

# REQUEST FOR PROPOSALS

## THIS IS NOT AN ORDER

### ADVERTISED RFP 1415-112 Downtown Carson Street Urban Design Project

RELEASE DATE: November 22, 2014

Carson City invites qualified firms to submit proposals for the **Downtown Carson Street Urban Design Project**. Proposals shall be submitted in accordance with the Documents and Requirements as set forth in the formal "Request for Proposals."

**PROPOSALS** shall be submitted to the **CARSON CITY FINANCE DEPARTMENT – PURCHASING AND CONTRACTS**, 201 N. Carson Street, Suite 3, Carson City, Nevada 89701, by no later than **2:00 p.m. on December 18, 2014**.

**RECOMMENDATION FOR AWARD** will be made by the Public Works Department, based on the evaluation results of the City Review and Selection Committee. Once the committee has made a recommendation and a contract is negotiated, the results will be posted on the City's website [www.carson.org/Index.aspx/page=998](http://www.carson.org/Index.aspx/page=998) .

**FINAL SELECTION** will be made by the Carson City Public Works Department. Should it become necessary to reschedule the date set for award, notice will be provided to those finalists selected. In all instances, a decision rendered by Carson City shall be deemed final.

#### 1 **INTRODUCTION** (General Information)

- 1.1 Carson City invites qualified firms to submit proposals for the **Downtown Carson Street Urban Design Project**. Proposals shall be submitted in accordance with the Documents and Requirements as set forth in the formal "Request for Proposals." The Contract that will result from this "Request for Proposals" will include what is indicated in Section 4 of this RFP.
- 1.2 A City Review and Selection Committee will evaluate the proposals submitted.
- 1.3 During evaluation, the City Review and Selection Committee reserves the right, where it may serve the City's best interest, to request additional information or clarification from the Consulting Firm, or to allow corrections of errors or omissions. Oral interviews may be conducted by the City Review and Selection Committee for the Consultants who submit a Proposal and were short listed. The tentative date set for oral interviews is January 6, 2015.
- 1.4 Submission of a proposal indicates acceptance by the Consulting Firm of the conditions contained in this Request for Proposals, unless clearly and specifically noted in the proposal submitted and confirmed in the resultant contract between Carson City and the Firm selected.

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- 1.5 The use of the term "firm" refers to Consultant Firms with certified personnel, doing business in the United States and duly registered in the State of Nevada with business license paid to the City and County of Carson City after selection of the firm. With this type of project, the City may accept one or more firms teaming up for joint venture with a Nevada-based firm to prepare the required services, but the City will recognize such a consortium as a single entity only with one juridical personality.
- 1.6 There is no expressed or implied intent or obligation for Carson City to reimburse responding firms for any expenses incurred in preparing proposals, as well as, travel expenses during interviews in response to this Request for Proposals.
- 1.7 Carson City shall reserve the right to terminate any agreement resultant from this solicitation and subsequent action for cause but not limited to inadequacy of performance.

### 2 CARSON CITY CONTACT PERSON:

- 2.1 Until the receipt and opening of proposals, the proposers' principal contact with Carson City will be as listed below. All questions are to be submitted in writing and potential Proposers will receive copies of all questions and answers except for the questions that are considered proprietary. Questions will only be received through 12:00 p.m. on December 12, 2014.

Kim Belt, CPM, Purchasing and Contracts Manager  
Carson Finance Department – Purchasing and Contracts  
201 N. Carson Street, Suite 3  
Carson City, NV 89701  
775-283-7137  
e-mail: KBelt@carson.org  
FAX: 775-887-2107

- 2.2 All contacts regarding the proposal should be with the above-named individual only. Proposers contacting other City staff or City officials may be disqualified for doing so.

