



CITY OF RACINE REQUEST FOR PROPOSALS (RFP)

OFFICIAL NOTICE #18-2016

NORTH BEACH MASTER PLAN

Direct all replies to:

Kathryn Kasper, Purchasing Agent
City of Racine Purchasing Department
730 Washington Ave., Room 105
Racine, Wisconsin 53403
Telephone: 262-636-9143
Fax: 262-636-9100

Purchasing Web Site: <http://www.cityofracine.org/purchasing>

Complete Bid or Proposal packages may be downloaded at the above website. Vendors are responsible for checking this website for addenda prior to submitting a proposal. The City of Racine is not responsible for the content of any proposal package received through any 3rd party service. It is the sole responsibility of the vendor to ensure the completeness of the documents received from any 3rd party.

**SEALED PROPOSALS MUST BE RECEIVED NO LATER THAN:
November 30, 2016 by 10:00 AM, CDT**

PROPOSALS RECEIVED LATE WILL NOT BE CONSIDERED.



REQUEST FOR PROPOSAL CITY OF RACINE NORTH BEACH PARK MASTER PLAN

PURPOSE

The City of Racine invites the submission of proposals from specialized firms to create a Master Plan for Racine's North Beach Park. The Master Plan will build upon concepts within Racine's "Vision of North Beach Park" preliminary planning document, completed in May 2016. The preliminary planning document includes recommendations for a bathhouse redesign, enhanced pedestrian access, wayfinding and other-improvements. A team of landscape architects, architects, designers, urban planners and engineers is anticipated to provide all services necessary to create a Master Plan for North Beach Park. The selected consultant will work with City-personnel and applicable City committees in addition to incorporating public input from various interest groups and City residents.

BACKGROUND

The City is located on the western shores of Lake Michigan, and is bordered on the south by the Villages of Mt. Pleasant and Elmwood, on the west by the Villages of Mt. Pleasant and Sturtevant, and on the north by the Villages of Wind Point and Caledonia. Racine encompasses approximately 15.5 square miles and has a population of 78,860. The City, through its Parks, Recreation, and Cultural Services, maintains approximately 118 parks and open spaces around the City encompassing approximately 1,387 acres.

North Beach Park is Racine's premier park, featuring a spectacular unobstructed view of Lake Michigan. The Park contains a nationally and internationally recognized Blue Wave certified beach that attracts upwards of 200,000 visitors annually. Much of the success can be attributed to improvements in water quality using sustainable engineering solutions and best management practices. Improvements, in addition to media recognition, ultimately provide opportunities to host national and international summer sporting events (e.g. Iron Man 70.3 Triathlon). North Beach Park is estimated to contribute nearly \$5 million annually in economic benefits to Racine County. Beyond tourism, North Beach Park serves as the primary bathing beach, while offering multiple recreational and educational opportunities for Racine residents.

The Park is separated into three distinct areas: multi-use beach, Kid's Cove playground, and open space /picnic areas. The beach area encompasses sand volleyball courts, a handicap access mat, bathhouse, concessions, and boardwalk. Large portions of the beach area have been naturalized to provide sustainable stormwater management and improve coastal habitat. Kid's Cove is a 20,000 square foot playground located at the South end of the Park and connects directly to the main parking lot. The remaining park is dedicated to picnic areas and open space. Approximately, 1.5 miles of the Lake Michigan Pathway, a multi-purpose recreational path, guides users through the park while providing a connection to neighborhoods north of the Park and Racine's Downtown District via on-street bicycle path.

Racine's Park and Open Space Plan (Community Assistance Planning Report No. 270, 2nd Ed) acts as an official guide for park and recreation facility development and has served as an implementation tool. This document, which will be attached to the bid release, includes recommendations specific to North Beach Park. The City's website, www.cityofracine.org, also gives access to Geographic Information System mapping tool as well as providing beach status information and park-related events.

In the spring of 2016, the Racine Health Department and Parks, Recreation, and Culture Services collaborated with the Urban Planning Graduate Program at the University of Wisconsin – Milwaukee to develop a preliminary planning document. The “Vision for North Beach Park” provided a series of recommendations aimed toward improving user experience and providing an engaging year-round park space. Lack of information including cost estimates, regulatory information, and design plans limits the extent to which recommendations can be considered for or fully implemented.

