



Kalamazoo County Land Bank Authority

Request for Hard Surface Labyrinth & Signage for Eastside Gateway Pocket Park

Request for Proposals Issued on: Thursday, August 15, 2019

Responses Due on: Friday, September 6, 2019

Submit Proposals to:

Kelly Clarke

Executive Director, Kalamazoo County Land Bank

Kelly.clarke@kalamazoolandbank.org

269-762-6191

REQUEST FOR PROPOSALS –Professional Landscape Construction Services

INTRODUCTION

Overview

This Request for Proposals (“RFP”) is being issued by the Kalamazoo County Land Bank (Land Bank). The Land Bank invites the submission of proposals from licensed Landscape Construction and Management companies to install a professional hard surface labyrinth, a neighborhood welcome sign and one neighborhood history sign at the site of the Eastside Gateway Pocket Park on the corner of Foresman and Phelps Ave. Respondents are asked to identify a local artist(s) to work with to include elements that have been uncovered via the recent Eastside Voices oral history storytelling project in the labyrinth. Materials and installation should have a 25 year minimum estimated lifespan and should be mindful of weather and climate concerns. Design and construction should result in a finished product that is high quality, durable and low maintenance. Architectural renderings of the site plan are attached on pages 7-9 for reference.

Budget

The project is grant funded and has a not to exceed budget of: \$28,000

ADDRESS

Time of Commencement

Awarded Respondent must be able to complete work no later than November 15, 2019.

Not a Contract, No Obligations, Withdrawal

Nothing in this RFP shall be construed to create any legal obligation on the part of the Land Bank or any respondents. The Land Bank reserves the right, in its sole discretion, to amend, suspend, terminate, or reissue this RFP in whole or in part, at any stage or to elect to provide the services described in the RFP directly. In no event shall the partners be liable to respondents for any cost or damages incurred in connection with the RFP process, including but not limited to, any and all costs of preparing a response to this RFP or any other costs incurred in reliance on this RFP. No respondent shall be entitled to repayment from the Land Bank for any costs, expenses or fees related to this RFP. All supporting documentation submitted in response to this RFP will become the property of the Land Bank. Respondents may also withdraw their interest in the RFP, in writing, at any point in time as more information becomes known. Neither issuance of this RFP nor evaluation of any proposal(s) obligates the Land Bank or its partners to award a contract from this RFP.

The Land Bank follows board approved procurement policies which can be found at its website kalamazoolandbank.org under Contractors tab.

PROCESS

Solicitation: This RFP is being emailed to prospective respondents, and will be posted on the Kalamazoo County Land Bank Authority's website. The Land Bank encourages qualified firms to submit proposals.

Proposal information will be posted on the website at www.kalamazoolandbank.org at least 5 business days prior to the deadline for submittal of proposals. The last day for submittal of questions shall be **September 3rd, 2019**.

BASIS OF AWARD: The Land Bank shall make an award based on the scoring criteria identified.

REGULATIONS: Contractor will be required to be knowledgeable of and comply with all applicable local laws/ordinances. Contractor will also be required to be knowledgeable of and comply with all applicable federal and state laws, acts, and regulations including but not limited to non-discrimination, equal opportunity, affirmative action, and minority representation laws and other regulations shown at Appendix C.

CONTRACT AWARD: The Land Bank reserves the right to change the scope of this project, including increases in scope and/or budget. All changes must be approved in writing by the Land Bank Executive Director.

CONFLICT OF INTEREST: The selected firm must avoid personal and organizational conflicts of interest. Any known or possible conflicts shall be clearly divulged when the respondent submits their proposal.

BACKGROUND

In close partnership with the Kalamazoo Eastside Neighborhood Association (KENA), Kalamazoo County Land Bank has been working on a community project called the Eastside Gateway Project. The Eastside Gateway Project is a new development of small homes with a public access pocket park on East Michigan between Foresman and Phelps. During this time of new development, it is especially important to uplift and highlight the rich history of this neighborhood and its' residents.

Pat Taylor, Executive Director of KENA, has developed the idea of exploring this history through an intergenerational storytelling project. Pat has identified lead artists, Buddy Hannah and Sidney Ellis, who have established connections in this neighborhood with storytelling and performance backgrounds. Stories and imagery that come out of this oral history project will be incorporated into permanent art elements of the labyrinth in the pocket park.

DESIGN CONCEPTS AND PROJECT GOALS

OCBA architects have created an overall design plan for the pocket park and the first phase is completed.

