



**Request for Proposals – Park Design Architectural/Engineering Services**

**City of Kimberling City, Missouri**

**Proposal Released:** Friday, October 16, 2020 3:00 P.M. (CST)

**Proposal Due By:** Friday, November 13, 2020 3:00 P.M. (CST)

**Proposals Opened and Recorded:** Monday, November 16, 2020 11:00 A.M. (CST)

**Background - Community Profile**

Incorporated in 1973 as a Fourth-Class City under Missouri Statutes, the City of Kimberling City is a residential and recreational municipality located approximately 45 miles south of Springfield Missouri, on Table Rock Lake. With a population of approximately 2,400, Kimberling City is the largest city in Stone County.

Kimberling City provides a full range of municipal services, including street maintenance, public parks, public works, sewer, community development, police, municipal court.

**Scope**

The City of Kimberling City (City) is in the process of developing a multi-use park on 4.25 acres of land within the city limits (see Exhibit A). The work (Project) is a complete design of a city park located on Kimberling Boulevard. The land is currently undeveloped with no utility services. The scope requires both architecture design and engineering work. The architectural design portion of the Project will include entire park design with multiple variations or options for the main facility uses of a walking trail, playground, pavilions, restroom facilities, photography area and parking. landscaping, signage, fencing, and ADA compliance where applicable. The engineering portion of the Project will include, but is not limited to; surveying, site grading, fill removal, construction, plumbing, electrical, stormwater control, on-site parking. The Project must be planned in phases to meet annual budgetary requirements. The Project will also include chosen firm to serve as sitewide project manager responsible for coordination with the design and construction.

## Anticipated Project Services

- a. Develop a realistic schedule/timeline showing how firm will complete the scope of work. Show detail including key dates and milestones in proposed schedule;
- b. Planning meetings with City representatives to specify and outline specific needs and inclusions in park design;
- c. Preparation of opportunities and constraints map of the site;
- d. Preparation of preliminary conceptual design alternatives for the site;
- e. Design plans to include presentation format display prints;
- f. Prepare design and construction plans, specifications, cost estimates for construction and contract documents;
- g. Develop contract documents and supplemental specifications required to communicate the nature of work to be performed;
- h. Provide bidding and solicitation services using online technology; and distribute plans and specifications to qualified bidder(s);
- i. Evaluate bids received from contractors and develop tabulation of bids as phases of Project evolve. Provide letter of recommendation to award contract(s);
- j. Prepare executable contract documents to successful bidder(s). Executable contract documents shall be distributed to the contractor(s) for insurance and bonding requirements;
- k. Provide resident inspection and contract administration services;
- l. Provide project management coordination from pre-construction through completion of Project, including documentation and authorization of change orders
- m. Review and make recommendations relative to submittal pay requests, recommend testing if needed, and review final lien waivers and final closeout documents.

## Proposal Requirements

Please limit the submittal to 20 pages (front and back). The response should include the following:

### 1. Proposed Project Approach

Provide an outline of proposed services for the purpose of the project. Include subcontractors and their scope of participation.

### 2. Prior Experience

Include experience in the following areas of work:

- a. Working with municipalities;
- b. Detailed design on municipal park projects;
- c. Park construction management;
- d. Construction inspection;
- e. Cost estimating;
- f. Experience/Knowledge/Familiarity with funding and financing available for park/trail projects;
- g. Knowledge of Kimberling City needs;

- h. References:
  - i. Studies and projects including the name of the customer and contact information of responsible official(s) of the community of project who may be contracted as reference.
  - ii. References for each customer must include the name and role of the staff person on the proposed team that worked on the referenced project.
  - iii. No more than five identified references are necessary.

### **3. Personnel**

- a. Respondents are asked to submit a list of qualifications of each principal staff person(s) who will have a role in providing the described services on this project.
- b. Include a short biography on person listed.

