

Public Announcement

April 19, 2017 Posting Date

Request for Qualifications/Statement of Interest

Green Township – West Fork Park Playground

Response Due Date: **May 3, 2017**



Request for Proposal / Statement of Qualifications Green Township – West Fork Park Playground



West Fork Park (entrance)

The Green Township Board of Trustees has issued a Request for Proposals (RPF) for the following project:

Project: West Fork Park – Playground
Project No. Green Twp/Park WF 2017-01
Location 4764 West Fork Road

Submission Date: **May 3, 2017**
(Proposals **must be received by 3:00 PM** on this date)

In September of 1999 a local Kiwanis group led a team of dedicated volunteers in the construction of the Holiday Playland at West Fork Park. While the playground has served the children of Green Township for almost two decades the Township Trustees have determined that to fully comply with current safety and accessibility standards it is not feasible or cost effective to renovate the existing play structures.

The Green Township Board of Trustees is currently seeking proposals from qualified design-build teams to construct a new playground on the site of the existing Holiday Playland. The new playground shall contain interesting and challenging play apparatus that promote recreational and play opportunities. It is the Township's desire to create play spaces and activities that create an accessible and stimulating play environment that will facilitate meaningful interactions between children of different abilities that provides opportunities for challenge, healthy risk and mastery for all **children between the ages of 5 and 12**. *If the budget and size of the playground footprint allow play space and equipment for children younger than 5 can be incorporated into the project proposal.*



West Fork Park (Holiday Playland)

GENERAL CONDITIONS:

The budget for the project has been established at \$425,000.

The proposal shall include all labor, material, installation and equipment, required to construct/install the proposed playground as specified by the RFP submittal and corresponding plans and/or specifications.

The entire play area in the proposal shall be covered with an appropriate poured in place energy absorbing surface to meet height guidelines (Inc. IPEMA, ADA, CSPC and ASTM as appropriate) is all access areas and surrounding all equipment subject to applicable guidelines. Artificial "Turf" or other similar permanent surface elements may be incorporated into the design in accordance with applicable guidelines.

The contractor will provide a cleared level sub-grade in accordance with the site plan no later than September 15, 2017.

The contractor shall insure that adequate drainage of the playground area itself is provided. Any drainage requirements (including underdrains) associated with the playground area itself, shall be the responsibility of the contractor.

The proposal shall include all shade structures and seating provided inside the fenced playground area. *Playground area to be fenced by others.*

The proposal ***shall not*** include concrete or asphalt paving outside the areas covered by “play-surfaces” per the plans and specifications submitted.

The Contractor shall advise and coordinate all work with the Township’s Project Engineer. **A detailed schedule of operations shall be furnished by the Contractor to the Engineer at the pre-construction meeting and shall list the order of operations and the time frame for the completion of each item of work. The schedule of operations shall be approved by the Engineer and the Owner prior to the beginning of the work.** Changes to said schedule are to be issued in writing and approved by the Engineer and the Owner before operations are changed and rescheduled.



MATERIAL AND SPECIFICATIONS: Unless otherwise specified, all materials shall be new and both workmanship and materials shall be of premium quality, proper and sufficient for the purpose contemplated. The Contractor shall furnish, if so required,

satisfactory evidence as to type and quality of materials and workmanship.

All items of equipment and/or material proposed by the Contractor for substitutions must be approved by the Township or Engineer in writing and shall be equal or superior to the items specified in the Proposal and subsequent Contract Documents. If said substitution proposed by the Contractor for a specified item requires

engineering revisions, the total expense of said revisions shall be paid by the Contractor.

The playground design shall promote the Equitable Use of the playground by the entire community. The following design principles should be demonstrated; Flexibility in Use, the design should accommodate a wide range of individual preferences and abilities.



Simple and Intuitive Use, the design should be easy to understand, regardless of the user’s experience, knowledge, language skills, or current concentration level.

Perceptible Information, the design should communicate necessary information effectively to the user, regardless of ambient conditions or the user’s sensory abilities.

Tolerance for Error, steps should be taken to minimize hazards and the adverse consequences of accidental or unintended actions.

