

# Saddle Creek Community Services District

## Regular Meeting of December 19, 2017

### AGENDA SUPPORTING DATA

#### 7. DISCUSSION AND ACTION ITEMS

- b. Adoption of a resolution approving a Consulting Agreement with Orr Design Office, for landscape architect services related to the Drought Tolerant Landscape Project.

#### **Recommended Motion**

I move to adopt a resolution approving agreement with Orr Design Office, for landscape architect services related to the Drought Tolerant Landscape Project.

#### **Background**

On October 17, 2017 the Board of Directors approved a request for proposals (RFP) for landscape architect services. Following approval, the RFP was distributed to 20 qualified firms that had either expressed interest in the project, or were located through internet search or reference.

On November 1, 2017, a site visit was held to provide additional information and answer questions from interested firms, which was attended by three potential proposers. By the deadline on the November 17, 2017 deadline, three qualified firms submitted proposals. The proposals from all firms can be downloaded on the [Project page](#) of our District website. The proposals were distributed on November 20 to the District's Adhoc Landscape Design Committee, and a meeting was held on November 6, 2017 to review the proposals and develop a recommendation to the Board. Following review, the Committee recommended conducting a telephone interview with the highest ranking two firms; Orr Design and MTW Group.

The Committee conducted interviews on November 12, the purpose of which to ensure the committee's understanding of each consultant's qualifications, experience and approach to the work; as well as their fee proposal. Both interviews went extremely well, with the firms being very qualified and submitting very comparable fee proposals. Following deliberations, the Committee recommended that the CSD Board of Directors award the landscape design contract to Orr Design Offices. The successful proposal and draft resolution approving the agreement is attached.

As detailed in the RFP and resolution, the recommended authorizes the General Manager to execute and agreement with Orr Design, with approval of the Phase 1 work not to exceed \$25,000 without further Board approval. Lora Warner, Chair of the Landscape Committee as well as other members will be in attendance at the meeting and prepared to support the recommendation to the Board.

**RESOLUTION NO. 2017-**

**A RESOLUTION OF THE BOARD OF DIRECTORS  
OF THE SADDLE CREEK COMMUNITY SERVICES DISTRICT APPROVING  
AGREEMENT WITH ORR DESIGN OFFICES FOR COMPLETION OF LANDSCAPE  
DESIGN WORK ASSOCIATED WITH DESIGN AND BIDDING, CONSTRUCTION  
MANAGEMENT AND OTHER PROFESSIONAL SERVICES ASSOCIATED WITH THE  
SADDLE CREEK DROUGHT TOLERANT LANDSCAPE IMPROVEMENT PROJECT**

**WHEREAS**, the Saddle Creek Community Services District (herein referred to as District) is a local government agency formed and operating in accordance with Section §61000 et seq. of the California Government Code; and

**WHEREAS**, the District owns and maintains the common area landscaping in most of the community, of particular focus and interest being the community entrance and golf resort entrance roundabout, which consisted of thousands of square feet of ornamental turf grass both in street medians and adjacent to the roads; and

**WHEREAS**, the severe drought of 2013 through 2016 caused the state to adopt prohibitions on the use of ornamental turf in street medians and other irrigation restrictions which resulted in loss of much of the turf, decommissioning of irrigation systems and much expense for temporary aesthetic remedies; and

**WHEREAS**, the District has directed the evaluation of permanently converting the landscaping in portions of the community common areas from high water using ornamental turf to attractive and water efficient drought tolerant plantings and hardscape; and

**WHEREAS**, the services of a professional landscape architect is necessary to accurately evaluate the opportunities and constraints associated with conversion of the landscaping, and therefore the District issued a Request for Proposals for the necessary consulting work in October 2017 and received three proposals by the November 17, 2017 deadline; and

**WHEREAS**, following review of the proposals by the District Landscape Adhoc Committee, the proposal submitted by Orr Design Offices has been determined to be responsive to the Request for Proposals and best meeting the needs of the District; and

**WHEREAS**, the Orr Design Offices proposal dated November 17, 2017 is attached hereto as Exhibit A.

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NOW THEREFORE BE IT RESOLVED THAT THE BOARD OF DIRECTORS OF THE SADDLE CREEK COMMUNITY SERVICES DISTRICT DOES HEREBY approve as follows:

1. The General Manager is authorized to negotiate a final scope of work and fee in accordance with the attached proposal from Orr Design Offices.
2. The work immediately authorized are the tasks associated with the Phase 1 project as detailed in the Proposal and Fee estimate, not to exceed \$25,000 without additional Board approval.
3. The General Manager is authorized to execute the District standard consulting services agreement with Orr Design for the agreed upon work; if an agreement can be reached on an acceptable work scope and fee.