SCOPE OF WORK

The City of Racine is seeking a consultant(s) to create a Master Plan for North Beach Park, including sustainable design solutions to implement recommendations in the “Vision for North Beach Park”. Work will be coordinated with the City staff, elected officials, and applicable City committees. It is expected that the consultant(s) will also consider and incorporate feedback from various interest groups and City residents.

The Master Plan must, at a minimum, cover the entire Park area (approximately 49 acres) in addition to the associated shoreline. It is strongly recommended that master plan take into consideration the adjacent residential areas east of Main Street, Racine Zoological Gardens, other nearby community parks or centers, and local businesses and clubs to truly develop a comprehensive planning document.

Under the Scope of Work, the consultant shall:

1. Participate in preliminary meeting(s) with City staff, elected officials, and applicable committee members to gather necessary materials to identify additional information required. Conduct site visit with City staff and others.
2. Prepare a narrative summarizing existing conditions, design alternatives, cost implications and regulatory criteria for North Beach Park's facilities, beach area, and open space including active and passive recreating zones.
3. Hold public workshop(s) to solicit input on alternatives.
4. Prepare a report that summarizes issues and opportunities based upon feedback.
5. Develop at least two schematic design alternatives for the North Beach Bathhouse.
6. Develop at least two schematic design alternatives for a boardwalk system.
7. Create a preferred alternative based upon adopted elements from the alternative designs.

8. Include sustainable solutions for North Beach Bathhouse as well as other park improvements such as shading, seating, Kid's Cove playground, outdoor showers, and picnic areas.
9. Address accessibility and transition from existing parking to the North Beach Bathhouse building and beach areas in preferred alternative.
10. Address wayfinding including signage, gateways, and park entry elements in preferred alternative.
11. Coordinate with City staff regarding bathhouse, concessions, boardwalk, and wayfinding system designs.
12. Describe educational and outreach opportunities.
13. Provide detailed cost estimates.
14. Provide implementation schedule including necessary permitting requirements.
15. Provide and/or identify funding opportunities including appropriate grant opportunities and public-private partnerships.

COORDINATION OF PUBLIC INPUT

It is important that the consultant effectively engages stakeholders and keeps the relevant Boards, Committees, and Commissions informed throughout the process. It is anticipated that the entire planning process may require up to eight (8) meetings, including staff meetings, which is subject to change as deemed necessary by the Project Manager.

DELIVERABLES

Throughout the process the selected Consultant shall provide periodic updates to Project Manager. The consultant shall provide fifteen (15) copies of the alternative schematic designs. The designs shall also be provided electronically in PDF format.

The Consultant shall make available to the City at least ten (10) copies of the draft plan, site plans, and designs including elevations, by August 21st, 2017. The Consultant shall make available to the City at least ten (10) copies of the final plan including an executive summary. The final plans shall be made available to the City in digital format for placement on the City's website. The final plan's report shall have nine (9) bound and one (1) unbound that includes the items noted in the above scope of work. Extensions may be approved for the report delivery dates, granted by the City.

All digital data and electronic copies of computer generated drawings on AutoCAD, ArcView, Geographic Information Systems or an equivalent, shall be provided to the City. Two copies shall be submitted on CD-ROM or other digital format.

STATEMENT OF CONTENTS – PROPOSAL

- Table of Contents
- Cover Letter
- Project approach
- Experience of the lead firm in a brief profile.
- Relevant experience of the key individuals that will work on this project including licenses, certifications, or related accreditations.
- 3 client references for public projects led by the proposed Project Manager.
- Estimated Project Cost. Include an estimated project cost with a listing of hourly rates of the individuals/job classifications to be assigned to the project. Outline costs associated with meetings.

SUBMISSION REQUIREMENTS

Sealed submittals are required. Only proposer’s names will be read at opening. Proposers must submit nine (9) bound copies of the proposals and one electronic copy in pdf format on a flash drive of the proposal in a sealed container clearly identified on the outside of the package as “Official Notice #18-2016”.

