

# PRE-PROPOSAL CONFERENCE NOTICE



## PRE-PROPOSAL CONFERENCE

For a

### TRADE STREET LANDSCAPING CONSULTANT

WILL BE HELD AT

**10:00 AM, MONDAY, FEBRUARY 27, 2017**

IN

**DWSP CONFERENCE ROOM, 305 W. FOURTH STREET, SUITE 2E  
WINSTON-SALEM, NORTH CAROLINA**

**Proposers are highly encouraged to attend this conference.** The purpose of the meeting is to explain the Request for Proposals as it relates to the Trade Street Landscaping Consultant, answer questions potential proposers may have regarding the solicitation documents, and to discuss and clarify any issues.

### **Trade Street Landscaping Consultant**

**Proposals Will Be Received Until  
5:00 PM, Wednesday, March 8, 2017**

by

**DOWNTOWN WINSTON-SALEM PARTNERSHIP  
305 W. FOURTH STREET, SUITE 2E  
WINSTON-SALEM, NORTH CAROLINA 27101**

## REQUEST FOR PROPOSALS – Revised 8/24/15

### Trade Street Landscaping Consultant

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Electronic proposals with “**Proposal – Trade Street Landscaping Consultant**” identified in the Subject line of the email will be received by the Downtown Winston-Salem Partnership, Inc. (DWSP) at [jason@dwsp.org](mailto:jason@dwsp.org) until **5:00 PM, Wednesday, March 8, 2017**. Instructions for submitting proposals and complete specifications may be obtained during regular office hours at the same location, or by contacting Jason Thiel via email [jason@dwsp.org](mailto:jason@dwsp.org) or phone 336-354-1500 x1. The DWSP reserves the right to reject any or all proposals.

This Request for Proposal (RFP) outlines a description of the services sought and the documents interested firms will be required to submit. **Companies who are interested in providing the services solicited are highly encouraged to attend the Pre-Proposal Conference to be held at 10:00 AM, Monday, February 27, 2017, in the DWSP Conference Room, 305 W. Fourth Street, Suite 2E, Winston-Salem, NC.** The Pre-Proposal Conference will provide the opportunity to explain the scope of services as it relates to Trade Street Landscaping Consultant, answer questions potential proposers may have regarding the solicitation documents, and to discuss and clarify any issues.

Jason Thiel  
President  
DWSP, Inc.

The Downtown Winston-Salem Partnership, Incorporated (DWSP) leads the community's revitalization efforts in the central business district. With the efforts of DWSP and other stakeholders, downtown has seen significant growth and development, including new shops, restaurants and residences.

**Client: Downtown Winston-Salem Partnership, Inc. (DWSP)**

**Selection Process: The responses to this request will be evaluated by a committee coordinated and convened by the DWSP.**

**TIMEFRAME** (*subject to change*)

- RFP Issued February 20, 2017
- Pre-Proposal Conference February 27 at 10am
- Last Date for Questions March 2 at 5pm
- Final Addendum Issued March 3 by 1:00 pm
- Proposals Due March 8 by 5:00 pm
- Agency Selection March 15 – subject to change

Questions or inquires relative to this RFP must be submitted in writing only to Jason Thiel via e-mail [jason@dvsp.org](mailto:jason@dvsp.org) (Email is preferred), or mail to Jason Thiel, Downtown Winston-Salem Partnership, Inc. Winston-Salem, NC 27101 or Fax: (336) 727-2443. All inquiries must be made by 5:00 PM on March 2, 2017. The DWSP will provide written responses to all inquiries received by this date, and responses will be made available to all recipients of this RFP. Any oral responses made by any representative of the City may not be relied upon.

**BACKGROUND**

The DWSP is a non-profit organization focusing entirely on Downtown. The DWSP is governed by the Board of Directors consisting of stakeholders, including business owners, property owners and representatives from local government. DWSP provides public space management, marketing, urban planning and other enhanced services for the Downtown area.

