



A Request for Proposals

Greenspace Updates Roosevelt Center – Red Lodge

**Issued by:
Red Lodge Area Community Foundation**

May 5th, 2023

**Request for Proposals
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Section 1: General Information

Request for Proposals (RFP) – Roosevelt Center Red Lodge Greenspace Updates.

THE ABOVE DESCRIPTION MUST APPEAR ON ALL PROPOSALS AND RELATED CORRESPONDENCE.

All consultants and/or contractors must respond in detail to each element of this RFP in order to be considered for contract award.

RFP INITIATIVE:

Roosevelt Center Red Lodge

All consultants/contractors must respond in detail to each element of this RFP in order to be considered for contract award.

Greenspace Updates

Five (5) copies of the proposal should be mailed to the address below with the budget in a separate sealed envelope.

SUBMITTAL DEADLINE:

**June 1st, 2022
4 pm MT**

SEND ALL CORRESPONDENCE TO THE CONTACT BELOW:

Roosevelt Center – Greenspace Updates
Attn: Tracy Timmons, RLACF Executive Director
PO Box 1871 – 122 Hauser Ave S.
Red Lodge, MT 59068

Phone: 406 446-2820
Email: tracy@rlacf.org

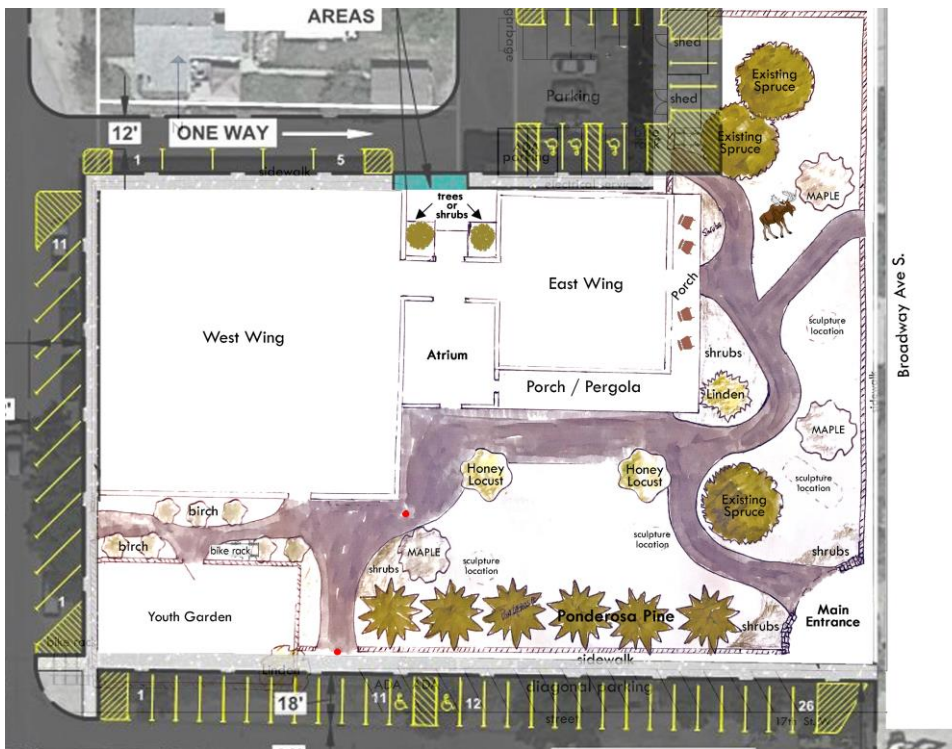
Section 2: Introductions, Background and Objectives

This RFP is issued by the Red Lodge Area Community Foundation (RLACF) for the purpose of engaging a Montana contractor to install a sprinkler system, sod, and walkway within the public greenspace of the Roosevelt Center on the Broadway facing section of the Roosevelt Center.

