



REQUEST FOR PROPOSAL

**THE CITY OF DEADWOOD
AND THE PARKING AND TRANSPORTATION COMMITTEE**

**MILLER STREET PARKING GARAGE PLANNING AND
DESIGN SERVICES**

***Ken Mertens, Police Chief
Parking and Transportation Chairperson***

This proposal solicitation document is prepared in a PDF format. Any alterations to this document made by the proposer may be grounds for rejection of proposal, cancellation of any subsequent award, or any other legal remedies available to the City of Deadwood.

NOTICE TO PROPOSERS

There may be one or more amendments to this proposal solicitation. If your company desires to receive copies or notices of any such amendments, you must provide the information requested below to the City of Deadwood. Please send this information to Jeramy Russell, Parking and Transportation Member, via e-mail at jeramy@cityofdeadwood.com.

The City of Deadwood will send amendments only to those firms which timely complete and return this form and email or provide the requested information by timely e-mail.

RFP Name	<u>Miller Street Parking Garage</u>
Company name	<u></u>
Mailing address	<u></u>
	<u></u>
Phone number	<u></u>
Fax number	<u></u>
Contact person	<u></u>
E-mail address	<u></u>

E-mailed amendments will be sent in a PDF format. Any alterations to the document made by the proposer may be grounds for rejection of proposal, cancellation of any subsequent award, or any other legal remedies available to the City of Deadwood.

Amendments also will be posted on the City of Deadwood web site (<http://www.cityofdeadwood.com>) in a PDF format.

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Request for Proposals

Miller Street Parking Garage Planning and Design Services

1. Introduction/Overview

A. Purpose/Objective

The City of Deadwood has issued this Request for Proposal for the sole purpose of obtaining responsive proposals from a consultant/team to provide services necessary to develop a comprehensive plan, design and construction drawings, and construction administration for the building of a Parking Structure in the existing Miller Street Parking Lot.

The plan is envisioned to serve as a guide for the design and construction of a parking structure in the location of the Miller Street Parking Lot. The plan should address appropriate historic compatibility, conservation, priorities for public accessibility and visitor experience, security, maintenance, maximized parking and truck delivery access, infrastructure and utility relocation, and other items as determined.

If awarded, the contract will commence approximately July 5, 2022, or the date the contract is signed and filed in the Finance Office of the City of Deadwood. The performance period will be from July 5, 2022, through December 30, 2022.

A significant, but not sole basis of award will be that the awarded firm will commit contractually to provide the specified package of services in accordance with City's requirements.

B. Background

The City of Deadwood realizes the importance of enhancing existing city owned facilities and maximizing those facilities along with increasing visitor safety and the impression our community makes. The City of Deadwood wishes to develop a plan to maximize the use of the Miller Street parking lot, increase the number of users of the parking lot, and enhance the visitor's experience.

The City of Deadwood has or will have completed:

- Complete courthouse research at Lawrence County Courthouse – Plats, easements, and deeds relevant to the property
- Located and found property monuments establishing property boundaries
- Complete utility locates
- Complete topographic survey of Miller Street and the adjacent parking lot.
- Topographic survey in AutoCAD and PDF format.

Direct questions related to this RFP to Jeramy Russell, Parking and Transportation Committee Member, and submit such questions in writing. Include the RFP name, page, and paragraph number for each question.

If you mail the questions to the City of Deadwood, do not place the RFP name on the outside of the envelope containing questions, as it may be improperly identified as an envelope with a sealed proposal and may not be opened until after the official RFP due date.

Send all questions e-mail to Jeramy Russell, at the City of Deadwood, via email at jeramy@cityofdeadwood.com. Firms must clearly understand the only official answer or position of the government will be the one stated in writing. For general questions, call (605) 578-2082.

C. Method of Source Selection

The City of Deadwood is using the Competitive Sealed Proposals method of source selection for this procurement. An award, if made, will be made to the responsible firm whose proposal is most advantageous to the City of Deadwood, taking into consideration price and the other factors set forth in this Request for Proposal. The City of Deadwood will not use any other factors or criteria in the evaluation of proposals received.

The City of Deadwood may, as it deems necessary, conduct discussions with responsible firms determined to be reasonably susceptible of being selected for award for the purpose of clarification to assure full understanding of, and responsiveness to solicitation requirements.

