

Work Type Definition and Submittal Requirements

18.1 Transportation Landscape Architecture

Work Type Definition

Page 1 details the work type definition. In order to become *pre-qualified* for this work type, please see the “Work Type Submittal Requirements” on pages 2-3.

I. Description

- A. Consultant services to provide landscape architectural design services for MnDOT multimodal transportation projects and facilities which may include but not be limited to the following: landscaping, streetscaping, site development, aesthetics, specialty signing, specialty lighting, fencing, and traffic-calming.

II. Standards and Specifications

Standards and specifications required for a project under this work type must include the following:

- A. The American Association of State Highway & Transportation Officials (AASHTO), Federal Highway Administration (FHWA) and MnDOT design policies, procedures, practices and standards.
- B. Deliverables must include a documented Quality Assurance/Quality Control (QA/QC) plan with each review and submittal to address comments from previous reviews, i.e. 30%, 90%, and 100% or schematic design, design development, and construction document reviews.
- C. See also below section, “Provided by Consultant.”

III. Provided by Consultant

Deliverables to be supplied by the consultant for a project may include the following:

- A. Complete and accurate set(s) of Landscape Architectural Design guidance documents or design plans to construct a project that fulfills MnDOT’s intended purpose. May include, but are not limited to some or all of the following:
 - Concept Sketches
 - Preliminary Design
 - Visual Quality Management Manuals
 - Design Documentation and calculations
 - Recommendations for modifying final design plans
 - Final Design Plans, produced using MnDOT’s Design Standards and Level 2 CADD Standards; (<http://www.dot.state.mn.us/caes/cadd>)
 - Special Provisions
 - Estimates
 - Reports
 - Meeting Minutes
 - Presentation materials, graphic renderings, visualizations, and /or models
 - Training materials
 - Feasibility and justification studies, including all related calculations

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Work Type Submittal Requirements

A consultant firm becomes pre-qualified based on the qualifications of the personnel that are employed by the firm.

Key Personnel Requirements	
Minimum Number of Staff:	<ul style="list-style-type: none"> • At least one licensed landscape architect (licensed in MN) • Production staff necessary to complete the required work (must provide documentation).
Professional Certification/Licensure:	<ul style="list-style-type: none"> • Licensed Minnesota Landscape Architect
Work Type Submittal Requirements*	
<p>I. Resume and Relevant Project Experience Form (Form PQ1)</p> <p><i>Submit in Word format</i></p>	<p>A. Complete Parts 1, 1A, 2 and 3 of Form PQ1.</p> <p><u>Part 1:</u> Fill out general information and names of personnel.</p> <p><u>Part 1A:</u></p> <ul style="list-style-type: none"> • Satisfactory experience must be demonstrated on a minimum of one project per qualified professional in the last ten years in the activities required for pre-qualification. (cumulative min. of 4 projects total). Experience must demonstrate the following: <ul style="list-style-type: none"> ○ Knowledge of transportation design and development practices ○ Knowledge and implementation of projects that include design of American with Disabilities Act (ADA) ○ Knowledge and implementation of context sensitive solutions, philosophy, and principles ○ Knowledge and implementation of environmentally sustainable approaches and practices • At least one professional must document that they managed or developed at least four projects in the past 10 years representative of the transportation landscape architectural design deliverables in Minnesota or other areas with comparable climates and conditions. • Experience of other professional and technical personnel used to support pre-qualification must also be provided (one “1A” for each) <p><u>Part 2:</u> Project examples listed must correlate to those described below in “Project Example Requirements.”</p> <p><u>Part 3:</u> Provide a list of all pertinent projects completed in the last ten years by key personnel for the activities required for pre-qualification.</p>

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	<ul style="list-style-type: none"> • Other Supportive Information (Optional): Additional information may be provided as appropriate such as historical information on the firm, Landscape team org chart, company philosophy, current job progress, company brochures, and references.
<p>II. Project Example Requirements</p> <p><i>Submit in PDF format</i></p>	<p>A. Submit four project examples (cumulative from the professionals) from the last ten years of transportation landscape architectural design deliverables. These project examples should be ones current key personnel have worked on.</p> <p>B. At least one project example should provide a good representative example of the following plan sheets: <i>Title Sheet, Estimated Quantities, Tabulations, Typical Sections and Construction Plans.</i> The project scope, context sensitive solutions approach, outcome, and individual responsibilities or tasks should be identified. Note: The names of Key Personnel must be represented on plan sheets.</p> <p>C. At least one project should provide a good representative example of visual quality management guidance and supporting illustrations.</p>
<p>III. Proof of Professional Certification/Licensure</p> <p><i>Submit in PDF format</i></p>	<p>A. Provide current copy of applicable Professional Certification/Licensure.</p>
<p>IV. CADD Requirements</p> <p><i>Submit in PDF format</i></p>	<p>A. Complete, sign and notarize form indicating the firm is capable of using MnDOT’s Level 2 CADD Standards which can be found at: http://www.dot.state.mn.us/consult/prequal/overview.html Once at website, click link for Affidavit for MnDOT’s Level 2 CADD Standards</p>
<p style="text-align: center;">*Work Type Submittal Instructions:</p> <p>Create a CD or flash drive that includes the following individual files or folders in this order:</p> <p>I. Resume and Relevant Project Experience Form (Form PQ1) II. Project Example Requirements (this should be a folder that includes individual files clearly named according to Part 2 of the PQ1) III. Proof of Professional Certification/Licensure IV. CADD Requirements</p> <p style="text-align: center;">Each file should be saved in the format identified above. Submit 5 copies of the CD or flash drive.</p>	