CITY
OF
JOPLIN

REQUEST FOR PROPOSAL PACKAGE

RFP 2015-01

For

Skatepark

JOPLIN PARKS & RECREATION DEPARTMENT
3010 W 1ST STREET
JOPLIN, MO 64801
(417) 624-6937

REQUEST FOR PROPOSALS

The City of Joplin, Missouri will accept sealed proposals until 3:00 P.M., Friday, November 21st, 2014 at the Joplin PARKS & RECREATION Department located at 3010 W 1ST Street, Joplin, Missouri, 64801 for the following:

Skatepark

Specifications are available from Chris Cotten, Parks Dept. by calling (417)624-6937 or by writing to the address indicated above. Any bids received after the specified deadline will be returned to the vendor.

The City reserves the right to evaluate all proposals, to reject any or all proposals and solicit again at a later date. The City may waive any irregularities in the proposal or negotiate variances from specifications, and make awards that are in the best interests of the City. The City will have final decision in all matters regarding acceptance of proposals and issuance of awards.

The City encourages minority and female owned businesses to submit proposals on all City purchases.

Leslie Haase, CPA

Finance Director

Publication Date: **Monday, November 3, 2014**

INSTRUCTIONS FOR PROPOSALS

The City of Joplin, Missouri proposes to PURCHASE the following:

Skatepark

All Proposals shall have firm-fixed F.O.B. Joplin; Missouri price and shall be honored for a minimum of ninety (90) days following the proposal opening.

All proposals shall be exclusive of Federal, State, and City taxes.

It is the intent of the specifications included with this proposal document to generally describe the item(s) desired in sufficient detail as to secure proposals on comparable items. All parts not specifically mentioned which are necessary in order for the item(s) to perform as intended shall be included. The strength, quality of workmanship, and material shall be in accordance with the best trade practices.

Specification variances, manufacturer's literature and additional information should be attached to the proposal form. All blanks on the attached specifications shall be filled in completely and accurately. Any proposal not meeting this requirement may be considered non-responsive.

Any protest or grievance must be issued in writing and delivered to the office of the Director of Finance within ten (10) days following the proposal opening. Any protest filed after this time period has elapsed wil not be considered.

The City encourages selection of products manufactured, assembled and/or produced in the United States, as long as the quality and price are comparable with other items proposed.

Businesses which are located within the city limits of Joplin may be given preference in the awarding of a bid, providing the proposal from the local business does not exceed the lowest proposal by more than 3% or $2,500, whichever is less.

The City may give preference to vendors handling products that contain post-consumer recovered materials, providing the proposal does not exceed the lowest bid by more than 5% or $2,500, whichever is less.

Once the proposals are reviewed and evaluated, the successful vendor will be notified, in writing, and will receive an authorized City of Joplin purchase order. Verbal acknowledgments will not be considered as official notification and will not obligate the City in any way. Delivery or performance should not be completed without the receipt of an authorized purchase order.

MARK PROPOSAL ENVELOPES: "RPF 2015-01; Skatepark , Friday, November 21 , 2014, 3:00 P.M. "

Request for Proposal for a Design & Build pour in place / precast hybrid element Skatepark

Scope of Services:

Provide complete design and build services for a state of the art concrete skate park. This project can be a combination of poured in place concrete and precast concrete elements. All concrete elements must have smooth transitions.

General Specifications:

• The city reserves the right to accept or reject any and all proposals, to accept any proposal deemed advantageous and to waive irregularity in the proposals.

• By providing a proposal, the vendor acknowledges and will adhere to all specifications as stated within this packet.

• Vendor is required to submit five (5) references of ten (10) previous projects of similar or like nature.

• Proposals of any reputable manufacturer's regularly produced product or such item similarly and substantially equivalent will be considered.

• Evaluation of proposals takes into account the following considerations: project approach, vendors experience and quality, demonstrated knowledge of the park's skate areas and the community and ability to meet schedule and budget containment methodologies.

• Late submittals will be rejected without consideration.

• The city assumes no responsibility for costs related to the preparation of submittals.

• All proposals must be made on the required form(s). All blank spaces for proposal prices must be filled-in, in ink or typewritten, and the proposal form must be fully completed and executed when submitted.

