

CITY OF MOUNT RAINIER
Buchanan Green Street Project
Request for Proposal

Contract 2015 – 01

Services: Engineering/Construction
Address: 3300 Buchanan Street, Mount
Rainier, MD 20712

Issue Date: April 5, 2015
Due Date: June 8, 2015

CITY OF MOUNT RAINIER, BUCHANAN GREEN STREET PROJECT
PROFESSIONAL CONSULTING SERVICES AND CONSTRUCTION SERVICES
REQUEST FOR PROPOSALS
CONTRACT 2015-01

PURPOSE

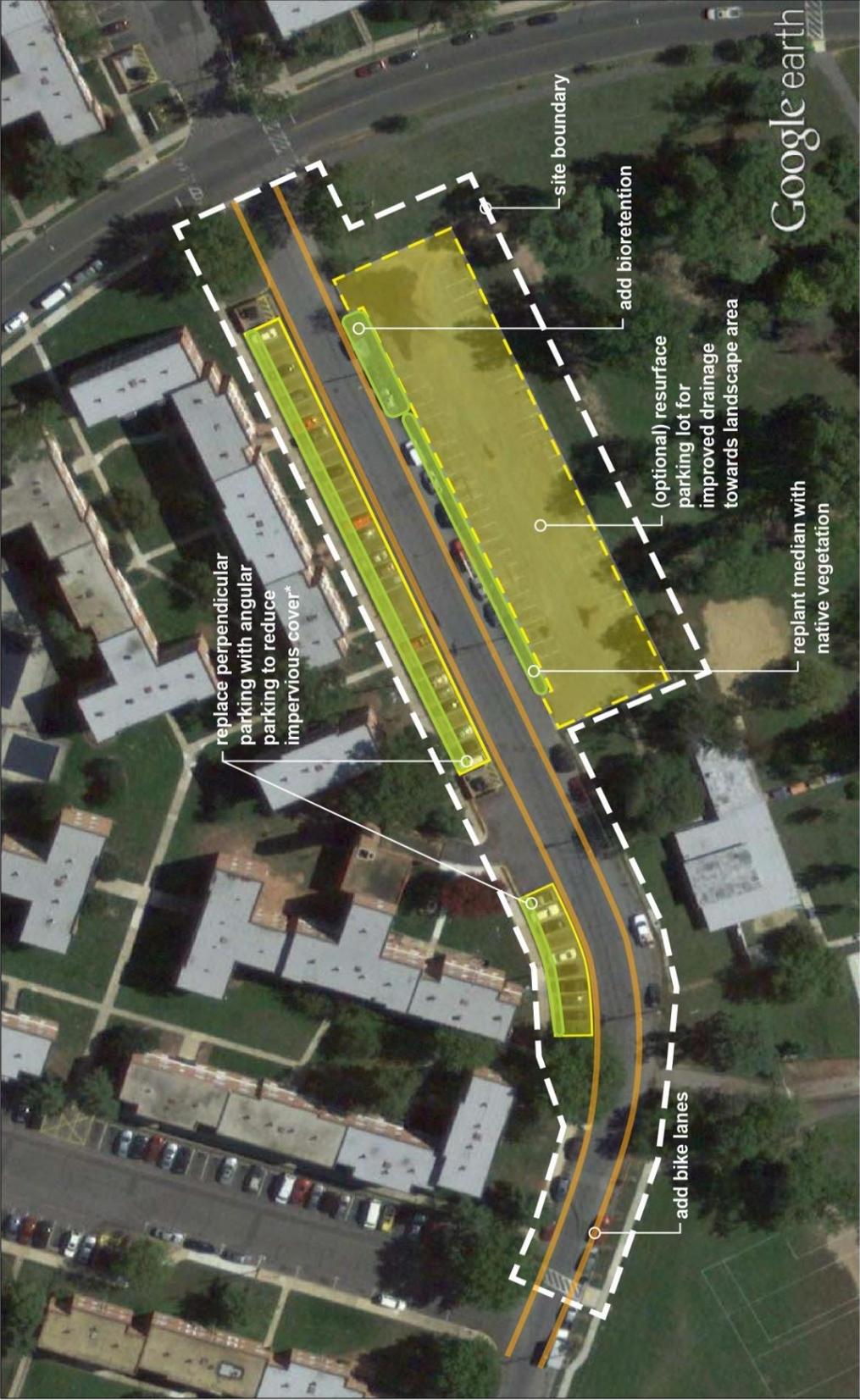
The City of Mount Rainier seeks to retain a Consultant team to provide site-specific design, construction documents, construction and construction oversight services for the proposed Buchanan Green Street Project located on the 3300 block of Buchanan Street, between Queenstown Drive and Chillum Road in the City of Mount Rainier, MD. The scope of work includes implementation of the project through a *design-build* contract.

