



City of  
**Mountain View**

REQUEST FOR QUALIFICATIONS

FOR

ON-CALL LANDSCAPE ARCHITECTURAL DESIGN SERVICES

RFQ NO. R251083

RFQ ISSUE DATE: OCTOBER 3, 2024

**QUALIFICATION DUE DATE AND TIME:  
NOVEMBER 15, 2024; 5:00 P.M. PACIFIC TIME**

TO

PUBLIC WORKS DEPARTMENT  
ATTN: TSAN LIU, SENIOR PROJECT MANAGER

**FOR QUESTIONS REGARDING THIS REQUEST FOR QUALIFICATIONS,  
CONTACT THE POINT OF CONTACT (POC):**

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## I. BACKGROUND

A. The City of Mountain View (City), incorporated in 1902, is a full-service charter city with a City Council/City Manager form of government and over 690 regular positions representing 14 departments. It is a municipal corporation of the state, located in Santa Clara County, California. The City is just over 12 square miles with a population of approximately 86,500 and has a General Operating Fund budget for Fiscal Year 2024-25 of approximately \$184.1 million.

### B. PROJECT OVERVIEW

The City of Mountain View (City) is interested in updating its list of qualified landscape architecture firms for on-call landscape architectural services related to planning, designing, and implementation of City projects. Potential projects may be categorized into: (1) Parks and Public Open Space; (2) Trail System and Facilities Improvements; (3) Sports/Recreational Facilities; (4) Ecological Restoration; and (5) Major Park Maintenance.

The current list, which has been in use since 2016, needs to be updated to reflect changes in the standards and evolving community needs.

The City invites experienced landscape architects with municipal expertise, and a proven ability to effectively engage with a diverse and active community, to submit qualifications. While there are no specific project assignments defined at the time of issuance for this RFQ, examples of sample tasks are listed in the Scope of Services.

The qualifications will be used to establish a landscape architect Consultant Eligibility List for landscape projects. The list will remain valid for a minimum of two (2) years from the date it is established, with the opportunity to extend an additional year with approval from the director of Public Works.

While the list is valid, the City may use it to select consultant firms to provide landscape architectural design services on specific projects. Example projects are illustrated in Attachment D—Upcoming Projects Map / List. The use of the on-call list is not limited to the example projects.

The City will define each project's scope, request proposals from firms on the list, and rank the received proposals. The firm with the highest-ranked proposal will enter into contract negotiations. Once a firm is awarded a contract for a specific project, it will remain on the list for consideration for future projects. The City reserves the right to issue standalone RFPs to additional bidders for projects that require special consideration if deemed in the best interest of the project's needs.

Qualifications are solicited in accordance with the terms, conditions, and instructions as set forth in this Request for Qualifications (RFQ).

## **II. SCOPE OF SERVICES**

The following scope of services represents the examples of project tasks typically included in the City's Requests for Proposals for specific landscape architectural design projects.

The design services to be provided by the Consultant and/or its subconsultants for any project may consist of, but not necessarily be limited to, any combination of the tasks listed below. The Consultant is expected to incorporate their own expertise into their proposed scope of work and to propose additions/modifications to the requested scope of work that the Consultant deems necessary or advisable.

The Consultant shall convert all documents (text, AutoCAD, spreadsheets, photos, etc.) into searchable PDF files for submission to the City along with hard copies. The Consultant shall submit copies of all project AutoCAD files and survey data to the City upon completion of the project.

### **A. TASK I—PROJECT INITIATION**

The Consultant shall:

1. Meet with City staff to review project requirements and existing studies and reports.
2. Conduct site visit and investigate existing site conditions to identify opportunities, constraints, and to verify the presence of existing utilities and other conditions.
3. Contact and coordinate with public/private utility providers to ensure existing utilities are reflected accurately on the plans and conflicts are avoided.
4. Review data pertinent to the project, including available right-of-way documents and improvement plans; the City's Standard Provisions and Details; and codes, ordinances, and policies pertaining to the proposed project designs.
5. Conduct topographic survey as necessary of the work areas sufficient to design the project. The survey shall locate existing features, including, but not limited to, curbs and gutters, trees, utilities, fences, lighting, pavement, drainage structures, and other features required to design the project. Consultant shall submit to the City their final plans of existing topography.

