REQUEST FOR PROPOSALS

By

THE CITY OF WALLA WALLA, WASHINGTON

FOR

MOUNTAIN VIEW CEMETERY CREMATION Niches

RFP ISSUE DATE: March 12, 2013
RFP DUE DATE: April 26, 2013
RFP DELIVERY INSTRUCTIONS: (5) FIVE COPIES ENCLOSED IN AN ENVELOPE and 1 electronic PDF on CD
ADDRESSED AS FOLLOWS:

Mountain View Cemetery Cremation Niches
Attention: Joan Schille
Park Maintenance Supervisor
City of Walla Walla
55 Moore St.
Walla Walla, WA 99362-0216
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SECTION 1 - INSTRUCTIONS TO PROPOSERS

1-1 SCOPE OF WORK

The City of Walla Walla is seeking proposals from qualified companies for site design work, purchase and installation of cremation niches at Mountain View Cemetery, located at 2120 S. 2nd Ave, Walla Walla, WA. The detailed scope of work for this project can be found in Attachment A.

This RFP contains instructions governing the requirements for a proposal, and includes the material to be included with the proposal, and how the proposal is to be submitted to the City of Walla Walla for consideration. This RFP also addresses the requirements that proposers must meet to be eligible for consideration, as well as addressing proposers' responsibilities.

Proposers assume responsibility for comprehending the entire RFP. If clarification is desired, it is the responsibility of the proposer to submit questions, in writing, to the City Official listed in Section 1-4. It is the proposer's responsibility to ensure that all procedures and requirements of the RFP are accurately followed and appropriately addressed. The proposer should carefully read the entire RFP before submitting a proposal.

1-2 PROPOSAL SUBMISSION

Proposal must be SEALED and CLEARLY IDENTIFIED with the Request for Proposals' title, "City of Walla Walla, Mountain View Cemetery Cremation Niches", Proposer's name and address, and submitted no later than 4:00 p.m., Pacific Time, on Friday April 26, 2013 to City of Walla Walla, Parks and Recreation Department, 55 Moore St, Walla Walla, Washington, 99362-0616. A facsimile response or an electronic response to this Request for Proposals does not meet the requirement of a sealed proposal and will not be accepted.

Proposals received after the exact time specified for receipt will not be considered.

1-3 REQUEST FOR PROPOSAL SCHEDULE

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
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<tbody>
<tr>
<td>March 12, 2013</td>
<td>Request for Proposals issued</td>
</tr>
<tr>
<td>Friday, April 26, 2013</td>
<td>Proposals Due @ 4:00 p.m.</td>
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<tr>
<td>June, 2013</td>
<td>Contract Award Target Date</td>
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1-4 INQUIRIES

All inquiries concerning this request shall be submitted in writing and received by the City's Parks and Recreation Department no later than 4:00 p.m., Pacific Time, on April 5, 2013 to:

Joan Schille
Park Maintenance Supervisor
55 Moore St
Walla Walla, WA 99362-0216
Telephone: (509) 527-4527
Fax: (509) 524-7955
E-mail: jschille@ci.walla-walla.wa.us

Proposers should consider Park Maintenance Supervisor Joan Schille as the first and prime point of contact on all matters related to the procedures associated with this RFP. If additional information is needed, Parks and Recreation Director Jim Dumont will work with the Proposer and with the various offices of the City to gather that information.
1-5 **INTERPRETATION, CORRECTIONS, OR CHANGES IN RFP by Addendum**

Any interpretation, correction, or change in the RFP will be made by addendum by the City. Interpretations, corrections, or changes to the RFP made in any other manner will not be binding, and no Proposer may rely upon any such interpretation, correction, or change.

1-6 **ACKNOWLEDGMENT OF ADDENDUMS TO RFP**

Receipt of an addendum to this RFP must be acknowledged by a Proposer on the Proposal Response Certification (Attachment D).

1-7 **OFFER ACCEPTANCE PERIOD**

Submitted proposal shall constitute an irrevocable offer for ninety (90) calendar days from the proposal opening date, even if the City makes one or more counter offers.

1-8 **REJECTION OF PROPOSALS**

The City in its sole discretion, expressly reserves the right to reject any or all proposals or portions thereof, to reissue a Request for Proposal, and to waive informalities, minor irregularities, discrepancies, and any other matter or shortcoming.

1-9 **PROPOSAL PRICE**

The prices submitted in the proposal shall include everything necessary to execute and complete the project including, but not limited to, an hourly rate for design services, a cost for proposed niche units, management, supervision, labor and service.

The City will evaluate the total price for the basic requirements with any options(s) exercised at the time of award. Evaluation of options will not obligate the City to exercise the option(s).

