

City of Scottsbluff, Nebraska

Monday, October 7, 2013

Regular Meeting

Item Consent5

Consideration and approval of a Request for Statements of Qualifications and Bid Proposals for a Landscape Master Plan for the Downtown Business District and authorize the City Clerk to advertise for bids to be received by 2:00 p.m. November 4, 2013.

Staff Contact: Nathan Johnson, Assistant City Manager

Agenda Statement

Item No.

For Meeting of: October 7, 2013

AGENDA TITLE: Review and approval of City staff to request for Statements of Qualifications and bid Proposals for a Landscape Master Plan for the Downtown Business District.

SUBMITTED BY DEPARTMENT/ORGANIZATION: Administration

PRESENTATION BY: Assistant City Manager, Nathan Johnson

SUMMARY EXPLANATION:

The City of Scottsbluff is soliciting Statements of Qualifications and bid Proposals from landscaping architecture and engineering firms or other qualified providers to provide design service for the City's Landscaping Master Plan for the Downtown Business District.

The project is the evaluation of existing landscape and design of a implementable landscape plan of the existing planting beds for the area from 14th to 20th Streets between 1st Avenue and Avenue A. The project additionally requires the evaluation and master plan development of stormwater infiltration strategies within the same area.

BOARD/COMMISSION RECOMMENDATION:

STAFF RECOMMENDATION: City staff recommends approval of the request for Statements of Qualifications and bid Proposals for a Landscape Master Plan for the Downtown Business District and directs staff to request these documents until November 4, 2013 at 2:00pm.

EXHIBITS

Resolution ☐ Ordinance ☐ Contract ☐ Minutes ☐ Plan/Map ☐

Other (specify) Request for Statements of Qualifications and Bid Proposals Document

NOTIFICATION LIST: Yes ☐ No ☐ Further Instructions ☐

Please list names and addresses required for notification.

APPROVAL FOR SUBMITTAL: _____
City Manager

Rev: 11/15/12 City Clerk



2525 Circle Drive
Scottsbluff, NE 69361

**REQUEST FOR
Statements of Qualifications and Bid Proposals**

FOR

PROFESSIONAL LANDSCAPE ARCHITECT SERVICES RELATING TO:
LANDSCAPING MASTER PLAN FOR DOWNTOWN BUSINESS DISTRICT
14TH St to 20th St between 1st Ave and Ave A

Issue Date: October 8, 2013

Publish Dates: 10/11/13; 10/18/13; 10/25/13

Closing Date/Time: Monday, November 4, 2013 at 2:00 p.m.

Contact

Nathan Johnson – Assistant City Manager
308-630-6202

NOTICE

REQUEST FOR STATEMENTS OF QUALIFICATIONS and BID PROPOSALS

Landscape Master Plan for the Downtown Business District

The City of Scottsbluff is soliciting Statements of Qualifications and bid Proposals from landscaping architecture and engineering firms or other qualified providers to provide design service for the City's Landscaping Master Plan for the Downtown Business District. The project is the evaluation of existing landscape and design of a implementable landscape plan of the existing planting beds for the area from 14th to 20th Streets between 1st Avenue and Avenue A. The project additionally requires the evaluation and master plan development of stormwater infiltration strategies within the same area. All submittals must be received by the City Clerk, of the City of Scottsbluff, 2525 Circle Drive, Scottsbluff, Nebraska, 69361, prior to 2:00 p.m., Monday, November 4, 2013. Submittals must be in a sealed envelope plainly marked "Statement of Qualifications and Bid Proposal, Landscaping Master Plan for the Downtown Business District". Inquiries shall be addressed to Nathan Johnson, Assistant City Manager, 2525 Circle Drive, Scottsbluff, Nebraska, 69361, 308-630-6202. A copy of the Request for Qualifications and Proposal document may be obtained from the City Clerk at City Hall at the above location noted herein.

/s/ Cindy Dickinson, City Clerk

Publish 3T: 10/11/12; 10/18/13; 10/25/13
One affidavit of publication requested

1. INTRODUCTION

The intent of this request is to solicit written Statements of Qualifications and Bid Proposals, hereafter referred to as "Proposal", from a qualified person, firm, or corporation, hereafter referred to as "Landscape Architect," to provide design services for:

- 1) Improvements to the Downtown Business District, to include but not limited to: landscaping and planting bed development, irrigation development, tree planting, pedestrian improvements, and signage.

