

MUSKEGON



West Michigan's Shoreline City
www.shorelinecity.com
CITY OF MUSKEGON

REQUEST FOR QUALIFICATIONS

PROJECT NAME:	Conceptual Park Planning
DATE OF ISSUANCE:	December 27 th , 2023
DATE PROPOSAL DUE:	January 30 th , 2024
ISSUING OFFICE:	City of Muskegon Department of Parks & Recreation 1350 Keating Ave. Muskegon, MI 49442 Tel. (231) 724-6776

TABLE OF CONTENTS

PROPOSAL & AWARD..... 3
INSTRUCTIONS TO FIRMS 4
SPECIFIC PROJECT INFORMATION..... 6
SCOPE OF SERVICES..... 7
CONTENTS OF PROPOSAL 7
EVALUATION 9
TENTATIVE SCHEDULE FOR AWARD 10
INSURANCE REQUIREMENTS..... 11

Note: Should you have any questions regarding this RFP, please contact Kyle Karczewski, CPRP, at the City of Muskegon Parks & Recreation Department at (231) 724-6776 or via E-mail at kyle.karczewski@shorelinecity.com.

PROPOSAL & AWARD

The undersigned having become thoroughly familiar with and understanding of all the proposal documents attached hereto, agrees to provide the services as specified herein, for the total fees as stipulated herein, subject to negotiation.

I hereby state that all of the information I have provided is true, accurate and complete. I hereby state that I have authority to submit this proposal which will become a binding contract if accepted by the City of Muskegon.

I hereby state that I have read, understand and agree to be bound by all of the terms of this proposal document.

Signature _____ Title _____

Print Name _____ Date _____

Firm Name _____

Address _____

Telephone No. _____

E-Mail _____

Fax No. _____

INSTRUCTIONS TO FIRMS

TERMS & CONDITIONS

PROPOSALS

All proposals must be submitted following the proposal format supplied by the City of Muskegon in this document and shall be subject to all requirements of this document.

The City may consider as irregular any proposal in which there is an alteration of or departure from the format stated in the documents, and at its option may reject the same.

Each firm will include in their proposal a listing of each principal and the names of any proposed sub-consultant/contractor and the name and address of each office which may be involved in the project.

Before executing any subcontract, the successful firm shall submit the name and principals of any proposed subcontractor for prior approval.

SUBMITTAL OF PROPOSALS

Three (3) copies of the proposal documents shall be submitted in a sealed envelope to:

City of Muskegon
City Clerk's Office
RE: Conceptual Park Plans
933 Terrace Street
Muskegon, MI. 49440

The envelope shall be clearly marked on the exterior denoting the name of the firm submitting the proposal and the name of the particular professional services contract for which the proposal is offered.

The proposals shall be submitted by no later than 2:00 PM, Tuesday, January 30th, 2024.

AWARD / REJECTION OF PROPOSALS

The City reserves the right to reject any and all proposals and to waive any irregularity in proposals received whenever such rejection or waiver is in the best interest of the City. The firm to whom the award is made will be notified at the earliest possible date. All firms submitting proposals will be notified when the award is made.

Award will not be completed until confirmed and recommended by the City Commission.

CITY RESPONSIBILITIES

The City of Muskegon will provide information as to the City's requirements for the project and make available pertinent information which may be useful in the project work.

The City will designate a person to act as the City's Project Manager with respect to the work to be performed. Such person will have the authority to transmit instructions, receive information, interpret and define the City's policies and decisions with respect to elements pertinent to the project.

The City will examine all studies, reports, estimates, proposal, and other documents prepared by the firm and render in writing, if necessary, decisions pertinent thereto within a reasonable time.

The City will direct the consultant in writing to begin the work on each phase of the project upon receipt of written evidence from the firm of the appropriateness of such action.

The City will direct the firm in writing to furnish any special services, sub-consultants and/or extra work that may be required on the project upon receipt of written evidence from the firm detailing as to cost, time schedule, and reason for such special service or extra work.

SPECIFIC PROJECT INFORMATION

The City of Muskegon is seeking proposals from qualified firms to provide comprehensive park planning services at various parks throughout the City. The City has an active Parks & Recreation Master Plan, but is also currently engaged in a more robust public engagement and capital planning effort as updates to that Master Plan. The conceptual park plans developed under this RFP will be a component of the updates to the Master Plan, and will help guide the public and staff regarding capital investment at certain parks.