Objective:

The City of Red Lodge recently received notice of a Montana Main Street grant award in the amount of \$30,740 to install a sprinkler system, sod, and walkway within the public greenspace of the Roosevelt Center. A landscape design plan has been created by the Roosevelt Center Outdoor Committee. Native plants will be incorporated as much as possible, and low water/easy to maintain sod.

Roosevelt Center Outdoor Space Design Plan:



Section 3: Scope of Work

It is the intent to install a sprinkler system that will tie into an existing irrigation well and update the exterior lawn with new landscaping using the Roosevelt Center Outdoor Committee designed plan.

The proposal should include the following:

1. Provide a cost for a sprinkler system as well as a design.
2. Provide any City of Red Lodge permits, fees, et al necessary for the project.
3. All materials and subcontractor bids, including: any tear out of the existing lawn, disposal costs, parts for sprinkler system and electrical bids to tie into the system, as necessary.
4. Provide cost of design for landscaping using the Roosevelt outdoor committee design.

Responses to the RFP should include:

1. The firm's legal name, contact person, address, e-mail and telephone numbers.
2. Indication of ability to complete the work activities required.
3. For each of the components listed above estimated and/or bid separately within the proposal indicating: demolition of existing lawn, supplies, materials and labor required for completion of the work for each component as appropriate.
4. The firm's willingness and/or ability to design the system.
5. The firm's willingness and/or ability to use local contractors.

Section 4: Evaluation and Process

Initial Evaluation

Proposals received will undergo an initial review to determine:

- Compliance with instructions stated in the RFP.
- Compliance with proposal submittal date.

Evaluation Criteria

The Red Lodge Area Community Foundation reserves the right to award the contract solely upon the contractor's submitted materials. However, RLACF also reserves the right to request oral interviews with the highest ranked firms to allow expansion upon the written responses. If interviews are conducted a maximum of three firms will be selected for interview. The final determination will be made through a qualification based selection.

The proposals being requested will be scored on the following criteria:

- Qualifications and ability to perform the requested services (50 points total):
 - A. Past experience with installation of sprinkler systems 20 points
 - B. References 10 points
 - C. Contractor qualifications 10 points
 - D. Capacity to assume new business 5 points
 - E. Location as it relates to provision of services 5 points

- Execution of the scope of work (50 points total):
 - A. Description of proposed scope of work 20 points
 - B. Description of proposed plan for installation 10 points
 - C. Deliverables, budget and timeline 20 points

Within fourteen (14) days after the date the Professional Services Contract is sent to the successful firm, the successful firm must fully execute and deliver the contract to RLACF. Contract delivery may be completed through a scanned copy of the executed document, followed by a fully executed original copy sent via mail or other delivery service. If the successful contractor fails to execute the contract, RLACF reserves the right to cancel the recommended award and reject the proposal. RLACF may then proceed with the next most responsive contractor.

Only one contract will be awarded for the Roosevelt Center Greenspace Update project.

Section 5: Information for Contractors

PROPOSAL CONTENTS

Contractors are expected to uniquely prepare proposals that address the contents and requests of this RFP. Furthermore, each proposal must include the following elements:

- Summary of experience
- Breadth of services available
- Capacity to assume new business
- References
- Personnel qualifications
- Complete Attachment A – validation questions for contractor, Attachment B – budget/cost proposal, and Attachment C – conditions and non-collusion form
- Execution of Scope of Work – provide a work plan that addresses the scope of work as provided. The work plan should also include a timeline by task with date of completion.

SECTION 3 OF THE HOUSING AND URBAN DEVELOPMENT ACT OF 1968

Consistent with the requirements of Section 3 of the Federal Housing and Community Development Act of 1968, to the greatest extent feasible, opportunities for training and employment arising in connection with project activities will be extended to local lower-income residents. Further, to the greatest extent feasible, business concerns located or substantially owned by residents of the project area will be utilized.

DISCLAIMER

This RFP does not form or constitute a contractual document. The Entity issuing this RFP shall not be liable for any loss, expense, damage or claim arising out of the advice given or not given or statements made or omitted to be made in connection with this RFP. The Entity also will not be responsible for any expenses which may be incurred in the preparation of this RFP.

