

# **CITY OF RAPID CITY REQUEST FOR PROPOSALS REVIEW OF LANDSCAPE ORDINANCES**

The City of Rapid City is soliciting proposals from qualified consultants to prepare an analysis of the Rapid City Landscape Ordinances. The Consultant will recommend amendments, new ordinances and other measures.

## **BACKGROUND**

Currently, the Rapid City Municipal Code incorporates landscaping requirements in various sections of the Code. The City of Rapid City wishes to review the existing requirements and consider amendments to the various landscaping requirements. In particular, the City is interested in reviewing the existing requirements to encourage the installation of “water wise” and xeriscape landscaping design and materials, as well as improving the aesthetic qualities of the landscaping required by the City.

## **PROJECT DESCRIPTION**

The purpose of this review is threefold: 1) to review existing requirements for landscaping as provided for in the Rapid City Municipal Code; 2) to recommend amendments and other changes to the City’s existing landscape ordinances based on that review and input from the City Council, Planning Commission, Beautification Committee, other Boards and Committees and the community; and, 3) provide draft ordinances for revisions to the Rapid City Municipal Code to implement the recommendations identified during the project.

## **SCOPE OF SERVICES REQUESTED**

### **Task 1            Review and Assessment**

The Consultant shall review all current Federal, State and local requirements for landscaping, beginning with Rapid City Municipal Code Section 17.50.300, to determine existing landscaping requirements for the City of Rapid City. Considerable work has previously been done by the Beautification Committee toward revising the landscaping ordinances. This information will be made available to the Consultant and the Consultant shall consider this information as part of their review and assessment.

The Consultant shall review and determine current practices, environmental and seasonal factors, and standards appropriate to the culture, context and custom of the community for both construction and maintenance of landscaping. The Consultant will involve the public, stakeholders and various community agencies and decision makers in the process. The Consultant will review and assess what can be learned from demonstration projects such as the Bureau of Reclamation’s Demonstration Garden, The Journey Museum’s landscaping, Canyon Lake Park Demonstration Garden as well as other existing public and private facilities in the community.

The Consultant shall review the existing regulatory framework for landscaping, and evaluate the need and appropriateness to develop, change, amend, clarify, and otherwise create a new ordinance(s). The Consultant shall explore the need and appropriateness of minimum standards for landscaping in keeping with the purposes and objectives set forth in the Rapid City Municipal Code. The review and assessment of the landscaping ordinance shall include an

analysis of water conservation measures, integration of storm water management techniques and the aesthetic impacts of the landscaping requirements. As part of its review and assessment, the Consultant shall gather information from communities of similar size and characteristics for comparison and informational purposes.

The Consultant shall submit a summary of their findings at the end of this task (Technical Report 1).

## **Task 2            Public Information and Participation Meetings**

The Consultant shall hold public meetings to distribute public information and solicit public input on the City's landscaping ordinances. As part of these public meetings, the Consultant will provide examples of landscaping, examples of best practices in landscaping, and such other information intended to elicit comment and discussion from the interested groups and the public.

The Consultant will compile data, maps and other visual aids for public presentations regarding the analysis. The Consultant will be required throughout the duration of the contract to attend necessary meetings to discuss the issues related to the review of the City's Landscape Ordinance.

## **TASK 3            Preliminary Report**

The Consultant will hold public meetings to present their preliminary findings, conclusions and recommendations for comment and feedback. The Consultant shall also provide any other information developed as a part of its work under the contract pertinent to the purposes and objectives for this project.

The Consultant will present no fewer than fifteen (15) copies of the preliminary findings, conclusions and recommendations in report form (Technical Report 2). In addition, the Consultant shall provide the report in a copy ready format as well as a digital or pdf format suitable for the City to post on its website.

## **Task 4            Final Report**

The Consultant shall schedule a public meeting to present a Final Report (Technical Report 3), which shall include any proposed ordinances to enact the study findings, conclusions and recommendations. The proposed ordinance shall be in a form appropriate for review by the City Attorney and presentable to the City Council for passage into law.

The Consultant shall accept written and oral comments from the public throughout the process. A summary of the information received from the public shall be made part of final submission in report format (Technical Report 3).

The Consultant will present no fewer than fifteen (15) copies of their report (Technical Report 3), including findings, conclusions and recommendations. A draft recommended ordinance(s) in a form approved by the City shall be provided as an attachment to the Final Report (Technical Report 3). The Consultant shall provide the Final Report in a copy ready format as well as a digital or pdf format suitable for the City to post on its website.

