



REQUEST FOR PROPOSALS



RFP # _____

Notice is hereby given that sealed proposals will be received by the City of Culver City, California, for furnishing the following product:

CITY HALL LANDSCAPING REPLACEMENT AND CENTENNIAL GARDEN PROJECT

In strict accordance with the Specifications on file in the office of the CULVER CITY PURCHASING DIVISION, 4343 Duquesne Avenue, Culver City, California, 90232. Copies of specifications and RFP documents may be obtained from the City's website at <http://www.culvercity.org/how-do-i-find/bidding-contract-opportunities>.

One original, one electronic, and nine copies of the proposal must be submitted to the CITY CLERK at CITY HALL, 9770 Culver Boulevard, Culver City, California, 90232, not later than 3:00 p.m. on June 30, 2017 at which time they will be opened at the City Clerk's counter on the first floor of City Hall. Facsimile proposals will not be accepted. Any proposer may withdraw their proposal, without obligation, at any time prior to the scheduled closing time for receipt of proposals. A withdrawal will not be effective unless made personally or by telephonic notification received prior to the closing date. Proposals may later be referred to the City Council for appropriate action. The City reserves the right to reject any or all proposals as the best interests of the City may dictate.

By: _____
Jeremy Green, City Clerk

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REQUEST FOR PROPOSALS

For

CITY HALL LANDSCAPING REPLACEMENT AND CENTENNIAL GARDEN PROJECT

RFP #_____

May 31, 2017

City of Culver City

The Public Works Department

9770 Culver Boulevard

Culver City, CA 90232-0507

CITY HALL LANDSCAPING REPLACEMENT AND CENTENNIAL GARDEN PROJECT: RFP #_____

I. REQUEST SUMMARY

Through release of this Request for Proposals (RFP) the City of Culver City (City) is inviting a limited number of high profile landscape architecture firms to prepare construction documents to replace City Hall's landscaping.

II. INTRODUCTION

A. Community Profile

The City is a charter city in California that was incorporated in 1917. The City is governed by a five-member City Council whose members are elected at large and operate under a Council/City Manager form of local government.

The City is full-service and located in the western area of Los Angeles County, generally situated north of Los Angeles International Airport, southeast of Santa Monica, south of Beverly Hills and southwest of West Hollywood. The City is approximately five square miles with a residential population of approximately 40,000. The total adopted budget for FY 2016-17 is approximately \$238 million, of which \$112 million is General Fund.

B. Background

The City will be celebrating its 100th year anniversary on September 20, 2017. In recognition of the City's centennial, coupled with years of continuous drought in California, the City is inviting a limited number of high profile landscape architecture firms located in the City (or firms who partner with a Culver City-based firm) to submit competing conceptual designs to plant drought tolerant landscaping and to modify City Hall's irrigation system to accommodate them. The project will include public art and a Centennial Garden that memorializes the City's anniversary (the "Project").

City Hall is located at 9770 Culver Boulevard in Culver City and its landscaping and irrigation system is primarily on structure, with two subterranean parking levels beneath it. City Hall's construction was completed nearly twenty years ago and a copy of its current landscaping plans are included in Attachment No. 1. A City Hall Soil Analysis has been completed and is included as Attachment No. 2.

C. General RFP Submittal Information

A Review Committee comprised of City Council, City staff and members of the community will evaluate the proposals received.

During the review process, the City reserves the right, where it may serve the City's

best interest, to request additional information or clarification from those that submit proposals, or allow clarifications, corrections of errors, or omissions. Any and all changes in the RFP will be made by written addendum, which shall be issued by the City to all prospective firms who have been issued or obtained copies of the RFP from the City's website.

The City reserves the right to retain all proposals submitted. Submission of a proposal indicates the firm's acceptance of the conditions contained in this RFP, unless clearly and specifically noted in the proposal submitted and confirmed in the contract between the City and the firm selected.

The preparation of the proposal will be at the total expense of the firm. There is no expressed or implied obligation for the City to reimburse responding firms for any expense incurred in the preparation of proposals in response to this request. All proposals submitted to the City shall become the property of the City and will not be returned.

The City reserves the right to reject any or all proposals, in whole or part, to waive any informality in any proposal, and to accept the proposal which, in its discretion, is in the best interest of the City.

