



Finance

Purchases and Supplies

One Government Center

Suite 2000

Toledo, Ohio 43604

phone 419-245-1194

fax 419-245-1013

toledo.oh.gov

City of Toledo

One Government Center

640 Jackson Street

Toledo, Ohio 43604

REQUEST FOR PROPOSAL

Professional Landscape Architectural Services

Summit Street Streetscape Enhancement Project

Purchase Requisition Number 1-7686

Issued By

Department of Economic Development

Date Issued

February 14, 2025

Response Submission Date and Time

Tuesday, March 4, 2025 at 1:30 PM EST

Bids will be read at 2:00 PM EST

Submit online at

<https://pbsystem.planetbids.com/portal/22576/portal-home>

Table of Contents

Introduction.....	3
Background Information.....	3
Scope of Work	4
Deliverables.....	4
Compensation	4
Form of Response	4
Required Information.....	6
Selection Process and Evaluation Criteria.....	6
Exhibits or other Information	9

Introduction

The City of Toledo is seeking proposals from qualified firms to provide professional landscape architecture services for the Summit Street Streetscape Enhancements project in the Vistula neighborhood. The project involves enhancing the streetscape and placemaking opportunities along Summit Street, from Cherry Street to Craig Street. The enhancements will focus on pedestrian experiences, traffic calming, pavement design, planters, street trees, site furnishings, on street parking, and other amenities within the public realm of the streetscape to enhance the pedestrian experiences and civic spaces throughout corridor and provide enhanced connectivity between the neighborhood and the Glass City Riverwalk.

Background Information

Vistula, Toledo's oldest neighborhood, is undergoing a remarkable transformation. Bounded by Downtown Toledo, Greenbelt Parkway, Interstate 280, and the Maumee River, this historic area is reclaiming its place as a vibrant and thriving community. At the heart of Vistula lies its commercial corridor, Summit Street, which stretches from Cherry Street to Craig Street.

Several prominent institutions anchor the neighborhood, including Holy Trinity Greek Orthodox Cathedral, the Toledo Public Schools' headquarters, and WTOL. The area is also experiencing a surge of private-sector investment, with projects like the Wonder Bread Lofts, TolHouse, Toledo Spirits, Ostrich Towne, and Toledo Pickle creating momentum and revitalizing the corridor.

In addition to these significant private investments, Vistula is poised to benefit from the region's most ambitious infrastructure initiative—the Glass City Riverwalk. This \$250 million project, spearheaded by Metroparks Toledo, will transform the Maumee Riverfront with 300 acres of revitalized greenspace and five miles of multi-use trails. Stretching from the High Level Bridge to the Veterans' Glass City Skyway, the Riverwalk promises to redefine connectivity and accessibility while linking both sides of the river.

The City and Metroparks have demonstrated a commitment to proactive urban planning, as evidenced by their earlier collaboration on a streetscape enhancement plan for Front Street in East Toledo. Similar to Summit Street in Vistula, Front Street was originally designed for heavy automobile traffic, leading to high speeds and significant pedestrian safety concerns. Like Summit Street, Front Street creates a barrier between the surrounding neighborhood and the Glass City Riverwalk. Addressing these challenges, the City and Metroparks secured a \$28 million grant in 2024 through the U.S. Department of Transportation's Reconnecting Communities and Neighborhoods Grant Program. This funding will help transform Front Street into a safer, pedestrian- and bike-friendly thoroughfare.

With construction on the Glass City Riverwalk set to begin in Vistula in 2026, the City aims to build on this momentum. A streetscape enhancement plan for the Summit Street Corridor is a priority. This initiative will focus on improving safety, enhancing connectivity between the neighborhood and the riverfront, and beautifying the streetscape to attract further investment and economic activity.

Scope of Work

The scope of work for this project includes:

- Secure necessary base information, reviewing previous studies, and preparing a base plan for site design.
- Conduct an initial meeting with the City to discuss the project, budget, schedule, and preliminary design considerations.
- Collaborate with key stakeholders, including:
 - The Arts Commission to promote and incorporate art, sculpture, and landscape enhancements throughout the corridor.
 - Metroparks Toledo to identify safer and improved access to the Glass City Riverwalk.
- Support the City with planning and hosting an open house-style public meeting that gathers community input on desired streetscape improvements.
- Develop an initial streetscape enhancement plan for the corridor that is informed by community input and coordination with stakeholders, City departments, and private utilities. The plan should include layouts for gateways, pedestrian crossings, planting design, decorative lighting, site construction details, and an initial cost estimate.
- Create a site plan for overall corridor improvements, producing four (4) color-rendered perspective drawings, and refining proposed improvements based on feedback from the City and stakeholders.
- Create a landscape and irrigation plan that identifies the placement of street trees, shrubs, and enhanced landscape areas, while also providing a preliminary list of the proposed plant types. This plan will take into account the location of underground utilities.
- Support the City with planning and hosting a second open house-style public meeting that showcases the proposed streetscape improvements, provides information regarding the proposed design layouts, and solicits feedback from the community.
- Revise and refine streetscape enhancement plan and associated renderings to accommodate community input from second public meeting.
- Conduct a final review meeting with the City and key stakeholders to gather comments and obtain consensus on the final design. Based on the feedback received, the consultant will revise and refine the layout of the proposed improvements to be included in the overall documentation.
- Once the plan is complete, the consultant will provide a final estimate of the probable construction costs for the proposed improvements, which will be used for budgeting purposes.
- As an addendum to the final plan, a list of temporary, low cost, tactical improvements will be identified that are intended to improve safety and enhance beatification on the Corridor until funding is secured to implement the final plan.

Deliverables

1. Two public open house-style meetings

2. A landscape and site plan for the corridor improvements will be created as a site map to serve as a presentation tool and guide for future engineering and development in the area.
3. Four color-rendered perspective drawings that showcase the proposed improvements in the work area, including at least one critical intersection and crosswalk area. The drawings will graphically depict the level of enhancements throughout each streetscape corridor and showcase the character and level of improvements.
4. An estimate of probable construction costs for the proposed permanent and temporary improvements for that will be used for budgeting purposes.

Compensation

The applicant must provide a not to exceed cost for services based upon hours worked to complete the scope of work and all deliverables, including (1) a description of the type of activities to be undertaken; (2) a description of the fees to be charged for each activity; (3) the number of hours anticipated to be charged for each of the services rendered; and (4) any miscellaneous expenses, including production of documents, shall be included and estimated as applicable.

Form of Response

A. Title Page

- List the RFP title
- The name of the firm
- The name, title, address, telephone number, and email address of the primary contact person.

B. Letter of Transmittal

Provide a letter expressly confirming that the firm fully understands the scope of services to be provided and the commitment to perform the services in a timely and cost effective manner. Responders shall indicate an anticipated timeframe to accomplish all objectives set forth in this scope of work. The firm must also commit to assigning to this scope of work professionals who have experience providing financial, performance, and management services.

C. Required Information

The proposal must provide all of the information specified.

D. Other

The proposal may contain any other pertinent information that the firm would like the City to consider.

E. Submission

Proposals for this project can only be accepted via e-bid through the City of Toledo's PlanetBids portal. Bids prices shall be to two (2) decimal places (i.e. \$0.00) or four (4) decimal places (i.e. \$0.0000).

In order to be responsive, all proposals must have the following with submittal: Project Paperwork*, signed contract by the vendor*, child support affidavit*, bureau of worker's compensation certificate and certificate of insurance, naming the City of Toledo additionally insured and *any additional items to be submitted by vendor at time of bid."

*Located on the "Documents" tab in PlanetBids

F. BID OPENING MEETING

There will be an optional bid opening meeting at 2 PM EST on the due date of this bid via Zoom Meeting at:

<https://toledo-oh-gov.zoom.us/j/86190576227?pwd=WVM1dkJRV3JXRXZTWIROYnhkNzNUZz09>

Meeting ID: 861 9057 6227

Passcode: 781773

One tap mobile

+1408-961-3927,,86190576227#,,,,*781773# US

1855-758-1310,,86190576227#,,,,*781773# US Toll-free

Dial by your location

+1 408-961-3927 US

1 855-758-1310 US Toll-free

Meeting ID: 861 9057 6227

Passcode: 781773

Bid results will be published to the PlanetBids website after this meeting.

Questions regarding the project must be submitted through the PlanetBids' Q & A tab for the project manager to respond.

Required Information

I. Organization

- a. Correct legal name, address, and general telephone number.
- b. Brief historical sketch of the organization.
- c. Number and location of offices.
- d. Brief description of the organization of the firm, the number of employees, the locations at which it performs its activities and identities of the members of the board or directors (or owners of a partnership) and principal management (if not otherwise listed).
- e. Enclose the portion of the employment manual committing the organization to employ and promote without consideration as to race, religion, national origin or sex.
- f. Provide a statement of assurance that your organization is not currently in violation of any regulatory agency rules to a degree that it may have material impact on the firm's operation.
- g. State whether you intend to engage, either as an employee or independent contractor, in performing the services contemplated by the proposal, any employee

of the City, or any person who has been an officer or employee of the City, or any entity as to which such an officer or employee (i) is a partner, if the entity is a partnership, (ii) owns or controls more than five percent of the outstanding shares, if the entity is a corporation or (iii) owns, holds or controls more than five percent of the total indebtedness of such entity. If your response is in the affirmative, identify the person or persons and list the details of the activities contemplated to be secured from them.

