



Request for Proposal (RFP)

Roundabout Enhancements – City of Westfield

Issued by: Westfield Parks and Recreation Department

Date Issued: July 7, 2025

1. Introduction

The Westfield Parks and Recreation Department is committed to maintaining safe, self-sustaining, and visually appealing roundabouts throughout the City. With the City's ongoing growth, the number of roundabouts has increased, and several are now scheduled for renovation.

Three roundabouts have been budgeted for landscaping enhancements to improve their appearance and function in high-traffic areas. These locations include:

- Ditch Road & Casey Road
- Ditch Road & 151st Street
- Ditch Road & Sommerville Road

Maps for each location are included below.

2. Objective

The goal is to construct distinctive yet cohesive roundabouts that enhance the City's streetscape while meeting the needs of residents and visitors.

Designs must:

- Align with the existing aesthetic of other City roundabouts
- Incorporate a balance of softscape and hardscape materials
- Feature aggregate and landscape lighting (City will provide conduit only)
- Use self-sustaining plants and trees that do not require irrigation beyond establishment
- Focus on the center circle as the primary design element
- Treat splitter islands with compact, durable, and low-maintenance materials

3. Project Scope

Vendors may submit up to three design concepts that fit the designated footprints. Proposals will be evaluated by City staff according to the criteria listed below.

If needed, the top three companies will be invited to refine their leading design for a presentation to a select City staff panel as part of the final selection process.



4. Timeline of Events

<u>Milestone</u>	<u>Date</u>
RFP Posted	July 7, 2025
Confirmation of Intent to Bid (email to Ben Meier)	July 14, 2025 – by 12:00 PM
Vendor Questions Due	July 21, 2025
Responses to Vendor Questions	July 25, 2025
Proposal Submission Deadline	August 1, 2025 – by 12:00 PM
Selection of Top Vendor(s)	August 22, 2025
Contract Award & Notice to Proceed	August 22, 2025
Initiation Date	Week of September 16, 2025
Final Completion Date	November 7, 2025

5. General Requirements

Notify Ben Meier of intent to participate by 12:00 PM on July 14, 2025.
Submit written questions about scope or process by July 21, 2025.
Final designs due by 12:00 PM on August 1, 2025.

Submissions must include:

- Company and installer qualifications
- Capacity for completing installation in Fall 2025
- Detailed response to the following design requirements

6. Design Requirements

1. Design must be cohesive with existing City roundabout aesthetics
2. Include a mix of hardscape, aggregate, trees, shrubs, and perennials
3. Use minimal to no turfgrass



4. Materials must be self-sustaining post-installation
5. Use native plant materials
6. Materials must withstand seasonal weather, road heat, and winter treatment
7. Must not exceed \$200,000 for all three roundabouts combined
8. Provide an itemized cost breakdown, including labor, materials, and any fees
9. Must be completed no later than November 7, 2025
10. Designs must comply with utility and permitting regulations
11. Include traffic control plan if required during installation
12. Include a watering plan for post-installation establishment
13. Could include trees to be installed in the Sommerville Splitter island from crosswalk to it's termination.

7. Vendor Submission Checklist

- Cover Letter
- Company Overview & Relevant Experience
- Up to Three (3) Design Concepts
- Maintenance & Sustainability Narrative
- Budget Estimate for Each Concept
- Proposed Project Timeline
- Optional Value-Added Features
- References

8. Selection Criteria (100 Points Total)

Category	Points
Project Team – Team organization and key personnel experience	10 pts
Capabilities – Ability to meet budget and schedule	20 pts
Capacity – Fall 2025 availability for installation	10 pts
Design Goals – Alignment with aesthetic and functional criteria	40 pts



Sustainability – Low-maintenance, durable, 20 pts
warrantied design

Note: Designs will be scored individually. A vendor may be awarded one, two, or all three locations.

9. Project Budget

The total budget for all three roundabouts shall not exceed \$200,000. The Westfield Parks Department will coordinate directly with the selected vendor(s) regarding schedule, materials, and installation.

10. Project Contacts

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