D. Pre-Proposal Conference and Site Inspection

A Pre-Proposal Conference will be held on Thursday, March 24, 2022, at 10:00 a.m., in the Commission Chambers, at City Hall at 108 Sherman Street, Deadwood, SD 57732. The City of Deadwood urges all prospective firms to attend, but attendance is not mandatory. This conference will be the only pre-proposal meeting held for the benefit of prospective proposers.

E. Minimum (General) Criteria the City of Deadwood Will Use to Determine the “Responsibility” of Each firm

- Does the firm/team possess the ability, capacity and skill to provide the service as well as work within the context of a historic district?
- Can the respondent take upon itself the responsibilities set forth in the RFP (and resultant contract) and produce the required outcomes timely?
- Does the firm/team have the character, integrity, reputation, judgment, experience, and efficiency required by the contract?
- Has the firm/team performed satisfactorily in previous contracts of similar size and scope; or, if the prime contractor has not performed a contract of similar size and scope, has it (and/or its team members) otherwise demonstrated its capability to perform the contract the City seeks to establish through this RFP?

F. Projected Timetable

The following projected timetable should be used as a working guide for planning purposes. The City of Deadwood reserves the right to adjust this timetable as required during the RFP process.

RFP Issued	March 7, 2022
Deadline for submittal of questions	April 8, 2022
Pre-Proposal Conference	March 24, 2022
Proposals Due	April 28, 2022
Complete Evaluation of Proposals (Short List)	ASAP
Complete Contract Negotiations/Execute Contract	ASAP

2. General Description of Required Performance Outcomes

The Contractor(s) shall facilitate and enable:

- Preparation of a comprehensive Miller Street Parking Garage Plan;
- The lowest total cost and best value for the City of Deadwood;
- Efficient and cost-effective parking solution for the City of Deadwood.

3. Minimum Requirements of the Contractor

- Analyzes and assesses the site inclusive for all physical objects such as walls, curbs, fences, paths, drainage, interpretive signs, tree and plant materials, buildings and facilities and accessibility to all users (as required by the JDSAD, CFR Part 36)
- Analyzes and assesses the pedestrian and vehicular circulation, opportunities for interpretation, maintenance, repairs, and enhancement to the site.
- Identification of needs and recommendations.
- Coordination with all current planning documents.
- Attend meetings and make presentations as needed with the City of Deadwood, its staffs, community groups, and government officials, including Mayor, administrative staff, and Commission members, to address design interests, priorities, long-term, strategies, and methods of construction.
- Develop preliminary cost estimates for implementation of the parking garage plan.
- Conduct presentations of approved master plan before the public and government officials as needed. (Anticipate two presentations)
- In the development of the plan, the contractor must adhere to the following ADA guidelines:
 - A. Regulatory Negotiation Committee on Accessibility Guidelines for Outdoor Developed Areas - Architectural and Transportation Barriers Compliance Board, Final Report September 1999.

- B. Americans with Disabilities Act Accessibility Guideline; Play Areas - Architectural and Transportation Barriers Compliance Board, Published in the Federal Register April 30, 1998.
- C. ADDAAG Manual - U.S. Architectural and transportation Barriers Compliance Board, July 1998.
- D. Federal Register Part II - Architectural and transportation Barriers Compliance Board, November 16, 1999.

4. Contractor Minimum Personnel Requirements

- Provide one point of contact (Project Manager) for the Contract. This person will meet regularly with the Parking & Transportation Committee for review and approval of the plan development.
- Resumes for all key personnel with the firm and/or team who are assigned to this project.
- The firm(s) selected shall either have full in-house capabilities to perform the typical tasks listed or satisfactory sub-contractors arrangements to provide for the necessary consultant services. Responses to this RFP must include a list of the sub-contractors each firm proposes to use, including references. A list of the proposed sub-contractors, approved by the City of Deadwood, will be made a part of the Contract between the City of Deadwood and the awarded contractor.

