



REQUEST FOR PROPOSALS

Consulting & Design Services for Armory Park Master Plan Phases III & IV CITY OF WHITEFISH, MONTANA

Proposals Due: Friday 10/30/2020, 4pm

Contact: Maria Butts, Parks & Recreation Director

Phone Number: 406-863-2471

Email Address: parksadm@cityofwhitefish.org



ANNOUNCEMENT

In accordance with Title 18, Chapter 8 (MCA) and adopted City policy for consultant selection, The City of Whitefish, Montana (City) is seeking proposals from experienced, qualified firms to provide overall project management, engineering analysis and design, architectural design, bid administration and construction management services for the Armory Park Master Plan Project Phases III & IV. The Master Plan will be reviewed by the City of Whitefish Park Board of Commissioners and is subject to eventually be recommended for approval by the Whitefish City Council. Proposals are due by Friday, October 30, 2020.

Project Description

This project initiates Phases III & IV of the 2019 Armory Park Master Plan and will involve survey, engineering and architectural design, and construction management services as necessary to implement the 2019 Armory Park Master Plan. A copy of the Master Plan is available online at cityofwhitefish.org under the Parks and Recreation Department's Park Planning Documents tab. This project will require an engineer lead, as well as architectural sub-consultants for the landscaping and pavilion components and is divided into two phases:

Phase III includes the construction of an adult fitness zone, extension of the shared use path, drainage work, a well for irrigation, and additional parking.

- This project will add .8 mile of shared use path, totaling 1.7 miles in the park for exercise and sightseeing opportunities. There will be 993 lineal feet of path installed to connect with the existing 10' wide path on the west side of the park. Along the south and east side of the park, 2,506 lineal feet of 8' wide path will be installed completing a loop of the park. Mutt Mitt stations, garbage cans and a bench will also be installed.
- An adult fitness area will be installed along the shared use path. This fitness area will contain 12 durable outdoor fitness units that can accommodate up to 32 users. The units will be installed inside the path loop with engineered wood fiber surfacing and edging.
- The path, playground and fitness area will be accessible from the proposed parking lot on the south side of the park. There is currently an existing dirt lot in that location. The area will be graded, dirt piles removed, and the area paved to create 47 additional parking spaces including 2 ADA parking spots.
- The well will serve all irrigation needs for the park.
- In coordination with the Public Works Department's Armory Road Drainage Plan, this project requires additional stormwater management plans for Armory Park.

Phase IV includes the completion of the parking lot, the construction of a pavilion, additional children's play area, and a picnic area with gazebos.



- As a continuation of the parking lot from Phase III, an additional 80 parking spaces is contemplated for the southern parking area.
- The pavilion will serve as a large gathering space for families and larger groups.
- An additional play area will complement the existing playground and the adult fitness area.
- The picnic area to the west will require fill and grading to meet the necessary elevation. Multiple gazebos with a path access the picnic area create additional gathering spaces for the public.

The City of Whitefish was successfully awarded Land Water Conservation Funds (LWCF) to assist in the completion of this project. Knowledge of LWCF Grants is preferable.

REQUIRED SERVICES

The services required under this request may include, but will not necessarily be limited to:

- Overall project management
- Coordination with City of Whitefish Public Works and private utility companies
- Surveying, engineering and architectural design for the project described above
- Preparation of permit applications, cost estimates, reports, construction drawings, specifications, and bid documents
- Bid administration
- Construction management, inspection, testing, and record drawings
- Warranty inspections

After review by City staff, the firm will present the report at public meetings to the Park Board for their review and consideration.

FORMAT AND CONTENT OF SUBMITTAL

Five (5) copies of the firm's proposal shall be submitted to the Whitefish Parks & Recreation Director, Maria Butts, 418 East 2nd Street, Whitefish, MT 59937, no later than **4:00 PM Friday, October 30, 2020**. Proposals shall be delivered in a sealed envelope marked "Proposal for Whitefish Parks & Recreation Armory Park Master Plan Design Services" in the lower left-hand corner of the envelope. Faxed proposals will not be considered.

In order to be responsive, all proposals must follow the format and contain information listed in this section. Unnecessarily elaborate brochures and other presentations beyond those sufficient to present a complete and effective response to the solution are not desired.

1. **Cover Letter** – Provide a letter of transmittal introducing your firm.



2. **Overview** - Provide an abstract of your firm's submittal summarizing the nature of the proposal and demonstrating your understanding of the projects.
3. **Key Personnel** – Include brief resumes of the staff who will be assigned to the project. Discuss experience and how experience will be applied to this project.
4. **Experience** – Provide details of up to three (3) prior projects your firm has completed which relate to this assignment.
5. **References** - Provide names and telephone numbers of three (3) references who will attest to your firm's ability to undertake and complete projects similar to this on time and within budget.

EVALUATION, SELECTION PROCESS AND CONTRACT NEGOTIATIONS

Proposals will be ranked by a Selection Committee and the highest ranked firms will be invited to present their proposal to an interview committee. Contract negotiations will begin with the highest ranked firm as soon as possible following the interviews. If the City determines acceptable terms cannot be reached, the City will terminate negotiations and continue with the next highest ranked firm. The City may choose to expand a contract resulting from this selection process to include similar or related work.

Each Proposal will be ranked according to the following criteria.

- 30% - Qualifications of personnel who would be assigned to the project and the project team's experience, as a group, with design and construction oversight of municipal park projects
- 20% - The firm's past work for the City of Whitefish or references for similar work with other communities
- 20% - Capability to meet time and project budget requirements and manage current workload
- 10% - Office location for personnel who would be assigned to the project
- 20% - Clarity of submittal and responsiveness to the Request for Proposals

Questions may be referred to the Whitefish Parks, Recreation and Community Services Director, Maria Butts, by telephone at 406-863-2471 or by email at mbutts@cityofwhitefish.org.

ADDITIONAL CONSIDERATIONS

- City reserves the right to reject any or all proposals.



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Landscape and Irrigation Auditor

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- City reserves the right to request clarification of information submitted and to request additional information from the firm(s).
- If a contract and fee cannot be successfully negotiated with the selected firm, the City may choose to enter into negotiations with another prospective firm, or it may re-advertise for new proposals.
- The successful firm shall provide and maintain professional liability, worker's compensation, property damage, errors and omissions, and any additional lines of coverage required by the City.

Advertisement Published:

October 11, 2020

October 14, 2020

October 18, 2020