**PROJECT GOALS**

The purpose of this RFP is to obtain qualifications and pricing so that the DWSP can engage with a Landscaping Consultant to come up with a plan for the tree wells on Trade Street between 5<sup>th</sup> and 7<sup>th</sup> Street. Our goal is to have nice landscaping areas where there is currently only hard packed dirt. On nearby Fourth Street, we installed decorative wrought iron tree fencing. This is not possible on Trade Street because cars would back into it and damage wrought. The landscaping consultant will meet with stakeholders and hear ideas, provide a landscaping solution and produce the necessary drawings to get the project permitted by the City of Winston-Salem and assist with getting pricing from companies who would install the landscaping solution provided by the landscaping company.

**BUDGET**

The Downtown Winston-Salem Business Improvement District has reserve funds set aside to implement this project. If the concept plan is accepted by stakeholders, it is very likely it will be implemented immediately.

**LATE PROPOSALS WILL NOT BE ACCEPTED.** Proposals received prior to the advertised time will be held securely. Mailed Proposals will be treated in every respect as though filed in person and will be subject to the same requirements. It is the Proposers responsibility to assure that the proposal is received by the required deadline. If mail or delivery by other means is delayed beyond the date and hour set for the receipt of the proposal, the proposals that are late will not be considered.

The DWSP reserves the right to hold proposals for a period of sixty (60) days.

Please address each section fully and in the same order as outlined below.

**A. Company History & Landscaping Experience:**

1. Name of your firm, address, telephone number, and contact information for individual with primary responsibility for this proposal, including email address.
2. Provide an overview of your firm's qualifications and experience in working with similar organizations to the DWSP on similar projects.
3. Provide biographical profiles of the individual(s) who will be assigned to the project, their location, and contact information. Include specific information regarding their experience with landscaping consulting.
4. Ability to Seal and Submit drawings for Permitting review.
5. Provide whether or not your firm is a MWBE or HUB firm.
6. Comment on your firm's commitment to women and minority employment. Indicate the percentage of employees in your firm by gender and race.

**B. Approach to Trade Street Landscaping Consultants:**

1. Narrative Description. Include a narrative plan for how the agency conducts their landscaping consultant services.
2. Examples of past work. Please provide examples of past work.
3. Provide References. Please provide at least 3 references.

**C. Proposed Fees**

1. Please include your fee schedule for all services that would be relevant to the Downtown Winston-Salem Partnership in hourly rates.

All firms interested in being considered for these services should submit a proposal as outlined herein. Submittals are limited to **twenty (25) pages, single-sided.**

**SELECTION CRITERIA**

DWSP reserves the right to choose any vendor for this service, regardless of the proposing fee schedule or the criteria described below. Additionally, DWSP is at liberty to refuse any and all vendors who submit proposals. DWSP will review all proposals for completeness; any that are incomplete may be eliminated.

The DWSP notifies all proposers that it will affirmatively insure that in any contract entered into pursuant to this advertisement, minority business enterprises will be afforded full opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color or national origin.

In selecting a vendor, DWSP will weigh many factors in the selection process, including the following:

1. Previous experience in providing landscaping consultant services as described in the Scope of Work.
2. Has the staff resources to effectively provide the required services.
3. References from current or previous clients.
4. The quality of the proposers Sample work from previous clients
5. Innovative ideas in past work examples.
6. Ability to seal and submit drawings for permitting to the City of Winston-Salem.
7. Ability to develop a dynamic and visually appealing landscaping plans.
8. Ability to deliver work on time
9. Clearly identifies the roles, tasks, costs, and project management team for this project.
10. Ability to maximize community participation in the project, including:
  - Percentage participation by certified M/WBE or HUB firms.
  - Percentage participation by locally-owned firms.
11. The costs proposed in the Fee Schedule.
12. Corporate and financial stability.

## **NOTICE TO PROPOSERS**

No employee, officer, or agent of the DWSP may participate in any manner in the proposing on, awarding of, or administering of contracts in which they, or a member of their immediate family, their business partner, or any organization in which they serve as an officer, director, trustee, or employee, have a financial interest.

