

**Construction of Three Median Planters Within the Boundaries of the
Holly Hills Special Business District
Request for Proposals (RFP)**

Holly Hills Special Business District (SBD)

Due Date: February 7, 2024 Time: 5:00 p.m. CT

Proposals may be submitted in advance.

Proposals submitted after the due date and time will not be eligible for consideration.

Submit proposal responses by PDF to HollyHillsSBD@gmail.com.

For consideration, proposals must meet all requirements as instructed in this RFP.

Section I: INTRODUCTION/BRIEF DESCRIPTION

The Holly Hills Special Business District (SBD) seeks proposals from qualified firms for the construction of three (3) median raised planters, one at each of the following locations: 1) Northern median at Loughborough Ave and Leona St; 2) Eastern median at Morganford Rd and Holly Hills Blvd; and 3) Western median at Grand Dr and Holly Hills Blvd –as described within the Scope of Services below.

The winning agency is expected to work with the Holly Hills SBD Beautification Committee to complete the project.

Vendors must bid on all services listed below. The Request for Proposal (RFP) establishes information to be included in the Vendor's response. The selection of the successful Vendor will be made based on evaluation and determination of the relative ability of each Vendor to deliver quality service in a cost-effective manner.

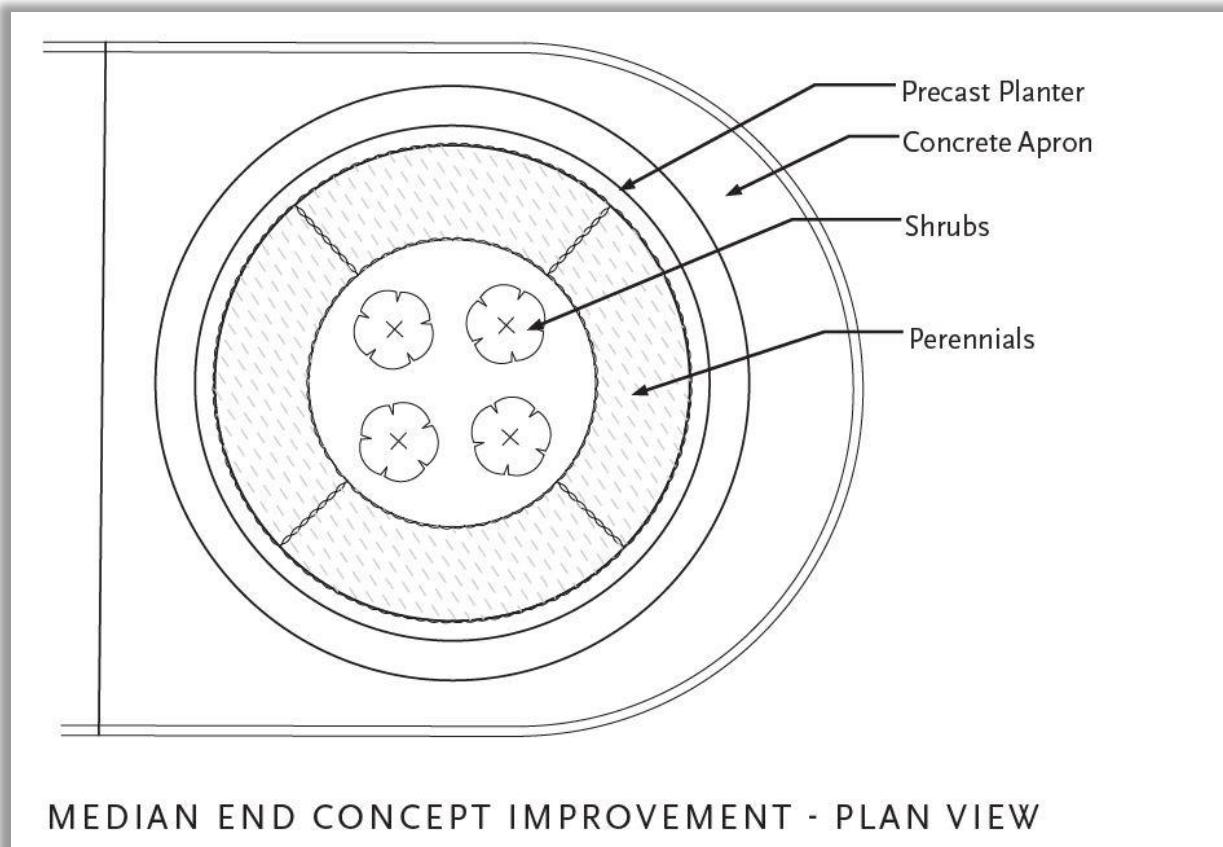
The Holly Hills SBD Board of Directors is not obligated to accept the lowest bid and reserves the right to reject any or all proposals or amend the scope of the project. All Bidders must be duly licensed or otherwise have the ability to perform work in accordance with all governing local authorities and to the satisfaction of those authorities.