The second phase includes the installation of a hard surface labyrinth, neighborhood welcome sign and interactive park signs in the area prepared for this project. This has been planned as a second phase so that it could incorporate key elements of the Eastside oral history project that is concluding by August 15, 2019.

Respondents should visit the site, familiarize themselves with site conditions and propose a hard surface labyrinth that will be durable, high quality and low maintenance. See examples of labyrinths, neighborhood sign and interactive park signs on page 10.

Respondents are encouraged to work with an artist (s) to incorporate elements of the history in the labyrinth. Oral history highlights include schools, churches, businesses and key people on the Eastside. A full list will be available in September after the completion of the history project. Some examples include:

- Roosevelt School
- Saint Mary Catholic Church
- Dairy Queen
- Burk School
- Wilson School
- Northeastern
- St. Mary's School
- Spring Valley
- Methodist church

Respondents should state how the project will be approached including preferred methods, potential materials and prospective artists. Respondents should also include a sketch of a welcome sign and one interpretive sign informed by the Eastside history project.

Desired Qualifications

The firm(s) should have thorough knowledge of and extensive experience in landscape construction, creative design, and management with particular reference to hard surface patio or labyrinth installation. Demonstrated successful project management and oversight of a variety of past projects is required. The firm(s) should be able to demonstrate an understanding of the project and a comfort level working with artists to complete this project. The respondent should be qualified and able to oversee the permanent signage elements at the site and ensure compliance with all appropriate city zoning codes.

THRESHOLD REQUIREMENTS

These documents must be submitted with the Proposal and found acceptable before the Land Bank will review the Proposal:

- Copy of Respondent's current State-issued Landscape Architect License.
- Certificate of Good Standing (Corporation) or Certificate of Existence (Limited Liability Company) issued by the Michigan Secretary of State (If Respondent is a joint venture, a Certificate of Good Standing or Certificate of Existence, as applicable, must be submitted for each entity comprising the joint venture.)
- Evidence of Insurance: Commercial General Liability with limits not less than \$1,000,000; Workers Compensation and Employers Liability with limits not less than \$500,000;

Automobile Liability with limits not less than \$1,000,000 per occurrence; and, Professional Liability with limits not less than \$1,000,000. Please see Attachment C for a detailed explanation of insurance requirements.

- Three (3) references of related projects, including date of project, contact person and phone number, and a brief description of the project.
- Conflict of Interest Statement & Supporting Documentation: Respondent shall disclose any professional or personal financial interests that may be a conflict of interest in representing the partners.

Main Proposal

Please provide the following information:

- Examples of similar projects.
- A narrative describing organization and its primary work.
- Brief statement of understanding of the scope and intent of the work.
- Outline of plan to address the scope of work (i.e. Include anticipated timelines/scheduling, assigned personnel and their roles and contact information, field equipment, suppliers, technology tools, etc.)
- Photos, drawings, or other materials to demonstrate the level, degree and quality of work anticipated at the site.
- Pricing: Provide whole dollar amounts and a detailed and itemized pricing structure for proposal
- Identify artists that will work on the project with examples of their work.

SELECTION PROCESS

Evaluation Criteria

The firm(s) will be evaluated on the following criteria which include but are not limited to:

Firm's experience (25 points)

Capacity of firm and staff qualifications (20 points)

Project management skills (10 points)

Proposal Design meeting Project Goals (25 points)

Pricing proposal related to proposal approach (20 points)

Total possible points: 100

Proposals will be evaluated against the criteria above. The Land Bank reserves the right to award the project to the firm that best meets the Land Bank's needs at the Land Bank's sole discretion.

QUESTIONS

Questions regarding this project should be directed to Kelly Clarke at

Kelly.clarke@kalamazoolandbank.org or call 269-762-6191.

CONFLICT OF INTEREST

The bidder certifies by their signature on the bid form that they have not participated in any arrangement or agreement with; nor offered anything of value to, or received anything from an official or employee of or Land Bank that would tend to destroy or hinder free competition.

ATTACHMENT C

INDEMNITY AND INSURANCE

If the acts or omissions of the Contractor/Vendor or its employees, agents or officers, cause injury to person or property, the Contractor/Vendor shall defend, indemnify and save harmless the Kalamazoo County Land Bank Authority (Land Bank), its agents, officials, and employees against all claims, judgments, losses, damages, demands, and payments of any kind to persons or property to the extent occasioned from any claim or demand arising therefrom.

