



REQUEST FOR PROPOSALS

Consultant for Design Services Rail Gateway Project

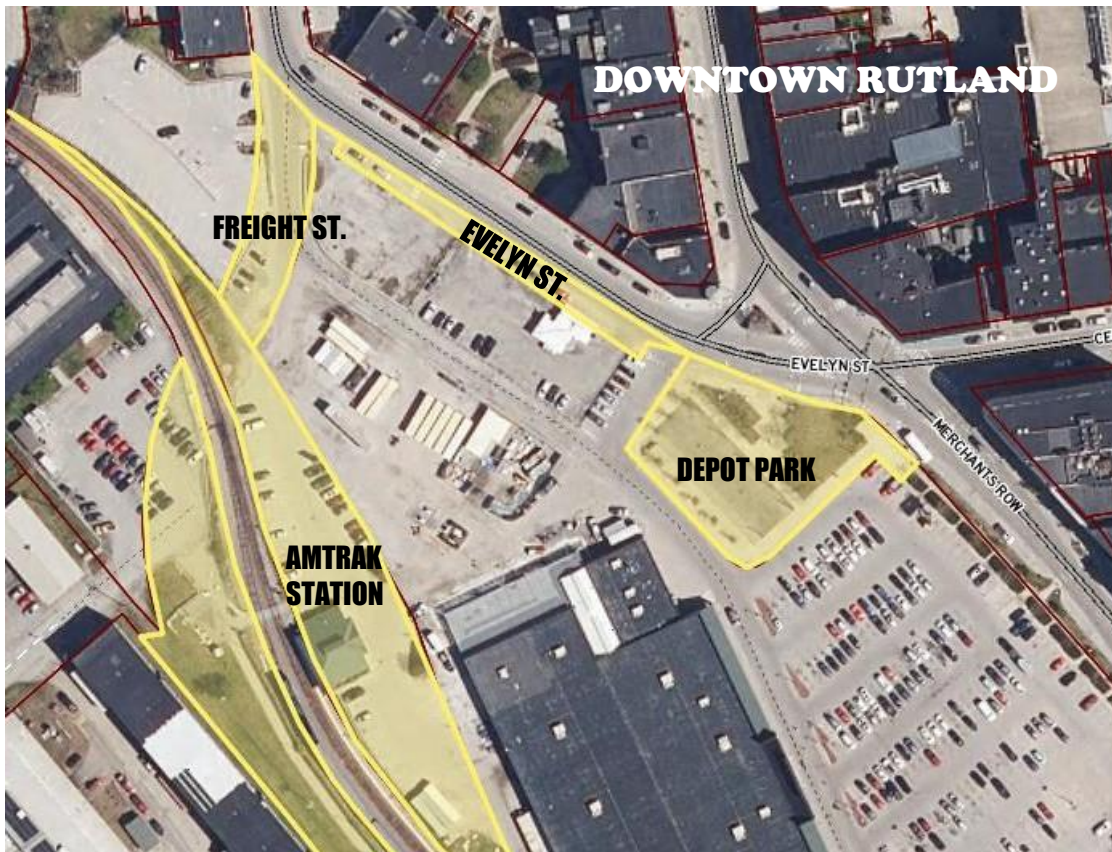
Date Issued: 3/8/2024

Date Due: 4/12/2024

Background and Objectives

The Rutland Redevelopment Authority (RRA) is soliciting proposals for consulting services to provide conceptual landscaping design services for City of Rutland controlled land located in the southwest area of Downtown. The subject properties are parcels and public streets situated near the location of the former Rutland Railroad railyard, and currently adjacent to the James Jeffords Amtrak Station, Evelyn Street, TD Bank parking lot, Walmart, and train tracks on State of Vermont owned land. One of the subject properties is Depot Park.

The subject city properties are highlighted below:



The conceptual landscape design for the properties will direct the City's use of recently-awarded funding from USDA and VTrans for urban forestry and transit-oriented development design. Specifically, the design will be used to guide the enhancement of the physical appearance of each of these sites through landscaping and other site features, creating a more attractive gateway to the Downtown and southwest neighborhood. The ultimate goal being that beautification of this area will lead to investment and growth of grand list values.

Located in Central Vermont, the City of Rutland has a population of approximately 16,000 people and serves as the cultural and economic hub of the Rutland Region. Over the last few decades, the city has experienced some population and economic decline, however, is well positioned to grow and continue a vibrant cultural center. The RRA was formed by charter in 1989 and is contracted by the City of Rutland to lead community and economic development efforts.

