



**City of Brownsville
Purchasing Department**

REQUEST for STATEMENTS of QUALIFICATIONS

**For LANDSCAPE DESIGN AND LANDSCAPE
CONSULTING SERVICES**

For

**THE CITY OF BROWNSVILLE BEAUTIFICATION
COMMITTEE**

SOQ #: LDB-14-1202

SOQ's will be received until: December 26, 2001 at 4:00 P.M.

Statement of Qualifications



Landscape Design & Consulting Services for The City of Brownsville Beautification Committee

CITY OF BROWNSVILLE PURCHASING DEPARTMENT REQUEST FOR STATEMENTS OF QUALIFICATIONS

Notice is hereby given that The City of Brownsville through its Purchasing/Contracting Department, located at City Hall / Market Square is seeking Statements of Interest and Qualifications from qualified firms in performing LANDSCAPE DESIGN AND LANDSCAPE CONSULTING SERVICES for the City of Brownsville Beautification Committee. Responses should be submitted to the Purchasing Manager, City of Brownsville, City Hall No. 1 Market Square, and P. O. BOX 911, BROWNSVILLE, TX, 78520.

<u>S.O.Q. NAME</u>	<u>S.O.Q. NUMBER</u>	<u>CLOSING DATE</u>	<u>CLOSING TIME</u>
Request for Statements of Qualifications to Perform Landscaping Consultant Services for the City of Brownsville Beautification Committee	LDB-14-1202	December 26, 2001	4:00 PM

Copies of the Request for Statements of Interest and Qualifications can be obtained through the City Purchasing/Contracting Office at the above address, by phone at 956/548-6087, by fax at 956/548-6069, or by e-mail at "purchasing@ci.brownsville.tx.us" or visit us at: "<http://pc.ci.brownsville.tx.us>"

The City of Brownsville reserves the right to reject any or all S.O.Q.'S, to waive defects and formalities in such S.O.Q.'S, to award the contract to the respondent which it considers has submitted the best and most advantageous S.O.Q., and to hold all S.O.Q.'S for a period of thirty days without taking action thereon.

The City of Brownsville will not be responsible in the event the U.S. Postal Service or any other courier system fails to deliver the S.O.Q. to the City of Brownsville Purchasing Office by the given deadline above.

The City of Brownsville is an Affirmative Action and Equal Opportunity Employer. Small and Minority firms are encouraged to submit SOQ's for this project.

WITNESS MY HAND ON THIS THE 5th DAY OF DECEMBER 2001

JORGE F. SANTILLAN
Purchasing/Contracting Manager

Statement of Qualifications



**Landscape Design & Consulting Services for The City of Brownsville
Beautification Committee**

Request for Letters of Professional Qualifications

Qualified firms interested in responding to this Request for Submittal of Professional Qualifications should include information requested in the following paragraphs. All information shall have been updated within the past three (3) months. Failure to provide the information requested or falsification of any information provided shall result in disqualification.

**LANDSCAPE DESIGN AND LANDSCAPE CONSULTING SERVICES
For the City of Brownsville Beautification Committee**

ACKNOWLEDGMENT OF RECEIPT

Please fill in the requested information below as acknowledgment that you have received the Request for Professional Qualifications noted above. If your firm is interested in participating, this sheet must be completed and returned or faxed to:

Mr. JORGE F. SANTILLAN
Purchasing/Contracting Manager
City of Brownsville
P.O. Box 911 - #1 Market Square
Brownsville, Texas 78522
Phone: (956) 548-6087
Fax: (956) 548-6053
e-mail: purchasing@ci.brownsville.tx.us

Name of Firm: _____

Address: _____

City, State Zip: _____

Telephone Number: _____ Fax Number: _____

e-mail: _____

_____ YES, Our company does have an interest in responding.

_____ NO, Our company does not have an interest in responding.

Name: (Print) _____ Title: _____

Signature: _____ Date: _____

Statement of Qualifications



Landscape Design & Consulting Services for The City of Brownsville Beautification Committee

NOTICE TO RESPONDENTS

PLEASE RETURN THIS SECTION UPON RECEIPT

SECTION 1. - GENERAL

The City of Brownsville is seeking statements of qualifications from firms/individuals interested in performing LANDSCAPE DESIGN AND LANDSCAPE CONSULTING SERVICES FOR THE CITY OF BROWNSVILLE BEAUTIFICATION COMMITTEE (Hereafter referred to as the "Committee").

