

Request for Proposals

For

**MetraPark Entryway Beautification
Project**

**Issued by:
Yellowstone County
MetraPark
Big Sky Economic Development**

Issued February 25, 2020

Response Due March 23, 2020 5:00 P.M. MT

**Request for Proposals
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Section 1: General Information

Request For Proposals (RFP) – MetraPark Entryway Beautification

THE ABOVE DESCRIPTION MUST APPEAR ON ALL PROPOSALS AND RELATED CORRESPONDENCE.

THIS IS NOT AN ORDER

<p>RFP INITIATIVE:</p> <p>MetraPark Entryway Beautification</p>		<p>All consultants must respond in detail to each element of this RFP to be considered for contract award.</p> <p>One electronic and ten hard copies of the proposal should be mailed to:</p> <p>Board of County Commissioners PO Box 35000 Billings, MT 59107 or</p> <p>Delivered to their office, 3rd Floor, Room 3101 – Stillwater Building, 316 North 26th Street Billings, MT 59101</p>
<p>MANDATORY PRE-PROPOSAL MEETING:</p> <p>Day March 9, 2020</p> <p>1:00 pm MT</p> <p>Big Sky Economic Development 222 N. 32nd Street, Suite 200 Billings, MT 59101</p> <p>Call-in Number:</p> <p>1-800-747-5150</p> <p>Access Code: 2869463</p> <p>*All proposing firms must participate in meeting by phone or in person</p> <p>SUBMITTAL DEADLINE:</p> <p>Day, March 23, 2020</p> <p>5:00 pm MT</p> <p>RFP’s will be opened and acknowledged at 9:30 a.m. Tuesday March 24, 2020 in the Commissioners Board Room 3rd Floor – Room 3108, Stillwater Building.</p>		<p>SEND ALL CORRESPONDENCE TO THE CONTACT BELOW:</p> <p>Big Sky Economic Development Granite Tower Attn: Thom MacLean 222 N. 32nd Street, Suite 200 Billings, MT 59101</p> <p>Thom MacLean Community Development Project Manager Email: thom@bigskyeda.org PHONE: (406) 869-8407 FAX: (406) 256-6877</p>

Section 2: Introduction and Objectives

Introduction

This Request for Proposals (RFP) is issued by Big Sky Economic Development on behalf of MetraPark and the Yellowstone County Board of County Commissioners (BOCC) for the purpose of obtaining a concept plan and preliminary design and cost estimates for redevelopment and upgrade of the south and west perimeter area of the MetraPark grounds from Gate 1 at the southeast corner of the facility to the primary entrance at the junction of Bench Blvd. and Main Street on the west side of the grounds. The goal is to create a more welcoming, attractive, and accessible area that will enhance the appearance of the MetraPark grounds and create a beautiful gateway into Billings.

MetraPark is the largest and busiest events venue in a five-state region. It serves a primary market of approximately 250,000 people within a 250-mile radius of Billings. Its major assets are the 10,000-seat First Interstate Bank Arena, a 6,500-seat Grandstand, the 77,400 square foot Expo Center, and the 28,800 square foot Montana Pavilion. Together, these buildings and the rest of the MetraPark grounds host a variety of events throughout the year, including sports events, concerts, rodeos, livestock shows, expos and tradeshow, festivals and rallies, conventions, and Montana's largest fair – MontanaFair.

Over the years, many significant improvements have been made to this facility – landscaping, paving, construction of the Expo Center and Montana Pavilion, and, most notably, the reconstruction and enhancement of First Interstate Bank Arena following the 2010 Fathers' Day tornado. Meanwhile, the perimeter fence, though still serving its primary function of security for the grounds, is showing its age. The purpose of this proposed project is to redevelop and revitalize this perimeter area – enhancing its function, flow, and aesthetics.

Aesthetics is important due to the location of this property at one of the primary gateways into Billings. As a gateway, this area should not only provide a beautiful and welcoming entry and introduction to our city, it should convey our community pride and reflect our history and heritage.

