

**REQUEST FOR PROPOSALS  
FOR  
CHILDREN'S PARK PLAY STRUCTURE PROJECT**



**Proposal Documents Due: 2:00 p.m., September 14, 2016  
(Late proposals will not be accepted)**

City of Hood River is seeking proposals from qualified firms to design and furnish a custom-built play structure, for the Children's Park located in the City of Hood River. Sealed proposals must be clearly marked "**Children's Park Play Structure Project.**" **Completed proposals must be delivered by 2:00 p.m., Thursday, September 14, 2017 (Late proposals will not be accepted) to:**

City of Hood River  
211 2<sup>nd</sup> Street  
Hood River, OR 97031

Copies of the Request for Proposals (RFP) can be downloaded from the City of Hood River's Website at <http://ci.hood-river.or.us>. If you experience problems downloading the RFP, or have any other questions, please contact Marlo Messmer at (541) 387-5201.

City of Hood River may reject any proposal not in compliance with all prescribed procedures and requirements, and may cancel this solicitation or reject, for good cause, any or all proposals upon a finding that it is in the public interest to do so.

# Request for Proposal

## Design and Build of a Custom Playground Structure for Children's Park

### **INTRODUCTION AND BACKGROUND**

City of Hood River is seeking proposals from qualified firms to design and furnish a custom-built play structure, for "Children's Park" located in the City of Hood River. The project consists of the following key elements:

1. Facilitate Community Engagement which includes communicating with a broad cross-section of the community and the neighboring elementary schools, participation in public meetings, and facilitation of a "Design Day". The Design Day will be a public workshop to incorporate and apply the input from the community engagement into a specific design of the play structure.
2. Coordinate with the City to progress the work following the timeline below.
3. Design and furnish a custom play structure constructed of wood composite, or essentially similar material (see below). Provide all ancillary materials, work, and other items as required to oversee community build installation.
4. Provide a Playground Safety Inspection by a Playground Safety Inspector, certified by the National Playground Safety Institute, as required by Oregon law. Make all structure-related changes to conform to all applicable requirements.
5. Conform to all applicable codes, requirements and regulations, including the Oregon Health and Safety Code, Oregon Building Code, ADA Guidelines, and codes and ordinances of the City of Hood River.

### **Proposer's Qualifications**

Experience: Proposers must demonstrate suitable experience in custom-fabricated (i.e., not component-based) play structures by providing evidence of the successful completion of not less than 5 play structures of comparable size and complexity in the past 3 years (preferable in community build play structures).

### **History**

The existing playground structure, was a community build joint effort with the community of Hood River and Leathers and Associates, constructed in 1992. It is located within Hood River at the corner of 9<sup>th</sup> Street and Hazel Avenue and called "Children's Park". The playground area covers an area approximately 9,750 sq. ft. Also see attachment A and B.

The play structure at Children's Park is a relatively large structure and provides age-appropriate activities for children ages 2-5 and 5-12. The original design provided distinct but not separate areas for each age group. Both sand and engineered wood fiber (EWF) were used as surfacing. There are existing trees around the border of the play structure and fencing almost completely encircles the area, providing containment and circulation.

## Current Activities

As the wood structure is nearing the end of useful service the City has made some temporary renovations to the structure to allow the structure to remain open until a new play structure is constructed. The City engaged a consultant to provide recommendations for repairing the play structure.

City Public Works will dismantle the existing play structure and salvage all the non-structural elements that has donors' names on them (before the new play structure is built).

A community outreach process has also been started to ascertain key desired outcomes for the replacement project. The following key points are required elements for the replacement structure to the extent possible within current playground requirements:

- The new playground structure should provide approximately the same or more play value and play opportunity as the existing structure
- The new playground structure should be a similar style of construction to the existing structure. In particular, the structure should be unique to the City of Hood River and should not be composed primarily of pre-fabricated components.
- Key aspects of the existing structure that make it attractive to children and unique in the community should be incorporated into the new structure: These include:
  - Multiple routes through and around the structure, including stairs, ramps, etc.
  - The overall height and mass of the structure, including at least two levels of play, to create a significant landmark
  - Seating and other areas that accommodate adults, as well as kids, throughout the structure that facilitate use by all ages and inter-generational interaction.
  - Significant, sprawling layout that is not immediately apparent from one vantage point to create a sense of mystery and during play the ability to discover what's around the corner.
  - A variety of play opportunities, including small-scale elements and large features, to allow play both socially and contemplatively.
  - A contained play area surrounding the structure, with enough room to run, provides clear boundaries for games and increases parents' comfort.
  - Forms that can be interpreted as more than one element to stimulate imagination. For example, the tower can be conceived as a rocket or a turret.
- The new structure should emphasize or reference natural elements, materials, and natural play
- The new structure should reference the existing structure, by incorporating design elements, salvaged components, or other aspects, to honor the tremendous community effort that constructed the existing structure
- The new community build process should incorporate opportunities for community volunteerism and donations
- Existing trees around the perimeter should be preserved and incorporated in the new design as much as possible
- ADA access and the ability for an ADA child to use the play structure
- Current working budget is around \$300,000

## **Scope of Work**

This section describes the nature and scope of design services, items to be supplied, and work to be completed for the completion of the Project. This scope of work shall be used as a basis for preparation of the proposal. Additional tasks or modifications to the scope of services that the proposer feels will produce a more cost-effective project should be included in the proposal.