Appropriate Use and Size, the design approach should emphasize the use of the appropriate size and space for each piece of equipment is provided to ensure that reach, manipulation, and use regardless of user’s body size, posture, or mobility is promoted.

Any items for labor and material required, but not shown as a separate pay item in the proposal, shall be furnished and installed as incidental to the Contract, except as noted in the Plans and Specifications or a final contact for the project.

If a firm or consultant has any questions regarding this project or the Scope of Services, please contact Mr. Joe Lambing (513-574-8832). RFP submission requirements and a project site plan are available on the Green Township web site (www.greentwp.org).

RFP SUBMITTAL

Responses to this RFP must be not more than 12 pages in length (12 double-sided or 24 single-sided pages, *(11" x 17" plan and elevations permitted)*) and should include the following:

1) Qualifications Detail consisting of:

- a) Cover letter including statement of understanding & approach to this project; the statement should describe the applicant's understanding of the project and the special skills and innovative thinking that the team would bring to the project.
- b) Proposed Project Team Members: A description of the applicant's organizational composition, disciplines, and the primary role of each individual/firm on the team. Organizational charts may be included, if appropriate. Clearly indicate the applicant's designated team leader for the project as well as the specific individuals who will be assigned to the work and their respective expertise in such work.
- c) Specific Project Experience: Descriptions detailing completed, similar or relevant project experience that the applicant has executed. Include graphic representation. Links to similar or relevant projects are encouraged.
- d) A list of similar projects. The list shall contain at least 3 examples of existing playgrounds completed by the applicant in the Cincinnati area.
- e) List of References: Provide a minimum of three client references with which the applicant has provided similar design/build services within the last ten years. Include the name and telephone number of the contact person and a description of the role and services provided to that contact.

2) Technical Proposal consisting of:

- a) A description of the approach to be taken toward completion of the project and any insights into the project gained as a result of developing the proposal;
- b) A scope of work and rendering of the playground that includes details of any unique site features, equipment products or deliverables;
- c) A summary of estimated tasks that clearly identifies the work to be done by the project team members and the work to be completed by each sub-contractor (by task);
- d) A proposed schedule that indicates project milestones and overall time for completion; expedited schedules will receive a higher ranking;
- e) Any other information deemed necessary to address the requests of this RFP.

3) A Cost Proposal including the following shall be submitted:

A maximum line item and/or unit price budget inclusive of all fees and expenses, the itemized schedule shall include all sub-contractor expenses, including both labor and direct expenses or unit pricing and proposed quantities for each sub-contractor.

COMMUNICATIONS

It is extremely important that all respondents are given clear and consistent information. Therefore, all respondents are required to submit any questions related to this project or RFQ process via email.

ANTICIPATED PROJECT SCHEDULE

The Township reserves the right to amend dates. While the timeline may be subject to change, all participating parties will be notified. The anticipated schedule is as follows:

- April 20, 2017 RFP issued
- April 28, 2017 RFP-related questions due to GTPSD
- May 3, 2018 RFP closed

- Week of May 8th – 12th (2017)submittals reviewed
- Week of May 15th – 19th (2017) final selection made
- Award May 22, 2017
- Demolition of existing playground & site preparation* September 5th – 15th 2017 (*by others)
- Playground installation Start September 18th 2017 with completion by October 27th 2017

RFP EVALUATION

The Township will evaluate proposals based on the following criteria:

- 1) **Experience & Qualifications** - relevant to key personnel and/or sub-contractors (15 pts)
- 2) **Innovation** - Introduction of new play elements not currently available in the Township (20 pts)
- 3) **Ability to Meet Schedule** expedited & efficient schedules receive higher score (15 pts)
- 4) **Budget & Value** as related to proposed and additional costs (20 pts)
- 5) **Aesthetics**- Visual appeal of the proposal (10 pts)
- 6) **Level of Experience** with jurisdictions of similar size, structure and complexity (10 pts)
- 7) **Quality, Clarity & Completeness** of submittal package (10 pts)

100 Points Total