



Westshore Alliance request for proposals for services within the Westshore District of Tampa, FL Landscape and Public Art Design Services for medians on N West Shore Blvd

A. Introduction and Purpose

The Westshore Alliance is a 501(c)6, not-for-profit organization that serves businesses located in and doing business in the Westshore District of Tampa, Florida. The Westshore Alliance was founded in 1983. Our mission is to continue the Westshore District's transformation into a premier mixed-use district and cultivate a thriving community for residents and businesses. The Alliance also serves as the master developer of the Westshore District through a Development of Regional Impact agreement with the City of Tampa and operates the Westshore Special Services District through an agreement with the City of Tampa ("City").

The following is a solicitation for bids for the design of landscaping installations and public art within the medians of N West Shore Blvd, from W Kennedy Blvd to W Spruce St, excluding portions maintained by the Florida Department of Transportation. This portion of N West Shore Blvd is a Hillsborough County ("County") maintained road in the City of Tampa. The City of Tampa maintains the medians of N West Shore Blvd north of W Cypress St and provides irrigation.

B. Scope of Work

The Westshore Alliance is seeking written proposals from licensed landscape architects and designers or firms ("Firm") to design landscaping for three medians on N West Shore Boulevard from W Cypress Street to W Spruce Street. The Firm chosen will be asked to design public art features where possible for the remaining concrete traffic separators between W. Kennedy Boulevard and Spruce St, excluding those medians maintained by the Florida Department of Transportation ("FDOT").

The Firm chosen will work with Hillsborough County Public Works to understand the schedule of the resurfacing project that will create the planting pits within each median, and design landscaping appropriate for the square footage of each planting pit. The Firm chosen will work with the City and County to design landscaping that meets traffic safety standards for the West Shore Boulevard corridor. The Firm chosen will work with FDOT to create a design that compliments FDOT's landscaping designs for W Kennedy Blvd. The Firm chosen will work with the City, County, and FDOT to create public art designs for the concrete traffic separators that enhance the public realm, and meet traffic safety standards as established by those entities.

The Firm chosen will work with the Westshore Alliance and its members to ensure that the landscape design reflects the Westshore District Overlay for West Shore Blvd.

Design work includes, but is not limited to, development of technical drawings based on existing conceptual design, permitting, and cost estimates. It will be the responsibility of Firm chosen to schedule meetings with the City, County, and FDOT to coordinate designs and plans for the project. The Firm chosen will provide regular written updates to the Westshore Alliance and appear in person at a Westshore Alliance Transportation Committee meeting during the duration of the project.

C. Bid Window

This request for proposals shall be open from June 5, 2024 to July 5, 2024 at 5pm. This period may be extended at the discretion of the Westshore Alliance.

D. Maximum budget for landscape design and public art design services

\$150,000

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E. Terms and Conditions

The Westshore Alliance serves as the contractor for the Westshore Special Services District through an agreement with the City of Tampa. As such, the terms and conditions here reflect the City's terms and conditions for bid responses, except where noted.

An individual or entity ("Firm") responding to this RFP must provide notice of any relevant licenses, certificates, or registrations with its submission to be considered. The Westshore Alliance shall own all ideas, documents, plans, and materials developed as a result of this solicitation and the Firm is informed same shall be subject to reuse. The Westshore Alliance can return the respondents' materials if asked following the completion of the awarded respondent's work, provided that the awarded respondent has completed work in a satisfactory manner, and the non-awarded bids are not necessary for the work of the Alliance.

Responding Firms confirms it has read and is familiar with Section 119.071(3), Florida Statutes regarding certain building plans, blueprints, schematic drawings, which depict the internal layout and structural elements of a building, facility, or other structure owned or operated by the City of Tampa, Hillsborough County, or other agency that are per said section exempt from Section 119.07(1), Florida Statutes and Section 24(a), Art. I of the Florida Constitution ("Exempt Plans") and (ii) agrees Firm shall remain in compliance with same, including maintaining the exempt status of such Exempt Plans for so long as they are held by Firm or otherwise in its possession.

Applicants are asked to have no contact with Westshore Alliance Officers, Executive Committee members, Board of Directors members, or employees regarding this solicitation, other than as specifically stated in this solicitation. The Westshore Alliance may cancel, withdraw, or modify this RFP at any time and reserves the right to reject any or all responses and to waive irregularities, formalities, and informalities as it determines in the Westshore Alliance's best interest. The employers and/or firms of Westshore Alliance Officers, Executive Committee members (who serve as the Advisory Board of the Westshore Special Services District), Board of Directors members, employees and their direct family members, are ineligible from being considered for this project.

Firms desiring to provide these services to the Westshore Alliance must submit a single electronic file in a searchable PDF format, smaller than 5MB, a Letter of Interest addressed to Michael Maurino, Executive Director, together with a Statement of Qualifications and any supplemental material listed in the Submission Requirements and allowing evaluation for further consideration based upon the following criteria/point system: Successful Comparable Project Experience, (30 pts); Experience within the Westshore District on Public or Private Property (30 pts); Workload and Availability (10 pts); Proposed Schedule of Project Delivery (10 pts); City of Tampa/Hillsborough County Small, Women, Minority, and Veteran Owned Small Business certification (10 pts); Experience with City of Tampa, Hillsborough County, FDOT District 7, and Westshore Alliance (5 pts); Project Budget (5 pts).

This project is to support the development of the Westshore District. As such, membership in the Westshore Alliance is not a prerequisite for the Firm's selection.