To be considered, firms must send one electronic (searchable PDF copy of the entire proposal on a disc or memory stick), and nine (9) hard copies in color of their proposal in a sealed envelope with the name of the company submitting the proposal and the following title: "City Hall Landscaping Replacement and Centennial Garden Project" to:

**City Clerk
City of Culver City
9770 Culver Blvd.
Culver City, CA 90232**

For a complete list of the City's RFP submittal terms and conditions, legal statements, and insurance requirements, please refer to "Exhibit A" attached hereto.

D. RFP Questions

Questions with regard to this RFP should be submitted in writing by sending an e-mail to Joe Susca, Senior Management Analyst at joe.susca@culvercity.org by June 12, 2017. All firms sending questions will receive responses to all questions and any other addenda that may be released, via e-mail by June 14, 2017.

E. Schedule

Though the City reserves the right to make changes to the schedule below, the City anticipates the RFP process will unfold as follows:

RFP released:	May 31, 2017
Deadline for receiving questions:	June 12, 2017
Response to questions:	June 14, 2017
Phase I Proposals due:	June 30, 2017
Review Committee-Finalist Interviews:	Week of July 24, 2017
Finalists present to City Council:	Second Week of August 2017
Phase II Proposals due by Finalists:	August 24, 2017
Firm selected by City Council:	September 11, 2017
Groundbreaking Ceremony:	Prior to September 20, 2017

III. SCOPE OF SERVICES

The City intends to obtain the services of a qualified firm (or team of firms) to provide the services outlined below.

Phase One:

All firms responding to this RFP are required to submit the following:

1. **Conceptual Plans:** Prepare a conceptual plan depicting the landscaping site plan in color with north, south, east and west facing elevations. The conceptual plan is to focus on modification of the softscape (which may include trees) and incorporate new public art and a Centennial Garden with public gathering spaces where small donations from contributors will have their names appear on brick, tile or other walkway pavement, and larger sponsors will be acknowledged on a donation wall located in a prominent display area. On the Lafayette side of City Hall, public seating areas shall be included in addition to a ground cover area on the south facing side suitable for use by visitors from the adjacent preschool. In addition to reducing water use, the goal is to create a prestigious Project whose design is outside the box, creates a unique and special identity, is creative and innovative, becomes a landmark destination and complements the eclectic mix of downtown's architecture, including a Frank Gehry designed theater that will be constructed across the street (The Jazz Bakery - <http://jazzbakery.org/see-models-our-new-building>). To the extent possible, the conceptual plan is to reuse the existing hardscape, drainage, lighting and electrical, benches (which may be moved), and water features; all of which are intended to remain in place.
2. **Landscaping Review Committee:** A Committee has been formed to evaluate each set of conceptual plans submitted. Once an initial review of the competing conceptual plans is completed, the selected finalists will be invited to participate in a follow-up interview with the Committee members. Upon conclusion of the Committee's interviews with the finalists, two to four firms will be selected to present their conceptual plans in the form of a PowerPoint presentation and display board(s) (preparation of a video is optional) to the

City Council at a special meeting intended to provide ample time to thoroughly review the presentations and to subsequently engage the attendees in a question and answer session. Upon conclusion of the presentations, the attendees will be asked to place a sticker upon the display board of the design they prefer prior to their leaving, and the City Council will be asked to confirm the Committee's recommendation that these firms prepare Phase Two proposals.

Phase Two:

Only those firms selected as finalists by the Committee and confirmed by the City Council (at the conceptual plan presentation meeting) will be invited to prepare a proposal to complete the following additional work:

1. Landscape Palette: Create a separate, drought tolerant palette of plants and ground cover suitable for the Southern California region. The Landscape Palette developed will replace City Hall's existing water thirsty plants and lawn and shall be:
 - a. Aesthetically pleasing;
 - b. Comprised of indigenous plants (where feasible) and/or climate appropriate plants and trees;
 - c. Species known for their long life;
 - d. Require a minimum amount of water and maintenance; and
 - e. Offer a variety of color, including some flowering plants.

Where existing plants and ground cover already meet most of the criteria listed above, the landscape architecture firm may suggest they remain in place or be transplanted to a different area if it is likely they will survive the move.