### 3 BACKGROUND INFORMATION:

Introduction: Carson City has approved funding for ten capital projects which includes commercial corridor improvements for downtown Carson Street and Curry Street. The project costs are estimated to be approximately \$10-11 million which includes funding from a 1/8<sup>th</sup> Cent Sales Tax, and Public Works funding. Additional funding from Redevelopment is anticipated. The downtown Carson Street project has been subject of a recent public outreach program which has included developing a conceptual vision for the street improvements. The vision includes redefining the street corridor as an urban complete street with wider sidewalks, landscaping, urban street furniture and amenities, sidewalk cafes, urban art, etc. The Carson Street project is now ready to move into the detailed design phase and the City desires to engage a consulting team to complete the design in 2015 to enable construction to proceed and be completed in 2016. The Curry Street Improvements would be designed inconjunction with the Carson Street project but would be constructed and separately funded after Carson Street improvements are complete. In addition renovation of 3<sup>rd</sup> Street, between Carson Street and

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Curry Street into an outdoor Plaza may be included with the Carson and Curry Street design efforts.

The City has previously selected a Public Outreach Consultant to perform the public outreach for all of the projects and they will be available to assist the selected Design Consultant with public outreach for the downtown project.

**Anticipated Schedule:** (these dates are tentative and are subject to revision by the owner)

Request for Proposal (RFP) issued	November 22, 2014
<b>RFP Submittal Due</b>	<b>December 18, 2014</b>
Firms Notified of Short List	December 31, 2014
Anticipated Short List Interviews	January 6, 2015
Anticipated Contract Negotiations	January 7-15, 2015
Anticipated Board Awards Design Contract	February 5, 2015
Anticipated Design Complete	December 31, 2015
Anticipated Bidding (if needed)	January 2016
Anticipated Construction Bid Award or CMAR contract	February 2016

## 4 SCOPE OF SERVICES:

- 4.1 The scope of services for the **Downtown Carson Street Urban Design Project** will be cooperatively developed by the selected consultant and City Staff:

The City is seeking consulting assistance to provide design of improvements for downtown Carson Street in accordance with the adopted downtown vision recently approved by the Board of Supervisors. Submittals should demonstrate past experience with urban street design, wayfinding signage, graphic digital 3D modeling of improvements, water-stormwater-sewer utility line replacement, grant writing, working with the community and affected businesses regarding detailed design issues, and working with businesses to lessen construction impacts from the project. The consultant will be expected to lead public workshops/meetings regarding the project as it proceeds through the design process. Consultant will provide coordination with utility providers such as power, gas, and telephone.

The City would also like the design team to evaluate the project delivery method for construction of the project which could be design-bid-build or CMAR. The design consultant will also be responsible for leading the effort for applying for grants to further enhance the project.

Information regarding the project can be viewed on the City's website.

## 5 RFP REQUIREMENTS:

- 5.1 Submission of RFP Proposals:

5.1.1 A master copy (so marked) of the Proposal and four (4) copies to include a title page showing the RFP subject; the firm's name, address,

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telephone number and e-mail of a contact person. The Proposal must be received on or before the date and time set for receipt of proposals.

Proposals shall be clear, straightforward, and not exceed 30 pages in length not including company brochures or resumes. Company brochures are provided as attachments to the 30 pages referenced above.

### 5.1.2 **Proposals shall contain the following information:**

#### 5.1.2.1 **Firm Information**

Firm name, business address, year established, type of firm ownership (i.e., single source, joint venture), name and address of parent company, former parent company names, name and contact information for principal personnel, areas of responsibility, and total number of personnel. Include an explanation of whether or not the applicant has an office within Carson City (or the contiguous counties to Carson City in Nevada).

Page count: All items in this section are INCLUDED in the page count limit.

#### 5.1.2.2 **Project Experience:**

Include project name, project description, client references of those who have knowledge of the background, character and technical competence of the Design firm (including contact name, address, and telephone), completion date, project budget, type of services provided, and other pertinent information for projects of similar size and/or scope.

Page count: All items in this section are INCLUDED in the page count limit.

#### 5.1.2.3 **Project Approach:**

Describe your firm's understanding of the project and approach to deliver the design including a preliminary schedule. Provide a narrative on the possible construction delivery methods and any recommendations. Provide any other relevant information your firm deems necessary.

Page count: All items in this section are INCLUDED in the page count limit.