To be eligible for consideration, the Landscape Architect must be capable of supplying the services as noted herein, and must also meet all other criteria outlined in this Proposal.

2. INQUIRIES AND CORRECTIONS

All inquiries relating to this request shall be addressed to:

Nathan Johnson
Assistant City Manager
City of Scottsbluff
2525 Circle Drive
Scottsbluff, NE 69361
(308) 630-6202

If a proposing Landscape Architect, prior to submitting a Proposal, finds discrepancies in, or omissions from this request, or should require additional clarification of any part thereof, a written request for interpretation may be submitted. Any interpretation of, or change made to the document will be made by written addendum to each proposing Landscaping Architect, and shall become part of the request for any contract awarded. The City of Scottsbluff will not be responsible for the accuracy of any oral explanations. All inquiries shall be made in writing and all responses will be provided in writing, with copies being sent to all proposing Landscaping Architects. To be given consideration, inquiries must be received at least ten (10) calendar days prior to the date established for the opening of the Proposal. It shall be the responsibility of each proposing Landscaping Architect to verify that every addendum has been received prior to submitting Proposals.

3. SUBMITTAL DATE, LOCATION, AND OPENING

All Proposals must be received by the City Clerk of the City of Scottsbluff, 2525 Circle Drive, Scottsbluff, NE 69361 prior to **2:00 p.m., Monday, November 4, 2013**. Proposals must be submitted in a sealed envelope plainly marked "Statement of Qualifications and Bid Proposal: Landscaping Master Plan for the Downtown Business District". These Proposals will be evaluated utilizing the evaluation criteria herein. Final approval will be given by the Scottsbluff City Council.

4. LATE AND TELEPHONIC PROPOSALS

Late Proposals will not be accepted under any circumstances, and any Proposal so received shall be returned to the proposing Landscape Architect unopened. In

addition, telegraphic and/or Proposals sent by electronic devices are not acceptable and will be rejected upon receipt. Proposing Landscape Architects will be expected to allow adequate time for the delivery of Proposals. Sole responsibility rests with the proposing Landscape Architect to see that their Proposal is received on time.

5. CONDITIONS OF PROPOSAL SUBMITTAL

Proposing Landscape Architects shall comply with at least all conditions, requirements, and specifications contained herein, with any insufficiency constituting sufficient cause for rejection of the Proposal.

The Proposal must be signed by a duly authorized official of the proposing Landscape Architect submitting the Proposal.

No Proposal will be accepted from any Landscape Architect that is in arrears for any obligation to the City, county or that otherwise may be deemed irresponsible or unresponsive by the City of Scottsbluff.

All prices quoted must be firm for a period of ninety (90) days following the opening of the Proposal. A form reflecting the proposed price (refer to section 8, items E and F) must be put in a separate sealed envelope to be opened once a determination has been made on which firm is most qualified for this project.

The City of Scottsbluff 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 Landscape Architect as deemed in the best interest of the City of Scottsbluff.

The City of Scottsbluff will not return Proposals or other information supplied to them by any proposing Landscape Architect.

6. EVALUATION OF PROPOSALS

Proposals will be evaluated on the basis of the Evaluation Criteria noted herein. The City of Scottsbluff may make a selection on the basis of the Proposals received, or may choose to "short list" prospective Landscape Architects for further negotiations.

The Landscape Architect selected for the award will be chosen on the basis of the apparent greatest benefit to the City of Scottsbluff, and not necessarily on the basis of lowest price.

Proposals shall be evaluated on the basis of the following criteria:

- A. Responsiveness to the needs of the City of Scottsbluff, both in service cost and in the scope of the services offered.
- B. Responsibility of the proposing Landscape Architect and its experience in dealing with municipal governments, including the City of Scottsbluff, on projects of similar scope and nature.
- C. The degree to which the Proposal meets or exceeds the terms of this Request for Proposal.

- D. The thoroughness with which the Landscape Architect has included all anticipated costs in the Proposal for each phase, through completion of the project. This includes hourly rates for service outside the scope of work.

