



**REQUEST FOR QUALIFICATIONS
(RFQ)**

**FOR LANDSCAPE ARCHITECTURAL SERVICES ON A
CONTINUING SERVICES CONTRACT**

Sealed proposals must be filed with the CRA at 20 North Swinton Avenue, Delray Beach, Florida 33444 by 2:00 PM Tuesday April 8, 2008

**REQUEST FOR QUALIFICATIONS FOR
LANDSCAPE ARCHITECTURAL SERVICES
ON A CONTINUING CONTRACT BASIS**

SCOPE OF WORK

I. GENERAL:

The Delray Beach Community Redevelopment Agency is seeking proposals from qualified landscape firms to provide design and construction administration services for various improvements on a continuing contract basis for projects in the Downtown Delray Beach Master Plan, West Atlantic Avenue Redevelopment Plan, the City of Delray Beach Community Redevelopment Plan, and the Southwest Area Neighborhood Redevelopment Plan for which construction costs generally do not exceed \$1,000,000.

Up to three firms will be awarded contracts. The term of each contract with each firm will be for two years, with an option up to two, one year extensions. The contracts will begin in the second quarter of 2008.

II. SCOPE OF WORK

Subject to each task assignment, in general, the firms may be required to provide:

- A. Design services - within the scope of the practice of landscape architecture provide preliminary design, construction documents, and cost estimates.
- B. Permitting services – assist with acquiring necessary approvals required by all local, regional, state, and federal jurisdictional agencies.
- C. Construction administration services - on site observations to enable consultant's certification as required by regulatory agencies and ensure that the facilities are constructed in compliance with approved plans and specifications.

III. SUBMITTAL GUIDELINE

- A. All proposals shall be submitted, no later than **2:00 P.M., Tuesday April 8, 2008** and addressed to:

Walt Gerhard
Project Manager
Delray Beach CRA
20 N. Swinton Avenue
Delray Beach, FL 33444

- B. Each submitting firm shall submit nine (9) copies of their submittal.

- C. All firms must be clearly identified in the submittal, and their ability to perform assigned responsibilities must be demonstrated.
- D. Informational materials, such as brochures, special reports, etc. should not be submitted. If it is necessary to submit these items do so under separate cover.
- E. One “Key Staffing” sheet should be completed for each person included in the submittal package.

IV. SELECTION OF FIRMS

- A. A Selection Committee, comprised of staff from the CRA will review and evaluate qualifications submitted based upon the knowledge, skills, experience, past performance of firm and project team, resource availability/commitment, and quality of the proposal. Up to three firms may be selected. The Committee will make a recommendation to the CRA Board as to which firms should be selected.
- B. In addition, location of the firm’s offices, and volume of previous work with the CRA, will be factors considered during the selection process.
- C. Ranking of firms and final selection will be based on the following criteria:
 - 1. Reputation and past performance of the firm and staff;
 - 2. Experience of client representative;
 - 3. Quality of the submittal and presentation by the firm; and,
 - 4. Location of office.
- D. The rankings will be made available to Proposers upon request.

V. TERMS AND CONDITIONS:

- A. All responses shall become the property of the CRA.
- B. 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 CRA 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.
- C. The CRA 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 requirement in its entirety, to support in whole or in part the recommendation of the Committee, to schedule interviews with one or more respondents as a prelude to selection of consultants, or to reject all proposals. The CRA also reserves the right to approve all subcontractors.

D. A response to this RFQ does not constitute a bid; therefore the CRA retains the right to contact any/all Proposers after submittal in order to obtain supplemental information and/or clarification in either oral or written form.

E. The selected consultants will be expected to execute a contract for Landscape Architectural Consulting Services. This document may be examined at the CRA Office, 20 N. Swinton Avenue, Delray Beach, FL 33444.

F. The selected consultant must provide professional liability insurance in the minimum amount of \$1,000,000.

VI. OTHER

A. The following should be included with the proposal:

1. Letter of Interest
2. A team organizational chart clearly indicating the firm's composition and/or each sub consultant, their role in the project, and key personnel assigned.
3. Listing and resumes of key personnel who will be directly involved and responsible for major project elements
4. Three (3) verifiable references for projects of a similar nature completed in the last five (5) years.
5. List of rates for principals and subordinates, includes other charges that may be involved (i.e. copying etc).
6. Other information that may be appropriate.
7. Cost of related work experience.



IMPORTANT DATES FOR CRA PROFESSIONAL CONSULTING SERVICES CONTINUING CONTRACT RFQ

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| 1. | Release of RFQ | February 29, 2008 |
| 3. | Closing of RFQ | April 8, 2008 2:00 pm, CRA Office |
| 4. | Committee Packet Distribution | Week of April 7, 2008 |
| 5. | Committee Meeting | Week of April 14, 2008 |
| 6. | Consultants Selection by CRA Board | April 24, 2008 |
| 7. | Contract Negotiation to Begin | April 2008 |
| 8. | Contract Execution | Second Quarter of 2008 |

CRA Office, 20 N. Swinton Avenue, Delray Beach

Dates above are subject to change based on number of respondents, availability of the members, or other unforeseen circumstances.