

**REQUEST FOR PROPOSALS**  
**For Professional Services**  
**For the City of Helena's Parks & Recreation Department**  
**To Design Public Spaces at the 6<sup>th</sup> Ward Garden Park**

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**SECTION 1 – GENERAL INFORMATION**

**1.1 Purpose**

The City of Helena Parks and Recreation Department is soliciting proposals from qualified Consultants to provide architectural and engineering design services for the following project:

The 6<sup>th</sup> Ward Garden Park ([www.6thwardgardenpark](http://www.6thwardgardenpark)) is a managed edible ecosystem that provides safe, beautiful, accessible, and enjoyable places to meet, learn, play, relax, and grow and enjoy food. One of the park's primary purposes is to grow food for local edible forest and community gardeners and Helena Food Share.

This innovative project originated when the City Parks Department began working with community partners to plan and construct a community garden, food forest, and complementary amenities for the 6<sup>th</sup> Ward Park. Design needs for the public spaces include:

- Greenhouse
- Storage Shed
- Pergola
- Toilet
- Program Pavilion
- Park Signs (entrance, features and orientation)

*Appendix A of this RFP contains planning notes for each of the public spaces. The planning notes further explain the purpose and function of the spaces.*

The firm shall provide all services including, but not be limited to, design, mechanical, electrical, structural and civil engineering services to obtain required permits and building plans. Construction of the spaces will include a combination of contract and volunteer services.

**1.2 General Submission Information**

The Parks & Recreation Department intends to award a single contract for architectural and engineering services. The proposal should address the Consultant's capabilities for performing all aspects of the design process while presenting specific project information and substantiating the Consultant's methodologies and approach for completing the work requested.

### **1.3 Questions**

Questions regarding and copies of the entire proposal should be submitted to the following entity:

City of Helena  
Amy Teegarden, Parks and Recreation Director  
316 N Park Avenue  
Helena, Mt. 59623  
(406) 447-8462

## **1.4 Preparation Costs**

The City shall not be responsible for proposal preparation costs, nor for costs including attorney fees associated with any (administrative, judicial or otherwise) challenge to the determination of the highest-ranked Proposer and/or award of contract and/or rejection of proposal. By submitting a proposal each Proposer agrees to be bound in this respect and waives all claims to such costs and fees.

## **SECTION 2 – RULES GOVERNING COMPETITION**

### **2.1 Examination of Proposals**

Proposers should carefully examine the entire RFP, any addenda thereto, and all related materials and data referenced in the RFP. Proposers should become fully aware of the nature of the work and the conditions likely to be encountered in performing the work.

### **2.2 Proposal Acceptance Period**

Award of this proposal is anticipated to be announced within sixty (60) **calendar days**, although all offers must be completed and irrevocable for **ninety (90) days** following the submission date.

### **2.3 Confidentiality**

The content of all proposals will be kept confidential until the selection of the Consultant is publicly announced. At that time the selected proposal is open for review. After the award of the Contract, all proposals will then become public information.

### **2.4 Proposal Format**

Proposals are to be prepared in such a way as to provide a straightforward, concise delineation of the Proposer's capabilities to satisfy the requirements of this RFP. Emphasis should be placed on:

- Conformance to the RFP instructions
- Responsiveness to the RFP requirements
- Overall completeness and clarity of content

## **2.5 Signature Requirements**

**All proposals must be signed.** An officer or other agent of a corporate vendor, if authorized to sign Contracts on its behalf; a member of a partnership; the owner of a privately owned vendor; or other agent if properly authorized by a Power of Attorney or equivalent document may sign a proposal. The name and title of the individual(s) signing the proposal must be clearly shown immediately below the signature.

## **2.6 Proposal Submission**

Four (4) copies of the proposal must be received by the City prior to **5:00 PM on Friday, July 15, 2016**. All copies of the proposals must be under sealed cover and plainly marked. Proposals shall be delivered or mailed to:

City of Helena Parks and Recreation Department  
RE: 6<sup>th</sup> Ward Garden Park  
316 N Park Avenue  
Helena, Mt 59623

## **2.7 Disposition of Proposals**

All materials submitted in response to this RFP become the property of the City of Helena. One copy shall be retained for the official files of the Parks and Recreation Department and will become public record after award of the Contract.