A Steering Committee, consisting of 7-9 key stakeholders, will facilitate and manage the concept study process. They will be involved throughout the process to assist and guide the consultant in the development of this plan. The Committee is seeking to hire a firm to study this area and develop several concept options for reconstruction of this perimeter area that addresses the needs of MetraPark, considers multi-modal access, and provides a beautiful entryway into Billings.

Section 3: Scope of Work:

The following Scope of Work outlines the priorities and expectations from a qualified firm.

Type of Services

The type of professional services required by the RFP may include, but not necessarily be limited to:

- Preparing preliminary design evaluations and reports, including design study reports and decisional documents;
- Conducting meetings with Commissioners, task forces, stakeholder groups, the MetraPark Board, and the public;
- Coordinating with permitting agencies and utilities;
- Completing design activities, including preparing plans, specifications, schematics, renderings, visual aids and estimates. It is expected that the chosen consultant follows industry best practices and provide concept plans for this project that are comprehensive, proactive, visionary, and collaborative.

Scope of Work

Submitted plans must include at least three (3) concept options, each addressing, at a minimum:

- ❖ Options for a secure perimeter fence, wall, or combination of both along the entire length of the project – from Gate 1 on the southeast corner of the MetraPark grounds to Bench Boulevard at the northwest corner – that addresses:
 - Safety and security of the MetraPark grounds;
 - Analysis of vehicular and pedestrian traffic flow and of options for ingress and egress from the grounds;
 - Possible locations for the perimeter wall/fence;
 - If existing structures are recommended for removal to facilitate the concept design, the Consultant must address options for replacement of those structures;
- ❖ Pedestrian/bikeway amenities along the border area.
- ❖ Streetscape improvements – landscaping and greenspace options.
- ❖ Lighting.
- ❖ Signage.
- ❖ Public art.
- ❖ Durability, lifespan, and maintenance of all aspects of the proposed design.

Proposals should also, at a minimum, address:

- How the consultant will manage the project.
 - Initiation of project
 - Status reporting – timing and means
 - Identification of key staff people to be assigned to this project and their qualifications
 - Identification of the main contact person
 - Identification of any subcontractors
 - Integration of related plans and developments
 - Approaches to collection of meaningful public input
- How the consultant will evaluate the existing conditions – SWOT.
- Development of a Strategic Plan and Vision for this area.
- For each of the Concept Options
 - detailed schematics and renderings

- a preliminary cost estimate
- Possible funding sources and strategies.
- An Implementation Strategy for the concepts.
- Presentation of Draft and Final Reports to stakeholders and the public.

Related Plans

Proposals should also consider and incorporate, where possible, previous plans and designs completed for this area including, but not limited to, the following:

- Billings Exposition Gateway Concept Plan (2013)
- Hospitality Corridor Planning Study (2013)
- Metra Egress Improvement Plan (2013)
- EBURD Master Plan (2009)
- Billings Long-term Transportation Plan (2014)
- Billings Bikeway and Trail Master Plan (2016)
- Long Range Planning at MetraPark.
- Montana Department of Transportation Plans including, but not limited to:
 - Airport Road and Main Street Project
 - I-90 and Yellowstone River Project
 - Exposition Drive and 1st Avenue North Project

As this perimeter area is adjacent to US Highway 87 for its entire proposed length, all plans and designs must fully comply with all Montana Department of Transportation (MDT) rules and regulations, **must consider all pending changes proposed by MDT in this area**, and must coordinate closely with MDT throughout the study process.

Consultant will be required to update and receive input from the community through a public participation process that follows the Billings/Yellowstone County Board of Planning Public Participation Plan. Public input is crucial to this planning process and should be gathered through a variety of methods – public meeting(s), surveys, etc.

Deliverables

- A kickoff meeting to explain the project to the public and gather community ideas and input.
- A plan for other methods of gathering public input.
- Biweekly conference calls with Steering Committee with at least 3 in-person meetings.
- Monthly progress reports.
- A minimum of three possible written concepts with corresponding visual designs and cost estimates.
- Display boards for presentation of concepts at meeting and public events.
- A draft report to allow Steering Committee to review and offer input.

