

REQUEST FOR PROPOSALS

City of Missoula, Montana – MRL Neighborhood Park Project

Design/Project Management Services

INTRODUCTION

The intent of this REQUEST FOR PROPOSALS (RFP) is to select a qualified consultant team (hereafter referred to as "**Consultant**") to provide professional services to finalize design and construction documents, assist with bidding, and provide construction management for the new 4.5-acre Montana Rail Link Neighborhood Park (MRL Park) in Missoula, Montana. The City requests that a Landscape Architect licensed in the State of Montana lead the Consultant team. The City has prepared a Master Plan for MRL Park which includes: trails, playground, pavilion, sports court, open recreation lawn, restroom facilities, a community garden, and a fenced off-leash dog area.

Consultants responding to this RFP are required to submit a scope of services, fee proposal, and estimated construction cost for the park design shown in the Master Plan. The final budget for MRL Park will be based on final design and final soil analysis and information.

The City intends to enter into a contract with the Consultant to provide final design and construction documents, and construction administration services for development of the Park. Specific services will include, but not be limited to: preparation of stamped construction plans, specifications and details*, assistance with bidding, cost estimating, project management, construction management, and site inspection. The final scope of work will be subject to contract negotiations with the City.

The successful selected Consultant will work with the City's assigned Project Manager to best meet the needs and expectations of the community.

***City P&R Design Standards must be applied/used whenever applicable.**

SCOPE OF WORK

It is the intent of the City of Missoula to select a Consultant team that provides all design and construction management services, including all stamped construction documents, cost estimates, project management, materials testing, and construction management. The City requests that a Landscape Architect licensed in the State of Montana lead the Consultant team.

The City will provide the selected Consultant: a digital topographic site survey in CAD format; a Master Plan developed to the 100% schematic design level in CAD format; geotechnical boring reports; project narrative, and applicable City Standard details in digital format.

The anticipated Scope of Work includes but is not limited to:

- Site demolition, layout and grading plans, and associated details for features shown in the Master Plan, including:
 - Concrete, asphalt, and stabilized decomposed granite paths
 - Off-leash dog area (surfacing, fencing, gates, small shade features, drinking fountain for pets)
 - Basketball court (half-court)
 - Lawn volleyball
 - Tennis court with multi-use striping
 - Park restroom facility with drinking fountains
 - Ages 2-12 playground (anticipated budget allows for EWF fall surface)
 - Pavilion, approximately 24'x34' in size. Assume a pre-engineered structure.
 - Community gardens (fencing, gates, raised planter beds)
 - Incorporation of provided historic railroad artifacts into the overall park design
 - Site furnishings, including benches, trash receptacles, tables, bike racks, and mutt-mitt pedestals. Assume Missoula Parks and Recreation standard furnishings.
 - Interpretative signage for Railroad interpretative area. Consultant to locate panels and detail mounting structures. The City will provide the panels.
 - Note: See existing site map and photos for current site conditions.
- Landscape plan including turf areas, trees, and low-maintenance landscape beds as indicated on the Master Plan. Owner will provide sufficient topsoil for landscape requirements stockpiled on site.
- Irrigation design and plans for all landscaped areas, utilizing a combination of well and City water sources to maximize efficiency and cost-effectiveness. Provide quick coupler connections for maintenance and hose bib connections for community garden.
- Engineering services for:
 - Site work including rough grading, curb cuts and ramps.
 - Providing utility connections as necessary to realize the Master Plan
 - Providing electric meter and connection to irrigation controller
 - Structural footing/slab design for approximately 24x34' pavilion and small park restroom facility.
 - Drilling well(s) for irrigation
 - Traffic Control

Consultant will be responsible for hiring all sub-consultants as necessary to provide a full, biddable, construction package.

Park Project Tasks Include:

Final Design and Construction Documentation Services

1. Develop a set of design development drawings (DD) (50% construction documents), details, quantity take-offs, and cost estimate for the Park.
2. Identify required permits and approvals.
3. Submit and review 50% documents with City staff, anticipating some changes.
4. Submit and review 95% documents with City staff, anticipating minimal, if any changes.
5. Coordinate with appropriate City departments, including Parks & Recreation, Engineering, and Missoula Redevelopment Agency as necessary to achieve complete CDs.
6. No public meetings are anticipated.
7. Develop a final set of stamped construction documents (CDs) to be used for bidding. The final CDs should include plans, details and specifications, quantity take-offs, and final cost estimate.

