



DOWNTOWN DEVELOPMENT
— AUTHORITY —

REQUEST FOR PROPOSALS
FOR PROFESSIONAL SERVICES

ARCHITECTURAL DESIGN–CIVIL ENGINEERING
& CONSTRUCTION ADMINISTRATION SERVICES

FOR THE

CASPER DOWNTOWN PUBLIC PLAZA

August 2015

“DOWNTOWN CASPER PLAZA PROJECT”

INVITATION TO CONSULTANTS

1. The Downtown Development Authority, located at 234 South David, Casper, WY 82601, will receive sealed proposals at its office, until **2:00 P.M., Wednesday, August 26, 2015**, for Professional Design, Engineering and Construction Administration services for the above titled project which is described in detail in the **Consultant Scope of Work in Section ‘D’ on page 4** of this Request for Proposals (RFP).
2. Consultants shall include a proposal with all information asked for in this RFP and the full cost of the proposal to the Downtown Development Authority. Hidden costs and/or surprises in additional and/or unstipulated fees will be grounds for immediate termination of the contract.
3. No proposal may be accepted, withdrawn or modified after the deadline for submittal has passed.
4. The Downtown Development Authority reserves the right to reject any and/or all proposals.
5. Since this RFP is for professional services, the Downtown Development Authority is not required to select the lowest proposal based on fees. Please review selection criteria listed in **Section ‘F’ on page 7** of this RFP for a complete explanation of how the successful Consultant will be selected.

INSTRUCTIONS TO CONSULTANTS

Examination: The Consultant is advised to examine all documents and current parameters of the services to become fully informed with their conditions. This includes the conformity with specific standards and the character, quality, quantity of the reports, and services required. Failure to examine these areas will not relieve the successful Consultant of their obligation to furnish all products and services necessary to carry out the provisions of the contract.

Selection of Successful Consultant: If awarded, the contract will be awarded to the most responsive and responsible Consultant according to the criteria provided in the **Proposal Requirements in Section ‘F’ on page 7**, and the **Fee Schedule in Section ‘G’ on page 8** of this RFP.

Responsiveness: The Downtown Development Authority Staff and Board will consider the degree to which each Consultant has submitted a complete proposal without irregularities, exclusions, special conditions, a revised schedule or alternative proposals for any item, unless specifically requested in the RFP.

Proposal Submission Deadline: It is the responsibility of the Consultant to have the sealed proposal at the Downtown Development Authority by **2:00 P.M., Wednesday, August 26, 2015**. Proposals received after the deadline will remain unopened and will not be considered. All times are Mountain Time.

The following address and Title shall be on the envelope containing the proposal:

Downtown Development Authority
234 South David
Casper, WY 82601
“Sealed Proposal: Downtown Casper Plaza Project”

Proposal Form: The **Proposal** shall be written in accordance with the **Proposal Requirements** and include the **Fee Schedule** form. Consultant shall submit one signed original and 6 hard copies (7 total) and one electronic copy by the specified due date. **Deadline for Questions on RFP:** Questions by Consultants to clarify the scope of work shall **only** be accepted in writing via email to: **Kevin Hawley, CEO** at: ceo@downtowncasper.com. **Deadline for Questions on RFP is 2:00 P.M., Wednesday, August 19, 2015.** **NOTE:** All questions asked by all Consultants will be made available to anyone requesting them, through the above email address, prior to **5:00 P.M., Wednesday, August 19, 2015.**

SECTION A – DEFINITION OF TERMS

1.0 - General: The following definitions shall be applicable to this solicitation:

A. Downtown Development Authority (DDA):

B. Request for Proposal (RFP): Documents, including attachments or references utilized for soliciting proposals in accordance with procedures outlined in the documents.

C. Consultant: Any corporation, partnership, individual, sole proprietorship, joint stock company, joint venture, or any other private legal entity that has submitted a proposal which conforms in all respects to the requirements set forth in the Request for Proposal.

D. Proposal: An offer or statement with a project description and price in response to a request for materials or services to be delivered to an agency or government.

