This Request for Qualifications (RFQ) is for the purpose of establishing a contract with a qualified firm to provide landscape architect services for development plan reviews, project design, and construction administration services for Village landscape projects.

**GENERAL REQUIREMENTS:** Proposers are to submit ten (10) packets, to be opened and evaluated in private. Submit one original plus nine complete copies of the proposals.

**SUBMISSION LOCATION:** Village of Tinley Park- Clerk’s Office
16250 South Oak Park Avenue
Tinley Park, IL 60477

**SUBMISSION DATE:** Friday, February 17, 2016 by 4:00 p.m.
Proposal received after the time specified will not be opened.

**CONTACT / QUESTIONS:** Submit questions via email to the Village of Tinley Park, attention David Niemeyer, at dniemeyer@tinleypark.org or 708-444-5000. Questions are required no less than three (3) business days prior to the Proposal opening date. Absolutely no informal communication shall occur regarding this RFQ, including requests for information, or speculation between Offeror’s or any of their individual members and any Village elected official or employee. All questions will be answered with a copy of the question and answer to each proposer.

**CONTENTS:** The following sections, including this cover sheet, shall be considered integral parts of this solicitation:
- Notice of RFQ (1 Page)
- Scope of Services Conditions (2 Pages)
- Proposal Format & Content (1 Page)
- Evaluation Criteria/Selection Process (1 Page)
- Additional Information (1 Page)
I. SCOPE OF SERVICES:

Working under the direction of Village Staff, the Landscape Architect (LA) will provide Professional Landscape Architect Services for private development plan reviews, as well as concept plans, construction documents and construction administration services for current and future Village landscape projects. The LA will serve as an expert to ensure conformance of all community landscape projects to the Village’s Landscape Ordinance or any other standards set forth by the Village henceforth. In addition, the LA shall be responsible for creating, maintaining and distributing the Village’s landscape construction timetable.

Specifically, the LA shall anticipate the following services:

A. Plan Review:

   The Village requires professional review and approval of landscape plans submitted by developers, builders and contractors. LA review and approval is required for all commercial developments; for residential developments, review and approval of open space requirements is necessary. The LA must review retention and detention pond proposals to ensure correct plantings and provide Village Staff/developer with a breakdown of yearly maintenance costs covering a five year period. Plan review and requests for comment may also be assigned on a case-by-case basis.

B. Concept Planning:

   Provide concept-level plans, specifications and cost estimates (with engineering fees listed separately) for various landscape projects as directed. At this stage, the LA must provide Village Staff with a 20% drawing set as well as coordinate the project’s anticipated construction schedule with other short-term and long-term Village projects. The LA shall also be responsible for obtaining all jurisdictional permits.

C. Design Services:

   Develop detailed project plans, specifications and construction documents for various landscape projects as directed. Public projects will require review of design drawings at 20% (concept phase), 50% (design development), 90% (bid set) and 100% (stamped construction set); Village Staff must approve each phase.

   The LA must provide the following design services:

   • Provide all site design, including grading, storm water, lighting and other utilities. All civil engineering drawings must be approved by the Village Engineer.

   • Design structures (such as retaining walls) in conformance with design
specifications, budget and building codes. All structures must be approved by a licensed Architect/Engineer.

- Ensure completeness of construction bid packages (perform constructability reviews) and serve as the Owner’s direct representative for administration of multiple construction bid packages.

D. Construction Administration:

The LA shall be responsible for monitoring the activities of all Village landscaping projects and provide construction administration services to carry each project to completion.

The LA shall anticipate the following construction administration services:

- Layout (stake) all Village landscaping projects;
- Oversee and manage Village’s master landscape firm;
- Oversee and manage other low bid contractors;
- Manage Security Bonds;
- Manage waivers and payout request;
- Coordinate and participate in recurring progress meetings;
- When requested, attend onsite meetings;
- When requested, conduct onsite inspections;
- Create and distribute minutes detailing action items and due dates;
- Provide Village Staff with project summary tables;
- Review and coordinate any changes or change orders;
- Evaluate substitution requests;
- Monitor adherence to project budget; and
- Respond to Requests for Information (RFI’s).

