

**REQUEST FOR PROPOSALS  
PREPARATION OF PRELIMINARY DEVELOPMENT PLAN FOR RIVER'S EDGE PARK  
CITY OF COLUMBIA FALLS, MONTANA**

The City of Columbia Falls ("City") is soliciting Proposals from consulting firms to establish a Preliminary Development Plan for future development of River's Edge Park.

**I. INSTRUCTIONS TO APPLICANTS / SUBMISSION PROCEDURES**

Respondents are required to submit their response to this Request for Proposals no later than **2:00 p.m. on Thursday, April 4, 2019**. Mail or hand deliver proposals to:

City of Columbia Falls  
City Clerk  
130 6<sup>th</sup> Street West  
Columbia Falls, Montana 59912

**Respondents shall submit three (3) hard copies and one electronic copy in PDF format of their response to this Request for Proposals** (hereafter "RFP"). Responses to this RFP are to be delivered in one box or envelope clearly labeled:

**"Response to Request for Proposals  
Preliminary Development Plan for River's Edge Park"**

All questions concerning this request or the scope of work should be directed to Tyler Bradshaw, Public Works Director, (406) 892-4430 or email: [bradshawt@cityofcolumbiainfalls.com](mailto:bradshawt@cityofcolumbiainfalls.com).

Respondents are encouraged to attend a non-mandatory pre-proposal meeting at **2:00 p.m. on Thursday, March 21, 2019** at City Hall Public Works Department, 130 6<sup>th</sup> St. West, Columbia Falls.

**II. PROJECT DESCRIPTION and SCOPE OF WORK**

River's Edge Park is a 28 Acre mostly undeveloped community park along the City's eastern edge adjacent to the Flathead River. A fishing pond was excavated at the Park last year through combined efforts of the City, volunteers and Montana Department of Fish Wildlife and Parks. The City plans to continue development of the park to make it a welcoming community destination. Future Park features may include restrooms, picnic areas, benches, trails, fishing piers, landscaping, parking facilities, park entrance and access improvements, ADA accessibility features, educational programs, interpretive signage, pavilions, and amphitheaters. The Project will coordinate with the City, interested agencies and funders, the public and others to evaluate improvement alternatives for the Park and prepare a Plan which will be used by the City to procure funding and continue development of the Park. All Alternatives evaluated shall accomplish the primary needs and objectives, which are to improve the recreational appeal, safety and operation of the Park for all users while minimizing adverse impacts to scenery and the environment. The Plan will consider a phased approach to Park development and will be in a format conducive to relevant grant applications.

Scope of Work will be finalized during negotiations, key tasks include:

1. Site topographical surveys.
2. Coordination with Fish Wildlife and Parks and other funding organizations.
3. Flood plain evaluations as applicable to other work.
4. Public involvement.
  - a. A minimum of one public meeting should be anticipated with additional presentations to City Council and Parks Committee.
  - b. Public survey(s).
5. Evaluation of funding strategies for Park development.
6. Preliminary landscape architecture and/or engineering site plans indicating Plan features and development options including entire project cost estimates.

Additional tasks may be added to the work during negotiations or by contract amendment including permitting, environmental assessment, final design, bid and construction phase services, grant application assistance and other tasks as determined by the City.

### III. PROJECT DELIVERABLES

In addition to deliverables which may be required to accomplish scope items listed above, the consultant shall deliver the River's Edge Park Preliminary Development Plan including narrative of plan with recommendations, funding strategies, drawings and cost estimates.

### IV. PROJECT SCHEDULE

The Preliminary Development Plan shall be delivered to the City by August 1, 2019.

### V. PROPOSAL CONTENTS

The proposal must contain the information listed in this section. The proposal is **limited to fifteen (15) pages**, not including Appendices, Cover Page Table of Contents and Dividers. Each page is defined as one side of a letter size sheet (no larger than 8 ½" x 11"), minimum font size of 10.5, single spaced. Evaluation of information will begin with the first page immediately following the cover page, and every page will be counted, in order, from that point forward. Please organize your proposal in the same order and numbering format as shown below.