5. Contractor Minimum Responsibilities

- Present a project schedule with a breakdown of tasks and deliverables.
- State your targeted completion date.
- Provide a printed and digital master plan document, including text, maps, photos and drawings. The document shall be formatted in such a manner as to be compatible with current documents.
- Twelve (12) complete sets of preliminary, working and final drafts to the Parking & Transportation Committee for its use and review at appropriate draft stages of the project.
- Electronic versions of all final plan documents, including Microsoft Word documents for written text, Arc/Info Coverages or ArcView shape files (ESRI, Redlands, CA) for resulting analysis data and plan properly registered to the same coordinate system as the rest of City's Geographic Information System (GIS).

6. City Departmental Responsibilities

The City of Deadwood will furnish all City information, data, reports and maps that exist and identified by Contractor that are available without cost and are necessary for the carrying out of the work. The City of Deadwood will cooperate with Contractor in every way possible in the carrying out of the planning work, providing, however, the needs of the Contractor for each support are made known to the City.

All City map data resides in the Arc/Info Geographic Information System (GIS) by ESRI (Redlands, CA). From 2001, 2007, 2016, 2020 and aerial photography: topography (5 foot contour intervals and spot elevations), pavement, parking lots, building footprints, streams and water features and fences. This data is registered to the State Plane Coordinate System, North American Datum of 1983 (NAD83) in units of U.S. Feet.

Data can be provided to Contractor as either ArcView shape files or .dxf files. Contractor is to provide the City it's resulting analysis data and park plan in either of these formats and properly registered to the same coordinate system as the rest of City's GIS.

The Parking and Transportation Committee is the contact for planning.

7. Reporting Requirements

The Contractor is to report to the applicable City departmental personnel both verbally and in writing the details of the on-going progress of this contract.

8. City's Right to Inspect

The City shall have the right to inspect any facility or project site where the services performed under the resultant contract are performed.

9. Terms and Conditions of Contract for Services

A contract resulting from this RFP shall be subject to the terms and conditions set forth in a Contract for Services.

10. Instructions for Proposal

A. Compliance with the RFP

Proposals must be in strict compliance with this Request for Proposals. Failure to comply with all provisions of the RFP may result in disqualification.

B. Acknowledgment of Insurance Requirements

By signing its proposal, firm acknowledges that it understands the insurance requirements of the City of Deadwood is that all persons or entities contracting with the city to provide materials, labor, or services for the City are required to provide liability insurance in an amount of at least two million dollars (\$2,000,000.00). Firm also understands that the evidence of required insurance must be submitted within fifteen (15) working days following notification of its offer being accepted; otherwise, the City may rescind its acceptance of the firm's proposal.

C. Delivery of Proposals

All proposals are to be delivered before 5:00 p.m., Deadwood local time on April 28, 2022 to:

City of Deadwood
Parking and Transportation Committee
Chief Ken Mertens
102 Sherman Street
Deadwood, SD 57332

The City will not accept any proposals received after 5:00 P.M. and shall return such late proposals to the firm.

Proposers must submit one (1) (Original), and 12 copies of the proposal response.

Proposals will be opened publicly in a manner to avoid public disclosure of contents; however, only names of the Proposers will be read aloud.

List the Proposal Name on the outside of the box or envelope and note "Request for Proposal enclosed."

D. Evaluation of Proposals (Procedure)

The City will first examine proposals to eliminate those which are clearly non-responsive to the stated requirements. Therefore, firms should exercise particular care in reviewing the Proposal Format required for this RFP.

The evaluation committee shall then score all proposals based upon the evaluation factors detailed herein. Upon completion of the scoring, the committee may recommend short listing the proposals that are acceptable.

The detailed evaluation that follows the initial examination may result in more than one finalist. At this point, the City may request presentations by firms, carry out contract negotiations for the purpose of obtaining best and final offers, and conduct detailed reference checks on the short-listed proposers.

The City reserves the right to contact all references to obtain, without limitation, information regarding the firm's performance on previous projects. A uniform sample of references will be checked for each short-listed firm.

The City of Deadwood reserves the right to withdraw this RFP at any time and for any reason and to issue such clarifications, modifications, and/or amendments as it may deem appropriate.

Receipt of a proposal by the City of Deadwood or a submission of a proposal to the City of Deadwood offers no rights upon the firm nor obligates the City of Deadwood in any manner.

