REQUEST FOR PROPOSALS

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

For

Coulson Park Master Plan
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SECTION 1 – GENERAL INFORMATION

1.1 Purpose

A. Part One – Park Master Plan and Cost Estimate
   The City of Billings Parks, Recreation and Public Lands (PRPL) Department is soliciting proposals from qualified Consultants to provide Landscape Architectural services for the following:

   **Coulson Park Master Plan.** This work will provide planning services working under the direction of PRPL staff to evaluate potential uses and programming of the park to develop a master plan that is responsive to the site, environmentally sensitive and sustainable. The plan will include written and graphic analysis and recommendations.

B. Part Two – Additional Design Services
   Upon successful completion of part one of this RFP, the PRPL Department intends to retain the successful consultant to provide additional Landscape Architectural services to begin implementation of phase 1 of the master plan. This scope of work will be limited to available funding at the time. This work may include design, bid documents and construction administration.

It is the intent of the PRPL Department to review and assess the RFP responses to determine if the responding firms can meet the needs of the City of Billings.

1.2 General Submission Information

The PRPL Department intends to award a single contract for this project. 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. The official title for this project is: **Coulson Park Master Plan**

1.3 Questions

Questions regarding this proposal shall be submitted to

Mark Jarvis, Park Planner
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 along with the successful proposer until after the award of the Contract, at which time the information will 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 September 21, 2018**. 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

Coulson Park is a community park located between the Yellowstone River to the east, Interstate 90 on the west, the old PPL Montana Power Plant site on the South and the interstate 90 bridge over the Yellowstone River to the north. This land has long been in the possession of the City of Billings and was recently annexed into the city limits. Historically this land was used as a garbage dump site but has been covered by layers of imported soil over time. Currently there is minimal development on the site consisting of a section of Heritage Trail, vault restroom facilities, access road, parking and a boat launch. Since there is no Council approved park master plan on file and to allow for ample public input into park improvements, PRPL is initiating this planning study. The completed master plan will consist of a narrative, cost estimate, graphics and color visuals, all provided in both electronic and hard copy versions. The final document will be in 8 ½" by 11" inch format.

3.2 Scope of Professional Services

The scope of professional services required by this RFP may include:

A. Utilize Landscape Architectural principles to creatively identify and provide solutions to the issues and opportunities facing PRPL in the development and management of the park land.
B. Creative outreach strategies to notify and engage the public and stakeholders to obtain feedback.
C. Provide critical analysis, assessments and recommendations to guide park development.
D. Be sensitive to the environmental aspects of the site and surrounding features unique to this area and reflect environmentally sustainable solutions in the plan.
E. Provide professional written and graphic reports.
F. Conduct/Attend public meetings.
G. Comply with all federal, state and local requirements.

3.1 Project Scope

In accordance with the City of Billings Park Master Plan policy, work as directed by Staff in the planning process to prepare a Master Plan for Coulson Park. The Planning services to be provided may include, but not necessarily be limited to the following:

A. Review and analyze the existing files and base plan information, including all easements, rights-of-way, in-holdings, title review, active use agreements, EIS review, flood Plain information, an inventory of site opportunities and constraints
and physical, regulatory, and historical limitations that will impact the development and use of the park. Develop an accurate topographic survey of current conditions. Develop an accurate base map.

B. Interface with the Corps of engineers as needed.
C. Interface with Montana Department of Transportation as needed.
D. Utilize studies and reports including current needs assessments, the PRPL Comprehensive Parks and Recreation Master Plan, National Recreation and Parks Association (NRPA) guidelines, etc. in the analysis process and recommendations.
E. Work with Staff to conduct Focus Group Meetings with stakeholders, user groups, citizen groups, etc. to identify opportunities and constraints for park development and programming.
F. Meet with City Staff as necessary.
G. Participate and present information and exhibits as directed by PRPL Staff in public meetings and review and planning sessions as required. Prepare meeting minutes tabulate inputs and in review meeting results with staff.
H. Make recommendations for implementation of master plan.
I. Provide a realistic estimate of probable costs.
J. Prepare a final draft plan to present to staff, PRC Board and Council, revise as necessary.

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. Core Content of the proposals shall not exceed five (5) pages in length (items A, B, C, and D in section 4.1 item 5 below). Supporting Attachments (see section 4.1 item 6. below) 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 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 5 items and that it be presented in the following order:

1. Cover
2. Title Page (1 page)
3. Letter of Transmittal (1 page)
4. Table of Contents (1 page)
5. Core Content (5 pages maximum)
   A. Recent Parks and Recreation Master Planning Experience
   B. Consultant Project Approach
   C. Key Project Personnel
D. Past Project Performance
   6. Supporting Attachments (if necessary 8 pages maximum)

Items 5 and 6 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 being proposed on, the name of your firm, address, telephone number(s), name of contact person, and date.

B. Letter of Transmittal (1 Page)

1. Identify the RFP project for which the proposal has been prepared.
2. Briefly state your Firm’s understanding of the services to be performed and make a positive commitment to provide the services as specified.
3. Provide the name(s) of the person(s) authorized to make representations for your firm, their titles, address, and telephone numbers.
4. 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.

C. Table of Contents (1 Page)

Clearly identify the materials by Section and Page Number.

D. Details of Core Content (5 Pages Maximum)

1. Recent Parks and Recreation Master Planning 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 Approach

   The proposal must include a brief description of the Proposer’s overall 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. **Key Project Personnel**

It is recommended personnel have a thorough knowledge and understanding of parks and recreation operations and facilities to provide perspective related to master planning analysis and recommendations.

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

It is intended that personnel assigned will carry this project to conclusion. If for unforeseen reasons a key personnel can no longer contribute to the discipline specialties for which they have been selected, the Consultant may petition the Project Manager in writing 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 key personnel 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 personnel is not available or assigned to the task order.

4. **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.

Please note that grammar, spelling and conformance to RFP instructions will be a scoring factor of each proposal submitted.

E. **Supporting Attachments (8 Pages Maximum)**

Attach only information pertenite to the project being proposed on and that will provide reviewers clear and concise insights into your firm’s capabilities.

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**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:
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.