- Presentation to the MetraPark Advisory Board, the Yellowstone County Board of County Commissioners, and the Public of findings/concepts developed.
- Final report - 15 hard copies/1 digital copy.

Section 4: RFP Evaluation and Selection Process

Initial Evaluation

Proposals received will undergo an initial review to determine:

- Compliance with instructions stated in the RFP.
- Compliance with proposal submittal date.

Phase II Evaluation

The evaluation of Consultants' proposals may include, but is not limited to, the following criteria:

- Consultants' experience with developing similar Concept Plans
- Capacity to assume new business on an ongoing basis for at least one calendar year
- Perceived ability to meet the issuing Entities' requirements
- Availability (timetable) for providing goods and/or services
- Breadth of services available
- Reporting capability (i.e., monthly or weekly written or oral reports)
- Training and professional development history
- Compliance with issuing Entities' terms and conditions

Evaluation Criteria

The proposals being requested will be scored on the following criteria:

Qualifications and ability to perform requested services (50 points total):	
1. Experience with developing Concept Plans	20 points
2. Availability of Consultant to provide timely service.	15 points
3. Firm/personnel qualifications	10 points
4. References from other communities	5 points

Execution of the scope of work (50 points total):	
1. Description of the proposed scope of work	20 points
2. Description of public outreach process	10 points
3. Process timeline	10 points
4. Deliverables, budget, and completion schedule	<u>10 points</u>

100 points

Section 5: Information for Consultants

Disclaimer

This RFP does not form or constitute a contractual document. The Entities issuing this RFP shall not be liable for any loss, expense, damage or claim arising out of the advice given or not given or statements made or omitted to be made in connection with this RFP. The Entities also will not be responsible for any expenses which may be incurred in the preparation of this RFP.

Instructions to Proposers

EXAMINATION OF DOCUMENTS

Before submitting the proposals, the proposer shall:

- (a) Carefully review the terms of this request as well as the attachments;
- (b) Fully inform yourself of the existing conditions and limitations;
- (c) Include with the proposal sufficient information to cover all items required in the specifications.

PROPOSAL MODIFICATIONS

In addition to any other information and documentation requested in this RFP, any forms provided herein shall be included in the submitted proposal. Modifications, additions or changes to the terms and conditions of this request for proposals may be cause for rejection of the proposal. Proposals submitted without required forms may be rejected. No oral, telephone, email, or fax modifications will be considered.

CERTIFICATION OF ALTERATION OR ERASURE

A proposal shall be rejected should it contain any material alteration or erasure, unless, before the proposal is submitted each such alteration or erasure has been initialed in INK by the authorized agent signing the proposal.

SIGNATURE

All proposals shall be typewritten and must be signed by the proposer or proposer's agent or designee, with his/her usual signature. A proposal submitted by a partnership must be signed with the partnership name to be followed by the signature and designation of the partner signing. Proposals by corporations must be signed with the legal name of the corporation, followed by the name and signature of an authorized agent or officer of the corporation. Proposals submitted by a proprietorship must be signed by the owner and the name of each person signing shall be typed below the signature.

WITHDRAWAL OF PROPOSALS

Proposers may withdraw their proposal either personally or by written request at any time prior to the due date set for receiving proposals. No proposal may be withdrawn or modified after the due date and time, unless and until the award of the contract is delayed for a period exceeding ninety (90) days.

QUOTE VALID

The proposer must honor their quote for a period of ninety (90) days after the RFP due date.

CERTIFICATION

The proposer certifies that the proposal has been arrived at independently and has been submitted without any collusion designed to limit competition. The proposer further certifies that the materials, products, services and/or goods offered herein meet all requirements of the stated specifications and are equal in quality, value and performance with highest quality, nationally advertised brand and/or trade names.

INSURANCE REQUIREMENTS

The proposer certifies that it/they can comply with and Yellowstone County and Big Sky Economic Development's minimum insurance requirements of and workers' compensation and employer's liability coverage as required by Montana law, including:

1. Commercial general liability, including contractual and personal injury coverage's in the amount of \$1,000,000 per occurrence.
2. Professional liability in the amount of \$1,000,000 per claim.