A professional services contract will be required of the selected firm and if the contract fails to be negotiated in a timely manner, RLACF reserves the right to contract with another qualified firm.

NON-RESPONSIVE PROPOSALS

Contractors are expected to provide their best and most competitive proposal. Proposals that offer no response or a response to “to be determined” to any item will be deemed “non-responsive” and returned to the submitted without being scored.

EXAMINATION OF DOCUMENTS

Before submitting the proposals the proposer shall:

- (a) Carefully review the terms of this request as well as the attachments;
- (b) Fully inform yourself of the existing conditions and limitations;
- (c) Include with the proposal sufficient information to cover all items required in the specifications and evaluation.

PROPOSAL MODIFICATIONS

In addition to any other information and documentation requested in this RFP, any forms provided herein shall be included in the submitted proposal. Modifications, additions or changes to the terms and conditions of this request for proposals may be cause for rejection of the proposal. Proposals submitted without required forms may be rejected. No oral, telephone, e-mail, fax or telegraphic modifications will be considered.

CERTIFICATION OF ALTERATION OR ERASURE

A proposal shall be rejected should it contain any material alteration or erasure, unless, before the proposal is submitted each such alternation or erasure has been initialed in INK by the authorized agent signing the proposal.

SIGNATURE

All proposals shall be typewritten or prepared in ink and must be signed in longhand by the proposer or proposer's agent or designee, with his/her usual signature. A proposal submitted by a partnership must be signed with the partnership name to be followed by the signature and designation of the partner signing. Proposals by corporations must be signed with the legal name of the corporation, followed by the name and signature of an authorized agent or officer of the corporation. Proposals submitted by a proprietorship must be signed by the owner. The name of each person signing shall be typed or printed legibly below the signature.

WITHDRAWAL OF PROPOSALS

Proposers may withdraw their proposal either personally or by written request at any time prior to the due date set for receiving proposals. No proposal may be withdrawn or modified after the due date and time, unless and until the award of the contract is delayed for a period exceeding ninety (90) days.

QUOTE VALID

The proposer must honor their budget/cost proposal for a period of ninety (90) days after the RFP due date.

CERTIFICATION

The proposer certifies that the proposal has been arrived at independently and has been submitted without any collusion designed to limit competition. The proposer further certifies that the materials, products, services and/or goods offered herein meet all requirements of the stated specifications and are equal in quality, value and performance with highest quality, nationally advertised brand and/or trade names.

INSURANCE REQUIREMENTS

The proposer certifies that it/they must maintain in good standing the insurance described in this Section. Prior to rendering any services, the awarded firm must furnish RLACF with proof of insurance in accordance with the section and must certify that it/they can comply with minimum insurance requirements and worker's compensation and employer's liability coverage as required by Montana law, including:

1. Commercial general liability, including contractual and person injury coverage's in the amount of \$1,000,000 per occurrence and \$2,000,000 aggregate per year.
2. Professional liability in the amount of \$1,000,000 per claim.

DISPOSITION OF PROPOSALS

All materials submitted in response to this RFP become the property of RLACF. One copy of each proposal submitted shall be retained for the official files of each entity and will become public record after award of the Contract. Price proposals submitted, but not reviewed by the Entity, do not become a public record and shall only be retained for official files.

QUESTIONS

Questions regarding the RFP contents may be sent to the contact person listed in Section 1 via e-mail no later than five (5) business days prior to due date for proposals. The issuing Entity will make every effort to provide a written response within five (5) business days. Whenever responses to inquiries would constitute a modification or addition to the original RFP, the reply will be made in the form of an addendum to the RFP, a copy of which will be forwarded to all Contractors who have received an RFP packet.

Contractors must submit their question using "Master Q & A" form found in **Attachment E**, and provide, at minimum, the following:

- Supplier's name, requester, and appropriate contact information.
- The question, clearly stated.
- Specific reference to the applicable Request for Proposals section(s).

