



## Request for Qualifications – On-Call Landscape Architectural Services

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CITY OF WHITTIER, COMMUNITY DEVELOPMENT DEPARTMENT  
13230 PENN STREET, WHITTIER, CALIFORNIA 90602  
(562) 567-9320

March 5, 2014

### **Project: ON-CALL LANDSCAPE ARCHITECTURAL SERVICES**

#### **INTRODUCTION**

The City of Whittier Community Development Department is soliciting Statements of Qualifications (SOQ) from Landscape Architects for On-Call Design/Plan Review, Plan Check and Inspection Services related to various City-initiated and City-reviewed privately developed projects. The services provided will be for various plan check requirements, procedures and processes on an on-call basis.

#### **RFQ/PROPOSAL TIMELINE**

Release RFQ	March 10, 2014
Deadline for Questions	March 28, 2014
Proposals Due	April 11, 2014 by 3:00 p.m.
Interviews with Top Ranking Consultants	April 28 – May 2, 2014
Award of Contract by City Council	June 2014
Commence Services	July 2014

#### **INQUIRIES**

All inquiries concerning this RFQ must be directed in writing to Aldo E. Schindler, Director of Community Development at [aschindler@cityofwhittier.org](mailto:aschindler@cityofwhittier.org). All inquiries must be received by March 28, 2014. Inquiries will be answered via e-mail. In addition, responses to all questions will be posted on the City's website ([www.cityofwhittier.org](http://www.cityofwhittier.org)).

#### **PROJECT DESCRIPTION**

The City of Whittier intends to secure an agreement with Landscape Architectural firm(s) to provide On-Call Landscape Architectural Services to the City of Whittier, California. These services will consist of being available to perform design/plan review, plan checking and inspection, and review services of development project landscape drawings and related documents for the City planning and permitting process. This will cover a variety of projects throughout the City and will be both City projects and private developments. This service must be provided by firm(s) that are knowledgeable of City planning and permitting codes, regulations, requirements, processes and procedures.

The work outlined in this RFQ shall be conducted under the supervision of a Registered Landscape Architect in the State of California.

Successful firm(s) will have firsthand experience with the various local committees and commissions; as well as all current County, State and Federal laws, codes, rules and regulations as related to landscape architectural design. Due to the critical need for this service the City prefers firms that have experience with the municipal planning and permitting processes, as no time is available for training or 'getting up to speed'. Also the agreement will be for a multi-year period with options to renew due to the critical ongoing need for these services.

## **SCOPE OF WORK**

The proposal shall identify a concise description of how the consultant will complete the services requested. It is up to the consultant to determine the best and most cost-effective method to complete the work so that the services can be accomplished to the satisfaction of the City of Whittier. The consultant agreement will be negotiated as an hourly fee amount for the entire duration of the agreement window, which will include but not limited to the following services:

- Working knowledge of City codes, regulations and permit requirements; as well as knowledge of all required permits County, State and Federal;
- Plan check services for all individual projects as assigned for complete review of design and as necessary for obtaining all required permits by the various submitting parties;
- Provide quality control;
- Perform cost estimates for each milestone of the plan check service by project assigned.
- Review RFI (request for information), submittal, and shop drawings as may be required;
- Maintain good record keeping;
- Provide a schedule of each task and overall schedule for each project in review;
- Keep daily communication or as required with City staff during plan checks review;
- Attend meetings as required;
- Inspection Services for irrigation & landscaping;
- Prepare Task Order cost quotes as may be requested for specific services by project; and
- Other duties as required by City staff and as outlined in following Design/Plan Review, Plan Check and Inspection Services.

### **Design/Plan Review:**

The selected design professional(s) would be expected to review plan submittals for development proposals, including the following services:

- Review and provide written comments on proposed development applications. Such review will be at the direction of the Planning Division, and will include review of Conceptual Landscape Plans. Such review may include compliance with application submittal requirements, conformance with the City of Whittier Landscape Standards, Water Efficient Landscape Ordinance, applicable specific plan requirements, adopted streetscape plans, and appropriateness of proposed design to surrounding developments including, but not limited to:
  - Review of plant and tree selections;
  - Relocation or removal of existing landscaping;
  - Conflicts of plant material/trees with existing or proposed utilities, bio-swales, detention areas;
  - Review of hardscape and landscape features (walkways, fountains, pools, etc.) and outdoor site furniture and recreational amenities;
  - Provide conditions of approval to Planning Staff for development projects;
  - Provide written comments on review projects as requested by City staff;
  - Be available, as needed, to participate in meetings with Community Development Department staff to review and comment on conceptual or long-range planning studies (which may include specific plans, master plans, transportation plans, landscape and tree ordinances) as requested by City staff;
  - Under the direction of the Planning Division attend pre-development, community, and citizen meetings; respond to questions and concerns from the general public, including tree removal on private property or the public right of way and Home Owner Associate requests; provide information as is appropriate and resolve complaints related to landscape issues;
  - Under the direction of the Planning Division, confer with applicants, contractors, builders, and the general public in the field and office, keep records and prepare reports;
  - Under the direction of the Planning Division assist with revisions or creation of City of Whittier Landscape Standards, water efficient ordinances, parkway design, tree programs and ordinances, or similar projects; and
  - Other necessary tasks, as assigned, to support the scope.