SECTION 2. - SCOPE OF WORK

To design landscape projects as directed by the Committee and to provide landscape-consulting services to the Committee. Duties would include but are not limited to the following:

- Design, print, and disseminate, landscape plans, landscape construction drawings, bid documents, and all related bid specifications suitable for Committee review and approval, and for complying with City of Brownsville purchasing requirements.
- Create photo realistic computer simulations as requested by the Committee for certain proposed landscape projects.
- Prepare and present landscape design concepts for review by the Committee and the City Commission.
- Perform landscape construction supervision and administration
- Prepare and present Power Point presentations and other presentations to the Committee, City Commission, and to other entities as needed.
- Consult with Committee in planning landscape project locations, concepts, priorities and budgets
- Consult with Committee regarding the Landscape Maintenance Contract
- Consult with Committee, the City Forester, and the City Building Inspections Department regarding City of Brownsville Landscape Ordinance Issues and/or any other actual or proposed Municipal Ordinances with which the Committee maintains an interest.
- Perform landscape inventories, analysis, and concept designs for review by committee.
- Attend Committee meetings, City Commission meetings, and other meetings as needed

Statement of Qualifications



Landscape Design & Consulting Services for The City of Brownsville Beautification Committee

SECTION 3. - CONTRACT TYPE

The contract between the successful firm and the City of Brownsville will be for specific activities and specifying a maximum dollar amount. Fee basis as a percentage of construction cost will not be allowed.

SECTION 4. - QUALIFICATIONS

The selected firm must possess and demonstrate the ability, experience, and reputation for providing quality service. To insure the firm is capable of providing this level of service, the following minimum qualifications must be met:

- Firm must possess and demonstrate extensive experience in providing landscape design services to municipal governments
- Must be licensed in the State of Texas as a registered professional engineer or architect or possess a degree in Landscape Architecture from an accredited University and a minimum of 10 years landscape design experience.
- Firm must carry adequate professional liability insurance.
- Firm must possess the ability to create photo-realistic computer simulations
- Firm must have large format, color printing capabilities
- Firm must possess ability to create and deliver Power Point presentations
- Firm must maintain a Brownsville office or a qualified representative in Brownsville.
- Firm must possess advanced computer skills and printing capabilities utilizing landscape design technology.

SECTION 5. – SELECTION

A selection committee will select three to five firms from those responding to this request for statement of qualifications, which appear best qualified relative to the evaluation criteria listed herein. Those firms selected will be invited to make presentations to the selection committee. The committee will then rank the firms in order of preference. The highest ranked firm will be recommended to the City Manager and the City Commission requesting authorization to negotiate a contract.

Negotiations will be initiated with the Commission authorized firm to define a detailed scope of work and services. The City will obtain a cost estimate and will request the selected firm to submit a fee proposal and cost breakdown for evaluation and negotiation. If a mutually satisfactory agreement cannot be reached with the first ranked firm, negotiations will be terminated with that firm and the negotiation process will be initiated with the second ranked firm. This process will be repeated until a mutually satisfactory agreement is reached.

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Landscape Design & Consulting Services for The City of Brownsville Beautification Committee

when such an agreement is reached, a recommendation will be made to the City Manager and the City Commission to execute the contract pursuant to the agreement and subject to the availability of funding. The City reserves the right to reject any proposal at its sole discretion.

SECTION 7. - PROPOSAL CONTENTS

The statement of qualifications should be organized in the following format. Elements listed under each part must be included in the submittal:

Technical

Describe your plan for addressing the proposed scope of work. This is to include delineation of specific tasks for addressing the proposed scope of work.

Management and staffing

Describe the management plan to be used, staffing configurations and related information. This is to include personnel allocation by task and resumes of project personnel. Describe any sub-contracting relationships that are proposed for the project.

Prior related experience

Describe the background and experience of the primary and sub-consultants. This section should be a concise document, which shall include the following information:

Relative experience of firm:

A brief summary of the work accomplished by the firm or its present personnel within the past three (3) years such as:

- A). Landscape Design.
- B). Water features.
- C). Urban design.
- D). Irrigation design
- E). Use of Native and Tropical Plants

The summary must include where the work was performed, the disciplines performed at each location and the dollar value of the work performed at each location by the firm. The summary shall also include the approach to the work, any unique problems, and the solutions thereto, as seen by the firm in performing the work.