### **Criteria for Selection**

The City of Kimberling City will evaluate the firms responding to this RFP on the basis of the following criteria and 100-point scale:

- a. Ability and experience of the personnel (25)
- b. Related experience on similar projects (25)
- c. Recent, current, & projected workloads that may impact the project (10)
- d. Past performance, based on reference checks (20)
- e. Willingness to meet time & budget constraints, based on reference checks (20)

### **Method**

This solicitation is a request for proposals (RFP). Proposals received via this process will be reviewed by the City Administrator and Board of Aldermen according to the selection criteria outlined in the RFP. Interviews may be requested with one or more firms responding to the RFP.

Award of this contract, if any, will be to the firm deemed best qualified, in accordance with the selection criteria, to perform the services outlined in this RFP and other services deemed necessary by the City. Pricing, while an important factor; will be only one criterion used to evaluate the responses to the RFP.

Proposals will be opened at the date and time specified and each firm responding will be recorded as a respondent. Proposal content, including pricing, will be kept confidential until selection of the chosen firm.

The City may reject any proposal not in compliance with all prescribed public bidding procedures and requirements and may reject any or all proposals. The City reserves the right to waive any requirement or condition of the RFP upon finding that it is in the public's best interest to do so.

## **Notification of Respondents**

Respondents submitted qualifications will be narrowed down and oral interviews may be conducted at the city's discretion.

## **Contract Negotiations**

The City of Kimberling City will negotiate a contract for services with the respondent most deemed fit for the project, at a compensation that is fair and equitable. Each firm preparing a response to the RFP shall bear all expenses associated with its preparation and any subsequent and related expenses, and no claims for reimbursement shall be submitted to the City of Kimberling City for the expense of preparation or presentation.

## **Time Expectation**

The respondent must be willing to commit to a completion timeframe of the of the park plan within ninety (90) days from the date of the signed contract.

## **Equal Opportunity Employer**

The City of Kimberling City is an Equal Opportunity Employer and invites the submission of proposals from Women and Minority Business Enterprises.

## **Submittal Contact for Questions or Additional Information:**

Jerry Harman  
City Administrator  
34 Kimberling Blvd.  
P.O. Box 370  
Kimberling City, MO 65686  
(417) 739-4903  
[jharman@ckcmo.com](mailto:jharman@ckcmo.com)

## **Submission Guidelines**

This Request for Proposals is being released on Friday, October 16, 2020 3:00 P.M. (CST)

Submittals must be in a sealed envelope clearly marked “**Park Design Services RFP**”  
Submission of all proposals, seven (7) hard copy and one (1) electronic copy must be received by Friday, November 13, 2020 3:00 P.M. (CST) and directed to:

### **Park Design Services RFP**

Attn: Laura Cather, City Clerk  
City of Kimberling City  
34 Kimberling Blvd.  
P.O. Box 370  
Kimberling City, MO 65686  
(417) 739-4903

Proposals will be opened and recorded on Monday, November 16, 2020 11:00 A.M. (CST)

Any proposals received after the specified date and time will be rejected and returned unopened. Proposals may not be modified or withdrawn after the submittal deadline. However, a respondent may withdraw one’s proposal from the selection process at any time prior to the submittal deadline. The City reserves the right to extend the time for submittals.

Communication (other than through the process herein described) with the City, the selection committee, or the general public relative to this RFP prior to the announcement of a selection is strictly prohibited.

The City reserves the right to waive any irregularities and/or reject any and all submittals.

The City is under no obligation to award a contract to any firm submitting a proposal.

The City shall not be responsible for any costs incurred in the preparation, submittal and presentation of the proposal.

All materials submitted shall become the property of the City and shall be subject to the laws and regulations relating to the disclosure of public information. No guarantee of privacy or confidentiality is offered or implied.

**Exhibit A**



**Property consists of two parcels:**

**14-2.0-04-001-011-002.000**

**14-2.0-03-002-011-004.000**