



CITY OF HIDDEN HILLS

REQUEST FOR PROPOSALS (RFP)

Long Valley Road Tree Planting Feasibility and Design Services

MILESTONE	DATE
RFP Release Date	April 21, 2026
Questions/Clarifications Deadline	April 28, 2026
Site Visit (Pre-Proposal Site Visit)	May 1, 2026, at 10:00 AM PST
Proposal Submission Deadline	May 14, 2026, at 5:00 PM PST
City Council Award (Tentative)	June 8, 2026 (Tentative)

SECTION 1: PURPOSE OVERVIEW

The City of Hidden Hills is requesting proposals from qualified firms to provide conceptual design services, feasibility analysis, and cost estimates related to potential tree planting along portions of Long Valley Road.

This RFP is issued at the direction of a City Council Ad Hoc Committee to gather information for future consideration. The City Council has not approved a project, and no construction is authorized at this time.

The purpose of this RFP is to:

- Explore potential tree planting concepts
- Identify appropriate tree species and placement
- Evaluate irrigation approaches
- Develop preliminary cost estimates

The information gathered will assist the City Council in determining whether to proceed with a future project.

SECTION 2: SCOPE OF SERVICE

The firm selected will provide **conceptual and advisory services only**, including:

2.1 Conceptual Landscape Design

- Recommend tree species consistent with the rural and equestrian character of Hidden Hills
- Provide conceptual layouts for potential tree placement

- Consider visibility, equestrian use, and existing conditions
- Ensure compatibility with native and drought-tolerant landscaping
- Provide landscaping that offers screening and immediate coverage along Long Valley Road

2.2 Conceptual Planting Approach

- Outline general planting methodology
- Identify site constraints and considerations
- Provide recommendations for implementation approaches

2.3 Conceptual Irrigation Approach

- Recommend water-efficient irrigation strategies
- Identify connection options to existing systems (if applicable)
- Provide general irrigation concepts and maintenance considerations

2.4 Cost Estimates

- Provide planning-level cost estimates for:
 - Tree procurement and installation
 - Irrigation infrastructure
 - Ongoing maintenance considerations

2.5 Site Review (Optional)

An optional site visit will be held on **May 1, 2026, at 10:00 AM**. Attendance is recommended but not required.

SECTION 3: PROPOSAL REQUIREMENTS

Proposals shall include:

- Firm qualifications and experience
- Relevant project examples
- Key personnel
- Conceptual approach and methodology
- Preliminary cost estimates or fee structure
- References (minimum of three)

SECTION 4: SUBMISSION INSTRUCTIONS

Proposals must be submitted no later than May 14, 2026, at 5:00 PM PST. Late submissions will not be accepted.

Please submit your bid electronically to:

Amber Servin, Interim Assistant City Manager

City of Hidden Hills

Email: amber@hiddenhills.gov

Phone: 818-888-9281

All proposals must be submitted in PDF format. The subject line of the email should read: "Proposal Submission – Long Valley Tree Planting – [Contractor Name]."

SECTION 5: EVALUATION & AWARD

Proposals will be evaluated by City staff using the following criteria:

EVALUATION CRITERIA	WEIGHT
Relevant experience with comparable landscape projects	30%
Contractor qualifications, license classification, and key personnel	25%
Completeness and competitiveness of the proposals	25%
References	5%
Cost/Fee Structure	15%

The City will select the most qualified proposer based on overall evaluation.

SECTION 6: GENERAL CONDITIONS & DISCLAIMERS

- This RFP is issued for **planning and informational purposes only**
- Issuance of this RFP does **not constitute a commitment** to proceed with any project
- The City reserves the right to:
 - Reject any or all proposals
 - Request additional information
 - Take no action

All submitted materials become property of the City.

SECTION 7: QUESTIONS & CONTACT INFORMATION

All questions regarding this RFP must be submitted in writing via email no later than **April 28, 2026**. Questions and responses will be shared with all prospective proposers to ensure a fair and transparent process.

Please direct all inquiries to:

Amber Servin, Interim Assistant City Manager

City of Hidden Hills

Email: amber@hiddenhills.gov

Phone: 818-888-9281

We appreciate your interest in serving the City of Hidden Hills. We look forward to receiving your bid.

SECTION 8: CONTRACT INFORMATION

The selected firm will be required to enter into the City's standard Professional Services Agreement, and all work products produced under the contract shall become the property of the City of Hidden Hills.

SECTION 9: PUBLIC RECORDS STATEMENT

Proposals submitted to the City of Hidden Hills may be subject to public disclosure under the California Public Records Act (Government Code § 6250 et seq.). Proposers are encouraged to identify any information they consider proprietary or confidential, though the City cannot guarantee the confidentiality of any submitted materials.

We appreciate your interest in serving the City of Hidden Hills. We look forward to receiving your bid.