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Relevant experience of major sub-contractors:

It is the intention of the City of Brownsville to execute a contract with one firm and to hold that firm solely responsible for the execution of the entire project. It is recognized and expected that the firm may desire or need the services of sub-contractors to undertake various elements and items of these studies. In the event that such sub-contractors are anticipated, the statement of qualifications should identify the proposed sub-contractors and the specific elements and items for which each will be responsible. For any sub-consultant anticipated to receive 20 percent or more of the dollar volume of the work under this contract, said sub-consultant shall provide the same relevant experience information requested with respect to the primary firm.

SECTION 8. - D. B. E. PARTICIPATION

The project shall meet all Disadvantaged Business Enterprise Participation requirements during the design and construction phases as required by the City of Brownsville D.B.E. Program.

SECTION 9. - COMPLIANCE

- All construction shall comply with the following:
- Americans with Disabilities Act, Texas Accessibility Standards of the Architectural Barriers Act, and Life Safety Code.
- All applicable environmental requirements.
- Regulations regarding erosion sediment control.
- Regulations and standards of Texas Department of Transportation pertaining to design of transportation facilities.

SECTION 10. - DEADLINE

One (1) original and six (6) copies of the statement of qualifications are to be submitted in a sealed manner bearing the name and address of the firm, and should be clearly marked "Statements of Qualifications – LANDSCAPE DESIGN CONSULTANT for the City of Brownsville Beautification Projects." Statements of qualifications are to be submitted no later than **December 26th, 2001 at 4:00 p.m.**

Statement of Qualifications



Landscape Design & Consulting Services for The City of Brownsville Beautification Committee

Mailing address:

City of Brownsville
P. O. Box 911
Brownsville, T. X. 78522-0911
Attention: Jorge F. Santillan
Purchasing/Contracting Manager
Telephone: (956) 548-6087
Fax: (956) 548-6053

Physical Address:

City of Brownsville
City Hall # 1, Market Square
11 & 12th streets
Brownsville, TX 78520
Attention: Jorge F. Santillan
Purchasing/Contracting Manager
Telephone: (956) 548-6087
Fax: (956) 548-6053

Only timely received submittals meeting the requirements of this request for qualifications shall be considered. No submittal shall be considered or accepted which is submitted by a firm that is in default under the terms of any existing agreement with the City of Brownsville, or which has failed to perform its obligations faithfully under any previous agreement with the City. **Submittals shall be signed by an authorized representative of the firm.**

QUESTIONS REGARDING THIS REQUEST FOR QUALIFICATIONS

Questions regarding this project shall be submitted in writing and directed to:

Mr. Jorge F. Santillan
Purchasing/Contracting Manager
Telephone: (956) 548-6087
Fax: (956) 548-6053

Amendments or revisions of this Request for Qualifications and Request for Proposals resulting from written questions will be developed as expeditiously as possible, and will be distributed to all parties requesting the original proposal package or on the original mailing list at the Purchasing Department.

Statement of Qualifications



Landscape Design & Consulting Services for The City of Brownsville Beautification Committee

Evaluation Criteria Score Sheet

Name:	Max. Points	
1. Capability to perform all or most aspects described in the Scope of Work section of this document	<u>10</u>	1.
2. Recent landscape design experience with municipal government(s)	<u>10</u>	2.
3. Meets or exceeds the attributes described in Qualifications section of this document	<u>10</u>	3.
4. Key personnel's professional background and caliber and availability for the proposed project.	<u>10</u>	4.
5. Current workload.	<u>5</u>	5.
6. Demonstrated ability to meet schedules or deadlines.	<u>5</u>	6.
7. Capability to complete projects without having major cost escalation or overruns.	<u>10</u>	7.
8. Quality of projects previously undertaken.	<u>10</u>	8.
9. Demonstrate an understanding of the project's potential problems and the City's special concerns.	<u>10</u>	9.
10. Fully describes and discloses any sub-contractor relationships or joint ventures..	<u>5</u>	10.
11. Fully describes firms ability to manage and inspect landscape project construction.	<u>5</u>	11.
12. Location of office and personnel to service this account.	<u>10</u>	12.
TOTAL POINTS	100	

