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REQUEST FOR PROPOSALS FOR DESIGN SERVICES

DRIGGS CITY CENTER PLAZA DESIGN PROJECT

A project with funding from the National Endowment for the Arts

TYPE OF PROPOSAL: Landscape Architecture / Urban Design

SUBMISSION DEADLINE: 5 PM (MST), DECEMBER 5th, 2012

CONTACT PERSON: Doug Self, Community Development Director
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E-mail: pzdriggs@ida.net

**PROJECT
DESCRIPTION AND
SCOPE OF WORK**

The City of Driggs is soliciting proposals from qualified Architect, Landscape Architect or Engineering firms with Landscape Architect personnel for assistance in the design of the Driggs City Center Plaza.

The Driggs City Center Plaza, to be situated on approximately 20,000 square foot area in front of the Driggs City Center building at 60 S Main Street (outlined on the map in EXHIBIT A) will be a permanent arts-focused public space that will draw on surrounding geographic features and celebrate physical and historical elements that define the sense of place felt in Teton Valley. The project is located in the heart of the Driggs historic Central Business District and is part of a larger effort to revitalize the downtown.

The plaza will provide space for organized events such as Shakespeare in the Park, an annual snow sculpture competition, and farmers markets, while also beckoning visitors and children to explore, and encouraging spontaneous informal gatherings and activities. The plaza will also include permanent artworks (separately commissioned) as well as art built into the hardscape (art imbued walls, paths, etc.).

Procurement of public art for the plaza will be managed by a project advisory team, which plans to issue a Call to Artists at the end of the Concept Phase of the City Center Plaza Design project. The selected design firm will be expected to work with the project advisory team to identify the public art categories and basic design specifications required for developing the Call to Artists.

The plaza will be adjacent to the existing city hall and future Teton Scenic Byway Visitor Center and Driggs Transit Center (both to be developed within the existing City Center building shown on Exhibit A), and will provide efficient pedestrian circulation between these facilities and the adjacent sidewalks and properties as well as a location for wayfinding signage. Design of the Driggs City Center Plaza is expected to occur simultaneously with design of the Teton Scenic Byway Center and Driggs Transit Center, assistance for which will be sought under separate RFPs. The design firm selected for the Driggs City Center Plaza project will be expected to coordinate with the design firm(s) selected for the Teton Scenic Byway Center and Driggs Transit Center on pedestrian and vehicular circulation, wayfinding signage and overall design themes.

Professional services required are likely to include:

- Surveying,
- Community engagement activities (e.g., a design charrette),
- Development and presentation of –
 - concept designs,
 - preliminary design,
 - final design and construction documents (plans, specifications and construction estimate).

Desirable experience includes the design of public plazas or similar public spaces, development of public art concepts, and the design of sustainable landscapes. The ideal firm will also be familiar with the local or regional geography, architectural history and native landscaping.

A project advisory team will work with the selected firm to manage the project, while the city council will make all final decisions at each design stage (concept, preliminary and final). A public hearing will be held at the preliminary design stage.

The City of Driggs anticipates a construction budget for the City Center Plaza of approximately \$175,000 (with an additional \$25,000 for public artworks) and expects to begin the design process in mid-January, 2013, and obtain final construction documents for the City Center Plaza by August 30, 2013.

GENERAL REQUIREMENTS

Funding sources for this project include a grant from the National Endowment for the Arts. The successful firm will be required to comply with all applicable federal funding requirements, a summary of which is attached as EXHIBIT "B".

The selected design firm will be required to provide proof of the following insurance coverages:

- Professional liability insurance with minimum coverage of one million dollars (\$1,000,000);
- General liability coverage of one million dollars (\$1,000,000) per occurrence / two million dollars (\$2,000,000); aggregate minimum;
- Workers compensation at state law levels;
- Automobile insurance at one million dollars (\$1,000,000) aggregate;
- Proof of coverage listing the City of Driggs as certificate holder on the general liability policy will be required within ten (10) calendar days after execution of an agreement to provide architectural and design services.

NOTICE OF INTENT TO SUBMIT PROPOSAL

All interested parties are required to submit a written "Notice of Intent to Submit Proposal for Design Services – Driggs City Center Plaza Project" by 5pm (MST), Friday, November 30, 2012. Failure to submit written notice shall waive any obligation on behalf of the City of Driggs to provide notice of any alterations in the RFP process and/or responses to questions concerning the RFP.