Proposers must provide a specific, well-developed scope of work for all tasks and are expected to incorporate their own expertise into the scope and propose additions/modifications they deem necessary or advisable. Additionally, all work shall comply with all applicable codes, regulations, specifications, and guidelines governing this work.

6. For projects in or adjacent to Middlefield-Ellis-Whisman (MEW) Superfund sites, review requirements associated with construction and long-term operation of park facilities within these areas.
7. Prepare a project schedule. The schedule should include a minimum of a three (3) week review period for each design submittal. Submit the schedule within (5) days of award of contract. The schedule shall be updated and provided to the City periodically upon request.
8. Conduct arborist investigations regarding impacts to trees and prepare a final report.
9. Conduct geotechnical investigations for soils report and structural design.
10. Prepare and submit “Existing Conditions Report” consisting of, but not limited to, base topographical map, opportunities and constraints, existing utilities, structural and hazardous materials evaluation, soils testing for contaminants disposal, and arborist report. The report should include a discussion of findings.

Deliverables:

1. Final scope of work
2. Project schedule
3. Base map
4. Existing conditions report

**B. TASK II—SCHEMATIC DESIGN**

This Phase is to develop various conceptual plan options meeting the needs of the community that would be presented to the City Council for approval. The Consultant team shall plan to participate in at least three (3) community meetings, a Parks and Recreation Commission (PRC) meeting, a Council Study Session, and a Council meeting for approval of the conceptual plan for final design. The Consultant shall:

#### Part A—Schematic Design

1. Prepare three (3) conceptual alternatives, including site elements, and preliminary cost estimates.
2. Develop preferred concept plan and preliminary cost estimate to reflect City/community comments and address outside agency requirements.
3. Identify CEQA-required mitigations and environmental issues as necessary.
4. Meet with City staff to review comments on the conceptual designs and construction cost estimates.
5. All public meetings require a premeeting with City staff.

#### Part B—Community Meetings (3) and Online Survey

1. Conduct a Citywide multilingual online survey to gather information about desired park and recreation improvements.
2. Provide City web information and graphics.
3. Prepare multilingual community meeting materials consisting of meeting invitations and data from the “Existing Conditions Report,” site constraints, and other information to garner feedback and input to develop at least three (3) conceptual plans.
4. Prepare a minimum of three (3) conceptual plans and other materials and present at a second community meeting to garner feedback and input, based on input at the first community meeting.
5. Prepare the final preferred alternative and other materials and present at a second community meeting to garner feedback and input, based on input at the second community meeting.
6. Prepare meeting minutes.

#### Part C—PRC Meeting

1. Assist the City with presentation materials for the PRC meeting. Materials may include providing the conceptual designs electronically and on presentation boards, calculations, areas, etc.

2. Attend and assist City staff at the meeting.
3. Prepare meeting minutes.

#### Part D—Council Meetings

1. Assist the City with presentation materials for a Council Study Session and Council Meeting. Materials may include providing the conceptual designs electronically and on presentation boards, calculations, areas, etc.
2. Attend and assist City staff at the meetings.
3. The Consultant shall not proceed with design development until the City Council approves the conceptual plan.
4. Prepare meeting minutes.

#### Deliverables:

1. Work plan detailing the community outreach strategy and timeline.
2. All written graphic and social media materials for the community outreach presentations, including three (3) conceptual alternatives, supporting graphics.
3. Online survey.
4. Outreach summary of public/stakeholder input from community meetings/PRC meeting/Council meeting/online survey, with descriptions and graphics.
5. Preferred Alternative/Final Concept Plan.
6. Cost Estimates for each conceptual alternative plan and the Final Concept Plan.

#### C. TASK III—DESIGN DEVELOPMENT

Upon approval of the project requirements and agreement between the City and Consultant on the design concept and scope, the Consultant shall:

1. Prepare and submit 65% design and construction documents, including drawings, technical specifications, calculations, and other necessary documents. Design development shall include all elements of the project, including, but not limited to, landscape, civil, electrical, structural calculations, traffic control, water budget calculations, construction staging/phasing, and stormwater

management. Supporting documentation includes engineering calculations, cost estimates, catalog cuts, and product specifications.

