

Request for Proposals

For

Mount Trashmore Recreational Facility Access Improvements Project



Issued: November 20, 2018
Cedar Rapids Linn County Solid Waste Agency
Karmin McShane, Executive Director

I. OVERVIEW

The Cedar Rapids Linn County Solid Waste Agency (Agency) is soliciting proposals from engineering consulting firms licensed in the State of Iowa to provide planning, design, and bidding services for the Mount Trashmore Recreational Facility Access Improvements project. Interested Consultants shall submit a Proposal in accordance with the requirements of this Request for Proposals (RFP).

II. BACKGROUND

Created in 1994, the Agency is responsible for integrated solid waste management in Linn County, Iowa. The Agency owns and operates two sites that include a resource recovery facility, a hazardous material collection facility, a compost facility, an active landfill, and a closed landfill that is being redeveloped for co-use as a recreational facility.

The Agency's Site 1 facility is located at 2250 A Street SW, Cedar Rapids, IA. The Site 1 facility includes an active compost facility and a 70-acre closed landfill. The Agency is currently in the process of developing a recreational co-use for the 70-acre closed landfill (the co-use being call the Mount Trashmore Recreational Facility). To date, the Mount Trashmore Recreational Facility consists of a gated entrance, a scenic overlook, temporary restroom facilities, a mountain bike flow trail, a hiking trail, and a multi-use trail. The Mount Trashmore Recreational Facility Access Improvements project will promote accessibility to the recreational facility while bifurcating traffic routes between the compost facility and recreational facility within Site 1.

III. SCOPE OF SERVICES

The Consultant shall complete planning, design, and bidding services for the Agency's Mount Trashmore Recreational Facility Access Improvements project. The project should include the areas listed below:

- a. Planning and development of a Site Traffic Plan
 - The Site Traffic Plan should demonstrate separate traffic routes for access to the Mount Trashmore Recreational Facility and customer traffic for the Agency's composting facility;
 - The Site Traffic Plan should identify locations for a parking lot and a Recreational Facility Building to be used as a check-in point for members of the public looking to access the Mount Trashmore Recreational Facility;
 - The Site Traffic Plan should be developed in a manner that optimizes safety and efficiently for of all members of the public utilizing the facility;
 - The Site Traffic Plan shall review existing signage at the facility and make recommendations for new signage that best represents the site's uses and routes established within the Site Traffic Plan;
 - The Site Traffic Plan shall be developed to meet all applicable federal, state, and local design standards and requirements; and
 - The Site Traffic Plan should coordinate key elements of the facility's pedestrian and bicycle accessibility with existing and planned infrastructure in the immediate vicinity of Site 1.
- b. Planning, design, and permitting of facility entrance improvements
 - Improvements shall be made to the main entrance to the facility, from A Street SW, to provide a gated access for vehicle traffic and a separate gated access for pedestrian and bicycle traffic.

- Improvements to the facility's entrance road should be made to safely accommodate pedestrian and bicycle traffic while suitable servicing customer traffic to the compost facility;
 - The facility entrance improvements shall be designed in accordance with all applicable federal, state, and local standards and requirements including, but not limited to, City of Cedar Rapids design standards and the Americans with Disabilities Act; and
 - The Consultant is expected to obtain all necessary permits and approvals for construction of the facility entrance improvements.
- c. Planning, design, and permitting of a Recreational Facility Building
- The Recreational Facility Building will be used as a check-in point for members of the public looking to access the Mount Trashmore Recreational Facility;
 - The Recreational Facility Building should consist of a parking lot, single office, large meeting room, public restroom facilities, security system, storage space, and a public check-in area that works congruently with the Site Traffic Plan;
 - The Recreational Facility Building and ancillary components shall be designed in accordance with all applicable federal, state, and local standards and requirements including, but not limited to, City of Cedar Rapids building codes and ordinances and the Americans with Disabilities Act;
 - The Recreational Facility Building shall be connected to surrounding utility services including water, sewer, natural gas, electrical, and communications;
 - The Recreational Facility Building shall be safely and easily assessible from the site's main entrance and the main gate to the Mount Trashmore Recreational Facility; and
 - The Consultant is expected to obtain all necessary permits and approvals for construction of the Recreational Facility Building.
- d. Bidding Services
- The Consultant shall develop plans and specifications for the construction of site improvements developed under this project;
 - Contract documents shall be developed in accordance with the Engineers Joint Contract Documents Committee (EJCDC) or Statewide Urban Design and Specifications (SUDAS) standards; and
 - Bidding shall be completed in a manner that is compliant with applicable requirements of Iowa Administrative Code for a public entity.

