

CITY OF FIRCREST

Regents Boulevard Entry Sign Relocation Project

Request for Statements of Qualifications

Landscape Architectural Design and Construction Administration Services

Project Overview

The City of Fircrest is seeking statements of qualifications from qualified landscape architecture firms and multidisciplinary consultant teams to provide design and construction administration services for the Regents Boulevard Entry Sign Relocation Project.

The project includes relocation of the City entryway sign and associated landscaping, lighting, irrigation, block wall, and fencing. The selected consultant will evaluate existing conditions, develop a coordinated relocation design, prepare construction documents, support contractor procurement, and assist the City through construction completion. The exact relocation footprint and limits of work will be confirmed with City staff during project development.

Scope of Work

Task 1 Site Assessment and Concept Development

Document existing sign dimensions in comparison to preferred new dimensions, condition, foundations, landscaping, lighting, irrigation, block wall, fencing, and adjacent improvements. Identify components suitable for salvage and reuse and those requiring replacement.

Identify survey, utility locating, electrical, geotechnical, and structural information needed for design. Define any supplemental investigation in the negotiated scope.

Develop relocation concepts addressing sign visibility, roadway sight distance, pedestrian and bicycle access, property boundaries, easements, utility conflicts, drainage, and future maintenance access.

Review concepts with City staff and refine the preferred alternative. Identify property permissions, permits, and agency or utility coordination needed before construction.

Task 2 Design and Construction Documents

Prepare coordinated site plans, grading and restoration plans, construction details, technical specifications, and cost estimates at agreed design milestones and for final bidding.

Design sign removal, handling, storage, relocation, foundations, anchorage, and installation. Identify temporary support and protection requirements as applicable.

Design relocation or reconstruction of the block wall and fence, including alignment, elevations, footings, connections, gates where applicable, and transitions to existing improvements. Determine whether the wall retains soil and provide appropriate engineering.

Prepare landscape and planting plans, soil preparation requirements, irrigation modifications, and establishment and maintenance requirements suited to the site.

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Scope of Work Continued

Prepare lighting and electrical plans addressing fixtures, illumination, glare, controls, power supply, conduit routing, and electrical service modifications. Coordinate lighting with sign placement and landscaping.

Provide irrigation plans identifying existing connections, zones, controls, coverage, and protection or adjustment of backflow equipment as applicable. Include testing and commissioning requirements.

Provide design by appropriately licensed professionals for structural, electrical, civil, and other specialized work as needed. Coordinate utility protection, erosion control, work-zone access, and restoration requirements.

Define measurable acceptance requirements, warranties, irrigation and lighting testing, and record-document requirements. Update cost estimates and identify alternatives if needed to align the design with the City-established budget.

Task 3 Bidding and Construction Administration

Support bidding, respond to bidder questions, and prepare technical addenda as authorized by the City.

Review relevant submittals, respond to requests for information, and assist with evaluation of proposed changes and payment requests within the negotiated scope.

Conduct construction site visits at agreed milestones, including foundations, wall and fence work, underground irrigation and electrical work before concealment, sign installation, and final testing.

Observe work for general conformance with the design; document observed deficiencies and coordinate corrective recommendations with City staff. Assist with punch lists, final review, and closeout documentation.

Desired Qualifications

A Washington-licensed landscape architect as project lead, supported by appropriately licensed engineers and other specialists as needed.

Experience with municipal entryway signs, streetscape landscaping, lighting, irrigation, masonry or segmental block walls, and fence relocation or reconstruction.

Experience preparing public works construction documents, coordinating utilities and site constraints, developing cost estimates, and providing bidding and construction administration services.

Demonstrated ability to meet schedules and budgets and design durable improvements with practical maintenance requirements.

Project Considerations and Submission Information

The project is located along Regents Boulevard in Fircrest, Washington. The City will confirm the relocation site, available background information, project budget, schedule, and required services during scope development. Identify assumptions, exclusions, necessary subconsultants, and information needed from the City. Construction observation frequency and consultant responsibilities will be defined in the negotiated agreement.

Submit a statement describing the firm and proposed team, relevant experience, key personnel, comparable projects completed within the last five years, references, availability, and proposed approach. Selection will be based on qualifications; scope and compensation will be negotiated with the selected firm. Submission deadline and delivery instructions will be established by the City before solicitation issuance.

Contact Information

City of Fircrest Public Works Department
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