## **TASK 5          Ordinance Adoption**

If the City Council decides to move forward with adoption of the proposed ordinance prepared by the Consultant, then in that event, the Consultant shall make itself available, through its employees, before such committees, commissions and the City Council as may be necessary as a part of the ordinance adoption process. In no event shall this requirement exceed seven (7) appearances by the Consultant as part of this process. The Consultant will work closely with City staff and officials to schedule and prepare for these appearances.

### **SCHEDULE FOR REVIEW OF PROPOSALS**

The following is the anticipated schedule for consultant selection for this project. The City, at its discretion, may change this schedule:

Consultant Proposals Submitted	April 5, 2007
Consultant Interviews	April 20, 2007
Notify Selected Consultant	April 27, 2007
Contract Negotiations Complete	May 4, 2007
Public Works Committee Approval	May 8, 2007
City Council Approval	May 14, 2007

### **PERIOD FOR PERFORMANCE.**

Detailed scheduling of the project will be negotiated during the contract negotiations by the selected consultant and the City.

The date for the initiation of the contract as well as the overall contract performance period will be negotiated with the selected consultant based on the tentative time schedule listed below:

Notice to Proceed	May 18, 2007
Technical Report 1 Due	August 24, 2007
Technical Report 2 Due	September 24, 2007
Technical Report 3 Due	November 7, 2007

### **GENERAL INSTRUCTIONS**

#### **1.      Inquiries**

Questions about this project may arise while preparing responses to this Request For Proposals. Inquiries are to be made in writing prior to March 30, 2007 and answers thereto will be mailed or e-mailed to all firms who have received the Request For Proposals. Please direct questions to:

Karen Bulman  
Growth Management Department  
300 Sixth Street  
Rapid City, SD 57701  
(605) 394-4120  
(605) 394-6636 (fax)  
e-mail: [karen.bulman@rcgov.org](mailto:karen.bulman@rcgov.org).

All firms receiving a Request For Proposals shall identify a single contact person for receipt of responses and information from the City. The preferred method of receipt and distribution of information will be by e-mail. Therefore, please provide a contact name, phone number, mailing address and e-mail address to the City contact person listed above.

2. Signature Requirements

Proposals must be signed by a duly authorized official of the Consultant. Consortia, joint ventures, or teams submitting proposals, although permitted and encouraged, will not be considered responsive unless it is established that all contractual responsibility rests solely with one contractor or one legal entity which shall not be a subsidiary or affiliate with limited resources. Each proposal should indicate the entity responsible for execution on behalf of the proposal team.

3. Proposal Submission

For a Consultant to be considered for this project the City of Rapid City Growth Management Department must receive your proposal no later than 4:00 p.m., April 5, 2007. Any background information, experience and descriptive examples of the Consultant's work must be submitted with the proposal at the required time of submittal. Six copies of each proposal must be submitted to the City of Rapid City. Please direct proposal submittals to:

Karen Bulman  
Growth Management Department  
300 Sixth Street  
Rapid City, SD 57701

4. Addenda and Supplements

In the event that it becomes necessary to revise any part of this Request For Proposals or if additional information is necessary to enable the consultant to make adequate interpretation of the provisions of this Request for Proposal, an addendum to the Request For Proposals will be provided to each consultant.

5. Rejection Rights

The City of Rapid City retains the right to reject all proposals and to re-solicit if deemed to be in its best interests. Selection is also dependent upon the negotiation of a mutually acceptable contract with the highest ranked Consultant. If the City cannot negotiate a mutually acceptable contract with the highest ranked Consultant, the City will negotiate with the next highest ranked Consultant until a mutually acceptable contract is reached.

6. Cost of Proposal Preparation

No reimbursement will be made by the City of Rapid City for costs incurred prior to a formal notice to proceed under a contract.

7. Proposals to be in Effect

Each proposal shall state it is valid for a period of not less than ninety (90) days from the date of receipt.

9. Fee Proposal

The contract for the scope of work will be based on a fee and task schedule with a not-to-exceed amount.

10. General Expertise Required

The services envisioned within this Request for Proposals includes all disciplines necessary for the proper execution of the project desired.

11. Miscellaneous

The City of Rapid City retains the right to amend the contract with the successful consultant to include other possible areas of concern with this project.