

CITY OF BURLINGTON

Request for Proposals

City of Burlington, Vermont

Issued: Wednesday, November 7, 2019

Due: Tuesday, November 26, 2019

I. PROJECT BACKGROUND

Burlington Parks, Recreation & Waterfront ("BPRW") is requesting bids for secure valet bicycle parking during events held at our parks. Secure valet parking encourages participants to ride their bicycle to the event rather than driving a vehicle. This reduces the demand for parking and meets our community's desire for a lower carbon footprint from transportation.

II. SCOPE OF WORK

Provide safe and secure valet bike parking for between 30-300 bicycles for approximately 35 days of City sponsored events. Coordinate location, timing and final layout of bike parking with City Event Managers and staff. Ensure valet staff operate under and provide a high-level of customer service.

III. RESPONSE FORMAT

Qualified service providers shall submit a bid with an hourly rate based on the event times. Attachment A notes the event times from the 2019 season as a reference. Bids must also include the following:

- A. A Description of the procedures used to park bicycles at events.
- B. Diagram showing a sample proposed layout that indicates how bicycles are parked and locations of any other tents, tables or other site furnishings necessary for the operation of safe and secure valet parking.
- C. A detailed description of proposed methods to ensure security
- D. A detailed description of proposed methods to ensure flow is maintained during high use times.

IV. CONTRACTOR SELECTION

All proposals will be scored and if needed the finalists will be called for an interview. This may or may not include demonstrating, in the field, the methods for parking and securing bicycles.

	Points	Score
Reputation & experience	35	
Rate	30	
Bidder's ability to service the city	15	
Methods	10	
Quality, Clarity & Completeness of submission	10	
	100	

V. SUBMISSIONS

In compliance with City procurement and competitive bid processes, please provide a quote for the cost for professional fees necessary to complete the scope of work as detailed in section II and the additional information as specified in section III.

Submit an electronic copy in PDF format of the bid via email to Burlington Parks, Recreation & Waterfront Department no later than **4:00 p.m. on November 26, 2019**. Proposals are to be marked "City of Burlington Parks Bicycle Parking". Proposals submitted after the deadline date and time may not be accepted.

Submittal address:
 cwight@burlingtonvt.gov
 Cindi Wight, Director

Please review attached Sample Burlington Vendor Agreement (Attachment B), Burlington Standard Contract Provisions (attachment C) and the City of Burlington's Livable Wage Ordinance (Attachment D).

VI. CONTRACTING

The Contractor, prior to being awarded a contract, shall apply for registration with the Vermont Secretary of State's Office to do business in the State of Vermont, if not already so registered. The registration form may be obtained from the Vermont Secretary of State, 128 State Street, Montpelier, VT 05633-1101, PH: 802-828-2363, Toll-free: 800-439-8683; Vermont Relay Service – 711; web site: <https://www.sec.state.vt.us/>. The contract will not be executed until the Contractor is registered with the Secretary of State's Office. The successful Contractor will be expected to execute sub-agreements for each sub-contractor named in the proposal upon award of this contract.

Prior to beginning any work, the Contractor shall obtain Insurance Coverage in accordance with the Burlington Standard Contract Provisions (attachment C in this RFP). The certificate of insurance coverage shall be documented on forms acceptable to the City.

If the award of the contract aggrieves any firms, they must appeal in writing to the City. The appeal must be post-marked within seven (7) calendar days following the date of written notice to award the contract.

VII. AGREEMENT REQUIREMENTS

The selected contractor will be required to execute a contract with the City on the terms and conditions required by the City, including but not limited those in the Burlington Standard Contractor Provisions (Attachment C) and the attached Draft Agreement.

VIII. LIMITATIONS OF LIABILITY

The City assumes no responsibility or liability for costs incurred by parties responding to this Request for Proposals, or responding to any further requests for interviews, additional data, etc., prior to the issuance of the contract.

IX. COSTS ASSOCIATED WITH PROPOSAL

Any costs incurred by any person or entity in preparing, submitting, or presenting a proposal are the sole responsibility of that person or entity. The City will not reimburse any person or entity for any costs incurred.

X. INDEMNIFICATION

Any party responding to this Request for Proposals is acting in an independent capacity and not as an officer or employee of the City. Any party responding to this Request for Proposals will be required to indemnify, defend, and hold harmless the City, its officers, and employees from all liability and any claims, suits, expenses, losses, judgments, and damages arising as a result of the responding party's acts and/or omissions in or related to the submission of the response.

XI. REJECTION OF PROPOSALS

The City reserves the right to reject any or all proposals, to negotiate with one or more parties, or to award the contract to the proposal the City deems will meet its best interests, even if that proposal is not the lowest bid. The City reserves the right to re-advertise for additional proposals and to extend the deadline for submission of the proposals. This Request for Proposals in no way obligates the City to award a contract.

XII. OWNERSHIP OF DOCUMENTS

Any materials submitted to the City in response to this Request for Proposals shall become the property of the City unless another arrangement is made by written agreement between the City and the responding party. The responding party may retain copies of the original documents.

XIII. PUBLIC RECORDS

Any and all records submitted to the City, whether electronic, paper, or otherwise recorded, are subject to the Vermont Public Records Act. The determination of how those records

must be handled is solely within the purview of City. All records the responding party considers to be trade secrets, as that term is defined by subsection 317(c)(9) of the Vermont Public Records Act, or that the responding party otherwise seeks to have the City consider as exempt must be identified clearly and specifically at the time of submission. It is not sufficient to merely state generally that a proposal is proprietary, contains a trade secret, or is otherwise exempt. Particular records, pages, and sections which are believed to be exempt must be specifically identified as such and must be separated from other records with a convincing explanation and rationale sufficient to justify each exemption from release consistent with Section 317 of Title 1 of the Vermont Statutes Annotated.