WHEREFORE, this Resolution is passed and adopted by the Board of Directors of the Saddle Creek Community Services District on December 19, 2017, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

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Larry Hoffman, President

ATTEST:

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Peter Kampa, Secretary

### **CERTIFICATE OF SECRETARY**

I, Peter Kampa, the duly appointed and acting Secretary of the Board of Directors of the Saddle Creek Community Services District, do hereby declare that the foregoing Resolution was duly passed and adopted at a Regular Meeting of the Board of Directors of the Saddle Creek Community Services District, duly called and held on December 19, 2017.


DATED: \_\_\_\_\_.

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Magnify the ordinary with a closer look.

see




Listen to the ocean in a seashell.

hear




Feel texture, form and weight.

touch



Savor the sweet nectar of Summer.

taste



Discover the perfume of nature.

smell

# Visionary Thinking

“The creative struggle is never easy. It’s amorphous by nature. To achieve excellence, you must unlock the inner mind. And that comes from inspiration. Being creative is sensing the same things as everyone else but imagining something different. Designs that are lasting and meaningful evolve from a discovery process that embraces all of your senses. Inspired design will energize you in ways you never imagined. It will excite you...Challenge you...Urge you to break free of convention...To experience ALL of your senses.”

Gary Orr, Principal  
ORR Design Office



Inspired

Detailed

Intelligent

Cohesive

Seamless

Compelling

Innovative

Unique

Timeless

Flexible

Inventive

Compelling

# Saddle Creek

## Community Entry Re-landscape

A new Saddle Creek community image emerges...building upon yesterday's foundation and today's new environmental ethos.

We've prepared this introduction of our professional landscape architectural design firm- ORR Design Office as your key partner in this transformational project. We're excited about the bold steps ahead.

This document presents our experience, talents and skills for your review and approval.

The ORR Design Office stands ready.



916-441-4500  
Central Valley-  
Foothills- Sierra

# Inspired

## **WHOLE-VISION designers of unique landscape environments of unparalleled beauty and function**

Since 1990, we've been focused like a laser beam in our own world of inspired design. And, we've earned more awards for our passion than just about any local firm. What we do and ..how we do it is extremely rare and, when we're done, our client's buildings and landscapes meld into one cohesive WHOLE VISION that looks and functions seamlessly. ORR Design Office, Inc. is a multi-disciplinary design firm that works with clients throughout Northern California including the Bay Area, Sacramento Valley and Sierra regions. The Saddle Creek CSD can be assured that we take our responsibilities seriously and that we will respect your needs and goals.

The professional team at ORR Design Office is composed of unique and talented individuals with talents that are well beyond the basic professional fundamentals of the profession. As inspired collaborators, we have the resolve to guide you when you may not understand an idea, and we have the character to listen carefully when your own sensibilities are in duress. Most of our projects are located on challenging sites, managed by complicated community and governmental regulations, and require intimate knowledge of the local political and environmental climate. Clients can be assured that we will do whatever it takes to manage their project for success and harmony within the community, their neighbors and the construction team.

ORR Design Office clients receive "extra value" from our unique mind-set, experiences and talent throughout their relationship with us because of who we are, how we think and what we know. We're "inventors" and fine artists, horticulturalists, lighting specialists and color experts, building technology planners, landscape and irrigation designers—every detail is visualized.

### **Upscale Hospitality, Community and Custom Residential Landscape Architecture**

ORR Design Office does NOT design shopping centers, schools, community parks with large turf areas and other typical commercial projects OR at the other extreme we don't design "everyday" front yards for mid-level custom homes. We specialize in detail oriented civic, high end- resort, hospitality and custom residential/estate projects for private developers or owners. Our clients seek us out for their "special projects" that demand innovation, technology, attention to detail, personal service and our emotional insights while working for people who will live in the landscape rather than just visit it.