• Proposal prices shall be firm for 90 days from bid opening.

• A conditional proposal may be cause for rejection.

• Any questions about the meaning, the intent or the specifications must be inquired by the Vendor in writing. Any and all questions will be responded to in the form of written addenda. All addenda that you receive shall become a part of the contract documents and shall be acknowledged and dated on the bottom of the Proposal Tabulation Page.

• Proposal tabulation, references, acknowledgement of the general specifications, equipment list and other information requested in the RFP must be received by the city by 3pm November 21, 2014.

Specifications and Acknowledgment

Vendor shall complete every space in the Vendor's proposal column with either a check mark to indicate the item being bid is exactly as specified or a description to indicate any deviation of item being bid from the specifications.

Description of Requirement

Proposer's Initial Project Timeline

1)

Bid Due Date – 11/21/2014, 3:00 P.M.

Bid Review Date – 11/24/14

Firm Interviews – 12/2/14

Award Contract – 12/16/14

Skate Parks Opens – 5/22/15

Project Budget

2) The project budget for design, equipment and installation for the improvement is $353,000.

Scope of Work

3) The contractor will furnish all labor, design services, engineering, construction management, administration, materials, equipment, services, transportation, insurance and daily expenses to meet the requirements of this scope of work and specifications. Prices shall be inclusive of all costs.

4). This is a prevailing wage project.

5) Upon notice of award to the successful contractor, Contractor shall revise/finalize plan with staff and user input. Please plan on a minimum of three public meetings with users to gather input.

8) The vendor is responsible for maintaining perimeter safety fencing around work area while project is under construction. A safe working area shall be maintained by the contractor.

9) Vendor is responsible for removing and the legal disposal of all construction debris from site at the Contractor's cost.

10) Contractor shall have the park complete, finished and ready for use by the public on May 22, 2015.

12) Poured in place concrete shall have a minimum comprehensive strength of not less than 4,000 psi. All precast elements will have a 15 year inclusive warranty covering all aspects of the element.

Proposal Evaluation

13) The following criteria will be used to judge the submittals:

•Manufacturer's and Installers Quality, Years of Experience, Reputation, References – 20%

•Demonstrated knowledge of the parks and recreation system and the community – 15%

•Project Approach (Flow, Uniqueness, Play value, Creative Design & Good Use of Space, Meeting user needs, # of skate components) – 40%

•Ability to Meet Schedule and Budget Containment Methodologies – 25%

14) There will no pre-bid for the project; however, a walk-through is encouraged for this bid. Staff will meet potential contractors on-site to answer questions and will be available by phone, e -mail and fax.

15) State the number of calendar days for this project to be completed in the bid form.

Standard of Conduct

16) Work shall be conducted between 7:00 a.m. and 7:00 p.m., Monday through Saturday. The city may direct specific times for certain work to be performed so as to not to interfere with the community events/services, which would include holidays.

17) Each employee will be identified by a company uniform (shirt, pants and cap) and vehicles will be clean and all marked with company name.

18) Safety of residents and visitors is of the utmost importance. It will be the contractor's responsibility to secure areas where the work is taking place.

19) Contractor shall behave and operate in an environmentally sound and professional way, as to not create damage or cause exposure by virtue of negligence or omission.

20) Contractor is responsible for repairing any damage to facilities, grounds or landscape that occurred as a result of the work.

21) Equipment must be well maintained and in good condition.

Bonds & Prevailing Wage

23) Contractor will be required to provide the city a performance bond in the full amount of the contract prior to the commencement of work, with premiums fully paid in advance by the contractor. The bonds will be on forms and drawn on sureties acceptable to the city and are included in the total project cost.

24) For this project, all contractor(s) and subcontractor(s) must pay the local general prevailing wages. This includes the rate for overtime work and legal holidays. Laborers or employees must

be paid at or above the prevailing local wages. The minimum rate will be specified by the city and can be found in the Bid section of the city website.

Insurance and Taxes

25) No taxes shall be included in the bid price since the city is exempt from all sales tax. The city will provide selected vendor applicable proof of sales tax exemption.

26) Contractor shall provide the city acceptable proof of insurance, which meets the requirements as identified in this bid packet.