1-10 **TERM OF AGREEMENT**

The initial term of the Agreement, if awarded, shall be one (1) year, commencing on or about June 12, 2013. The term of this Agreement may, if mutually agreed upon in writing, be extended by (1) one-year increments for a total of five (5) additional years, provided written notice of each extension is given to the proposer at least thirty (30) days prior to the expiration date of such term or extension. In the event funding approval is not obtained by the City, this Agreement shall become null and void effective the date of renewal. During extension periods, all terms and conditions of this Agreement shall remain in effect.

1-11 **AWARD OF AGREEMENT**

The City shall make the award to the responsible Proposer whose proposal will be most advantageous to the City with respect to design drawings, price, conformance to the specifications, quality, and other factors as evaluated by the City. The City is not required or constrained to award the Agreement to the Proposer proposing the lowest price.

The City may award an Agreement on the basis of initial offers received, without discussion; therefore, each initial offer should contain the proposer's best terms from a cost and technical standpoint.
1-12 PROPOSAL CONFIDENTIALITY

Each Proposer agrees that the contents of each proposal submitted in response to this RFP is confidential, proprietary, and constitutes trade secret information as to all technical and financial data, and waives any right of access to such proposals, except as provided for by law. Except as determined by the City's Finance Division, in its sole discretion, no information will be given regarding any proposals or evaluation progress until after an award is made, except as provided by law.

SECTION 2 - INSTRUCTIONS FOR PREPARING PROPOSALS

2-1 GENERAL

To aid in the evaluation process, it is required that all responses comply with the items and sequence as presented in Section 2-2, RFP Response Outline. Section 2-2 outlines the minimum requirements and packaging for the preparation and presentation of a response. Failure to comply may result in rejection of the response. The proposal should be specific and complete in every detail, prepared in a simple and straightforward manner.

2-2 RFP RESPONSE OUTLINE

This RFP is designed to allow proposers to submit proposals in basically the same format in which the RFP is issued.

Submit five (5) copies of the proposal and one (1) electronic Pdf on a CD.

Cover Letter

The proposal Cover letter of no more than two pages shall be attached to the front of the proposal and shall include the following information/statements:

1. That your company agrees to all the terms and conditions of the RFP.
2. That your company agrees to execute contract, if awarded.
3. Describe the company, organization, officers or partners, number of employees, and operating policies that would affect this Agreement.
4. State the number of years your organization has been continuously engaged in business. (Proposers are required to have been in business for a minimum of five years from the date of this RFP, providing the services offered in the proposer's proposal, to be eligible for participation in this RFP.)
5. Include the contact person for the solicitation process and the person's phone, fax, and email information.

Submission Requirements

To provide objective criteria that can be used in determining various firms' abilities, the City requests that you address the following items in the order presented, taking no more than fifteen (15) pages to do so. Any proposal exceeding fifteen pages will be rejected as non-conforming. The previously mentioned two page cover letter does not count toward the 15 pages.
Business Information - 5 points

1. Provide a brief history of the firm. Including size; areas of expertise and number of years your organization been in business under its present business name.
2. List any other names your firm has operated under.
3. If your firm is a corporation, provide the following information: date of corporation; State of incorporation; president's name; vice president's name; secretary's name; and Treasurer's name.
4. If the firm is a partnership, provide the following information: date of organization; type of partnership; and name(s) of general partner(s).
5. If the firm is individually owned, provide the following information: date of organization; and name of owner.

Personnel Information - 15 points

6. List the name(s), position(s) and responsibilities of the individual(s) who will be assigned to the City's project. Provide resumes for each.
7. Describe the experience of the assigned individual(s) as it relates to successfully meeting the objectives of the project. Demonstrated experience is highly desirable and will weigh significantly in selection.

Project Information/Technical Proposal – 60 points

8. State your firm's understanding of the project.
9. List additional services, if any, your firm would provide in addition to those listed above.
10. Provide draft site plans and product information you propose to use on this project.
11. Show proof of manufacturing location for niche units you propose to use.
12. List your proposed compensation structure for the products and services described above and include the hourly cost for design services.
13. Provide a timeline for accomplishment of the tasks.
14. Identify the support, information and other needs that your firm will require to successfully complete this project.

References and Past Projects – 20 points

15. List three business references for your firm with names, addresses, phone numbers, and e-mail address. Include a short one-paragraph summary of the types of service your firm has provided such persons.
16. Provide a list of three or more projects with brief descriptions which demonstrate the firm's ability to complete projects of this sort. Accompanying photos and site plans are acceptable and do not count toward the 15 page limit.

