



Village of
CALEDONIA

Racine County, Wisconsin

Request for Proposal
Design Engineering Services for Crawford Park
Expansion
Issued October 2, 2018

Deadline – 4:00 pm
Thursday, November 1, 2018

CONTACT: Tom Lazcano
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Village of Caledonia

REQUEST FOR PROPOSAL
DESIGN ENGINEERING SERVICES FOR CRAWFORD PARK EXPANSION

The Village of Caledonia is issuing a Request for Proposal (RFP) for design engineering services (Civil Engineering and/or Landscape Architectural) for a proposed Crawford Park expansion. The Village has recently acquired an additional 8.3 acres of land adjacent to Crawford Park that it wishes to use to expand the park. The Village is looking for a comprehensive park plan for developing these 8.3 acres in conjunction with the existing park. It should be noted that the Village can only use impact fees to pay for new construction plans, but the design will need to ensure cohesiveness between the old and new areas of the park. The selected consultant shall furnish all expertise, labor and resources to provide complete services as defined by a professional services agreement. The finished project will need to be completed in accordance with the requirements of the Village of Caledonia's proposed Parks and Open Space Plan.

The Village of Caledonia is committed to an objective selection process. Every proposal shall receive a complete and unbiased review.

The Village of Caledonia has issued this RFP to ensure competitive pricing and services for the benefit of the Village taxpayers.

Questions concerning this RFP should be directed to:

Tom Lazcano
Public Works Director
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GENERAL

Crawford Park is a 17.9 acre park located in southeast quadrant of Caledonia on Chester Lane, just north of 4 Mile Road. The park contains 2 ball diamonds, a neighborhood playground, a shelter, walking trails, restrooms, a concessions stand, picnic shelters, 2 tennis courts, 2 half court basketball courts and 2 sand volleyball courts. The following generally summarizes the scope of services that the Design Firm shall be required to perform. At this time, the proposed Parks and Open Space Plan calls for the following improvements at Crawford Park; Additional shelter with restrooms, develop a service road and parking area(s), develop sledding hill, develop soccer fields/ice skating area, install outdoor lighting, develop all-season shelter/biergarten and restrooms and develop dog park with pavilions. The plan does not distinguish if these items should be installed on the existing park land or the newly acquired park land. The plan also allows for proposed items to be added, moved or removed by the Parks Commission.

SCOPE

The consultant shall be required to complete the following:

1. Meet with Village Staff at site to review current conditions, the proposed Parks and Open Space plan and existing amenities or site constraints, and receive direction regarding site specific requirements.
2. Inventory site, review pertinent surveys, conduct surveys as needed and locate any utilities.
3. Work with the Village's Parks Commission, Village staff, host public meeting(s) and meet with stakeholders during the design process. (approximately 8 – 12 meetings)
4. Prepare conceptual plans (24X36 Bonded Color Rendering and reproducible pdf copies) and preliminary cost estimates for review and presentation.
5. Prepare final plans, specifications and cost estimates.
6. Explore and submit for any grant opportunities for park equipment and improvements that would help the Village in keeping construction costs down.
7. Perform other types of professional services of a nature consistent with the intent of the RFP.

At this time, there is not a budget for construction of the park expansion. The design from this proposal will be used for budget purposes.

DELIVERABLES

Conceptual Designs

1. Prepare three conceptual design plans for review by the Village Board and Parks Commission. The consultant team shall work with Village staff, Parks Commission, and stakeholders to review and narrow the conceptual designs.

Final Conceptual Design

2. Once the conceptual design is narrowed and revised, prepare one final conceptual design plan. Final detailed conceptual drawings and renderings will be required.

Plans, Specifications and Engineering Estimates

1. Prepare plans, which will include at a minimum Title Sheet, General Notes, and Right-of-Way, Existing Conditions and Demolition Plans, Civil/Architectural Layout Plans, Grading and Utilities Plans, Landscaping and Irrigation Plans, Electrical and Lighting Plan, and all necessary Details to construct the project.
2. Prepare specifications and bid documents, which will include at a minimum, detailed projects description, working days for construction, bid schedule, bid item descriptions, payment methods, special provisions, technical specifications, and any specification detail sheets or standard plans, necessary to construct the project.
3. Prepare engineering estimates consistent with the specifications and bid documents.
4. The following plan check submittals shall be provided
 - a. 1st Review – Conceptual Designs meeting
 - b. 2nd Review – 60% design plan meeting
 - c. 3rd Review – 90% design plan meeting

Data and Permits

1. Survey data and documents needed for construction or permitting.

Meetings

1. Additional meetings as proposed by consultant or Village

RFP SUBMITTAL REQUIREMENTS

Each proposal is limited to 10 double-sided pages or 20 single-sided pages (excluding cover page and dividers), and should address the following:

Proposals should include the following information:

Section 1 Cover Letter – Cover letter signed by an officer of the firm, binding the firm to all of the commitments made in the submittal.

