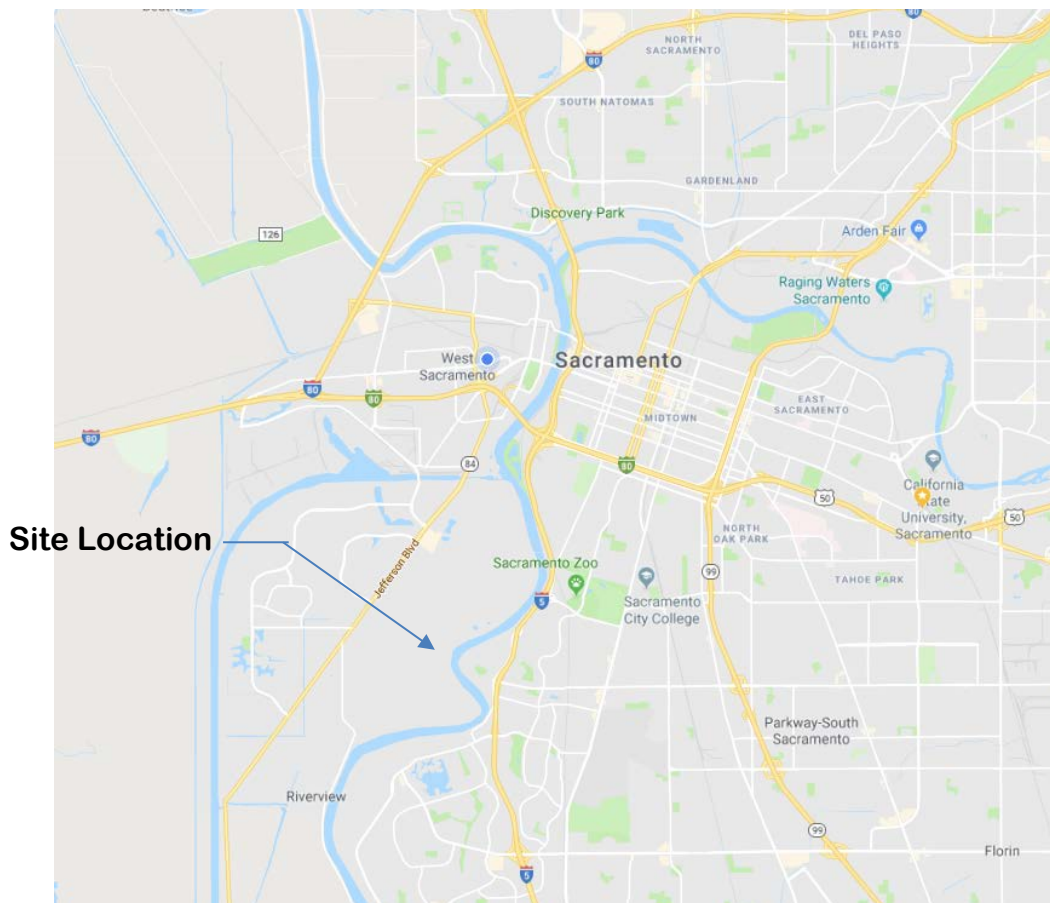
3.3.1 NURSERY STORAGE: Before delivery, all plants shall be stored in such a manner to prevent damage from sunlight; moisture; or contact with vehicles, equipment, and tools. Shade, frost, and wind protection will be used as necessary to protect the health of the plants. Plants shall be maintained moist at all times.

3.3.2 PRE-DELIVERY CONDITIONS: Plants shall be grown to adequate size as described in this RFP, and in a healthy and vigorous condition by the required delivery date. Before delivery of the plant materials, all plants shall be hardened off for a minimum of 2 weeks to Sacramento Valley ambient conditions/temperatures. Before delivery, the Agency shall inspect and approve all plant materials to be delivered. At least 1 month before the expected delivery date, the Contractor shall coordinate the actual delivery date and location with the Agency.

3.3.3 PLANT LABELS: Plant materials shall be delivered to the job site with durable, waterproof labels indicating the correct plant name in conformance to Table 1 contained in this RFP.

3.3.4 DELIVERY VEHICLES: Delivery vehicles must have closed beds to prevent windburn to plant materials during transport.

3.3.5 DELIVERY TO THE PROJECT SITE: The order shall be delivered by the Contractor to the Southport Project site. Access to the site shall be as directed by the Agency at time of delivery.



3.5.6 UNLOADING OF PLANT MATERIALS: The Contractor shall be responsible for unloading individual plant containers, placed in blocks of 25 or 50, etc. by species to facilitate counting at the project site.

3.5.7 PLANT INSPECTION: At the time of plant material delivery to the project site, the Contractor shall inspect the plant materials for injury, disease, and insect infestation before leaving the project site. At the Contractor's expense, all plant material problems shall be corrected, within 5 days of the date of the initial delivery, before any plant installation.