Interested parties can provide written notice by sending an e-mail to Doug Self, Driggs Community Development Director, PZDRIGGS@IDA.NET , with the "Notice of Intent to Submit Proposal for Design Services – Driggs City Center Plaza Project" in the subject line. The body of the e-mail shall contain the name of the interested party, a contact person to receive any information from the City concerning the RFP process and that person's contact information.

Alternatively, a letter sent by USPS, return receipt requested, may be sent to: Doug Self, City of Driggs, PO Box 48, Driggs ID 83422. The letter shall contain the name of the interested party, a contact person to receive any information from the City concerning the RFP process and that person's contact information.

PROPOSAL CONTENT

The proposal must be organized in sections containing the following information:

- **Cover Letter.** Include name, address, telephone and e-mail contact of the project manager.
- **Description of Firm.** Describe your firm's legal structure, areas of expertise, length of time in business, number of employees, and other information that would help to characterize the firm. Provide the address of the main office (for legal purposes and the address of the office that will manage the project).
- **Personnel.** Provide a professional resume for the key people proposed to be assigned to the project (including any important sub-consultants), showing professional qualifications and licenses, along with relevant related experience. Describe key personnel's proposed roles and responsibilities on this project. Submittals must identify a proposed project manager who would be responsible for the day-to-day management of project tasks and would be the primary point of contact with your firm. An organization chart of the project team may be appropriate.
- **Relevant Experience.** Briefly describe other projects executed by your firm that demonstrate relevant experience. Also list all public sector clients for whom you have performed similar work in the past five years. For each project mentioned,

include the name, address and phone number of a person who can be contacted regarding your performance on the project. When submitting projects for which your firm worked in an auxiliary capacity or in a joint venture or partnership, include the name of the lead firm.

- **Project Understanding and Local Familiarity.** Describe your firm's understanding of the nature of this project, the design objectives, the dynamics of the site and adjacent area as well as the valley's general geographical and historical contexts from which design concepts might be drawn.
- **Project Approach.** Describe the tasks that must be accomplished to complete the project. Provide a narrative description of how the firm proposes to execute the tasks. If Applicable, discuss any unique aspects of the project, alternative approaches the City of Driggs might wish to consider or special considerations related to programmatic/funding requirements. Your firm should rely on its expertise and experience with similar projects to demonstrate how it will effectively complete the project.
- **Project Schedule.** Provide a schedule of general project activities indicating the duration of each activity and of the total project. The schedule should reflect realistic activity durations.

Brochures or other material that may be helpful in evaluating your firm may be included in an appendix of the proposal.

PROPOSAL DEADLINE

Ten (10) copies of the proposal must be received no later than 5pm (MST), December 5th, 2012 by the Driggs City Clerk at Driggs City Hall, 60 S Main Street, Driggs ID 83422 (US Postal Service deliveries should be sent to PO Box 48, Driggs, ID 83422). Proposals received after the deadline will not be considered.

SELECTION PROCESS

Proposals will be ranked on qualifications and the City of Driggs may choose to interview several of the top ranked firms. However, at its discretion, the City of Driggs may dispense with interviews and select a firm to perform the work. Firms will be evaluated and proposals scored as provided below. As required by NEA funding assurances, the City will also evaluate each firm's demonstration of artistic excellence and artistic merit within the categories below.

- (15pts) Firm History and Capability to Perform Project
- (15pts) Qualifications of Project Team
- (20pts) Relevant Project Experience
- (25pts) Project Understanding and Local Familiarity
- (15pts) Approach and Schedule
- (10pts) References
- (10pts) Interview

A Project Advisory Committee, consisting of members from the City of Driggs, Teton Arts Council, Driggs Urban Renewal Agency and Downtown Driggs Community Association, will assist with firm evaluations and make recommendations to the City Council who will make the final selection.

The City of Driggs will seek to negotiate a contract, a detailed scope of work, fee schedule, etc. with the preferred firm. If unable to reach an agreement, the City will terminate negotiations and commence negotiations with the second-ranked firm, and so forth. The City of Driggs expects to evaluate proposals and provide written notification of the short-listed firms within 15 days of receipt of proposals. If interviews are held, they will be scheduled within two weeks of short-list notification.