Section 2 Review of Scope of Services – Proposals must comment on the firm’s ability to provide the services listed in the Scope of Work outlined above. Provide comments, and suggest modifications, changes and/or additions as appropriate. Indicate how your firm/team would approach the project and what specialized services or unique insights you feel your team would bring to the project. Provide examples of your team’s vision and approach for this project.

Section 3 Preliminary Project Schedule – Review the Village’s preliminary project schedule and provide comments, suggested modifications, changes and/or additions as appropriate. Add any significant milestone dates necessary to complete all tasks. Indicate resources that will be allocated to each major task category to meet this schedule and discuss your firm’s flexibility and record in “catching up” if milestone dates are not met. Discuss your firm’s commitments to other projects in the time frame coinciding with this project.

Section 4 Related Project Experience – Briefly discuss your firm’s vision for the project and what would make the firm the best qualified for this particular project. Present a description of your firm’s past performance on similar projects, emphasizing projects of similar scope and budget. Discuss the firm’s capabilities and experience in facilitation of public meetings and consensus building. Emphasize the firm’s experience in ranking / prioritizing public input and balancing such input with construction budget constraints. Discuss the firm’s experience in the accurate coordination of trades and subconsultants, and the quality control process. Address your firm’s record of meeting schedules and controlling costs. What is the firm’s record of accuracy on engineer’s estimates?

The services and expertise which are required to successfully complete the project include the following:

- Civil Engineering and/or Landscape Architectural services to develop park layout options and to complete conceptual, preliminary and final design documents;
- Ability to propose improvements that can be reasonably designed and constructed within the allocated budget and space;
- Ability to efficiently reach and engage broad user groups and elicit pertinent input;
- Experience in use of polling / survey tools;
- Ability to interpret feedback received by the Village from various Village commissions, committees, local non-profit groups, and to develop alternatives and conceptual designs for park renovations using the provided feedback;
- Ability to conduct and facilitate public meetings to gather input regarding the type and function of the play area and build consensus towards a final design;
- Presentation of the conceptual design to the community, the Village Parks Commission, and Village Board;
- Ability to prepare complete and accurate plans, specifications and project construction cost estimates;
- Ability to work as a team to deliver a successful park project.

Section 5 Sub-Consultants – Identify any subconsultants your firm will utilize. Include resumes of key individuals who will be directly involved in this project, and briefly describe any past involvement in joint projects with these subconsultants. Indicate why the particular subconsultant has been selected to work on the project team. Indicate how the prime firm will ensure quality control and coordination of documents between the prime and the various subconsultants.

Section 6 Qualifications and Capabilities – Provide a detailed discussion of the qualifications and experience of the Project Manager that would be assigned to this project. Provide additional information regarding the qualifications and experience of all others that will be assigned to work on the project team. Please submit resumes of only those individuals that will actually be assigned to work on the project. An organizational chart is recommended. Indicate how your firm’s resources will work together to complete this project. Identify additional resources available in your firm.

Section 7 Fee Proposal – Submit a fee proposal in the RFP. The fee proposal should itemize the fee for each task, showing the estimated hours of each staff member assigned and the associated

fee for that staff member or subconsultant. Also, provide hourly rate schedules for all key project staff, including subconsultants.

Section 8 References – A minimum of three current references from past projects (of similar size and scope) completed by the proposed project manager and/or project team should be provided. Please provide the following information for each reference. All references must contain relevant projects completed within the past 5 years

Firm, Owner, or Agency Name
Project Description
List of Services Provided
Engineer's cost estimate vs actual construction cost
Contractor
Contact Person (Name and Title)
Address
Telephone Number
Email Address

SELECTION PROCESS AND EVALUATION CRITERIA

A selection committee of Parks Commission and Village personnel will evaluate each proposal based on the following criteria:

1. **Experience and Qualifications** relevant to key personnel
2. **Project Understanding and Knowledge of Area** depth or relevant technical experience
3. **Proven ability to incorporate public comment into plan**
4. **Ability to Meet Schedule** required to complete the plan and deliverables
5. **Ability to Meet Budget/Value** as related to proposed and additional costs
6. **Level of Experience** with local government entities of similar size, structure and complexity
7. **Demonstration of Innovative Approaches** particular to technical solutions
8. **Quality, Clarity and Completeness of Submittal Package**

ANTICIPATED PROJECT SCHEDULE

The Village would like for all related work, inclusive of design to be completed by March 15, 2019. The Village reserves the right to amend all dates. The timeline below may be subject to change, however, all participating parties will be notified.

- October 2 – RFP issued
- October 16 – Questions due
- November 1 - RFP's are due
- November 12 – Firm selection (Parks Commission Meeting)
- November 19 – Project Award (Village Board Meeting)
- November 21 – Project Meeting
- December 18 – Conceptual Plans due
- January 15 – 60% Meeting

- February 12 – 90% Meeting
- March 1 – Project Completion