



CITY OF GREAT FALLS
REQUEST FOR PROPOSALS

**CAPITAL NEEDS ASSESSMENT OF
PARKING GARAGES**

PROPOSAL DUE DATE AND TIME: November 10, 2011 3:00 P.M.

**THE CITY OF GREAT FALLS, MONTANA
REQUEST FOR PROPOSALS (RFP)
FOR CAPITAL NEEDS ASSESSMENT OF PARKING GARAGES**

BACKGROUND

The City of Great Falls (City) is seeking proposals from qualified parking garage consultants (“Consultant or Consultants”) to provide a capital needs assessment for purposes of developing a capital improvement program.

The City of Great Falls has a four hundred ninety-eight (498) stall parking garage (North Garage) and a three hundred and eleven (311) stall parking garage (South Garage). Architectural and structural drawings are available for both garages. The North Garage is a cast in place concrete structure with CMU stair/elevator towers and pre-cast parapets. The South Garage is a steel reinforced concrete slab with precast concrete parapets. The garages are located in downtown Great Falls and are approximately 500 feet apart.

SCOPE OF SERVICES

Services to be provided by the Consultant may include, but are not limited to: On-site evaluations and assessment of parking garages; engineering studies, analyses and testing with emphasis on structural (including seismic), civil, mechanical and electrical equipment, etc. The consultant services contract resulting from this RFP will consist of the capital needs assessment (described below in Task 1). Other future follow on services may or may not be considered.

TASK 1 – CAPITAL NEEDS ASSESSMENT

Facility Inspection & Documentation Review

- A. As needed to perform task, the selected Consultant will review available parking facility documentation, including maintenance records, as-built drawings, plans, condition assessment reports, Americans with Disabilities Act (ADA) compliance audits, existing repair programs, and other relevant construction and maintenance documents.
- B. Perform a visual inspection of the elements of the parking facilities and equipment with respect to intermediate and long-term rehabilitation / replacement needs. Structural elements would include concrete floors, columns, beams, structural connections, stairways, and walls. [Consultant is to identify those parking facilities that should be subjected to concrete materials testing in a future phase of work.]
- C. Close visual deck evaluation of deteriorated areas of concrete decks (floors).
- D. Visually review the life/safety, mechanical, electrical and plumbing (drainage) systems of each facility. This review will include the lighting system (with a check on conformance to meeting levels of illumination throughout), floor drainage system (joints and plumbing), and fire sprinkler systems, as well as ventilation and toll collection equipment.

- E. Visually review architectural elements, stairways, handrails and wall finishes. Also review with respect to security (openness and ready visibility to points of entry and egress, etc.), emergency lighting, as well as compliance with current ADA / handicap access standards.
- F. Visually review elevator facilities with respect to appearance and function with a view to repair/rehabilitation, modernization or replacement. (Limited to external, visual assessment, and review of applicable maintenance records).
- G. Perform a chain drag delamination survey on 100% of supported concrete floors to detect subsurface delamination, which may not yet be visible. Document the findings and insert this information in the report appendix. The survey will be performed on weekends and will be coordinated, in advance, with city staff.

This inspection specifically would not include a structural analysis or a structural assessment of compliance with seismic codes.

TASK 2 - CONDITION APPRAISAL REPORT

Prepare a condition appraisal report on the existing condition of the each of the parking facilities. The condition appraisal report should contain the following information.

- A. General evaluation and description of the existing condition of the structure.
- B. Detailed notes, with referenced condition photos, for all significant and/or typical areas of deterioration observed.
- C. Tabulation of the test results including a summary and explanation of the significance of the information.
- D. Recommendations for the repair methods for effective repair, maintenance, rehabilitation, or upgrade actions to address the identified conditions or deficiencies. Recommended actions should be categorized by type (e.g., structural, equipment, compliance with building and fire codes, ADA) of all necessary repairs by recommended status: Immediate and Near-term (with-in five years). Subsequent work phases may address Mid-term (6 to 10 years), and Longer term (with-in 11 -20 years) improvement needs.
- E. Tabulation of quantities and unit costs for each repair type and compiled estimate of construction costs for repairs and maintenance actions to correct the identified deficiencies.
- F. Recommendations for increasing safety perception of garage users.