2. Prepare applications for all required permits, including, but not limited to, regulatory agency review, building permits, utility service, etc.
3. Prepare and process environmental documents in connection with the project to achieve California Environmental Quality Act (CEQA) compliance.
4. Prepare and process EPA-required documents/reports, including, but not limited to, Health and Safety Plan and Soil Management and Air Monitoring Plan in connection with the MEW Superfund site that are required for any soil sampling, potholing, and demolition/construction activities.
5. Meet with City staff to review comments on the submittal. Revise plans and specifications as necessary to reflect City comments and directions.

Deliverables:

1. 65% PSE submittal
2. Applications for all required permits
3. CEQA documents
4. EPA required documents

#### D. TASK IV—CONSTRUCTION DOCUMENTS

Upon approval of the project requirements and agreement between the City and Consultant on the design concept and scope, the Consultant shall:

1. Prepare and submit 90% design and construction documents as “draft permit set” based on the City’s 65% submittal review comments. The same review and revision process described above for the 65% submittal shall repeat for the 90% submittals. The submittal shall include responses to reviewer comments.
2. Prepare and submit 100% design and construction documents as “final permit set” based on the City’s 90% submittal review comments. This submittal shall include responses to reviewer comments.
3. Meet with City staff to review comments on the 100% submittal. Revise plans and specifications, if necessary, to reflect City comments and directions and prepare final conformed bid set.
4. Prepare meeting minutes.



Deliverables:

1. 90% PSE submittal
2. 100% PSE submittal
3. Final Bid Set
4. Responses to comments

E. TASK V—BIDDING

The Consultant shall:

1. Assist the City in responding to bidders' inquiries, requests for clarifications, and prepare and issue addenda.
2. Provide a list of qualified contractors with expertise in subject design for bid solicitation.

Deliverables:

1. Addendum.
2. Conformed Construction Set.

F. TASK VI—CONSTRUCTION

The Consultant shall:

1. Advise and consult with City during construction.
2. Review and respond to RFIs, as necessary, in a timely manner.
3. Review and approve shop drawings and submittals in a timely manner.
4. Assist the City in evaluating any necessary contract change orders.
5. Submit Architects supplemental instructions (ASIs) to direct and inform the Contractor of the preferred solution.
6. Site visits and field reports.
7. Punch list and report.

Deliverables:

1. RFI
2. Submittal
3. Change Orders
4. ASI
5. Field report
6. Punch list report

G. TASK VII—POSTCONSTRUCTION

The Consultant shall:

1. Prepare record drawings. After construction, the City shall transmit contractor's red-lined record drawings of each project to Consultant.
2. Provide one (1) signed, stamped set of record drawings on Mylar, incorporating the changes during construction.
3. Submit AutoCAD files and PDF files of each set of record drawings to the City.

Deliverables:

1. Record Drawings.

Although successful completion of all phases and tasks of the project is anticipated, the City reserves the right to delete portions of or terminate the work at any time it deems necessary. In the event of termination of the contract prior to its completion, the Consultant shall, at the option of the City, promptly deliver to the City all work products completed to date, including papers, notes, files, and data previously collected by the Consultant at no additional cost to the City.

All work products generated by the Consultant and paid for by the City shall be the property of the City. All property rights, including publication rights to preliminary and final reports prepared in conjunction with the project, shall be vested in the City of Mountain View. The Consultant shall not publish or release any of the results of the report without express written permission from the City.

H. Additional Services

1. The Consultant shall clearly state any exclusion in their basic proposal and scope of work and may propose additional services beneficial to the project.

2. Additional services required or desired will be reviewed on a case-by-case basis by the City. Additional services requested by the City will be provided in writing to the Consultant and will be compensated on an hourly basis in accordance with rates set forth in the fee schedule submitted.

All project deliverables will be provided in appropriate electronic format (text, spreadsheets, photos, etc.) in addition to searchable PDF files.

### **III. RFQ PROCESS**

#### **A. INVITATION TO RESPOND**

The City of Mountain View invites qualified Submitters (Submitter or Consultant) to provide qualifications for On-Call Landscape Architectural Design Services. See Scope of Services, Section II, for detailed requirements. Qualifications are solicited in accordance with the terms, conditions, and instructions as set forth in this RFQ.