2. Cost Estimate: Prepare estimates for your firm to complete each item contained in this Phase Two and include a range of cost to construct the Project in each of the following four phases:
 - i. Phase 1: Preparation of final plans, construction documents and bid documents as outlined in Sections 1 above, and 3 through 7 below. (Note that City permitting fees are waived for the Project.)
 - ii. Phase 2: Construction of the Layette Place facing side.
 - iii. Phase 3: Construction of the center courtyard facing Culver Boulevard.
 - iv. Phase 4: Construction of the Duquesne Avenue facing side.

For each phase, include a line item indicating your firm's construction observation cost to ensure the landscape contractor work adheres to the construction documents.

Regardless of which Phase(s) the Centennial Garden component will be constructed, prepare a separate cost estimate to construct this portion

of the Project so that it may be used by the City's Centennial Celebration Committee as their goal when raising funds to cover its cost.

3. Construction Documents: Prepare construction documents suitable for bidding and to obtain any required permits.
4. Calsense Irrigation Control: The City uses a Calsense control system to monitor and schedule landscape watering cycles at its various facilities. The landscape architecture firm shall contact Calsense and obtain their approval on any proposed design modifications or upgrades to the existing system.
5. Watering Schedule: Prepare a Calsense watering schedule guide that reflects the needs of the new plantings for each of the four seasons.
6. Maintenance Plan: Prepare a maintenance plan for the new plantings for landscaping crews to follow.
7. Bid Package: Prepare a bid package that includes the construction documents as an exhibit for release to competing landscape contractors. The Bid Package shall include removal of the applicable softscape, irrigation system modifications to meet the needs of the replacement plantings and reduce water waste, purchasing replacement foliage/groundcover, public art, trees, a Centennial Garden, a recommended planting season, use of fertilized; light-weight soil suitable for on-structure applications and the labor required for planting. The Bid Package will include a statement that Landscape Contractors must adhere to the landscaping requirements outlined in Chapter §17.310 of the Culver City Municipal Code. Work with City staff to evaluate the bids received and to form a recommendation on which landscape contractor to hire.

Staff will present the Phase Two proposals received to the City Council and request they select a firm to complete the Project.

IV. PROPOSAL OUTLINE TO BE SUBMITTED

The proposal shall be organized and submitted with the following elements:

- A. Cover Page
- B. Table of Contents
- C. Executive Summary

Provide a brief summary describing the firm's ability to perform the work requested, a history of the firm's background and experience providing

services, the qualifications of the firm's staff assigned to this project, any subcontractor, sub consultants, and/or key suppliers and a brief history of their background and experience, and any other information called for by this RFP which the firm deems relevant, including restating any exceptions to this request for proposal. This summary should be brief and concise to apprise the reader of the basic services offered, experience and qualifications of the firm, staff, subcontractors, and/or suppliers.

D. Questionnaire/Response to Scope of Services

Firm shall provide responses and information to fully satisfy each item in the Questionnaire. Each question should be reiterated before the firm's response to it.

E. Attachments

V. QUESTIONNAIRE

A. Company and General Information

1. Firm name and address.
2. Letter of transmittal signed by an individual authorized to bind the firm, stating that the firm has read and will comply with all terms and conditions of this RFP.
3. General information about the primary contact who is able to answer questions about the proposal. Include name, title, telephone number and email address of the individual.

B. Qualifications and Experience of the Firm

1. Describe your firm's history and organizational structure. Include the size of the firm, location of offices, years in business, organizational chart, name(s) of owner(s) and principal parties, and number and position titles of staff.
2. What is the primary business of the parent company and/or affiliates?
3. Which office(s) of your organization will have primary responsibility for managing this account? List the members of your team who will be responsible for providing the services and for ongoing support.
4. What is your firm's experience conducting the services requested? Describe comparable projects performed by your firm in the last five years, including the number of projects, scope of service, and their status.
5. Comment on other areas that may make your firm different from your competitors.

C. Qualifications and Experience of Proposed Project Team

1. Describe the qualifications of the firm's staff who are assigned to complete each of the scope of services, their position(s) in the firm, and types and amount of equivalent experience. Be sure to include any municipal agencies they have worked with in the past five years and their level of involvement. A description of how overall supervision will be provided should be included.
2. Identify and provide the resume(s) of the staff who will be assigned to complete the scope of services.

D. Response to Scope of Services

1. Describe the methods by which your firm will complete the services requested in the Scope of Services.
2. Provide a statement of those service(s) that differentiate your firm from competing firms.

