

REQUEST FOR PROPOSAL

TOWN OF MOUNTAIN VILLAGE (TMV)

REQUESTING DEPARTMENT: Village Court Apartments

DATE: September 5, 2018

PROJECT NAME: Landscaping Design

Is a Statement of Qualification required with Request for Proposal? Yes No

INTRODUCTION

The Town of Mountain Village and Village Court Apartments (VCA) requests proposals of a master plan for landscaping design and build.

Goals include: 1) To obtain a clear landscaping design with an emphasis on reducing current landscape maintenance. 2) Obtain a strategic scope of work that includes addressing recreational areas and irrigation needs. 3) Recommendations for improvements and maintenance of current installed landscape, and 4) to bring the level of landscaping at VCA up to a more appealing feel and look.

APPROACH

Village Court Apartments is requesting proposals from qualified bidders to conduct a comprehensive landscaping assessment. The Study will include:

- 1) A design drawing, map, and rendering
- 2) A landscape and irrigation plan including recommendations to reduce landscape maintenance.
- 3) Consideration of current VCA landscape and infrastructure including storage sheds, bike racks, plant material, fencing, recreational amenities.
- 4) A list of materials and plants with care instructions.

STATEMENT OF NEED

Village Court Apartments is owned by The Town of Mountain Village and houses 220 units of employee housing and Munchkins Daycare with plans for expansion. It is located behind police and fire building and can be viewed from the Gondola. As the Town of Mountain Village is a beautiful place and has high standards, Village Court Apartments area is in need to reflect such. The landscaping assessment and implementation should demonstrate the surrounding area's beauty and enhance the outside living area while reducing maintenance.

The staff has identified 14 areas on the attached map (exhibit A) that would add huge impacts in the aesthetics and use of Village Court Apartments by its residents and guests. This would be the starting point with landscaping company to make further suggestions or changes.

SCOPE OF WORK

The following proposed Scope of Work should evaluate the identified 14 areas (see exhibit A) as well as provide additional recommendations for overall improvements to the landscape with an effort made to reduce current landscape maintenance.

The following steps are suggested for the creation of a Landscaping Plan for Village Court Apartments.

1. Using the attached map (exhibit A) as a reference, a mandatory site meeting will be held on property with prospective bidders.
2. Bidders will produce a conceptual plan to be evaluated during this process. Plan should include 2-5 drawings that demonstrate bidders concept.
3. Cost to produce the full landscape design shall be included in proposal.
4. Once a designer is chosen, a detailed landscape design plan shall be produced. This plan set shall be completed to construction detail.
5. A budgetary cost of the proposed landscape plan shall be provided.
6. Designer should produce a plan that can be broken down into phases that can be implemented separately to accommodate Town budgetary considerations.

ADDITIONAL REQUIREMENTS:

VCA LANDSCAPING MAP (see Exhibit A)

1. Evaluate landscape improvements adjacent to VCA offices.
2. Evaluate outdoor seating opportunities outside VCA offices.
3. Evaluate landscape between buildings 1 and 2, including potential access to bike storage.
4. Conceal utility boxes.
5. Provide options for landscaping around entrance to laundry room.
6. Improve fencing around basketball court and landscape leading up to it.
7. Evaluate a walkway to garden and dog park and improve fencing.
8. Evaluate landscaping around parking area.
9. Evaluate exposed foundation area, rock area, and drainage and provide options for improvement
10. Outside sitting area and locker and bike storage area in open areas between buildings.
11. Evaluate landscape improvements around playground.
12. Evaluate landscape improvements in this area
13. Evaluate landscape improvements in this area
14. Evaluate area for improvements to make it usable for outside activity (horse shoes, etc.), ADA access, improving stairs/landing, and improving existing planter.

A mandatory pre-bid site walk will be required to view the site. (See proposed deadline section below for dates and times)

A project work schedule shall be submitted by contractor with the RFP package. It is anticipated that construction will be a Monday – Saturday schedule with Sundays as a special approval case only.

A current business license will be required before work can commence.

SECTION I: TECHNICAL OFFER

1. Contractor will specify each task in the scope of Work above and explain the proposed approach to the task with specific steps to accomplishment.

SECTION II: QUALIFICATIONS AND EXPERIENCE

1. List past projects similar in nature.
2. Provide pictures and/or samples, if applicable.
3. Provide resumes and qualifications of key personnel.
4. Provide proof of required insurance.
5. Provide references from the past complete projects with completion dates, company contact person, and telephone number.

SECTION III: COST PROPOSAL

1. Include proposed unit price with extensions for completed project.
2. Only lump sum bids for entire project will be accepted.
3. Include proposed terms of payment.
4. Include hourly rates for project personnel and rates for any related expenses, if applicable.
5. Include any guaranteed maximum fee, if applicable.

SECTION IV: WARRANTY

Provide proposed terms of warranty for completed work.

SECTION V: PROPOSAL DEADLINES

1. Mandatory Site Walk date: Thursday September 13, 2018. Meeting location: 415 Mountain Village Blvd, Village Court Apts. Office 10:30 a.m.
2. Proposal deadline for bids is 12:00 Noon, Thursday September 27, 2018
3. Proposal anticipated to be awarded October 2, 2018
4. Term of project: Date of award thru October 29th, 2018
5. Mail, drop off or email proposals to:
Village Court Apartments
415 Mountain Village Blvd.
Mountain Village, CO 81435
Attn: Luke Adamson
ladamson@mtnvillage.org

For more information call or email:

Cecilia Curry
970-369-8233

SECTION VI: INSURANCE

The Town desires that respondent proposers carry insurance in the approximate amounts set forth below. Proposer firm and team members who carry lower limits should state so in the proposal.

Workers' Compensation Insurance

Comprehensive General Liability:

Limits: \$2,000,000 per occurrence for Bodily Injury
\$2,000,000 per occurrence for Property Damage
\$2,000,000 Aggregate

Coverage Extended:

- Operations
- Independent Contractors
- Contractual Liability (to cover and hold harmless)
- Completed Operations – Two Years
- Broad Form Property Damage
- Personal Injury Coverage
 - Contractor's Employee
 - Person other than Employee

Professional Liability Insurance covering Errors and Omissions with a minimum limit of \$1,000,000 of each claim and \$1,000,000 aggregate.

Selected respondent proposer will be required to submit a policy endorsement naming the Town of Mountain Village, Colorado as an additional insured.

SECTION VII: EVALUATION CRITERIA

The Proposals may be evaluated using the following criteria, including but not limited to:

1. Knowledge, expertise and experience in providing services applicable to the proposal.
2. Completeness of the proposal that illustrates a clear understanding of the project including completeness of pricing, work plan and team experience.
3. Value of proposal to provide services to the Town.
4. Pricing of proposal