*Would you hire a shopping center architect to design your custom home? Would you hire a park and urban planner to design your high-end residential resort?*

*Clearly this illustrates that ORR Design Office is the perfect partner to work with Saddle Creek.*

# Detailed

## Key reasons ORR Design Office is the most intelligent choice to design the landscape project for the Saddle Creek community.

**Multi-skilled...**Our approach, experience and skills are used for every aspect of your project's design. We offer a single point of contact, a comprehensive and detailed design experience and quite simply, can design better because we have more depth, talents and skills in-house. The need for a separate landscape architect and irrigation specialist, lighting designer, horticultural expert and environmental graphics consultant is eliminated because we are these too.

**Creative...**Our ideas are tested, practical and inventive. Our "currency" is ideas that solve unique problems, combine different parts and pieces that make "new" from "standard." We think differently and ask the right questions to elicit the most appropriate solutions. Very few design professionals have built with their own hands and because we've been, landscapers, carpenters, masons, plumbers and ourselves, we know how to build ourselves and understand materials, methods and specialized techniques that few designers know.

**Inspired...**Our work is neither trendy nor is it traditional. We are WHOLE VISION "place makers" instead of "space makers." The Community will not just be "green and pretty" but will have a powerful visual character of its own. Residents will remark that the community "feels just right." We don't start out trying to design to win awards but the results are often worthy of praise and admiration.

**Flexible...**Our services are tailored to you and your project goals. If an urgent matter arises, we'll work the weekend or evenings or make it right. We're ready to help and do what it takes to provide a quality service experience.

**Respectful...**Our respect for the community and CSD management's needs is resolute. We work for you and our aim is to build a respectful friendship with you. We realize that these projects are financially challenging and as a result, we are time sensitive, organized and efficient. We partner with the contractors and craftsmen to encourage, guide and offer support because we feel positive energy is a powerful motivator and leads to harmony and great workmanship- for the client.

**Intelligent...**Our goal is to be fair and knowledgeable professionals that listens to and guides our clients at the same time. If we don't know something, we will tell you but we will also find the best answer. We respect scholarship, debate, expertise and experience and will use our and your resources to for your project's best advantage.

**On Budget...**Our design work wins awards and praise from our clients and peers alike but the hidden story is that they are built on budget or very close to it. Our clients want a project built without unplanned additions or deletions that create emotional and economic turmoil. Our goal is to plan in detail so that the contractors can confidently commit to a lump-sum fixed-price.

## **ORR Design Office- Project key team members**

### **Gary Orr, Principal & Director of Design**

Principal in Charge/Director of Design/ Principal of ORR Design Office, Inc. , Gary Orr oversees all design work for the firm. He has over 30 years of experience in the fields of environmental design programming, architecture/landscape architecture, horticulture, urban design, and is a fine artist and craftsman. He is a licensed California Landscape Architect since 1986.

Gary's special insights and skills that come from being a design-build contractor early in his career. And its notable that Gary's childhood as an Eagle Scout, working in an exotic plant nursery and after school private art lesson for over 10 years to this day informs his career. He was a lecturer and instructor in the fields of design theory at Los Rios College. He has earned professional recognition for his design vision from numerous national publications such as Architectural Record, Sunset Magazine, Lighting Design, Better Homes and Gardens, Dwell, Lux Living, Metropolitan Home and other local publications and magazines. He has earned over 25 awards for his work in landscape architecture, lighting design and architecture. He is an honor's graduate of Linn Institute of Art in Laurence Kansas and earned his College Instructor credential through University of California Berkeley and is a LEED certified professional and a member of the American Society of Landscape Architects and the California Native Plant Society.

In addition to running the day-to-day design activities of ORR Design Office, Gary is active in promoting the profession and has given back to the community as a long-term board member of several local and regional organizations. Gary is currently designing his own family home and agricultural ranch in the Sierra Foothills using advanced irrigation technologies, all low-water and native plantings and other innovations that will earn industry attention. He visited Israel (the world leader in low-water planting and irrigation science) in the Summer of 2017 to learn about their leading irrigation technologies, low-water planting techniques and the most state-of-the-art techniques to use in ORR Design Office's future work.