## **Plan Check**

- Review civil drawing, and landscape plans for development projects, including alterations to existing developments, and specifications to ensure compliance with underlying Planning Permits and Conditions of Approval, applicable zoning, environmental, and landscape standards and including codes and regulations of the City, County, State, and Federal agencies;
- Verify compliance with the Water Efficient Landscape Ordinance;
- Assist in the preparation and coordination of non-complying cases for prosecution; testify in court as required;
- Confer with architects, contractors, builders and the general public in the field and office; explains and interprets Planning and Landscape requirements and restrictions; and
- Keep computerized schedules and records, and prepare reports and correction lists, as required.

## **Inspection Services:**

- Inspect landscaping and irrigation systems at various stages of construction, alteration, and repair; ensures compliance with, zoning, environmental, and landscape standards;
- Perform field inspections for finished landscape improvements projects, including alterations to existing landscape and irrigation systems, as required;
- Ensure compliance with underlying Planning Permits and Conditions of Approval, applicable zoning, environmental, and landscape standards and including codes and regulations of the City, County, State, and Federal agencies;
- Make field review of plans and specifications for inspection clearance;
- Inspect irrigation and landscape installation as required during construction; performs re-inspections on previously failed inspections;
- Assist in the preparation and coordination of non-complying cases for prosecution; testify in court as required;
- Confer with architects, contractors, builders and the general public in the field and office; explain and interpret Planning and Landscape requirements and restrictions; and
- Keep computerized schedules and records and prepares reports and correction lists, as required.

## **PROPOSAL REQUIREMENTS**

### **A. Outline for Content of Consultant's Technical Qualifications Proposal**

Proposals and supporting materials shall be submitted in bound copies suitable for evaluation. Legibility, clarity and completeness are essential. Proposals should provide assurance that the firm has the professional capability to satisfactorily complete all tasks as described in this RFQ. The proposal should be organized as follows so an evaluation can be made of all consultant submittals on a similar basis:

## **1. Cover/Transmittal Letter**

The SOQ Proposal shall be transmitted with a cover letter that must be signed by an official authorized to bind the consultant contractually, and no more than two pages in length. The cover letter constitutes certification by the consultant, under penalty of perjury, that the consultant complies with nondiscrimination requirements of the State and Federal Government. An unsigned proposal or one signed by an individual unauthorized to bind the consultant may be rejected.

Also please include in the Cover Letter an introduction of the proposal, including a statement of understanding for the services, and discussion on how these services will be accomplished. Any participating firms and proposed sub-consultants shall be identified and included in the proposal (all sub-consultants must be approved by City prior to signing the agreement with City).

## **3. Scope of Work**

Describe the approach and methodology to be used to provide the required services. No more than three pages in length. Identify any supplemental tasks deemed necessary or alternatives, which may enhance the services, reduce the cost, or speed delivery and approvals. Identify supplemental studies and reports, data collection requirements, and other documents required to complete the task(s). Identify specific data and methodologies recommended, and any special or innovative considerations that should be a part of the services in light of the requirements.

## **4. Qualifications**

- A. A description of the firm's and sub-consultants' qualifications and experience, mentioning specific, similar, or related work pertinent to this type of service, and list of references.
- B. Identification of staff assigned to the work: the proposed responsibilities and brief résumés, which highlight special qualifications relevant to the required tasks.
- C. A description of the staff present activities and his/her availability to accomplish the required services.
- D. Identification of all staff that will be directly/indirectly or periodically involved in any task, citing their responsibilities. This section should identify key personnel assigned to these services.

No more than five pages in length.

## **5. Cost Estimate**

The SOQ must provide a schedule of hourly fees by personnel, and rates for reimbursable expenses. The schedule of fees and rates should be further classified by the three tasks identified: design/plan review, plan check and inspection services. Fee and rates are expected to remain fixed for a period of at least 12 months. The company shall notify the City of any increase in fees or rates as they become effective. This section shall be no more than one page in length.