IV. PROPOSAL REQUIREMENTS

Interested Consultants shall submit a proposal to ensure a proper evaluation of the firm's capabilities. Proposals shall be prepared in a straightforward and concise manner that effectively describes the Consultant's capabilities to satisfy the requirements of this Request for Proposals. Emphasis will be focused on accuracy, completeness, and clarity of content. Submitted proposals shall be limited to 15 pages (front and back) and shall contain the following response items arranged in order in the manner specified below. Late submittals will not be evaluated.

Cover Letter

The Consultant shall provide a Cover Letter on corporate letterhead, signed by an authorized representative of the company. The Consultant's name, address, and signature shall be clear and legible.

Project Understanding & Approach

The Consultant shall define their understanding of the project and provide an approach for successfully completing the items listed in the Scope of Services. The Agency's key goals for this project are as follows:

Safety – All improvements made to the facility shall make public safety a main priority.

Compliance – The improvements shall be compliant with all applicable federal, state, and local standards and requirements pertaining to type of work taking place.

Efficiency – The access improvements made to the facility shall limit conflicts between the traffic routes for recreational use and the traffic routes for use of the Agency's composting facility.

Aesthetics – The project should be consistent with the established aesthetics of the Mount Trashmore Recreational Facility.

Project Experience & Consultant Capabilities

Consultants shall provide information about their company, so the Agency can evaluate the Consultant's ability to complete the project. The Agency, at its option, may require a Consultant to provide additional documentation and/or clarify information. Consultants shall include information to demonstrate requisite experience, skills, and resources necessary to complete the activities listed in the Scope of Services. The Consultant shall demonstrate overall management and project experience as reflected by the successful completion of similar projects. The Consultant shall supply a representative reference list, including client name, contact person, and phone number of at least three clients recently served.

Identified & Dedicated Project Team

The Consultant shall identify key staff members that will be assigned to the project. The Consultant shall define each team member's role and provide information describing their technical abilities, project responsibilities, and office location. Standard rate sheet for professional services should be included.

Compliance Understanding

The Consultant shall describe the project team's level of experience related to municipal code, applicable regulations, and approval processes related to development projects. The Consultant shall outline the project team's experience working directly with applicable authorities.

Value to the Agency

The Agency's anticipated budget for the Mount Trashmore Recreational Facility Access Improvements project is \$1,500,000 (includes both design and construction). The Proposal shall demonstrate the value the Consultant can provide the Agency based on the anticipated budget for this project.

V. SUBMITTAL INSTRUCTIONS

Proposal Submission Delivery Requirements

Response to this Request for Proposals must be received by **4:00 P.M. Tuesday, December 18, 2018**. Send an original and three copies to:

Karmin McShane, Executive Director
Cedar Rapids Linn County Solid Waste Agency
1954 County Home Road
Marion, IA 52302

One electronic copy of your proposal should also be delivered to the address above, preferable on CD or USB flash drive no later than the time and date mentioned above. No contact should be made with the Board of Directors, committees, or working group representatives concerning this RFP.

Request for Information

All requests for information shall be submitted by the Consultant to Karmin McShane, Executive Director of the Agency. Questions may be submitted by telephone at (319) 377-5290 or in writing via email to kmcshane@solidwasteagency.org. It is the responsibility of the Consultant obtain any information they believe is needed to complete the Proposal.

VI. CONTRACT

The Agency anticipates entering into a contract for professional services with the selected firm. The contract shall provide a detailed scope of services, schedule milestones, and fee associated with completing the tasks outlined within the RFP. The Agency anticipates that design and bidding for the project will be completed by the end of the 2019 fiscal year (June 30, 2019).