### **Karen Bramlett Nece, Project Landscape Architect and Manager**

Associate landscape architect, Karen Nece has been with ORR Design Office for over 11 years and has been a California licensed Landscape Architect since 1994. Karen will manage the day-to-day project details, coordination of all schedules and will manage the project bidding and construction phases. She is a graduate with BA in Landscape Architecture and Planning from University of California Davis. Karen has a LEED certification. Karen is also a field representative and will attend all contractor conferences and on-site activities.

In addition to managing her work at ORR Design Office, Karen is active in furthering her education and has specialized certifications in California native plants and horticulture and has maintained a part-time schedule as a student for most of her adult life. Her hobby is going to school and learning.

### **Kevin Gardner, CAD Manager and Technical Specialist**

Associate Kevin Gardner is the firm's CAD manager and in-office quality control specialist. With ORR Design for 15 years, he oversees all production work and maintains complex computer and drafting programs. An expert in AutoCAD, Kevin has over 23 years of experience as a technical expert in computer drafting.

Additionally, he has specialized skills in architecture, interiors, landscape architecture honed as the lead in the office's major projects. He has a degree from Fresno State College in Building Construction.



# Cohesive

## Saddle Creek Landscape- The ORR “WHOLE- VISION” Design Approach

### **More than water efficiency...More than healthy plantings**

ORR Design’s WHOLE VISION approach to the project will excavate deeper than the technical goals of the CSD’s desire for strategic water use, lower maintenance costs and conformance with local and state regulations. We understand that the main entry roadway character and “sense of arrival” is both the “BRAND” as the public image of Saddle Creek but it also is the extended “front yard” for the golf course resort and residences in the community.

Saddle Creek’s remote rural location and isolation requires a commitment of energy and time to reach the gateway of the development and therefore the destination should exert an “emotional reward” for the trip. While a lush green and functional entry can clearly provide a desirable and satisfying reward, we would strive to a higher level of reward.

### **An inspired approach...**

The Saddle Creek community is a suburban island within a foothill and rural landscape. Our design approach will be more contextual and de-emphasize the “suburban” and emphasize the “rural” while maintaining a surprising and sophisticated style that may be more native, loose and organic, but at the same time should be organized, refined and contemporary. We DO want the hand of the designer to show.

We also know that the community has an opportunity to refresh its brand to a new group of younger residents that are seeking an escape from suburban front lawns, flapping flags and high utility expenses. At the same time, the community is an organized place that offers timeless lifestyle benefits with enduring appeal.

There are fundamental functional considerations that we believe should be examined which may include creation of a new pedestrian gate, walkway and connection path away from vehicular traffic. The entry roadway to the drive circle should have more illumination to enhance safety and a sense of security and at the same time enhance the drama and physical beauty of the entry “experience.” The lighting system could also allow seasonal holiday display opportunities.

The CSD could also market the reimaging of the landscape entry area as an example “demonstration-scape” in a possible partnership with the community developer and existing residents as a possible new or amended landscape standard within the CC&R guidelines. The opportunity to illustrate new irrigation technologies, introduce new plants and how to creatively design native and low-water landscapes that don’t look unkempt, overtly trendy with faux stream beds and baby boulders, gravel sanitized utilitarian or too stylistically confusing

## **Saddle Creek Landscape- Preliminary Design Report (Phase 1)**

As a part of Phase 1, ORR Design will attend three on-site meetings per (1,2 & 3 listed below) and prepare and present a preliminary site opportunity/constraint analysis with examples and exhibits (photos and drawings) that illustrate graphically the project challenges and opportunities. ORR Design will attempt to 'educate' the 'Stakeholders' while at the same time carefully listen and synthesize the stakeholder concerns, priorities and own visions for the project.

### **1. Project Goals and Objectives.**

-ORR to evaluate basic site and horticultural conditions, obtain photos, prepare base site plan for digital drafting, identify specific locations and boundaries within the Saddle Creek CSD that the project plan will include. (as-built irrigation, lighting etc. data collected in Phase 2)

- Identify project threats, opportunities and long-term challenges.