### **Task 1 – Project Management**

Designer/Supplier shall control the project in terms of staffing, budget, schedule, and scope; promote communication within the project team including document key decisions and risks.

Items covered under this task include, but are not limited to:

- Project kickoff meeting –meeting with the project team to review the project, schedule, and budget, identify any critical issues, and critical path items on the schedule.
- Community Engagement
  - Meet with or otherwise engage the neighboring elementary schools
  - Participation in public and other meetings, throughout the duration of the project
  - Design Day – anticipated to be a design charrette of at least 2 to 4 hours
- Scope, budget, and schedule management and updates.
- Management and coordination of subconsultants.
- Quality assurance/quality control management.
- Monthly invoicing.
- Monthly progress reports.
- Attend a joint pre-construction meeting with the project team for the play structure and site work portions of the project.

### **Task 2 – Play Structure Design**

- The City will provide a pdf of existing conditions for the designer/supplier's use. Designer/supplier will review this and all other pertinent information.
- Designer/supplier will provide a schematic (concept) structure design. This design will be reviewed in draft (sketch) form with the City's project team at least 1 week prior to the Design Day. The designer/supplier will incorporate any comments required prior to presentation during the Design Day.
- Designer/supplier will incorporate comments and feedback received during Community Engagement to provide a Design Development Plan, including a structure plan, to scale, in AutoCAD (.dwg) and PDF format, including post locations, play features, components, and elevations.

### **Task 3 – Construction**

- The City will provide the following: All site preparation prior to play structure construction, including digging post holes for the structure (per layout provided by designer/supplier).
- The City will provide supplies, equipment, temporary power, tools, labor, and incidentals to construct the play structure.
- The designer/supplier will coordinate efforts with the City's project manager and community build coordinator
- Provide management for the community build process

**Task 4 - Closeout**

- The designer/supplier will provide a final playground inspection by a Certified Playground Safety Inspector (CPSI) and ensure all aspects of the playground structure comply with National Recreation and Park Association requirements.

Proposals shall clearly state the assumptions used to develop the scope of work and budget requirements, including construction duration, staffing level, special inspection requirements, etc.

**Schedule**

The following milestones have been identified. Proposers shall demonstrate their ability to meet the schedule and suggest a timeline to meet or exceed the final milestone.

**Timeline**

Sept. 26, 2017      Designer/Supplier Notice to Proceed  
May 26, 2018      Play Structure Grand Opening

**Proposals**

**Proposal Content**

The proposal shall include, in the order shown, the information requested in the items listed below. The total page count of the proposal shall not exceed fifteen (15) pages (single-sided) and the minimum type font is eleven (11). Proposals not conforming to the specified limits may be considered non-responsive. Submittals will be judged based on completeness and quality of content.

The categories to be included in each submittal are outlined below along with the maximum number of points that will be assigned to each category in the evaluation process.

The submittal should include the following information:

Section	Content	Maximum Rating
	Introductory letter	0
	Insurance Coverage	(see notes below)
1	Firm Background and Organization	20
2	Qualifications and Experience of Firm and Key Team Members	20
3	Project Approach/Work Plan	35
4	Project Schedule	15
5	Resumes (for reference only)	5
6	Supporting Information	5
	<b>Total</b>	<b>100</b>

**NOTE:** Insurance coverage must meet City's requirements in order for the proposal to be considered.

## Recommended Detail

### Cover Letter

This letter should be on company letterhead and addressed to the City of Hood River 's project team. Indicate the name of the firm submitting the proposal, its mailing address, telephone number, and the name of an individual to contact if further information is desired. This letter should reflect the consultant's project understanding and summarize critical issues, challenges, milestone tasks, and appropriate resourcing.

### Insurance Coverage

The following minimum insurance is required:

- A) Workers compensation in the amount required by Oregon law, and employers liability insurance in the amount of \$500,000.
- B) Business automobile liability insurance in the amount of \$1,000,000 per occurrence.
- C) Commercial general liability insurance in the amount of \$1,000,000 combined single limit per occurrence and a \$2,000,000 annual aggregate limit. If Contractor's primary commercial general liability and automobile coverage do not meet the minimum limits required above, Contractor shall maintain during the life of this contract, excess or umbrella liability over the primary policies sufficient to meet the total aggregate limits.