Bidding and Construction Administration Services

1. Assist City in bidding and selecting contractor(s).
2. Ensure general compliance with all site permit requirements
3. Manage contractor(s) to ensure compliance with stamped construction documents.
4. Review and approve submittals.
5. Issue RFIs, Field Orders, Changes Orders, etc. as necessary.
6. Provide construction observation services of the work performed by contractor(s) and sub-contractors.
7. Conduct weekly on-site construction progress meetings with the contractor and the City project management team, and maintain records of those meetings.
8. Communicate with the City's project management team during construction. .
9. Complete closeout of project including punch list development.

REQUEST FOR PROPOSAL (RFP) SUBMITTAL REQUIREMENTS

All submitted proposals must address each of the following with all information as requested herein and any additional information necessary to summarize the overall benefit of the proposal to the City of Missoula. Please be advised that the greater the degree of specificity, the more likely it will be for the City to review responses favorably. Submitted proposals should include, but are not limited to, the following information:

1. **Cover Letter** that includes the name, mailing address, telephone, and email address of the Consultant. This letter shall be signed by the person having authority to make the proposal and who will be the person signing the formal contract with the City. Either include within the cover letter, or include elsewhere within your RFP submittal, a complete description of the consultant team, including sub-consultants. Include the number of years in business and the prior experience you have had with similar contracts/agreements. Include information related to the prior experience your firm/team has had with the services and delivery method proposed.
2. **Organizational Chart** showing all key individuals who will be assigned to this project. Provide either resumes or brief narrative about key team members, including previous project experience. Include roles and responsibilities for each key team member for this project.
3. **List of Previous Park or Public Use Space Projects** completed in the last five years, including current contactable references. Include contact names, addresses, emails and telephone numbers.
4. **Detailed Scope of Services, Fee Proposal and Construction Estimate** for providing the tasks outlined above, and for final construction of the park. Present all pricing information relative to performing the tasks outlined above, as well as a detailed construction cost estimate for the park per the attached Master Plan. Provide an itemized fee schedule that covers all phases: i.e. – final design, construction documentation, bidding, project management, construction administration, and any other costs deemed necessary to complete the project. The construction estimate for the park should be itemized, showing quantities and unit prices.

5. **Timeline/Schedule:** Identify project milestones and critical dates to successfully complete the project as outlined in this RFP.

6. **Past Experience** on neighborhood parks or other public-use space.

7. **Other Optional Information:** Note any other information that may be important to the selection process.

8. **Submit two (2) copies of proposal and one (1) digital PDF copy.** Please do not staple or bind as the City will make copies for the selection committee. Please limit proposal to a maximum of 25 pages, addition to any resumes.

CONDITIONS OF PROPOSAL SUBMITTAL

All proposing Consultants must comply with and be able to meet all conditions, requirements, and specifications outlined within this RFP. Proposals should include all of the information requested in this RFP and any additional data that the respondent deems pertinent to understanding and evaluating their proposal response. Failure to provide requested information or any significant deviation from what is requested within the RFP may constitute cause for rejection of the proposal.

The City of Missoula reserves the right to request any Consultant submitting a proposal to clarify their proposal or to supply additional information necessary to assist in the City's selection. A duly authorized official of the proposing Consultant team submitting the proposal must sign the proposal. All aspects of the proposal shall be valid for a period of ninety (90) days following the deadline for the receipt of the proposals.

At the discretion of the City, Consultants submitting proposals may be requested to make presentations as part of the evaluation process. The Consultant respondent should not withhold any information from their written response in anticipation of presenting the information orally, since oral interview presentations may not be solicited. The City will not reimburse the respondents to this RFP for any costs associated with the preparation and submission of said proposals, or in the preparation for and attendance at a presentation.