The successful proposer must comply with all provisions of the Americans with Disabilities Act (ADA) and all rules and regulations promulgated thereunder. By submitting a proposal, the successful proposer agrees to indemnify the DWSP from and against all claims, suits, damages, costs, losses, and expenses in any manner arising out of, or connected with, the failure of the proposer, its subcontractors, agents, successors, assigns, officers, or employees to comply with the provisions of the ADA or the rules and regulations promulgated thereunder.

All proposals must be firm and not subject to increase, unless specified within the provisions of this RFP and mutually agreed upon by the DWSP and the proposer.

No special inducements will be considered that are not a part of the original proposal document.

## **DWSP RIGHTS AND OPTIONS**

The DWSP, at its sole discretion, reserves the following rights:

- To supplement, amend, substitute or otherwise modify this RFP at any time;
- To cancel this RFP with or without the substitution of another RFP;
- To take any action affecting this RFP or this RFP process that would be in the best interests of the DWSP; and
- To issue additional requests for information.

## **CONTRACT TERMS**

All work to be in accordance with local, state and federal law. **All proposers are expected to carefully examine the Contract Documents, visit the site of the proposed work, and determine the availability of materials and methods required, in order to become thoroughly familiar with the**

**project, the requirements, and to include the cost thereof in the proposal.** Proposers shall contact the Contact Person, within the time given, for clarification of any item not fully understood.

DWSP reserves the right to accept or reject all or part of a proposal. DWSP shall not pay any costs or losses incurred by any applicant at any time, including but not limited to the cost of researching Downtown Winston-Salem and DWSP and responding to the RFP. DWSP will notify each vendor, in writing, to state the acceptance or decline of their proposal.

Upon reaching an agreement, the formal contract between the vendor and DWSP will be presented to the DWSP Board of Directors for approval and authorization. A proposed contract shall become effective only upon an affirmative vote of the DWSP Board of Directors.

The DWSP reserves the right to reduce or eliminate the services and proportional payments for this contract, upon written notice to the Contractor, due to reduction in availability of funds from the City of Winston-Salem for the Downtown Winston-Salem Business Improvement District.

The Business may not begin work and a contract **WILL NOT** be issued until the proposer has provided the E-Verify Affidavit and Contract have been fully executed.

**Proposals are to be signed by an officer of the company authorized to bind the proposer to its provisions. Failure to manually sign the Proposal Authorization and Signature form will disqualify the proposer and the proposal will not be considered.**

#### **FAMILIARITY WITH LAWS AND ORDINANCES**

The submission of a proposal on the scope of work requested herein shall be considered as a representation that the proposer is familiar with all federal, state, and local laws, ordinances, rules and regulations which affect those engaged or employed in the provision of such services, or equipment used in the provision of such services, or which in any way affects the conduct of the provision of such services; and no plea of misunderstanding will be considered on account of ignorance thereof. If the proposer discovers any provisions in the RFP documents that are contrary to or inconsistent with any law, ordinance, or regulation, it shall be reported to the DWSP in writing without delay.

The proposer agrees that in carrying out this contract, compliance will be maintained with all applicable federal, state, and local laws, specifically including, without limitations, the Occupational Safety and Health Act of 1970 and Section 1324A, the Immigration Reform and Control Act.

The proposer certifies that the proposal is made in good faith and without collusion with any person proposing on this contract or with any officer or employee of the DWSP.

The undersigned further agrees, in connection with the performance of this contract, not to discriminate against any employee or applicant for employment because of race, religion, color, gender, age, handicap, political affiliation or national origin.

#### **EXHIBITS**

Exhibit A      Proposal Authorization and Signature Form

Exhibit B      Trade Street Existing Conditions Presentation

**Notice to Proposers – Cost Allocation Plan Development**

**The following signature page must be completed and submitted with the proposal:**

**PROPOSAL AUTHORIZATION AND SIGNATURE**

All proposals must be signed by an authorized official of the offering company and notarized.