The City of Muskegon has budgeted substantial resources for capital investment in existing parks over the next three fiscal years. While the majority of those funds are intended to improve existing features in parks throughout the City, new and upgraded amenities in certain parks is also a goal of the department. The conceptual plans should account for upgrades to existing amenities and should also identify type, location and scope of new amenities that the consultant, in discussion with department staff, feels matches the public's desires (as expressed via the aforementioned public engagement effort) and fits a park's character. Survey results from the public engagement efforts will be made available to the selected consultant to help direct the planning efforts.

The conceptual plans should include sufficient detail to allow the City to use them in grant applications, and should include budgetary cost opinions broken down by amenity. They should include additional details for items that are not sufficiently specified on the main plan. The plans should be understandable by the public, but specific enough to allow the City to hire a final design consultant at some time in the future using only the provided plans and budgetary information as a supplement to this RFP format. Providing the park planning services will not exclude a consultant from consideration for final design.

The services should include engagement efforts as plans are developed. Since the plans will be developed largely using ideas submitted by the community and supported by survey data, these efforts should be after the plans are created. The plans should be presented to the community for feedback, and then be revised accordingly or the feedback addressed in another way.

The specific parks identified for complete conceptual plans encompassing the entire park are:

- Norman F. Kruse Park: <https://muskegon-mi.gov/parks/kruse/>
- Richards Park: <https://muskegon-mi.gov/parks/richards/>
- McGraft Park: <https://muskegon-mi.gov/parks/mcgraft/>
- Campbell Park: <https://muskegon-mi.gov/parks/campbell-field/>

The firm shall provide a schedule for the proposed project. The schedule will be subject to negotiation and modification with the selected firm, however the goal of the City is to have the conceptual plans available for inclusion in the updates master plan prior to April 1, 2024.

CONTENTS OF PROPOSAL

At a minimum, each proposal shall include the following items:

IDENTIFICATION & QUALIFICATION OF TEAM

Include a brief narrative description of the key members of the team and the roles they will play in the successful implementation of this project. At a minimum the proposal should identify the following team members:

- Consultant's Project Manager
- Lead Landscape Architect
- Lead Architect and/or Engineer, if applicable
- Other key staff

Highlight similar past experience and technical competence as it relates to the specific project details and previously completed projects.

UNDERSTANDING OF SERVICES

Include a narrative description of your plan for accomplishing the project. Provide a timeline for the project including key milestones to be met and identify dates for completion of project deliverables. Identify critical areas of the project and your plan for addressing the critical needs. Proposal narratives should be limited to 5 pages, not inclusive of resumes and other documents the City has specifically requested.

LOCATION OF TEAM

Identify the location of team that will complete the work. Score will be based on providing preference to local services. Maximum scores will be awarded for work completed entirely within the corporate limits of the city of Muskegon, with reduced scores awarded proportionately based on proximity to the city of Muskegon.

DETAILED SCOPE OF WORK AND FEE

Include a document that details:

- The specific staff involved in each scope item and their hourly rate(s)
- The number of hours required to complete each scope item
- Any subconsultant expenses and any percentage added by the prime consultant
- Any other direct expenses that cannot be accounted for in the hourly calculation

ADDITIONAL INFORMATION

Firms may also include additional information and/or comments believed to be pertinent but not specifically requested elsewhere in the document.

EVALUATION

The project will be awarded based on a Qualifications Based Selection (QBS) to the firm that provides a proposal that is most responsive to meeting both the needs of the project and the City of Muskegon.

Proposals will be scored in four categories by a team composed of staff from the City of Muskegon. The scoring categories are:

- Qualifications of Team – 50% of Total Score
- Understanding of Service – 25% of Total Score
- Location of Firm – 5% of Total Score
- Fee – 20% of Total Score

Qualifications of Team will be scored based on the experience, technical competence, and related past experience of the project team. Up to three (3) references may be provided for use at the discretion of the scoring team.

Understanding of Service will be scored based on the information provided in the proposal that details the understanding of the processes and milestones throughout the project to ensure that the project is completed successfully, on time and on budget. Include relevant technical competence in the project areas, and past experience completing projects of similar scope.

Location of Firm will be based on the proximity of the effort to the City of Muskegon as described in Proposal Contents above.

Fee will be scored based on the team's understanding of how the fee and the scope items complement each other, and how the fee and level of effort compares to other responding firms. The lowest fee will not necessarily receive the highest score in this category.

