

FRIENDS OF INMAN PARK

Request for Proposals (RFP) for Landscaping & Construction Services for Springvale Park:

Due Date: April 15, 2024, by 4:00pm

Email Questions & Quotes To: Alison Gordon: alisonggordon@gmail.com

Project Introduction: The Friends of Inman Park, a registered 501c3 non-profit, is soliciting proposals from qualified contractors offering commercial grade landscaping and pond dredging construction services to support execution of Phase Three of Springvale Park's Master Plan. Landscape architects Pond and Company prepared the Springvale Park Master Plan to assess the existing conditions in the park and plan for future development.

About The Space: Springvale Park is a City of Atlanta public park located at the corner of Euclid Avenue & Waverly Way NE Atlanta, GA 30307. This five-acre park is the centerpiece of the historic Inman Park neighborhood which was established in the 1880's. Springvale Park's design was greatly influenced by the famous landscape architecture firm, The Olmsted Brothers.

General Scope of Project Summary: The central design element of Springvale Park is a 0.75-acre pond, originally named "Crystal Lake," that serves as a repository of water generated by a combination of natural springs and water runoff from the highly sloped sections of the park landscape. The City of Atlanta reestablished the pond in its current configuration over twenty-five years ago and we are now faced with the challenge of addressing the issues that come with an aging pond.

Core Project Issues: Detailed project plan drawings from Pond and Company are attached. These drawings have been reviewed and approved by the City of Atlanta. The construction permit is ready for issuance as of January 25, 2024.

- **Silt:** Silt accumulation from the various sources is significant enough now that the original plans, which were intended to address water management, are no longer working as designed.

- **Retention Wall Construction:** The pond's wooden seawall has deteriorated to the point that the external edging is no longer stable in a several areas impacting the stability of walkways adjacent to the pond.

RFP Event Timeline

- RFP Issued: Feb 16, 2024
- Site Visit: Appointments available for scheduling Week of March 15, 2024
- Written Question and Response Period: March 20 – March 30, 2024
- Quotes Due: April 15, 2024, by 4:00 pm
- Evaluation of Quotes: May 1, 2024 – May 15, 2024
- Best & Final Contactor Meeting with Committee: May 31, 2024
- Anticipated Execution of Contract: July 2024

Clarification Questions regarding this RFP shall be submitted via email to:

Alison Gordon, alisonggordon@gmail.com

RFP Submission Requirements

Contractors or Firms contact – Provide the name, title, phone number, and e-mail of the person who will be the primary contact regarding the proposal and who is authorized to bind the company to the submitted quotation. Proposals should be limited to a maximum of 10 pages including any project plan data.

Proposal Package – Must include the Scope of Work and Fee Breakdown. Submittal of a proposal package confirms that the responder has visited the above site and has the necessary staffing, construction materials and equipment to successfully perform the required Scope of Work. Initial proposal packages must be received by 4:00pm on April 15, 2024. All proposal packages received after the deadline date and time will not be reviewed and will be deemed ineligible.

Contract – We anticipate that the conclusion of the RFP process will be a formal contract with the successful applicant under which the successful applicant will provide the goods and services generally described in the final submitted proposal.

Proposal Evaluation Framework: The Friends of Inman Park is a registered 501c3 non-profit organization. Its board of directors consists of a panel of Inman Park neighbors supported by our professional consultants at Pond and Company. All proposals will be reviewed, and we anticipate the proposals will generate some additional questions.

Selection: All companies submitting a proposal will be notified as to the “Best & Final” decision. At that point, we will invite that company to meet with our committee for a detailed project presentation. After that, we will expect all outstanding questions to have been addressed and to request a “Final Quote” that will form the basis of our working agreement.

Note: We anticipate the selected contractor to submit a detailed project plan that notes your payment schedule preferences. Special attention should be given to the City of Atlanta work permit to address “Project Check Points” that could be used as points of “Progress Payments” under our contract.

Important Proposal Evaluation Points. Please Explain:

- The structure/ownership of your company and your financial stability to support this project.
- Your progress payment requirements for this project.
- Your experience with projects like ours.
- Your project management strategy.
- Your approach to problem resolution should project challenges occur.
- Customer references who can be contacted by the evaluation team.

Summary: The Friends of Inman Park is looking to establish a working partnership with a company that would be positive in nature. The benefits to the selected company include working with a highly referenceable association helping to restore one of Atlanta’s great landmarks.

Thanks in advance on behalf of the Friends of Inman Park for your interest in our project.

Alison Gordon