7. SELECTION CRITERIA

Proposals will be reviewed, evaluated, and ranked by the Consultant Selection Committee. Price is not a selection criteria and it is not to be included in the firm's Proposal. The price is to be submitted separately as stated in section 5. The selection criteria including their relative importance are:

- 1) Professional qualifications necessary for satisfactory performance. (15 points)
 - Project manager and key term members are qualified to perform the work categories on the project.
 - Consultant's knowledge of standards and procedures.
- 2) Specialized experience and technical competence in the type of work. (10 points)
 - Consultant has provided comparable projects they have been involved with.
 - Computer capability of the consultant.
- 3) Past performance on similar projects. (15 points)
 - Past performance evaluations.
 - References, if no past work has been performed by this consultant.
- 4) The capacity to accomplish the work in the required time. (10 points)
 - Consultant has adequate staff for this project.
 - Current workload of the consultant.
- 5) Understanding the project. (10 points)
 - Consultant has demonstrated understanding of key elements of the project.
 - Consultant has provided comparable projects they have been involved with.
- 6) Approach to the project. (10 points)
 - Consultant has recognized and identified special circumstances on the project.
 - Consultant has provided logical approach to tasks and issues on the project.
- 7) Quality of the interview, pending decision of the City to select based on interview if submitted proposal alone does not identify a preferred consultant. (20 points)
 - Interview was clear and concise.
 - Questions were appropriately answered by consultant.

8) Location of the project and knowledge of the area. (10 points)

- The consultant demonstrates their process for gaining an understanding of ecologically relevant plant species and plant communities of the Scottsbluff geographical location.
- Location criteria cannot be based on a political boundary (e.g. city or county limits).

8. PROPOSAL ELEMENTS AND FORMAT

Proposals submitted shall contain all information as requested herein and any additional information necessary to summarize the overall benefit of the Proposal to the city of Scottsbluff.

Proposals shall include, but not limited to, the following:

- A. A cover letter shall be provided stating the name, address, and telephone number of the proposing Landscape Architect, and must bear the signature of the person having the authority to make the Proposal for the Landscape Architect and bind the Landscape Architect in a formal contract with the City of Scottsbluff.
- B. A response that defines the methods and means by which the proposing Landscape Architect will perform the services outlined in the Request for Proposal.
- C. A project timeline outlining the dates and specific tasks necessary to provide the requested services.
- D. A list of what portion, if any, of services will be subcontracted and who will be used (name, address and phone number).
- E. A list of all costs for each phase of the project, through its completion, including preliminary design, public meetings, and final design.
- F. A list of hourly rates that would be charged for additional service outside the scope of work.
- G. A list of at least three (3) references for which similar services have been provided. Include contact names, addresses, and telephone numbers.
- H. Any other information deemed necessary by the proposing Landscape Architect.
- I. Please provide **three (3)** copies of the Proposal.

Submittal of the Proposal shall constitute as certification that the Landscape Architect has full knowledge of the scope, nature, quality, and quantity of the work to be performed, and the detailed requirements and conditions under which the work is to be performed.

9. GENERAL REQUIREMENTS OF THE SUCCESSFUL PROPOSING LANDSCAPE ARCHITECT

Professional service or creative work including consultation, investigation, evaluation, planning, design, etc., must be performed by a Landscape Architect licensed to practice in the State of Nebraska.

Services performed by the Landscape Architect shall be to the same standard achieved by other Landscape Architects performing similar work in similar locations. Determinations of acceptable quality shall be made by the Project Manager for the City of Scottsbluff.

The successful proposing Landscape Architect shall be prohibited from assigning or subcontracting the whole or any part of the contract without the prior written consent of the City of Scottsbluff.

The successful proposing Landscape Architect shall demonstrate experience with green infrastructure, sustainability, and stormwater management.

The successful proposing Landscape Architect shall not hire, discharge, promote, demote, or otherwise discriminate in matters of compensation, terms, conditions, or privileges of employment against any person otherwise qualified solely because of race, creed, sex, national origin, ancestry, physical or mental disability, color, or age.

The successful proposing Landscape Architect and its employees will operate as an independent contractor and will not be considered employees of the City of Scottsbluff or any member agency.

10. SCOPE OF SERVICES

Topics to be addressed in the RFP include the following. This list is not intended to exclude any potential options or topics of concern that may arise during the preparation of the Proposal. At a minimum, the Proposal shall indicate the options, concerns and recommendations for design services. Proposal information and responsibilities should include but are not limited to:

- 1) Preliminary Field Surveys. The Landscape Architect Consultant will utilize the preliminary field survey, including alignments, cross sections, topographic survey and any other special surveys required for the preparation of the preliminary plans provided by the City. G.I.S. Data layers will be provided to assist in completing the Preliminary Design along the project parameters.
- 2) Review such available reports, plans, maps and other data relative to the project.
- 3) Meet with reviewing staff for the purpose of evaluating alternatives and designs and selecting a design for preliminary plans.
- 4) Public Meetings. Public meetings to gather input from downtown business owners shall be held, including, at a minimum, one meeting before design begins, and one meeting to explain the design concept.
- 5) Soils analysis. A subsoil investigation that defines the general soil conditions underlying the area will be performed and soils tests and recommendations for soil amendments will be provided by the City to the selected consultant. The soil's organic composition and rate of percolation shall be considered.

