

Request for Proposals

Consultant Services

For

Byron Nelson Park



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REQUEST FOR PROPOSALS
For Professional Landscape Architectural Services to the Billings Parks,
Recreation and Public Lands Department

SECTION 1 – GENERAL INFORMATION

1.1 Purpose

A. Part One – Park Master Plan and Cost Estimate

The City of Billings Parks, Recreation and Public Lands (PRPL) Department is soliciting proposals from qualified Consultants to provide Landscape Architectural services to include developing a park master plan and detailed cost estimate for Byron Nelson Park, a 4.1 acre neighborhood park located in the Yellowstone Country Club at the northwest corner of 54th Street West and Bobby Jones Boulevard. The planning work will be conducted according to the park planning policy of the City of Billings that provides for public input and enables public review and comment before a final draft plan is presented for adoption to the Billings City Council.

B. Part Two – final Design Services

Upon successful completion of part one in this RFP and Subject to obtaining additional funding through the approval and creation of a Special Improvement District (SID) by the citizens in the park benefit district, the PRPL Department intends to retain the successful consultant to provide Landscape Architectural services to include park layout and design, bid documents, bid recommendations, construction observation, and review and recommend approval of all pay applications submitted by the contractor, conduct periodic site visits, and provide project closeout documents.

It is the intent of the PRPL Department to review and assess the RFP responses to determine if the responding firms can meet the needs of the City of Billings.

1.2 General Submission Information

The PRPL Department intends to award a single contract for this project. The proposal should address the Consultant's capabilities for performing all aspects of the project development process while presenting specific project information and substantiating the Consultant's methodologies and approach for completing the work requested.

The official title for this project is: **Byron Nelson Park Master Plan**

THE ABOVE DESCRIPTION MUST APPEAR ON ALL PROPOSALS AND RELATED CORRISPONDENCE.

1.3 Questions

Questions regarding this proposal shall be submitted to

Mark Jarvis
Billings Parks, Recreation and Public Lands
390 North 23rd Street
Billings, MT 59101
(406) 657-8367
jarvism@ci.billings.mt.us

from 8:00 a.m. to 12:00 p.m. and 1:00 p.m. to 5:00 p.m., local time, Monday through Friday.

1.4 Preparation Costs

The City shall not be responsible for proposal preparation costs, nor for costs including attorney fees associated with any (administrative, judicial or otherwise) challenge to the determination of the highest-ranked Proposer and/or award of contract and/or rejection of proposal. By submitting a proposal each Proposer agrees to be bound in this respect and waives all claims to such costs and fees.

SECTION 2 – RULES GOVERNING COMPETITION

2.1 Examination of Proposals

Proposers should carefully examine the entire RFP, any addenda thereto, and all related materials and data referenced in the RFP. Proposers should become fully aware of the nature of the Work and the conditions likely to be encountered in performing the Work.

2.2 Proposal Acceptance Period

Award of this proposal is anticipated to be announced within **forty-five (45) calendar days**, although all offers must be completed and irrevocable for **ninety (90) days** following the submission date.

2.3 Confidentiality

The content of all proposals will be kept confidential until the selection of the Contractor is publicly announced. At that time the selected proposal is open for review. After the award of the Contract, all proposals will then become public information.

2.4 Proposal Format

Proposals are to be prepared in such a way as to provide a straightforward, concise delineation of the Proposer's capabilities to satisfy the requirements of this RFP. Emphasis should be placed on:

- Conformance to the RFP instructions
- Responsiveness to the RFP requirements
- Overall completeness and clarity of content

2.5 Signature Requirements

All proposals must be signed. An officer or other agent of a corporate vendor, if authorized to sign Contracts on its behalf; a member of a partnership; the owner of a privately owned vendor; or other agent if properly authorized by a Power of Attorney or equivalent document may sign a proposal. The name and title of the individual(s) signing the proposal must be clearly shown immediately below the signature.

2.6 Proposal Submission

Six (6) copies of the proposal must be received by the City PRPL Department prior to 5:00 PM on September 3, 2010. All copies of the proposals must be under sealed cover and plainly marked with the project name. Proposals shall be delivered or mailed to:

Mark Jarvis, Park Planner
Billings Parks, Recreation and Public Lands
390 north 23rd Street
Billings, MT 59101

2.7 News Releases

News releases pertaining to the award resulting from the RFPs shall not be made without prior written approval of the PRPL Department.

2.8 Disposition of Proposals

All materials submitted in response to this RFP become the property of the City of Billings. One copy shall be retained for the official files of the PRPL Department and will become public record after award of the Contract.

2.9 Modification/Withdrawal of Proposals

A respondent may withdraw a proposal at any time prior to the final submission date by sending written notification of its withdrawal, signed by an agent authorized to represent the agency. The respondent may thereafter submit a new or modified proposal prior to

the final submission date. Modifications offered in any other manner, oral or written, will not be considered. A final proposal cannot be changed or withdrawn after the time designated for receipt, except for modifications requested by the City after the date of receipt and following oral presentations.