The City of Missoula reserves the right to reject any and all proposals or any part thereof. The right is reserved to waive any formalities or informalities contained in any proposal, and to award the proposal to the most responsive and responsible proposing Consultant as deemed in the best interest of the City. The City of Missoula will not return proposals, or other information supplied in response to this RFP. All proposals, and the materials submitted within the proposal, shall become the property of the City. The City shall have the right to use all ideas and adaptations of ideas contained in proposals received.

EVALUATION OF PROPOSALS & SELECTION CRITERIA

A Selection Committee composed of City staff will evaluate all responsive proposals. Proposals will be evaluated on the basis of the evaluation criteria noted below. The evaluation will include a review of the proposed not-to-exceed cost for services including a fee schedule for all aspects of the project. The Consultant selected for the award will be chosen on the basis of the apparent greatest benefit to the City in regard to knowledge, experience, past success of projects, costs, and completeness of the proposal.

The Selection Committee will review the responses to the RFP and will rank the respondents based on the criteria set forth in this section. The criteria that will be used to evaluate the qualifications of each RFP received includes, but is not limited to, the following, in no particular order of importance:

1. Qualifications and experience as indicated by prior successful completion of similar projects.
2. Qualifications and experience of key individuals assigned to the project, as indicated by prior involvement in similar projects.
3. Experience in preparing stamped plans, specifications, and design details for neighborhood parks.
4. Ability to provide regular project management and oversight on project phases.
5. Demonstrated ability to meet time and budget requirements.

6. Responsiveness to the needs of the City, both in service cost and in the scope of the services offered.
7. Degree to which the proposal meets or exceeds the terms of the Request for Proposal
8. Local work and location of consultant team members.
9. Landscape Architect lead for the Consultant team.

The City of Missoula reserves the right to accept or reject any or all submittals received in response to this solicitation, with or without express reasoning. The City also reserves the right to waive any informalities and/or minor irregularities in submittals received, if deemed to be in the best interests of the City of Missoula. Finally, the City reserves the right to communicate with any Consultants in order to clarify any aspect(s) of their RFP submittals.

QUESTIONS & INQUIRIES

All questions and inquiries related to this RFP should be submitted in writing to: Annette Marchesseault, Project Manager, Missoula Redevelopment Agency amarchesseault@ci.missoula.mt.us.

SUBMITTAL DATE & LOCATION

All proposals must be received by the City Clerk, 435 Ryman St. Missoula, MT 59802 **prior to 4:00 p.m. (MST) on (Tuesday) December 5th, 2017**. The selection committee will not consider any proposals received after that time. Proposals must be submitted in a sealed envelope plainly marked "RFP – MRL NEIGHBORHOOD PARK".

INSURANCE REQUIREMENTS

The Consultant agrees to procure and maintain in force during the term of the contract the following coverage:

1. Worker's Compensation Insurance, as required by the State of Montana
2. Commercial General or Business Liability Insurance (\$1,500,000 minimum) with the City of Missoula listed as additional insured.
3. Proof of automobile liability, general liability, and umbrella liability.
4. A Certificate of Insurance completed by the Consultant's insurance agent(s) as evidence that policies providing the required coverage, conditions, and minimum limits are in full force and effect, and shall be subject to review and approval by the City of Missoula prior to the commencement of any services.
5. Key personnel on the Consultant Team are licensed to perform requested work in the State of Montana.

SPECIAL PROJECT REQUIREMENTS

The selected Consultant will be responsible for completing all phases of this project as indicated within the submitted proposal documents. In addition, the selected Consultant will be responsible for working cooperatively with all City of Missoula staff.

PROJECTED TIMELINE FOR PROJECT

- Release of Request for Proposals (RFP): November 12, 2017
- Deadline for Consultants to submit questions: November 28, 2017
- City issues final response to questions: November 30, 2017
- RFP Submittal Deadline: December 5th, 2017 at 4:00 p.m.**
- Evaluation of Proposals: December 6th, 2017
- Approval/Award of Contract: December 14th, 2017
- Consultant begins preparation of Final Design and Construction Documents: December 18, 2017
- Consultant Submits 50% Construction Document Package for City Review: January 22, 2018
- Consultant Submits Final Construction Documents for City Review: February 19, 2018
- Release Bid Documents: by March 1, 2018
- Project Close-out: September 28, 2018

Note: All dates are preliminary and are subject to change.

