

VILLAGE OF OXFORD

REQUEST FOR PROPOSALS

Village of Oxford Park Improvement Project

Date: July 8, 2019

1. Introduction

The Village of Oxford Parks & Recreation Department is seeking proposals from qualified firms interested in providing architectural, engineering and design services for the development of a concession stand with a family restroom and attached shelter, expand the play area, handicapped walkways to various areas in the park and sidewalks on the East and South ends of the Oxford Village Park.

The scope of work in the RFP seeks to advance the recommendations of the park, while adding new elements based on public and Village Board input.

The Village of Oxford is contacting your firm to determine your interest and capabilities in performing the prescribed work. If you are interested, please respond in writing. If you are not interested, we ask that you also respond in writing to ensure that your firm did receive this letter.

Written proposals must be submitted to the Village of Oxford Park Improvement Plan (P.O. Box 122, 129 S. Franklin Ave, Oxford, WI 53952) no later than **August 8, 2019**

2. General Information

Objectives and Intent: The Village proposes to expand the existing playground system, remove and construct a new concession stand with kitchen facilities and a family restroom with an outside entrance with two toilets (one standard and one smaller) and a changing table. The structure will also have an attached shelter area. This structure will be facing North and South with the concession stand on the South end with the serving area and shelter facing the North. The proposal also includes walkways to various buildings. Sidewalks running the length of the entire East and South side of the park are also included in this proposal. The intent of the RFP services is to produce architectural and engineered site plans, all associated drawings, specifications and necessary contract documents in order to let construction projects for buildings, play area, sidewalks and walkways for the handicapped,

Village of Oxford Park and Recreation Department
P.O. Box 122, 129 S. Franklin Ave. Oxford, Wisconsin 53952

Submittals: Responses to the RFP are due back no later than **August 8, 2019**.

Please provide six (6) copies of the proposal and send to the address listed below.

Village of Oxford Parks and Recreation
P.O. Box 122. 129 W. Franklin Ave.
Oxford, Wisconsin 53952
Attn: Erwin Meyer, President

Each submittal shall include the following minimum information: Name, address, telephone numbers (voice and fax), and email of the architectural/engineering firm. A description of the firm's previous experience with park development projects. Examples of any completed projects of similar nature. A comprehensive approach to the proposed work and a detailed schedule showing completion of the required Scope of Services. Estimated fee anticipated to accomplish the proposed scope of services for budgeting only.

Selection: Selection shall be by Quality Based Selection, including proposal review, and reference checks. The selected consultant will prepare a Draft Professional Services Contract and participate in the determination of the final scope of services and submit all cost, technical or other related changes made to the proposal. A consultant will be selected by the Oxford Village Board, following a recommendation by staff. The Village of Oxford is not committed to entering an agreement or contract regarding the scope of services included in this proposal request. The Village of Oxford reserves the right to reject any and/or all proposals and to discontinue contract negotiations at any time without bias. The Village of Oxford is not financially responsible for any costs incurred in the preparation of a proposal.

Funding: The amount for these services will be budgeted at an estimated cost between \$250,00.00 and \$350,000.00, including architectural designs and fees with the understanding that pursuant of possible grant funds may be obtained which may increase the size of the project.

3. Scope of Work

The Scope of Services may not include all services required to complete the project. The consultant shall be responsible for determining the extent of information needed to reach an appropriate project completion.

Project Description: The Village of Oxford plans to construct park facilities described in this section, that require the following professional services Architectural, Civil, Mechanical, Electrical, Plumbing, Structural, Landscape Architecture and Construction Administration.

- **Inclusive Play Area**

It is the intent of the Village to solicit conceptual design and costs for a toddler play area and an expansion of the existing play area from selected playground vendor/manufactures. The final playground design will be selected by a committee comprised of Village Board and Village Staff. Once the design is selected and approved by the Village Board, the awarded vendor/manufacture will work with the design team to develop the play area project and provide all structural plans for the play area equipment. It is the intent of the Village that the architectural/engineering firm will secure and review all design drawings and incorporate them into the overall playground project.