Packages to be delivered to:

Kathryn Kasper
 City of Racine Purchasing Agent
 730 Washington Avenue, Room 105
 Racine, WI 53403

SCHEDULE

Date	Action
October 18, 2016	RFP distribution
November 10, 2016 end of business	Questions regarding RFP due to Purchasing Agent, all question to be submitted via email to Kathryn.kasper@cityofracine.org
November 14, 2016	Addenda issued if needed
November 30, 2016 , 10:00 AM	RFP Submittal Deadline
December 12, 2016	Candidates notified
December 19, 2016	Consultant Interviews
January 3, 2017	Consultant Selection
August 21, 2017	Draft Plan due
November 10, 2017	Project completed

SELECTION CRITERIA AND PROCESS

The evaluation and selection process will consist of a review of proposals by City staff. Proposals for the project will be evaluated and ranked based on the following criteria:

- 30% Project approach including understanding of project objectives and constraints
- 25% Qualifications and experience.

20%	Demonstrated ability to meet project schedules and budgets
15%	Management, team organization and skill experience of key team members
<u>10%</u>	<u>Cost to prepare Master Plan</u>
100%	Total

CONDITIONS AND AGREEMENTS

Right of Rejection: The City of Racine reserves the right to reject any or all proposals, any portion of a proposal or to accept the proposal considered most advantageous to the City of Racine following final negotiations, evaluations and review.

Prices to be Firm: Respondents certify that prices, terms and conditions in the proposals will be firm for acceptance for a period of 6 months from the date of opening unless otherwise stated by City of Racine.

Instructions to Vendors: Thoroughly examine the scope of work, schedule, instructions and all other solicitation documents. Make all investigations necessary to be familiar with conditions that affect the proposal, such as but not limited to, facilities for delivery of material and equipment. No pleas of ignorance by the respondents as a result of failure to investigate or examine conditions or failure to fulfill details of the contractual documents will be accepted as a basis for varying the requirements of the City or changing the compensation due.

By submission of a proposal: You certify that you are a duly qualified, capable, and otherwise bondable business entity. You affirm that any response has not included any preparation in collusion with any other respondent, and that the contents of any response as to prices, terms or conditions of said response have not been communicated in any manner to any other person engaged in this type of business prior to the official opening of this solicitation.

Contact Person: The City Purchasing Agent (or designee) shall act as the city representative in the issuance and administration of this RFP and contract, and shall issue and receive all documents, notices, and correspondence pertaining to this RFP. Such documents, notices, and correspondence not issued by or received by the City Purchasing Agent (or designee) shall be null and void. Any questions regarding this RFP process must be submitted via e-mail to: Kathryn Kasper, Purchasing Agent kathryn.kasper@cityofracine.org, 262-636-9143

No other employee or representative of the City of Racine is authorized to interpret any portion of this RFP or give information as to the requirements of this Request for Proposals in addition to that contained in or amended to this written RFP document. Respondents are instructed not to contact any other city department or employee regarding this RFP. Any unauthorized contact regarding this RFP to any City employee or official may be cause for rejection of proposals, at the sole discretion of the City.

Questions will be answered via e-mail within three working days. Final date for questions is listed in the Calendar of Events. Answers to questions from any respondent will be provided to all respondent on the vendor list. No verbal or written information, which is obtained other than through this Request for Proposals or its addenda, shall be binding on the City of Racine. Vendors are expected to raise any questions, exceptions, or additions they have concerning this RFP document as soon as possible during the process.

Errors or Omissions: If a vendor discovers any significant ambiguity, error, conflict, discrepancy, omission, or other deficiency in this proposal, the vendor should immediately notify the above named individual of such error and request modification or clarification of the RFP document.

The City of Racine reserves the right to permit cure of, or waive any informality, any irregularities or technicalities contained in any proposal submitted, at the sole discretion of the City of Racine, provided such waiver does not substantially change the offer or provide a competitive advantage to any other vendor. Contracts will be awarded in the best interests of the City of Racine.

Specification Exceptions: Respondents are urged to review all RFP documents, including the statement of work, specifications, requirements and evaluation process prior to submitting a response. If a respondent has any objections to the statement of work, specifications, requirements or evaluation process they are urged to submit a written notification prior to the last day for questions as indicated in the Calendar of Events. By submitting a proposal the respondent is indicating their acceptance of the specifications, requirements and evaluation process and will have no standing to protest the specifications, requirements or evaluation process.

Addenda: Changes to this RFP will be made only by formal, written addendum issued by the City of Racine's Purchasing Division. When possible, any such addendum will be electronically mailed to all known respondents, otherwise other transmittal arrangements will be made. Any and all addenda issued as part of this RFP shall become part of the specifications of this RFP and will be made part of the contract. It is the vendors' responsibility to check and assure receipt of any and all addendums.