E. Fees

1. The preparation of the proposal will be at the total expense of the firm responding. There is no expressed or implied obligation for the City to reimburse responding firms for any expense incurred in the preparation of proposals in response to this request.
2. Those firms selected as finalists by the Committee and confirmed by the City Council (at the conceptual plan presentation meeting) will be invited to:
 - a. Prepare a proposal listing the various fees to complete Phase Two of the Project (see Phase Two -- Section 2 of this RFP for more information.)
 - b. Provide staff titles and their associated hourly billing rates.

Any additional fees or expenses the firm seeks reimbursement for shall have their total costs estimated and be listed as a separate line items.

3. The City provides its firms the ability to submit invoices for work completed each month with payment made by check thirty days after receipt. If your firm's payment expectations, including timing and method of payment differ, please outline what those differences are.

F. References

List the name, address and telephone number of references from at least two (2) clients whom the firm completed similar work. Include a brief description of the work provided for each reference. You may offer more than two recent similar

projects if desired. The references should include the start date of each reference and the date of their completion (or their current status).

G. Implementation Schedule

Include a detailed implementation schedule for each section contained in Phase Two of this RFP, with an estimated project start date of September 18, 2017, noting key project milestones and timelines for deliverables. Identify any assumptions used in developing the schedules.

H. Certificate(s) of Insurance

The City will require the successful firm to provide Certificates of Insurance evidencing required coverage types and the minimum limits. See Exhibit A for more information on the City's insurance requirements.

VI. EVALUATION OF PROPOSALS

Proposals will be judged on the firm's ability to provide services that meet the requirements set forth in this document. The City reserves the right to make such investigations as it deems necessary to determine the ability of the firm to provide services meeting a satisfactory level of performance in accordance with the City's requirements. Interviews and presentations by one, several, or all of the firms may be requested by evaluators if deemed necessary to fully understand and compare the firm's capabilities and qualifications. The adequacy, depth, and clarity of the proposal will influence, to a considerable degree, its evaluation.

Proposals will be evaluated on the basis of the following criteria:

1. Conceptual Designs and their ability to achieve the goals outlined in Phase One – Section One of this RFP.
2. Qualifications and Experience
3. Questionnaire/Response to Scope of Services
4. Fees
5. References

SUPPLEMENTAL TERMS AND CONDITIONS, LEGAL STATEMENTS, AND INSURANCE REQUIREMENTS

SUPPLEMENTAL TERMS AND CONDITIONS

- I. Submission of a proposal shall be deemed a binding offer to enter into a contract with the City. Any proposed modifications to the agreement shall be signed by the successful firm and returned, together with the certificate of insurance required pursuant to said Section of the Agreement within ten (10) days after the Notice of Award.
- II. All firms shall be presumed to understand all of the terms, conditions and requirements of the agreement as stated in the specifications and to be thoroughly familiar with the project.
- III. The selected firm shall be required to obtain all applicable City permits and business licenses. The Business Licensing Division may be reached at (310) 253-5888. The cost of these items shall be included in the total proposal fee.
- IV. Any proposal may be withdrawn prior to the RFP opening time provided that the request is in writing and is signed by an authorized representative. The withdrawal of a proposal shall not prejudice the right of the firm to file a new proposal up to the time and date set for the opening of proposals. No proposal received after the time fixed for the RFP opening will be considered.
- V. Subsequent to the RFP opening, a firm shall be relieved of a proposal due to mistakes only if the firm can establish to the satisfaction of the City that all of the following circumstances exist:
 - a. A mistake was made;
 - b. The firm gave the City written notice within five (5) days after the opening of the proposals of the mistake; specifying in detail how the mistake occurred;
 - c. The mistake made the proposal materially different than the firm intended it to be;
 - d. The mistake was made filling out the proposal and not due to error in judgment or to carelessness in reviewing the Scope of Services or specifications as stated in the RFP.
- I. The City reserves the right to seek supplemental information from any firm at any time between the dates of the proposal submission and the RFP award. Such information will be limited to clarification or amplification of questions asked in the

original proposal. Any firm may be subject to personal interview and inspection of their business premises prior to award.