#### **B. ISSUING OFFICE**

The Public Works Department is the department issuing this RFQ. Submitters who do not notify the Point of Contact (POC) with their contact information and the RFQ number when contacting the City assume complete responsibility in the event that they do not receive communications prior to the closing date.

#### **C. QUESTIONS**

Please email the POC if there are any questions regarding the RFQ solicitation and process. Respondents and individuals associated with their firm shall not contact City employees, their contractors, or elected City officials outside of the process identified.

1. Submitters are responsible for reading carefully and understanding fully the terms and conditions of this RFQ. Please email any requests for clarification or additional information to the POC by the date listed in the RFQ Schedule. Requests should contain the following: "Questions: On-Call Landscape Architectural Design Services RFQ" in the subject line. It is incumbent upon Submitters to verify City receipt of their questions.
2. All questions will be answered in writing. Both questions and answers will be distributed, without identification, to all Submitters who are on record with the City as having received this RFQ via an addendum. No oral communications can be relied upon for this RFQ.

3. To the extent that a question causes a change to any part of this RFQ, an addendum will be issued addressing such changes.

D. PROPOSED SCHEDULE

The following table outlines the City’s proposed schedule of major activities related to the RFQ distribution, qualification submission, evaluation, and selection processes. All times referenced are in Pacific Time. The City reserves the right to amend the schedule as necessary.

	<u>Date</u>
1. RFQ issued to prospective Submitters	10/03/2024
2. Last date for submission of written questions (5:00 p.m.)	10/17/2024
3. Issue addendum/response to written questions	10/31/2024
4. Qualifications submission deadline (5:00 p.m.)	11/15/2024
5. Evaluation of qualifications.	Start of the Week of 11/18/2024
6. Estimated publication of on-call list	January 2025

E. PREPROPOSAL CONFERENCE

A preproposal conference will NOT be held.

F. CLARIFICATIONS

The City reserves the right to obtain clarification of any point in a Submitter’s submittal or to obtain additional information necessary to properly evaluate a particular response. Failure of a Submitter to respond to such a request for additional information or clarification may result in rejection of the Submitter’s qualifications.

G. SUBMISSION OF QUALIFICATIONS

1. Qualifications shall be:
  - a. Submitted in the format set forth herein;
  - b. Submitted electronically, with no hard copies required. The Submitter shall email the qualification to the POC, as identified on the cover page of this RFQ, and including the following in the email subject line: “On-Call Landscape Architectural Design Services Qualifications.” The qualifications

shall consist of two (2) parts: Part I—Narrative Qualification; and Part II—Hourly Rate Schedule.

- c. Made in the official name of the firm or individual under which the Consultant’s business is conducted (including the official business address);
  - d. Submitted with Attachment A of this RFQ, signed by a person duly authorized to submit a qualification to this RFQ solicitation;
  - e. Addressed to the POC, as identified on the Cover Page of this RFQ;
  - f. Submit as one (1) electronic copy of maximum length thirty (30) pages front and back), excluding Cover Page (Attachment A), References (Attachment B), Exceptions (Section 7 on Page 13), curriculum vitae, legal, conflict of interest, and insurance information. The entire qualification is required to be labeled with the Submitter’s name on each file.
  - g. Submitted after reviewing the sample Consultant Agreement (Attachment C). This is the City’s standard consultant contract, and no amendments to such will be allowed. Submission of a qualification will be considered an acceptance of such contract by the Submitters.
2. Qualification Format: The qualification shall, at a minimum, cover the following items. Qualification sections should be labeled to match the numbers below:

Part I—Narrative Qualification

- a. Section 1—Completed Cover Page, Attachment A.
- b. Section 2—Qualification Understanding, Approach, and Work Plan: Approach and work plan describing the proposed approach to fulfill the stated objectives, including:
  - Objectives for designing public open space, and overall approaches in fulfilling the stated objectives;
  - Approaches to working with City staff, stakeholders, and the community;
  - Quality assurance and quality control plan;
  - Summary of your team’s key strength.