E. Downtown Plaza Steering Committee: The selection Committee to review and rank all proposals.

F. ADA: Americans with Disabilities Act and all pertinent updates to the Act.

G. IBC: International Building Codes, as adopted by the City of Casper.

SECTION B - INTRODUCTION

1.0 Background: The City of Casper contracted to have the Crandall Arambula Plan completed in 2012. The Plan listed five elements that were needed to revitalize Casper and its downtown. One of the main elements in the plan was a public gathering space. The DDA desires to construct a Downtown Plaza with the information listed in the “Project Scope of Work”.

2.0 The Problem: (The purpose and need for this Project) *Casper’s Downtown is the heart of our community. There are a number of things that bring our community to the core. These include, shopping, dining, farmers markets, concerts and many other events. However, there is not an adequate, central facility to hold these events. The Plaza, and the more than 200 events that are planned there, will enhance our downtown economically, socially and culturally. The Plaza is expected to draw more than 300,000 people annually to downtown Casper.*

SECTION C – CONDITIONS & INFORMATION

1.0 General: The DDA is soliciting proposals for Professional Design, Engineering and Construction Administration services for the construction of the Downtown Casper Public Plaza, as defined below.

The Project Description and specified termini included in this project are as follows

- *Alleyway reconstruction from David Street to Center Street, leading to the Parking Garage.*
- *Construction of new Restroom/Storage building, raised platforms for stage and sculpture.*
- *Installation of water, sewer and electric services to all square improvements, as needed.*
- *Installation of additional improvements as outlined in the “Project Scope of Work.”*
- *Please see the aerial site plan for the location of the project and major items of interest.*

2.0 Facilitation: The DDA will develop a Plaza Steering Committee that will provide technical assistance and guidance to the Consultant and will work with them as needed to facilitate the Design, Engineering and Construction of the project in a timely and professional manner.

3.0 Project Deadlines: *The DDA expects Professional Design & Engineering services to begin within 30 days of the approval of the Consultant, Project Construction to begin no later than March 10, 2016, with completion of the Project Construction to be No Later Than November 15, 2016. Consultants need to understand that there will be some construction coordination involved in project.*

4.0 Information Provided to successful Consultant:

The following documents and information will be provided to the successful Consultant:

- ✓ DDA “Scope of Work” and approved Architect’s rendering of site.
- ✓ Crandall Arambula Plan

- ✓ Downtown Strategic Plan
- ✓ OYD Form Based Code Guidelines
- ✓ Survey Results
- ✓ Steering Committee approved conceptual project renderings.
- ✓ Estimate of proposed work to be done on and off site.
- ✓ Special “Notes of Consideration” from the DDA and the public.
- ✓ A copy of the Strategic Plan
- ✓ If requested, a copy of the all documentation, old plans and maps available for this project.
- ✓ All project data and maps will be provided to facilitate project design and construction.

SECTION D – CONSULTANT “SCOPE OF WORK”

Task 1: Pre-design Kick-Off meeting with the DDA and Plaza Steering Committee. Consultant to meet with the Committee prior to starting work on the project to ensure all parties are on the same page for what is expected as the final outcome of the project, to ensure the project runs as smooth as possible through completion.

Task 2: Public input/charrette – The selected consultant will lead at least 2 public charrettes. These will be used to gather input from the public on plaza design. Consultant to include visuals from other plazas to assist in guiding dialogue. Items discussed in charrette may be added to the general scope of work.

Task 3: Review existing site, rights-of-way, easements, plans, reports, documents and field-verify existing site conditions, and bring to the direct attention of the DDA and the Plaza Steering Committee potential issues which could hinder the design and/or construction of the project.

Task 4: Survey and engineer all property boundaries and provide Civil Site Plan and complete Architectural construction plans and specifications, as required, in accordance with the IBC, City of Casper, ADA construction standards, and receive approvals from the WYDOT, City Planner, Public Works Director and Building Inspector and Development Review Committee.

Task 5: Consultant shall assist in project advertisement for bid and coordinate all bidding questions and addenda, in compliance with all applicable bidding laws; facilitate pre-bid meeting, including agenda, minutes and post pre-bid communications; conduct bid opening and summarize bids; review and analyze bids; make recommendation of award with certified bid tabulation and present to DDA for approval; and, issue “Notice to Proceed” to contractor.

