



**REQUEST FOR QUALIFICATIONS
(RFQ)**

FOR

**LANDSCAPE & ARCHITECTURAL IDENTITY
DESIGN SERVICES**

PROPOSALS DUE

October 11, 2011 @ 11 a.m. via e-mail to ochi@barstowca.org

DIRECT QUESTIONS TO

Oliver Chi

City Manager's Office

City of Barstow

E-mail: ochi@barstowca.org

Phone: (760) 577-4510



CITY OF BARSTOW LANDSCAPE & ARCHITECTURAL IDENTITY DESIGN RFQ

SCOPE OF WORK

I. BACKGROUND

The City of Barstow is seeking proposals from qualified landscape and architectural design firms to provide assistance with developing a landscape identity for the community. In addition, the selected consultant may be retained for additional design and construction administration services for various improvements on a continuing contract basis for projects throughout town, including but not limited to the following:

- Civic Center Architectural & Landscape Development Project
- Main Street Downtown Core Revitalization Project
- Park Master Plan Project
- Cora Harper Community Center Enhancement Project

II. SCOPE OF WORK

Subject to each task assignment, in general, the selected firm may be required to provide the following:

- A. **Design Services** – Within the scope of the practice of landscape architecture, provide preliminary design, construction documents, and cost estimates.
- B. **Community Outreach Services** – Coordinate and facilitate community-based design workshops and public input processes for a variety of audiences, including community groups, regulatory agencies, city / county governmental departments, and adjacent communities of interest.
- C. **Construction Administration Services** – Provide on-site observations to enable consultant's certification as required by regulatory agencies to ensure that facilities are constructed in compliance with approved plans and specifications.



III. CONTENT OF PROPOSALS

Proposals submitted to the City should include the following components:

1. A letter of interest that provides a brief introduction to the firm and an overview of the services to be performed.
2. An overview of the firm's qualifications to provide the architectural and landscape services required by the City.
3. Resume of the principal individual(s) from the firm who will be assisting the City with this initiative.
4. An introduction and overview of assignments previously undertaken that are similar to the services required by the City at this time.
5. Any cost information related to prior work experiences.
6. A list of client references.
7. Other information that may be appropriate.

IV. SUBMITTAL GUIDELINE

The deadline for receiving proposals is 11 a.m. on Tuesday, October 11, 2011.

In an effort to meet the City's sustainability initiatives, respondents are encouraged to submit their proposals in an electronic format via email to ochi@barstowca.org. All responses, questions, or requests for information should be directed to:

Oliver Chi
City Manager's Office
City of Barstow
220 East Mountain View Street, Suite A
Barstow, CA 92311-2888
E-mail: ochi@barstowca.org
Phone: (760) 577-4510

The City reserves the right to reject any and all proposals. The City will not be liable for, nor pay for any costs incurred by responding firms relating to the preparation of the proposal. An explicit provision of this RFQ is that any oral communication is not binding on the City's proposal process or award of the contract.



V. SELECTION OF FIRMS

The City Manager's Office will review and evaluate the proposals submitted based on each responding firm's knowledge, skills, experience, past performance, and quality of the proposal. In addition, the following criteria will also be used in the evaluation process:

1. Demonstrated professional skills and credentials of staff to be assigned to the project.
2. Approach to the performance of services required.
3. Quality of past professional experiences and firm reputation.
4. General firm experience.
5. Quality of the submittal by the firm.
6. Firm office location.

VI. TERMS AND CONDITIONS

The following terms and conditions apply to this RFQ:

1. All responses shall become the property of the City.
2. Due care and diligence has been exercised in the preparation of this RFQ and all information contained herein is believed to be substantially correct. However, the responsibility for determining the full extent of the services rests solely with those making responses. Neither the City nor its representatives shall be responsible for any error or omission in this response, nor for the failure on the part of the respondents to determine the full extent of their exposures.
3. The City reserves the right to select consultants from the responses received; to waive any or all informalities and / or irregularities; to re-advertise with either an identical or revised scope, or to cancel any requirement in its entirety; or to reject any or all proposals received. The City also reserves the right to approve any subcontractors used by submitting firms.
4. A response to this RFQ does not constitute a formal bid, therefore, the City retains the right to contact any / all proposing firms after submittal in order to obtain supplemental information and / or clarification in either oral or written form. Furthermore, an explicit provision of this RFQ is that any oral communication made is not binding on the City's proposal process.
5. The City will not be liable for, nor pay for any costs incurred by responding firms relating to the preparation of any proposal for this RFQ.