- Select your firm’s interests and strengths from the project category list (multiple choices allowed):
  - Parks and Public Open Space,
  - Trail System and Facilities Improvements
  - Sports/Recreational Facilities
  - Ecological Restoration
  - Major Park Maintenance
  
- c. Section 3—Firm Profile: Provide information on the firm’s size, local organizational structure, financial stability, firm capacity, and resources. Include similar information for all subconsultants participating in the qualification.
  
- d. Section 4—Firm Experience: Provide a brief description of at least two (2) similar projects for each category selected in Section 2, undertaken within the past five (5) years, by key staff listed in the qualification, including:
  - Summary of work performed;
  - Total project cost;
  - Firm role and scope of work the firm was responsible for;
  - Time period;
  - A brief statement of the firm’s adherence to schedule and budget for the referenced project;
  - Describe the firm’s experience in leading or participating in municipal and other public agency projects, with a focus on community outreach efforts;
  - Describe your firm’s experience with obtaining design approval from the California Division of the State Architect for projects involving parks or other improvements on school district properties;
  - Describe the firm’s experience working on projects in the Middlefield-Ellis-Whisman (MEW) area, other Superfund sites, and the Shoreline Postclosure Landfill in the City of Mountain View, as well as any other sites with sensitive environmental factors that require compliance and coordination with regional agencies.

- e. Section 5—Team Qualifications: Identify the name and title of the lead contact person and all key staff who will be assigned to the project and include their role in the project. Provide curriculum vitae for key consultant team personnel and brief bios for all other team members. The information should include current professional registrations, relevant experience, educational background, and years of experience with the team.

Provide an organizational chart showing the names and assignments of all key personnel including an estimate of each individual’s time commitment to the project. The chart should include proposed lines of communication with City staff. Any proposed sub-consultants should be clearly identified on the chart.

As applicable, provide a list of subconsultants and describe how each subconsultant will be utilized in the Qualification. Provide a list of their similar past projects within the past five (5) years with all pertinent information, including project description, contact person, phone number, email address, location, duration, and current project status. Identify principal staff assigned to this project from each subconsultant and their responsibilities on this project. Show subconsultants in the project organization chart.

- f. Section 6—References: Provide the name, title, email, and contact number for a minimum of three (3) references for each project category selected in Section 2. References should preferably be from public agencies and shall be submitted on the form provided in Attachment B.
- g. Section 7—Exceptions: Discuss any exceptions or requested changes to the RFQ requirements and conditions. If no exceptions are noted, it is assumed the Submitter will accept all conditions and requirements of the RFQ.
- h. Section 8—Insurance Certificate: Provide a copy of evidence of insurance as requested, per the attached Sample Contract, Attachment C.
- i. Section 9—Legal Information: As applicable, submit a list of lawsuits filed within the past two (2) years against the firm or its principals alleging misconduct and/or negligence. Submit a list of claims within the past two (2) years against the firm’s Professional Liability insurance policy (errors and omissions), if any. Accompanying each (or either) list shall be a declaration by a principal of the firm indicating careful review of such lists

and adding appropriate information concerning the current status or other disposition of the lawsuits or claims. This information may be submitted separately and confidentially, if so desired.

- j. Section 10—Conflict of Interest: Pursuant to Section 706 of the City of Mountain View Charter, no City officer or employee shall have a financial interest, either directly or indirectly, in any contract, sale, purchase, or lease to which the City is a party.

As applicable, submit a list of all projects (completed within the past three (3) years or currently under way) located within Santa Clara County. Accompanying such a list shall be a declaration by a principal of the firm indicating knowledge of and careful review of the subject matter and asserting freedom from conflicts of interest that might arise from relationships with parties that are involved in disputes with the City.

Additionally, for firms that are currently working on projects within the City for other private- or public-sector clients, submit a list of the project(s), including a broad description of the work being performed and the efforts that will be undertaken to separate this project from the other projects to avoid the potential for any conflict of interest.

#### Part II—Hourly Rate Schedule

The purpose of the RFQ is to create a comprehensive list of qualified firms for citywide project requests, not associated with a specific project. Consultants are only required to submit a current hourly rate schedule that will be in effect for at least one (1) year from the date the consultant list is established.

Once the list is established, firms will be required to submit following cost and schedule information for specific project proposals.