Deliverables

The Scope of Work shall include:

1. Overall conceptual streetscape and landscaping site plan at a scale suitable to fit on 24 x 36 drawing sheet with enlarged plans as needed to communicate design intent in greater detail for specific areas.
2. Detailed enlargements of each specific site in the area. Plans shall include typical details & cross sections where applicable.
3. Identification of specific landscape improvements, including planting species and hardscape proposed.
4. High level cost estimates for the streetscape improvements based on proposed landscaping and site improvements.
5. Landscape maintenance plan.
6. 2-3 meetings with the project team.
7. Final Presentation.

The deliverables include conceptual designs only. No construction-level or engineering documents are proposed with this phase of the project.

The RRA will be responsible for general project management including scheduling; billing and budget tracking; monitoring progress; reviewing work prepared by the consultant; facilitating communication among stakeholders; and preparing reports.

The RRA will provide:

- Survey of the area from 2017
- Previous design concepts for the area
- Existing site plans
- Evelyn Street Redevelopment Report
- Property specific legal/permitting information
- USDA and VTrans Grant Agreements

Proposal Requirements

The consultant(s) is expected to have experience in planning, design, master planning, cost estimating, and civil engineering. All responses to the RFP shall include the following information:

- 1) Cover Letter** – A letter of interest and a summary of qualifications, recommended approaches, and deliverables for the project.
- 2) Project Approach** – Provide a thorough explanation of the approach and scope planned for this project. Identify key deliverables.
- 3) Project Cost** – Provide a not-to-exceed cost proposal, itemized by project component, and including current hourly rates, unit pricing, and reimbursable expense detail. The anticipated budget for the project is \$15,000 - \$20,000.
- 4) Proposed Schedule** – Provide a schedule that includes completion of work tasks and deliverables including key meetings.
- 5) Qualifications and Staffing** – Detailed information on the consultant, including contact information, the name of the firm, year established, a description of relevant experience on similar projects for each firm, and listing of their individual work experience in this role on similar projects.
- 6) References** – A minimum of three (3) professional references for whom a similar project has been completed within the last ten (10) years.
- 7) Optional** – Any proposed modifications or refinements to the project approach and components.

The proposal shall not exceed 15 double-sided pages (30 total pages), excluding the Cover Letter.

Submission Requirements

One (1) pdf copy of the proposal should be submitted by e-mail to the Rutland Redevelopment Authority (contact information below) by **7:00 PM on April 12, 2024**.

Expect a confirmation email following receipt of the proposal. If you have any questions about this project or the RFP, please address them in writing via email to the point of contact no later than March 13, 2024.

For Information

Rutland Redevelopment Authority
1 Strongs Avenue, Rutland, VT 05701
above@rutlandvtbusiness.com 802-775-2910

Schedule

- **Proposals are due on Friday, April 12, 2024 by 7pm.**
- Consultant Selection will be announced by April 19, 2024
- Project work will begin by May 1, 2024
- Work completed by August 15, 2024

Proposal Evaluation

Respondents will be evaluated according to the following factors:

1. Consultant qualifications and experience with similar projects
2. Scope of Work, methodology, and scheduling
3. Overall quality, completeness and clarity of proposal
4. Consultant Costs

Proposal Selection

Proposals will be reviewed by the Rutland Redevelopment Authority.

Interview Framework

The RRA reserves the right to invite the top consultants for an interview and presentation during the selection process. This would enable the RRA to gain a greater understanding of the consultant's experience and qualifications, and allow the consultant to elaborate on the proposal.

Final Consultant Selection

Following the selection process, the RRA will choose a consultant with whom to negotiate a final contract for services. The final scope of work with specified deliverables may be modified through negotiation of the final contract.

The RRA reserves the right to request information or clarification from consultants in consideration. The RRA reserves the right to reject any or all submittals, to compare the relative merits of the respective responses, and to choose a consultant, which in the opinion of the RRA, will best serve the interests of the RRA. Each response to this RFP shall be done at the sole cost and expense of each proposing consultant and with the understanding that no claims against the RRA for reimbursement will be accepted.

Contract Requirements

The RRA will negotiate contract terms upon selection. All contracts are subject to review by the City of Rutland's legal counsel. The project shall not start until the successful applicant enters into a written contract with the RRA. The RRA is not liable for any cost incurred by the consultant prior to the issuance of a contract.

The consultant and subcontractors must comply will all required City, State, and Federal covenants, which could include insurance coverage, indemnification, workers compensation, civil rights and equal opportunity, Americans with Disabilities Act, and audit/record retention.