DISPOSITION OF PROPOSALS

All materials submitted in response to this RFP become the property of MetraPark, Yellowstone County, and Big Sky Economic Development. One copy of each proposal submitted shall be retained for the official files of the Community Development Department and will become public record.

QUESTIONS

Questions regarding the Request for Proposals contents may be sent to the contact person listed in Section 1 via email no later than three business days prior to due date for proposals. The issuing Entities will make every effort to provide a written response within two business days. Whenever responses to inquiries would constitute a modification or addition to the original RFP, the reply will be made in the form of an addendum to the Request for Proposals, a copy of which will be forwarded to all Consultants who participated in the mandatory pre-bid conference call.

Consultants must submit their questions using the "Master Q & A" form found in **Attachment E**, and provide, at a minimum, the following:

- Supplier's name, requester, and appropriate contact information
- The question, clearly stated
- Specific reference to the applicable Request for Proposals section(s)

ATTACHMENT A

VALIDATION QUESTIONS FOR CONSULTANT

GENERAL INFORMATION

- 1) Company Name
Address:
Contact Name:
Contact Phone:
Contact Email:
Website/URL:
- 2) How many years has your company been doing business in the community and economic development planning field?
- 3) Total full-time employees.
- 4) What are your standard payment terms?
- 5) References - Please attach a word document with all contact information for at least three references:
 - a) Clients you have worked for in the last three years and/or
 - b) Former clients you have performed similar planning services for in the last two years
- 6) Can you provide documentation that your firm can meet the issuing Entities minimum insurance requirements?

FUNCTIONALITY

- 1) A certificate of insurance must be provided prior to signing the contract, commencing on the day contract begins. Are you willing to comply with these requirements?
- 2) You must instruct your insurance broker/carrier to notify the issuing Entities should your coverage change. Are you willing to do this?

QUALITY AND SERVICE

- 1) Do you have a quality assurance program? If yes, please attach a copy.
- 2) Are your employees required to take a mandatory drug test?

LEGAL ISSUES

- 1) Are there any pending lawsuits against your company? If yes, please explain.
- 2) Is your company or its principals presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction with any governmental departments or agencies. If the contractor cannot verify this statement, attach a written explanation for review.

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ATTACHMENT B

STANDARD TERMS AND CONDITIONS

In case of default by the successful proposer or failure to deliver the goods or services within the time specified, the issuing Entities, after written notice, may procure them from other sources and hold contractor responsible for excess costs occasioned thereby.

The specifications attached to the instructions to proposers establish a standard of quality desired by the issuing Entities. Any proposer may submit quotations on any article-which substantially complies with these specifications as to quality, workmanship and service. The issuing Entities reserve the right to make its selections of materials or services purchased, based on its best judgment as to which articles substantially comply with the requirements of the specifications.

No alteration in any of the terms, conditions, delivery, quality, or specifications will be effective without prior written consent of the issuing Entities.

No exception to delivery or service dates shall be allowed unless prior written approval is first obtained from the issuing Entities.

The contractor warrants all articles supplied under this contract to conform to specifications herein. The contractor will deliver a warranty stating that all articles supplied under the contract are fit and sufficient for the purpose manufactured, merchantable, and free from defects.

The contractor agrees not to be discriminate against any client, employee or applicant for employment or for services, because of race, creed, color, national origin, sex or age with regard to, but not limited to, the following: employment upgrading; demotion or transfer; recruitment or recruitment advertising; layoffs and termination; rates of pay or other forms of compensation; selection for training; rendition of services. It is further understood that any contractor who is in violation of this shall be barred forthwith from receiving awards of any contracts for the issuing Entities unless a satisfactory showing is made that discriminatory practices have terminated and that a reoccurrence of such acts is unlikely.

The issuing Entities reserve the right to cancel and terminate this contract forthwith upon giving 10 days written notice to the contractor. (This provision does not apply to the purchase of materials and equipment. A purchase order for materials and equipment is a binding contract.)

