



REQUEST FOR PROPOSALS

**Park Design Services
East Bayfront Greenway Trail Phase I
(East 6th to 7th Gateway)
City of Erie, Pennsylvania**

Proposals being accepted by:

Redevelopment Authority of the City of Erie

Inquiries and Proposals should be directed to:

Aaron Snippert, Executive Director
Redevelopment Authority of the City of Erie
626 State Street, Room 107
Erie, PA 16501
Telephone: (814) 870-1540
E-Mail: asnippert@redeveloperie.org

Proposals due by:
Thursday, February 22, 2024

GENERAL INFORMATION

Purpose – The Redevelopment Authority of the City of Erie (“RACE”) will require the services of a professional landscape design firm (“Consultant”) for the design of Phase I (East 6th to 7th Gateway) park. The aim of this Request for Proposals (“RFP”) is to contract with a qualified firm who will agree to be available to provide quality, professional services in a timely manner to maximize efficiency. Applicant will submit a total fee proposal for performing the entire project as a lump sum. The area for this phase is outline below and displayed in attachment A.

Proposal Information – Proposals are to be submitted no later than **3:00 pm on Thursday, February 22, 2024**. Submissions are to be hardcopy in a sealed envelope along with a PDF copy either included with the hard copy or emailed prior to the deadline. All proposals should be directed as follows:

Aaron Snippert, Executive Director
Redevelopment Authority of the City of Erie
626 State Street, Room 107
Erie, PA 16501
E-mail Address: asnippert@redeveloperie.org

Questions/Inquiries – Any questions or inquiries concerning this RFP, the proposed plan, or proposal preparation shall be submitted in writing (preferably via e-mail) to Aaron Snippert, not later than February 14, 2024. All prospective Consultants **must** provide an e-mail address to which responses may be sent. All responses to questions will be in writing, and distributed electronically to all prospective Consultants.

Proposal Costs – All costs incurred in the preparation of a proposal responding to this RFP will be the responsibility of the Consultant. No proposal costs will be eligible for reimbursement by RACE, its agencies, or its funding sources.

Right to Reject/Accept – RACE reserves the right to reject any and all proposals received in response to this RFP. A contract for the accepted proposal will be based upon the factors described in this RFP. If only one proposal is received, RACE may accept it if the proposal is complete, the Consultant is capable of performing the work, and the cost is reasonable and within the project budget.

Notification of Award – It is expected that a decision selecting the successful Consultant will be made within three weeks of the closing date for the receipt of proposals. Upon conclusion of final negotiations with the successful Consultant, all parties submitting proposals will be informed, in writing, of the name of the successful Consultant.

RACE will prepare a written agreement for execution between the Consultant and the Authority. The general provisions of this agreement, the final Scope of Work, and requirements placed on the plan shall be made a part of this agreement. The Consultant shall have authorization to proceed upon a written notice from RACE.

PROJECT BACKGROUND

In November 2022, RACE contracted with Michael Baker International to develop the overall plan for the East Bayfront Greenway Trail Project. This plan was finalized and submitted to the Authority in September 2023. As part of this plan RACE has started to acquire and assemble lots for the implementation of this trail system.

PROJECT IMPACT AND PARTNERS

The East Bayfront Greenway Trail Project will positively impact residents living within the core of the community by removing deteriorated and unsound homes, rehabilitating housing units, creating a more walkable neighborhood with improved sidewalks and street tree enhancements, lighting improvements, and providing residents with better access to parks and recreational space. The greenway trail system will also incorporate public art within the trail.