Award of Contract: The City of Racine does not warrant or guarantee that a contract will be awarded as a result of this Request for Proposals. If a contract is awarded as a result of this proposal, the award will be made to the low, responsive, responsible offeror whose proposal is most advantageous to the City of Racine, at the sole discretion of the City, by the issuance of a City of Racine purchase order or execution of a contract. The City reserves the right to reject any and all proposals and to select the vendor considered by the City to be most advantageous.

Assignment and Subcontracting: The selected Contractor will not be permitted to sublet, sell, transfer, assign or otherwise dispose of the contract or any portion therein, or its right, title or interest in, to any person, firm or corporation without the written consent of the City of Racine, which will not be unreasonably withheld. All of the terms, conditions and provisions of this Contract, and any amendments thereto, shall inure to the benefit of and be binding upon the parties hereto, and their respective successors and assigns.

If the City of Racine permits the use of subcontractors, the following will apply:

The contractor is the prime vendor. A prime vendor is the vendor who provides a service and receives a payment for that service. The City considers the prime vendor to be the sole point of contact with regards to contractual matters, including the performance of the services and the payment of any and all charges resulting for contractual obligations.

The prime contractor will be responsible for the contract performance when subcontractors are used. However, when subcontractors are used, they must abide by all terms and conditions of the contract. If subcontractors are to be used, the contractor must clearly identify the subcontractor including length of time the subcontractor has been used by the prime contractor and other projects.

The prime contractor shall provide the City with the names of any subcontractors used for the performance of any part of this contract. The existence of the subcontractor does not relieve or reduce the

prime contractor of any liability to the City for any breach in the performance of the prime contractor's duties. The prime contractor agrees that all subcontractors shall be agents of the prime contractor and the prime contractor agrees to hold harmless hereunder for any loss or damage of any kind occasioned by the acts of omissions of prime contractors, subcontracts, their agents or employees.

Vendor Responsibility: A response may be rejected if a respondent fails to meet any one of the following qualifications:

Financial and Organizational Capacity: Factors to be considered include, but are not limited to, assets, liabilities, recent bankruptcies, equipment, facilities, personnel resources and expertise, availability in consideration of other business commitments, or existence of appropriate accounting and auditing procedures for control of property and funds.

Legal Authority: Factors to be considered include authority to do business in the State of Wisconsin, licensing, debarment by the State of Wisconsin or Federal Government due to a prevailing wage violation, OSHA violations, violations of other local, state or Federal law, etc.

Integrity: Factors to be considered include, but are not limited to, criminal indictments or convictions, civil fines and injunctions imposed by governmental agencies, anti-trust investigations, ethical violations, tax delinquencies, debarment by federal, state or local governments, or prior determinations of integrity-related non-responsibility.

Previous Contract Performance: Factors to be considered may include reports of less than satisfactory performance, early contract termination for cause, contract abandonment, court determinations of breach of contract, etc.

Indemnification & Insurance: The Contractor shall not commence work on contract until proof of insurance required has been provided to the applicable department before the contract or purchase order is considered for approval by the City of Racine.

It is hereby agreed and understood that the insurance required by the City of Racine is primary coverage and that any insurance or self-insurance maintained by the City of Racine, its elected and appointed officials, officers, employees, or authorized representatives or volunteers, and each of them, will not contribute to a loss. All insurance shall be in full force prior to commencing work and remain in force until the entire job is completed and the length of time that is specified, if any, in the Contractor listed below whichever is longer.

1. PROFESSIONAL LIABILITY

A. Limits

- (1) \$1,000,000 each claim
- (2) \$1,000,000 annual aggregate

B. Must continue coverage for 2 years after final acceptance for service/job.

2. GENERAL LIABILITY COVERAGE

A. Commercial General Liability

- (1) \$1,000,000 each occurrence limit
- (2) \$1,000,000 personal liability and advertising injury
- (3) \$2,000,000 general aggregate
- (4) \$2,000,000 products - completed operations aggregate

B. Claims made form of coverage is not acceptable.

C. Insurance must include:

- (1) Premises and Operations Liability
- (2) Contractual Liability
- (3) Personal Injury
- (4) Explosion, collapse and underground coverage
- (5) Products/Completed Operations must be carried for 2 years after acceptance of completed work
- (6) The general aggregate must apply separately to this project/location

3. BUSINESS AUTOMOBILE COVERAGE

- A. \$1,000,000 combined single limit for Bodily Injury and Property Damage each accident
- B. Must cover liability for Symbol #1 - "Any Auto" - including Owned, Non-Owned, and Hired Automobile Liability.

