

REQUEST FOR PROPOSALS
Playground Reconstruction
Friendship Park at Roberts Field
260 Old Westford Road Chelmsford, MA

Proposal Documents Due: 10 AM December 21, 2017

(Late proposals will not be accepted)

The Town of Chelmsford Department of Public Works is seeking proposals from qualified firms to design and furnish equipment for a playground reconstruction project for Friendship Park at Roberts Field in Chelmsford, MA. Sealed proposals must be clearly marked "Playground Reconstruction for Friendship Park at Roberts Field." Completed proposals must be delivered by 10:00 AM December 21, 2017 (Late proposals will not be accepted) to:

Town of Chelmsford Department of Public Works

9 Alpha Road

Chelmsford, MA 01824

Copies of the Request for Proposals (RFP) can be downloaded from the Town of Chelmsford's Website at www.townofchelmsford.us. If you experience problems downloading the RFP, or have any other questions, please contact Stephen Jahnle, Assistant Director of Public Works at sjahnle@townofchelmsford.us or 978-244-3352.

The Town of Chelmsford reserves the right to 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.

History

The existing playground structure was a community effort constructed in 1995. It is located at 260 Old Westford Road in Chelmsford, MA and called Friendship Park at Roberts Field. The existing playground area covers an area approximately 15,000 sq. ft.

The play structure at Friendship Park is a relatively large wooden structure with associated smaller structure areas and provides age-appropriate activities for children ages 2-5 and 5-12. The original design provided distinct but not completely separate areas for each age group. Engineered wood fiber (EWF) is 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.

As the wood structure is at the end of useful service, the DPW is planning on dismantling the existing playground components and removing the existing fence in December 2017.

A community Master Plan Committee has developed a vision for the proposed playground, which includes a natural theme and color scheme, universal design, poured in place interior walkways and a landform natural play area. The Master Plan Committee has also identified a larger area for the newly reconstructed playground of approximately 38,750 SF or 0.89 Acres.

Design Considerations

- The new playground structure should provide at least the same or more play value and play opportunity as the existing structure and equipment.
- The new playground structure should have a natural/nature theme and color palette.
- Multiple routes through and around the structures, including stairs, ramps, climbing, etc. Routes on the ground within the limits of the playground are to be constructed with poured in place surfacing. Other areas shall be Engineered Wood Fiber.
- A landform play area shall be designed so that it is separate from the play structures so that it can be shut down for maintenance.
- Universal design techniques should be utilized to ensure play for all ages and abilities. A target of fifty percent (50%) of the entire playground shall be ADA compliant. The landform area shall be included in these parameters.
- Existing trees within the playground should be saved and incorporated if possible.
- The Town of Chelmsford reserves the right to modify these considerations if necessary or as needed.
- The current playground budget is approximately \$375,000.

Minimum Equipment Requirements

Furnishings within the playground:

- 4 picnic tables
- 4 benches
- A posting board

- Shade structure (12'x12') or leave allotted space within the defined playground area

2-5 age play area

- 3-4 toddler swings
- 1 handicap swing
- 2 slides
- Playhouse
- Smaller climbing structure
- 2 rocker/spinner pieces
- 2 interactive ground level play panels

5-12 age play area

- 3-4 belt swings
- 1 handicap swing
- 1 basket style swing
- 2 overhead climbers
- 2 track rides
- 2 slides, one large
- Large main structure with a roof and at least 2 levels of play

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, identifies any critical issues, and critical path items on the schedule.

- Community Engagement. Participation in at least two committee meetings though the duration of the project. Design Day participation. An open forum for a minimum of two hours to allow for public design and layout input.
- Scope, budget, and schedule management and updates.
- Management and coordination of subcontractors.
- Quality assurance/quality control management.
- Identify structures or parts of structures that cannot be part of the community build due to size or complexity.

Task 2 – Play Structure Design

- The Town of Chelmsford will provide a pdf and AutoCad plan of existing conditions for the designer’s use.
- The Designer will provide a schematic (concept) structure layout design. This design will be reviewed in draft form with the project team at least 1 week prior to the Design Day. The designer will incorporate any comments required prior to presentation during the Design Day.
- The Designer will incorporate comments and feedback received during Community Engagement to provide a Design Plan, including a structure plan, to scale, in AutoCAD (.dwg) and PDF format, including post locations, play features, components, and elevations.
- Provide a three dimensional (3D) rendering of the final design in paper and .PDF form.

Task 3 – Construction

- The Town of Chelmsford will provide the following: All site preparation prior to play structure construction, including digging post holes for the structure (per layout provided by designer).
- The designer/supplier will coordinate efforts with the Town of Chelmsford’s project manager and community build coordinator.
- Provide management and oversight during the community build process.

Task 4 – Closeout

- The designer will provide a final playground inspection by a Certified Playground Safety Inspector (CPSI) and ensure all aspects of the playground structure comply with all Local, State and Federal requirements.

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.

- RFP available November 15, 2017

- Pre submission meeting December 14, 2017
- Proposals due December 21, 2017
- January 8, 2018: Board of Selectmen award, Designer/Supplier Notice to Proceed
- January/February 2018: Project kick off, Design Day, final design
- June 2018: equipment install and grand opening

Provided by the Town of Chelmsford

The following items will be supplied by the Town of Chelmsford:

- Dismantling the current playground and fencing.
- Removal of all existing wood chips.
- Existing condition plan in .PDF and .DWG formats.
- Site grading to sub grade.
- New perimeter fencing.
- Engineered Wood Fiber.
- Abutter screening.

Project Deliverables

- Concept structure layout plan.
- Project schedule.
- Final design and layout plan and 3D rendering.
- Warranty information for all applicable features.
- Final Certifications for all applicable equipment.

Insurance Requirements

Proposal

- Team, Firm Background, and Organization information. 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.

- **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. 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.
- 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.
- Proposers must demonstrate suitable experience in play structures by providing evidence of the successful completion of not less than 5 play structures of comparable size and complexity in the past 5 years. Also, the proposers shall indicate a history of community build play structures and oversight. Previous projects shall include a project contact name and layout or design plan.

Submission

- Ten (10) bound copies and one electronic (pdf format) copy of the proposal must be submitted via mail (no email) or to the following address no later than 10:00 AM on December 21, 2017 (postmarks will not be accepted):

Town of Chelmsford DPW

9 Alpha Road

Chelmsford, MA 01824

Attention: Playground Reconstruction for Friendship Park at Roberts Field

Selection

Selection Process and Criteria

Proposals will be evaluated by the Town of Chelmsford. 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, record of performance, ability to meet minimum requirements, quality and quantity of specified equipment and references. The Town of Chelmsford 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 upon approval of the Chelmsford Board of Selectmen.

The Town of Chelmsford 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.

Attachments

Attachment A - Existing Friendship Park Play Structure area

Attachment B - Pictures of Existing Friendship Park Structures

Attachment C - Master Plan maximum playground layout

Attachment D – Forms and wage sheets