PROJECT DESCRIPTION

The selected consultant team will provide RACE with professional design and construction oversight of the East Bayfront Greenway Trail Phase I (East 6th to 7th Gateway). It is anticipated that consultants' team will provide, at a minimum, appropriate engineering, landscape architecture, structural, geotechnical, general civil, storm water, and environmental expertise to complete the following tasks:

A. DESIGN TASKS: Design tasks will include, but will not be limited by the following:

Task 1: Project Review and Exploration:

- Review supporting documents including but not limited to the East Bayfront Greenway Trail plan created by Michael Baker International.
 - <https://www.redevelopeerie.org/uploads/east-bayfront-greenway/erie-east-bayfront-greenway-trail-plan.v2.pdf>
- Obtain input from RACE staff, City of Erie Planning Department, Groundwork Erie, and neighborhood residents.
- Work with local artist to incorporate a greenway “gateway” and other art pieces into the park design.
- Attend all community meetings scheduled for this project to gauge community input for plan.
- Incorporate Crime Prevention through Environmental Design and the native plants priorities from the plan into this document
- Present conceptual design and opinion of cost to RACE staff and other stakeholders.
- Incorporate feedback from above into the final design.

Task 2: Develop Drawings

- Using information gathered from Task 1, advance design drawings for review by RACE staff.
- Selected consultant shall collaborate with required departments and professionals, to ensure design approach and construction detailing are agreeable to all required entities.
- Prepare site plan for submission to the City of Erie Zoning Permit.

Task 3: Design construction ready documents: Final design development including bid ready documents and specifications and opinion of costs

- Provide construction drawings, construction details, cost estimates and bid specifications for RACE Team review.
- Provide the completed construction documents in standard construction ready format.

Task 4: Permitting: The preparation and completion of all associated environmental review and permitting documents, bid-ready documents and specifications.

- Complete and submit all required City, State and Federal permitting forms and pay associated fees.

Task 5: Construction Bid Documents: Incorporate any changes from review into bid ready package.

- Include required prevailing wage documentation within the bid documents.

Task 6: Bid process oversight: Present information and facilitate construction contractor bid meeting:

- Review evaluation matrix with RACE staff.
- Schedule and facilitate pre-bid meeting.
- Coordinate and facilitate (public) bid opening.
- Conduct preliminary evaluation with RACE staff.
- RACE responsible for Notice of Award and contract.

Task 7: Pre-Construction Coordination: Review construction documents, anticipate and facilitate pre-construction efficiencies, sequencing, design modifications, etc. Coordinate pre-construction site meeting with contractor, Resident Engineer, Qualified Environmental Professional, RACE staff.

PROPOSAL REQUIREMENTS

Responses to this RFP must include the following:

1) Qualifications consisting of:

- a) Proposal cover sheet signed by a representative of lead contractor attesting that all terms, conditions and procedures outlined in this RFP are understood and have been followed;
- b) Proposed Project Team Members: A description of the applicant's organizational composition, disciplines, and the primary role of each individual/firm on the team. Organizational charts may be included, if appropriate. Clearly indicate the applicant's designated team leader for the project as well as the specific individuals who will be assigned to the work and their respective expertise in such work.
- c) Specific Project Experience: Descriptions detailing completed, similar or relevant project experience that the applicant has executed. Include graphic representation. Links to similar or relevant projects are encouraged.

2) Technical Proposal consisting of:

- a) A description of the approach to be taken toward completion of the project, an explanation of any variances to the proposed scope of work as outlined in the RFP, and any insights into the project gained as a result of developing the proposal;
- b) A scope of work that includes steps to be taken, including any products or deliverables;
- c) A summary by task that clearly identifies the project team members and any sub-contractor by task;
- d) A proposed schedule that indicates project milestones and overall time for completion; expedited schedules will receive a higher ranking;
- e) Any other information deemed necessary to address the requests of this RFP.

3) Cost Proposal consisting of:

- a) A composite fee schedule by task;
- b) If the use of sub-consultants is proposed, a separate schedule of fees/hours and expenses must be provided for each sub-consultant;
- c) All proposal must be inclusive of all fees and expenses.

Proposals must be submitted in both digital (PDF) and printed formats. Provide one print copy of the proposal in addition to the digital file, which may be emailed or submitted on a thumb drive. Applicants will receive a confirmation email once their proposal is received. Please ensure that the document is easily printable.