Provide a statement indicating that the firm has in effect or can obtain insurance coverage required by the City. If the consultant is unable to provide this coverage, the consultant must describe the insurance coverage that can be provided, and explain why the City's preferred coverage cannot be provided.

The selected consultant shall provide certifications for all coverages and shall include the City of Hood River, its officials, employees, and agents as an "Additional Insured" on all except workers compensation insurance policies.

### 1. Team, Firm Background, and Organization

Describe the firm's background, how the organization is set up, and information on the specific office that will be conducting the work. Identify any subconsultant or subcontractors, and percentage of work expected to be provided by each. Locations of subconsultants' or subcontractor's offices (and staff available at this office) shall be identified as well.

### 2. Qualifications and Experience of Firm and Key Team Members

The consultant shall identify the project manager and other key individuals and the responsibilities of each (Resumes for these individuals should be provided in Section 5). Include the expected amount of involvement for each consultant team member. Include a list of current work commitments to other projects or activities in sufficient detail to show that the organization and all of the individuals assigned to the project will be available to complete the project. Any changes in key personnel after the award of the project must be approved by the City before the change is made. **It is critical to the project that the selected and named Project Manager remains with the project**

**throughout its duration.**

The consultant shall show a thorough understanding of the goals and desires for the play structure as expressed by the community to date, ability to provide a creative and cost-effective structure that achieves these goals, accommodate the schedule outlined, and mitigate any issues related to completing the project.

This section should include a minimum of 5 projects completed in the last three years (preferable in community build play structures). Project references shall include the following key information for each project:

- Name of project, cost, and date consultant services were provided;
- Names of consultant's project manager and key team personnel;
- Scope of the consultant team's assignment on the project;
- Name, email address, and current phone number of the Agency Project Manager;
- 3 photos (full color, 8.5 x 11 from different vantage points; and,
- Preliminary or final plan of the play structure.

All key individuals listed should have professional references listed. References provided should be agency project managers on similar projects, or other responsible individuals who have recent, direct working experience with the proposed key individuals. References may be contacted as part of the selection process.

### **3. Project Approach/Work Plan**

Approach/Work Plan: Describe your firm's understanding of the project and provide a clear statement of the general approach to be undertaken on the project, including the level of effort required for the work proposed. A Scope of Services should be prepared detailing the items listed above and any additional tasks as agreed upon with the City. The consultant is encouraged to include additional scope of service tasks that it feels should be included in the project. The cost and amount of time required to perform these additional services should be listed separately in the Cost Proposal. The Scope of Services should describe each step in the overall review, analysis, and completion of the work.

The designer/supplier will be responsible for providing all services and work to complete the project.

The designer/supplier should also include any information, references, or information related to the city's following goals:

1. Use of Naturalistic Materials. Wood composite is assumed to be used as the basis of design. Proposers are encouraged to submit experience, qualifications, and proposed substitutions of similar alternative products with a more natural appearance, similar to or including the following:
  - a. Natural Fiber and Polymer Composite (True-Grain/Resysta or equal)
  - b. Thermally Treated Wood (Cambia or equal)
  - c. Acetylated wood (Accoya or equal)
2. Accelerated Schedule
3. Cost Control: cost savings measures, deductive alternates, or other means to minimize overall project cost.

Coordination with City: Provide a written summary of what information will be needed in order to complete the scope of work. This information may include but is not limited to: kickoff meeting, Community Engagement, Design Day, any historical files on construction and maintenance actions, and point-of-contact.

#### **4. Project Schedule**

Provide a schedule including deliverables for performing the tasks identified in the scope of work. The schedule should list all tasks indicating the start date and duration for the completion of the task. Functions carried out by others than the consultant should be clearly indicated. (The schedule may be produced in 11" x 17" format.)

#### **5. Resumes**

Resumes of key personnel to be assigned to the project should include information on specific projects the individual has been involved with, clearly showing experience relevant to the project.

#### **6. Supporting Information**

Support information may include example documents from previous similar projects. Use of this section is left to the consultant's discretion.

## **SELECTION**

### **Selection Process and Criteria**

Proposals will be evaluated by the City's project team. The selection will be made based upon the proposal's conformance to the request for proposals, qualifications and resources of the firm and staff, experience with similar projects, staff expertise, responsiveness, record of performance, and references. The City retains the right to reject any or all proposals and to negotiate final contract terms with any selected consultant. Final award of a contract is at the discretion of the City Council.

### **Tentative City Schedule:**

- RFP Issued: August 18, 2018
- Cutoff for Requests for Information: September 7, 2017 at 5:00 PM
- Proposal Due: September 14, 2017 at 2:00 PM
- Selection: September 19, 2017
- City Council Approval: September 25, 2017

The City reserves the right to modify this RFP at any time prior to the proposal due date, or to extend the proposal due date, or to cancel this RFP at any time.

