



*Request for Proposals*

CONTRACTED LANDSCAPE ARCHITECTURE  
SERVICES

Issued September 7, 2022

**DEADLINE—Noon**

**Wednesday, October 5, 2022**

CONTACT: KRISTINA HANDT  
CITY ADMINISTRATOR  
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## **Introduction**

The City of Lake Elmo is soliciting bids from a professional landscape architecture/urban design firm to provide a wide variety of landscape architecture and related technical services. The firm will be designated as the City Landscape Architect. The successful applicant will provide these services to the City from January 2023 to December 31, 2027.

The City of Lake Elmo shall not be liable for any costs incurred by the firm and/or assigns in responding to this Request for Proposal (RFP), or for any costs associated with discussions required for clarification of items related to this proposal, including any future interviews.

To be considered, one (1) paper copy and one (1) digital copy of a proposal must be received at the City Hall, 3800 Laverne Ave N, Lake Elmo, MN 55042 by Noon on Wednesday, October 5, 2022. The City reserves the right to reject any or all proposals submitted.

Questions regarding this request should be directed to Kristina Handt, City of Lake Elmo, 3800 Laverne Ave N, Lake Elmo, MN 55042 and 651-747-3905 or [khandt@lakeelmo.org](mailto:khandt@lakeelmo.org). In order to ensure a fair review and selection process, firms submitting proposals are specifically requested not to make other contacts with the City staff or Councilmembers regarding their proposals.

During the evaluation process, the City reserves the right to request additional information or clarifications from proposers, or to allow corrections of errors or omissions.

All materials, including but not limited to paper and digital materials, that are prepared, acquired, created, or utilized to fulfill this Request for Proposal and its objectives shall become the property of the City of Lake Elmo where allowed by law. Submission of a proposal indicates acceptance by the firm of the conditions contained in this request for proposals, unless clearly and specifically noted in the proposal submitted and confirmed in the contract between the City and the firm selected.

The City of Lake Elmo reserves the right severally or together to reject any and all submittals, waive any irregularities, reissue all or part of this Request for Proposal, and not award any contract, all at their discretion and without penalty.

For the purposes of this agreement, the consultant shall be deemed to be an independent contractor, and not an employee of the organization. Any and all agents or employees of the firm or other persons, while engaged in the performance of any work or services required to be performed by the City of Lake Elmo under this agreement, shall not be considered employees of the City of Lake Elmo and any and all actions which arise as a consequence of any act or omission on the part of the firm, its agents, employees or other persons shall in no way be the obligation or responsibility of the City of Lake Elmo. The consultant, its agents, or employees shall not be entitled to any rights, privileges or benefits of City employees.

If, for any reason, in the City's sole opinion, the firm shall fail to fulfill in a timely and proper manner the obligations under the contract, the City of Lake Elmo shall reserve the right to terminate the contract by specifying the date of termination in a written notice to the firm at least

thirty (30) calendar days before the termination date. In this event, the firm shall be entitled to just and equitable compensation for any satisfactory work completed.

It is anticipated the selection of a firm will be completed by January 2023. The City reserves the right to retain more than one consultant for specific duties.

### **Scope of Services**

The City of Lake Elmo is searching for a firm that will provide professional landscape architecture services. The selected consultant team would serve as the City's subject matter expert for landscape architecture. During the period of the contract, the Consultant may be asked to work on one or a variety of projects as directed by City staff with most work charged back to development projects. For each requested task or product, the Consultant will provide a separate cost quote before proceeding with the work. Each such task or product will thus be individually authorized before proceeding. The general work elements shall include, but are not limited to:

#### **A. General and Project Management**

- Serves as the City's Landscape Architect.
- Takes direction from the City Administrator or assigned staff.
- Develops and recommends policies and procedures for effective operation of the City consistent with City policies and relevant laws, rules and regulations and ensures council actions are implemented as directed by Staff.
- Reviews land use applications, landscape plans, irrigation plans, and vegetative maintenance plans for private developments for consistency with City ordinances, the City's Landscaping Design Standard Details and Specifications, City policies, and relevant, laws, rules and regulations and ensures council actions are implemented as needed.
- Reviews and calculates costs associated with private developments to ensure proper securities are acquired per Development Agreements.
- Ensures that costs and fees are charged back to development projects; works with the City Finance Director to monitor charges and revenues associated with development projects.
- Assists in the planning, layout and design of City parks, trails and streetscapes.

#### **B. Inspections**

- Conducts on-site inspections to ensure compliance with approved landscape and other applicable plans and prepares punch lists for the developer to complete prior to acceptance of landscaping and other applicable improvements as directed by Staff.

#### **C. City Meetings**

- Participates in internal and external meetings involving landscape questions and issues.
- Meets with developers and members of the public on proposed development projects in order to relate the processes and procedures involved with landscape requirements of the City. Reviews development proposals for conformance with City standards.

- Attends other City meetings, as needed.

#### **D. Response to Issues as Directed by Staff**

- Performs field inspections
- Makes public presentations as needed
- Provides recommendations to Staff.
- Assists with Ordinance revisions as needed.

