



Request for Proposals

MEDIAN RENOVATION DESIGN SERVICES

Project Number: 301313-660103

RFP Issue Date:	February 9, 2018
RFP Due Date:	March 7, 2018, 10:00 A.M., M.T.
Submit Sealed Proposals to:	Louisville City Services Attn: Dean Johnson 739 S. 104th Street Louisville, CO 80027

Proposals received after the above specified due date and time or are not prepared and filed in accordance with the terms and conditions for this Request for Proposal will not be considered for evaluation or award of this RFP

I. GENERAL DESCRIPTION

The City of Louisville, Parks and Recreation Department, is requesting proposals from qualified Consultants for landscape design services for median renovation projects and initial design throughout the City. The areas to be designed cover a broad spectrum of conditions and the Consultant will be required to have the ability and skill to implement appropriate design concepts given the specific conditions at each location.

II. OVERVIEW

The majority of the medians within the City were developed and landscaped 20 to 30 years ago. Renovations are recommended due to, outdated irrigation systems, plant material replacement needs, and in many cases the concept or landscape theme is not consistent throughout the same boulevard.

Prior to acquiring funding for actual median renovations, the City would first like to develop a landscape concept plan for each of the major boulevards within the City. Boulevards with medians on them (or have the opportunity for additional) which will be a part of the Consultants design scope are:

- Cherry Street
- Dillon Road
- Highway 42
- McCaslin Boulevard
- South Boulder Road
- Via Appia Way

**Primarily, Dillion Road and Highway 42 is where initial design is needed for future and non-landscaped medians.*

The Consultant will be required to submit three distinct concepts plans for the medians on the boulevards listed. The concept landscape plans submitted should include one plan that is of low water use, one plan with a design similar in nature to current plant palette and design, and an additional concept plan based on City staff and public input. The successful Consultant will be required to develop these conceptual plans through a public process that will incorporate staff review.

As the final product, the Consultant will provide one final and staff approved conceptual landscape design plan for each boulevard.

III. PROPOSAL GUIDELINES

1. As a part of the final concept design, all plant material should be specified; type of irrigation should be noted, type of ground covering material noted, types of hardscape noted, etc. Consultant shall also consider placement of plants to provide proper sight

lines per roadway design guidelines. It is not intended within the Consultants scope of work to provide for landscape specifications and details. Final conceptual plans will be used to develop construction plans once funding is available.

2. The public process will require the attendance and presentation by the Consultant at, at least three Parks and Public Landscaping Advisory Board Meetings. This public process may require additional meetings. Proposals should note this requirement.
3. Proposals should include an overview of similar experience, qualifications and references, and a conceptual design drawing as an example.
4. Proposals should include an estimated time frame to complete design work.
5. Available budget for design is \$30,000.
6. The table below will assist interested firms comprehend the volume of design work requested. Onsite evaluation may assist as well, but the information provided in the RFP is intended to be of sufficient detail.

Location	Estimated number of Medians/Beds	Approximate Square Feet
Cherry St. , McCaslin Blvd. to S. Carter Ct.	11	64,642
McCaslin Blvd. , Highway US 36 to S. Boulder Rd.	15	100,416
S. Boulder Rd. , McCaslin Blvd. to Cimarron Dr.	18	46,445
Highway 42 , Pine St. to Paschal Dr.	Currently 0, with potential for future development	
Via Appia Way , McCaslin Blvd. to S. Boulder Rd.	11	63,491
Dillon Rd. , Century Pl. to 104 th St.	7 (with potential for future development)	43,174

IV. EVALUATION CRITERIA

Proposals will be evaluated by the Parks and Recreation Department on the following main criteria. List may not be all inclusive. The Department may shortlist the companies for interviews.