PROJECT DESCRIPTION

Buchanan Street provides community access to the Mount Rainier Nature and Recreation Center and PG Pool, making it an ideal location for conversion to a Green Street and future centerpiece for green infrastructure improvements in the City. The goals of this project are to reduce stormwater flows in to the Northwest Branch of the Anacostia River, promote groundwater infiltration, increase tree canopy and native plantings, educate the community about the ecology of the watershed, and enhance pedestrian and bicyclist accessibility and safety. The proposed road section for this project shall include:

1. Pedestrian and bicycle friendly design
 - 1.1. Traffic calming and safe crossing measures
 - 1.2. Bike lanes
2. Water conservation and stormwater management
 - 2.1. Native landscape plantings
 - 2.2. One stormwater bioretention cell
 - 2.3. Replacement of existing perpendicular parking with angled parking to reduce impervious cover
3. Pavement resurfacing
 - 3.1. Resurfacing of Buchanan Street parking, travel, and bike lanes
 - 3.2. OPTIONAL/ADDITIONAL SERVICES: Resurfacing of the Recreation Center parking lot to drain into landscape areas and avoid ponding on pavement

There are design documents for the native planting median and stormwater bioretention cell proposed between the existing Prince George's Pool parking lot and Buchanan Street. All other project elements will require a design through a 60% construction document phase submittal by the Consultant team. See site map with proposed Green Street elements.



Buchanan Green Street Project
 Mt. Rainier, MD

FIGURE 1
 RFP
**Proposed Green Street Elements
 Site Plan**

Notes:
 * Proposed road section shall accommodate two-way traffic, bike lanes, parking (angled or parallel), improved native landscaping and stormwater management where applicable, safe pedestrian circulation and traffic calming measures.



Biohabitats
 February 4, 2015

PROJECT SCOPE

The scope of services required of the selected Consultant includes:

1. Surveying services required to: 1) produce detailed base maps necessary for construction documentation and, 2) conduct construction layout. Note: some site survey exists in association with the bioretention cell.
2. The preparation of the Green Street plans and specifications necessary to implement the project. E&S plans are to be developed as well. All plants and seed specified for projects are to be Maryland-native species that are appropriate for the various microclimatic conditions at each site. Note that invasive plant control or site maintenance are *not* part of the scope of work.
3. Attendance at meetings with the City and other regulatory agencies required to coordinate and advance the project.
4. Preparation of all documentation needed to obtain the necessary permits from regulatory agencies. Consultant will be responsible to obtain all permits and manage the permit processes. A copy of each completed permit application is to be submitted to the City.
5. Coordinating the check of all underground utilities.
6. Hiring, directing and supervising subcontractors to implement all phases of the work for each project. Construction work is to comply with local Prevailing Wages.
7. Periodic progress reports shall be prepared describing accomplishments, decisions and overall progress made during the period. The report shall contain updated project schedule and budget information.
8. Providing copies of all plans (for each review stage), permit applications, etc. At least (7) full-sized copies of all plans are to be submitted to the City, along with (7) copies of the final specification documents. Final plans and specifications are also to be included on a CD that is provided to the City.
9. The City assumes that standards Prince George's County or SHA specifications will be followed for all major roadway, drainage, and stormwater improvements elements of the project.
10. Two meetings with all project stakeholders.
11. May involve interaction with interested individuals and community members during the design, documentation and implementation phases.

PROJECT TEAM

The Consultant's team should include, at a minimum, the disciplines of:

- Civil engineering and surveying
- Landscape architecture
- Stormwater management design and construction
- Knowledge of native plants of the Mid-Atlantic region
- Cost estimating
- Excavating and construction
- Construction oversight

REQUEST FOR PROPOSAL (RFP) SCHEDULE

Issue Date: March 28, 2015

Pre-Proposal Meeting: May 15, 2015 at City of Mount Rainier - One Municipal Place, Mount Rainier, MD 20712. Attendance at the pre-proposal meeting is mandatory for all Consultants interested in submitting a proposal.

Pre-Construction Meeting: will take place at the City of Mount Rainier on May 15, 2015 (this date is tentative depending upon the availability of the funding organization) at One Municipal Place, Mount Rainier, MD 20712. Attendance at the pre-construction meeting is mandatory for all Consultants interested in submitting a proposal.

Questions: During the proposal process should be directed to Veronica Owens, Assistant City Manager, [301-985-6585](tel:301-985-6585); vowens@mountrainiermd.org. May 22, 2015 will be the final date for submitting questions regarding the RFP to the City.

Due Date: Complete copies of the proposal are to be submitted no later than (4:00pm) on (June 8, 2015). Proposals should be mailed or hand delivered to: Veronica Owens, Assistant City Manager, One Municipal Place, Mount Rainier, MD 20712.