- 6) Analysis of Unique Subterranean Conditions. The Downtown area has new and old underground utility features which will need to be considered in plan development.
- 7) Traffic Analysis. Using traffic data supplied by City of Scottsbluff and/or NDOR, make recommendations relevant to stormwater infiltration and landscape solutions which additionally create an environment that is more pedestrian friendly.
- 8) Landscape Design. The Downtown area's existing landscape and designated planting beds shall be evaluated and a new landscape design shall be completed for implementation within the existing designated beds. Landscape material selection shall be appropriate to both the Scottsbluff ecological conditions as well as for an urban environment. Final design documents shall include a Nebraska Landscape Architect sealed planting plan, planting notes, details, and technical specifications for the City to procure bids from landscape contractors.
- 9) Green Infrastructure. The Downtown area shall be evaluated to determine opportunities to incorporate green infrastructure, creating areas that demonstrate water conservation, sustainability, and stormwater management. Final master plan document shall graphically and narratively identify proposed areas and approach to green infrastructure which allows the City to progressively implement.
- 10) Cost. Opinion of probable cost for the proposed improvements shall be prepared and furnished. Opinions shall be separated between final landscape design within existing planting areas and green infrastructure master plan portions of the project. Approximate quantities shall be taken from the designed plans.
- 11) Reports. A brief narrative report shall be furnished which will include the following:
 - a. Description of the proposed improvements
 - b. Technical memos of all meetings with affected parties
 - c. Alternate comparisons made during the course of the landscape design and green infrastructure master plan.
 - d. Appropriate computations relating to the landscape design and green infrastructure master plan.
 - e. Soil amendments or modification recommendations based on City provided subsoil investigation.
 - f. Miscellaneous correspondence and information related to the project
 - g. Plant lists, to include descriptions, and where applicable, pictures
- 12) Ownership of Documents – Upon completion or termination of the project, all documents prepared by the Landscape Architect, including plans, tracings, drawings, estimates, specifications, field notes, investigations, studies and reports shall become the property of, and be delivered to, the City. The City acknowledges that the documents are prepared only for the project.

11. INDEMNIFICATION

The Landscape Architect agrees to indemnify and hold harmless the City of Scottsbluff, and its officers and its employees, from and against all liability, claims,

demands, and expenses, including court costs and attorney fees, on account of any injury, loss, or damage, which may arise out of or are in any manner connected with the work to be performed, if such injury, loss, or damage is caused in whole or in part by, or is claimed to be caused in whole or in part by, the negligent act or omission, error, professional error, mistake, accident, or other fault of the Landscape Architect, subcontractor of the Landscape Architect, or any officer, employee, or agent of the Landscape Architect.

12. INSURANCE REQUIREMENTS

The Landscape Architect Firm will secure and maintain during the term of the contract a policy of professional liability insurance protecting the Landscape Architect and its employees in an amount not less than \$1,000,000. The Landscape Architect shall also maintain in effect a policy for worker's compensation insurance in the amount required by Nebraska Law. All policies will need to be secured from an insurance company authorized to do business in the State of Nebraska.

The Landscape Architect Firm will also secure and maintain an insurance policy or policies in an amount of not less than \$1,000,000 which protects it and the City from damages resulting from the Landscape Architect's conduct. The Certificate of Insurance shall specifically name the City as an additional insured party.

The Landscape Architect Firm may not start work until evidence of all required insurance has been submitted and approved by the City. The Landscape Architect Firm must cease work if any of the required insurance is cancelled or expires.

Three (3) copies of certificates of insurance shall be submitted to and approved by the City prior to the execution of the contract. The certificates must contain the agreement of the insurance company notifying the City in writing ten (10) days prior to any cancellation or material alternation of the policy. The contractor shall not allow any work under the contract to be performed by a subcontractor unless evidence of similar insurance covering the activities of the subcontractor is submitted to and approved by the City.

13. CONTRACT NEGOTIATION

The City of Scottsbluff reserves the right to negotiate any and all items in the formal contract as they may relate to the Scope of Services, etc., found in this document.