SUMMARY

Prepare a written summary with a tabulation of costs by status (as described in line item 'D' of the Condition Appraisal Report above) for each garage and for the system as a whole.

A. As-Needed Additional Work

The above Scope of Work is to be used as a general guide and is not intended to be a complete list of all work necessary to complete the project. During the term of the Agreement, the City may at its discretion request the selected Consultant to perform additional engineering, facilities and operations assessment, and capital planning work ("Additional Work") related to the development of the Capital Improvement Plan. The parties shall negotiate reasonable compensation to the Consultant for Additional Work. The Consultant cannot refuse to perform Additional Work for which the Consultant or its sub-consultants are qualified.

PROPOSAL REQUIREMENTS

In order for your proposal to be considered responsive, it must include:

1. Firm description and a list of personnel including outside consultants, assigned to the project along with resumes;
2. List of similar services performed in the past including the client, negotiated fee and final fee;
3. List of current similar services and client references;
4. Description of your understanding of the project;
5. A clear and concise response stating why you feel that you are the most qualified firm to perform this work, and any other information which may be helpful in evaluating the proposal;
6. Fee proposal. Include the following cost structures:
 - a. Hourly rate and estimated hours
 - b. Fixed rate
 - c. Note that the final scope and fee for services will be negotiated with the selected firm(s)
7. Address any possible conflicts of interest;
8. Timeline to submit a final, written report (a less than 30 calendar day completion timeline from notice to proceed is desired). The notice to proceed is anticipated on or about December 30, 2011.

Vendors are cautioned to carefully read and follow the procedures required by the Request for Proposals (RFP), as any deviation from these requirements may be cause for rejection. The complete Request for Proposals may be obtained from the Community Development Department, Room 112, Civic Center, #2 Park Drive, Great Falls, MT and is available on the City's web page at www.greatfallsmt.net

PROPOSAL SUBMISSION & DUE DATE

Proposals are to be returned to The City of Great Falls no later than 4:00 p.m. (mountain) on Friday, November 10, 2011. Responses should be limited to 15 pages, excluding supporting appendix. Responses may be submitted by mail or in-person:

City of Great Falls
Planning and Community Development, Rm. 112
P.O. Box 5021,
Great Falls, MT 59403
Wendy Thomas
wthomas@greatfallsmt.net

Proposals received after the date and time set for opening proposals will not be considered for award of a contract and will be returned unopened to the Proposer. It is the sole responsibility of the Proposer to assure that his/her proposal is received by the Planning and Community Development Department before the date and time set for submittal.

Proposals, once submitted, may not be withdrawn for a period of sixty (60) calendar days.

The Proposer must submit two (2) master (hardcopy), (1) electronic version in PDF or Word format on a flashdrive or CD and six (6) duplicates (hardcopies) of their proposal for evaluation purposes.

ADMINISTRATIVE MATTERS

The City reserves the right to reject any or all proposals, waive any proposal informalities , when such waiver is determined by the City of Great Falls Government to be in its best interest, and modify, postpone or terminate the proposed project in its entirety or with respect to any respondent, at any time, for a reason or no reason. The City also reserves the right to modify or cancel this RFP at any time.

Signature of this proposal by the Proposer constitutes acceptance by the Proposer of terms, conditions and requirements set forth herein.

Minor exceptions may not eliminate the proposal. Any exceptions to the specifications established herein shall be listed in detail on a separate sheet and attached hereto. The City of Great Falls shall determine whether any exception is minor.

All costs and expenses incurred by a respondent in preparation and delivery of a proposal will be the sole responsibility of the respondent.

