

REQUEST FOR QUALIFICATIONS

CITY OF WHEATLAND LANDSCAPE ARCHITECT / GRANT WRITING SERVICES

The City of Wheatland is seeking qualifications from qualified landscape architectural firms to provide on-call services related to the development and funding of local park improvements and future park and recreation facilities.

1. Scope of Work

The City of Wheatland has received approval for \$177,952 in funding through the State Department of Parks and Recreation Prop 68 Per Capita Program and is interested in completing improvements to existing parks within the limitations of the grant funds and required local match. In addition, the City is evaluating future project opportunities and is seeking assistance with pursuing additional grant opportunities anticipated to become available.

Proposing firms shall provide all necessary grant writing and landscape architectural services for the concept design, cost estimates, preparation of construction documents (60/90 CD submittals), bid support and construction support for the development of the park projects. All coordination, meetings, reviews, etc. for delivery of projects shall be included.

Electrical, structural and geotechnical engineering services will be procured separately, as needed.

2. Project Schedule

The City has received funding through the Per Capita Grant Program (Proposition 68) and is required to complete the Project and fully closeout by March 1, 2024. The City anticipates contracting with a firm for on-call services for a period of 5 years.

3. Proposal Requirements

If interested, please submit a PDF proposal that includes the following:

- Overview of firm and qualifications of project manager, grant manager, key staff and sub-consultants.
- Understanding/description of Scope of Work

- Demonstrated ability to quantify the financial impacts, both revenue potential and operating costs, of park and recreation facilities
- Relevant past work experience developing park and recreation projects and facilities in rural California communities.
- Commitment of availability to assist the City of Wheatland immediately with submittal of project plans required for completing Prop 68 Per Capita Funding contract with the State Department of Parks and Recreation.
- Firm's current rate schedule
- Digital Proposal limited to 20 pages, NOT including Cover, Cover Letter, Table of Contents or any Section Dividers.

4. Selection

A selection committee will review and rank proposals based on qualifications. Top-ranked firms may be invited to interview. It is the intent of this solicitation to select a qualified firm who will provide the City with on-call grant writing and professional landscape architect services for a period of five years. Contract negotiation will occur once a firm has been selected. The city hopes to contract no later than October 27, 2020.

5. Submittal

If your firm is interested in submitting a proposal, please submit a PDF copy via Email to Jim Goodwin, City Manager, at jgoodwin@wheatland.ca.gov by 5:00 pm Wednesday, Sept. 30th. If you have questions, please contact the City Manager at the address above or by calling (530) 633-2761.

Regards,

Jim Goodwin
City Manager
City of Wheatland