

Request for Proposal

Design and Furnish of a Custom Playground Structure Market Park Playground

INTRODUCTION AND BACKGROUND

The City of Davis (City) is seeking a proposal from qualified firms (Consultant) to design and furnish a custom-built playground structure at Market Park in the Cannery. The project consists of the following key elements:

1. Participate in a “Design Day” public workshop to incorporate and apply input from a broad cross-section of City / Cannery residents to the specific design of the structure.
2. Coordinate with the City to progress the work following the timeline below.
3. Design and furnish a custom playground for 2-5 year old’s based on identified amenities requested by local residents. Provide all ancillary materials, including engineered wood fiber (EWF) and other items as required to oversee the installation.
4. Upon completion of the structure, the City will complete a Playground Safety Inspection by a Playground Safety Inspector, certified by the National Playground Safety Institute, as required by California law. Consultant/Contractor will Make all structure-related changes to conform to all applicable requirements.
5. Conform to all applicable codes, requirements and regulations, including the California Health and Safety Code, California Building Code, ADA Guidelines, and codes and ordinances of the City of Davis.
6. The engineers estimate for this playground replacement is in the amount of \$160,000.00 that will be utilized for materials, removal of Engineered Wood Fiber (EWF) and refill of EWF if needed after completed install to ensure surface compliance, plus the labor required to complete installation.
7. Prevailing Wages
 - a. Where funds provided through this Agreement are used for construction work, or in support of construction work, Contractor shall ensure that the requirements of Chapter I (commencing with Section 1720) of Part 7 of the California Labor Code (pertaining to the payment of prevailing wages and administered by the California Department of industrial Relations) are met.
 - b. For the purpose of this requirement “construction work” includes, but is not limited to rehabilitation, alteration, demolition, installation or repair done under contract and paid for, in whole or in part, through this Agreement. All construction work shall be done through the use of a written contract, with the properly licensed building contractor incorporating these requirements (the “construction contractor”). Where the construction contract will be between the

Contractor and a licensed building contractor the Contractor shall serve as the “awarding body” as that term is defined in the California Labor Code. Where the Contractor will provide funds to a third party that will enter into the construction contract with a licensed building contractor, the third party shall serve as the “awarding body”. Prior to any disbursement of funds, including but not limited to release of any final retention payment, the State may require a certification from the awarding body that prevailing wages have been or will be paid.

Consultant’s Qualifications

Experience: Consultants 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 (see detailed proposal requirements below).

Licensing: Consultants are not required to be licensed as Contractors in accordance with California law, but the contractor used as a sub to perform the work must be a licensed contractor. Any work done on site must be done with a Contractor that has registered with the Department of Industrial Relations.

History

The existing playground structure, located at 2400 Cannery Loop is also known as Market Park, which is one of two newly established parks in the Cannery development. The City took possession of this site during the start of the 2018-2019 fiscal year.

Market Park play area is a relatively large structure and provides age-appropriate activities for children ages 2-5 and 5-12. The original design provided distinct separate areas for each age group. Both sand and engineered wood fiber (EWF) were used as surfacing, the primary play area utilized EWF and a small sand play area is located outside of the primary play area.

Current Activities

On the evening of November 14, 2018 City Police and Fire Departments were called to respond to a fire at Market Park. Although the 2-5 wooden playground structure suffered severe damage due to the incident, the 5-12 play area was untouched. May, 2019 a contractor was hired to remove the burnt sections of the playground in order to re-open the remaining structure for play.

A community outreach process has also been undertaken 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 for 2-5 year old’s, which has an approximate footprint of 800-900 square feet should provide approximately the same play value and play opportunity as the existing play structure for 5-12 year old’s.
- The new playground structure should incorporate design ideas from local residents and

City staff. In particular, the structure should be unique to the City of Davis and should not be composed primarily of wood or flammable 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 may include but not limited to:
 - Multiple routes through and around the structure, including stairs, ramps, etc.
 - Specific items itemized through community outreach include Tire or Expression swing, bridge climber or climbing net, stone climbers or rung ladder and expressive features.
- The new structure should emphasize or reference natural elements and natural play.
- The new structure should utilize the maximum allotted footprint to maximize play value.
- The new structure should incorporate features to allow for parents to interact with their children.
- Store and reuse existing Engineered Wood Fiber (EWF), install additional EWF to raise levels to appropriate depth.