Section II: SCOPE OF SERVICES

The Vendor must provide the following services to include at a minimum:

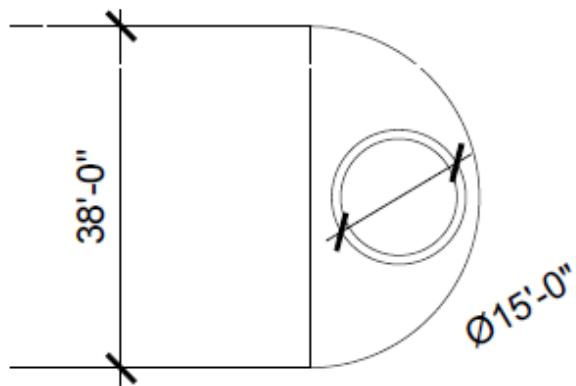
- Engineering
 - o Surveying
 - o Permitting
 - o Site Plan
- Excavation and Site Preparation
 - o Excavation of the site in preparation for the installation of flatwork and planters
 - o Hydro excavation at each of the median locations, when appropriate
 - o 6" compacted aggregate base installed to prepare the site for flatwork
- Planter/Flatwork Installation
 - o Planters to be 18" above grade, 6" below grade, and 12" wide
 - o Sides of planter walls shall be form-lined
 - o Tops of planter walls shall be stamped
 - o #4 Rebar shall be imbedded into the walls
 - o Concrete should be colored gray
 - o High gloss sealer shall be applied to the completed concrete
 - o Completed planters shall be filled with topsoil
 - o Apron flatwork surrounding planters shall be 4" think and comprised of 4,000 PSI concrete
 - o 10/10 welded wire mesh shall be used in appropriate areas
 - o Apron flatwork shall be stamped, colored tan, and a high gloss sealer shall be applied
- Warranty
 - o Minimum 1-Year warranty on workmanship

Section III: MEDIAN PLANTER GRAPHICS

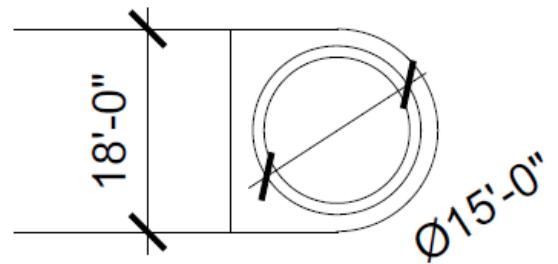


[Planter/Flatwork Design – Above]

Holly Hills



Leona



[Planter/Flatwork Dimensions – Above]



[Median Before]



[Median After]

Section IV: INSTRUCTIONS TO BIDDERS - Vendor must follow all instructions and requirements in this RFP.

Proposals are to address the following items in the response:

- Provide a brief Vendor history including years of experience, ownership information, and name and title of the personnel who would be directly responsible for the management and local supervision of this project.
- Provide at least three (3) past client references. Include reference name, address, email, and contact number.
- Indicate features or programs not covered elsewhere in the response which are offered to enhance Vendor's ability to effectively carry out this project.
- Any and all questions must be e-mailed to HollyHillsSBD@gmail.com by 5:00 pm, February 2, 2024. Responses to all questions will be posted at www.hollyhillssbd.com as soon as possible after the question due date.

Section V: EVALUATION

Proposals will be evaluated based on the following: 1) Vendor meeting proposal instructions and requirements, 2) Technical response evaluation criteria, 3) Price Evaluations shall be conducted in an impartial, objective, and professional manner.

The technical evaluation and price are evaluated on a points-based scoring system.

Technical Evaluation

The possible technical points for this RFP evaluation are listed in the table below both by criteria point value and total points.

Evaluation Criteria	Possible Pts
Describe vendor capacity to deliver project deliverables in a timely manner including estimated timeline, allowance for revisions and labor capacity.	60
Describe vendor experience in landscape construction/flatwork with emphasis in the criteria within Section II: Scope of Services (above).	100
Describe vendor's communication and reporting process for project status updates and reports.	40
Total Technical Points Possible	200

Price Evaluation Total possible price points: 60

Vendors will be awarded price points based on the following formula: Maximum Price Points X (Lowest Price/Vendor's Price) = Total Price Points Median Planter Construction Project Price: \$ _____

In addition, include in Vendor response a breakdown of project costs including labor and applicable fees, and description of desired invoicing procedures. The cost estimate must be inclusive of all RFP requirements.

MAXIMUM NUMBER OF EVALUATION POINTS: Technical and Price Points possible total 260 points.