



**THE CITY OF SIDNEY
SHELBY PUBLIC TRANSIT**

REQUEST FOR PROPOSALS

to provide

LANDSCAPE DESIGN FOR NEW TRANSIT FACILITY

PROPOSALS DUE BY 5:00 P.M.
WEDNESDAY, FEBRUARY 10, 2010

TO

CITY OF SIDNEY
MUNICIPAL BUILDING
PURCHASING OFFICE
201 WEST POPLAR STREET
SIDNEY, OH 45365

REQUEST FOR PROPOSAL

City of Sidney Shelby Public Transit Landscape Design For New Transit Facility

Project Description: The City of Sidney is soliciting proposals for a complete landscape design for the grounds surrounding the new Transit Facility, located at 413 S. Vandemark Road, as per the information noted herein and the drawing furnished with this solicitation. The design should include plants, trees, shrubs and grasses that are hardy for this zone and require minimal maintenance. Proposal should include pictures of the plants recommended and a timeline for the installation of proposed landscaping. The project is to be completed no later than June 30, 2010.

The project will be funded by an American Recovery and Reinvestment Act of 2009 (ARRA) grant and the selected contractor is subject to the following requirements for ARRA funded projects:

- Report the direct, on-the-project job hours monthly
- Open accessibility to records and project sites for this project
- Submit DUNS number and register with federal government for a CCR number
- Meet Davis-Bacon wages requirements for entire project, if applicable
- Display the ARRA (Recovery Act) emblem and the TIGER (Transportation). The emblems will be furnished by Shelby Public Transit.
- Sign ARRA agreement when contractor is awarded project.

A Selection Committee shall meet to rate the submitted designs. The final selection for design will be based on the design receiving the highest number of points. The selection will be sent to the ODOT Office of Transit for their concurrence with the selection. Upon receipt of the concurrence, the City shall notify the selected contractor to schedule a meeting to negotiate price of the project. If negotiations are unsuccessful, negotiations will be terminated and the City will negotiate with the second highest ranked contractor. The process will continue until an agreement is reached. An agreement signed by both parties will be sent to the ODOT Office of Transit for approval. Once approval has been received, a schedule will be set for installation.

Notes:

- **A mandatory bidder's information/question meeting will be held at 3:00pm, Wednesday, February 3, 2010, at the Shelby Public Transit facility, 413 S. Van DeMark Road, Sidney, Ohio, for all contractors planning on submitting design proposals.**
- Please direct any questions prior to bidding to Deb Grogean, Shelby Public Transit, at 937-498-8151 or dgrogean@sidneyoh.com.
- The City of Sidney reserves the right to reject any and all proposals, to waive irregularities, and to make an award to be in the best interest of the City.
- The City of Sidney is an equal opportunity employer. Discrimination because of race, sex, national origin, ancestry, religion, disability, or age is prohibited and is not a factor considered in the evaluation of the proposal submitted.

- Four (4) copies of the contractor's design proposal shall be delivered/mailed to Gary Gerkey, Purchasing Manager, 201 West Poplar Street, Sidney, Ohio 45365. The deadline for submittals is 5:00pm, Wednesday, February 10, 2010.
- Contractor shall at all times comply with all applicable FTA regulations, policies, procedures and directives, including without limitation those listed directly or by reference in the FTA [Master Agreement](#). The City of Sidney shall insert the FTA Master agreement by reference in all 49 USC, Section 5311 contracts. Contractor's failure to so comply shall constitute a material breach of the vendor contract.
- Contractor is required to sign the attached Special Provisions For Projects Financed Under The American Recovery and Reinvestment Act, at the time of contract execution.

Contractor's Statement: I agree to the scope and specifications of the referenced project and will include a proposed date for the project to begin.

COMPANY NAME

ADDRESS

AUTHORIZED REPRESENTATIVE

TELEPHONE & E-MAIL

DATE SIGNED

DUNS NUMBER