## **6. Schedule**

Provide a preliminary typical schedule and timeline showing activity and duration for each task; show approximate timing for reaching milestones. No more than one page in length. This should be based on typical past experience with these types of activities.

## **7. Conflict of Interest**

The consultant shall disclose any financial, business, or other relationships with City that may have an impact on the outcome of this contract or any resulting construction project. The consultant shall also list current clients who may have a financial interest in the outcome of this contract.

## **8. References**

Provide three reference contacts for which the consultant provided similar services to a municipality. Include name, address, telephone number and e-mail address of the client's representative.

## **GENERAL PROPOSAL TERMS AND CONDITIONS**

- A. Any proposal received prior to the date and time specified above may be withdrawn or modified by written request by the Consultant that submitted the proposal. To be considered, however, the modified proposal must be received by the specified time and date.
- B. All proposals received within the prescribed deadline will become the property of the City and all rights to the contents therein become those of the City.
- C. The City reserves the right to amend this RFQ by addendum prior to the final submittal date.
- D. The City of Whittier reserves the right to reject any or all proposals received as a result of this request. The City will not pay for any information contained in the proposals obtained from participating firms. The City is not liable for costs incurred by firms prior to issuance of a contract. The City also may negotiate

separately with any source in any manner necessary to serve the best interest of the City. This request for proposals is made for informational and planning purposes only. Awards (if made) will not be made solely on the basis of proposals resulting from this request.

- E. Prior to award of the contract, all proposals will be designated confidential to the extent permitted by the California Public Records Act. After award of the contract, or if not awarded, after rejection of all proposals, all responses will be regarded as public records and will be subject to review by the public. Any language purported to render confidential all or portions of the proposals will be regarded as non-effective and will be disregarded.
- F. This RFQ in its entirety is available on the City's website.

### **SUBMISSION OF PROPOSAL**

The SOQ Proposal must be submitted in an envelope clearly identified and shall be marked "Request for Qualifications, On-Call Landscape Architect Services." All proposals must be sealed and submitted no later than **3:00 p.m., April 11, 2014**. Late proposals will not be accepted.

Interested Consultants should submit one signed original and five copies of the proposal for a total of five copies. Mark the original "Master Copy." If discrepancies between two or more copies of the proposal are noted, the Master Copy shall be used as the basis for resolving discrepancies. An authorized official of the firm shall sign the proposal.

Proposals received after this time and date will not be considered. Proposals must be submitted to:

Aldo E. Schindler, Director of Community Development  
City of Whittier  
Community Development Department  
13230 Penn Street  
Whittier, California 90602

### **PROPOSAL EVALUATION AND SELECTION**

City staff will use the following criteria to evaluate the SOQ Proposals:

- Understanding of the scope of work
- Demonstrated professional skill and credentials
- Related experience and references
- Quality of proposal
- Approach of performing this type of service
- Familiarity with City, County, and State Procedures

The proposal will determine the ranking according to the qualification selection procedures. The City may request a qualification interview with the highest ranked consultant(s) prior to determining the final ranking. The key individual who will be responsible for the working with the City shall attend the interview. The selection will be conducted according to the City's adopted procedures.

The award of the contract will be based on a combination of all of the above factors. City reserves the right to reject any and all proposals.

### **SELECTION AND AWARD OF CONSULTANT CONTRACT**

Consultant selection for this project will be based on City's current selection procedure. The award of a contract to the selected firm will be subject to mutually acceptable hourly fees for the scope of services described. City will evaluate the top ranked firm and rank them based on experience. City reserves the right to reject all proposals. City is not required to award a contract as a result of this Request for Qualifications. All responses become the property of City. The proposals are confidential until award of a contract to the selected consultant, at which time all proposals are available for public inspection. City will not be responsible for materials obtained by other parties.

The selected consultant will be required to sign the attached Professional Services Agreement (Attachment 1) and provide the necessary insurance coverage.

### **PROJECT COORDINATION**

The City's Community Development Department, Planning Division will coordinate the services for the City. The Landscape Architectural firm(s) will be responsible for all the activities associated with their assigned on-call services provided and will include any meeting minutes and record keeping.

### **CITY'S RESPONSIBILITY**

City will provide to the consultants for their use access to any existing reference materials or survey data currently available within City files that are necessary to accomplish the services.

Attachment:

1. Sample Professional Services Agreement.