2.10 Oral Change/Interpretation

No oral change or interpretation of any provision contained in this RFP is valid whether issued at a pre-proposal conference or otherwise. Written addenda will be issued when changes, clarifications, or amendments to proposal documents are deemed necessary by the City.

2.11 Late Submissions

PROPOSALS NOT RECEIVED PRIOR TO THE DATE AND TIME SPECIFIED IN SECTION 2.6 WILL NOT BE CONSIDERED AND WILL BE RETURNED UNOPENED AFTER RECOMMENDATION OF AWARD.

2.12 Rejection of Proposals

The City of Billings reserves the right to reject any or all proposals if determined to be in the best interest of the City.

2.13 Insurance Requirements

- A. The proposer certifies that it/they can comply with the City of Billings minimum insurance requirements of:**
1. Workers' compensation and employer's liability coverage as required by Montana law.
 2. Commercial general liability, including contractual and personal injury coverage's -- \$1,500,000 per occurrence.
 3. Commercial automobile liability -- \$1,500,000 per accident.
 4. Professional liability in the amount of \$1,500,000 per claim.
- B.** Each policy of insurance required by this Section shall provide for no less than 30 days' advance written notice to the City of Billings prior to cancellation.
- C.** The City of Billings SHALL be listed as an additional insured on all policies except Professional Liability and Worker's Compensation Policies. In addition, all policies except Professional Liability and Worker's Compensation shall contain a waiver of subrogation against Billings.

2.14 Conditions and Non-Collusion Form

To receive consideration, consultants must sign the Conditions and Non-Collusion Form (see attachment A).

SECTION 3 – SCOPE OF WORK

3.1 Project Scope

A. Master Plan

Byron Nelson Park is a 4.1 acre public neighborhood park located at the Yellowstone Country Club. Consultant will work under the direction of the PRPL Department to develop a master plan and cost estimate. The planning will be conducted according to the park planning policy of the City of Billings that provides for public input and enables public review and comment before a final plan is presented for adoption to the Billings City Council. The Master Plan must be responsive to the site and incorporate sustainable landscape construction and maintenance principles.

B. Design Services

Upon successful completion of the master plan and Subject to the approval and creation of a Special Improvement District (SID) by the citizens in the park benefit district, the PRPL Department intends to retain the consultant to provide Landscape Architectural services to include park layout and design, bid documents, bid recommendations, construction observation, and review and recommend approval of all pay applications submitted by the contractor, conduct periodic site visits, and provide project closeout documents.

It is expected that the consultant will begin work on preliminary tasks upon contract signing and complete the master plan portion of the project by March 1, 2011.

Scope of Professional Services

The scope of professional services required by this RFP may include, but not necessarily be limited to:

A. Master Plan

1. Preparation of base plan. Collect information, including property ownership, easements, rights-of-way, active use agreements, EIS review, inventory of site opportunities and constraints and physical, regulatory, and historical limitations that will impact the development and use of the park. Prepare a base plan for preliminary planning.
2. Conducting meetings with commissions, task forces, boards, stakeholders, staff, Council and the general public. Prepare Agenda and necessary exhibits and materials for the meetings. Prepare and schedule advertisements of meeting. Prepare mailing lists of neighbors, officials, and stakeholders to be

notified of the meeting time and place and purpose. Tabulate input and conduct review of meeting results with staff.

3. Develop a narrative, color graphics and visuals and cost estimates.

B. Design Services

1. Provide schematic layouts and designs of the park, prepare plans specifications and supporting documents; prepare bidding and construction documents; provide the advertisement for bids, a pre-bid meeting for prospective bidders, and prepare bid tabulations and a recommendation for bid award. Provide construction supervision, contract administration, and quality control, for the facility until completed. Provide for and administer a 1 year warranty period
2. Conform to all purchasing and contract procedures of the City of Billings for the construction of the facility.
3. Coordinate as necessary with permitting agencies and utilities.
4. Comply with all Federal, State and local laws and guidelines pertaining to this project. Comply with current ADA rules. Conform to applicable industry standards.
5. Provide all necessary printing and reproduction.

SECTION 4 – PROPOSAL AND SUBMISSION REQUIREMENTS

To achieve a uniform review process and obtain the maximum degree of comparability, the proposals shall be organized in the manner specified below. Proposals shall not exceed ten (10) pages in length (excluding resumes, title page(s), index/table of contents, attachments, or dividers). Information in excess of those allowed will not be evaluated/scored. One page shall be interpreted as one side of single-spaced, typed, 8½” x 11” sheet of paper with 1-inch margins. The typeface of all pages in this proposal shall be 12 font or greater.

The submittal shall include a provision under Section 4.4.D – Available Resources for notifying the Department within thirty (30) days of any changes of personnel that are included in this statement and the addition to the Consultant’s staff of personnel who may contribute to the discipline specialties for which the Consultant has been selected. The City reserves the right to approve all personnel changes. The Department also reserves the right to cancel any task request in effect should it determine that the proposed staff is not available or assigned to the task order.

4.1 Title Page (1 page)

Show the RFP title being proposed on, the name of your firm, address, telephone number(s), e-mail address, name of contact person and date.

4.2 Letter of Transmittal (2 Pages)

- A. Identify the RFP project for which the proposal has been prepared.