TENTATIVE SCHEDULE FOR AWARD

Issue RFPDecember 27th, 2023

Proposal Due DateJanuary 30th, 2024

Staff ScoringJanuary 30th – February 7th, 2024

City Commission Consideration of BidsFebruary 13th 2024

Notice to Proceed.....February 14th 2024

INSURANCE REQUIREMENTS

The Bidder will be required to comply with the following insurance and indemnity requirements BEFORE ANY AGREEMENTS CAN BE EXECUTED:

- a. **Hold Harmless Agreements:** To the fullest extent permitted by law, Consultant agrees to defend, pay on behalf of, indemnify, and hold harmless the City, its elected and appointed officials, employees, volunteers and others working on behalf of the City against any and all claims, demands, suits, or loss, including any costs connected therewith, and for any damages which may be asserted, claimed or recovered against or from the City, its elected and appointed officials, employees, volunteers, or others working on behalf of the City, by reason of personal injury, including bodily injury and death, property damage, including loss of use thereof, and/or the effects of or release of toxic and/or hazardous material which arises out of or is in any way connected or associated with this contract. The obligation to defend and hold harmless extends to Consultant's employees, agents, subcontractors, assigns and successors.
- b. **Consultant Insurance Requirements:** Consultant shall not commence work under this contract until obtaining the insurance required under this paragraph. All coverage shall be with insurance companies licensed and admitted to do business in the State of Michigan and Best Rated A VIII. All coverage shall be with insurance carriers acceptable to the City.
- c. **Workers' Compensation Insurance:** The Consultant shall procure and maintain during the life of this contract, Workers' Compensation Insurance, including Employer's Liability coverage, in accordance with all applicable Statutes of the State of Michigan.
- d. **General Liability Insurance:** The Consultant shall procure and maintain during the life of this contract, commercial General Liability Insurance on an "Occurrence Basis" with limits of liability not less than \$500,000 per occurrence and/or aggregate combined single limit, Personal Injury, Bodily Injury and Property Damage. Coverage shall include the following extensions: (a) Contractual Liability; (b) Products and Completed Operations; (c) Independent Contractor's Coverage; (d) Broad Form General Liability Extensions or equivalent.
- e. **Motor Vehicle Liability:** The Consultant shall procure and maintain during the life of this contract Motor Vehicle Liability Insurance, including Michigan no-fault coverage, with limits of liability of not less than \$500,000 per occurrence or combined single limit Bodily Injury and Property Damage. Coverage shall include all owned vehicles, all non-owned vehicles and all hired vehicles.

- f. Professional Liability Insurance: The Consultant shall procure and maintain during the life of this contract and during the performance of all services Professional Liability Insurance covering all performances from the beginning of the consultant's services on a "claims made basis" and shall maintain coverage from commencement of this contract until six (6) months following completion of the consultant's work with limits of liability not less than \$500,000 per claim.
- g. Additional Insured: Commercial General Liability and Motor Vehicle Liability Insurance, as described above, shall include an endorsement stating the following shall be "Additional Insured": The CITY OF MUSKEGON, all elected and appointed officials, all employees and volunteers, all boards, commissions and/or authorities and board members, including employees and volunteers thereof.
- h. Cancellation Notice: Workers' Compensation Insurance, General Liability Insurance, Motor Vehicle Liability Insurance, and Professional Liability Insurance, as described above, shall include an endorsement stating the following: "It is understood and agreed that Thirty (30) Days Advance Written Notice of Cancellation, Non-Renewal, Reduction and/or Material Change shall be sent to: CITY OF MUSKEGON ENGINEERING DEPARTMENT.
- i. Proof of Insurance Coverage: The Consultant shall provide the City at the time the contracts are returned by him for execution, certificates and policies as listed below:
 - 1. Two (2) copies of Certificate of Insurance for Workers' Compensation Insurance
 - 2. Two (2) copies of Certificate of Insurance for Commercial General Liability Insurance
 - 3. Two (2) copies of Certificate of Insurance for Vehicle Liability Insurance
 - 4. Two (2) copies of Certificate of Insurance for Professional Liability Insurance
 - 5. If so requested, certified copies of all policies mentioned above will be furnished.

If any of the above coverage expires during the term of this contract, the Consultant shall deliver renewal certificates and/or policies to the City at least ten (10) days prior to the expiration date.