Current Legal Status and Past Performance

17. Has your organization ever failed to complete any contract awarded to it?
18. Within the past five (5) years, has any officer or principal of your organization ever served as an officer or principal of another organization when it failed to complete a contract?
19. Are there any judgments, claims, arbitration proceedings, or lawsuits pending or outstanding against your organization or its officers?
20. Has your organization filed any lawsuits or requested arbitration with regard to any contracts within the last five (5) years?
21. Has any owner made a claim against you, which has resulted in arbitration or litigation with the past five (5) years?
22. Has your organization or any of its officers or owners ever been convicted of a crime, or are they presently the target of any criminal or administrative investigation?
23. Has your organization or any of its officers or owners ever been disqualified, suspended, or debarred from a contract with any Federal, State, or local government entity?

If the answer to any questions 15 through 21 is yes, please provide details as an attachment.

SECTION 3 - PROCUREMENT PROCESS

The City reserves the right to reject any or all proposals, or portions thereof. The selection of a successful Proposer, if any, will be made based upon which proposal the City determines would best meet its requirements and needs.

3-1 PROPOSER LIST AND QUALIFICATION EVALUATION

After the established date for receipt of proposals, a listing of submitting Proposers will be available for public inspection. Qualifications and proposals submitted by interested Proposers will be reviewed and evaluated based on the evaluation factors set forth in the RFP.

3-2 PROPOSER INVESTIGATION

The City will make such investigations as it considers necessary to obtain full information on the Proposers selected for discussions, and each Proposer shall cooperate fully in such investigations.

3-3 SELECTION AND EVALUATION PROCESS AND CRITERIA

Proposals received that conform to the proposal instructions will be evaluated by a selection committee, which will decide on a number of those proposals, conduct reference checks and invite the firms with the prevailing proposals to be interviewed. Following the interviews the management team, based on the comments and scoring of the selection committee, will select the firm judged to be best suited to accomplish the project scope and recommend that the City negotiate a contract with that firm. The City reserves the right to select one proposal, to make no selection from the respondents, or to solicit additional proposals.

Proposals will be evaluated on the following criteria:
1. Proposer's experience with other projects similar in scope.
2. Firm's demonstrated ability to successfully provide related assistance to a municipality or other similar entity.
3. Proposer's professional credentials and affiliations indicating their capabilities to provide services of this nature, size, and scope.
4. Fees and Compensation.
5. Relevant experience and credentials of the proposer's personnel assigned to this project.
6. Quality of the submitted proposals in terms of content, relevance, organization and presentation.
7. Conformance of the proposals to the submission requirements.
8. Response of the references.
9. Ability of the firm to meet the timeline set for the planning process.
SECTION 4 - GENERAL CONTRACTUAL TERMS AND CONDITIONS

4-1 CITY COUNCIL APPROVAL

This Agreement will be subject to approval by the City Council, and, if such approval is not granted this Agreement, shall be void and neither party shall have any further obligations or liabilities hereunder.

4-2 NO REIMBURSEMENT OF COSTS OR EXPENSES BY RESPONDENTS

The City will not reimburse or otherwise compensate any person or firm for the costs and expenses incurred by such person or firm in responding to this request.
1. PROJECT DESCRIPTION

Mountain View Cemetery is a historic 63 acre municipal cemetery owned and operated by the City of Walla Walla in Walla Walla, Washington. The cemetery opened to the public in the 1860's and is the site of over 37,000 interments. The Garden Mausoleum was built in the late 1960's and included 320 exterior niches with an adjacent columbarium holding 400 indoor niches. The most recent addition of 192 niches was started in 1996 and was developed as an outdoor garden walk. Currently, the only niches available for sale are in the columbarium and at the very top rows of the mausoleum.

The primary objective of this project is to expand the inventory of outdoor niches in two locations in the cemetery. Overhead GIS maps and photos of the two sites are included with this packet. For the purposes of this RFP, reference to Site #1 will mean the area directly west of the Garden Mausoleum in the SW corner of the property. Reference to Site #2 will mean the area directly south of the Catholic Section adjacent to St. John's Garden.

The second objective is to create a site plan that identifies the locations of additional niche units for future expansion at both locations. Upon selection for this project we will require the selected firm to install a minimum of 240 niches, split between the two sites, and provide the cemetery with options for the purchase of additional niche units if funding allows.

2. SCOPE OF WORK

The firm selected for this project will be asked to provide both design expertise and construct and install the niche units. The proposals should include preliminary designs that demonstrate the proposer's product and best use of the available space, provide the minimum number of niches required, meet the design specifications and meet the criteria for future expansion. The City recognizes each proposer will have products that provide opportunities for creative differences within the proposal. The City expects each proposer to select their products that best meet these criteria.

