

CITY OF OLEAN
REQUEST FOR PROPOSALS
RFP NO. 2022-01
Oak Hill Park

The City of Olean Department of Public Works is accepting proposals from qualified companies for Landscaping Design/Build Services for the North 4th Street Hillside of Oak Hill Park, located at 201 North 4th Street, Olean, NY 14760.

The RFP provides background information on the project, contact person for the project, general scope of services, required contents of the Proposal, rating/selection process, and the time and date to respond.

A company will be considered qualified by having experience with projects similar in size and nature.

1. BACKGROUND

The City of Olean owns Oak Hill Park located in the Oak Hill Park Historic District. In 2018, a new staircase was installed (circa 1912 design) as the main entranceway to the Park. New landscaping was also planted surrounding the stairs (specifically, heading north to the corner of North 4th and Washington Streets and a small strip of landscaping surrounding the steps to the south).

Approximately 10+ years ago, the City of Olean installed landscaping fabric, a ground grid and plantings on the hillside in the project area from the staircase heading in a southerly direction to the end of the property line (~275'), which now has sections that are in a state of disrepair and need to be addressed.

Please note the site does not have an irrigation system in order to promote water conservation.

2. CONTACT FOR INFORMATION

Companies responding to this solicitation should direct all inquiries to:

Mayor William J. Aiello
City of Olean
101 East State Street
Olean, NY 14760
Office: (716) 376-5615
Email: waiello@cityofolean.org

Site visits will be scheduled as requested.

3. SCOPE OF SERVICES

The Scope of Services may include but is not limited to:

- Proposals shall include recommendations for supplies, items, materials and/or plantings for either repair and/or replacement in or of the project area.
- The final outcome of the project area shall be low to no maintenance due to the steep nature of the land.
- Coordinating with owner to finalize design prior to any on-site work commencing.
- Construction and implementation of the project shall occur after final approval of design.

4. DELIVERABLES

Deliverables may include but are not limited to:

- Product warranty information.
- Record documents and/or plans.

5. TIME FRAME

Interested firms should be able to begin work as soon as selected and work with City of Olean Officials and staff to complete the design and proceed with construction.

6. CONTENT OF THE PROPOSAL

Proposals are limited to 12 single-sided pages including letter of transmittal and appendices. The Proposal should be structured as follows:

LETTER OF TRANSMITTAL

Summarize in the Letter of Transmittal the reasons for which you or your company is qualified and has the experience to perform the services related to the project. The letter should identify the primary contact/project manager for the project. The letter should be limited to two pages.

RELATED PROJECT EXPERIENCE

Provide a list of clients for which the company has provided similar services over the last three years. The list should include a minimum of three entities with the focus on very similar projects. The list should include the name of the client, a client contact person and phone number, a description of the project, the company's role in the project, and innovative techniques employed.

PROJECT APPROACH

Describe the company's approach and plan for meeting the requirements identified in the Scope of Services. Include any unique opportunities or recommendations that your company feels are appropriate for consideration by the City of Olean.

The proposal shall include detailed information on either repair(s) or replacement(s) of: ground covers or shrubs to be installed, geotextile fabric(s), ground cover(s), etc. It is up to the respondent to

conclude the best plan of action based on their judgement and proposed project for the area. Proposal shall include images of the recommended plantings, materials, items, etc.

Low to no maintenance plantings are preferred.

Include a list of all products, product data sheets, and available warranties associated with each product.

COST

Costs shall consist of the following:

- Unit price for each item and quantity of each item to be planted or replaced in the project area.
- Cost for each item shall include all labor and materials.
- Summary of all additional costs necessary to fully complete the scope of work, if necessary.
- Total cost for all work to be completed.

Note: the City of Olean reserves the right to increase or decrease the scope of work based upon available funds, etc.

7. RATING CRITERIA

The proposals will be evaluated according to the following criteria in order of relative importance:

Qualifications of the Company

Related Project Experience similar in size and nature

Demonstration of Ability to Deliver the Scope of Work

Project Approach/Unique Abilities

Cost

8. SELECTION PROCESS

An award may be made to the responsible firm whose proposal is determined to be the most advantageous taking into consideration cost and the evaluation factors set forth above to determine the best bidder.

The City of Olean reserves the right to reject any or all bids and is not obligated to award a contract to any bidder.

If it is determined that no acceptable proposal has been submitted, all proposals may be rejected and, in the discretion of the City of Olean, new proposals may be solicited.

Companies should be aware of and comply with the following:

- Procurement of all goods, contracts, equipment, professional services and nonprofessional services shall be done in accordance with the provisions of the State of New York.

- There are no Minority Women-Owned Business Enterprise or Service Disabled Veteran-Owned Business requirements for this contract; however, participation is encouraged. The City of Olean is an equal employment opportunity provider and employer.
- The City of Olean reserves the right to waive any irregularities in proposals submitted in response to this RFP.

9. CONTRACTING ARRANGEMENT

The City of Olean expects to enter into a contract for the services listed in this RFP. Fee type shall be lump sum, payable upon acceptance of work by Owner.

The company selected will be required to provide insurance in the following levels:

General Liability \$1,000,000

Automobile Liability \$1,000,000

Worker's Compensation Statutory Amount

The City of Olean shall be named as an additional insured on a primary and non-contributory basis on the Company's general and automobile liability policies.

10. SCHEDULE

In order to be considered, three copies of the Proposal must be received by the City of Olean Department of Public Works on or before June 15, 2022 by 2:00 p.m. Eastern Standard Time. All Proposals should be in a sealed package marked:

RFP NO. 2022-01
Department of Public Works Landscaping
Landscaping Design/Build Services for the North 4th Street Hillside of Oak Hill Park

Proposals should be delivered to:

City of Olean
Department of Public Works
101 East State Street, Rm 206
P.O. Box 668
Olean, NY 14760