## **2.8 Modification/Withdrawal of Proposals**

A respondent may withdraw a proposal at any time prior to the final submission date by sending written notification of its withdrawal, signed by an agent authorized to represent the agency. The respondent may thereafter submit a new or modified proposal prior to the final submission date. Modifications offered in any other manner, oral or written, will not be considered. A final proposal cannot be changed or withdrawn after the time designated for receipt, except for modifications requested by the City after the date of receipt and following oral presentations.

## **2.9 Oral Change/Interpretation**

No oral change or interpretation of any provision contained in this RFP is valid whether issued at a pre-proposal conference or otherwise. Written addenda will be issued when changes, clarifications, or amendments to proposal documents are deemed necessary by the Municipality.

## **2.10 Late Submissions**

PROPOSALS NOT RECEIVED PRIOR TO THE DATE AND TIME SPECIFIED IN SECTION 2.6 OF THIS RFP WILL NOT BE CONSIDERED AND WILL BE RETURNED UNOPENED AFTER RECOMMENDATION OF AWARD.

## **2.11 Rejection of Proposals**

The City of Helena reserves the right to reject any or all proposals if determined to be in the best interest of the City.

## **SECTION 3 – SCOPE OF WORK**

### **3.1 Public Spaces at the 6<sup>th</sup> Ward Garden Park**

#### **A. Project Scope**

##### **Description**

The public spaces to be designed and built at the 6<sup>th</sup> Ward Garden Park will be to used to support the enjoyment, experience and volunteer efforts for the park. Each of these spaces will further the park experience of playing, learning, growing food and volunteering. For the purposes of this RFP, the public spaces include; a shed, greenhouse, toilet, program pavilion, pergola and signs. There is the potential that the shed, greenhouse and toilet could be combined into a shared structure.

All spaces must be designed to meet ADA guidelines and smart practices. There is a strong desire to incorporate the use of passive and solar energy and alternative building materials. There is also the desire to have structures be durable and require low maintenance. The construction budget is minimal and will require fund-raising efforts by community volunteers. Design sketches and construction budgets will be used for fundraising efforts. Construction of the spaces may involve contract builders as well as volunteer services. Designs should identify opportunities for community volunteer construction and donations.

*(Appendix A of this RFP contains planning notes for each of the public spaces. The planning notes further explain the purpose and function of each space).*

##### **Project Goals and Objectives**

The purpose of the project is to meet the need for public spaces at the 6<sup>th</sup> Ward Garden Park as outlined for each public space in Appendix A.

The project will require close coordination with City staff and the 6<sup>th</sup> Ward Garden Park Advisory Committee. The consultant will prepare full architectural and engineering plans and specifications for the building and site work.

B. Scope of Professional Service: The scope of professional services required by this RFP may include, but not necessarily be limited to the following:

1. On-site meeting with City staff and Advisory Committee to review and clarify in-house planning notes.
2. Schedule design review meetings with involved City staff and Advisory Committee.
3. Design site work that incorporates the overall master plan and planting plan for the 6<sup>th</sup> Ward Garden Park.
4. Site work will consider existing and planned future landscaping as well as required utilities and storm water management.
5. Identify how the project may affect existing utilities within the project area.
6. All surveying related to the project and necessary for design and construction.
7. The design schedule will include submittals at 30/60/90% completion.
8. Development of sketches for each space to be used for fund-raising and educational purposes.
9. Development of detailed project cost estimates and materials list for each space.
10. Development of construction recommendations/strategy that identifies appropriate use of volunteers vs. contractors.
11. Preparation of final plans and construction documents.

#### **SECTION 4 – PROPOSAL AND SUBMISSION REQUIREMENTS**

To achieve a uniform review process and obtain the maximum degree of comparability, the proposals shall be organized in the manner specified below. Proposals shall not exceed eight (8) pages in length (excluding resumes, title page(s), letter of transmittal, index/table of contents, attachments, or dividers). One page shall be interpreted as one side of single-spaced, typed, 8½" x 11" sheet of paper.

##### **4.1 Title Page**

Should include the RFP project or contract being proposed on, the name of your firm, address, telephone number(s), name of contact person, and date.

#### **4.2 Letter of Transmittal**

- A. Identify the RFP project or contract for which proposal has been prepared.
- B. Briefly state your firm's understanding of the services to be performed and make a positive commitment to provide the services as specified.
- C. Provide the name(s) of the person(s) authorized to make representations for your firm, their titles, address, and telephone numbers.
- D. The letter of each proposal must be signed by a corporate officer or other individual who has the authority to bind the firm. The name and title of the individual(s) signing the proposal must be clearly shown immediately below the signature.

