

REQUEST FOR PROPOSALS

FOR

**Professional Services to the City of Billings Parks,
Recreation and Public Lands Department**

For

Pioneer Park Master Plan Up-Date

Due:

5:00 PM on May 15, 2009



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

Table of Contents

SECTION 1:	GENERAL INFORMATION
SECTION 2:	RULES GOVERNING COMPETITION
SECTION 3:	SCOPE OF WORK
SECTION 4:	PROPOSAL AND SUBMISSION REQUIREMENTS
SECTION 5:	EVALUATION CRITERIA AND SELECTION PROCESS
SECTION 6:	CONTRACT NEGOTIATION PROCESS

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SECTION 1 – GENERAL INFORMATION

1.1 Purpose

The City of Billings Parks, Recreation and Public Lands (PRPL) Department is soliciting proposals from qualified Consultants to provide professional services for the following:

Pioneer Park Master Plan Up-Date. Contract for planning services to work closely with PRPL staff to evaluate the current uses and layout of the park and prepare written and graphic recommendations. Work shall include conducting a statistically valid survey of Billings residents regarding park usage and preferences.

1.2 General Submission Information

The PRPL Department intends to award a single contract for planning services of Pioneer Park. 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.

1.3 Questions

Questions regarding this proposal shall be submitted to

Mark Jarvis
City Of Billings
Parks, Recreation and Public Lands Department
390 N. 23rd Street
Billings, MT 59101
Phone: (406) 657-8367
Fax: (406) 247-8641
jarvism@ci.billings.mt.us

1.5 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 and scoring sheets will be kept confidential until after the award of the Contract, at which time they 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 of Billings Parks, Recreation and Public Lands Department prior to **5:00 PM on Friday May 15, 2009**. All copies of the proposals must be under sealed cover and plainly marked with the project name. Proposals shall be delivered or mailed to:

City of Billings
Parks, Recreation and Public Lands Department
Attention: Mark Jarvis Park Planner
390 N. 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 Parks and Recreation 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 the City deems changes, clarifications, or amendments to proposal documents necessary.

2.11 Late Submissions

PROPOSALS NOT RECEIVED PRIOR TO THE DATE AND TIME SPECIFIED (Sec 2.6 Proposal Submission) 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, to waive irregularities and to accept that proposal which is in the best interest of the City.

SECTION 3 – SCOPE OF WORK

3.1 Project Scope

Project Name: **Pioneer Park Master Plan Up-Date.**

Funds have been appropriated in the FY09 Budget to complete the following Master Plan Update projects:

- A. In accordance with the City of Billings Park Master Plan policy, work as directed by Staff in the planning process to prepare a revised Master Plan for Billings Pioneer Park, located between Avenue C and Parkhill Drive to the North and 3rd Street West and Virginia Lane to the West. The completed Revised Master Plan shall consist of a narrative, cost estimate, graphics and color visuals, all provided in both electronic PDF, and hard copies, including 1 reproducible set, in 8 1/2 by 11 inch format. The Planning services to be provided by the Consultant will include the following:
 1. Review and analyze the existing Master Plan and base plan information, including all easements, rights-of-way, in-holdings, title review, 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. Evaluate and utilize current survey information. Prepare an updated base plan for preliminary planning.
 2. Analyze current facilities and program functions and make recommendations for future facilities and programs.
 3. Work with Staff to conduct Focus Group Meetings with stakeholders, user groups, citizen groups, etc.
 4. Conduct a statistically valid survey of Billings residents regarding Pioneer Park usage and preferences. Provide analysis and report(s).
 5. Meet with City Departmental Staff including PRPL, Public Works-Engineering, City-County Planning, and other City, County, etc.
 6. Prepare preliminary and final draft plans.
 7. Schedule and conduct public review and planning sessions as required. Prepare agenda and necessary exhibits and materials for meetings. Prepare and schedule advertisements of meetings. Prepare mailing lists of neighbors, officials, user groups and stakeholders to be notified of the meeting time, place and purpose.
 8. Tabulate inputs and review meeting results with staff. Prepare a draft Revised Master Plan for Pioneer Park and review with Staff.
 9. Prepare Final Draft Plan and review with Staff.
 10. Present Final Draft Plan to the PRC Board, revise if needed.
 11. Work with Staff in making presentations.

3.2 Scope of Professional Services

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

- A. Interact with citizens and governmental officials in creative ways to identify opportunities and constraints for park development and programming.
- B. Make recommendations for implementation of master plan.
- C. Comply with all federal, state and local requirements.

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 four (4) pages in length (excluding resumes, title page(s), index/table of contents, attachments, or dividers). Written material attached to the proposal shall not exceed eight (8) total pages. 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.

4.1 Letter of Transmittal (Limited to 1 Page)

- A. Identify the RFP project or contract 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. A corporate officer or other individual who has the authority to bind the firm must sign the letter. The name and title of the individual(s) signing the proposal must be clearly shown immediately below the signature.

4.2 Proposal Narrative

All proposal information shall be presented in a single-bound volume that has been checked sufficiently to ensure completeness and accuracy of detail. Proposals that do not comply with the instructions in this RFP will not be accepted. It is mandatory that the proposal contains the following information and that it be presented in the following order:

1. Cover
2. Title Page
3. Table of Contents
4. Recent Master Plan Experience
5. Consultant Work Plan
6. Past Project Performance
7. Key Project Personnel
8. Attachments, if necessary

Items 4 through 8 should be separated with either color-coded or tab-type dividers so that information may be quickly located.

A. Title Page (1 Page)

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

B. Table of Contents (1 Page)

Clearly identify the materials by Section and Page Number.

C. Details of Essential Content (4 Pages maximum)

1. Recent Master Plan Experience

Include as a part of your proposal a brief statement concerning the recent relevant experience of the persons from your firm and each sub-consultant who will be actively engaged in the proposed effort. *Do not include firm experience unless individuals who will work on this project participated in that experience.*

If the consultant proposal includes sub-consultants, a list of such sub-consultants shall be submitted and qualifications and experience stated for each sub-consultant.

2. Consultant Work Plan

The proposal must include a brief description of the Proposer's over all approach to master planning and any unique capabilities the Firm can bring to the project.

Also include information addressing how the Proposer plans to provide project management, quality assurance, contract deliverables, budget and cost control, schedule control, and internal/external coordination for this project.

3. Past Project Performance

Information is to be provided on the firm's performance on past projects (include City projects if applicable), in regards to the project management items identified.

Provide the names, addresses, current telephone numbers, and a brief project description of three past or current clients who are able to comment on aspects of your work relevant to this proposal. Include reference contact information.

4. Key Project Personnel

Specific background information on key individuals who will be assigned to the project must be included. The background information on these individuals shall emphasize their work experience relative to project requirements, current projects, and availability. The proposed key personnel must be the personnel assigned to the project.

The submittal shall include a provision for notifying the City 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 City 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.

5. Grammar, Spelling and Conformance to RFP Instructions

This portion of each proposal will be graded based on the quality of each proposal submitted.

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>
Recent Master Planning Experience	25
Consultant Work Plan	25
Past Project Performance	20
Key Project Personnel	20
<u>Grammar, Spelling and Conformance to RFP Instructions</u>	<u>10</u>
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.

The successful Firm shall meet the City of Billings minimum professional liability insurance requirements of \$750,000 per claim and \$1,500,000 per occurrence, naming the City of Billings as an additional insured.