



REQUEST FOR PROPOSAL

Consulting Services for a Landscaped Parking Lot and Park Plan for the 100 block of McClellan Street in Wausau

INTRODUCTION

The city of Wausau is seeking a qualified landscaping or urban design consultant to develop a landscaped parking lot and park plan for an entire city block located east of 1st Street, west of 2nd Street, north of McClellan Street, and south of Grant Street in downtown Wausau. The plan would include design of landscaped surface parking lots as well as a small public park of approximately 0.5 acres.

As seen in Figure 1 below, the western half (approximately) of the block is slated for a surface parking lot. This lot shall be designed to maximize the number of parking spaces while still following rigorous urban design and landscaping standards. At the southeast corner of the block, a parking lot of approximately twenty (20) spaces also needs to be designed to meet the same strict landscaping expectations. A public green space needs to be designed for the northeast part of the block. Parks similar in size to the proposed park can be found nearby to use as potential design prototypes. A consultant is expected to work closely with the city's planning, engineering, parks, and other staff in developing the plans for all three aspects of the block's design.

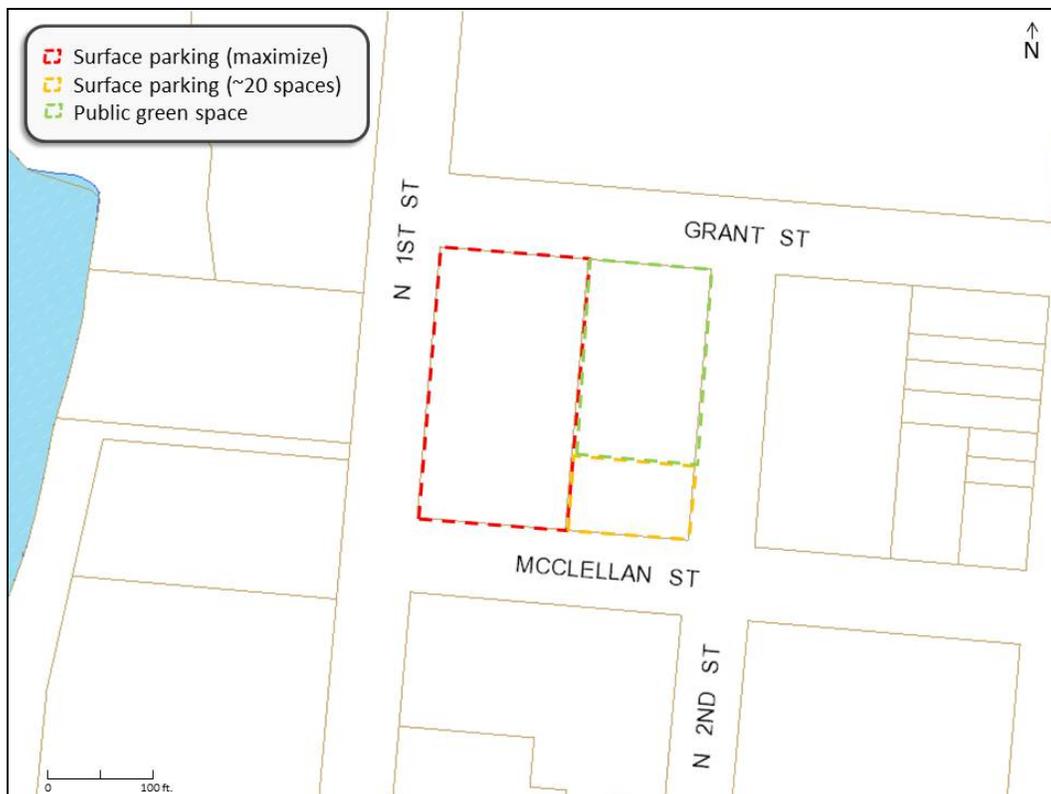


Figure 1. Location and overview plan for the 100 McClellan Block.

SCOPE OF WORK

Besides working with city staff, the consultant may be expected to solicit input from stakeholder groups, such as city committees and/or adjacent property owners. (The City currently owns the western half of the block, and is under obligation by the property owners of the eastern half to improve it with a park and parking lot.) It is expected that the consultant will have at least four (4) meetings with city staff and/or others during the course of this project.

- “Kick off” meeting with staff
- Working meeting to formulate designs
- Meeting to review draft plans
- Meeting to review all final deliverables

Other meetings, conference calls, and/or activities may be deemed necessary by City staff or the consultant, and shall be considered part of this proposal.