- a. Estimated labor hours by task for key staff and by classification.
- b. An hourly rate schedule, valid for the duration of this contract (to be stated in the fee schedule), for each of the personnel who will be working on the project. Include an acknowledgment that the hourly rate schedule will be for the entire duration of the contract in the proposal.
- c. A detailed time and material not-to-exceed fee for each task described in the Scope of Services.



- d. Travel time and costs, outside services costs, and per diem expenses shall be included into all cost proposals.

The City and Consultant may negotiate an equitable rate adjustment in the event the added or modified work scope is effective beyond the original project contract term.

H. CLOSING DATE

Qualifications must arrive at the location, date, and time identified on the Cover Page of this RFQ in the format set forth herein. There will be no public opening of the qualifications. The names of Submitters will not be released until the list is published.

I. LATE SUBMISSIONS

Delivery of the qualifications to the specified location by the prescribed time and date is the sole responsibility of the Submitters. Any qualifications, modifications to qualifications, or request for withdrawal of qualifications arriving after the closing date and time are late and will not be considered unless the City determines that accepting the late qualifications would be in the best interest of the City, and:

1. If it was transmitted through an electronic commerce method authorized by the solicitation and it was received at the initial point of entry to the City's infrastructure not later than the specified time; or
2. There is acceptable evidence to establish that it was received at the City location designated for receipt of the qualifications and was under the City's control prior to the time set for receipt of the qualifications; or
3. It was the only qualification received.

J. ECONOMY OF PREPARATION

Submitters shall prepare each qualification simply and economically, providing a straightforward, concise description of the Submitters' offer and capabilities to satisfy the requirements of this RFQ. Emphasis should be on completeness and clarity of content.

K. PROPRIETARY/CONFIDENTIAL INFORMATION

Any information submitted with a qualification is a public record subject to disclosure unless a specific exemption applies. If a Submitter submits information clearly marked

proprietary or confidential, it will be treated with the confidentiality to the extent permitted by law. However, it is the Submitter's obligation and expense to defend any legal challenges seeking to obtain said information. The City shall incur no liability due to release of information from a submitter labeled "proprietary" or "confidential."

L. QUALIFICATION MATERIAL OWNERSHIP

All material submitted regarding and in response to this RFQ becomes the property of the City of Mountain View and will only be returned to the Submitter at the City's option. Any person may review qualifications after final selection and the contract award has been made. The City of Mountain View has the right to use any or all system ideas presented in reply to this request, subject to limitations outlined above in "Proprietary/Confidential Information." Disqualification of a Submitter does not eliminate this right.

M. ACCEPTABILITY OF QUALIFICATIONS

The City shall determine which Submitters have met the requirements of this RFQ. Failure to comply with any mandatory requirement will disqualify a qualification. The City shall have the sole authority to determine whether any deviation from the requirements of this RFQ is substantial in nature. The City may waive or permit to be cured minor irregularities or minor informalities in qualifications that are immaterial or inconsequential in nature. Determination of acceptability of qualifications shall be at the City's sole discretion.

The contents of the response of the successful qualifications will become contractual obligations for contract negotiations. Failure of the responder to accept these obligations in a contract may result in cancellation of further negotiations.

N. QUALIFICATION EVALUATION AND SELECTION

1. A selection committee will evaluate the qualifications submitted and assign each a ranking. Following are the evaluation criteria for the qualifications, with the assumption that all minimum requirements have been met:
  - a. Understanding of City needs;
  - b. Effectiveness and clarity of project approach;
  - c. Qualifications and successful experience of the proposed project team and subconsultant team in performing similar work for the City and/or other public agencies;

- d. Capacity and commitment of the firm to provide adequate staffing and level of service to carry out several simultaneous projects in a timely fashion;
  - e. Adherence to the requirements of this RFQ;
  - f. Any litigation brought against the firm;
  - g. The Consultant's Quality Assurance and Quality Control Plan;
  - h. Client References; and
  - i. Any other factors as solely determined by the City to be in the City's best interest.
2. Oral Interview: The City will evaluate qualifications solely on the basis of each Submitter's written submittal. An oral interview may be required for future RFP process.
  3. Selection Process: Per City policy, the determination of the most qualified consultant shall be on the basis of demonstrated competence and qualifications for the type of services.

