

Request for Proposals

To Manage

Downtown Business Improvement District

For

City of Fargo

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REQUEST FOR PROPOSALS

TO MANAGE

DOWNTOWN BUSINESS IMPROVEMENT DISTRICT

I. PURPOSE OF REQUEST

The City of Fargo, ND is requesting proposals from companies or firms experienced with providing a variety of services for the Downtown Business Improvement District

The City intends to utilize one firm to complete all phases of the project. The City reserves the right to reject any or all submittals.

Predetermined selection criteria will be used to analyze submittals from responding firms.

II. GENERAL INSTRUCTIONS

A. Contact

Any questions or comments regarding the proposal should be submitted to:

City of Fargo
Attn: Steven Sprague
City Auditor
225 4th Street North
Fargo, ND 58102

Phone: 701-241-1301
Email: SSprague@FargoND.Gov
Fax: 701-241-8184

B. Submittal

Proposals shall be submitted to:

CITY OF FARGO
Attn: Steven Sprague, City Auditor
Fargo City Hall
225 4th Street North
Fargo, ND 58102

C. Project Identification

All Proposals must be clearly identified and marked as follows:

Proposal For:

Downtown BID Services

Proposals must be received by 11 am, Thursday October 27, 2022 at
Fargo City Hall Auditor's Office, 225 4 St N, Fargo ND.

Three (3) copies of the proposal must be presented.

D. Selection Committee

The Selection Committee will review the proposals for technical merit.

The Selection Committee will include the following representatives:

Michael Redlinger, Interim City Administrator

Terri Gayhart, Director of Finance

Steven Sprague, City Auditor

E. Respondent Qualifications

Respondents must submit evidence that they have relevant past experience and have previously delivered services similar to the ones required. No proposal will be accepted from a respondent who is engaged in any work that would impair their ability to perform the BID requirements.

No proposal will be accepted from, nor any contract awarded to, respondents who are in arrears to the City or any debt that is in default or who is deemed to be irresponsible or unreliable by the City.

III. PRELIMINARY PROJECT SCHEDULE

A. Consultant Selection

Advertise for Proposals	September 28, 2022
Receive Proposals	October 27, 2022
City Commission Approval of Selection and Contract Award	November 14, 2022

B. Project Completion

The project shall commence January 1, 2023 and extend for a period of Five (5) years ending December 31, 2027, subject to annual approval of the BID assessment district.

IV. EVALUATION CRITERIA

A. The Selection Committee will evaluate and validate all qualified proposals; the proposal evaluation process will permit the Selection Committee to identify the proposal that best meets the needs of the City. Selection will rely on the Committee's assessment of the proposal's compliance with the requirements and the intent of this Request for Proposal. The assessment will be based on the following criteria:

	<u>Points</u>
1. Past performance and related experience	25
2. Expertise of the staff assigned	25
3. Understanding of the Scope of Work	25
4. Cost of administration	15
5. References	10

B. Each proposal will be evaluated on the above criteria by the Selection Committee. After review of the RFPs, the Committee may elect to schedule oral interviews. The Committee will determine which firm would best provide services requested by the RFP. The qualifying firm chosen by the Selection Committee will be recommended to the City Commission.

C. The City of Fargo is an Equal Opportunity Employer.

V. TERMS & CONDITIONS

- A. The City reserves the right to reject any or all proposals or to award the contact to the next most qualified firm if the successful firm does not execute a contract within 15 days after City Commission approval.
- B. The City reserves the right to request clarification of information submitted and to request additional information of one or more applicants.
- C. Any proposal may be withdrawn up until the date and time set above for opening of the proposals, Any proposal not so withdrawn shall constitute an irrevocable offer, for a period of 90 days, to provide the City the services set forth in the attached specifications, or until one or more of the proposals have been approved by the City Commission.
- D. If, through any cause, the firm shall fail to fulfill in a timely and proper manner the obligations agreed to, the City shall have the right to terminate its contract by specifying the date of termination in a written notice to the firm at least 30 days before the termination date. In this event, the firm shall be entitled to just and equitable compensation for any satisfactory work completed and shall supply the City with all products, materials, records, correspondence and reports either produced or received thus far during the course of the project.
- E. Any agreement or contract resulting from the acceptance of a proposal shall be on forms either supplied by or approved by the City and shall contain, as a minimum, applicable provisions of the Request for Proposal and any City requirements for agreements and contracts.
- F. The firm shall not assign any interest in the contract and shall not transfer any interest in the same without prior written consent of the City.

VI. PROPOSAL FORMAT AND CONTENT

Proposals shall include the following sections at a minimum:

- A. Introduction and firm background
- B. Response to administrative questions
- C. Summary of technical process

- D. Projected Staff
- E. Description of Similar Projects
- F. References
- G. Schedule
- H. Proof of Insurance
- I. Proposal of cost for administration of the project

Detailed requirements and directions for preparation of each section are outlined below.

A. Introduction and Background

Provide the following information relative to your firm:

- Firm name and business address, including telephone number.
- Year established
- Type of ownership and parent company
- Project managers name, address, email and phone
- Project managers experience

B. Administrative questions

In your response to each of the following questions, please site the question before your answer

- Who will serve as the respondents authorized negotiator?
 - Give name, title, address, email and phone number of the person authorized to negotiate for the firm. This person shall be empowered to make binding commitments for the firm.
- Provide workload and manpower summary to define respondent's ability to meet project timelines.

C. Summary of Technical Process and Innovative Strategies

- Discuss and explain your concept of the project and the methodology your firm proposes to achieve the requirements of the project.
- Address situations that may affect satisfactory completion of the project.
- Explain any innovative methods that could be incorporated into the Scope of Work to improve the project.

D. Project Staff

- Provide a complete project staff description, an organization chart and summary that addresses individual roles and responsibilities for all project participants.

E. Similar Project Experience

- Provide a description of similar types of project completed or currently under contract.

F. References

- Provide reference of clients for which you are providing similar services.

G. Proof of Insurance

- Provide a current Certificate of Insurance.

H. Cost Proposals/Negotiations

- The Plans and Specifications provide an estimate of costs for the project. It is expected the successful proposer will provide an annual budget that itemizes the cost expected to fulfill the project expectations.
- Provide the costs for administration and oversight of the project.

I. Partial or Incomplete Proposals

- Partial or incomplete proposals will not be considered.
- It will be at the City's discretion if additional information is needed to make a determination on the awarding of the contract.
- Contractors are expected to provide additional information if needed.

VII. DESCRIPTION OF PROJECT

A. Description – See Plans and Specifications on file at the City Auditors Office.

B. Objective – The objective of this proposal will be to have the successful firm implement the project, oversee all elements of the project and report to the City as appropriate.

C. Scope of Work – See Plans and Specifications on file at the City Auditors Office.