1. Fee Proposal: Within the proposal, fees should be identified for each project phase and include an estimated grand total.
2. Work Plan and Project Schedule: Work plan should be included within the proposal and include a schedule for the project, identifying key milestones and activities involved under major tasks.
3. Consultants Experience with Similar Projects: Provide comprehensive information regarding the track record of the firm/team in providing services similar to the proposed project. Provide references (with contact names and telephone numbers) for projects completed within the last five years.
4. Proposed Staff Experience and Qualifications: Summarize the relevant experience and qualifications of key personnel.
5. Summarize the experience and qualifications of any sub-consultants that may be included.
6. Proposed Methodology and Management: Provide a description of your approach to performing the proposed services.
7. General Understanding of the Scope of Services.

V. STANDARD TERMS AND CONDITIONS

When preparing a proposal for submission in response to this RFP, contractors should be aware of the following terms and conditions which have been established by the City of Louisville:

1. This request for proposals is not an offer to contract. The provisions in this RFP and any purchasing policies or procedures of the City are solely for the fiscal responsibility of the City, and confer no rights, duties or entitlements to any party submitting quotes. The City of Louisville reserves the right to reject any and all proposals, to consider alternatives, to waive any informalities and irregularities, to abandon the project for this RFP at any time, and to re-solicit proposals.
2. Contractor acknowledges that any potential expenditure incurred by selected firm outside the current fiscal year is contingent upon appropriation, budgeting, and availability of specific funds for such proposed expenditure. The current fiscal year ends on December 31, 2018.
3. The City of Louisville reserves the right to conduct such investigations of and discussions with those who have submitted proposals or other entities as they deem necessary or appropriate to assist in the evaluation of any proposal or to secure maximum clarification and completeness of any proposal.

4. The successful proposer shall be required to sign a contract with the City in a form provided by and acceptable to the City and provide proof of insurance.
5. The City of Louisville assumes no responsibility for payment of any expenses incurred by any proponent as part of the RFP process.
6. All responses to this RFP become the property of the City upon receipt and regardless of selection or rejection, and will not be returned, except that the City may return late responses submitted after the response deadline. Any trade secrets or confidential commercial or financial information submitted with any response is subject to potential disclosure, and submitting it constitutes proposer's waiver of any recourse against the City in respect to disclosure and proposer's agreement to indemnify the City for any costs, legal fees or expenses incurred in relation to any proceeding concerning disclosure of such information. Any trade secrets or confidential commercial or financial information submitted with a response shall be clearly segregated and marked; provided; however, that neither cost information nor the total RFP will be considered proprietary. The City will notify the vendor of any request for disclosure of information so segregated and marked that may be subject to nondisclosure, and it will be the responsibility of the vendor to object and to pursue any legal actions pursuant to Colorado law. A vendor shall notify the City within 24 hours of notification by City of request for disclosure of the vendor's objections to disclosure and the vendor's intent to pursue lawful protection under Colorado law.
7. The City of Louisville shall not reimburse any firm for costs incurred in the preparation and presentation of their proposal.
8. The City reserves the right to reject any and all proposals.

VI. Proposal Submittal Requirements

Proposals must be received by **March 7, 2018, 10:00 A.M., M.T.** Proposals must be submitted in hard copy and electronic format (PDF format). Please submit three (3) hard copies and include an electronic format (PDF) on a flash drive. Proposals will not be accepted after the specified due date and time.

For questions pertaining to this RFP, please contact Dean Johnson, Parks Superintendent at deanj@louisvilleco.gov . Questions must be received in writing not later than: February 23, 2018. An Addendum will be issued on February 28, 2018, if necessary, to include all questions and City responses and will be posted on the City website, <http://www.louisvilleco.gov/business/bidding-opportunities> under the heading, "Bidding Opportunities/Requests for Proposals".

It is the offeror's responsibility to ensure the addendum(s) issued is acknowledged with the proposal. Failure to acknowledge may result in a disqualification of respective submittal.

All proposals must be sealed and marked, “Median Renovation Design Services RFP”.

Proposals are to be submitted to:

Mail: Louisville City Services
 Attn: Dean Johnson
 739 S. 104th Street
 Louisville, CO 80027