The City reserves the right to waive minor irregularities in proposals, provided that such action is in the best interest of the City. Any such waiver shall not modify any remaining RFP requirements or excuse the firm from full compliance with the RFP specifications and other contract requirements if the firm is awarded the Contract.

In order to complete the evaluation process faster, list the name, address, phone number, fax number, and email address of the person capable of answering any questions that may arise during the evaluation process.

(Please Print or Type)

Company name	_____
Attention	_____
Address	_____
City, ST Zip	_____
Phone number	_____
Fax number	_____
Contact person	_____
E-mail address	_____

E. Ambiguity, Conflict, or Other Errors in the RFP

If a Proposer discovers any ambiguity, conflict, discrepancy, omission, or other error in the Request for Proposal, it shall immediately notify Jeramy Russell of such error in writing and request modification or clarification of the document. The City of Deadwood will make modifications by issuing a written revision and will give written notice to all parties who have received this RFP from the City of Deadwood.

The Proposer is responsible for clarifying any ambiguity, conflict, discrepancy, omission, or other error in the Request for Proposals prior to submitting the proposal or it shall be waived.

F. Proposals and Presentation Costs

The City of Deadwood will not be liable in any way for any costs incurred by any firm in the preparation of its proposal in response to this RFP, nor for the presentation of its proposal and/or participation in any discussions or negotiations.

G. Rejection of Proposals

The City of Deadwood reserves the right to accept or reject in whole or in part any or all proposals submitted. The City of Deadwood shall reject the proposal of any firm that is determined to be non-responsive. The unreasonable failure of a firm to promptly supply information in connection with respect to responsibility may be grounds for a determination of non- responsibility.

H. Acceptance of Proposals

The City of Deadwood shall accept all proposals that are submitted properly. However, the City reserves the right to request clarifications or corrections to proposals.

I. Requests for Clarification of Proposals

Requests by the City for clarification of proposals shall be in writing. Said requests shall not alter the vendor's pricing information contained in its cost proposal.

J. Validity of Proposals

All proposals shall be valid for a period of ninety (90) days from the opening date of the Request for Proposal.

K. Response Format

The items listed below shall be submitted with each proposal and should be submitted in the order shown. Each section should be clearly labeled, with pages numbered and separated by tabs. Failure by a firm/team to include all listed items may result in the rejection of its proposal.

- **Tab I, Management Summary**

Provide a cover letter indicating the underlying philosophy of your firm/team in providing the service. Also include a brief history of your firm/team.

- **Tab II, Business Plan**

Describe in detail how the service will be provided.

- **Tab III, Compensation and Cost Data**

Provide the cost breakdown for which your firm/team will provide the work described in this Request for Proposal.

- **Tab IV, Corporate Experience and Capacity**

Provide information, which documents your firm's and subcontractors' qualifications to produce the required outcomes, including its ability, capacity, skill, financial strength, and number of years of experience in providing the required services.

- **Tab V, Key Personnel**

Attach resumes of all members of the Contractor's team that are to provide services to this contract.

- **Tab VI, Customer Listing**

Provide a listing of all previous customers during the past three years for all work of similar size and scope. The services provided to these clients shall have characteristics as similar as possible to those requested in this RFP. Information provided for each client shall include the following:

- Client name, address, and current telephone number
- Description of services provided
- Time period of the project or contract
- Client's contact reference name and current telephone number

Failure to provide complete and accurate client information, as specified here, may result in the disqualification of your proposal, or cancellation of the contract and your suspension or debarment from further business with the City of Deadwood.

- **Tab VII, Acceptance of Conditions**

Indicate any exceptions to the general terms and conditions of the RFP and to insurance requirements and any other requirements listed in the RFP.

L. Proposal Evaluation Panel and Evaluation Factors

A panel appointed by the Parking and Transportation Committee will evaluate proposals. Other agencies and consultants of the City also may examine documents.

The factors to be considered in the evaluation of proposals are listed below. While the City believes all these items to be of importance, they are ranked in descending order of importance.

- 1) Experience on similar projects within historic districts.
- 2) Firm/Team's cost to the City of Deadwood.
- 3) Capacity, skill of team members assigned to contract and financial strength to provide the service in a timely fashion.
- 4) Methodology/business plan