The Scope of Work for the selected firm will include, at a minimum, the following elements:

1. Project Management –
   a. A designated individual for all communications with the City's project coordinator
   b. A person or firm employed by the proposer to provide onsite supervision during the land surveying, site work, excavation, installation and cleanup
2. Detailed Design & Engineered drawings
   a. Initial proposal should include draft site plans with products proposed to be installed
   b. Design should include provisions for benches and an area for committal services at each site.
   c. Actual landscaping following the project will be at the owner's expense however design ideas for landscaping can be added to the draft designs
   d. Upon selection of a firm and completion of the design work, proposing firm will provide detailed drawings of both sites, Washington state licensed engineered stamped drawings of the niches and ground elevations relative to each site.
e. All permits required for this installation are the proposer’s responsibility.

3. Niche installation
a. Delivery to Mountain View Cemetery included as cost of project
b. Detailed description of installation process and timeline to accomplish project
c. Provide all the supplies, equipment and labor to set niche units in place – including but not limited to crane, excavation equipment and concrete work on each site according to final design drawings.
d. Provide all the labor and materials to install the concrete sidewalk in Site #1 including site prep, installation and cleanup.
e. Existing irrigation system will be cut and capped by owner at the beginning of the project and repaired by owner following completion. Where designs calls for irrigation sleeves under concrete owner will work with selected firm to place sleeves at proper locations at owner’s expense.
f. For the purposes of this RFP, clean up is defined as the removal of sod, dirt and concrete spoils, lumber and trash, from the construction site. Owner will provide onsite relocation area for dirt and sod. Trash, debris and other non-organic materials will be collected daily and disposed of at selected firm’s expense using drop box or other such means of containing trash.
g. All hardware and tools necessary to open niches included with delivery

3. NICHE SPECIFICATIONS

The niche units will be evaluated for their ability to protect contents from weather, insects, dust and debris. The overall construction and hardware system will be evaluated for ease of removal of niche fronts and resistance to vandalism. The entire unit will be evaluated for the overall maintenance required to maintain the granite and/or brick surfaces. Niche units produced in the United States or Canada will be given preference points during the scoring process. Documentation showing proof of manufacturing site will be required.

In addition to the items listed above, the following specifications are required for niche units in both Site #1 and Site #2.

1. Height of any single niche unit at the point of the highest rosette not to exceed 6’.
2. Minimum individual interior niche size must be 11½” X 11½” X 11½”.
3. Niche units must have identical, interchangeable granite fronts and matching 4” granite cap.
4. Niche units may have all granite exterior or granite caps with brick accents – no wood, concrete or plastic exteriors or components.
5. For every 25 niches installed company will provide 1 extra matching replacement niche front and 4 matching rosettes.

The following requirements are specific to Site #1:

1. Elevation of niche area and new construction will match existing Memory Garden sidewalk. There shall be a 6’ wide sidewalk extending west from the existing sidewalk to the new niche site. Design of the new niche area must account for excavation and footings so the final grade matches the sidewalk. This area must be designed to follow ADA guidelines for slope and wheelchair accessibility.
2. Niche units shall consist of monument grade polished mahogany granite niche fronts and matching granite caps. Color to closely match existing mahogany color on existing sidewalk niche units. Final selection to be made by owner upon approval of design.
3. Final design drawings should identify the number of niche units proposed for installation at this site. Designs should also show how expansion will be accomplished if more units are added in the future.
4. Recommended footprint should use between 1,600 and 2,000 square feet.

The following requirements are specific to Site #2.

1. Elevation of niche area and new construction will match street level. This area is to be ADA accessible from the parking lot to each niche unit.
2. Niche units shall consist of monument grade polished granite niche fronts and matching 4" granite caps. Final decision on granite color for this area based on cost considerations and draft designs. Proposals may suggest more than one color granite for owner's consideration. Final color selection with owner approval.
3. Final design drawings should identify the number of niche units proposed for installation at this site. Designs should also show how expansion will be accomplished if more units are added in the future.

Attachment B - Aerial map shows proposed location of new niches for Site #1 and site photos.

Attachment C - Aerial map shows proposed location of new niches for Site #2 and site photos.
Sidewalk does not currently exist - shown as proposed location with niche area.
Footprint does not have to be circular. Design may use other shape for base of design.
Site #1 Memory Garden City Section

Photo at left shows existing niches in Memory Garden

Photos below show lawn and landscaping where new niches to be built
Site #2 St. John's Garden Catholic Section
Photos above looking east from parking lot
Photos below taken looking west
The undersigned, as Proposer, declares that they have read the Request for Proposals, and that the following proposal is submitted on the basis that the undersigned, the company, and its employees or agents, shall meet, or agree to, all specifications contained therein. It is further acknowledged that addenda numbers _____ to _____ have been received and were examined as part of the RFP document.

Name of Proposer

Signature of Proposer

Title

Name of Firm

Street Address

City, State, Zip

Country

/ Telephone / Fax Number

E-mail Address

State of Incorporation

Tax ID Number