

REQUEST FOR QUALIFICATIONS AND PROPOSALS WINDSOR HEIGHTS, IOWA, HICKMAN STREETScape PROJECT

May 2009

Project Summary

The City of Windsor Heights is seeking the services of an experienced consulting firm or consulting team to create a streetscape concept design plan for a 16 block area along Hickman Road in Windsor Heights, Iowa.

Background Information

Study Area: The City of Windsor Heights is located in central Iowa in Polk County and is the county seat. Windsor Heights's population is 4,891 as posted in the 2000 U.S. Census.

The enclosed map highlights the project area. It is comprised of 16 blocks of the Hickman Road Corridor. A portion of this area, known as the Suburban Farms Urban Renewal Area, is subject to improvements to be made by the City in 2010 and 2011. A section of Hickman Road will be widened and the intersection at Hickman Road and Westover Boulevard will be signalized.

General Project Scope

Elements of work would include but not be limited to:

- Conducting community outreach with a diverse group of stakeholders to solicit input of design considerations, issues associated with creating a sustainable environment for Hickman Road Corridor businesses, etc.
- Providing professional landscape architectural and civil engineering services to plan for and design various streetscape improvement projects.
- Preparing a work product that documents a summary of existing conditions within the project area, findings resulting from public input session(s) and community research, design concepts, a preliminary opinion of probable cost, a recommendation for project implementation, and a summary of possible funding opportunities.
- If this visioning phase of the project results in a positive experience, the City reserves the right to negotiate a contract amendment that includes further design development, preparation of construction documents and provide construction management services.
- Creation of up to 3 concept plan alternatives, including selection of the preferred concepts. Character drawings – including sketches, sections, photo image editing, etc. Preliminary opinion of probable cost for budgeting purposes. Implementing/phasing strategy. Funding strategy.

Proposal Submittal Requirements

Submission Deadline: Sealed bids will be received until 5:00 p.m. July 10, 2009.

Submission Delivery: City of Windsor Heights
Office of the City Administrator
1133 66th Street
Windsor Heights, Iowa 50324

Submission Contact: Marketa Oliver
City Administrator
(515) 279-3662
(515) 279-3664 (fax)
moliver@windsorheights.org

Proposal Submission Contents:

Please provide 10 copies of the submittals, including one unbound copy suitable for photocopying, in the following format. One copy of additional materials, such as a firm brochure, may be submitted separately, but selection will be based primarily on the required materials. The following shall be addressed in the proposal content:

- A one-page letter of interest that includes a synopsis and qualifications of the prime firm and sub-consultants, the project manager and primary contact, and the project principal representing the contractual authority of the firm.
- An organizational chart showing the prime consultant and sub-consultants, the proposed relationships between key personnel and support staff who are expected to participate on the project, and which aspects of the work each person will be responsible for performing.
- Describe the firm's or team members' experience with local governments, districts, or other public agencies in the development of similar projects.
- Resumes of the project manager, principal and staff identified as having a major role in the project. Limit resumes to two pages per member.
- Project descriptions for recent projects (no more than three) of a similar scope performed by the project manager, principal, or team members within the last five (5) years. Provide the name of the client (include phone number and other contact information), description of services provided, key personnel involved, and the year the project was completed. Please include before and after photographs or drawings of recent projects.
- Describe the firm's anticipated approach to the development of the Windsor Heights Hickman Road Corridor Streetscaping Plan. The proposal should emphasize the unique characteristics of the project and how the prospective consultant's project concept, experience, staffing, and capabilities provide value to the Hickman Road Corridor streetscape project.

- A detailed project plan, including a listing of tasks suitable for tracking progress that demonstrates the consultant's grasp of the project understanding. This project plan should emphasize the initial visioning process and also illustrate the other significant efforts associated with preliminary and final design, bidding, and construction.
- Information on any other key factors the consultant believes will better accomplish the project objectives.
- Proof of Insurance: The consultant shall provide and maintain Errors and Omissions insurance to protect and indemnify the City from any and all claims or suits in connection with errors or omissions in the work. Additionally, the consultant shall provide and maintain Public Liability and Property Damage Insurance so as to protect and indemnify the City as provided above, from any and all such covered claims or suits in connection with the work. The consultant shall furnish to the City certificates issued by insurance companies acceptable to the City showing policies carried and limits covered as follows:
 - Errors and Omissions Insurance with a minimum stated coverage of \$1,000,000.
 - Worker's Compensation and Employer's Liability in the limits required by the statutes of Iowa.
 - Comprehensive General Liability Coverage and Contractual Liability Insurance, with limits not less than \$1,000,000 each person and \$1,000,000 each accident for Personal Injury and not less than \$1,000,000 each accident for Property Damage.
 - Automobile Liability Insurance of \$1,000,000 each person and \$1,000,000 property damage.
 - The insurance carried shall name the "City of Windsor Heights and its employees as an additional insured in regard to liability coverage."
 - All documents evidencing the consultant's insurance coverage shall be approved by the City Attorney prior to commencement of the work. It is also required that the City Clerk be notified by registered mail of the cancellation or expiration of any of the above insurance.

Proposals should be printed on one-side with a length limit of 20 pages (p. 1-20), including text, graphics and cover letter. Use a minimum 10-pt. font. Cover sheet, title page, dividers, and proof of insurance are not included within the page limitations. Resumes will not be included in 20-page limit but each resume must be limited to two pages per member.

Submission and Selection

Upon receipt of proposals, the Hickman Steering Committee will review the proposals and reserves the right to conduct interviews with selected consultants if determined necessary. Selection of the consultant will be based on the following elements, listed in order of priority, which should be addressed in your proposal:

1. Qualifications and experiences of the firm and of the person(s) to be assigned to the project, particularly concerning:
 - Recent experience of the firm concerning similar projects;
 - Examples of design ability and creativity demonstrated in past projects, projects receiving awards and approach to problem solving.
 - Personnel and Public Relations Experience and ability of the firm's personnel involved in preparing, delivering and handling a public involvement process.
 - Personnel - Technical Ability including the experience and education of key personnel that the firm has to draw on.
 - Partnership Ability – Experience working with funding agencies, utilities, regulatory agencies, other project stakeholders.

2. The project plan/approach.
3. References. Please provide a list of similar recent projects undertaken by staff proposed to be assigned to the project and references for 3 of those projects. References will be contacted; please ensure the accuracy of phone numbers and staff names.

Fifteen (15) copies must be received at the following address by no later than 5:00 p.m. Tuesday, May 10th. The Committee has set the following target dates concerning this RFQ:

- Release of RFQ: May 18, 2009
- Proposals are due: July 10, 2009 at 5:00 p.m.
- Final selection subject to negotiating a scope and fee tentatively scheduled for: July 20th at 5:15 p.m.

Questions: Questions may be directed to Marketa Oliver, contact information is provided above.

The streetscaping area is on the south side of Hickman Road from 63rd Street on the eastern side of Windsor Heights to the western end of Windsor Heights, approximately where Colby Woods Drive is located in Urbandale.

