

THE CITY OF PIGEON FORGE
DEPARTMENT OF
PARKS & RECREATION
REQUEST FOR PROPOSALS

The City of Pigeon Forge ("City") will receive Proposals in the Director of Parks and Recreation office, 170 Community Center Drive, Pigeon Forge, Tennessee, 37868, telephone number (865) 429-7373.

DATE ISSUED: May 8, 2023

PROPOSAL TITLE: Parkway Improvements and Beautification Project

CITY CONTACT PERSON: Lanny Goodwin, CPRP, Director

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All qualifications must be received and acknowledged in the Parks and Recreation Director's Office on or before the day and time listed below.

SUBMIT PROPOSALS IN A SEALED ENVELOPE MARKED

"PARKWAY IMPROVEMENTS AND BEAUTIFICATION PROJECT" TO:

City of Pigeon Forge

Parks and Recreation Director's Office

ATTN: Parkway Improvements and Beautification Project

170 Community Center Drive

Pigeon Forge, Tennessee 37868

PROPOSAL DEADLINE DATE & TIME:

June 2, 2023, 4:00 p.m., Pigeon Forge, Tennessee-Eastern-Standard time

Pigeon Forge Parkway Improvements and Beautification Project

The scope of services will include, but may not be limited to, the following:

The City of Pigeon Forge, an Equal Opportunity/Affirmative Action Employer, seeks to retain an A & E firm to provide services necessary to meet all phases for the development, permitting, construction design, documents for bidding, and bidding services for the Parkway Improvements and Beautification Project. This would include preliminary planning with site proposals, three concept plans mounted on presentation boards for preliminary design approval from the public and city officials, preparing and submission of all paperwork and applications necessary to gain NEPA approvals, TDEC, TDOT, and USACOE permitting and any other approvals required as related to this project. Plus, all other related documents and approvals and services necessary for the construction of Parkway Improvements and Beautification Project located in Pigeon Forge, TN, Sevier County. Construction Inspection will be determined separately from this proposal. This project shall adhere to all applicable Federal, State, and Local regulations and requirements.

Parkway Description/Amenities/Desired Additions

The Parkway, Highway 321, is the main vehicular corridor runs through middle of Pigeon Forge, and provides for three (3) lanes for vehicular travel for both north and south bound traffic. The Parkway also has eight-foot walkways on both sides the outer perimeters, and has a large green space median which divides the traffic lanes, north and south bound. The Parkway has overhead lighting in the medians, with available turn lanes to access both sides of the Parkway. The section of Parkway we are seeking to improve and beautify is from the intersection of Community Center Drive (2B) to the Spur Connection on the southern end of the City.

The goal of this project is to create a streetscape and to make improvements to the Parkway that makes it safer and more pedestrian friendly, while beautifying the corridor by adding defined flower beds, flowering and native trees, and irrigation. The irrigation system shall be state-of-the-art with computer operated controls and setting with advanced technology. In addition, the City would like to better define pedestrian walkway and crosswalks, improving the walkway lighting, be able to hang flower baskets and banners to the proposed exterior walkway light posts, and provide traffic calming measures in the plan. A recommended annual planting schedule with the types of annual plants should be a part of the beautification plan, along with a landscaping plan for shrubs and native and flowering trees for the entire corridor, as defined.

The intent is to create a space that is aesthetically pleasing to walk or drive through while providing improved pedestrian traffic flow to businesses, hotels, and attractions with added safety measures for pedestrians that blends into the parkway setting which will take some creativity on the selected team's part. This needs to be done in coordination with proposed future developments and the current Parkway Master Plan and TDOT plans for improving the Parkway. These improvements should add value to the corridor and create an aesthetically pleasing vista for all who use the Parkway corridor. These improvements should also improve the pedestrian transportation system for residents, visitors, and the surrounding businesses while greatly enhancing the aesthetic beauty of the Parkway.

In addition to the Parkway, the City seeks to improve designated connector roads/streets that provide connection to major venues in the city or other main corridors. These may include the connection from the Parkway to Teaster Lane along Wear Valley Road, Old Mill Drive, Island Drive, and Dollywood Drive to Teaster Lane. Other may be added as an expanded scope of services. Each of these connection/roads/streets shall use the same application as prescribed on the Parkway proposal and will be scoped and priced separately during the negotiation phase after the consultant selection has been finalized.