E. Project Auditing:

Conduct field audits of commercial, industrial, mixed-use and residential projects to ensure conformance to the approved landscape plan (for example: verification that the correct plantings – species and size – are installed in the proper location and at the correct time of the year) and recommend changes when appropriate. All new planting material must be tagged and approved by LA, and notification given to Village Staff in order to establish the start date for the one-year warranty policy. Landscaping audits may also be requested on a case-by-case basis.

The Village of Tinley Park

January 2017
II. PROPOSAL FORMAT & CONTENT

All responsive submissions must be in accordance with the requirements set forth in this RFQ. As a minimum the following information shall be submitted:

A. The name of the firm, identifying its principal shareholders, partners or members. It should define the period of time the offeror has been operating its business offering professional landscape architecture services;

B. Name, resume, project list, and five (5) project references (with phone numbers) of key staff that will be assigned to this project. Identify how many years this staff member has been employed by your firm and/or other firms. Define any other project responsibilities key staff assigned to this project are currently involved in;

C. A schedule of hourly rates for key staff (if applicable, indicate any differences in rates for public & private projects) as well as a schedule of reimbursable expenses including, but not limited to, mileage, photocopies, and facsimile transmissions. Provide information detailing any additional fees or anticipated costs;

D. The offeror will be required to provide proof of general and professional liability insurance and licensure;

E. A list of other public projects of this size and budget that the firm has provided landscape architectural services for in the past five (5) years. Provide current contact names and phone numbers for each project listed. If the primary contact has retired or is no longer available, provide the name of an individual now responsible for the project;

F. Answer if the firm has in the past ten years:
   • Been involved in any litigation, or arbitration with any past client; and
   • Filed for bankruptcy or foreclosure. This should be answered as to the firm itself and/or personally for the principals in the firm.

G. Any additional information reflecting the Offeror’s ability to complete projects within established schedules and budgets. Any additional information to demonstrate the ability of the Offeror to perform the tasks described herein.
III. REVIEW PROCESS

The Village will utilize the Qualifications Based Selection (QBS) process. The Village will select a short list of firms that are to be interviewed. The Village will attempt to negotiate a satisfactory contract with the firm deemed most qualified.

In reviewing landscape architect qualifications, the Village will consider the following factors:

1. The ability, capacity and skill of the firm to perform the contract to provide the services required;

2. Whether the firm can perform the contract or provide the service promptly, or within the time specified without delay or interference;

3. The character, integrity, reputation, judgment, experience and efficiency of the firm;

4. The quality of the performance on previous contracts for services;

5. The previous and existing compliance by the firm with laws and ordinances relating to the firm’s services;

6. The sufficiency of the financial resources and ability of the firm to perform the contract or provide the services;

7. Physical proximity of offices to the work site;

8. The ability of the firm to provide future maintenance and service for the use of the subject of the contract; and

9. The number and scope of conditions attached to the proposal.

Additional criteria to be considered in reviewing qualifications:

1. Understanding of the Village’s current and future needs;

2. Oral interview;

3. Demonstrated experience in assisting governmental entities with this type of project;

4. Quality and experience of staff proposed for this project by the firm; and

5. Provided references.

The Village of Tinley Park

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IV. ADDITIONAL INFORMATION
The Village reserves the right to reject any or all proposals, or to withhold selections of shortlisted firms for any reason it may determine, or to waive or decline irregularities in any submittal. The Village will evaluate submissions taking into account qualifications, ability of professional personnel, past record and experience, performance data on file, willingness to meet time and budget requirements, location, workload of the firm and other factors as contained herein. The Village reserves the right to conduct discussion with and require public presentations by firms deemed to be the most qualified regarding their qualifications, approach to the project and ability to furnish the required services.

Interpretation or corrections of the RFQ documents will be made only by written addendum which will be mailed, e-mailed, or delivered to each offeror of record. The Village is not responsible for any other explanations or interpretations of the RFQ and/or RFQ documents.

Any cost incurred by the offeror in preparation, transmittal, or presentation of any information or material submitted in response to the RFQ, shall be borne solely by the offeror.