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

The Consultant shall manage the project in terms of staffing, budget, schedule, and scope; promote communication within the project team including the Consultant Consultant's contractors, City shall document key decisions and risks.

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

- Community outreach meeting – The Consultant will accompany staff at a community outreach meeting to acquire feedback on two separate designs that incorporate previous recommendations.
- Other meetings. In addition to specific types of meetings described in the RFP, the Consultant should anticipate participation to support public and other meetings, throughout the duration of the project. The Consultant can assume 2 meetings for these purposes, a community outreach meeting with the Cannery HOA and a presentation meeting with the City of Davis Recreation and Parks Commission.
- Scope, budget, and schedule management and updates.
- Management and coordination of Consultant and sub-contractor.
- Quality assurance/quality control management.
- Monthly invoicing.
- Attend a joint pre-construction meeting for the play structure and site work portions of the project.

Task 2 – Play Structure Design

- Initiation: The Consultant will provide a CAD (.dwg) and .pdf Existing Conditions plan and draft site improvement plan for City use. The City will review this and all other pertinent information.
- The Consultant will provide a schematic (concept) structure design. This design will be reviewed in draft form with the City at least 1 week prior to the Design Day. The Consultant will incorporate any comments required prior to presentation during the Design Day.
- The Consultant will incorporate comments and feedback received during Design Day, to provide a Design Development Plan, including a structure plan, to scale, in AutoCAD (.dwg) format, including post locations, play features, components, and elevations.

Task 3 – Construction

- The Consultant's approved contractor will provide the following: All site preparation prior to play structure construction, including digging post holes for the structure (per layout provided by Consultant).
- The Consultants approved contractor will provide supplies, equipment, temporary power, tools, labor, and incidentals to construct the play structure.
- The City and Consultant will coordinate efforts with the Consultants approved contractor.
- The contractor will also need to provide a copy of current liability insurance, business license, and contractor's license

Task 4 - Closeout

- The Consultant will provide a final playground inspection as identified above, and ensure all aspects of the playground structure comply with California 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 any means by which the schedule may be accelerated.

Timeline

January 21	Deadline to submit all inquiries via email to mjones@cityofdavis.org
January 31	Submission of proposal to City Clerk
February 17	Interviews by a panel of City Staff
March 10	City Council Review and Approval
April 23	Design Submission
May 21	Community Review at The Cannery Ranch House
June 10	Final Rendering/Design
June 17	Recreation & Park Commission Meeting Review
August 17	Begin Construction

Proposals

Proposal Content

The submittal should include the following information:

Section	Content	Restrictions
Cover letter	Transmittal and expression of interest	1 page maximum
1	Firm Background and Organization	1 page maximum
2	Qualifications and Experience of Firm and Key Team Members	3 pages maximum
3	Project Approach/Work Plan	5 pages maximum
4	Project Schedule	1 pages maximum (11X17 allowed)
5	Conflict of Interest Statement	Length as necessary
6	Agreement Exceptions	Length as necessary
7	Insurance Requirements	Length as necessary
8	Supporting Information	No restrictions (electronic only)
9	Cost Proposal and Fee Schedule (in a separate envelope)	Length as necessary

Recommended Detail

Cover Letter

This letter should be on company letterhead and addressed to the City Parks Superintendent, Martin Jones. 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. (1 page maximum)

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. A sheet for listing the subcontractors is included in the bid package (see Attachment "3"). The list must be completed in its entirety and additional pages used if necessary. If there are no subcontractors, the list shall be included in the bid as required, with "None" written across the page. (1 page maximum, excluding provided list)

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. 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 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. 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. (4 pages maximum)

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 Consultant will be responsible for providing all services and work to complete the project.