PROPOSAL AND CONTRACT CONDITIONS & PROVISIONS

All proposals must be submitted in accordance with all terms, conditions, specifications, and stipulations contained herein. Consultant respondents shall carefully read and be familiar with all terms, conditions, specifications, and stipulations contained in this RFP, and complete all information requested, as failure to do so may result in the disqualification of the proposal. City of Missoula reserves the right to waive any technical or formal errors or omissions within the RFP, and to reject any and all proposals.

All proposals must be signed by a duly-authorized official of the submitting respondent (Consultant). The completed and signed proposal, together with all required attachments, must be submitted to the City Clerk, on or before the **due date of December 5th, 2017 by 4:00 p.m.**

City of Missoula will enter into contract and fee negotiations with the highest ranked proposer (Consultant), for which they are to perform the project scope of work they have outlined within their RFP submittal. The City reserves the right to negotiate optional items and/or services with the highest ranked proposer (Consultant) depending upon donations and/or reduced costs of services or materials received for the project.

The City of Missoula has the right to terminate contract and fee negotiations with the highest ranked proposer (Consultant) at any time if deemed to be in the City's best interest.

The successful respondent (Consultant) shall be in complete compliance with all specifications, terms and conditions of this RFP as outlined herein, as the Request for Proposal will be referenced and become part of the final contract between the City of Missoula and the Consultant.

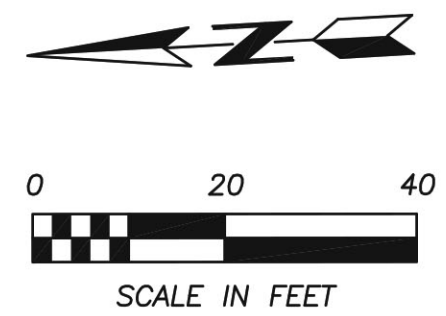
The successful respondent (Consultant) may be required to submit satisfactory evidence that they have a practical knowledge of the particular work, as described, and that they have the necessary financial resources to perform and complete the work outlined in this RFP.

This RFP requires a formal professional services contract to be prepared by the City of Missoula that will be used to finalize an Agreement with the Consultant, and the scope of work for the project, as a result of this RFP.



LEGEND

- (A) OPEN RECREATION LAWN
- (B) DOG OFF-LEASH AREA
- (C) BASKETBALL COURT
- (D) VOLLEYBALL
- (E) LAWN GAMES AREA
- (F) MULTI-USE COURT
- (G) RAILROAD INTERPRETIVE AREA
- (H) PLAYGROUND (AGES 2-12)
- (I) SHELTER
- (J) COMMUNITY GARDEN
- (K) RESTROOMS



**CONCEPTUAL DRAFT
FOR REFERENCE ONLY**



**MONTANA RAIL LINK PARK
CITY OF MISSOULA, MONTANA**

**CONCEPTUAL MASTER PLAN
NOVEMBER 16, 2017**

JOHNSON ST.

PROPOSED MASTER PLAN WILL BE MADE PUBLIC NOVEMBER 17.

FOR ACCESS TO THE PROPOSED MASTER PLAN PRIOR TO THE NOVEMBER 17 PUBLIC PRESENTATION, RFP APPLICANTS MAY CONTACT:

