



Request for Proposal

Brooke Baxter Pocket Park Development
in Downtown Excelsior Springs

April 20, 2018

Issued By:

Downtown Excelsior Partnership

Downtown Excelsior Partnership Representative:

Lyndsey M. Baxter

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1. Introduction & Background

The Downtown Excelsior Partnership, a 501(c)3 not for profit organization, is in need of a landscaping development for the Brooke Baxter Pocket Park, which will be located in Downtown Excelsior Springs, MO 64024 and is accepting proposals in response to this Request for Proposal in order to find a qualified source to provide landscaping development services for the Brooke Baxter Pocket Park. The goal of developing a pocket park in this area is to further beautify Downtown Excelsior Springs and specifically create a visual enhancement on Thompson Avenue.

1. Beautify Downtown Excelsior Springs
2. Visually enhance the streetscape of Downtown Excelsior Springs
3. Add public spaces to Downtown Excelsior Springs
4. Continue the revitalization process of Downtown Excelsior Springs

The objective of this Request for Proposal is to locate a source that will provide the best overall value to the Downtown Excelsior Partnership. While price is a significant factor, other criteria will form the basis of our award decision, as more fully described in the Evaluation Factors section of this RFP below.

2. Submission Guidelines & Requirements

The following submission guidelines & requirements apply to this Request for Proposal:

1. First and foremost, only qualified individuals or firms with prior experience on projects such as this should submit proposals in response to this RFP.
2. Bidders intent on submitting a proposal should so notify the representative identified on the cover page no later than June 15, 2018.
3. Bidders must list at least THREE projects that are substantially similar to this project as part of their response, including references for each. Examples of work should be provided as well.
4. A technical proposal must be provided that is not more than TEN pages. This technical proposal must provide an overview of the proposed solution, as well as resumes of all key personnel performing the work. In addition, the technical proposal should provide a proposed schedule and milestones, as applicable.
5. A price proposal must be provided that is not more than TWO pages. This price proposal should indicate the overall fixed price for the project as well as hourly rates and an estimated total number of hours, should the Downtown Excelsior Partnership decide to award a contract on an hourly rate basis.
6. Proposals must be signed by a representative that is authorized to commit bidder's company.
7. If you have a standard set of terms and conditions, please submit them with your proposal. All terms and conditions will be subject to negotiation.



8. Proposals must be received prior to June 15, 2018 to be considered.
9. Proposals must remain valid for a period of NINETY days.
10. The Downtown Excelsior Partnership anticipates selecting at least two individuals or firms to have more in-depth discussions with, and will make an award to one of these “down-selected” individuals or firms.

3. Project Description

The purpose of this project is as follows:

The Downtown Excelsior Partnership’s purpose for issuing this RFP is to establish a contract with a professional landscaping development contractor. The Brooke Baxter Pocket Park is a partnership between the Downtown Excelsior Partnership and Mr. Tim Tipton. The Downtown Excelsior Partnership has raised a portion of the funds and is currently working to develop additional fundraising for this development.

The location of the park will be the grassy lot between Tipton Law Office and Payne Jailhouse Bed & Breakfast in Downtown Excelsior Springs. Tipton Law Office is located at 400 Saint Louis Avenue and Payne Jailhouse is located at 426 Concourse Avenue, both in Excelsior Springs, Missouri 64024.

The Downtown Excelsior Partnership encourages all landscaping contractors to apply.

4. Project Scope

Each bidder shall be responsible for researching the existing conditions and matters that affect the cost or performance of the services.

The contractor shall come up with their own landscape design for the designated area or replicate the previous design that can be located at <http://visitexcelsior.com/index.php/brooke-baxter-pocket-park/>. Designs should have color schemes that compliment the architectural décor of the buildings, surrounding natural and structural elements, and/or art pieces. Landscape design and materials suggested must be clearly defined.

The Contractor shall furnish all plants, flowers, labor, equipment, supplies and services required to develop the pocket park, unless those items can be furnished by the Downtown Excelsior Partnership at a lesser cost. Those items can and will be discussed during the negotiation period of this RFP process.