#### 5.1.2.4 **Key Personnel on this Project**

Include a project organizational chart and a description of how work will flow from person to person or/and sub-consultants. Provide a schedule of hourly staff rates and reimbursement rates including any sub-consultants markup. Provide a resume for each key person that will be assigned to this Project.

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Include their name and title, project assignment, total years of experience, years of experience with this firm, education including degree(s), year and discipline, active registrations and licenses. Describe the specific role performed on each project listed in the resume, highlighting projects of similar size and scope where the person's role was similar to their role on this project.

Page count: Resume pages are EXCLUDED from the page count and shall be attached as an appendix.

- 5.1.2.5 Proposers shall send their completed Proposals to the following person at the address indicated. Further, they should indicate the RFP number and Firm Name on the outside of the sealed Proposal Package to:

Kim Belt, Purchasing Manager  
Carson City Finance Department – Purchasing and Contracts  
201 N. Carson Street, Suite 3  
Carson City, Nevada 89701

### 6 EVALUATION OF PROPOSALS:

- 6.1 Proposals submitted will be evaluated by the City Review and Selection Committee.
- 6.2 The Committee may call for oral interviews. The City reserves the right to retain all proposals submitted and use any idea in a proposal regardless of whether or not said proposal is selected. The tentative date set for oral interviews is January 6, 2015.
- 6.3 The following categories will be evaluated in the selection process:
- General experience of the Consultant Team (10 points)
  - Specialized experience of the Consultant Team – specifically the specialized experience directly relating to similar projects (30 points)
  - Project Approach: Proposer exhibits insightful approach to the project design, potential project funding and construction delivery method. (30 points)
  - Project Team: Role, commitment, and qualifications of key personnel and their experience in their assigned area including Sub-consultants. (20 points)
  - Overall Evaluation: Organization of proposal, perceived ability of Consultant to provide required services and how much work will be performed locally. (10 points)

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- 6.4 The firms will be ranked and an agreement shall be negotiated following the selection of the most qualified Applicant. If an acceptable agreement cannot be reached with the highest ranked Applicant, the City shall proceed to negotiate with the next highest ranked Applicant and so on until an acceptable agreement is negotiated or the City, in its sole discretion, elects to terminate the solicitation.

### 7 RIGHT TO REJECT PROPOSALS:

- 7.1 Submission of proposal indicates acceptance by the Consulting Firm of the conditions contained in this RFP unless clearly and specifically noted in the proposal submitted and confirmed in the subsequent contract between Carson City and the Consulting Firm selected.
- 7.2 Carson City reserves the right to reject any or all proposals and to award to the proposer the City deems most qualified and whose award of the contract will accrue to the best interests of the City.
- 7.3 **Late proposals will not be accepted.** Prospective proposers are held responsible that their proposals arrive at the Carson City Finance Department - Purchasing and Contracts on or before the designated time and date.

### 8 WITHDRAWAL OF PROPOSALS:

- 8.1 Requests to withdraw proposals received after the date and time set for opening and acknowledging proposals will not be considered.

### 9 CONTRACT TERMINATION:

- 9.1 Carson City reserves the right to terminate the contract if the Consultant does not perform as required by the terms of the contract. Reasons for termination may include, but are not limited, to the following:
- 9.1.1 Failure to provide sufficient personnel as identified in the RFP.
  - 9.1.2 Failure to provide the principal Team as submitted.
  - 9.1.3 Substitution of the Team or other identified personnel without prior approval of Carson City.

### 10 OBJECTION BY UNSUCCESSFUL PROPOSER:

- 10.1 Any unsuccessful Proposer may file an objection to the City regarding the selection of the City Review and Selection Committee by following the procedure outlined in Paragraph 10.2 below. Information on the results of the Committee's evaluation may be obtained upon request and will be emailed to each respondent.
- 10.2 Any objection shall be written and submitted to the Finance Department – Purchasing and Contracts before the recommendation shall be scheduled to be

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heard by the Board of Supervisors. The objection will be placed on the next available Board of Supervisors meeting agenda.

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