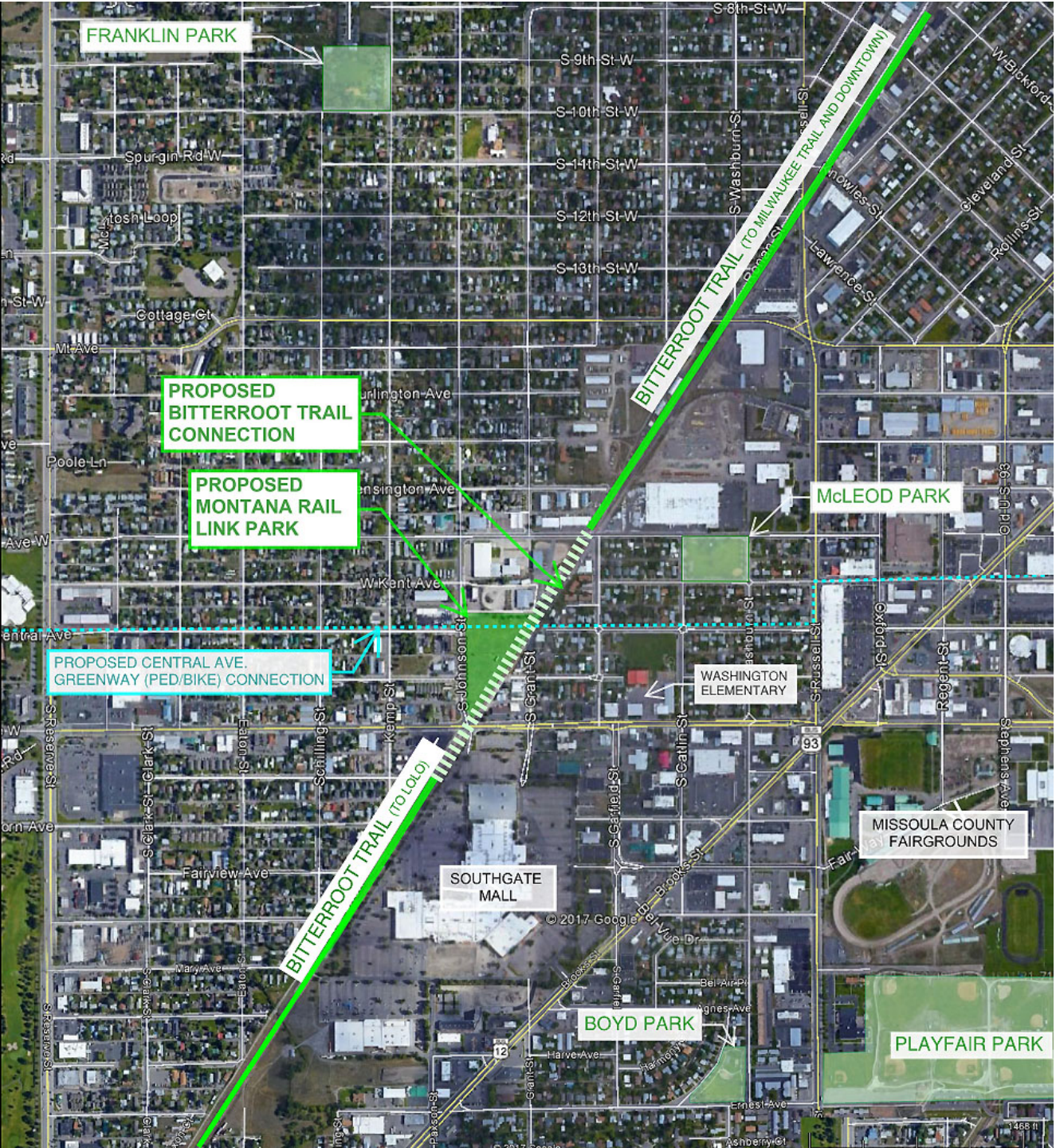
ANNETTE R. MARCHESSEAULT, RLA

MISSOULA REDEVELOPMENT AUTHORITY

AMarchesseault@ci.missoula.mt.us

PH: 406-552-6158

Neighborhood Context



Site Context



Existing Conditions

View North



Existing Conditions

View East



Existing Conditions

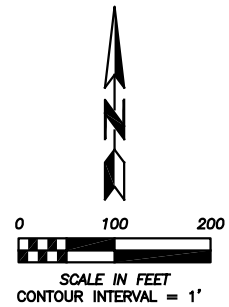
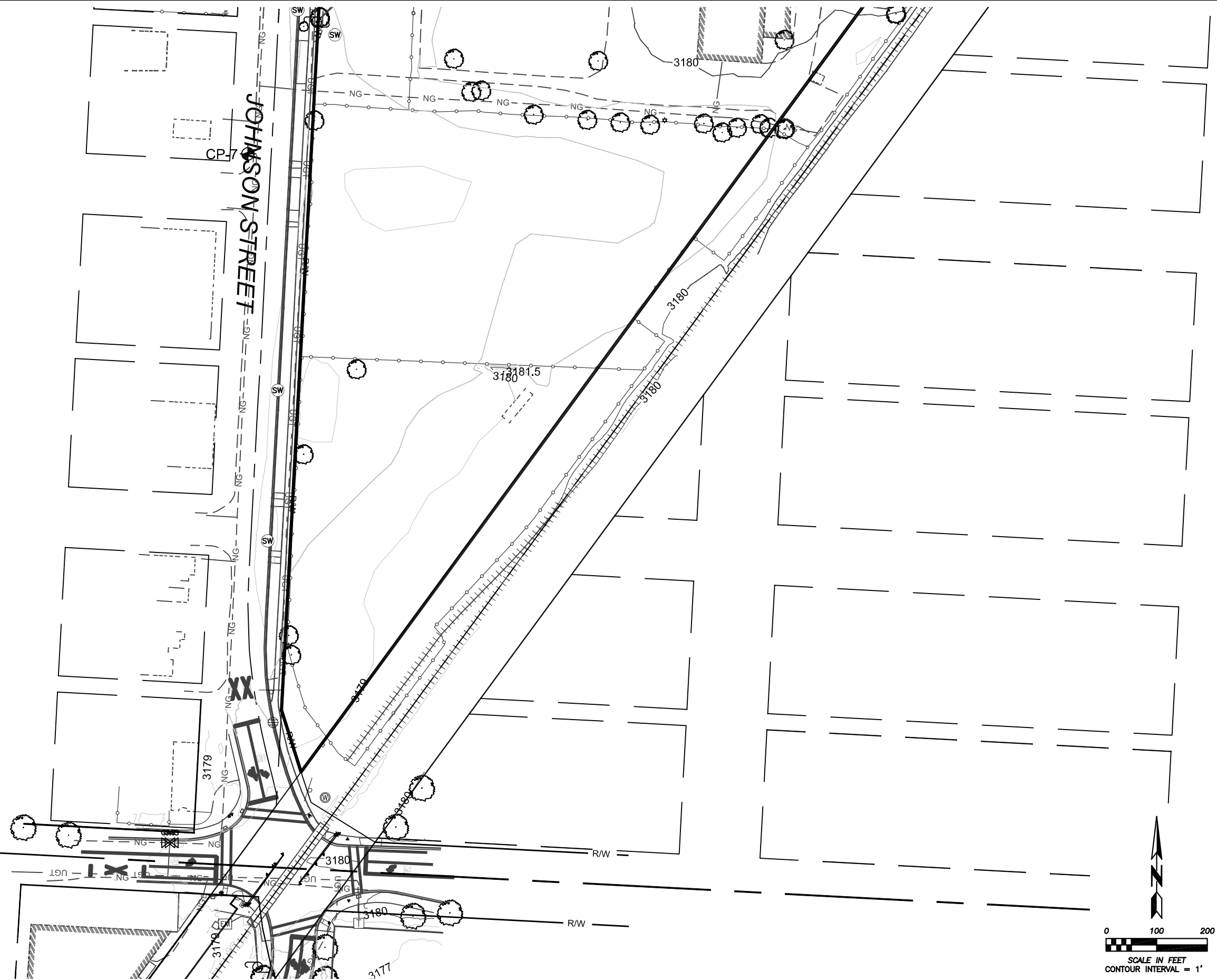
View South



Existing Conditions

View West





BY	DATE	REVISION DESCRIPTION

DESIGN	KG	PROJ. NO.	6742
DRAWN	ML	DATE	5/2017
CHECKED	CA	SURVEYED	DJ&A, PC


 CONSULTING ENGINEERS & LAND SURVEYORS
3203 Russell Street, Missoula, Montana 59801-8591
 Phone 406/721-4320 Fax 406/549-6371

MISSOULA REDEVELOPMENT AGENCY

**URD 111 - BITTERROOT TRAIL
JOHNSON EXTENSION
PLAN AND PROFILE**

SHEET	
OF	
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