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

1. Use of Naturalistic and Alternative Materials. Non-flammable materials are assumed to be used as the basis of design. Consultants are encouraged to submit experience, qualifications, and proposed substitutions of similar

alternative products with a more natural appearance.

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, coordination with other City projects that are in process, any historical files on construction and maintenance actions, and point-of-contact.
(1 pages maximum)

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.)
(2 pages maximum)

5. Conflict of Interest Statement

The prospective consultant shall disclose any financial, business, or other relationship with the City that may have an impact upon the outcome of this project. The prospective consultant shall also list current clients who may have a financial interest in the outcome of this project or any City construction project that may follow.

6. Agreement Exceptions

The consultant should address the acceptability of the terms and conditions for the City standard Agreement for Services contained in Attachment 1. Any proposed deviations and modifications to the agreement should be noted, with reasons given. Proposed agreement changes will require City Attorney approval. The City will not consider changes to the agreement once the selection process has been completed.

7. Insurance Requirements

The prospective consultant shall provide a summary of the firm's current insurance coverage for comprehensive, general liability, professional liability, automotive liability, and worker's compensation insurance. Indicate the limits of coverage on each policy. City required endorsements and minimum coverage limits must be provided at time of agreement execution (see Attachment 1).

8. Supporting Information

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

9. Cost Proposal & Fee Schedule

The proposal should include a detailed scope of work and associated fee to complete the scope, by task, along with an hourly fee schedule. The fee schedule should clearly

indicate effective dates, applicable escalation clauses, miscellaneous billable costs, and any other expense that may be incurred by the City, in addition to hourly rates. This shall be submitted in a separate, sealed envelope.

SELECTION

Selection Process and Criteria

Proposals will be evaluated by City staff, and the top candidates will be invited to interview with the City within weeks after submission of proposal. We anticipate, but do not guarantee, that the top three candidates will be interviewed.

Our 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:

January 21	Deadline to submit all inquiries via email to mjones@cityofdavis.org
January 31	Submission of proposal to City Clerk
February 17	Interviews by a panel of City Staff
March 10	City Council Review and Approval
April 23	Design Submission
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August 17	Begin Construction

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

Four 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 1:00 p.m. on January 31, 2020** (postmarks will not be accepted):

City of Davis
Clerks Office
Attn: Martin Jones / Cannery Playground
23 Russell Boulevard
Davis, CA 95616