The City will check the references of the top-ranked consultants for such things as: record in accomplishing work in a timely manner for similar projects within budget; quality of work completed for the City or other public agencies; ability to work with City staff and the public; and outstanding litigation.

The City reserves the right to select, approve, recommend, or disapprove subconsultants at the City's discretion.

When the City has established the final list, all firms submitting a qualification will be notified of the results in writing.

O. CITY'S RIGHTS

The City reserves the unilateral right to cancel this RFQ, in whole or in part, or reject any or all qualifications submitted in response to this RFQ when such action is determined to be advantageous to the City as determined solely by the City. The City also reserves the unilateral right to award a contract in whole or in part; to award a contract to one (1) or more Submitters; to waive or permit cure of minor irregularities; and to conduct discussions with Submitters in any manner necessary.

P. EVIDENCE OF RESPONSIBILITY

Prior to the award of a contract pursuant to this RFQ, the City may require the Submitter to submit such additional information bearing upon the Submitter's ability to perform the contract as the City deems appropriate. The City may also consider any information otherwise available, including, but not limited to, price, technical proposal, and qualifications relative to ability, capacity, integrity, ethics, performance record, and experience of the responder.

Q. INCURRED EXPENSES

The City will not be responsible for any expenses incurred by Submitters in preparing and submitting a qualification to this RFQ.

R. NEWS RELEASES/ADVERTISING

News releases and/or advertising pertaining to this procurement or any part of the subject shall not be made without prior written approval of the City of Mountain View.

S. CONFIDENTIALITY

The Submitter shall instruct their employees and the employees of any subcontractors to keep as confidential information concerning the business of the City and the City's financial affairs, relations with City residents, and City employees as well as any other information which may be specifically classified as confidential by the City of Mountain View.

T. COMPLIANCE WITH DEPARTMENT OF INDUSTRIAL RELATIONS

The Consultant and their subconsultant(s) shall comply with Section 4 of the City's Standard Agreement.

U. LIVE SCAN

The City does not anticipate the following requirements for landscape-only projects. However, these requirements may be triggered if the work is conducted inside a city facility.

A contract awarded to the successful Submitter (Contractor), if unescorted access is requested or required, may be subject to the following:

- a. All Contractor's employees and subcontractor's employees servicing the City's account must be enrolled in the "Live Scan" fingerprint program, and the Department of Justice shall determine whether any individuals have been arrested or convicted of a violent or serious felony or have a pending criminal proceeding for a felony as defined in Section 45122.1 of the California Education Code. This report must be received and accepted by the City from the Department of Justice prior to the Contractor's employees and subcontractor employees beginning work. No Contractor, Contractor's employees, subcontractor, or subcontractor's employees shall commence or continue work without clearance from the Department of Justice.
- b. All required fees related to the Live Scan application process and other travel costs and time associated with security clearance will be the responsibility of the Contractor.
- c. The forms and appointments may be obtained from the Mountain View Police Department at 650-903-6344. Each applicant will make an appointment to obtain an application and to have fingerprints taken; charges will apply at this time (Fifty-Two Dollars (\$52) per applicant). The clearance process takes approximately two (2) weeks. After the clearance is given, an appointment should be made with the City's Facilities Division, who will issue photo Contractor ID badges.
- d. While they are on the premises, the Contractor's employees shall display photo ID badges at all times.

**IV. AGREEMENT TERMS**

- A. It is anticipated that any resulting agreement will be for a fixed three (3) year contract with an option to extend for an additional two (2) year fixed term at the discretion of the City, if applicable.
- B. The successful Submitters established on this formal list will, once selected for services by a member of staff, either directly or through Request for Proposal (RFP),

shall be issued by City staff a contract under the City's standard contract, Attachment C. **Please review the attached standard City contract for additional requirements, including Section 11, Business License, and Section 12, Insurance.**

**V. ATTACHMENTS**

ATTACHMENT A—PROPOSAL COVER PAGE

ATTACHMENT B—REFERENCES

ATTACHMENT C—SAMPLE CITY STANDARD CONTRACT

ATTACHMENT D—UPCOMING PROJECT MAP/LIST