II. Required Forms

City forms must be filled out and attached to the proposal: Project Paperwork (Acknowledgment and Acceptance of Conditions Contract Specifications; EEO Form; MBE Good Faith and Goal Commitment; Toledo Municipal Income Tax Compliance; Public Utilities Compliance; Primary and Subcontractor Certificates and Debarment and Suspension Certificate); Professional Services Contract; Certificates of Insurance, listing the city of Toledo additionally insured/certificate holder; Current Worker's Compensation Certificate; Court-Ordered Child Support Affidavit.

The following items will be required prior to awarding the contract: Independent Contractor PERS forms; and additional Insurance as Required.

LOCAL PREFERENCE

The description of and procedure to apply local preference to complainant bids received by the City of Toledo can be found under Toledo Municipal Code section 187.34.

The Toledo Municipal Code can be found by searching for the City of Toledo webpage toledo.oh.gov and clicking the "Government" link, then clicking the "City Code" link.

Selection Process and Evaluation Criteria

The review of each proposal will be based upon ten criteria. Zero to fifteen points will be awarded for each category per TMC 187.24. Each category will be assigned a rating factor, which will be multiplied by the points awarded. Award will be made to the proposal with the highest cumulative point total. That notwithstanding, the City reserves the right to reject any and all proposals for its convenience. The proposal should respond directly to each criterion. Those responses will be used to award points. The proposal should also provide the required information requested in the evaluation criteria.

Criterion #1 Background and related experience - Factor 15.

The proposal should include a review of the professional services background and experience of the firm and principal(s). It should include a history of the firm and principal(s) and the number of employees. It should include a listing of previous experiences similar to the requested work.

Criterion #2 Location - Factor 5

The proposal should include the location of the primary office and whether or not a local office will be available. It should also include discussion on staff accessibility for the project. This should also include the amount of work to be performed within the City of Toledo. It should also list the location of the home office inside the City of Toledo, as well as the primary office if located elsewhere. The location where the primary work will be done must

be designated. If a portion of the work will be done at a location other than the primary location, designate the other location and the type of work to be done there. Note: A partial assessment of location points [no more than four (4)] can be given to those businesses which are located within a joint economic development zone of which the City of Toledo is a participant.

Criterion #3 Familiarity with local, state, and federal standards – Factor 5

The proposal should include a description of the firm or principal's familiarity with all City of Toledo, State of Ohio, and applicable federal standards and requirements.

Criterion #4 Current work load – Factor 5

The proposal should describe the firm or principal's current workload. This should include a listing of all major projects inside the City of Toledo and outside its boundary. Specific listing of any subcontracting work that the firm or principals have with another company or project should also be included in this section.

Criterion #5 Performance on previous projects – Factor 15

A specific listing of previous contracts with the City of Toledo or similar offices in the State of Ohio, State of Michigan or Federal Government should also be included. In this listing should be a summary of performance for each project relevant to timeliness, performance and any savings or benefits that were provided to the contractee. List the last ten (10) completed projects similar to the requested work.

Criterion #6 Understanding of the project – Factor 15

The provider shall completely describe in detail the services to be rendered to complete the project, including all alternative considerations and evaluations which may be prudent to undertake in order to effectively minimize the project budget and most satisfactorily achieve the project goal. Specific points of understanding should be listed to include the professional approach to the project with any related economic benefits which may impact efficiency and effectiveness.

Criterion #7 Schedule, staffing – Factor 10

This criterion shall have a project advancement schedule, including all tasks specifically listed for the project. Identify timeframes, review times, as well as timing for meetings with citizens and public meetings. List your key personnel who will work on this project and their qualifications and experience. Designate the person who will manage this project. Designate your other personnel along with their experience and background who will also work on the project.

Criterion #8 Fee – Factor 15

The specifics of the fee shall be listed. The cost can be prepared in an hourly format to include a not-to-exceed figure.

Criterion #9 Disadvantaged Business Enterprise (DBE) Participation – Factor 10

Include a description of any joint ventures, partnerships or subcontracts with DBEs that are certified by the City of Toledo's Office of Affirmative Action. The description should include the name of the company(s), the description of the work to be performed by the DBE and the amount and percentage of the contract that will be awarded by provider to DBEs.

Criterion #10 Other factors or attributes of your firm – Factor 5

The proposal should list any other factors or distinguishing characteristics of the firm that would provide benefit or advantage to the City.

Exhibits and Other Information

The City of Toledo will provide base survey information at the beginning of the project that includes, but is not limited to roadway, boundary, utility and topography in AutoCAD format.