



# **CITY OF LEAVENWORTH WASHINGTON**

## **REQUEST FOR PROPOSAL (RFP) FOR CEMETERY PLATTING**

**DUE DATE: August 13, 2021 - 5:00 PM**

City of Leavenworth

PO Box 287 / 700 US Hwy 2

Leavenworth, WA 98826

P (509) 548-5275 / F (509) 548-6429

[www.cityofleavenworth.com](http://www.cityofleavenworth.com)

## **OVERVIEW**

The City of Leavenworth is seeking proposals from firms to confirm the location of existing cemetery plots, mausoleum and crypts, identify ways to increase capacity, plat additional spaces and outline a financially viable long-term maintenance plan. The City currently uses and desires to continue using, ArcGIS cemetery mapping tool. This project is not currently budgeted.

## **ABOUT LEAVENWORTH, WASHINGTON**

The City of Leavenworth (population 2,040) is located on the eastern slopes of the Cascade Mountain Range in the upper reaches of the Wenatchee River Valley in Chelan County, Washington. Leavenworth is 118 miles east of Seattle and 22 miles northwest of Wenatchee on U.S. Highway 2. Mountain View Cemetery is located at 12874 Cemetery Road in Leavenworth, Washington. Drive southwest on US Highway 2 toward Seattle; Turn left onto Icicle Road; Turn left onto Cemetery Road / Jean Street SE; Cemetery will be on the left.

Mountain View Cemetery is nestled in the Icicle Valley surrounded by towering peaks that are blanketed by evergreens. “Mountain View” explains the setting that one observes when standing and looking in any direction. Encompassed by the mountains, turn to look at the Sleeping Lady silhouette atop of Icicle Ridge.

## **SCOPE OF SERVICES**

The firm is expected to provide the following services:

- Evaluate the current cemetery conditions, funding/finance and maintenance
- Confirm the location of existing cemetery plots, mausoleum and crypts
- Identify ways to increase capacity
- Plat additional spaces
- Outline a financially viable long-term maintenance plan

## **SELECTION AND CRITERIA FOR EVALUATION**

Selection of a qualified firm will be made at the discretion of the City, which reserves the right to accept or reject any and all proposals.

The following items will be considered in making a selection of the contractor, though they may not be equally weighed in the review process: Item Maximum Points

- Experience, skills and qualifications - 25 points
- Merits of the Proposal including scope of work and approach to addressing tasks - 40 points
- Ability and experience working with ESRI, GIS cemetery program – 25 points
- Timeline and proposed schedule - 10 points

## **SUBMITTAL FORMAT AND CONTENT**

Proposals shall include:

- Overview and summary of how your firm will achieve the City’s objectives.

- Company profile, including similar work completed by your firm and key personnel.
- Scope of Work
  - Project deliverables
  - What will be expected of the City
  - What the City can expect from your firm
  - Estimated timeline
- References (minimum three references, including contact information)

## **SUBMITTAL REQUIREMENTS**

The deadline for RFP responses is Friday, August 13, 2021 at 5:00 p.m. PST. Submit one electronic PDF and separate cover letter with contact information to the address shown below. Proposers are solely responsible for ensuring that proposals are delivered on time. Submittals and questions may be directed to Lilith Vespier, Development Services Manager, email: [dsmanager@cityofleavenworth.com](mailto:dsmanager@cityofleavenworth.com).

Submittals that are not received on or before the specified deadline will not be accepted (no exceptions). The City reserves the right to request follow-up information or clarification from firms in consideration. Firms are responsible to ensure delivery by the date and time included.

The City reserves the right to reject any or all submittals, to compare the relative merits of the respective responses, and to choose a vendor that will best serve the interests of the City.

Each response to this RFP shall be done at the sole cost and expense of each proposing vendor and with the express understanding that no claims against the City for reimbursement will be accepted.

All materials submitted in response to this RFP will become the property of the City upon delivery.

## **SELECTION PROCESS**

The selection process may take 4-6 weeks and will involve the following phases:

**Phase 1:** A City review team, made up of two or more select staff will evaluate vendor submittals. The evaluation will be based on the criteria within this RFP.

**Phase 2:** The City may interview qualified firms.

**Phase 3:** The review team will check references given, and the selected firm will be asked to enter into contract with the City.

Dates are subject to change, at the City's discretion.