\_\_\_\_\_  
Firm Name

\_\_\_\_\_  
Authorized Signature (**Notarized**)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Street Address (P.O. Box)

\_\_\_\_\_  
Federal Identification No.

\_\_\_\_\_  
City, State and Zip Code

\_\_\_\_\_  
Telephone Number

\_\_\_\_\_  
Fax Number

\_\_\_\_\_  
Email Address

On this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ before me \_\_\_\_\_  
(name)

to me personally known, being duly sworn, did execute the foregoing proposal, and did so state that

he/she was properly authorized by \_\_\_\_\_  
(Company name)

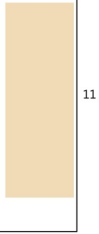
to execute the proposal and did so on his/her free act and deed.

**SEAL**

Notary Public \_\_\_\_\_ My commission expires \_\_\_\_\_

# EXHIBIT B

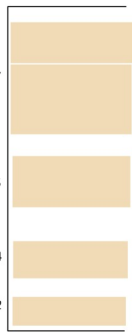
## Trade Street 5th to MLK



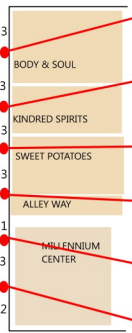
### 7th Street



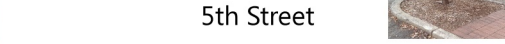
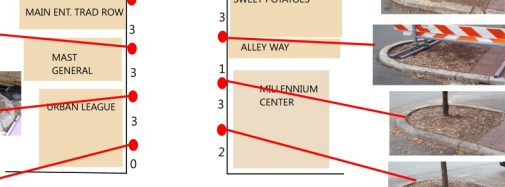
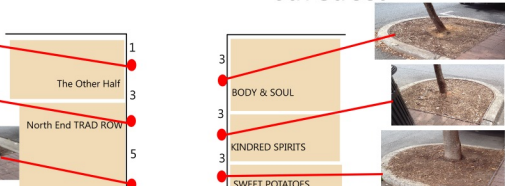
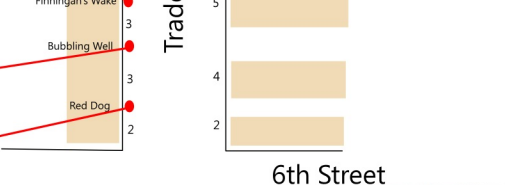
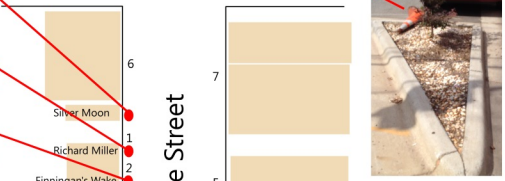
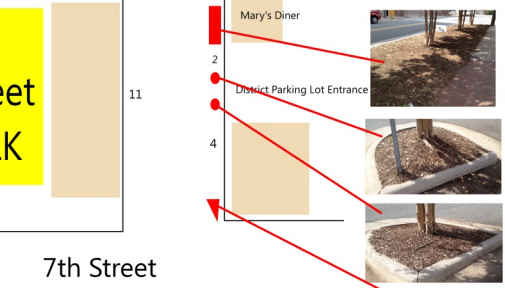
### Trade Street



### 6th Street



### 5th Street



Mary's Diner  
2  
District Parking Lot Entrance  
4

Silver Moon  
1  
Richard Miller  
2  
Finningan's Wake  
3  
Bubbling Well  
3  
Red Dog  
2

The Other Half  
3  
North End TRAD ROW  
5  
MAIN ENT. TRAD ROW  
3  
MAST GENERAL  
3  
URBAN LEAGUE  
3  
0

BODY & SOUL  
3  
KINDRED SPIRITS  
3  
SWEET POTATOES  
3  
ALLEY WAY  
1  
MILLENNIUM CENTER  
3  
2