VI. The City reserves the right to reject any or all proposals and to waive informalities and minor irregularities in proposals received and to accept any portion of a proposal or all items of proposal if deemed in the best interest of the City. In addition, the City reserves the right to do any, or all, of the following:

- a. Reject any or all proposals or make no award;
- b. Issue a subsequent RFP;
- c. Cancel this RFP;
- d. Remedy technical errors in this RFP;
- e. Modify any requirements contained within this RFP and request revised submittals from firms determined to be within the competitive range;
- f. Award a contract to one or more firms;
- g. Accept the written proposal as an offer, without negotiation and issue a notice to proceed, if applicable.

VII. The City reserves the right to contract with any of the firms responding to this RFP based solely upon its judgment of the qualifications and capabilities of that firm.

VIII. All materials submitted regarding this RFP become the property of the City. Responses may be reviewed by any person at the RFP opening time and thereafter. The City has the right to use any or all collection ideas presented in reply to this request, subject to the limitations outlined in *Proprietary Information* below. Disqualification of a firm does not eliminate this right.

- a. *Proprietary Information* – Any restrictions on the use of data contained within a proposal must be clearly stated in the proposal itself. Proprietary information submitted in response to this RFP will be handled in accordance with applicable City Procurement Regulations and the California Public Records Act.

IX. The City is not liable for any cost incurred by a firm prior to issuance of an agreement, contract, or purchase order.

LEGAL STATEMENTS

All firms must meet the following contractual and legal requirements in order to enter into a contractual agreement with the City:

I. PROHIBITED INTERESTS

- a. Firm warrants that it has not employed or retained any company or person, other than a bonafide employee working solely for firm, to solicit or secure this contract and that it has not paid or agreed to pay any company or person, other than a bonafide employee working solely for the firm, any fee, percentage, brokerage fee, gifts or any other consideration, contingent upon or resulting from the award or making of this contract. For violation of this warranty, the City shall have the right to annul this contract without liability;
- b. Firm agrees that, for the term of this Contract no member, officer, or employee of the City, or of a local public body during his/her employment for one (1) year thereafter, shall have any interest, direct or indirect, in this contract, or to any benefit arising thereof ;
- c. The employment by the firm of staff on the City's payroll will not be permitted in the execution of this contract, even though such employment may be outside of the employee's regular working hours or on weekends, holidays, or vacation time; further, the employment by the firm of staff who have been on the City's payroll within one (1) year prior to the date of contract award, where such employment is caused by and/or dependent upon the firm securing this or related contract with the City, is also prohibited.

II. ANTI-LOBBYING PROVISION

- a. During the period between proposal submission date and the contract award, firms, including their agents and representatives, shall not directly discuss or promote their proposal with any member of the City's City Council or City staff except in the course of City-sponsored inquiries, briefings, interviews, or presentations, unless requested by the City;
- a. This provision is not meant to preclude offerors from discussing other matters with City Council members or City staff. This policy is intended to create a level playing field for all potential firms, assure that contract decisions are made in public, and to protect the integrity of the RFP / Bid

Evaluation process. Violation of this provision may result in rejection of the firm's proposal.

- III. **NON-DISCRIMINATION REQUIREMENTS:** In addition to any other obligations set forth in the specifications, the firm shall not discriminate against any employee or applicant for employment because of gender, gender identity, gender expression, sexual orientation, sex, age, disability, medical condition, genetic information, marital status, race, color, religion, ancestry, or national origin. The firm shall take affirmative action to ensure that employees are treated during employment without regard to their gender, gender identity, gender expression, sexual orientation, sex, age, disability, medical condition, genetic information, marital status, race, color, religion, ancestry, or national origin. Such affirmative action shall include, but not be limited to, the advertising, layoff or termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship. The firm shall post in a conspicuous place available to all employees and applicants for employment notices setting forth the provisions of this fair employment practices paragraph.
- IV. **COMPLIANCE WITH LAW:** The firm shall familiarize itself with and perform the service required under this contract in conformity with requirements and standards of the City, municipal and public agencies, public and private utilities, special districts, and railroad agencies whose facilities and services may be affected by service under this contract. The firm shall also comply with all Federal, OSHA, state, and local laws and ordinances applicable to any of the service involved in this Contract. The firm shall indemnify and hold the City harmless against any claim arising from the violation of any such laws, ordinances and regulations whether by the firm or their employees.
- V. **PROTECTION OF RESIDENT WORKERS:** Protection of Resident Workers: The City actively supports the Immigration and Nationality Act (INA), which includes provisions addressing employment eligibility, employment verification, and nondiscrimination. Under the INA, employers may hire only persons who may legally work in the United States of America (i.e., citizens and nationals of the U.S.A.) and aliens authorized to work in the U.S.A. The employer must verify the identity and employment eligibility of anyone to be hired, which includes completing the Employment Eligibility Verification Form (I-9). The firm shall establish appropriate procedures and controls so no services or products under the Contract Documents will be performed or be manufactured by any worker who is not legally eligible to perform such services or employment.