Statement of Qualifications



**Landscape Design & Consulting Services for The City of Brownsville
Beautification Committee**

DISCLOSURE OF INTERESTS

City of Brownsville, Texas requires all persons or firms seeking to do business with the City to provide the following information. Every question must be answered. If the question is not applicable, answer with "NA." Corporations whose shares are publicly traded and listed on national or regional stock exchanges or over-the-counter markets may file a current Securities and Exchange Commission Form 10-K with the City in lieu of answering the questions below. See reverse side for definitions.

FIRM NAME:

STREET:

FIRM is: 1. Corporation () 2. Partnership () 3. Sole Owner ()
4. Association () 5. Other () _____

DISCLOSURE QUESTIONS

If additional space is necessary, please use the reverse side of this page or attach separate sheet.

1. State the names of each "employee" of the City of Brownsville having an "ownership interest constituting 10% or more of the voting stock or shares of the business entity or ownership of \$2,500 or more of the fair market value of the business entity or employed by the above named "firm."

Name	Title	Department

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Beautification Committee**

2. State the name of each “official” of the City of Brownsville having an “ownership interest” constituting 10% or more of the ownership in the above named “firm”, or employed by the above named “firm.”

Name	Title	Department

3. State the names of each “board member” of the City of Brownsville having an “ownership interest” constituting 10% or more of the ownership in the above named “firm”, or employed by the above named “firm.”

Name	Board, Commission, or Committee

CERTIFICATE

I certify that all information provided is true and correct as of the date of this statement, that I have not knowingly withheld disclosure of any information requested; and that supplemental statements will be promptly submitted to the City of Brownsville, Texas as changes occur.

Certifying Person: _____ Title: _____
(Type or Print)

Signature of Certifying Person: _____ Date: _____

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Landscape Design & Consulting Services for The City of Brownsville Beautification Committee

DEFINITIONS

The following definitions of terms should be used in answering the questions set forth below:

- a. **“Board member.”** A member of any board, commission, or committee appointed by the City Commission of the City of Brownsville, Texas.
- b. **“Employee.”** Any person employed by the City of Brownsville, Texas either on a full or part-time basis, but not as an independent contractor.
- c. **“Firm.”** Any entity operated for economic gain, whether professional, industrial or commercial, and whether established to produce or deal with a product or service, including but not limited to, entities operated in the form of sole proprietorship, as self-employed person, partnership, corporation, joint stock company, joint venture, receivership or trust, and entities which for purposes of taxation are treated as non-profit organizations.
- d. **“Official.”** The Mayor, members of the City Commission, City Manager, Assistant City Managers, Department and Division Heads, and Municipal Court Judge of the City of Brownsville, Texas.
- e. **“Ownership interest.”** Legal or equitable interest, whether actually or constructively held, in a firm, including when such interest is held through an agent, trust, estate or holding entity. “Constructively held” refers to holdings or control established through voting trusts, proxies, or special terms of venture of partnership agreements.”

PLEASE FILL IN THE INFORMATION REQUIRED AND SUBMIT TO:

THE CITY OF BROWNSVILLE
PURCHASING DEPARTMENT
P. O. BOX 911
BROWNSVILLE, TEXAS 78520

Statement of Qualifications



**Landscape Design & Consulting Services for The City of Brownsville
Beautification Committee**

**CITY OF BROWNSVILLE
STATEMENT OF NON-COLLUSION**

The undersigned affirms that they are dully authorized to execute this contract, that this company, corporation, firm, partnership or individual has not prepared this bid in collusion with any other respondent, and that the contents of this "S.O.Q." as to services, terms or conditions of said "S.O.Q." have not been communicated by the undersigned nor by any employee or agent to any other person engaged in this type of business prior to the official opening of this "S.O.Q."

Company_____

Address _____

Phone_____

Fax Number_____

Respondent
(Signature)_____

Respondent
(Print Name)_____

Position
with Company_____

Signature of Company
Official Authorizing This
Bid_____

Company Official
(Print Name)_____

Official
Position_____

Note: This form must be filled in and submitted with the response.