- B. Briefly state your firm's understanding of the services to be performed and make a positive commitment to provide the services as specified.
- C. Provide the name(s) of the person(s) authorized to make representations for your firm, their titles, address, and telephone numbers.
- D. The letter of each proposal must be signed by a corporate officer or other individual who has the authority to bind the firm. The name and title of the individual(s) signing the proposal must be clearly shown immediately below the signature.

4.3 Table of Contents (1 Page)

Clearly identify the materials by Section and Page Number.

4.4 Proposal Narrative (Limited to 10 Total Pages)

A. Firm Experience (0-15 Points)

1. Detail the firm's experience in the same or similar area of expertise, stability, and its adaptability to providing the required services for small task projects.
2. Provide at least three references for which your firm has provided the same or similar services. Include a point of contact, current telephone number, and a brief description of the services provided.
3. Identify your firm's performance on similar projects, especially noting City work, city work in the project area and task work of this type. Provide a point of contact for all City work identified. A current telephone number should also be provided if applicable.

B. Project Leader (0-30 Points)

Provide detailed information on the qualifications and relevant experience of the Project Leader as it relates to the required services. Include project reference contact name(s) and current telephone number(s).

C. Key Project Staff and Sub consultants (0-25 Points)

Identify key project staff, task leaders and sub consultants along with their availability who are expected to provide services on behalf of the firm. Resumes should be included for each of the individuals and sub consultants referenced including details of their relevant experience. Performance on projects should be noted.

D. Available Resources and Consultant Location (0-10 Points)

1. Business history: Provide information on size, resources and business history of the firm.
2. Provide information on personnel resources available to your firm which indicates that you have access to the services necessary to perform the work in the timetable available and within the required standard.
3. Describe the firm's location where the primary services are to be provided and the ability to meet in person with department personnel when required during the performance of the contract.

E. Project Methodology and Approach (0-20 Points)

Provide detailed information on the firm's methodology in meeting the scope of work requirements identified in Section 3. Describe overall approach to include special considerations which may be envisioned in scoping, completing and managing small tasks. Provide detailed information on Project Leader's role in scoping tasks with the City and working with key staff or task leaders.

F. Total Possible Score (100 Points)

SECTION 5 – EVALUATION CRITERIA AND SELECTION PROCESS

Firms will be ranked using the points available for each RFP criterion. The criterion categories and points available for each are as follows:

<u>Category</u>	<u>Points</u>
Firm Experience	0-15
Project leader	0-30
Key Project Staff and Sub Consultants	0-25
Available Resources and Consultant Location	0-10
Project Methodology and Approach	0-20
Total	100 points

A committee of individuals representing the City of Billings will evaluate the proposals. The committee will rank the proposals as submitted.

The City of Billings reserves the right to award contract(s) solely on the written proposal.

The City also reserves the right to request oral interviews with the highest-ranked firms (short-list). The purpose of the interviews with the highest-ranked firms is to allow expansion upon the written responses. The City reserves the right to request additional questions to be answered during the interviews, determine the format and content of the interviews, and establish the maximum number of people who attend the interview from

each short-listed firm. If interviews are conducted, a maximum of three firms will be short-listed. The Consultant's project manager identified in the proposal will be required to attend the interviews. By submitting a proposal, it is understood that the Proposers may not change (add or delete) personnel for interviews from those listed in the proposals without written consent from the City.

A second score sheet will be used to score those firms interviewed. If oral interviews are conducted, the final selection will be based on the total of all evaluators' scores achieved on the second rating. The highest-ranked Proposer(s), after the second scoring, if performed, may be invited to enter into final negotiations with the City for the purposes of Contract award.

SECTION 6 – CONTRACT NEGOTIATION PROCESS

The highest-ranked Proposer(s) may be invited to enter into Contract negotiations with the City of Billings. If an agreement cannot be reached with the highest-ranked Proposer, the City shall notify the Proposer and terminate negotiations. The second highest Proposer may be contacted for negotiations. This process may continue until successful negotiations are achieved. However, the City reserves the right to terminate negotiations with any Proposer should it be in the City's best interest. The City of Billings reserves the right to reject any and all proposals submitted.

ATTACHMENT A

CONDITIONS AND NON-COLLUSION FORM

To receive consideration, this form must be signed in full by a responsible, authorized agent, officer, employee or representative of your firm.

CONDITIONS AND NON-COLLUSION AGREEMENT

We have read and agree to the conditions and stipulations contained herein and to the Standard Terms and Conditions contained on the attached.

In signing this proposal, you also certify that you have not, either directly or indirectly, entered into any agreement or participated in any collusion or otherwise taken any action in restraint of free competition; that no attempt has been made to induce any other person or firm to submit or not to submit a proposal; that this proposal has been independently arrived at without collusion with any other proposer, competitor or potential competitor; that this proposal has not been knowingly disclosed prior to the due date and time to any other proposer or competitor; that the above statement is accurate under penalty of perjury.

Legal Name of Firm/Corporation

Authorized Signature

Address

Printed Name

City/State/Zip

Title

Date

Telephone Number