The City of Driggs, in accordance with Title VI of the Civil Rights Act of 1964 and related Federal policies and Executive Orders, hereby notifies all proposers that it will affirmatively insure that in any contract entered into pursuant to this advertisement, minority business enterprises will be afforded full opportunity to submit bids in response to the invitation and will not be discriminated against on the grounds of race, color, or national origin in consideration for an award.

**ADDITIONAL
INFORMATION**

Questions regarding the project may be directed to Doug Self, Community Development Director for the City of Driggs at (208) 354-2362 ext. 109 or pzdriggs@ida.net. The City will consider questions from submitters as long as the questions are submitted in writing and are received by the City by 3 p.m. (MST) on Monday, December 3, 2012. All interested parties that have provided notice to the City of their intent to submit a proposal shall receive the City's answer to any timely submitted question.

The provisions of this RFP cannot be modified by oral interpretations or statements. If inquiries or comments raise issues that require clarification by the City, or the City decides to revise any part of this RFP, addenda will be provided to all parties that have provided notice to the City of their intent to submit a proposal. Receipt of addenda must be acknowledged by signing and returning it with the proposal.

The issuance of the RFP and the receipt and evaluation of submissions does not obligate the City of Driggs to award a contract. The City will not pay costs incurred in responding to this RFP. The City may in its discretion cancel this process at any time prior to the execution of a contract without liability.

EXHIBIT "A" – Project Location



Driggs City Center Plaza Design
- Project Location



EXHIBIT “B” – Federal Funding Assurances

The following federal funding assurances will be included in the project’s contract for design services, and the firm’s authorized representative will be required to certify compliance with these requirements:

1. Nondiscrimination Policies

Performance of project activities and final designs must conform to these regulations, copies of which are available at www.nea.gov/about/civil.

- a. **Title VI of the Civil Rights Act of 1964**, as amended, provides that no person in the United States shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied benefits of, or be subject to discrimination under any program or activity receiving Federal financial assistance. Title VI also extends protection to persons with limited English proficiency. (42 U.S.C. 2000d et seq.)
- b. **Title IX of the Education Amendments of 1972** provides that no person in the United States shall, on the basis of sex or blindness, be excluded from participation in, be denied benefits of, or be subject to discrimination under any education program or activity receiving Federal financial assistance. (20 U.S.C. 1681 and 1684 et seq.)
- c. **Section 504 of the Rehabilitation Act of 1973** provides that no otherwise qualified individual with a disability in the United States, shall, solely by reason of his/her disability, be excluded from participation in, be denied benefits of, or be subject to discrimination under any program or activity receiving Federal financial assistance. (29 U.S.C. 794)
- d. **The Age Discrimination Act of 1975** provides that no person in the United States shall, on the basis of age, be excluded from participation in, be denied benefits of, or be subject to discrimination under any program or activity receiving Federal financial assistance. (42U.S.C. 6101 et seq.)
- e. **The Americans with Disabilities Act of 1990** (ADA) prohibits discrimination on the basis of disability in employment (Title I), state and local government services (Title II), places of public accommodation and commercial facilities (Title III). (42 U.S.C. 12101-12213)

2. Other National Policies

- a. **Debarment and Suspension.** You must comply with requirements regarding debarment and suspension in Subpart C of 2 CFR part 180, as adopted by the Arts Endowment in Title 2 CFR, Chapter 32, Part 3254.
- b. **The Drug Free Workplace Act** requires you to publish a statement about your drug-free workplace program. You must give a copy of this statement to each employee (including consultants and temporary personnel) who will be involved in award-supported activities at any site where these activities will be carried out. You must maintain on file the place(s) where work is being performed under this award (i.e., street address, city, state and zip code.) You must notify the City’s Project Coordinator of any employee convicted of a violation of a criminal drug statute that occurs in the workplace. (41 U.S.C. 701 et seq. and 45 CFR Part 1155).
- c. **Lobbying.** You may not conduct political lobbying --- as defined in 45 CFR Part 1158 --- within a Federally-supported project.