VII. TIMELINE/SCHEDULE*

<i>Schedule of Requirements</i>	<i>Target Date(s)</i>
Issue RFP	November 20, 2018
Proposals Due	December 18, 2018
Selection of Respondent(s)	December 2018
Contract Negotiation	December 2018/January 2019
Contract Approval	January 15, 2019

**Timeline/Schedule is subject to change.*

VIII. EVALUATION CRITERIA

All submittals will be reviewed based on the following criteria as they relate to key project team members. Each criteria item listed below will be weighted equally when evaluating proposals:

1. Project Understanding & Approach
2. Consultant Experience & Capabilities
3. Identified & Dedicated Project Team
4. Compliance Understanding
5. Value to the Agency

IX. PROPOSAL TERMS AND CONDITIONS

Reservations

The Agency reserves the right to reject any and all submittals; waive formalities, technical requirements and/or deficiencies; or to solicit for new or additional proposals if deemed to be in the best interests of the Agency. The Agency reserves the right to interview the top three highest ranked firms. The Agency reserves the right to further negotiate with one or more firms of its choice, if such negotiations better serve the Agency’s interest. The Agency reserves the right to negotiate a contract that covers all or selected parts of the proposal, key project team members and sub-consultants.

Consultant Costs

Any costs incurred on the part of the Consultant for responding to this RFP are the responsibility of the Consultant. Consultants will not be reimbursed for costs.

Proposal Information is Public

All documents submitted with any proposal shall become public documents and subject to Iowa Code Chapter 22, which is otherwise known as the "Iowa Open Records Law". By submitting any document to the Agency regarding a proposal, the submitting party recognizes this and waives any claim against the Agency and any of its officers and employees relating to the release of any document or information submitted. Each submitting party shall hold the Agency and its officers and employees harmless from any claims arising from the release of any document or information made available to the Agency arising from any opportunity.

Proposal Rejection or Partial Acceptance

The Agency reserves the right to accept or reject any or all proposals or parts thereof. The Agency further reserves the right to waive technicalities and formalities in proposals, as well as to accept in whole or in part such proposals where it is deemed advisable in protection of the best interests of the Agency.

No Gift Standard

The Agency is committed to upholding the highest ethical standards in all its business practices. This standard recognizes the need to avoid even the perception of improper gifts or favors to employees. Therefore, all Consultants have been asked to abide by the Agency's "No Gift" standard. The "No Gift" standard applies to all offers of discounts or free items at any place of business targeted toward an Agency employee and not available to the public, regardless of the value.

Non-Discrimination and Equal Opportunity

All Consultants that engage in contracts with the Agency agree as follows: The Consultant will not discriminate against any employee or applicant for employment because of race, creed, color, sex, religion, national origin, age, marital status, families with children, sexual orientation, disability or handicap, except where age and sex are essential bona fide occupational requirements, or where disability or handicap is a bona fide occupational disqualification. Such action shall include, but not be limited to the following; (a) Employment, (b) Upgrading, (c) Demotion or transfer, (d) Recruitment and advertising, (e) Layoff or termination, (f) Rate of pay or other forms of compensation, and (g) Selection for training, including apprenticeship. The Consultant further assures that managers and employees comply with both the spirit and intent of federal, state, and local legislation, government regulation, and executive orders in providing affirmative action as well as equal opportunity without regard to race, creed, color, sex, religion, national origin, age, marital status, families with children, sexual orientation, disability or handicap.

Warranties – Intellectual Property

The Consultant represents and warrants that all the materials, goods and services produced, or provided to the Agency pursuant to the terms of the RFP shall be wholly original with the Consultant or that the Consultant has secured all applicable interests, rights, licenses, permits or other intellectual property rights in such materials, goods and services. The Consultant represents and warrants that the materials, goods and services, and the Agency's use of same, and the exercise by the Agency of the rights granted by the Contract shall not infringe upon any other services or violate the rights of publicity or privacy of, or constitute a libel or slander against, any person, firm, or corporation. Consultant further represents and warrants that the materials and services do not infringe upon the copyright, trademark, trade name, trade dress patent, statutory, common law or any other rights of any person, firm or corporation or other entity. The Consultant represents and warrants that it is the owner of or otherwise has the right to use and distribute the goods and services contemplated by the Contract.