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- VI. INDEMNIFICATION / HOLD HARMLESS CLAUSE. To the fullest extent permitted by law, the firm shall indemnify, defend (at the firm's sole expense, with legal counsel approved by City) and hold harmless the City, members of its City Council, its boards and commissions, officers, agents, and employees (hereinafter, "Indemnitees"), from and against all loss, damage, cost, expense, liability, claims, demands, suits, attorneys' fees and judgments arising from or in any manner connected to the firm's or its employees or agent's acts, errors or omissions related to this Contract. This indemnification includes, but is not limited to, tort liability to a third person for bodily injury and property damage.

Notwithstanding the foregoing, nothing herein shall be construed to require the firm to indemnify an Indemnitee from any claim arising from the sole negligence or willful misconduct of that Indemnitee.

The duty to defend referenced herein is wholly independent from the duty to indemnify, arises upon written notice by the City to the firm of a claim within the potential scope of this indemnification provision, and exists regardless of any determination of the ultimate liability of the firm, the City or any Indemnitee.

INSURANCE REQUIREMENTS

All firms must meet the following insurance requirements in order to enter into a contractual agreement with the City:

- I. Firm shall submit duly executed certificates of insurance, with declarations page and endorsement list, which shall be provided to the City through the department administering the contract, and approved by the City Attorney, for the following:
 - a. An occurrence based Commercial General Liability ("CGL") policy, at least as broad as ISO Form CG 0001, in the minimum amount of One Million Dollars (\$1,000,000) each occurrence, with not less than Two Million Dollars (\$2,000,000) in annual aggregate coverage.

The CGL Policy shall have the following requirements:

 1. The policy shall provide coverage for personal injury, bodily injury, death, accident and property damage and advertising injury, as those terms are understood in the context of a CGL policy. The coverage shall not be excess or contributing with respect to City's self-insurance or any pooled risk arrangements;

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2. The policy shall provide \$1,000,000 combined single limit coverage for owned, hired and non-owned automobile liability;
 3. The policy shall include coverage for liability undertaken by contract covering, to the maximum extent permitted by law, firm's obligation to indemnify the Indemnitees as required under the Indemnity provisions of the Contract;
 4. The Policy shall not exclude coverage for Completed Operations or Hazards; and
 5. **The City of Culver City, members of its City Council, its boards and commissions, officers, agents, and employees will be named as an additional insured** in an endorsement to the policy.
- b. Business Automobile Liability Insurance coverage in the amount of One Million Dollars (\$1,000,000), providing coverage for use of mobile equipment (i.e. heavy mobile equipment or vehicles primarily for use in an off-road environment), to the extent that (1) such mobile equipment will be used within the City limits or on City business, and (2) coverage for mobile equipment is not otherwise covered by the CGL policy listed in subparagraph (a), above.
 - c. Workers' Compensation limits as required by the Labor Code of the State of California with Employers' Liability limits of One Million Dollars (\$1,000,000.00) per accident, if the Agreement will have Firm employees working within the City limits.
 - d. Professional/Negligent Acts, Errors and Omissions Insurance (where applicable) in the minimum amount of One Million Dollars (\$1,000,000) per claim, and shall include coverage for separate "personal injury" alleged to have been committed in the course of rendering professional services, unless such coverage is provided by the CGL policy listed above.
- II. WAIVER BY THE CITY: The City may waive one or more of the coverages listed in Section I above. This waiver must be express and in writing, and will only be made upon a showing by the firm that its operations in and with respect to City are not such as to impose liability within the scope of that particular coverage.
- III. ADDITIONAL INSURANCE REQUIREMENTS:

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- a. All insurance listed in Paragraph A shall be issued by companies licensed to do business in the State of California, with a claims paying ability rating of "BBB" or better by S&P (and the equivalent by any other Rating Agency) and a rating of A-VII or better in the current Best's Insurance Reports;
 - b. Firm shall provide City with at least thirty (30) days prior written notice of any modification, reduction or cancellation of any of the Policies required in Paragraph A, or a minimum of ten (10) days' notice for cancellation due to non-payment;
 - c. The City may increase the scope or dollar amount of coverage required under any of the policies described above, or may require different or additional coverages, upon prior written notice firm.
 - d. If the firm's insurance carrier charges an additional fee to meet these insurance policy requirements, the firm must include that amount in their project costs.

