



NOTICE OF
RFQ

August 20, 2020

Dear Professional Landscape Architects:

The Parks Department has a sustained reliance upon the services offered by Professional Landscape Architects for projects of all scales. This RFQ is for on-call services to provide consulting services primarily for smaller and/or time-sensitive projects.

Please find attached:

- 1) Request for Qualifications

City staff will review all submittals received and will schedule remote interviews with a small number of selected firms.

Please submit one (1) electronic copy to phorne@cityofchelan.us and of your firm's statement of qualifications, no later than 5:00 PM, September 2, 2020. Hardcopies will not be accepted.

Contact Paul Horne, Parks Director at (509) 670-8015, or email phorne@cityofchelan.us for more info.



REQUEST FOR QUALIFICATIONS

Professional Landscape Architects

On-Call Services

Chelan, WA

August 20, 2020

RFQ

Overview

The City of Chelan is requesting statements of qualification for on-call landscape architectural services.

Scope

The Parks Department has a sustained reliance upon the services offered by Professional Landscape Architects for projects of all scales. This RFQ is for on-call services to provide consulting services primarily for smaller and/or time-sensitive projects.

Schedule

- Notice of RFQ: Friday August 20, 2020
- Statements of Qualification due: September 2, 2020 by 5PM.
- Firm selection: September 20, 2020

Budget

No budget is specified for these services. Billings will be project specific. Do not include a fee schedule with your statement of qualification.

Team Selection

Design teams should be led by a registered Landscape Architect and be able to demonstrate their ability to provide a broad spectrum of landscape architectural services including but not limited to site masterplans, site development plans, renderings, permitting experience with state and federal agencies.

Excellent written and verbal communication skills are paramount, as is the ability to work and communicate effectively remotely.

Form of Submittal for Statements of Qualification

Submit only digital copies in pdf format to p_horne@cityofchelan.us. Hardcopies will not be accepted. Submittals will be limited to 2 pages (one 8.5" x 11" page printed front and back) plus a cover letter. *Firms are encouraged, however, to provide as many hyperlinks as needed to highlight specific projects, or to provide requested or non-requested firm information.* The intent is for firms to be able to provide the information requested in a creative way, while avoiding the expense of printing and time associated with the preparation of a traditional Statement of Qualifications.

All submittals must be received no later than **5PM on September 2, 2020**.

Statements of Qualifications should clearly and **concisely** include the following, in the following order:

Organization and Staffing

- Firm contact information including address, telephone number, email address, and a designated point of contact.
- Although for on call services you may need to draw upon diverse resources from within your firm, please provide the professional background and qualifications for the principal and project manager anticipated to be the primary provider of services. Other key staff info is welcome as well.
- Provide links to 3 projects worked on by the proposed project manager in the last three years, including an identification of this person's role/responsibility for each project. These are expected to be larger scale projects, even though this RFQ is for projects of a much smaller scale.
- Demonstrate your firm's ability to manage and complete projects located a considerable distance from your office.
- Provide a link to representative rendering or renderings.

Design Approach

- Describe your firm's design approach and core philosophies driving your firm. This can be in the cover letter.

References

Submittals must include references of at least three clients and include their names, phone numbers and email addresses.

Other

List any pending or settled lawsuits or claims in which the firm was involved during the past five (5) years.

Documented evidence of professional, general liability and errors of omissions policies and coverages will be required from the selected firm but not as part of this submittal.

Selection Criteria

Firms will be evaluated on the following criteria:

Organization and Staffing

experience of project team

ability to manage projects from a distance

degree of interest and responsiveness shown in undertaking the project

Design Approach

compatibility with stated design approach to meet the needs of Chelan's Parks Department

ability to manage projects on time and on budget

ability to demonstrate an understanding of the project's needs and any special challenges

Quality of Comparable Projects/ Experience

ability to convey narratives through renderings and other tools of the landscape architect
proficiency with CAD/ GIS/ hand renderings to market your designs

Availability

ability to devote adequate resources to this project upon selection
capacity to perform the work in a reasonable timeframe

Selection Process

The selection process shall be in accordance with standard practices, and a selection committee will evaluate and select the best qualified consultant based on their qualifications and experience. Additionally, contracts will be subject to the provisions of Executive Order 13672 (affirmative Action to Ensure Equal Employment Opportunity), to the provisions of Department of Transportation Regulations 49 CFR Part 26 (Disadvantaged Business Enterprise Participation), and 49 CFR Part 30 (Foreign Trade Restriction Clause).

After the deadline for receipt of qualifications, the committee will review the qualifications and may select one firm to negotiate a contract based upon a mutually understood scope of work. If deemed necessary by the committee, up to three firms may be invited for interviews. Interviews may be located at the park's office. The final selection of the firm with which to negotiate a contract will be based upon the qualifications criteria listed above. The selected firm will be asked to provide fee schedules for on-call services delineated by job categories.

The City of Chelan reserves the right to negotiate with and/or award a contract to other consultants sequentially ranked (by the consultant selection committee) behind the selected consultant in the event that the City and the selected consultant negotiate, but are unable to agree upon a scope or contract.

Additional Information

No cost or fee schedules shall be submitted. Cost and fee information shall be presented during contract negotiations after the selection of the most qualified consultant with which to negotiate.

No informational meeting will be scheduled, but additional information may be provided upon request.

Phone: (509) 682-8015 or e-mail: phorne@cityofchelan.us

Incurring Costs

It is understood that all submittals will become a part of the public file on this matter, without obligation to the City of Chelan. The City of Chelan reserves the right to reject any or all submittals.

Each consulting firm is responsible for all costs related to the submittal of their applications, preparation of documents or submittals needed for negotiations, and the costs incurred in traveling to and participating in any meetings associated with selecting the consultant and negotiating an agreement.