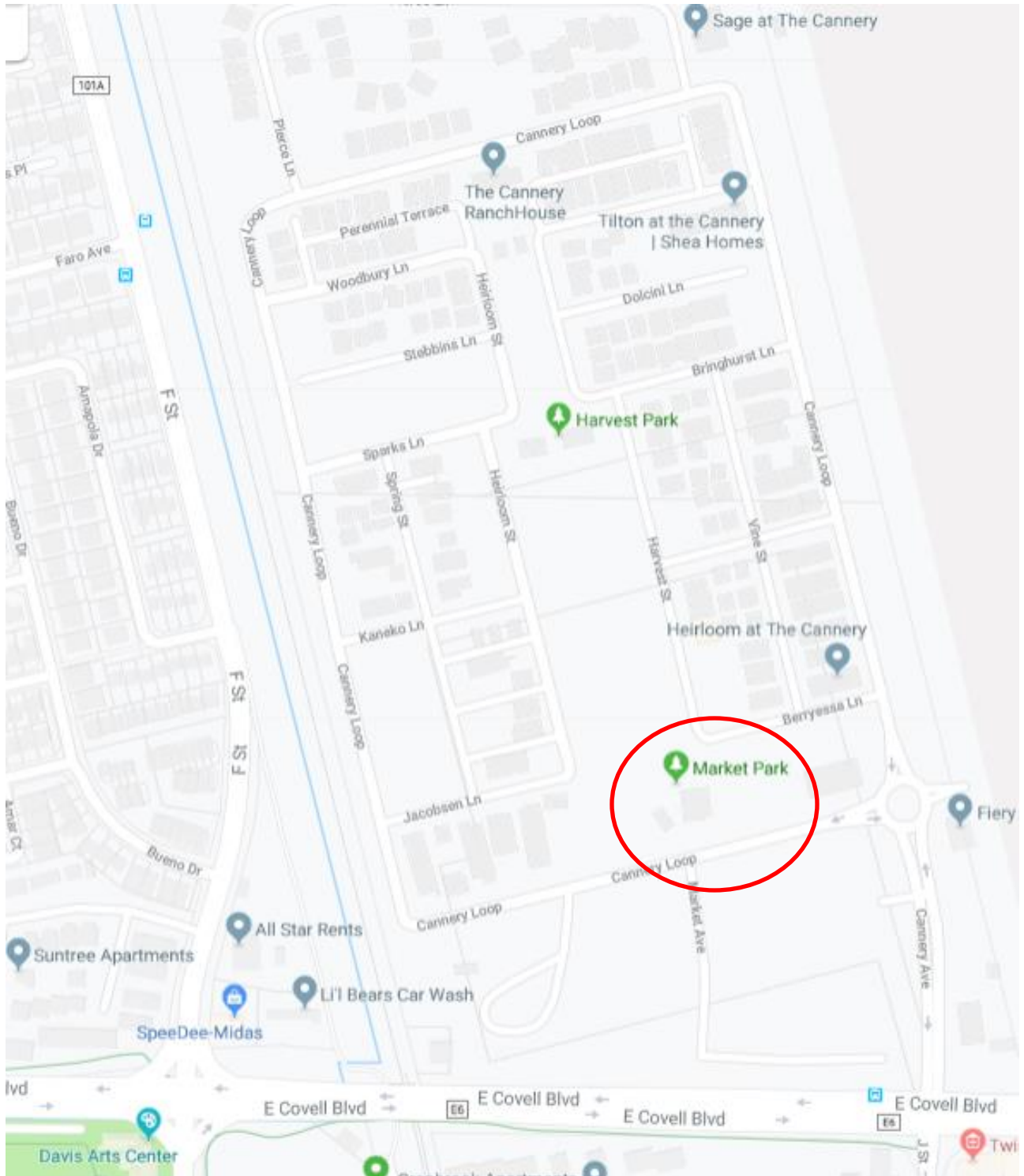
Questions about this Request for Proposal should be made in writing and e-mailed to mjones@cityofdavis.org or mailed to 1818 Fifth Street., Davis, CA 95616. All questions must be submitted by 5:00 p.m. on January 21, 2020. Questions via phone will not be accepted.

Attachments:

1. City Professional Services Agreement
2. Reference Information
3. Subcontractor List

ATTACHMENT 1:
City Sample Contract

ATTACHMENT 2:
Reference Information



ATTACHMENT 3:

Subconsultant Form

If subcontractors will not be used, proposer must write "NONE." For construction contracts, in accordance with the Public Contract Code, Part 1, Chapter 4, Subletting and Subcontracting, Contractors must list the name and business address of each subcontractor who will perform work or labor or render service to the prime contractor in or about the construction of the work or improvement, or who will specially fabricate and install a portion of the work, in an amount in excess of one-half of one percent (0.5%) of the prime contractor's total bid.

Company Name: _____
Principal: _____
Address: _____
City: _____
Phone: _____
Trade/Job Description: _____
Percentage of Total Work: _____
Licenses and Numbers: _____
DIR Contractor Registration Number and Expiration Date: _____

Company Name: _____
Principal: _____
Address: _____
City: _____
Phone: _____
Trade/Job Description: _____
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DIR Contractor Registration Number and Expiration Date: _____

(use additional sheets as necessary)