Submission of a qualified proposal may result in an interview, at the City's discretion, in Great Falls by City Staff. If offered an interview, your proposed local manager and the firm's regional manager must attend the interview session.

Inquiries regarding the RFP should be directed to Wendy Thomas at wthomas@greatfallsmt.net or (406) 455-84325.

SELECTION CRITERIA:

Evaluation consideration will include but is not limited to the following:

1. Specialized experienced and technical competence of the person or firm (including a joint venture or association) with the type of service required. (25 Points)
2. Capacity of the person or firm to perform the work, including any specialized services, within the time limitations. (20 Points)
3. Character, integrity, reputation, judgment, experience and efficiency of the person(s) or firm. (15 Points)
4. Past record and performance on contracts with governmental agencies and private industry with respect to such factors as control of cost, quality of work and ability to meet scheduling. (15 Points)
5. Familiarity with the details of the project. (10 Points)
6. Degree of local employment to be provided by the person or firm. Qualified Montana firms will be afforded an in-state bidder preference of 3%. (5 Points)

7. Detailed estimated cost of services. (10 Points)

Proposals shall contain the appropriate information necessary to evaluate based on these criteria. A committee composed of government employees as well as representatives of relevant user groups will evaluate the proposals.

INSURANCE & BONDING:

- Workers' Compensation Insurance – The Prime Firm shall comply with all requirements and conditions of the State of Montana Workers' Compensation Laws; also with all rules, regulations and decisions made during duration of this Agreement.

The Prime Firm shall carry Workers' Compensation Insurance for all of his employees employed at the site of the project; the Prime Firm shall require his subcontractors similarly to provide Workers' Compensation Insurance unless such employees are covered by the protection afforded by the Prime Firm. When appropriate, an Exempt Form should be provided. Employer's Liability shall carry the statutory limit of Workers' Compensation Insurance.

- Comprehensive General Liability – Said coverage shall have limits of not less than \$750,000 per claim, \$1,500,000 per occurrence, combined single limit for bodily injury and property damage.

The Firm shall name, as additional insured, the City of Great Falls. The firm shall furnish to the City of Great Falls **prior to beginning work under the agreement**, a certificate of insurance **including a copy of the Additional Insured Endorsement as evidence that the required coverage is in effect.**

- Professional Liability – Firm shall purchase and maintain occurrence coverage with combined single limits for each wrongful act of \$1,000,000 per occurrence and \$2,000,000 aggregate per year to cover such claims as may be caused by any act, omission, negligence of the Firm or its officers, agents, representatives, assigns or subcontractors. **Note: If "occurrence" coverage is unavailable or cost prohibitive, the Firm may provide "claims made" coverage provided the following conditions are met: (1) the commencement date of the contract must not fall outside the effective date of insurance coverage and it will be the retroactive date for insurance coverage in future years; and (2) the claims made policy must have a three year tail for claims that are made (filed) after the cancellation or expiration date of the policy.**
- Should firm fail to provide such certificate(s) or make other arrangements as required by this Agreement, the City of Great Falls may cancel the Agreement.

INDEMNIFICATION

Firm agrees to indemnify, hold harmless and defend the City of Great Falls, its officers, directors, agents, servants and employees ("indemnitees") from and against all liabilities, damages, actions, costs, losses, claims and expenses (including attorney's fees), on account of personal injury, death or damage to or loss of property or profits arising out of or resulting, in whole or in part, from any act, omission, negligence, fault or violation of law or ordinance of permission of contractor.

Such indemnification by Firm shall apply unless such damage or injury results solely from the negligence, gross negligence or willful misconduct of the City of Great Falls.

LICENSE & PERMITS: The Contractor will obtain and maintain any and all necessary licenses and permits required by any governmental body or agency having jurisdiction in connection with any activities at or on the City's premises and will abide by the terms and provisions of any such licenses and permits. Any expense incurred by the Contractor to obtain such licenses and permits shall be treated as an operation expense of the Contractor's.