The consultant is expected to develop specific plans that include parking lot layout, landscaping design, and specifications for both the parking area and the green space. The specific deliverables shall include:

- Topographic survey of the site
- CAD detail drawings showing dimensions of the parking lot and all landscaped areas
- Specifications for bidding of construction work
- Preliminary and final cost estimates for each of the three areas of the block

The plans shall include detailed specifications for surface materials, vegetation, furniture, and all other elements proposed for the park and parking lots. Photos or other renderings may be included with the specifications.

PROPOSAL SPECIFICATIONS

Consultants are asked to submit concise proposals describing their capacity to manage urban design projects, their experience with similar projects, and their approach to the proposed project. Proposals should be prepared on standard size paper and limited to three (3) single sided pages, excluding resumes, references, and other attachments. Standard advertising brochures should not be included in the body of the proposal. The proposal shall include the following information:

Business Organization – This section shall include the firm’s name, areas of expertise, and a brief history of the firm, size, office locations, and business addresses. The name, address, and telephone number of a contact person and/or prospective project manager regarding the proposal shall be included. If sub-consultants are being utilized, similar information should be included for all subcontracted firms. (5 points)

Experience and Capabilities - The consultant shall describe relevant qualifications of the firm and experience with similar projects. Consultants are encouraged to provide samples of work done in other communities in an appendix or through a web link. (10 points)

Project Approach – The consultant shall describe the approach to the proposed project, the method of conducting the work, and how the final deliverables will be developed. (5 points)

Cost – The consultant shall provide an hourly rate schedule and an estimated number of hours to complete the proposed project. Estimated hours to be spent on specific tasks should be broken out to the greatest extent practicable. If hours are to be billed at different rates, a breakdown of hours per wage rate shall be provided. (5 points)

SELECTION PROCESS

City staff will review the submitted proposals and recommend to the Board of Public Works a consultant with which to negotiate and reach a final agreement. The recommendation will be based upon a point system using the criteria described in the previous section. The maximum number of points to be assigned for each of the criteria is noted in parentheses. Approval by the Board of Public Works of the consultant is expected to take place in late February.

The city of Wausau reserves the right to reject any and all proposals and to award the project in the best interests of the city.

SUBMITTAL REQUIREMENTS

One (1) original and three (3) copies of the proposal must be submitted in a sealed envelope by **4:00 p.m. CST on February 10, 2017**. Please mark "Proposal for 100 McClellan" on the envelope.

The mailing and hand delivery address is:

**Wausau City Hall
Attn: Brad Lenz, City Planner
407 Grant Street
Wausau, WI 54403**

TIMELINES

The estimated timeline for completion of the selection process is outlined below.

January 20	Distribution date of RFP
February 10	Deadline to submit proposal
February 28	Consultant is selected and final negotiations are commenced

Upon selection of a preferred consultant, the City expects to move quickly through the design phase so that construction may take place in 2017. The City is proposing the following design schedule:

Early March	Kickoff meeting with city staff
Mid-April	Conceptual plans and preliminary cost estimates complete and approved by the City
End of May	Final plans, bid specifications, and cost estimates due to the City

TERMS AND CONDITIONS

The City reserves the right to accept or reject any or all proposals or portions thereof without stated cause. Upon selection of a finalist, the City by its proper officials shall attempt to negotiate and reach a final agreement with the finalist. If the City, for any reason, is unable to reach a final agreement with this finalist; the City then reserves the right to reject such finalist and negotiate a final agreement with another finalist who has the next most viable proposal. The City may also elect to reject all proposals and re-issue a new RFP.

Clarification of proposals: The City reserves the right to obtain clarification of any point in a consultant’s proposal or obtain additional information. Any request for clarification or other correspondence related to the RFP shall be in writing or email, and a response shall be provided within two (2) business days.

The City is not bound to accept the proposal with the lowest cost, but may accept the proposal that demonstrates the best ability and most qualified to meet the needs of the City. The City reserves the right to waive any formalities, defects, or irregularities, in any proposal, response, and/or submittal where the acceptance, rejection, or waiving of such is in the best interests of the City. The City reserves the right to disqualify any proposal, before or after opening, upon evidence of collusion, intent to defraud, or any other illegal practice on the part of the consultant.

CONTACT PERSON

Questions about the RFP or the project should be directed to Brad Lenz, City Planner, phone (715) 261-6753 or email brad.lenz@ci.wausau.wi.us.

SIGNATURE BLOCK

Note: Please return this page with your proposal.

The undersigned, an authorized agent of his/her company, hereby certifies:

- the receipt of this letter to solicit bids (on this date): _____
- familiarization with all terms, conditions, and specifications herein stated,
- company is qualified to perform work and services as proposed,
- that the proposal submitted is valid until _____ (date).

Company Name Authorized Signature

Mailing Address Printed Name

City, State, Zip Title

Type of Entity (S-Corp, LLC, etc.) Phone Number

Web Site Email Address