Responses shall include:

1. **Organization and Qualifications of Firm:** Include Firm's legal name, address, and telephone number. Provide a discussion of how your firm is best qualified to respond to the requirements of this project. Discussion should focus on the requirements for this specific project, particularly:
  - a. Identify the consultant team proposed for this project and demonstrate ability to perform the desired services within the established schedule.
  - b. Your firm's expertise and experience, as it relates to the work. Provide examples of previous related project experience.
  - c. Subcontractors and support services that you anticipate utilizing and describe their expertise.
  - d. Quality assurance/quality control procedures.
2. **Firm's Representation:** Discuss the experience and qualifications of the key staff to be assigned to project and their availability during the project time period.
  - a. Identify the project manager and the principal in charge of the project and their qualifications. The project manager should be the proposed point of contact for the city and manager the day to day operations of the project.
  - b. Describe anticipated work activities for key personnel within the term of the project and how these would be coordinated.
  - c. Include relevant licenses issued by the State of Montana.
  - d. Provide hourly rates for all key personnel.
  - e. Resumes may be provided for key personnel by appendix. Limit resumes to one page
3. **Proposed Method to Accomplish the Work:** Proposal shall demonstrate an understanding of the requested scope of services. Proposal shall show interest and insight into the details of the Project.
  - a. Demonstrate ability, strategy and approach to meet project/contract requirements.
  - b. Propose a schedule with relevant milestones; demonstrate ability and strategy to meet schedule.
4. **Experience with Similar Projects:** Provide a description of the firm's prior experience, including a minimum of three recent similar projects. Discuss size of community, location, and estimated and final construction costs. Provide a reference for the project, including name and contact number. Reference should be a local official knowledgeable regarding the firm's performance.
  - a. Discuss any recent and/or ongoing work with the City of Columbia Falls.
5. **Acknowledge all Addenda.**

## **VI. PROPOSAL EVALUATION**

Respondents' Proposals will be evaluated according to the following listed criteria (see 18-8-204(2), MCA) and weight of each factor:

1. Qualifications of firm(s) – 125 Points
2. Qualifications of personnel – 200 Points
3. Capability to meet time (including present and projected workloads) and budget requirements – 100 Points
4. Proposed method to accomplish the work – 225 Points
5. Related experience on similar projects – 200 Points
6. Location – 50 Points
7. Recent and current work performance for the City of Columbia Falls – 50 Points
8. Quality of proposal/Conformance to proposal requirements – 50 Points

All Proposals will be evaluated using the following basic scoring methodology:

- Outstanding/Exceptional response: 90-100% of the available points
- Good response: 70-90% of the available points
- Average response: 50-70% of the available points
- Poor response: 30-50% of the available points
- Qualifications not clearly met: 0-30% of the available points

The City of Columbia Falls reserves the right to narrow the list of responding firms to an appropriate short list. Short-listed firms may be asked to provide a supplemental proposal, interview, or presentation. Scores from the proposals, supplement project proposals (if used), and interviews (if used) will be tabulated to make final selection.

## **VII. COST AND AWARD PROCEDURE**

The City of Columbia Falls utilizes a "qualifications based" selection process to select the most qualified firm and negotiate a contract with the firm determined to be the most qualified at a price which is determined to be fair and reasonable. Costs will not be discussed until the top ranked respondent has been selected for contract negotiations. The provisions of 18-8-205(1) and (2), MCA, will be applied to the contract negotiations.

The City of Columbia Falls reserves the right to accept or reject any and all qualification statements, or parts of statements; waive technicalities; and to make its decision on the basis of merit, appropriateness, and any other factor. Unless all statements are rejected or the solicitation is canceled, a contract will be awarded to the firm whose qualifications best meet the requirements and criteria set forth in this solicitation.