#### **4.3 Table of Contents**

Clearly identify the materials by Section and Page Number.

## **SECTION 5. PROPOSAL NARRATIVE/EVALUATION CRITERIA**

Keep the specific proposal to a maximum of eight (8) pages. A company brochure can supplement the proposal.

### **A. Firm Experience**

1. Past experience.
2. Provide at least three references for which your firm has provided the same or similar services. Include a point of contact, current telephone number, and a brief description of the services provided.
3. Identify your firm's performance on similar projects. Provide a point of contact for all City work identified. A current telephone number should also be provided if applicable.

### **B. Project Architect**

Provide detailed information on the qualifications and relevant experience of the Project Architect as it relates to the required services. Include project reference contact name(s) and current telephone number(s).

### **C. Key Project Staff and Subconsultants**

Identify the project manager and project engineer as well as other key personnel the firm would use for this project. List qualifications of staff to be assigned and their experience. Also list other consulting firms that may be used to provide mechanical, electrical, or other sub consulting.

### **D. Available Resources and Consultant Location**

1. Business History: Provide information on size, resources, and business history of the firm.
2. Provide information on personnel resources available to your firm, which indicates that you have access to the services necessary to perform the work in the time available and within the required standard.
3. Describe the firm's location where the primary services are to be provided and the ability to meet in person with department personnel when required during the performance of the Contract.

## **E. Project Methodology and Approach**

Provide detailed information on the firm's methodology in meeting the scope of work requirements identified in Section 3. Describe overall approach to include special considerations, which may be envisioned in scoping, completing, and managing small tasks.

## **F. Other items that will be used to evaluate proposals will include:**

1. Current and projected workloads (ability to accomplish work in a timely manner).
2. Capability to meet schedules or deadlines.
3. Capability to complete projects within budget.
4. Willingness to enter into an agreement with remuneration based on a flat rate.
5. Demonstration of an acceptable professional rate/fee structure for accomplishing the work.

A committee of individuals representing the City of Helena and 6<sup>th</sup> Ward Advisory Committee will evaluate the proposals. The committee will rank the proposals as submitted.

The City of Helena reserves the right to award Contract(s) solely on the written proposal.

**The City also reserves the right to request oral interviews with the highest-ranked firms (short-list). The purpose of the interviews with the highest-ranking firms is to allow expansion upon the written responses.**

## **SECTION 6 – CONTRACT NEGOTIATION PROCESS**

The highest-ranked Proposer(s) may be invited to enter into Contract negotiations with the City of Helena. If an agreement cannot be reached with the highest-ranked Proposer, the City shall notify the Proposer and terminate negotiations. The second highest-ranked Proposer may be contacted for negotiations. This process may continue until successful negotiations are achieved. However, the City reserves the right to terminate negotiations with any Proposer should it be in the City's best interest. The City of Helena reserves the right to reject any and all proposals submitted.

## Appendix A

The following summary reflects discussion and decisions that were made by city staff and the 6<sup>th</sup> Ward Advisory Committee in an “in-house” charette. This information should be used to guide the design process.

### Charette Introduction:

- Amy stated that the purpose of this initial charette is to define our purpose, the use of the 6<sup>th</sup> Ward Garden Park, and its users. Once we define these items, we will move on to design.
- What is decided here will set the stage for design work – all in favor – all agreed.
- Are we in agreement that what we decide today will set the stage for us doing design work? All agreed.
- Back to basics – when someone goes to this park, what is it that we want them to do or experience (use verbs)?

Play	Fresh Air	Amazed
Learn	Connect	Plant
Exercise	Question	Eat
Garden	Restore	Volunteer / Help
Relax	Awaken	Grow Fresh Food
Provide Stewardship/Value		

- Every feature we discuss today will support these activities and experiences. It’s important to keep this in mind.
- Required City Permits: Building, Electrical, Plumbing, Mechanical

