

**Landscape Design on Holly Hills BLVD
Request for Proposals (RFP)**

Holly Hills Special Business District (SBD)

Due Date: March 31, 2023 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) is seeking proposals from qualified landscape architects or landscape firms to design planting beds at 17 boulevards endcaps on Holly Hills Blvd between Morgan Ford Rd and Grand Blvd. The winning agency is expected to work with the Holly Hills SBD Beautification Committee.

Vendors must bid on all services listed below. The Request for Proposal 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.

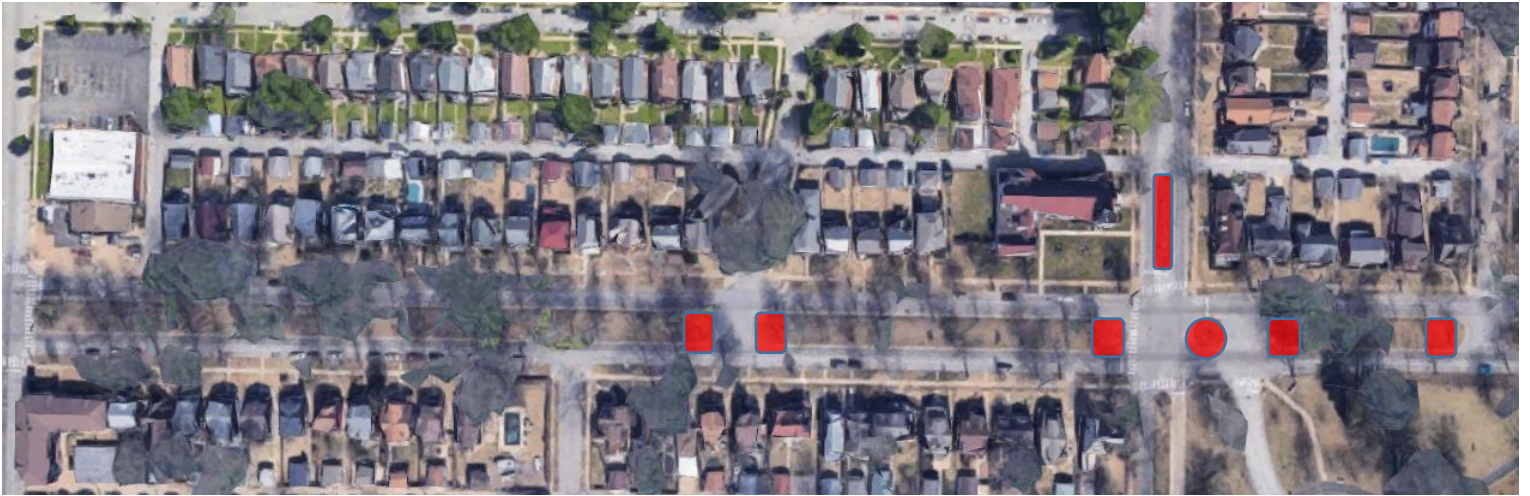
Section II: SCOPE OF SERVICES: The Vendor must provide the following services to include at a minimum:

1. Participate in four (4) total meetings as required by the scope of work of this RFP: two (2) consultation meetings with the Holly Hills SBD Beautification Committee, one (1) open house meeting for Holly Hills community members to provide comments and input on the desired Holly Hills Blvd landscape plan, one (1) community meeting to present the preliminary designs.
 - a. Meeting dates will be determined by the Holly Hills SBD in consultation with the vendor.
 - b. Meetings will be held in the evenings approximately between 5:30pm and 8:30pm CT. at locations designated by the Holly Hills SBD.
 - c. Meetings will average one hour.
2. Create a Preliminary Design plan based on community and SBD input to include at a minimum:
 - a. Plant bed materials and planting suggestions based on plant viability for the St. Louis, Missouri region for each of the designated bed areas in Section III Locations.
 - b. Suggested plantings must be drought tolerant and low maintenance.
 - c. Suggested planting heights must not be disruptive to vehicular or pedestrian safety.
 - d. Visual representation of landscape design including photos and/or maps.
 - e. Visual examples of suggested plant types at initial growth and developed growth stages to ensure community has visual understanding of design.
3. Create a final design plan including detailed information sheets for each planting bed based on community input and feedback of the preliminary design that meets all requirements. Final Design and detailed information sheets must include at a minimum:
 - a. Preliminary plan requirements.
 - b. Cost estimates for plants and materials broken out by each bed area.
 - c. Suggested community maintenance plan.
4. Provide final design plans and detail sheets for each planting bed within forty-five (45) business days from the preliminary design presentation meeting date.

Section III: Locations

Graphic A:

Seven (7) planting bed locations between Morgan Ford Rd and Marwinette Ave on Holly Hills Blvd.



Graphic B:

Ten (10) planting bed locations between Marwinette Ave and Grand Blvd on Holly Hills Blvd.



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 p.m., March 27, 2023. Responses to all questions will be posted at www.hollyhillssbd.com as soon as possible after the question due date.

Section VI: 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 is listed in the table below both by criteria point value and total points.

Evaluation Criteria	Possible Points
Provide documentation of all applicable licenses and certifications for landscape architecture/ design firms in compliance with city/county/state laws.	20
Describe vendor capacity to deliver project deliverables in a timely manner including estimated timeline, allowance for revisions and labor capacity.	80
Describe vendor experience in landscape design using drought tolerant and low maintenance plantings viable for the St. Louis region.	100
Describe the agency’s communication and reporting process for project status updates and reports.	60
Total Technical Points Possible	260

Price Evaluation

Total possible price points: 60

Vendors will be award price points based on the following formula:

$$\text{Maximum Price Points} \times (\text{Lowest Price} / \text{Vendor's Price}) = \text{Total Price Points}$$

Holly Hills Blvd Landscape Design 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 320 points.