Please note, the exact scope of work and pricing will be determined after the firm is selected and negotiations are completed.

Sequence of Process/Scope of Work

- Review with the city staff the current Parkway Master Plan, all existing site plan and other site drawings to gain an understanding of the scope of the project.
- Develop a project survey (based on the scope of work) to locate all existing elements of the parkway before beginning a preliminary design.
- Work with parks and recreation staff and city staff to develop revised concept plans to ensure the scope is being met for the Parkway improvements and beautification. These plans should follow the concepts provided in the Parkway Master Plan and TDOT plans for the Parkway.
- Hold a coordination meeting with all parties to ensure plans meet all expectations for future development. The number of meetings will need to be discussed during final negotiations.
- Develop two concepts which will be placed on presentation boards/panels so they can be reviewed by the City Commission and the Public. Preliminary cost estimates will be provided for both options along with possible funding sources.
- Develop plans and specifications for construction, permitting, and bidding.
- Acquire all permits (city, state, and federal) needed for project construction.
- Prepare all bidding documents.
- Review submitted bids and provide a written recommendation for bid award.
- After award, conduct a pre-construction meeting with the contractor and all sub-contractors.
- During the construction phase, monitor the project during the construction process by scheduling a construction progress meeting every two weeks. This meeting would include site visits, construction observations, and approval of monthly payment submission. A written progress report will be provided with pictures of the work for each month. Additional visits should be built into the price in case it is necessary to resolve issues.
- Prepare project closeout documents to ensure all construction cost has been paid by the contractor and there is no encumbrance on the project before releasing the retainage.
- As built drawing will be provided to the owner at the completion of the project that are revised electronically on the plans and submitted to the owner in hard copy, electronic file(s), and on CD.

A & E Team Requirements

The A & E teams shall be comprised of a Civil Engineer, a Certified Landscape Architect, an Electrical Engineer or equivalent, a transportation specialist and members of the team that has expertise in irrigation, lighting, and horticulture (specifically in flowering plants, native plants, trees, and shrubbery. This team must have a primary firm that leads the project with a project manager named that will be the point of contact throughout the course of the project. The primary firm and the team leader must be reflected in the proposal.

Format for Proposals

To be considered, firms (or teams) must submit five (5) bound copies with a Letter of Interest and "Statement of Qualifications" accompanied by support materials, related projects, and references on 8 1/2" x 11" paper bound by spiral rings.

Proposals must be received on or before 4 p.m. EDT, June 2, 2023. The letter of interest and qualifications shall indicate the scope of services to be completed by prime and any sub-consultants. Proposals not conforming to the required format will be rejected.

Proposals must include a letter expressing an interest to be considered for the project (Engineering services and professional services), must be no more than 15 pages (including the letter of interest) and shall contain the following information:

- a. Firm experience, credentials, and staff qualifications and availability.

- b. Past experience in the required disciplines and other clients and demonstrated ability to meet schedules without compromising sound engineering and professional practices.
- c. Project approach and timeline for this project.
- d. Staff capabilities of the prime consultant.
- e. Team members and team leader with qualifications reflected.

Please note, the pricing will be negotiated after proposal are reviewed and the selection is made. NO PRICING SHALL BE INCLUDED IN THE PROPOSAL.

Proposals will be reviewed by City staff who will make a recommendation to the City Commission for approval. The City of Pigeon Forge reserves the right to reject any and all proposals, to waive any informality in the proposals, and negotiate changes in the scope of services to be provided. The City of Pigeon Forge will not be responsible for any cost associated with the proposal and will solely be the responsibility of the submitter. All submitters will be advised when a selection has been made. The City of Pigeon Forge is not responsible for delays caused by the U.S. Postal Services or any other means of delivery utilized by the proposer. Similarly, the City of Pigeon Forge is not responsible for, and will not open, any proposal responses that are received later than the date and time stated above.

For additional details regarding the proposed services to be provided or questions about the submittal process contact Lanny Goodwin, Director, Pigeon Forge Department of Parks and Recreation, 170 Community Center Drive, Pigeon Forge, TN 37868. lgoodwin@citvofpigeonforgetn.gov, or (865) 429-7373. All submitters will be advised when a selection has been made.