Task 6: Upon successful bid award, Consultant shall provide construction administration services as follows, and as required for this project: shop drawing review; coordination of construction observation; review of pay applications; review of change order requests; coordinate conflict resolution with affected parties; generate and provide contractor with punch-list to be resolved at substantial completion; conduct final inspection; and, provide as built drawings for the project to the City of Casper Planning Department for record keeping purposes in electronic and plan (hard-copy) formats.

SECTION E – PROJECT “SCOPE OF WORK”

Task 1: Consultant shall, during pre-design Kick-Off meeting with the Plaza Steering Committee, be provided the “Special Notes of Consideration” for the project design generated by the DDA and the public opinion survey, to ensure the Consultant clearly understands these notes and their history.

Task 2: Consultant shall incorporate the following “Project Scope of Work” into their project design.

CASPER DOWNTOWN PUBLIC PLAZA
SITE LOCATION MAP



(Map not to scale)

SECTION F – PROPOSAL REQUIREMENTS & EVALUATION

1.0 Introduction:

1.1 Overview: The Consultant shall provide detailed, yet concise information to demonstrate its understanding of the services requested.

1.2 Documents: One signed original and 6 hard copies (7 total) and one electronic copy are required by the specified due date. All Proposals will be limited to 15 double-sided pages printed on standard 8-1/2” x 11” paper and bound. Proposal, cover, back, cover letter, and tabs are excluded from the page count. All other materials must be included within the allowable page count including resumes, project experience, etc. Proposals may include: maps, photographs; or, other information necessary to facilitate the Plaza Steering Committee’s understanding of the proposal provided they fall within the page limit..

1.3 Submission: The Consultant shall seal its proposal in an envelope or box and submit it in accordance with the “**Instructions to Consultants**” Section. **NOTE:** Proprietary information cannot be withheld from public inspection.

2.0 General: The Consultant is to provide information demonstrating qualifications and capability in accomplishing the professional services in a cost effective manner. The proposal will be reviewed by the DDA and the Plaza Steering Committee, who will evaluate and rank each proposal.

3.0 Firm: Provide the following information about the firm:

3.1 Name of Firm and location of the office(s) performing the study;

3.2 Length of time in business;

3.3 Disclose any potential conflict of interest your firm may have due to other clients, contracts or property interests in the proposed project with the DDA; and,

3.4 Provide a brief history of the firm.

4.0 Financial Stability: Provide proof of firm’s ability to financially sustain project to end.

5.0 Company Experience: Briefly list experience of personnel and any current projects or previous work performed by the firm on projects of a similar scope and nature, including:

5.1 Brief Resume of the firm’s personnel; and,

5.2 Name of project(s) of a similar scope and nature, the location and year completed.

6.0 Project Schedule: If firm **cannot** meet the project schedule as outlined in **Section C-3.0, on Page 3**, to have the project construction completed by **November 15, 2016**, **a revised schedule shall be included in the proposal**. If no revised schedule is included in the proposal, it is agreed to by the DDA and the Consultant that the project completion date of **November 15, 2016** will govern.

7.0 Evaluation Method: The Plaza Steering Committee will review all proposals. The below weighting values are assigned to each proposal.

SECTION	WEIGHT
Ability to meet stipulated Project Schedule	25 %
Location and Accessibility of Firm/Personnel	20 %
Firm Capabilities and Experience	20 %
Personnel Capabilities and Experience	20 %
<u>Acceptable professional Rate/Fee Schedule</u>	<u>15 %</u>
Total:	100 %

8.0 Negotiations: If negotiations become necessary, the DDA reserves the right to negotiate the final contract with the selected Consultant deemed most advantageous to the Plaza Project.

SECTION G - FEE SCHEDULE

1.0 General: Consultant to include all costs (*labor, overhead, administration, profit, travel, etc.*) associated with providing the services listed in Section D. Costs to be listed by Task Number.

TASK #	COST
Tasks #1 - #2 #3 #4 & #5: <i>Due diligence, design, approvals and assist with bid.</i>	\$ _____
Task #6: <i>Provide construction administration services.</i>	\$ _____
Total Project Cost:	\$ _____

Comments / Remarks / Exclusions:

We certify that our proposal meets the minimum requirements as specified in the proposal documents, this ___ day of _____ 2015.

Authorized signature

Title

Printed name of signature above

Company

Address

City / State / Zip Code

Telephone number

Fax number

E-mail address: