



REQUEST FOR PROPOSALS (RFP)

Date: January 8, 2016

To: Open Invitation to Professional Design Consultants

From: Burlington Parks, Recreation & Waterfront

Re: Professional Design Services for Oakledge Park Universally Accessible (UA) Playground

I. GENERAL INFORMATION & SCHEDULE

This Request for Proposals (RFP) invites responses from qualified, experienced professional design consultants to develop a universally accessible (UA), ADA compliant playground design at Oakledge Park. This new playground will replace and expand the existing playground at Oakledge, one of the City's anchoring regional park facilities.

Questions concerning this RFP must be made via email per the schedule outlined below. Responses to all submitted questions will be posted at <http://enjoyburlington.com/requests-for-proposals> and at <https://www.burlingtonvt.gov/RFP>.

Issue date:	Friday, January 8, 2016, 8:00 AM
Optional site visit:	Wednesday, January 20, 10:00 AM
Questions due:	Friday, January 22, 2016, 12:00 PM
Submittals due:	Monday, February 1, 12:00 PM

Inquiries/submissions to: Jon Adams-Kollitz
Parks Project Coordinator
Burlington Parks, Recreation & Waterfront
645 Pine Street, Suite B, Burlington, VT 05401
jadamskollitz@burlingtonvt.gov
(802) 540-0363

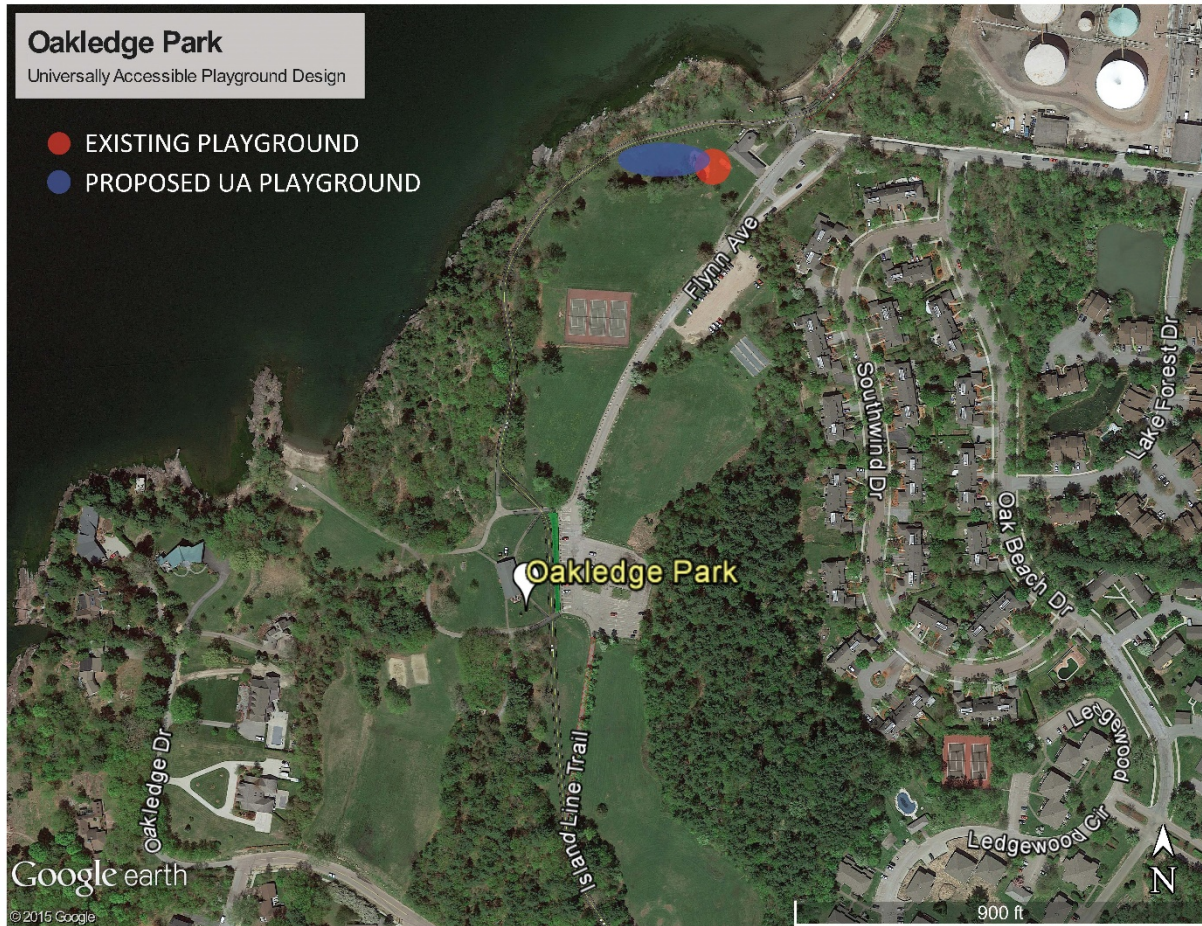
II. PROJECT DESCRIPTION

The purpose of this project is to develop a universally accessible (UA) playground at Oakledge Park, the southern-most of Burlington's three regional parks. The proposed playground will replace an existing, outdated, wooden playground. The new playground design will be 'barrier free' and feature areas of play offering unique play features, rehabilitation equipment, nature-based, and garden/landscape experiences for both children and adults born out of UA principles.

Conceptually, components in the areas of play may include a music garden, quiet space, accessible stage, raised sand bed, connection to water, early childhood area (natural components and dramatic play), adult recreation & rehabilitation, large-scale slide built into land (if the opportunity exists), gardening opportunities for adults, all accessible swings, and accessible pathways. Conceptually and physically, these areas will be connected by natural, accessible landscape to the extent possible.



While the City's preference is to construct the new playground over one season as a single-phased project, fundraising may dictate that the construction be phased. The design should reflect a capacity for seamless phasing over consecutive construction seasons should it become necessary.



Oakledge Park Site Map

The area for the proposed playground site, represented above, is approximately 200'x60', or 120,000 SF.

The term "universally accessible (UA) playground" is often used to describe a playground that offers caregivers and their children full use of all areas, regardless of ability. Vermont, with its abundant state and local parks, has limited access to play facilities that are universally accessible to children, adults, and families. A regional UA playground will represent and support the diversity of our community, providing a platform for people to engage socially, physically, creatively and playfully. Everyone deserves the right to access our public parks and playgrounds with equal opportunity. The construction of a UA playground will increase these access thereby making our community stronger.

The UA playground design should incorporate the principles of universal design, defined as the design of products and environments to be usable by all people, to the greatest extent possible, without the need for adaptation or specialized design (per NC State University's The Center for Universal Design,



<http://www.ncsu.edu/ncsu/design/cud/index.htm>). The UA principles are:

1. Equitable Use The design is useful and marketable to people with diverse abilities.
2. Flexibility in Use The design accommodates a wide range of individual preferences and abilities.
3. Simple and Intuitive Use Use of the design is easy to understand, regardless of the user's experience, knowledge, language skills, or current concentration level.
4. Perceptible Information The design communicates necessary information effectively to the user, regardless of ambient conditions or the user's sensory abilities.
5. Tolerance for Error The design minimizes hazards and the adverse consequences of accidental or unintended actions.
6. Low Physical Effort The design can be used efficiently and comfortably with a minimum of fatigue.
7. Size and Space for Approach and Use Appropriate size and space is provided for approach, reach, manipulation, and use regardless of user's body size, posture, or mobility.

In addition, this project must be in compliance with ADA standards for Accessible Design.

BPRW has partnered with PEASE (Play and Engage in Accessible Spaces for Everyone), a local committee dedicated to constructing Vermont's first universally accessible (UA) playground, within the Vermont Division for Early Childhood (VT-DEC), a nonprofit organization established in 1973, advocating for individuals who work with or on behalf of children with special needs, birth through age eight, and their families www.sites.google.com/site/vermontdec.

In addition, this project will realize strategic action items within the Burlington Parks Master Plan, available at <http://enjoyburlington.com/2015/10/09/bprw-master-plan/>.

III. PROJECT SCOPE, SCHEDULE & COST

Project Scope

The selected consultant will provide the City with professional services to realize the successful design of a regional, UA playground and park siting study. This includes, but is not limited to, the following elements:

- Provide full design for the proposed universally accessible playground from concept sketches through construction documents including project bid docs and specifications.
- Create (4) concept renderings to support fundraising. It is anticipated that these renderings will be provided before the project bid docs are completed, no later than April 2016.
- Provide a construction estimate for the entire project and for individual project phases, should construction phasing become necessary.
- Provide a construction schedule for the entire project and for individual project phases, should construction phasing become necessary.
- Conduct/participate in a process through which a playground equipment provider is specified.
- Develop a long-term maintenance plan and annual maintenance estimates.
- Facilitate meetings with BPRW staff and project partners during the design development process as needed.
- Facilitate up to (6) public meetings, workshops, etc. during the design development process.



- Coordinate sub-consultants, if necessary.
- Deliver final plans & supporting materials.

Public outreach and engagement will play a critical role in the playground. A range of community participation methods should be considered by the selected consultant including participatory workshops or presentations to specific organizations. BPRW will support the selected consultant with social media messaging and web-based communications.

Schedule

The City anticipates the selection of the consultant in February of 2016 and the completion of all related work by June, 2016. Construction is anticipated to begin in FY18 (summer 2017) and is dependent on fundraising progress.

IV. RFP SUBMITTAL

Responses to this RFP must be not more than 24 pages in length (12 double-sided or 24 single-sided pages) and 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) Attachment A (provided in this RFP): Signed by a representative of lead contractor attesting that all terms, conditions and procedures outlined in this RFP are understood and have been followed;
 - c) 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.
 - d) 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.
 - 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, an explanation of any variances to the proposed scope of work as outlined in the RFP, and any insights into the project gained as a result of developing the proposal;
 - b) A scope of work that includes steps to be taken, including any products or deliverables;
 - c) A summary of estimated labor hours by task that clearly identifies the project team members and the number of hours performed 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) Cost Proposal consisting of:
- a) A composite schedule by task of direct labor hours;
 - b) An itemized schedule of all expenses, including both labor and direct expenses. If the use of sub-consultants is proposed, a separate schedule of hours and expenses must be provided for each sub-consultant);
 - c) A maximum budget amount of inclusive of all fees and expenses.

Responses to this RFP must be received per the schedule outlined on Page 1 to be considered. Proposals must be submitted in both digital (PDF) and printed formats. Provide one print copy of the proposal in addition to the digital file, which may be emailed or submitted on a CD. Applicants will receive a confirmation email once their proposal is received. Please ensure that the document is easily printable in an 8.5x11 format (drawings may be 11" x 17").

Additional requirements are as follows:

- Applicants are solely responsible for ensuring that proposals arrive on time.
- Each applicant **MUST** provide their submittal electronically as a PDF.
- Faxed proposals **WILL NOT** be accepted.
- Late replies **WILL NOT** be considered.

Proposals and questions should be submitted to Jon Adams-Kollitz, Parks Project Coordinator, Burlington Parks, Recreation & Waterfront at jadamskollitz@burlingtonvt.gov.

Additional requirements are as follows:

- Proposers are solely responsible for ensuring that proposals arrive on time.
- Each consultant MUST provide their submittal electronically as a PDF.
- Additional detail beyond the contents described above **WILL NOT** be considered.
- Faxed proposals **WILL NOT** be accepted.
- Late replies **WILL NOT** be considered.

Proposals may be mailed or delivered to:

Jon Adams-Kollitz, Parks Project Coordinator
Burlington Parks, Waterfront & Recreation
645 Pine Street, Suite B Burlington, Vermont 05401

V. EVALUATION CRITERIA & ANTICIPATED SCHEDULE

In compliance with the City of Burlington's Procurement Policy, BPRW will evaluate all complete proposals from qualified Contractors on the following criteria. Consultants will be scored up to a maximum of 100 points based on the following:

- 1) **Experience & Qualifications** relevant to key personnel and/or sub-contractors (15 pts)
- 2) **Project Understanding & Knowledge of Area** depth or relevant technical experience (15 pts)



- 3) **Ability to Meet Schedule** expedited & efficient schedules receive higher score (15 pts)
- 4) **Budget & Value** as related to proposed and additional costs (15 pts)
- 5) **Depth of Skills** related to technical aspects of project (10 pts)
- 6) **Demonstration of Innovative Approaches** particular to technical solutions (10 pts)
- 7) **Level of Experience** with municipalities of similar size, structure and complexity (10 pts)
- 8) **Quality, Clarity & Completeness** of submittal package (10 pts)

Qualified consultants must demonstrate a proven history of successful universal/accessible playground design experience that incorporates innovative and sustainable strategies. Proposals will be evaluated based on the expertise of the consultant team and the overall experience of the team with emphasis on parks, recreation, waterfront, open space, trail and facilities.

VI. ANTICIPATED PROJECT SCHEDULE

The City 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:

- January 8, 2016 RFP issued
- January 20, 2016 Optional site visit
- January 22, 2016 RFP-related questions due to BPRW
- February 1, 2016 RFP closed
- Week of 2/1, 2016 Evaluation of RFP submittals and notice of award
- February 2016 Design development begins
- April 2016 Design renderings completed
- May 2016 PEASE fundraising campaign begins
- June 2016 Construction documents and bid package completed
- Summer 2017 Construction FY18

VI. TERMS & CONDITIONS

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. Responses to all submitted questions will be posted on the Parks & Recreation website at: <http://enjoyburlington.com/2015/10/09/bprw-master-plan>. Questions concerning this RFQ must be received via email per the schedule outlined on page 1. Inquiries received after this date will not be considered or answered.

Respondents should not communicate with any City department or employee during the submission process except as described above. In addition, no communications should be initiated by a respondent to any City Official or persons involved in evaluating or considering the statement of qualifications. Communication with any parties for any purpose other than those expressly described herein may cause an individual firm, or team to be disqualified from participating.

General Compliance with Laws

The Consultant shall comply with all applicable Federal, State and local laws, including but not limited to the Burlington Livable Wage Ordinance.



Other terms

Costs for preparing the Statement of Qualifications in response to this request are solely the responsibility of the respondent. The City of Burlington reserves the right to accept or reject any or all Statement(s) of Qualifications, with or without cause, and to waive immaterial defects and minor irregularities in responses. All decisions related to this solicitation by the City will be final. The City reserves the right to request clarification of information submitted and to request additional information of one or more respondents. All materials submitted in response to this RFQ will become the property of the City upon delivery. This solicitation in no way obligates the City of Burlington to award a contract.

Equal Opportunity: the selection of consultant shall be made without regard to race, color, sex, age, religion, national origin, or political affiliation. The City of Burlington is an Equal Opportunity Employer and encourages proposals from qualified minority and woman-owned businesses.

It will be necessary for responding parties to comply fully with the terms and conditions outlined in this document if they are to be considered. A letter attesting that the respondent has read, understands, and followed all procedures is a part of this RFQ must be included as part of the final submittal (see Attachment A).



ATTACHMENT A

Understanding of RFQ Procedure, Terms and Conditions

This page to be returned with qualifications submission

I acknowledge that I have read and understand all procedures and requirements of the above reference RFQ and have complied fully with the general terms and conditions outlined in the RFQ.

Consultant Team: _____

Representative's Printed Name: _____

Representative's Signature: _____

Date: _____