#### **E. Other Items**

- Identify opportunities for non-traditional landscaping techniques and any applicable ordinance revisions needed.
- Work with other firms as desired by the City on specific projects.
- Identify grant opportunities and write grant proposals as directed by City staff and City Council.

#### **Proposal Requirements**

The City of Lake Elmo expects that, at a minimum, firms must meet the following requirements:

- (1) Hold a valid Landscape Architect License in the State of Minnesota
- (2) Demonstrate experience with public sector landscape architecture services of similar size and scope of the services being requested.
- (3) Assign the City a licensed landscape architect who has a minimum of five years of experience with the public sector.

Interested firms are to submit a written proposal to include information directly related to each of the selection criteria outlined in the Selection Process/Criteria section. At a minimum, proposal should include the following information and be limited to no more than 25 pages (not including Disclosures and Assurances):

- (1) Cover letter including contact name, address, phone number and email. A one-page statement of your interest and qualifications.
- (2) A brief description of the scope of similar client relationships, the name of the person responsible for the management and administration of the contract and the name of the employee designated as City Landscape Architect, if different, including address and telephone number.
- (3) Familiarity with the City of Lake Elmo.
- (4) A description of the firm, including brief history, the number of employees and their discipline, philosophy regarding client service, location, years in business, etc.
- (5) Resumes of the key personnel who may be assigned to conduct various general landscape architecture service tasks.
- (6) An organizational chart identifying team members and their areas of responsibility.
- (7) Resumes of sub-consultants proposed as other project team members.

- (8) A description of the firm's philosophy regarding ethics, specifically addressing conflicts of interests.
- (9) The firm's current and projected workload and its ability to meet schedules.
- (10) A suggested process for the dedicated consultant team to review land use applications within the statutory 60 day review period.
- (11) A suggested process for the dedicated consultant team to manage approved landscape plans from City Council approval to City acceptance of the installed plan. The process should outline how the consultant would update City staff on compliance with the approved plan.
- (12) Discussion of the firm's specific abilities to provide the required professional services outlined in the Scope of Services.
- (13) Three examples of specific knowledge and expertise including project management skills and methodology used to monitor project budgets.
- (14) Three references of other owners for which the firm has provided similar professional services. Reference information must include:
  - (a) Name of Owner
  - (b) Project Name
  - (c) Contact Person
  - (d) Address
  - (e) Telephone Number
  - (f) Firm's key personnel assigned to the referenced project
- (15) Fee schedule, per staff position, which should list the current hourly rate and annual projections thereafter for 2023 through 2027. Ancillary expenses, such as overhead (often expressed as a multiple of direct labor costs), mileage, telephone, Xeroxing, markup for subcontracted services, etc. shall also be included in the second envelope.
- (16) In no more than one page, other factors that would be helpful in evaluating the consultant including an explanation of what separates your firm from others so much so that the City should choose you before other applicants
- (17) Disclosures and Assurances:
  - a) Applicant Authority: Assurance that the signatory making representations in the proposal on behalf of the proposer has the authority to do so and to bind the firm to a contract.
  - b) Carrier and coverage limits for Errors and Omissions Coverage.
  - c) Conflicts of Interest: Potential conflicts of interest must be disclosed including all private client work.
    - a) Firm should provide a proposed contract form

### **Selection Process/Criteria**

Proposals will be reviewed as indicated in the attached timetable. City staff will determine which firms are interviewed by the City Council following a review of the proposals submitted. The selection is subject to the following criteria:

- (1) Demonstrated experience and qualifications of assigned personnel with municipal

landscape requirements generally, and specifically the City of Lake Elmo or similarly sized and staffed municipality.

- (2) Staff capability to timely execute projects
- (3) Performance on similar projects as noted in the proposal requirements section
- (4) The firm's policies and practices regarding ethics
- (5) Providing adequate liability coverage and other mechanisms to control risk.

The oral interview process will consist of each firm responding to five questions which have been provided to each firm in advance of the interview. The period to respond to these five questions will be limited to 20 minutes. Following the 20-minute response to the five questions, follow-up questions, as necessary, will be asked by the City.

### **Submission**

Submit one (1) paper copy and one (1) digital copy of the proposal indicated in the cover letter, to be entitled "RFP for General Landscape Architecture Services" on or before Noon on October 5, 2022 to:

Kristina Handt, City Administrator

3800 Laverne Ave N

Lake Elmo, MN 55042

The City will not accept proposals by telephone or facsimile. Neither will the City accept submissions after October 5, 2022, even if such contains a postmark dated prior to October 5, 2022.

## Schedule of Dates

The following schedule has been established by the City of Lake Elmo for the selection of a landscape architecture firm to provide City landscape architecture services.

<u>Date</u>	<u>Description</u>
September 7, 2022	Advertise and Mail requests for proposals
September 22, 2022	Conduct Q & A session at 9am for representatives from interested firms (City Offices)
October 5, 2022	Proposals are due to City
November 9, 2022	Council work session to interview firms
November 15, 2022(tentative)	Council direct staff to negotiate contract with selected firm
January 3, 2023 (tentative)	City Council to approve a contract with selected firm
January 4, 2023 (tentative)	Notify all firms of final selection results.