Attachment No. 1: City Hall Existing Landscaping Plans
(A PDF file will be provided separately)

Attachment No. 2: City Hall Soil Analysis

WALLACE LABORATORIES, LLC

365 Coral Circle

El Segundo, CA 90245

Phone (310) 615-0116 fax (310) 640-6863

May 3, 2016

Patrick Reynolds, Patrick.reynolds@culvercity.org
Culver City Parks Division Manager
Culver City
4117 Overland Avenue
Culver City, CA 90230

RE: City Hall Landscape Renovations
Samples delivered April 28, 2016

Dear Patrick,

The average pH is moderately alkaline at 7.68. The pH values range from 6.76 in sample 12 to 8.39 in sample 13. Samples 3, 9, 13, 14 and 15 have pH values at 8.0 or higher. Ideally for best growth, the soil pH should normally be in the range of about 6.5 to 7.5. At least, the pH should be less than about 8.0. The pH can be frequently lowered with the addition of gypsum and with deep irrigation.

Salinity is modest at 0.68 millimho/cm on average. Salinity ranges from 0.28 millimho/cm for sample 6 to 2.21 millimho/cm for sample 8. Chloride is slightly elevated at 250 parts per million in the saturation extract. Salt-sensitive plants need chloride below about 150 parts per million.

Nitrogen is low for all the samples. Phosphorus is high for sample 12 and is low or modest for the others. Potassium is sufficient for samples 1, 2 and 12. Potassium is low for modest in the others. Iron is sufficient. Manganese is low in four samples. Zinc is low in sample 13 and is excessively high at 44 parts per million for sample 1. Copper is low in eight samples. Boron and sulfur are modest. Magnesium is sufficient.

Soil organic matter is low at 1.00% on a dry weight basis on average. Samples 1 and 12 have sufficient soil organic matter at 3.29% and 3.98%, respectively. The other samples have low soil organic matter.

The average rate of water percolation is rapid at 51.9 inches per hour. The rate of water percolation ranges from 3.21 inches per hour for sample 2 to 91.9 inches per hour for sample 15.

The average soil texture is sand. Samples 2 and 12 are sandy loam as desired. Sample 1 is a loamy sand. The other samples are sand.

The desired soil texture is sandy loam. It has a balance of water holding capacity, nutrient holding capacity, porosity and water percolation. Sandy soils have high porosity and drain quickly but have low water and nutrient holding capacities. Clayey soils hold nutrients and water well but have low porosity and low drainage rates.

Particles larger than about 0.8 millimeters do not retain significant amounts of water. The particles have high aeration. Particles below about 0.5 millimeter hold water well but have insufficient porosity when the media is moist. The sweet spot is between 0.5 and 0.8 millimeters.

These samples have fine and very fine sand. The percent sand finer than 0.5 millimeters is 95.3% on average.

The best soil is sample 12. The soil texture is sandy loam. Soil organic matter is good at 3.98% on a dry weight basis. The rate of water percolation is more moderate at 11.6 inches per hour. This sample contains the highest levels of potassium, phosphorus, magnesium and sulfur. The pH is slightly acidic at 6.76. Salinity is modest at 0.69 millimho/cm.

Sample 1 has excessively high zinc at 44 parts per million. The optimal level of zinc is several parts per million. Sensitive plants such as woody plants frequently need plant available zinc below about 30 parts per million. Herbaceous plants generally need zinc below about 50 parts per million. Grasses are fairly tolerant of high zinc. Excessive zinc causes stunting, dieback and discoloration. High zinc restricts the uptake of potassium and other micronutrients.

The low potential soil aeration problem can be reduced by increasing the soil organic matter. However, the soils will need to be kept partially dry. For best growth, a sandy loam soil is preferred. These finely graded sands will not provide for vigorous rooting.

Sample 12 is suitable for reuse.

