



Request for Proposals

Landscape Architect Services

Released: February 17, 2022

Proposals Due: March 17, 2022

Section 1: Summary

The City Commission of Hawkinsville, Georgia, on behalf of the citizens of the city, wishes to procure the services of qualified individuals, firms, or groups of firms, for professional services as a Landscape Architect. The scope of the project will include reviewing and finalizing conceptual drawings, creation of construction bid documents and specifications, and general construction oversight to certify that park improvement are made in accordance with the project specifications. The goal of the project is to enhance and create an additional park space for public use. The City of Hawkinsville was awarded a grant from the Land and Water Conservation Fund in November 2021 to develop and expand Veterans Park.

The City of Hawkinsville reserves the right to reject any and all proposals received.

Submission Content

Interested respondents must respond to the Request for Proposals (RFP) in writing, as well as provide a USB Flash Drive with the proposal in either a Microsoft Word (or compatible file) or a PDF file. Individuals or firms should provide two copies of the written proposal. Submissions must include all of the following:

1. A statement of qualifications for the individual or firm, containing all information listed in Section 2 of this RFP.
2. A project narrative and scope of work, including a detailed description of the respondent's proposed approach to completing the tasks enumerated in Section 3 of this RFP.
3. A detailed timeline for completion of the project activities.
4. A proposed budget, broken down by task (appropriate form found in Appendix A).
5. An Information Release Form (appropriate form found in Appendix B).

Invitation to Submit Proposals

Sealed proposals must be received by the Middle Georgia Regional Commission no later than **4:00 p.m., Thursday, March 17, 2022**. All questions should be directed in writing to Joe Black at jblack@mg-rc.org before **3:00 p.m., Thursday, March 10, 2022**. Answers to all questions will be posted on the City of Hawkinsville's website (<https://hawkinsville-pulaski.org/>) no later than **noon, Monday, March 14, 2022**.

Proposals should be submitted to: Joe Black
Government Services Specialist
Middle Georgia Regional Commission
175 Emery Highway, Suite C
Macon, GA 31217

Proposals submitted after the specified due date and time or at any other location will not be considered.

The City of Hawkinsville is an equal opportunity employer.

Section 2: Qualifications

Respondents should submit documentation of qualifications for performing the work identified in the Scope of Services. Additionally, all respondents should provide the following information:

1. List of completed similar projects (including project name, location, and nature of work; date completed; project costs; and client's name, address, phone number, and other contact information).
2. Evidence of required licenses, permits, and professional qualifications, as applicable. Indicate any liability coverage and the amount of coverage.
3. Evidence of knowledge of national, state, regional, and local policies, trends, and issues relevant to the completion of this project.
4. Demonstrated proof of the respondent's ability to complete prior projects within the proposed budget and on the proposed timeline.
5. Organizational history, including years in business and resumes of all partners, associates, or consultants of the firm who will be working on this project.
6. List of at least three trade or other references (in addition to clients listed under Item 1) with name, address, phone number, and other contact information.

Award of a contract will be made to the firm whose proposal is determined to be most advantageous for the City of Hawkinsville, taking into account all of the factors outlined in the Evaluation Criteria found in Section 5 of this RFP. A selection committee may conduct interviews with potential consultants; however, interviews are not required for a selection to be made. While cost is a factor in any bid award, it may not be the determining factor for this RFP.

Section 3: Scope of Services

The proposal shall consist of the following three tasks:

1. Assessment of Existing Conditions
2. Design and Aesthetic Recommendations
3. Implementation

Task 1: Assessment of Existing Conditions

The selected consultant will provide the City Commission with an assessment of existing conditions for the site. The assessment should include setting a vision and developing a 10-year plan that will provide a clear visualization for the future of Veterans Park in Hawkinsville.

