

**City of Leavenworth**

**Request for Qualifications**

**Park Plaza Area/Front Street**

**1. General Information**

The City of Leavenworth is requesting statements of qualifications from landscape design firms as to their expertise in design, plans, specifications, and cost estimating. The City will conduct interviews with 3-5 qualified landscape design firms. The selected applicants should be knowledgeable about street and walkway design, storm water drainage, and irrigation.

**2. Project Description**

The Park Plaza Area will be designed and constructed in an existing sloped paved triangular area along Front Street, between Highway 2 and 8<sup>th</sup> Street. The area for development is approximately 2300 S.F. triangular in shape. The project will include design development, cost estimating, bidding, demolition of existing, and construction of ADA compliant walkways, lighting, park area landscape, irrigation, and a memorial art structure. Design plans and specifications will be formulated from existing preliminary design and reflect the concepts within the 2009 Leavenworth Downtown Master Plan.

**3. Project Schedule**

Advertise for Proposals: November 30, 2015,  
Proposals Due: December 18, 2015 @ 2:00 PM  
Initial RFQ Review: December 28, 2015  
Interviews and Selection: Week of January 4, 2016  
Design Contract Award: January 10, 2016

**4. Requirements**

RFQ proposals are to be sent to:

City of Leavenworth  
Attn: City Administrator  
PO Box 287  
Leavenworth, WA 98826

Please submit your Statement of Qualifications, no more than ten (10) pages excluding resumes to the above address by 2:00 PM December 18, 2016. No submittals will be accepted after that time. Any questions regarding this project should be directed to Joel Walinski, City Administrator

at 509-548-5275 or email to JWalinski@cityofleavenworth.com. The City will not be responsible for any delays in delivery of proposals.

The following information must be included in the proposal:

Firm name, phone, email, resumes, project manager, key personnel, and number of employees.

Applicants should provide a minimum of three project examples which they have completed which are of similar project scope.

## **5. Selection Criteria**

Submittals will be evaluated and ranked based on the following criteria:

- a. Key personnel experience
- b. Firm experience
- c. Familiarity with City projects
- d. Familiarity with codes and standards
- e. Experience with similar projects, past performance and references

## **6. Terms and Conditions**

The City of Leavenworth reserves the right to reject any and all proposals and to waive irregularities and informalities in the submittal and evaluation process. This solicitation of design services does not obligate the City of Leavenworth to pay any costs incurred by respondents in the preparation and submission of a Proposal. This solicitation does not obligate the City of Leavenworth to accept or contract for any expressed or implied services. Furthermore, the City of Leavenworth reserves the right to award the contract to the next most qualified applicant if the selected applicant does not execute a contract within thirty (30) days after the award of proposal.