All consultants submitting proposals will be notified of the results of the RFP process no later than (June 30, 2015). A summary of the RFP Schedule is as follows:

Request for Proposals opened	April 5, 2015
Pre-Proposal Meeting	April 22, 2015, 2:00pm
Pre-Construction Meeting required by Funder)	May 15, 2015 (TBD)
Question period ends:	May 22, 2015
Proposals Due:	June 8, 2015, 4:00pm
Award notification:	June 30, 2015

PROJECT SCHEDULE

The selected project team is expected to begin work no later than August 30, 2015.

SUBMITTAL REQUIREMENTS

Each Consultant is to submit (7) hard copies of the proposal in letter size, three ring or spiral-bound format. Organize your proposal to the following order and divisional sectioning, separated by index tabs for easy reference. Proposers are reminded to be clear and concise in their responses. The proposal should consist of the following sections, in the order presented:

1. Executive Summary/Understanding of Project Requirements
2. Scope, Approach , Methodology
3. Project Schedule
4. Deliverables
5. Project Team Organization and Team Resumes
6. Relevant Work Experience with Referrals (submit between 3 and 5 examples with referrals)
7. Lump Sum Pricing with a separate lump sum for the parking area (see 2.4 in Project Description)
8. Additional Required Statements

An expanded description of the content to be included is as follows:

Executive Summary/Understanding of Project Requirements

The Consultant shall provide a brief narrative that demonstrates his understanding of the project (i.e. project's goals and objectives, nature and scope of the work involved) and demonstrates his expertise and ability to perform all elements of the proposed scope of services.

Scope, Approach, Methodology

Describe the work to be done for each phase of the project, including Design, Permitting, Construction, and Construction Oversight. Describe the approaches, methods, and materials for implementing the design-build project. Graphics or sketches of design concepts are helpful.

Also indicate how the project will be managed from beginning to end. Include an explanation as to how communications between the Consultant and the City will be facilitated.

Project Schedule

The Consultant shall provide a proposed sequence of activities and schedule, which demonstrates how the firm's approach will meet the stated objectives of the project within the time allotted. The schedule should be in the form of a bar chart (or comparable) and include the entire design and construction phases. Major deliverables, key milestones and decision dates should be included in the schedule. Meetings with City should also be noted.

Deliverables

Describe the project deliverables to be provided for each project phase, including types and quantities of submissions.

Project Team Organization and Team Resumes

The Consultant shall identify the team (including any joint venture partners or other associates) by listing the firm, address and telephone/fax numbers and contact person. If a joint venture or association between firms is proposed, describe the contractual relationship.

The proposal shall include a description of the proposed team in both narrative and chart form. Contractors and subcontractors who will be part of the project team are to be identified and a description of their relevant experience included. The proposal should clearly indicate the relationship, roles and responsibilities of each organization and individual team members.

Resumes of personal on the project team should be included, which indicate the years of experience and describe respective areas of expertise.

Relevant Work Experience with Referrals

Provide narrative and visual descriptions (photographs and/or renderings) of three to five (3-5) projects designed by the Consultant or other members of the Project Team, which are related to the project for which the Proposal is being submitted. Also provide narrative and visual descriptions (photographs and/or renderings) of projects implemented by the Contractor to be employed in this design-build contract. Projects specifically relevant to the proposed project are much more important than quantity of experience. The following information (as a minimum) should be included for each related project (though omission will not disqualify your proposal):

1. Project Name
2. Client (corporation, public agency, etc.)
3. General physical characteristics

4. Special features, accomplishments or problems (including energy and resource efficient design experience)
5. Construction value
6. Specific services provided
7. Dates of service
8. Approximate Consultant contract value
9. Construction cost
10. Individual references. Include contact addresses and telephone numbers. A minimum of one reference shall be included for each project.
11. Minority/Women owned company

Additional Submission Information:

Only proposals that comply with all the objectives, provisions and requirements of this Request for Proposals will be considered for review. The City of Mount Rainier reserves the right to independently investigate or request clarification of the contents of any proposal, including requesting that any prospective purchaser provide additional information, or make one or more presentations. All materials submitted in response to this Request for Proposals become the property of the City of Mount Rainier, without obligation of the City to return such materials. All determinations of completeness of any submission and compliance with the objectives, provisions and requirements of this Request for Proposals, and the eligibility or qualification of any developer, shall be at the sole and absolute discretion of the City of Mount Rainier.

No brokerage fees, finder's fees, commissions or other compensation will be payable by the City of Mount Rainier in connection with selection of the awarded team. The City of Mount Rainier has the right in its sole and absolute discretion to reject any and all proposals, to accept any proposal and to elect not to proceed with the process set forth in this Request for Proposals.

It is the obligation of the responder to disclose any relationships with any City officials and ownership of any properties within the City, held in any ownership structure by any members of the responding development entity.