### **Submission**

Seven (7) bound copies and one electronic (pdf format) copy of the proposal must be submitted via post (not email) to the following address **no later than 2:00 p.m. on September 14, 2017** (postmarks will not be accepted):



City of Hood River  
Attn: Mark Lago  
211 2<sup>nd</sup> Street  
Hood River, OR 97031

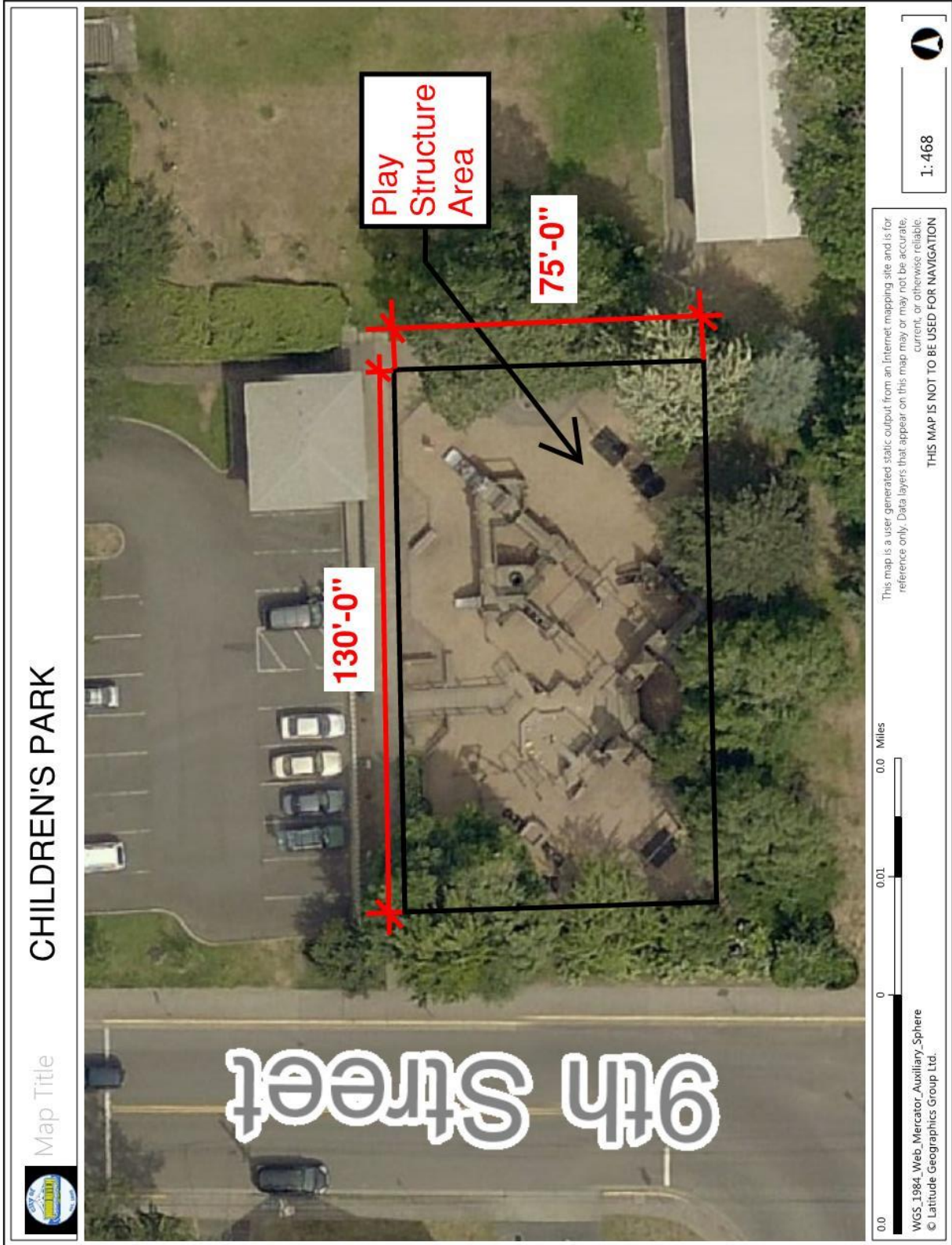
Questions about this Request for Proposal should be made in writing and e-mailed to [lago@ci.hood-river.or.us](mailto:lago@ci.hood-river.or.us) or mailed to 211 2<sup>nd</sup> Street, Hood River OR 97031. All questions must be submitted by 5:00 p.m. on September 7, 2017. Questions via phone will not be accepted.

**ATTACHMENTS**

Attachment A - Existing Children's Park Play Structure area

Attachment B - Pictures of Existing Children's Park Structure

# ATTACHMENT 'A'



ATTACHMENT 'B'