Space/Feature Name: Greenhouse

QUESTIONS

Season of Use: March-October

1. What is the purpose of the feature/space?
  - Grow plants / Seedlings / Propagation
  - Shelter
  - Extend the growing/gardening season
  - Gathering space
  - Planting – if you have seedlings you will need to plant and repotting
  - Education – how to identify, propagate
  - Testing – seed trials – test different varieties
  - Grafting trees
  - Supports all park activities
  - Root cellar during winter months
2. Who is the intended user, audience?
  - Gardeners
  - City Parks
  - Advisory Committee in support of the rest of the park
  - Educators/Students (support education events)
3. Is the conceptual location still accurate?       YES       NO
4. What are the design features?
  - Passive solar orientation (windows)
  - Ventilation system
  - Shade system (outside)
  - Craig – may be expensive to keep it heated year-round
  - Needs to be well-built
  - Start seedlings in March
  - Elevated slabs for washing down floors (also to keep rodents out)
  - Concrete slab with wood slats above
  - Floor drainage
  - Something to help keep birds out
  - Water supply – system
  - Electricity
  - Transparent material – hail and vandal resistant
  - Must be well insulated
5. What are the required ADA standards for the feature?
  - Determine with City ADA Coordinator
6. Should/may the feature include a roof-top water capture system?
  - We could explore, but may not need.
7. What are options/limitations for the type of material? Is it sustainable, low maintenance?
8. Does the space need electricity?       YES       NO
9. Does the space need lighting?       YES       NO
10. Does the space need potable water?       YES       NO
11. Specific questions for individual spaces:
12. Who needs to approve this design/plan? City Building Department
13. What follow-up information do we need from City departments? (i.e. Building, Engineering)
  - Water/sewer connections? YES
  - Permits? BUILDING
  - If there is potable water, design must meet plumbing code
    - Water meters reviewed by City Engineering
    - Check-valves Back-flow prevention

**Space/Feature Name: Shed**

**Season of Use: March-October**

**QUESTIONS**

14. What is the purpose of the feature/space?

- Tool storage
- Material storage
- Work on small projects/repairs
- Gathering place/Meeting location/Information Board
- Demonstrations
- Workspace
- Demonstration of alternative building materials

15. Who is the intended user, audience?

- Gardeners
- Maintenance
- Park volunteers

16. Is the conceptual location still accurate?

YES       NO

Explain:

17. What are the design features?

- Meet ADA requirements
- Concrete slab
- Peg boards for tools – tools low enough for ADA accessibility
- Door – wide enough for wheel barrel and wheelchair accessibility as well)
- Durrable – low maintenance construction
- Natural light (skylights)
- Outside water spigot
- Lighting – window for natural light / skylight
- Security
- Water capture system for roof
- Counter / work bench – potting, fixing tools, etc.
- Information Board / White Board / Kiosk
- Power / Electricity
- What direction should the door face?
- Good interior organization

18. What are the required ADA standards for the feature?

- Will review with the city ADA Coordinator
- Access to tools, workbench

19. Should/may the feature include a roof-top water capture system?

- Yes – see above

20. What are options/limitations for the type of material? Is it sustainable, low maintenance?

- Try some different design materials – cord wood, bottles, etc.

21. Does the space need electricity?       YES       NO

22. Does the space need lighting?       YES       NO

23. Does the space need potable water?       YES       NO

- Water is needed to clean tools
- Perhaps a spigot on the outside of the building
  - Craig – if we hook into city water, it will be potable
- Need water for the greenhouse so this could be a combined water source.

24. Specific questions for individual spaces:

- a. Amy asked – can this be a combined space – perhaps with the greenhouse?
  - Karen – are these solar panels on the top of the shed? Amy stated that conceptually, they may have been.

- Craig – thinks use wise, we would want to keep the shed and the greenhouse separate because in a greenhouse, you need a controlled environment for plant growth.
  - Amy – as things are being built, small area – is there a need to condense the footprint of spaces for more park space?
  - If right next to greenhouse, may not get light
  - Les – greenhouses – insulated – not important for there to be light coming from all directions
25. Who needs to approve this design/plan?
26. What follow-up information do we need from City departments? (ie. Building, Engineering)
- Water/sewer connections?
  - Permits- Electrical, Building
  - Could be one permit if the shed and greenhouse are one building.