RFP SUBMISSION

Contractors will submit a notification of intent to reply to the RFP via email to tracy@rlacf.org by May 19th, 2023. Upon the submission of the RFP response, the contractors acknowledge that all information is accurate and complete. Please send the proposal via email to the point of contact listed in Section 1. Keep the specific proposal, exclusive of Attachments A-D, to a maximum of fifteen single-sided pages typed in a minimum of 10 pt. scale. A company brochure can be included as a supplement to the formal RFP.

RFP PROCESS TIMELINE DATES

Timeline for proposal process and project:

May 15 th , 2023	ad placement & solicitation of proposals
June 1 st , 2023	Proposal submission deadline
June 16 th , 2023	evaluation of proposals completed
June 19 th , 2023	selection deadline, awardee notified
June 26 th , 2023	deadline for acceptance of contract by selected contractor
June 30 th , 2023	negotiation deadline
July 1 st , 2023	deadline to notify bidders not selected
July 10 th , 2023	timeline for project completion due

Attachment A

Validation Questions for Contractor

General Information

1. Company Name
Address
Contact Name
Contact Phone
Contact Email
Website/URL
2. How many years has your company been in business? _____
3. Total full-time employees? _____
4. Do you have a City of Red Lodge Business License? Yes ___ No ___ If yes, can you provide documentation?
5. What are your standard payment terms? _____
6. References – Please attach a word document with all contact information for at least the following three (3) references:
 - a. Communities in which you have worked in the last three (3) years.
 - b. Former clients for whom you have installed sprinklers and/or landscape updates in the last two (2) years.
7. Can you provide documentation that your firm can meet Red Lodge Area Community Foundation’s minimum insurance requirements? _____

Functionality

1. A certificate of insurance must be provided prior to signing the contract, commencing on the day the contract begins. Are you able to comply with these requirements? _____
2. You must instruct your insurance broker/carrier to notify Red Lodge Area Community Foundation should your coverage change. Are to able comply with this requirement? _____

Quality of Service

1. Do you have a quality assurance program? _____ If yes, please attach a copy.
2. Are your employees required to take a mandatory drug test? _____ YES _____ NO

Legal Issues

Are there any pending lawsuits against your company, including current mediation or arbitration matters? _____ YES _____ NO If yes, please explain.

Attachment C
Conditions and Non-Collusion Form

To receive consideration, this form must be signed in full by a responsible, authorized agent, officer, employee or representative of your firm.

Conditions and Non-Collusion Agreement

We have read and agree to the conditions and stipulations contained herein.

We further agree to furnish the services specific at the prices stated herein, to be delivered to the location and on that date set forth herein.

In signing this form, you also certify that you have not, either directly or indirectly, entered into any agreement or participated in any collusion or otherwise taken any action in restraint of free competition; that no attempt has been made to induce any other person or firm to submit or not to submit a proposal; that this proposal has been independently arrived at without collusion with any other proposer, competitor or potential competitor; that this proposal has not been knowingly disclosed prior to the due date and time to any other proposer or competitor; that the above statement is accurate under penalty of perjury.

Legal Name of Firm/Corporation

Authorized Signature

Address

Printed Name of Signer

City/State/Zip

Title of Signer

Telephone Number

Date

E-mail address

Attachment D

Master Q & A Form

Any questions regarding this Request for Proposal should be submitted according to the process outlined below. Red Lodge Area Community Foundation will make every effort to answer within two (2) business days of receiving the questions.

Q&A Process

1. Prepare questions or concerns on the template provided below.
2. Complete the table in full, providing a date for each question and a section of the RFP to reference (if applicable).
3. Submit the completed form via email to Tracy Timmons, tracy@rlacf.org. Attach associated documents as necessary.

Please contact Tracy Timmons at (406) 446-2820 with any questions regarding this process.

#	Date	Reference Section	Question or Comment	RLACF Response
1				
2				
3				
4				
5				

Questions from: _____

Company: _____

Email Address: _____

Date: _____