Should either party employ an attorney or attorneys or utilize the services of in-house attorneys to enforce any of the provisions hereof or to protect its interest in any manner arising under this contract, the non-prevailing party in any action pursued in a court of competent jurisdiction agrees to pay to the prevailing party all reasonable costs, damages, expenses, and attorneys' fees, including fees for in-house attorneys, expended or incurred in connection therewith.

Where applicable, possible or required, the proposer is required to submit descriptive literature, sample material, design sketches and detailed shop drawings. Failure to submit required items may result in rejection of the proposal or termination of contract.

The successful proposer may not make any advertising or sale use of the fact that contract items are being used by purchaser and other approved agencies, under penalty of contract

termination. News releases pertaining to the award resulting from the RFPs shall not be made without prior written approval of the issuing Entities.

This Agreement shall be construed and enforced in accordance with the laws of the State of Montana. Venue for any suit between the parties arising out of this Agreement shall be the State of Montana Thirteenth Judicial District Court, Yellowstone County.

The contractor may not assign or subcontract the agreement, or the right to receive reasonable performance of any act called for by the contract, shall be deemed waived by a waiver by the issuing Entities of a breach thereof as to any particular transaction or occurrence.

Regardless of FOB point, contractor agrees to bear all risks of loss, injury, or destruction of goods and materials ordered herein and such loss, injury, or destruction shall not release contractor from any obligation hereunder.

ATTACHMENT C

BUDGET

<u>Project Element</u>	<u>Price</u>
Concept Development and Design	
Cost Estimates	
Community Input and Participation	
Final Report Compilation, including printing	
TOTAL	

Budget Narrative/explanation:

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ATTACHMENT D

CONDITIONS AND NON-COLLUSION FORM

To receive consideration, this form must be signed in full by a responsible, authorized agent, officer, employee or representative of your firm.

CONDITIONS AND NON-COLLUSION AGREEMENT

We have read and agree to the conditions and stipulations contained herein and to the Standard Terms and Conditions contained on the attached.

We further agree to furnish the services specified at the prices stated herein, to be delivered to the location and on that date set forth herein.

In signing this proposal, you also certify that you have not, either directly or indirectly, entered into any agreement or participated in any collusion or otherwise taken any action in restraint of free competition; that no attempt has been made to induce any other person or firm to submit or not to submit a proposal; that this proposal has been independently arrived at without collusion with any other proposer, competitor or potential competitor; that this proposal has not been knowingly disclosed prior to the due date and time to any other proposer or competitor; that the above statement is accurate under penalty of perjury.

_____ Legal Name of Firm/Corporation	_____ Authorized Signature
_____ Address	_____ Printed Name
_____ City/State/Zip	_____ Title
_____ Date	_____ Telephone Number

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ATTACHMENT E

MASTER Q & A FORM

PROJECT: MetraPark Entryway Beautification

Master Q&A	Any questions regarding this Request for Proposals should be submitted according to the process outlined below. The issuing Entities will make every effort to answer within two (2) days of receiving the questions.
Q&A Process	<ol style="list-style-type: none"> 1. Prepare questions or concerns on the template provided. 2. Complete the table in full, providing a date for each question and a section of the RFP to reference (if applicable). 3. Submit the completed form via email to Thom MacLean, thom@bigskyeda.org. Attach associated documents as necessary. <p>Please contact Thom MacLean at (406) 869-8407 with any questions regarding this process.</p>

#	Date	Reference Section	Question or Comment	Issuing Entities' Response
1				
2				
3				
4				

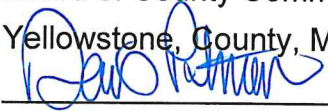
5				
6				
7				

Questions from: _____ Company: _____

Email Address: _____

Done by order of the Board of County Commissioner, Yellowstone County, Montana this 25th day of February, 2020.

Board of County Commissioners
Yellowstone County, Montana



Denis Pitman, Chair

ATTEST:



Jeff Martin, Clerk and Recorder