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**REQUEST FOR QUALIFICATIONS
FOR
CEMETERY MASTER PLAN AND DESIGN SERVICES
FOR CITY OF GRAND ISLAND**

To: Cemetery Design Firms
From: Todd McCoy, Parks & Recreation Director
City of Grand Island, Nebraska
Subject: Master Plan and Design Services
Date: October 14, 2013

The Parks & Recreation Department of the City of Grand Island is seeking a consultant to provide services to develop master plans, design specifications, and construction estimates to expand the Grand Island City Cemetery.

The Request for Qualifications is due November 14, 2013 by 4:00 p.m. (Local Time). Six (6) copies of the Request for Qualifications shall be submitted to:

City Clerk
Attn: RaNae Edwards
P.O. Box 1968
Grand Island, NE 68802

Any questions in responding to this RFQ should be directed to **Todd McCoy at (308) 385-5444 extension 290**. We look forward to receiving your response to this request.

**ADVERTISEMENT
REQUEST FOR QUALIFICATIONS
FOR
CEMETERY MASTER PLAN AND DESIGN SERVICES

CITY OF GRAND ISLAND, NEBRASKA
PARKS & RECREATION DEPARTMENT**

Sealed Request for Qualifications will be **received at the City Clerk's office**, 100 East First Street, Grand Island, NE 68801 or P.O. Box 1968, Grand Island, NE 68802, **until 4:00 pm (Local Time), November 14, 2013 for CEMETERY MASTER PLAN AND DESIGN SERVICES**. Request for Qualifications received after the specified time will be returned unopened to sender.

The award winning offeror will be required to comply with the City's Insurance requirements.

The Purchaser reserves the right to reject any or all Request for Qualifications, to waive technicalities, and to accept whichever qualification that may be in the best interest of the City, at its sole discretion.

No bidder may withdraw its Request for Qualifications for a period of ninety days (90) after date of bid opening.

RaNae Edwards, City Clerk

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PROPOSED WORK

The City of Grand Island Parks & Recreation Department is seeking a consultant to provide services to develop master plans, design specifications, and construction estimates to expand the Grand Island City Cemetery.

The proposed services sought shall include:

1. A master plan for the expansion of the Grand Island City Cemetery on 20 acres of City property located northwest of the current cemetery. The master plan should include detailed recommendations for each phase of construction and operation.
2. Detailed design specifications for the construction of each phase of expansion.
3. Construction cost estimates.

EVALUATION CRITERIA

The qualifications shall be evaluated with the following considerations:

- Consultants experience on similar cemetery projects (50%)
- Technical approach and scope (50%)

**QUALIFICATIONS SHALL INCLUDE
(limit of 25 pages excluding resumes)**

In order to be carefully evaluated, the qualification shall include:

- Approach to the project;
- Brief company history, including references of similar departments/cities serviced by your company;
- Resume of key staff designated for the projects and a clear identification of their roles in the projects;
- Names and addresses of references;
- Copy of proposed contract agreement;
- Any exceptions to the qualification requirements as stated herein; and
- Proposed work schedule.

QUALIFICATION PROTOCOL

Todd McCoy, Parks & Recreation Director, will be the City's contact person for additional information on this RFQ (308-385-5444, ext. 290). Interested firms shall send six (6) copies of their qualifications to RaNae Edwards, City Clerk, PO Box 1968, Grand Island, NE 68802-1968. Qualifications must be received **no later than 4:00 p.m. on November 14, 2013**. Qualifications must remain firm for ninety (90) days from the due date. The City reserves the right to reject any or all qualifications and to select the qualification which is deemed to be in the best interest of the City, at their sole discretion.

If any proposer shall have any questions or request clarification of the Request for Qualification specifications, the proposer may contact Todd McCoy, City of Grand Island, 100 E 1st Street, Grand Island, NE 68801 or 308-385-5444, ext. 290.

CONTRACT NEGOTIATIONS

The evaluation committee will rank the qualifications. Todd McCoy, Parks & Recreation Director, will negotiate a contract with the highest ranked proposer. If a satisfactory contract cannot be negotiated with the highest ranked proposer, then an attempt will be made to negotiate a contract with the next highest ranked proposer.

GRATUITIES AND KICKBACKS

City Code states that it is unethical for any person to offer, give or agree to give any City employee or former City employee, or for any City employee or former City employee to solicit, demand, accept, or agree to accept from another person, a gratuity or an offer of employment in connection with any decision, approval, disapproval, recommendation, or preparation of any part of a program requirement or a purchase request, influencing the content of any specification or procurement standard, rendering of advice, investigation, auditing, or in any other advisory capacity in any proceeding or application, request for ruling, determination, claim or controversy, or other particular matter, pertaining to any program requirement or a contract or subcontract, or to any solicitation or qualification therefore. It shall be unethical for any payment, gratuity, or offer of employment to be made by or on behalf of a consultant under a contract to the prime consultant or higher tier consultant or any person associated therewith, as an inducement for the award of an agreement or order.

INSURANCE

Provide a summary of the firms (and sub-consultant's) insurance coverage. Minimum limits and types of insurance that are required to be maintained throughout the term of the project are identified in this section.

WORKERS' COMPENSATION AND EMPLOYER'S LIABILITY

1. "Worker's Compensation and Employer's Liability." This insurance shall protect the Contractor against all claims under applicable State worker's compensation laws. This insurance shall provide coverage in every state in which work for this project might be conducted. The Contractor shall also be protected against claims for injury, disease, or death of employees which, for any reason, may not fall within the provisions of a worker's compensation law. This policy shall include an "all states" endorsement. The liability limits shall be not less than the following:

Worker's Compensation	Statutory Limits
Employer's Liability	\$100,000 each accident
	\$100,000 each employee
	\$500,000 policy limit

2. "Business Automobile Liability." This insurance shall be written in comprehensive form and shall protect the Contractor, Contractor's employees, or subcontractors from claims due to the ownership, maintenance, or use of a motor vehicle. The liability limits shall be not less than the following:

Bodily Injury & Property Damage	\$500,000 Combined Single Limit
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QUALIFICATION TERMS AND CONDITIONS

The City will not pay any costs incurred by the firm in preparing or submitting the qualification. The City reserves the right to modify or cancel, in part or in its entirety, this RFQ. The City reserves the right to reject any or all qualifications, to waive defects or informalities, and to offer to contract with any firm in response to any RFQ. This RFQ does not constitute any form of offer to contract.

TITLE VI

The City of Grand Island, in accordance with Title VI of the Civil Rights Act of 1964, 78 Stat. 252, 42 U.S.C 2000d to 2000d-4 and Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office the Secretary, Part 21, Nondiscrimination in Federally assisted programs of the Department of Transportation issued pursuant to such Act, hereby notified all bidden that it will affirmatively insure that in any contact entered into pursuant to this advertisement, minority business enterprises will be afforded full opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, or national origin, sex, age and disability/handicap in consideration for an award.

SECTION 504/ADA NOTICE TO THE PUBLIC

The City of Grand Island does not discriminate on the basis of disability in admission of its programs, services, or activities, in access to them, in treatment of individuals with disabilities, or in any aspect of their operations. The City of Grand Island also does not discriminate on the basis of disability in its hiring or employment practices.

This notice is provided as required by Title II of the Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973. Questions, complaints, or requests for additional information or accommodation regarding the ADA and Section 504 may be forwarded to the designated ADA and Section 504 compliance coordinator.

Mary Lou Brown
308-385-5444, extension 140
100 East First Street, Grand Island, NE 68801
Monday through Friday; 8:00 a.m. to 5:00 p.m.