

## REQUEST FOR PROPOSALS

Landscape Architectural Consulting Services  
City of Sammamish Department of Parks and Recreation  
Sammamish, Washington

The City of Sammamish is soliciting qualification submittals from Consulting teams to provide landscape architecture and related services on an as needed basis for various City projects. It is anticipated that a significant portion of these tasks will include revising existing cost estimates for park improvement projects, which may include revising previously identified phasing, identified in the 2018-2023 Parks Capital Improvement Plan (CIP)

Sealed submittals plainly marked "Request for Proposals – Landscape Architecture Services" on the outside of the mailing envelope, addressed to the City of Sammamish Parks and Recreation Department at **801 228th Avenue SE, Sammamish, WA 98075**, will be accepted until **3:00 pm on Thursday, September 26, 2019**. Qualification submittals may also be hand-delivered in person to the main desk on the first floor of City Hall by the required date and time. Submittals delivered after the posted deadline will not be considered for selection. Submittals will not be accepted by fax, telephone or email.

In an effort to promote waste reduction and resource conservation, please submit one (1) hard copy of your team's qualification package as well as a PDF copy saved to a labeled CD or USB drive. Submittals shall not contain plastic bindings, plastic or laminated pages. Double sided documents are preferred. Please avoid superfluous use of paper (such as separate title sheets or chapter dividers). Submittals shall be limited to 20 pages maximum of 8.5 x 11-inch paper (minimum 10 pt. font size), resulting in ten sheets if double-sided.

The Request for Proposals packet may be obtained by visiting the Current News section of the City's website at <https://www.sammamish.us/news-events/current-news/>.

Questions about this RFP must be emailed no later than September 20, 2019 at 2:00pm to Anjali Myer, Parks & Recreation Deputy Director at [amy@ammamish.us](mailto:amy@ammamish.us). Answers will be posted on the City's website under the Current News section by September 24, 2019.

Interviews for shortlisted firms are anticipated on October 15, 2019. The City reserves the right to select a Consultant from submitted proposals alone.