Task 2: Design and Aesthetic Recommendations

In coordination with the City, the selected firm or individual will develop a site plan including design and aesthetic recommendations. This plan shall include the following elements:

- Aesthetic recommendations to create a theme consistent with the City's vision
- Design guidelines for future progression
- Connection diagrams to clearly show how the public will view each display:
 - Access points and routes for walking, biking, and driving to the proposed areas
 - Needed investments to facilitate proper access
- Site plan(s) showing all of the elements listed above, including sub-area plans as appropriate

Task 3: Implementation

Using the site plan developed under Task 2 as the starting point, the selected firm or individual will assist in project implementation. Approximate costs and projects to be completed should be included. At a minimum, tasks to be completed include the following:

1. Preparation of final design, plans, and specifications.
2. The securing of all necessary permits and clearances as applicable to comply with state and federal mandates.
3. Preparation of bid and contract documents, including advertising and bidding procedures, holding the bidders' conference, bid openings, and evaluations.
4. Post-award services, including securing the construction firm's certifications and review of specifications, warranties, and as-built drawings.
5. Construction services, including supervision/administration of construction, review of payment requests, change orders, and other coordination with the construction firm.
6. Construction close-out, final inspection, and project certification.

Section 4: Evaluation Criteria

Proposals will be evaluated based on the following criteria:

1. Qualifications, ability, and previous experience with landscape architecture planning and activities, including demonstrated knowledge of the local development process and national, state, regional, and local policies, regulations, trends, and issues.
2. Respondent's experience on similar projects, with demonstrated ability to comply with schedule and budget of a given contract.
3. Technical approach, work plan, and schedule for project completion.
4. Proposed project budget, which will be considered but may or may not be a deciding factor.

Section 5: Administrative Requirements

1. During this project, a regular monthly progress report submitted to the City Manager is required. The method and schedule for these reports will be decided during contract negotiations between the selected consultant and the City of Hawkinsville, but shall, at a minimum, include:
 - a. A comprehensive listing of accomplishments for the previous reporting period.
 - b. A comparison of actual accomplishments to the objectives established for the period.
 - c. Additional pertinent information when appropriate.
 - d. A summary of project expenses incurred during the reporting period, including the amount of the overall budget remaining for each task.
 - e. The final performance report must contain a summary of activities for the entire contract period. All required deliverables should be submitted with the final performance report.
2. The selected firm or individual will be required to comply with the Civil Rights Act of 1964 and all other Equal Employment Opportunity requirements.

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3. The selected firm or individual will be required to declare and document any existing or potential conflicts of interest during the contract period, whether real or perceived.
4. Any change in key personnel on behalf of the consultant during the project period is subject to written approval by the City of Hawkinsville.
5. The selected firm or individual will take all necessary affirmative steps to assure that minority firms, women's business enterprises, and labor surplus area firms are used when subcontractors are required, as possible.

Appendix A – Budget Analysis

Budget Analysis should include a breakdown of costs for each task and should include all project costs.

Project Task	List of Activities	Total Task Cost
<p align="center"><u>Task 1</u> Assessment of Existing Conditions</p>		
<p align="center"><u>Task 2</u> Design and Aesthetic Recommendations</p>		
<p align="center"><u>Task 3</u> Implementation</p>		
<p align="center"><u>All Other Costs</u></p>		
<u>GRAND TOTAL COST</u>		

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Appendix B – Information Release Form

I, _____, on behalf of _____
(Principal of Firm) *(Name of Firm)*

do hereby authorize the City of Hawkinsville, and its representatives, to obtain from past clients named herein of the firm:

(List former clients)

any records or information pertaining to any past plans that have been performed by the firm. This information is for the sole purpose of evaluating the qualifications of the firm to perform the City of Hawkinsville Veterans Park Improvements Project.

I understand that my authorization will remain effective from the date of my signature until **March 31, 2022** unless extended by mutual agreement of both parties, and that the information obtained will be handled confidentially and in compliance with all applicable laws. I understand that I may revoke this authorization at any time by written and dated communication. I have read and understand the nature of this release.

Signature of Principal of Firm *Date*

Witness *Date*