Bidders shall itemize their budget proposals and are encouraged to visit the site to thoroughly examine the property and fully understand the conditions that may affect the work proposed. Failure to inspect the site in no way relieves the successful contractor



from the necessity of furnishing materials or performing any labor necessary for the satisfactory completion of the work.

Part of this RFP process is to determine the total cost of the development of the pocket park. After a total cost of the project is determined, a start work date can be set.

5. RFP & Project Timelines

Request for Proposal Issuance – April 20, 2018

Request for Proposal Due Date – June 15, 2018

Selection of Top Bidders/Notification to Unsuccessful Bidders – June 22, 2018

Start of Negotiation – June 25, 2018

Contract Award/Notification to Unsuccessful Bidders – July 9, 2018

Project Start Date – Spring of 2019, Pending Funds

6. Evaluation Factors

The Downtown Excelsior Partnership will rate proposals based on the following factors, with cost being the most important factor:

Responsiveness to the requirements set forth in this Request for Proposal.

Relevant past performance/experience

Samples of work

Cost, including an assessment of total cost

The Downtown Excelsior Partnership reserves the right to award the bidder that presents the best value to the Downtown Excelsior Partnership as determined solely by the Downtown Excelsior Partnership in its absolute discretion.

7. Insurance Requirements

The Contractor, at its sole cost and expense, shall provide proof of insurance, upon execution of this Agreement by submitting a Certificate of Liability Insurance to the Downtown Excelsior Partnership. As a minimum, the Contractor shall provide and maintain the following coverage and limits, and identify the Downtown Excelsior Partnership as additionally insured on such Certificate:

Worker's Compensation Insurance

The Contractor shall provide and maintain statutory Worker's Compensation Insurance and Employers' Liability coverage for all of its employees who will be engaged in the performance of this agreement, including special coverage extensions where applicable, as required by law. Employers' Liability limits of \$1,000,000.00 per each accident or occupational sickness or disease shall be required.



Commercial General Liability Insurance

The Contractor shall provide and maintain Commercial General Liability Insurance on an “Occurrence Basis” with limits of liability not less than \$1,000,000.00 per occurrence and/or aggregate combined single limit.

Automobile Liability Insurance

The Contractor shall provide and maintain Automobile Liability Insurance with limits of liability of not less than \$1,000,000.00 per occurrence combined single limit Bodily Injury and Property Damage. Coverage shall include all owned, non-owned and all hired vehicles.

Requirements

Providing and maintaining adequate insurance coverage is a material obligation of the Contractor and is of the essence of this agreement. All such insurance shall comply with laws of the State of Missouri and City of Excelsior Springs. Insurance shall be obtained from companies that are authorized to provide such coverage. The Contractor shall comply, at all times, with the terms of such insurance policy(s) and all requirements of the insurer under such insurance policy(s), except as they may conflict with the laws of the State or Missouri or this agreement. The prescribed limits of coverage within each insurance policy(s) maintained by the Contractor shall not be interpreted as limiting the Contractor’s liability and contractual obligations under this agreement.

8. Instruction to Proposers

Each Proposal must include one (1) originally signed submission, two (2) printed copies or one (1) digital copy and the completed form located on the final page of this RFP, marked “RFP Landscaping Services”. Each original Proposal and required copies must be contained in a sealed envelope or box and must be received no later than 5:00 p.m., local time, on June 15, 2018 at the following address:

Downtown Excelsior Partnership
Attn: Lyndsey M. Baxter
P.O. Box 513
Excelsior Springs, MO 64024



PROPOSAL ACCEPTANCE SIGNATURE SHEET

****To Be Completed By The Bidder And Submitted With Proposal****

My signature certifies that the proposal as submitted complies with all Terms and Conditions as set forth in this RFP. My signature also certifies that the accompanying proposal is not a result of, or affected by, any unlawful act of collusion with another person or company engaged in the same line of business or commerce.

I hereby certify that I am authorized to sign as Representative for the Company:

Complete Legal Name of Company: _____

Address: _____

Federal Tax ID Number: _____

City of Excelsior Springs Business License Number: _____

Name (type/print): _____

Title: _____

Telephone: _____ Fax: _____

Cell: _____ Email: _____

Date: _____

To receive consideration for award, this Signature Sheet must be returned to the Downtown Excelsior Partnership, as it shall be part of your response to the RFP.