4. WORKERS COMPENSATION AND EMPLOYERS LIABILITY – As required by Wisconsin State Statute or any Workers Compensation Statutes of a different state.

- A. Must carry coverage for Statutory Workers Compensation, and an Employers Liability limit of:
 - (1) \$100,000 Each Accident
 - (2) \$500,000 Disease Policy Limit
 - (3) \$100,000 Disease - Each Employee

5. UMBRELLA LIABILITY – If exposure exists, provide coverage at least as broad as the underlying Commercial General Liability, Watercraft Liability (if required), Automobile Liability and Employers Liability, with a minimum limit of \$2,000,000 each occurrence and \$2,000,000 aggregate, and a maximum self-insured retention of \$10,000.

6. ADDITIONAL PROVISIONS

- A. Primary and Non-contributory requirement - all insurance must be primary and noncontributory to any insurance or self-insurance carried by City of Racine.
- B. Acceptability of Insurers - Insurance is to be placed with insurers that have an A. M. Best rating of no less than A- and a Financial Size Category of no less than Class VII, and who are authorized as an admitted insurance company in the state of Wisconsin.
- C. Additional Insured Requirements - The following must be named as additional insureds on the General Liability and Business Automobile liability coverage arising out of project work:

The City of Racine, its elected and appointed officials, officers, employees, authorized representatives, and volunteers.

On the Commercial General liability Policy, the additional insured coverage must be ISO form CG 20 10 0704 and also include Products - Completed Operations additional insured coverage per ISO form CG 20 37 07 04 or their equivalents for a minimum of 2 year after acceptance of work. This does not apply to Workers Compensation Policies.
- D. Deductibles and Self-Insured Retentions - Any deductible or self-insured retention must be declared to and approved by the City of Racine.
- E. Evidences of Insurance - Prior to execution of the agreement, the Contractor shall file with the City of Racine a certificate of insurance (Accord Form 25-S or equivalent) signed by the insurer's representative evidencing the coverage required by this agreement. In addition form CG 20 10 07 04 for ongoing work exposure and form CG 20 37 07 04 for products-completed operations exposure must also be provided or their equivalent.

PROPOSER’S CERTIFICATION

I hereby certify that all statements herein are made in behalf of:

Name of Corporation, Partnership or Person submitting proposal

a corporation organized and existing under the laws of the State of:

a partnership consisting of:_____

an individual trading as:_____

of the City of _____ State of _____

that I have examined and carefully prepared this proposal from the plans and specifications and have checked the same in detail before submitting this proposal; that I have full authority to make such statements and submit this proposal in its (their) behalf, and that said statements are true and correct

SIGNATURE:_____

TITLE:_____

Sworn and subscribed to before me

this_____day of_____20_____.

(Notary or other officer authorized to administer oaths)

SEAL:

My commission expires_____

INSTRUCTION TO PROPOSERS

The specifications shall be held to include the Advertisement, Instructions to Proposers, Manufacturer’s Qualifications, General Conditions, Proposal, Addenda, Contract and Specifications.

All proposals shall be made out as directed in the specifications and shall be on the Standard Proposal form if furnished by the City. Failure to comply with these requirements may result in rejection of bidder’s proposal. **Proposals will be placed in a sealed envelope and marked with the words “OFFICIAL NOTICE #18-2016”.**

Proposals are to be State and Federal Tax Exempt. A tax exemption certificate will be furnished to the successful bidder. No proposal may be withdrawn after the time for opening proposals.

Payment for the work will be in cash upon completion and acceptance of the work unless otherwise specified. If monthly payments are made, they will be made as set forth in the contract.

The City reserves the right to reject any or all proposals or to accept any proposal considered most advantageous to the City. It also reserves the right to waive any informality in proposals received whenever such waiver is in the best interest of the City.

The accompanying proposal includes the furnishing of all materials, labor and equipment required by the attached specifications, which I have carefully examined, and I hereby certify that the statements made herein are true and correct.

The undersigned represents that the prices in the accompanying proposal are neither directly or indirectly the result of an agreement with any other proposers.

COMPANY: _____

ADDRESS: _____

CITY, STATE: _____

SIGNATURE: _____

PRINTED NAME: _____