Space/Feature Name: Pergola

Season of Use: Year-round

QUESTIONS

27. What is the purpose of the feature/space?
- Serve as outdoor waiting for bus station
  - Provides shade
  - Grand entrance – gateway introduction to park
  - Education / information / welcome center
  - Resting place
  - Could feature public art
  - Community conversation location
  - Location for announcements
  - Outdoor waiting area for HATS users
28. Who is the intended user, audience?
- Parents, kids
  - Students
  - General park users
  - HATS users
29. Is the conceptual location still accurate?       YES       NO  
Explain:
30. What are the design features?
- Education/interpretive panels
  - Solid foundation – concrete
  - Alternative construction materials
  - ADA requirements
  - Benches
  - Roof
31. What are the required ADA standards for the feature?
32. Should/may the feature include a roof-top water capture system?
- May not be big enough per Craig
  - Metal roof
  - All agreed
33. What are options/limitations for the type of material? Is it sustainable, low maintenance?
34. Does the space need electricity?       YES       NO
35. Does the space need lighting?       YES       NO
36. Does the space need potable water?       YES       NO
37. Specific questions for individual spaces:
38. Who needs to approve this design/plan? If the design is post/anchor a building permit will be required.
39. What follow-up information do we need from City departments? (ie. Building, Engineering)
- Water/sewer connections?
  - Permits? If the design is post/anchor a building permit will be required.

Space/Feature Name: Toilet

QUESTIONS

40. What is the purpose of the feature/space?
- Personal relief
  - Sanitation
  - Convenience
41. Who is the intended user, audience?
- Everyone
  - All park users / pedestrians
42. Is the conceptual location still accurate?  YES  NO
- Explain:
- Currently by shed
  - Maybe have a port-o-potty with enclosure – Amy – as long as it can be serviced
  - If hooked into sewer, the location will need to be modified
  - Move closer to road for easy access
  - More public place – more visible
  - Move to other side of greenhouse/shed
  - Adjacent to the west side of shed – all agreed
43. What are the design features?
- ADA – will need to visit with ADA Coordinator
  - Sewage toilets, port-o-potty, dry toilet (compost)
  - Per Craig – can't open until May – close down by October
  - Remember, sewage toilets take up more space and have to be locked – Craig
  - Kim – fear is stench
  - Craig – spoke with building department regarding compost toilets – may or may not permit
  - No vault toilet
  - Dry toilet – keep temperature up on these
  - **Must be unisex**
  - **Port-o-potty – year round, if vandalized, can be replaced.**
  - Have plan to expand
  - Build shelter around it
  - Ask for information from architect
  - Cost referencing on sewer hookup
  - **Port-o-potty for now – we can relook at this**
  - All agreed
44. What are the required ADA standards for the feature?
45. Should/may the feature include a roof-top water capture system?
46. What are options/limitations for the type of material? Is it sustainable, low maintenance?
47. Does the space need electricity?  YES  NO
48. Does the space need lighting?  YES  NO
49. Does the space need potable water?  YES  NO
50. Specific questions for individual spaces:
- a.
51. Who needs to approve this design/plan?
52. What follow-up information do we need from City departments? (ie. Building, Engineering)
- Water/sewer connections? Permits?

**Space/Feature Name: Program "Pavilion"**

**QUESTIONS**

**Season of Use: March-October**

53. What is the purpose of the feature/space?

- Demonstrations
- Processing food
- Community learning
- Gathering circle
- Pavilion instead
- Design council area
- Education/Program Pavilion
- **Is there willingness to combine spaces – the processing kitchen and council ring**
  - **After discussion, all agree yes**
- The committee agreed to call this area the Program Pavilion
  - **Use for:**
  - Education
  - Demonstrations
  - Entertainment
  - "Pavilion" or structure is more for defining the gathering space, seating, shade and windbreak and providing a way to include tables or booths provided by demonstrators.

54. Who is the intended user, audience?

- Gardeners
- Educators
- Children
- Families
- General public
- Ad council

55. Is the conceptual location still accurate?       YES       NO

Explain:

56. What are the design features?

- Concrete slab – public art – artistic feature
- Strategically placed trees
- Must be ADA
- Have one solid end
- Roof that protects from rain – light roof
- Aesthetic pleasing qualities
- Use different building materials
- Trellis – plants
- Living wall
- Hop roof
- Vegetation wall/roof
- Seat/tables/counter
- Amp theater seating

57. What are the required ADA standards for the feature?

58. Should/may the feature include a roof-top water capture system?

59. What are options/limitations for the type of material? Is it sustainable, low maintenance?
60. Does the space need electricity?       YES       NO
61. Does the space need lighting?       YES       NO
62. Does the space need potable water?       YES       NO
- Add drinking fountain
63. Specific questions for individual spaces:
64. Who needs to approve this design/plan? If the design is post/anchor a building permit will be required.
65. What follow-up information do we need from City departments? (ie. Building, Engineering)
- Water/sewer connections?
  - Permits?