- Elicit Community and CSD Board (District Committee) in one kickoff meeting to discuss priorities and of the project redesign and benefits/liabilities. Outline possible project strategic outcomes such as improved aesthetic and community image, operation and maintenance savings, compliance with local and state codes/restrictions, resource preservation, and stabilization of property values.

- Outline project development design options and exploration of project budget options for discussion and evaluation such as:

a- *" basic repair and minor modifications only as required" ,*

b- *" remove and replace all systems (irrigation/lighting/automation) with some existing plantings to remain,*

c- *" all new systems, 'model' foothill landscape planting and design themes, and community image enhancing hardscape/softscape elements"*

### **2. Board and Committee Discussions and Strategies**

-Summary presentation and meeting with District Committee 'stakeholder' to discuss strategies.

-Illustrate issues and evaluate options presented by ORR Design in #1 above.

### **3. Community Stakeholder Meetings**

-Assist in evaluation of District Committee 'stakeholder' comments and questions received during the District Committee led process. Elicit from Community "stakeholders" the desirability and acceptability of various project development options and preferred aesthetic character of the project design.

### **4. Schematic Design Concept**

-Prepare one conceptual schematic design development scenario for presentation and discussion to District Committee.

-Update schematic design approved by the District Committee and refine project elements such as key materials (with samples as required), illustrate key design details, report possible management costs (water use, maintenance until established)

-Prepare recommendations for project implementation schedule

## **Saddle Creek Landscape- Final Design/Construction Management (Phase 2)**

As a part of Phase 2, ORR Design will attend all on-site meetings and prepare all required documents, specifications, cost estimates, bidding and construction phase services. As a part of this phase, ORR Design will require a more comprehensive as-built survey to document locations of all existing utility data (irrigation, lighting and storm drain systems.) We are recommending that a local surveyor prepare a plan with topographic data and that ORR Design overlay through field research collected utility data. We have contacted a surveyor located in Sonora that is prepared to provide this service.

### **1. Final data collection/survey/topographic data (extra required service)**

-Collect existing on-site information via a survey of existing site, review of any existing planning documents, evaluate conditions of plant material, hardscape/signage, underground basic as-built infrastructure. Prepare project area mapping and plan base to be used for development of designs and technical plans.

-Collect maintenance schedule data, historic water use data and costs, separate via calculation estimate of water use by golf course and CDS project area where existing systems are combined.

### **2. Project Final Design (Design Development) (RFP #5.2)**

-Prepare site, grading, drainage, irrigation, planting, paving, lighting, site structures plans (fences, screen walls, large scale pots, gates, gate house alterations, monument sign modifications, retaining walls as necessary). Paint color selections.

### **3. Technical Plans (Construction Documents) (RFP #5.3)**

-Scaled digital plans  
-Specifications  
-Calculations for water management and local/state code requirements  
-Final statement of probable construction costs

### **4. Bid and Project Pre-Contract Management (RFP #5.4)**

-Bidding and pre-construction management (project bidding, contractor award assistance)  
-Assist CSD in award and contractor coordination

### **5. Construction Phase Services (RFP #5.5)**

-Construction management (pre, during and end) of installation process. Follow-up and reviews of work for conformance to plans and specifications, field reports, RFI and change order management, invoice reviews.

### **6. Maintenance Schedule (optional service)**

-Prepare a recommended watering, pruning, staking and fertilization outline for start-up to establishment period, early maturity and mid-term maturity of all plantings.  
-Prepare sketch images of suggested pruning forms  
-Fertilizer schedule (type, quantity and rates)

# Seamless

## Saddle Creek Design Process and Phasing

We have summarized an example of the design process suggested for the project. We organize the project design through a step-by-step process that will produce the most appropriate design for the Saddle Creek CSD needs, goals and budget. Usually we are right on target and find the process eliminates unpleasant surprises commonly produced by designers and architects who do not follow an organized process or when a client conceptualizes a project in steps without a consultant that “visualizes” the true scope of a project. We proceed when both you and our office are ready for the next step.

