

CITY OF BURLINGTON

Request for Proposals

City of Burlington, Vermont

Issued: February 3, 2020

Questions Due by: February 14, 2020

Answers Posted By: February 28, 2020

Proposals Due: March 3, 2020

I. PROJECT BACKGROUND

The Church Street Marketplace is seeking proposals for installation of Winter Holiday, Winter, and Summer lights on the Church Street Marketplace District (Church Street between Main & Pearl Streets). The Church Street Market Place intends to enter a three year contract for services beginning Fall 2020, and expiring after Spring 2023.

II. ATTACHMENTS

- A. Scope of Work
- B. City of Burlington Draft Agreement
- C. City of Burlington Standard Conditions

III. SCOPE OF WORK

The Selected Contractor will be expected to complete all work as outlined in the Scope of Work, Attachment A to this RFP.

IV. RESPONSE FORMAT

Interested Contractors should complete the cost quote forms on pages 3, 4 and 5 of the Scope of Work, Attachment A. Bidders must also submit a brief description of their experience with similar projects, and their knowledge and experience with the required machinery. The successful bidder must possess all licenses required to operate machinery.

V. CONSULTANT SELECTION

Marketplace staff, including the Executive Director and the Foreman, will review the proposals and determine which, if any, contractor will be awarded the contract.

The Church Street Marketplace reserves the right to obtain clarification of any point in a vendor's proposal or to obtain additional information necessary to properly evaluate a proposal. Failure of a vendor to respond to such a request for additional information or clarification may result in

rejection of the vendor's proposal. Vendors who submit qualifying proposals may be asked to for an interview.

VI. SUBMISSIONS

To be considered, please submit an electronic and/or physical copy by 6:00 p.m. EST on March 3, 2020 to:

Kara Alnasrawi
Executive Director
Church Street Marketplace
2 Church Street – Suite 2A
Burlington, VT 05401
kalnasrawi@burlingtonvt.gov

VII. CONTRACTING

The Consultant, 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 Consultant is registered with the Secretary of State's Office. The successful Consultant will be expected to execute sub-agreements for each sub-consultant named in the proposal upon award of this contract.

Prior to beginning any work, the Consultant shall obtain Insurance Coverage in accordance with the Burlington Consultant Conditions (attachment A 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.

VIII. AGREEMENT REQUIREMENTS

The selected consultant 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 Consultant Conditions (Attachment C) and the attached Draft Agreement (Attachment B).

IX. 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.

X. 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.

XI. 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.

XII. 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.

XIII. 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.

XIV. 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.