

**10-Year Phased Landscape Design Master Plan
Request for Proposals (RFP)**

Holly Hills Special Business District (SBD)

Due Date: June 30, 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) seeks proposals from qualified landscape architects or firms for a 10-year Landscape Design Master Plan (MP) in phases of near-term, intermediate, and long-range beautification projects within its boundaries: **Bates Street** on the north; **Loughborough Avenue** on the south; **Morganford Road** on the west; and **Grand Boulevard** on the east (the District).

Several Primary Goals of Beautification:

- To beautify and connect the diverse areas of the District.
- To unify and integrate the landscape design, with a sustainable maintenance plan, throughout the District.
- To provide access to and protect landscape and plantings in City Park Service mowed parkways.

The winning agency is expected to work with the Holly Hills SBD Beautification Committee and the hired branding company to refine and finalize the MP.

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 SBD 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. Visual representation of landscape design including photos and/or maps.
 - b. Visual examples of suggested plant types at initial growth and developed growth stages to ensure community has visual understanding of design.
 - c. Planting suggestions based on plant or tree viability for the St. Louis, Missouri region, drought tolerant and low maintenance.
 - d. Suggested planting heights must not be disruptive to vehicular or pedestrian safety.

- e. The landscaping design should coordinate with the architectural character of the District (limestone, slate, brick, wrought iron, colorful art glass)

3. Create a final design plan including detailed information sheets for each element of the MP 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 project materials broken out by project area.
- c. Phase in timeframe schedule (?)
- d. Suggested community maintenance plan.

4. Provide final design plans and detail sheets for each project area within forty-five (45) business days from the preliminary design presentation meeting date.

Section III: District Location



[Graphic of the SBD District]

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., June 2, 2023. 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
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 awarded price points based on the following formula: Maximum Price Points X (Lowest Price/Vendor’s Price) = 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.