All services to complete the Saddle Creek landscape project are shown in phases outlined below. Project start to bid announcement is 180 days (6 months).

- 1. Project Programming:** Data gathering, goals & objectives,  
Timelines, budgets, reports  
  
2 client meetings  
1 month
- 2. Schematic Design:** Basic layouts, site planning/ landscape.  
Functional and thematic vision is developed.  
  
1 client meeting  
1 month
- 3. Final Design:** Final layout of project components,  
Cost evaluations, presentations  
  
2 client meetings  
1 month
- 4. Construction Documents:** Documents prepared for building permit  
and construction bids, building documents, survey  
  
1-2 client meetings  
2 months
- 5. Project Management:** Bidding, analysis of bids  
1 client meeting  
1 month

# Compelling

## Client and Builder References

We have provided a sample of approved references. We encourage you to contact every individual on the list below. Please feel free to ask them any questions you may have. Builder references are valuable as they work with many design professionals and can provide a very comprehensive peer evaluation of the quality and detail in our plans, accuracy and innovation and our team spirit. Highly complex and detailed projects are the creative laboratory for our innovations and ideas. These projects range from ½ acre to 20 acres and have budgets from under \$100K to 5+ million dollars.

### Private Owner, Construction & Development Company References

|  |                   |
|--|-------------------|
| Craig Chase- Owner<br>CE Chase Development, Inc.                 | cell 925-639-8774 |
| Mike Fields- President<br>Allied Construction & Site Development | cell 530-902-6536 |
| Marc Howse- President<br>Marc Howse Enterprises, Inc.            | cell 916-434-5475 |
| Jim Wood- President<br>R & J Construction, Inc.                  | cell 915-648-7942 |
| Larry Steele- President<br>Siteworks Landscape, Inc.             | cell 510-418-0051 |
| Ron Pitamber- President<br>Heritage Hotel Group, Inc.            | cell 916-786-5852 |



Cohesive  
**WHOLE • VISION**  
design of buildings,  
interiors & landscape  
architecture since 1995  
Bay Area • Sacramento  
Foothills • Sierras

November 17, 2017

Ms. Nicole McCutchen- Project RFP Manager

Saddle Creek Community Services District

1000 Saddle Creek Drive

Copperopolis, CA 95228

## **Saddle Creek Drought Tolerant Landscape Project RFP**

### **Phase 1 Bid**

#### **1. Project Goals and Objectives.**

|           |          |         |
|-----------|----------|---------|
| Principal | 20 hours | \$3,700 |
| Staff     | 20 hours | \$2,700 |

#### **2. Board and Committee Discussions and Strategies**

|           |          |         |
|-----------|----------|---------|
| Principal | 16 hours | \$2,960 |
| Staff     | 20 hours | \$2,700 |

#### **3. Community Stakeholder Meetings**

|           |          |         |
|-----------|----------|---------|
| Principal | 8 hours  | \$1,480 |
| Staff     | 12 hours | \$1,620 |

**ORR**  
DESIGN  
OFFICE

#### **4. Schematic Design Concept**

|               |          |                        |
|---------------|----------|------------------------|
| Principal     | 30 hours | \$5,550                |
| Staff         | 30 hours | \$4,050                |
| <b>Totals</b> |          | <b><u>\$24,760</u></b> |

#### **Phase 2 Bid (estimated)**

##### **1.Final data collection/survey/topographic data (extra required service)**

|           |          |         |
|-----------|----------|---------|
| Principal | 8 hours  | \$1,480 |
| Staff     | 40 hours | \$5,400 |

##### **2.Project Final Design (Design Development) (RFP #5.2)**

|           |          |          |
|-----------|----------|----------|
| Principal | 60 hours | \$11,100 |
| Staff     | 32 hours | \$4,320  |

##### **3.Technical Plans (Construction Documents) (RFP #5.3)**

|           |           |          |
|-----------|-----------|----------|
| Principal | 30 hours  | \$5,550  |
| Staff     | 200 hours | \$27,000 |

##### **4.Bid and Project Pre-Contract Management (RFP #5.4)**

|           |          |         |
|-----------|----------|---------|
| Principal | 8 hours  | \$1,480 |
| Staff     | 40 hours | \$5,400 |