PART 4 ORGANIZATION OF THE PROPOSAL

The proposal shall contain the following information in the sequence noted:

4.1 ORGANIZATION/QUALIFICATIONS (2 page maximum)

Describe grower facilities and list key staff proposed/committed to the project and a brief summary of their roles and qualifications.

4.2 CONFLICT OF INTEREST

Disclose, if relevant or appropriate, any actual, apparent, direct, 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 provided under the Agreement for Contractor services to be awarded pursuant to this RFP. It is assumed that no response to this issue indicates no conflict of interest.

4.3 REFERENCES

Provide a minimum of three pertinent client references with the name, address, telephone number, and e-mail address of owner/clients' representatives for similar projects completed in the last 5 years.

4.4 LICENSE

Provide copy of California State Nursery License in good standing.

4.5 COST PROPOSAL

The cost proposal shall be submitted using the table and format below (Table 2). The Contractor's cost proposal shall be on a unit price basis for all costs as described in this specification with a not-to-exceed total amount to provide the identified materials. The Contractor shall describe the cost for transport and delivery, unloading, stocking fees, holding fees, and any other legitimate costs to fulfill this proposal.

TABLE 2 COST PROPOSAL

Botanical Name	Common Name	Plant Size	Total Quantity of Container Plants	Total Quantity of Cuttings	Cost Estimate		
					Cost Per Unit (Container Plants)	Cost Per Unit (Cuttings)	Total Cost
<i>Schoenoplectus acutus var. occidentalis</i>	hardstem bulrush	1 gallon	4,008	-			
<i>Schoenoplectus californicus</i>	California bulrush	1 gallon	4,008	-			
<i>Carex barbarae</i>	Santa Barbara sedge	plugs	9,728	-			
<i>Juncus balticus</i>	Baltic rush	Plugs	4,840	-			
<i>Juncus effusus</i>	common bog rush	Plugs	4,364	-			
<i>Juncus xiphiodes</i>	iris-leaved rush	plugs	7,894	-			
<i>Achillea millefolium</i>	yarrow	Tree Band	2,470	-			
<i>Artemisia douglasiana</i>	California mugwort	Tree Band	7,576	-			
<i>Euthamia occidentalis</i>	western goldenrod	Tree Band	1,034	-			
<i>Grindelia camporum</i>	great valley gumplant	Tree Band	1,801	-			
<i>Muhlenbergia rigens</i>	deer grass	Tree Band	1,758	-			
<i>Rosa californica</i>	California rose	Tree Band	3,986	-			
<i>Rubus ursinus</i>	California blackberry	Tree Band	3,028	-			
<i>Acer negundo</i>	boxelder	Treepot4	3,709	-			
<i>Baccharis pilularis</i>	coyote brush	Treepot4	1,177	-			
<i>Baccharis salicifolia</i>	mule fat	Treepot4	2,266	-			
<i>Cephalanthus occidentalis</i>	California buttonwillow	Treepot4	1,538	-			
<i>Frangula californica</i>	California coffeeberry	Treepot4	409	-			
<i>Fraxinus latifolia</i>	Oregon ash	Treepot4	1,960	-			

Botanical Name	Common Name	Plant Size	Total Quantity of Container Plants	Total Quantity of Cuttings	Cost Per Unit (Container Plants)	Cost Per Unit (Cuttings)	Total Cost
<i>Heteromeles arbutifolia</i>	toyon	Treepot4	445	-			
<i>Julgans hindsii</i>	Northern California black walnut	Treepot4	1,050	-			
<i>Platanus racemosa</i>	California sycamore	Treepot4	2,261	-			
<i>Populus fremontii</i>	Fremont cottonwood	Treepot4 and Cuttings	1,576	259			
<i>Quercus lobata</i>	valley oak	Treepot4	2,397	-			
<i>Quercus wislizeni</i>	interior live oak	Treepot4	711	-			
<i>Sambucus nigra ssp. caerulea</i>	blue elderberry	Treepot4	640	-			
<i>Salix exigua</i>	Sandbar willow	Treepot4 and Cuttings	185	62			
<i>Salix gooddingii</i>	black willow	Treepot4 and Cuttings	1,007	336			
<i>Salix laevigata</i>	red willow	Treepot4 and Cuttings	369	123			
<i>Salix lasiolepis</i>	Arroyo willow	Treepot4 and Cuttings	369	123			
<i>Vitis californica</i>	California grape	Treepot4 and Cuttings	1,035	-			
Grand Total	\$ -						

Rating and Ranking: The following criteria will be used to evaluate plant propagation and delivery proposals:

- ✓ Verification of California State Nursery License, in good standing;
- ✓ Quality of References, especially larger order clients with similar plant material needs
- ✓ Costs of Plant materials and Delivery
- ✓ Agency judgement of Proposer's ability to meet project needs

The Agency, at its sole discretion, reserves the right to select more than one contractor to provide all, or a portion of the identified services, and the right to reject all proposals received.

