

Request for Proposals (RFP)

To Provide

**Professional Design Services
For**

**Downtown Vision Plan for Streetscapes and
Public Places**

RFP



June 2023

For Submittal and Presentation

To
The Selection Committee
City of Louisville
Department of Public Works
Engineering Division

NOTICE TO CONSULTANTS

Project Name: Downtown Vision Plan for Streetscapes and Public Places

City of Louisville Project Number: 221120-532319

Thank you for your interest in the Request for Proposals (RFP) for the Downtown Vision Plan for Streetscapes and Public Places for Professional Design Services for the City of Louisville.

Proposals (pdf format only) shall be submitted via email to Cameron Fowlkes cfowlkes@louisvilleco.gov and Mindy Olkjer molkjer@louisvilleco.gov by **5:00 pm MDT (City clock), June 30, 2023**, at which time proposals will be date and time stamped upon receipt. Only proposals received by the City Engineer prior to the deadline noted above will be considered. ***No late proposals will be accepted.***

A pre-proposal meeting is scheduled for June 20, 2023 at 11:00am MDT; this meeting will be held virtually, via Microsoft Teams. The purpose of the pre-proposal meeting is to provide assistance to interested consultants in interpretation of the Request for Proposals, Scope of Services, Sample Contract, and other technical matters. Attendance is not mandatory, but highly recommended.

Microsoft Teams Meeting:

Join on your computer, mobile app or room device

[Click here to join the meeting](#)

Meeting ID: 266 848 304 629

Passcode: dPiDkg

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Or call in (audio only)

[+1 321-430-0794,,566015145#](#) United States, Orlando

Phone Conference ID: 566 015 145#

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DESCRIPTION:

The City of Louisville is requesting written proposals from qualified consultants to provide planning, landscaping and limited engineering services in preparing the "Downtown Vision Plan for Streetscapes and Public Places" report within the City of Louisville.

The intent of the project is to develop a document that will not only provide a vision for the revitalization of the downtown area, but to also provide concept designs for the recommended improvements to complement the agreed upon vision.

The selected consultant will be expected to review construction plans for the downtown area (completed in the 1990s), Downtown Louisville Framework Plan (1999), Downtown Strategy

Report (2022), and to develop a vision for the downtown.

This project will make recommendations for concept designs within the downtown area for streets, walks, landscaping, art, lighting, parking, multimodal, and any other improvements to revitalize the downtown area.

The purpose of this RFP is to provide qualified consultants with sufficient information to prepare and submit a proposal for consideration by the City of Louisville for planning, landscaping and limited engineering design services for this project.

Professional design services consist of all services necessary to review existing conditions, studies, reports, solicit input from partner agencies, perform several public outreach activities and perform concept design tasks to prepare the "Downtown Vision Plan for Streetscapes and Public Places" study/report and prepare concept designs for recommended improvements.

SPECIAL PROJECT REQUIREMENTS

Certain tasks must be done by a Licensed Professional Engineer or Professional Land Surveyors who are registered with the Colorado State Board of Registration for Professional Engineers and Land Surveyors.

INTERESTED CONSULTANTS:

The successful consulting team is responsible for obtaining and maintaining all required licenses for complying with federal, state, and local laws, codes, and regulations necessary to complete this project, including any required business licenses. The costs associated with obtaining these licenses is the responsibility of the consultant.

The City of Louisville anticipates that the compensation format on this contract will be "Cost Plus Fixed Fee", subject to further review by the City. The City reserves the right to utilize other compensation formats, including but not limited to, a specific rate of pay or lump sum format at its sole and exclusive discretion. The selected consultant firm will be required to execute the attached Independent Contractor Agreement with the City.

The City will only accept a digital (pdf) file of your proposal.

Please email pdf documents to: Cameron Fowlkes (cfowlkes@louisvilleco.gov) and Mindy Olkjer (molkjer@louisvilleco.gov). Dropbox (or similar) links will be acceptable due to potential file size limits with email. Cameron Fowlkes will reply with a "received" email once I have downloaded the files. If the consultant does not receive this reply within 4 hours of submitting, please follow up with Cameron or Mindy.

Please refer to Proposal and Submittal Requirements to ensure compliance with the page and exhibit limits for the sections of your submittal. Submit all copies of the proposal by the due date and time as stated in the "Invitation for Consultant Services." By submitting a proposal on this project the consultant is deemed to agree to the process described herein.

Tentative RFP Schedule:

First Advertisement	June 9, 2023
Second Advertisement	June 16, 2023
Pre-Proposal Meeting.....	June 20, 2023 (11:00AM MDT)
Proposal Submission Deadline.....	June 30, 2023 (5:00PM MDT)
Consultant Interviews (if warranted)	Week of July 18, 2023
City Council Approval	August 1, 2023
Contract Approval / Execution	August 2, 2023
Project Completion	February 1, 2024

The City reserves the right to amend, by an addendum or addenda to this RFP prior to the date set for receipt of the submission of proposals. If an Addendum is necessary for this proposal, it will be placed on the Rocky Mountain E-Purchasing website on or before **June 26, 2023**. It shall be the responsibility of the interested consulting firms to obtain all addenda from Rocky Mountain E-Purchasing System. Parties obtaining bid information from any other sources do so with the understanding the information may be incomplete, outdated, inaccurate, or unreliable, and therefore should only be used for informational purposes.

The City of Louisville assumes no obligation of any kind for expenses incurred by any respondent to this solicitation. The City reserves the right to reject any and all bids and to waive any informalities and irregularities therein.

The City of Louisville will notify firms selected for interviews by electronic email. Please include the primary point of contact email address in your cover letter.

Consultant Acceptance of the RFP

By submitting a proposal in response to this RFP, the Consultant accepts all of the conditions described in this RFP and agrees to abide by all final decisions made by the City. Consultants who wish to propose, but do not fully accept the conditions outlined in the Service Agreement shall do so at risk of the proposal's rejection. Exceptions to the conditions shall be clearly outlined with alternative language proposed in the Consultant's written questions submitted prior to the written question deadline noted above.

If you have any questions/comments, please contact the Project Manager, Cameron Fowlkes, by email at cfowlkes@louisvilleco.gov.

Cameron Fowlkes, P.E., CFM
City Engineer
City of Louisville