The PDF file must be E-Mailed to maurino@chooswestshore.com before 5 P.M., July 3, 2024. As a courtesy, the Westshore Alliance will endeavor to provide an email acknowledgement within a few days after submission receipt (submissions received on the day of the deadline may not be acknowledged before the deadline or at all). It is Firm's responsibility to confirm its submission (PDF file) has been received.

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F. Incurred Expenses

The Alliance is not responsible for any expenses which respondents may incur in the preparation and submittal of proposals requested by this RFP, including but not limited to, costs associated with travel, accommodations, interviews or presentations of proposals.

G. Proposals Binding

All proposals submitted shall be binding for 180 calendar days following the opening.

H. Governing Law / Venue

The laws of the State of Florida (without giving effect to its conflicts of law principles) govern all matters arising out of or relating to this request, including, without limitation, its interpretation, construction, performance, and enforcement. The parties hereto submit to the exclusive jurisdiction and venue of the state and federal courts located in Hillsborough County, Florida.

I. Compliance with laws

The Firm shall comply with all applicable laws, ordinances, and codes of the Federal Government, State of Florida, Hillsborough County, and the City of Tampa. It shall be the responsibility of the Firm to be knowledgeable of all federal, state, county and local laws, ordinances, rules and regulations that in any manner affect the items covered herein which may apply. Failure to comply with all applicable laws, ordinances and codes may lead to termination of the Contract.

As this project is to be funded by the Westshore Special Services District, a special services district with a non-ad valorem property tax assessment, Firms should comply with any requirements of the City of Tampa.

J. Force Majeure

Neither the Alliance nor Firm shall be deemed in default with respect to the performance of, or compliance with the terms, covenants, agreements, conditions, or provisos of the Agreement, if the failure to perform or comply shall be due to any strike, lockout, civil commotion, invasion, rebellion, hostilities, sabotage, acts of God or causes otherwise beyond the control of the Alliance or Firm.

K. Contract Termination

When deemed to be in the best interest of the Alliance, the Alliance may cancel any award resulting from this specification by the following means:

- 10-day written notice with cause; or
- 30-day written notice without cause.

L. Equal Opportunity

The Westshore Alliance hereby notifies all bidders that all eligible businesses, including Small Local Business Enterprises (SLBEs) and Women/Minority Business Enterprises (WMBEs), eligible Veteran Owned Small Businesses and eligible LGBT businesses will be afforded a full opportunity to participate in any award made by the Alliance pursuant to this present proposal matter and will not be subjected to discrimination on the basis of race, color, national origin, religion, sex, age, disability, familial status, marital status, sexual orientation, gender identity or expression. The Alliance, as a contractor of the City of Tampa for the Westshore District, prohibits any person involved in contracting and procurement activities, to discriminate on the basis of race, color, religion, sex, national origin, age, disability, familial status, marital status, sexual orientation, gender identity or expression.

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M. Independent Contractor status

The Firm agrees that its status shall be that of an Independent Contractor during its performance of this Contract. The Firm's employees and agents have no employer-employee relationship with the Alliance. The Alliance shall not be responsible for the Federal Insurance Contribution Act (FICA) payments, federal or state unemployment taxes, income tax withholding, Workers Compensation Insurance payments, or any other insurance payments; nor will the Alliance furnish any medical or retirement benefits or any paid vacation or sick leave.

N. Convicted Vendor List (Public Entity Crime)

A person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a bid and may not be awarded or perform work as a contractor, supplier, Subcontractor, or consultant under this contract.

O. Assignment and sub-contracting

No Firm shall assign the award or any rights or obligations there under without the written consent of the Alliance. In the event of such approved Sub-Contracting, the Firm agrees to provide the City with written documentation relative to the subcontractor that will be employed in this award.

P. Submission Requirements

- a. Cover Page
 - i. Please include contact name, title, email address, name of your firm, mailing address, and phone number.
- b. Statement of Qualifications and Company Information
 - i. Please indicate that the Firm shall have suitable personnel, equipment, resources, financial stability, schedule availability, and experience to accomplish the project objectives.
 - ii. Please indicate any business certifications and licenses.
- c. Project Experience and Experience within the Westshore District
 - i. Experience with City of Tampa, Hillsborough County, FDOT District 7, and Westshore Alliance
- d. Proposed Schedule of Project Delivery
- e. Proposed Budget
 - i. Please include your proposed form of compensation, and additional services that may require compensation. Budget must be inclusive of all costs, including taxes and fees. Quotes must remain valid for up to 180 days after submission.
- f. References
 - i. Please include three references from the Tampa Bay market who are familiar with the work of your Firm.
- g. Sample Materials
 - i. Please include samples of your work.

Q. Proposal Format

- a. Proposals shall be organized in the format listed above.

R. Submission of Proposals and Closing Time

- a. Proposals must be received by July 5, 2024, by 5:00 PM. Proposals must be in PDF format.
- b. Please submit proposals to:
Michael Maurino, Executive Director
Westshore Alliance
email: maurino@chooswestshore.com

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S. Proposal Timeline and Evaluation

- a. RFP released June 5, 2024
- b. Proposals and submissions must be received by July 5, 2024 at 5 PM
- c. Selection made by July 19, 2024 by 5 PM
- d. Notice of selection by July 22, 2024
- e. Negotiation of professional services contract July 23-July 31, 2024
- f. Contract begins August 1, 2024. Contract ends December 31, 2024, or upon satisfactory completion of the project, whichever is sooner.
- g. Proposal Evaluation:
 - i. Firms may be asked to participate in follow-up calls prior to the selection of proposals.
 - ii. There is no reimbursement for costs associated with proposal submissions.