- **Concession Stand/Family Restroom & Shelter**

It is the intent of the Village to solicit for design and associated costs for the building/shelter from selected pavilion vendor/manufactures. The final pavilion design will be selected by the Village Board and Village Staff. Once the design is selected and approved by the Village Board, the awarded vendor/manufacture will work with the design team to develop the building project. The building manufacture will be responsible for all structural drawings. It is the intent of the Village that the architectural/engineering firm will secure and review all design drawing and incorporate them into the overall pavilion project.

- **Restroom**

It is the intent of the Village to include a multi-use restroom incorporated into the building/shelter design. The architectural/engineering firm shall be responsible for design and drawings for the pavilion/restroom project. Asphalt surrounding the existing restrooms is to be removed and replaced with concrete.

- **Sidewalks/walkways**

It is the intent of the Village to develop walkways for the handicapped to the various facilities in the park. The architectural/engineering firm shall be responsible for design schedule.

4. Scope of Services

The Scope of Services shall be comprehensive including programming, schematic design, design development, construction document, bidding and negotiations, and construction administration. Selected firm will coordinate meeting(s) with Park Staff and Village Board to gain insight to park needs prior to and during the design process.

Site Design: Service shall include all aspects of site design including but not limited to:

- Erosion and sediment control
- Storm water management
- Utility coordination
- Grading elevations
- Comprehensive landscape design

Playground, Restroom and Pavilion Design: The Village intends to utilize the Architectural/Engineering firm to assist Village Staff as Project Manager to handle most contract administration issues. With this in mind, Building Design and Administration services shall include all aspects of building design including but not limited to:

- Signed and sealed Architectural and Engineering drawings and specification for all aspects of the construction, including but not limited to, the playground system, lighting and electrical system, plumbing and structural system. All systems specifications shall be based on engineering calculations so as to properly size the systems for the building involved. All drawings and specifications shall be in sufficient detail to obtain fixed construction bids and apply for permits.
- Attend pre-construction meeting(s) and construction meetings as needed to help coordinate and answer questions from the Village, contractors and sub-contractors.
- Review submittals
- Review pay request and process progress payments
- Designs shall meet all building code standards
- Provide a lump sum fee for design and administrative services
- Provide hourly fees for services not specifically identified in the scope

5. Project Schedule

The tentative project schedule is as follows:

- RFP issued: **July 8, 2019**
- Proposal Due: **August 8, 2019**
- Project Development Period: **2020 - 2021**
- Letting & Construction Period: **2020 - 2021**
- Project Closeout: **2021**

6. Elements of Proposal

Include the following in your proposal:

- Cover letter.
- Project approach, expanding or revising the scope of services provided herein if necessary. Any deviations from the scope herein shall be clearly designated in the proposal. Include and describe all sub-consultant services you believe are necessary.
- Project team description (with resumes), emphasizing experience and capabilities of key personnel.
- Description of the project team's past project performance for which your firm has provided services. Include a minimum of five client references that may be contacted by the Village including the projects your firm has completed for these clients.
- Provide a schedule of fees for each phase of the pre-construction and construction activities provided by the consultant.
- Projected company workload for service period and ability to perform work for this project given the schedule listed above.
- Company proximity to, and familiarity with Village Park.
- Additional Information the respondent believes to be relevant to the selection efforts.

7. Special Conditions

Reservations: The RFP does not commit the Village to award a contract and defray any costs incurred in the preparation of a proposal.

Public Record: All submitted proposals in response to the RFP become the property of the Village and are public record and as such may be subject to public review.

Right to Cancel: The Village reserves the right to cancel, for any or no reason, in part or in its entirety, this RFP including but not limited to: selection schedule, submittal date, and submittal requirements. If the Village cancels or revises the RFP, the Village will notify all proposers in writing.

Additional Information: The Village reserves the right to request additional information and/or clarifications from any or all proposers.

Professional Service Agreement: The selected company will be required to sign a Professional Services Agreement, provide insurance certificates and all other required documentation within 10 days of notice of award.

Contact Information:

If you have any questions regarding this request for proposal, or would like to schedule a pre-submittal meeting, please direct calls or emails to:

Erwin Meyer, President

Phone: (608)586-5507

Email: bclmeyer@maqs.net