



## Request for Proposals

### LANDSCAPE ARCHITECTURAL SERVICES FOR DOWNTOWN PLAZA

The City of Middleton, Wisconsin

**Issue Date: January 17, 2018**

#### **INTRODUCTION**

The City of Middleton is seeking proposals from qualified firms that are interested in providing landscape architectural services for a downtown plaza in Middleton.

Firms will be selected for this project based on the stated Selection Criteria. Only firms submitting proposals by the deadline date will be considered.

**The proposals are due by Wednesday, February 7, 2018 at 4:00 pm to:**

City of Middleton  
Abby Attoun, Director of Community Development  
7426 Hubbard Avenue  
Middleton, WI 53562  
(608) 821-8343  
[aattoun@ci.middleton.wi.us](mailto:aattoun@ci.middleton.wi.us)

## BACKGROUND

On October 17, 2017, the Middleton Common Council approved a purchase agreement with Middleton Town Square, LLC for the acquisition of 4 parcels for a downtown plaza.



The four buildings that existed on the plaza properties have now been demolished and the site has been filled with more than 4 feet of clean soil over the original site soils.



## **SCOPE OF WORK**

### **Phase I: Public Input / Programming / Concept Designs / Cost Estimates**

The first phase of this process will entail gathering impressions and input from users and stakeholders and developing alternative schemes for the development of the downtown plaza that offer maximum design quality and experience balanced with the best value.

1. Programming/input sessions with relevant stakeholders including attendance at four (4) public input sessions (two (2) general public input sessions, one (1) business input session, one (1) input session for City officials), for purposes of gathering input on programming and design
2. Review of written document provided by the Public Input Facilitator
3. Development of a minimum of three (3) alternative concepts and estimated costs, based on information-gathering sessions and input from stakeholders.
4. Public presentation of three (3) alternative concepts.

### **Phase II: Design**

The second phase will entail the development of the alternative chosen at the completion of Phase I through detailed design development and construction plans.

1. Detailed design work as required to finalize the chosen alternative from Phase I.
2. Periodic meetings with the Downtown Plaza Core Team to make progress reports.
3. Development of construction plans.

## **SUBMISSION REQUIREMENTS**

Firms are requested to submit proposals not to exceed 30 pages to the City of Middleton by 4:00 P.M. local time Wednesday, February 7, 2018, at Middleton City Hall, 7426 Hubbard Ave, Middleton, WI. 53562. The selected firm will be notified following Council approval. The City will require the following items as part of the proposal:

1. General overview of the design approach and preliminary schedule
  - Describe your understanding of the project, the scope of services as you understand them, and your approach to the project's selection criteria
  - Explain how your firm will work with the Downtown Plaza Core Team, City staff, and other stakeholders collaboratively throughout the design process to ensure that the City obtains the best possible combination of design quality and value.
  - Explain how your firm will incorporate public input into your designs.
  
2. Overview of firm and assigned team
  - Similar project history of assigned team including locations, cost of construction, innovative design techniques, and sustainable features
  - Current workload of team members and location of current projects
  - Please identify the individual who will assume overall leadership for the project and responsibility for the contract.
  
3. Identify relevant project experience including designs for public plazas and open spaces, renovations to existing plazas and open spaces, and other projects that entailed a public process

Please list a minimum of three (3) projects and your team members' specific roles:

- Name of Client/Owner
  - Description of Project
  - Please specifically cite examples of how your design solutions encouraged active use of the space; and how your design was developed with cold weather usage and aesthetics in mind
  - Please include the estimated budget provided to the client and the actual construction costs
  - Completion date
  - Client references
4. Submit a fee proposal for design services for the total scope of work that is based upon the scope and schedule in this RFP

Fee proposals must include the following:

- Not-to-exceed cost of services for Scope of Work, Phase I
- Not-to-exceed cost of services for Scope of Work, Phase II

## **SELECTION CRITERIA**

The City of Middleton reserves the right to reject any and/or all proposals and to waive informalities in any and/or all proposals. The Plan Commission will recommend a firm to the Common Council after receiving a recommendation from the Downtown Plaza Advisory Committee.

Proposals will be evaluated based on the following criteria:

1. Demonstrated experience with completed urban landscape projects that involved integrating public input into a program and a final design
2. Demonstrated success in developing designs for public urban park and plaza spaces that are actively used
3. Experience designing urban parks and plazas for cold weather environments, for winter use, and with attractive aesthetics under winter conditions
4. Demonstrated success in developing designs for completed public spaces that effectively responded to capital cost and future operating, maintenance, and life-cycle cost limitations

## **PROJECT SCHEDULE**

The City of Middleton anticipates a schedule as follows:

### 2018:

February 7 – Deadline to submit proposals.

March 20 – Common Council selects a design firm.

April / May – Public input process.

August 31 – Deadline to submit three concepts to the City.

September 25 – Public presentation and public input session on the concepts.

October 16 – Concept selected.

December 31 – Deadline to submit final plans.

## **GENERAL INFORMATION**

All work shall comply with the requirements of federal, state and local laws, professional architectural and engineering standards, current building codes, and

other regulations that may apply. All buildings/areas must comply with current ADA regulations.

**INSURANCE REQUIREMENTS:**

Designer and their consultants are required to carry their own Professional Liability, Auto and Worker's Compensation Insurance. The Designer and their consultants are to furnish proof of insurance of at least \$1,000,000.00 per occurrence protection, to the City, against any accident claims that may be made by the owners and or employees of said Designer or Consultant prior to starting. Designer and consultants must show proof of insurance as part of the proposal.

**USE OF STAFF RESOURCES BY CONSULTANT**

Clearly identify any expectations you will have of City staff in the delivery of your services and any City resources that you will expect the City to provide to you at no cost in order to complete the project.

The City of Middleton reserves the right to waive any informality or to reject any and/or all proposals.