Additional requirements are as follows:

- Applicants are solely responsible for ensuring that proposals arrive on time.
- Each applicant **MUST** provide their submittal electronically as a PDF.
- Faxed proposals **WILL NOT** be accepted.

- Late replies WILL NOT be considered.

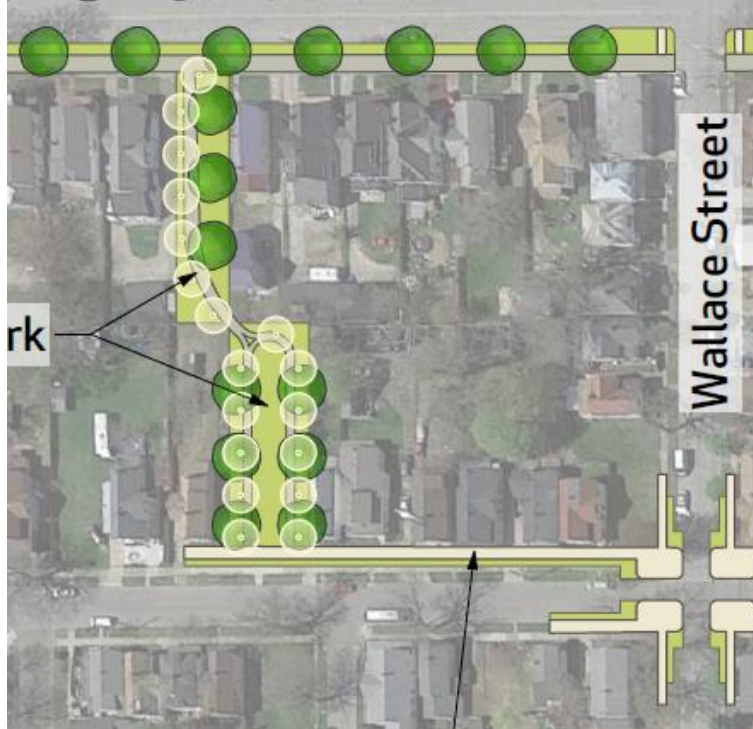
EVALUATION CRITERIA

Submittals will be evaluated by RACE using the following criteria as a measure of the applicant's ability to successfully complete the project scope of work. Consultants will be scored up to a maximum of 100 points based on the following:

1. **Experience & Qualifications** relevant to key personnel and/or sub-contractors (20 pts)
2. **Ability to Meet Schedule** expedited & efficient schedules receive higher score (20 pts)
3. **Budget & Value** as related to proposed and additional costs (20 pts)
4. **Depth of Skills** related to technical aspects of project (20 pts)
5. **Municipal Experience** with municipalities of similar size, structure and complexity (10 pts)
6. **Quality, Clarity & Completeness** of submittal package (10 pts)

**ATTACHMENT A
East Bayfront Greenway Trail Phase I Area**

Consultant Conceptional drawing



Lots to be included within park plan



PROPOSAL COVER SHEET

REQUIRED FOR ALL PERSONS OR ORGANIZATIONS RESPONDING TO A REQUEST FOR PROPOSAL (RFP):

Name of Organization: _____

Primary Contact: _____

Address: _____

Phone: _____

Person Responsible for
Proposal: _____

Title: _____

Email address: _____

Federal Tax ID (or SS# if
Individual): _____

Unique Entity ID: (required): _____

(Unique Entity ID # may be obtained from www.sam.gov. If a UEI# is not yet issued, please indicate 'Pending'. UEI# must be provided before any payments can be issued.)

Signature: _____

Printed Name: _____

Title _____

Signatory hereby represents that all information proposed within this document is accurate and consents and agrees to adhere to the terms outlined in this proposal

NOTE: The Redevelopment Authority of the City of Erie reserves the right to reject any or all bids and to award a contract that is in the best interests of the Authority.