Specifications for a suitable sandy loam soil with proper pore space

General - Topsoil shall be free of roots, clods, stones larger than 1-inch in the greatest dimension, pockets of coarse sand, noxious weeds, sticks, lumber, brush and other litter. It shall not be infested with nematodes or other undesirable disease-causing organisms such as insects and plant pathogens. Maximum gravel between 0.5 and 1 inches shall be less than 5%.

Topsoil shall be friable and have sufficient structure in order to give good tilth and aeration to the soil.

Gradation limits - soil texture shall be a sandy loam. The definition of soil texture shall be

the USDA classification scheme. Gravel over 2 millimeters in diameter shall be less than 15% by weight. The clay content shall be less than 20%. Clay plus silt content shall be less than 40%. Sand finer than 100 mesh (0.15 millimeters) shall be less than 15%. Sand finer than 60 mesh (0.25 millimeters) shall be less than 40%. Sand larger than 32 mesh (0.50 millimeters) shall be at least 15%.

Permeability Rate - Hydraulic conductivity rate shall be not less than one inch per hour nor more than 10 inches per hour when tested in accordance with the USDA Handbook Number 60, method 34b or other approved methods.

Fertility - The range of the essential elemental concentration in soil shall be as follows:

Ammonium Bicarbonate/DTPA Extraction parts per million (mg/kilogram <u>dry weight basis</u>	
phosphorus	15 - 40
potassium	120 - 220
iron	4- 35
manganese	0.6 - 6
zinc	1 - 8
copper	0.3 - 5
boron	0.2 - 1
magnesium	50 - 150
sodium	0 - 100
sulfur	25 - 500
molybdenum	0.1 - 2

Acidity - The soil pH range measured in the saturation extract (Method 21a, USDA Handbook Number 60) shall be 6.5- 7.5.

Salinity - The salinity range measured in the saturation extract (Method 3a, USDA Handbook Number 60) shall be 0.5 - 2.5 dS/m.

Chloride - The maximum concentration of soluble chloride in the saturation extract (Method 3a, USDA Handbook Number 60) shall be 150 mg/l (parts per million).

Boron - The maximum concentration of soluble boron in the saturation extract (Method 3a, USDA Handbook Number 60) shall be 1 mg/l (parts per million).

Sodium Adsorption Ratio (SAR) - The maximum SAR shall be 3 measured per Method 20b, USDA Handbook Number 60.

Aluminum – Available aluminum measured with the Ammonium Bicarbonate/DTPA Extraction shall be less than 3 parts per million.

Cation Exchange Capacity - Minimum 15 milliequivalents per 100 dry grams

Exchangeable potassium - 3% to 8%

Exchangeable sodium - less than 3%

Exchangeable calcium - 65% to 78%

Exchangeable magnesium - 10% to 18%

Exchangeable hydrogen - 5% to 15%

Soil Organic Matter Content - Sufficient soil organic matter shall be present to impart good physical soil properties but not be excessive to cause toxicity or cause excessive reduction in the volume of soil due to decomposition of organic matter. The desirable range is 3% to 6%. The carbon:nitrogen ratio should be about 10.

Calcium Carbonate Content - Free calcium carbonate (limestone) shall not be present for acid-loving plants.

Heavy Metals - The maximum permissible elemental concentration in the soil shall not exceed the following concentrations:

Ammonium Bicarbonate/DTPA Extraction
parts per million (mg/kilogram)
dry weight basis

arsenic	1
cadmium	1
chromium	10
cobalt	2
lead	30
mercury	1
nickel	5
selenium	3
silver	0.5
vanadium	3

If the soil pH is between 6 and 7, the maximum permissible elemental concentration shall be reduced 50%. If the soil pH is less than 6.0, the maximum permissible elemental concentration shall be reduced 75%. No more than three metals shall be present at 50% or more of the above values.

Phytotoxic constituent, herbicides, hydrocarbons etc. - Germination and growth of monocots and dicots shall not be restricted more than 10% compared to the reference soil. Total petroleum hydrocarbons shall not exceed 50 mg/kg dry soil measured per the modified EPA Method No. 8015. Total aromatic volatile organic hydrocarbons (benzene, toluene, xylene and ethylbenzene) shall not exceed 0.5 mg/kg dry soil measured per EPA Methods No. 8020.

Sincerely,

Garn A. Wallace, Ph. D.
GAW:n