Sub-contractors

27) All construction shall be performed by the approved contractor or pre-approved sub-contractor only. A list of all sub-contractors proposed under this bid shall be submitted with the bid and shall meet all experience criteria. If no sub-contractors are outlined in the proposal, no substitutions of sub-contractors will be permitted.

Compliance with Laws

28) At Contractor's own cost and expense, Contractor shall comply with all laws, ordinances, rules and regulations federal, state and local, and OSHA authorities and departments relating to or affecting the work hereunder, and shall secure and obtain any and all permits, licenses, certifications and consents as may be necessary in connection therewith.

29) Traffic control, where and when needed, that meets the requirements of the city shall be provided as part of the unit cost.

Payment

30) Payments will be paid by the city within 15 calendar days after the invoice is received and the Director of Parks and Recreation has visually inspected the work billed for. Final payment will be made after the project is signed off on by the Director of Parks and Recreation.

Qualifications

31) Contractor shall provide names of key staff that participated on named projects and their specific responsibilities with respect to this scope of work.

32) Contractor shall provide a summary of contractor/vendor demonstrated capability, including length of time that your contractor/vendor has provided the services being requested in this Request for Proposal.

33) Contractor shall provide at least five (5) references that received similar services from your vendor. The city reserves the right to contact any of the organizations or individuals listed. Information provided shall include:

•Client name

•Project description

•Project start and end dates

•Client project manager name, telephone number and e-mail address

Warranty

34) Include warranty and any contractor warranties with bid submittal.

35) Provide maintenance and operations required for the proposed construction with submittal.

36) Include expected life cycle of the proposed construction with submittal.

Approvals

37) An award of contract is subject to city's approval.

38) In addition to the city's approval of the bid other approvals maybe necessary.

Communication

39) Contractor(s) are expected to be in daily contact (email, phone, and fax) and weekly meetings with appointed project manager for the city. Additional meetings may be required between contractors selected regarding project related issues.

Value Engineering

40) Selected contractor will coordinate with the city a value engineering exercise to maintain probable cost within the established budget to insure project durability and quality.

Proposal Tabulation Form

Skatepark Design Build Fees
Joplin Skate Park:
Performance Bond:

Number of calendar days for commencement following the notification date of service award_____.

I, _____, certify that this proposal is made without prior understanding, agreement or connection with any corporation, firm, or person submitting a proposal for the same materials, supplies or equipment and is in all respects fair and without collusion of fraud. I agree to abide by all conditions of this proposal and certify that I am authorized to sign this proposal for the Vendor.

_____
Signature

_____
Name (please print)

_____
Company

_____
Date

Contact Information: Please include your contact information.

Company: _____
Contact Name:
Contact Phone: _____ Cell Phone: _____ Fax: _____
Email: _____

References

Please provide information from five (5) references

1. Agency/Company:

Contact Name:

Contact Phone:

Products delivered:

2. Agency/Company:

Contact Name:

Contact Phone:

Products delivered:

3. Agency/Company:

Contact Name:

Contact Phone:

Products delivered:

4. Agency/Company:

Contact Name:

Contact Phone:

Products delivered:

5. Agency/Company:

Contact Name:

Contact Phone:

Products delivered:

Unauthorized Aliens Workers Act

The successful bidder will have to sign an agreement that they are enrolled and participating a Federal Work Authorization Program (“FWAP”) that ensures that all of its employees or agents or subcontractors have the legal

right to work in the United States, as defined in 8 U.S.C. 1324a(h)(3) and RSMo § 285.525-285.555, and that it will maintain this compliance for the entire duration of its contract with the City of Joplin, and will provide an Affidavit of Compliance to the City stating the same.

AFFIDAVIT OF COMPLIANCE

(Missouri Unauthorized Alien Workers Act)

My name is _____ (name) _____ and I am the _____ (Title) _____ of _____ (Company Name) _____. I hereby represent, affirm and certify to the City of Joplin that my company does not knowingly employ any person who is an unauthorized alien in connection with contracted services with the City. I further affirm that my company is actively enrolled and participating in a federal work authorization program with respect to all employees working in connection with the contract services provided to the City.

_____

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Affiant