



City of Hillsboro Request for Proposals Community Plaza Project

INTRODUCTION

The City of Hillsboro (the City) is seeking qualifications for the purpose of selecting a firm to design a new community plaza project for downtown Hillsboro. Respondent Engineering or Architecture Firms (Applicants) to this Request for Qualifications (RFP) shall submit a proposal in conformance with the terms of this RFP.

PURPOSE

The selected firm will work with City staff and an existing committee to determine the critical elements of the community plaza project, determine the best design and phasing for the project, developing construction documents as needed, assist in identifying qualified contractors and advising on the best way to proceed with developing the project. Firms could potentially be engaged for additional services including but not limited to the design of infrastructure, bidding assistance and construction inspection as needed. Any additional services would require a second service agreement.

BACKGROUND

The City of Hillsboro has a population of 2,834 located in Marion County. Hillsboro is the largest community in Marion County and the primary commerce hub. The City is a full service community providing police, fire, planning, electrical, water, sewer and street services. The Mayor is elected at large and serves as the chief executive officer. Four council members in two wards represent the community. Daily operations are handled by an appointed City Administrator.

Hillsboro is home to a diverse business community including Barkman Honey, Container Services Inc., Cooperative Grain and Supply and Hillsboro Industries. Tabor College, a private Christian liberal arts college, is located in the heart of the community. Tabor has an average enrollment between 500-600 students that primarily live on campus. Retail is anchored in the downtown area with numerous restaurants, shops and services.

In 2016 a group of community volunteers began organizing an effort to build a community place in the downtown area. The initial concept was a plaza that includes a splash pad, pavilion, gathering and outdoor eating areas, a large outdoor screen for community events and parking. A landscape architect provided an initial concept drawings on a voluntary basis, but has since been unable to continue with the project. Some elements of the initial concept need to be preserved, however the final product is not constrained by the concept plan. The group has raised nearly \$100,000 in cash and commitments from the community to begin the project. The

City has access to funding for solar panel installation planned for on top of the pavilion structure and an electric vehicle charging station that could be included in the parking design. A combination of additional fundraising and city contributions both monetarily and in-kind will be need to complete the project.

In 2019, as an initial step, the City acquired three dilapidated properties on the site, demolished them and have done basic site preparation. The City has also leased approximately 1,500 square feet in the northwest corner of the property to TCT wireless. TCT will begin a community-wide fiber optic install in September 2020. The area in the plaza leased to TCT will house fiber controls and infrastructure in a small prefabricated building. The final design will need to incorporate the TCT building.

The City would like to complete at least a portion of the project in 2021 with the total project to be completed by 2023 at the latest.

SCOPE OF SERVICES

The successful firm must complete at a minimum the following services listed herein:

- A. Work with a committee of volunteers approved by the City to help determine the core elements that must be included in the community plaza.
- B. Provide input on design elements that could add value to the community and ways to make the project more accessible, cost effective and impactful.
- C. At the City's discretion, hold an open community engagement session to collect feedback on potential designs.
- D. Finalize the concepts and develop a full site plan for the community plaza including estimated costs for each core element.
- E. Provide construction drawings of site work, parking or public infrastructure needed for to complete the facility.
- F. Be available to attend any meetings of the Hillsboro City Council, Recreation Commission or volunteer committee as needed.

PROJECT COMPLETION

Completion of a quality work product in a timely manner is essential for the City. The firm selected must be able deliver the completed project within six (6) months of signing the contract with the City. The City anticipates selecting a firm in September 2020.

PROPOSAL CONTENT

The proposal should be organized in the following format and information sequence. Applicant shall submit the following information:

1. Firm's Information
 - a. Company's Legal Name
 - b. State of Incorporation (if applicable)
 - c. Phone Number
 - d. Principal Office Address
 - e. Firm's website
 - f. Brief resume of Project Lead(s), name and brief bio for each staff member who plans on contributing to the project
 - g. Contact information for the person the City should contact about the proposal
 - h. Copy of firm's liability insurance

2. Firm's Qualifications and Experience
 - a. Describe the firm's size and number of staff
 - b. Provide the number of years the firm has been operating in the State of Kansas
 - c. Provide an explanation of the firm's experience with municipalities, counties or other government agencies specific to parks and recreation
 - d. List additional services offered by the firm that may be of interest to the City.

3. Project Proposal
 - a. Provide a description of the proposed process for the project, include any process or philosophy used in dealing with community boards or community engagement
 - b. Provide a list of references for projects completed in Kansas with similarly sized communities if possible
 - c. Provide a proposed timeline for the completion of the project
 - d. Provide a total cost for proposed services

BASIS FOR THE AWARD

The City will conduct a preliminary evaluation of all proposals on the basis of the information provided in the proposal. The City will request more information if needed. The City may also request personal interviews from firms if necessary.

Each submission will be evaluated in accordance with the criteria set forth below:

- A. Experience of firm and personnel
- B. Customer references
- C. Proposed project price
- D. Anticipated timeframe for completion
- E. Quality and completeness of the proposal

AWARD

The City reserves the right to: (1) accept or reject any or all proposals and to waive technicalities or irregularities involving any proposal and to cancel the RFP process at any time prior to entering into a formal contract; (2) not award a contract for any or all of the services that are the subject of this RFP process; (3) negotiate contract terms acceptable to the City with the successful firm; (4) disregard all non-conforming, non-responsive or conditional proposals; (5) reject the response of any firm which does not submit a proposal to the City's satisfaction. Awards will be made by the City based upon the best interest of the City. The successful bidder will be notified in writing by the City. Neither the bidder nor the City is obligated in any way until a contract has been approved and signed by all parties.

During the evaluation process, the City reserves the right to request additional information or clarifications from those firms submitting proposals and to allow corrections of errors and/or omissions. The City may request an interview with the proposed project team.

Submission of the proposal indicates acceptance by the firm submitting the proposal of the terms, conditions and specifications contained in this RFP.

The City will not pay for any information herein requested, nor is it liable for any costs incurred by those firms submitting proposals. The City reserves the right to select the proposal that will best meet its needs.

SUBMISSION OF PROPOSALS

Each respondent must submit their proposal digitally via email by **5:00 PM on Tuesday, September 8**. Submissions should indicate in the subject line "Request for Proposal Community Plaza." Proposal materials can be attached to the email or linked to a secure download location. Each proposal will receive a confirmation email upon receipt. Follow-up communication may be needed once the materials are reviewed.

Proposals must be emailed to Matt Stiles, City Administrator, at mstiles@cityofhillsboro.net and Jan Meisinger, City Clerk, at jmeisinger@cityofhillsboro.net.