The Contractor shall furnish within fifteen (15) working days of Notice of Award, certificate(s) of insurance providing insurance coverage as follows:

- (A) Workers' Compensation Insurance - Covering all persons engaged in work under this contract to the full statutory limits stipulated in the Michigan Workers' Compensation Act, including Employer's liability of \$500,000.
- (B) Commercial Liability Insurance – The certificate of insurance shall specifically provide that the Land Bank and its officers, agents, employees and representatives are named as additional insured and that the insurance policy cannot be cancelled or materially altered without providing a thirty (30) day written notice to the Land Bank. The usual words in the cancellation clause of the insurance certificate which state “endeavor to” and failure to mail such notice shall impose no obligation or liability of any kind upon the company” shall be stricken. The contractor shall also furnish to the Land Bank a certificate of insurance covering worker’s compensation for the bidder’s employees. Failure of the contractor to provide the certificates of insurance or receipt by the Land Bank of a notice of cancellation of the insurance policy(ies) by the contractor’s insurance company(ies) shall constitute a material breach of contract and this contract may be terminated immediately.

Bodily Injury	Constructions *	Non-Construction
	\$1,000,000/ea	\$500,000/ea
	\$1,000,000 occurrence	500,000 occurrence
Property Damage	\$ 500,000 occurrence/	250,000 occurrence/
or	\$ 500,000 aggregate	\$250,000 aggregate
Bodily Injury/Property Damage	\$1,000,000 CSL	\$500,000 CSL

- (C) Automobile Liability Insurance - Including owned, non-owned and hired motor vehicles as well as Michigan Property Protection Insurance as required by statute. Limits as follows:

Bodily Injury	If vehicles are required	If vehicles are not required
	for construction work	for construction work
	\$ 1,000,000/ea	\$500,000.00/ea
	\$ 1,000,000 occurrence	\$500,000.00 occurrence
Property Damage	\$ 300,000 occurrence/	\$250,000 occurrence/
or	\$ 300,000 aggregate	\$250,000 aggregate
Bodily Injury/Property Damage	\$ 1,000,000 CSL	\$1,000,000 CSL

The above requirements should not be interpreted to limit the liability of the Contractor under this contract.

ALL INSURERS SHALL BE EITHER LICENSED OR AUTHORIZED TO DO BUSINESS IN THE STATE OF MICHIGAN.

APPENDIX D



PLAN LEGEND

1. Proposed Interactive Sculpture in Planting Area
2. Existing Sidewalk
3. 2' - 5' Ht. Berm Planted with Lawn and Shade Trees
4. Ledge Stone Boulders Stacked for Climbing and Seating
5. Proposed Interactive Sculpture
6. Stone Dust Path
7. Labyrinth with Trees, Plantings, and Mosaic Features
8. New Sidewalk Follows Existing Cut-Through Path
9. Sculptural Neighborhood sign and Gateway Over Path
10. Native Perennial and Annual Plantings at Corner
11. Large Berms Screen Garage and Offer Playful Element
12. Existing Garage
13. Transplanted or New Native Fruit Trees
14. Existing Shed
15. Proposed Small Homes and Garages

Eastside Gateway Project
Kalamazoo County Land Bank Authority

Kalamazoo County
LAND BANK

IN-FORM
architecture

eoba
ENVIRONMENTAL
ORGANIZATION
BANK AUTHORITY

Scale: 1" = 10'

North Arrow

Eastside Gateway Project

Small Homes Community

A community of affordable small homes is being developed on properties at East Michigan and Foresman. The area has an attractive combination of natural wooded areas close to the downtown urban core.

Each small home will range between 600 - 1,000 square feet, allowing for one or two bedrooms, bathroom, full basement and garage. Homeowners will benefit from the energy efficient, or net-zero design, intended to minimize energy consumption and save on future utility bills for homeowners.



Pocket Place Celebrates Nature, Art & Culture



The "Pocket Place" will be shared space around the homes. It will include a walking path, native plantings and art elements – connecting neighborhood residents to high quality natural environments, opportunities for environmental learning and opportunities for residents to contribute to the design of the space.

There will be an Eastside welcome sign created by a local artist, a labyrinth with entry arbor and high canopy shade trees, landscaped berms for interest and activity, a walking path, native and annual plantings, and spaces for rotating art in collaboration with local partners & artists.



Invest in Creative Communities

We need your help! The Kalamazoo County Land Bank creates vibrant communities through repurposing, renewing, and reconnecting vacant properties. If you're passionate about uplifting the community and increasing quality of life for all residents, you can donate to this project by visiting www.vibrantkalamazoo.org or calling 269.762.6191.



Eastside Gateway Project is a project of the Kalamazoo County Land Bank. For more information about this project or to find out how you can be involved, contact the Kalamazoo County Land Bank at 269.762.6191.



