



JACKSON COUNTY
Parks + Rec

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MEMORANDUM

TO: Barbara Casamento, Purchasing Administrator

FROM: Brian Nowotny, Deputy Director Park Operations

DATE: March 4, 2025

SUBJECT: Request for Qualifications No. 24-084, On-Call Landscape Architecture and Engineering Services

Jackson County, Missouri issued RFQ No. 24-084 on October 22, 2024, to receive qualifications and select consultants to complete a full range of Landscape Architecture and Engineering services for various park and trail planning and construction improvements on an as-needed basis. Park projects that may need professional services include renovation or the development of new park areas, trails, shelters, playgrounds, buildings, historic structures or park planning and design for individual parks or the entire park system. There were forty-two (42) total document takers, and on November 12, 2024, eight (8) firms submitted qualifications

A committee made up of staff from Parks + Rec reviewed and evaluated each proposal, and each responder was scored and ranked by the committee. Vireo, LLC of Kansas City, Missouri was selected as top responder based on all of the evaluation criteria. Vireo submitted a schedule of fees that was reviewed and found acceptable to the Department. The goals set by the Jackson County Compliance Office are: 9.5 % MBE 11.7 % WBE 9.5 % VBE. Vireo will meet or exceed these goals.

Pursuant to Chapter 1050 of the Jackson County Code of Ordinances, Parks + Rec and the Finance and Purchasing Department recommends the award of a contract for On-Call Landscape Architecture and Engineering Services under the above-mentioned RFQ (No. 24-084) to Vireo, LLC of Kansas City, Missouri. Once approved, all services shall be requested on an as-needed basis, based on the specifications in the RFQ, respondent's submission, and Schedule of Fees. There is no cost to the County to award the contract, and all services shall be administered on an as-needed on-call basis. The Department estimates spending up to \$250,000 on related services annually, pending budget approval and specific project needs. When needs arise, budgeted funds are available in accounts 003-1608-56030 and 003-3601-56030 for this contract in 2025 on an as-needed basis.

Thank you for your assistance, and please do not hesitate to contact me if you should have any questions.

Attachments: Evaluation Scoring Matrix; Proposal Submission; Contract; Schedule of Fees



Frank White Jr., County Executive