

Henderson County Department of Recreation



RFQ: Jackson Park All-Inclusive Playground Design

Deadline for Responses: Friday, January 21, 2022

Time: 3:00 PM EST

Location: Henderson County Finance Department

Address: 113 N. Main Street
Hendersonville, NC 28792

Section 1: Purpose

Henderson County seeks to select a qualified architectural/engineering firm to provide the architectural and engineering services for the site development of an all-inclusive playground located at Jackson Park, 801 4th Ave East, Hendersonville, NC 28792.

The Henderson County Parks and Recreation Department requests qualifications from qualified firms with significant and current experience in the development, design, and construction of the playground site as well as the incorporation of playground equipment design and installation from a third party that culminates into the creation of a recreational playground space of approximately 10,000 square feet in Jackson Park.

Section 2: Scope of Work

The goal of this project is to provide a comprehensive site design inclusive of all of the following elements: grading of playground area, compacted stone base installation, drainage, concrete borders, sidewalks with connections from playground area to existing ADA parking area, restroom facility, picnic shelter, rubberized fall surface, playground, fitness equipment, benches, trash/recycle receptacles and shade structures.

The firm is requested to provide the following services:

- 1) Cost estimation: Firm shall provide budgetary costs for the development of the site. The cost of fencing within the park shall be a separate budgetary figure.
- 2) Project Management, Meetings, Public Engagement
 - a. Attend meetings, as required, with County staff and project stakeholders
 - b. Conduct and lead public meetings to share information and gather feedback at key points during the design phase
 - c. Conduct and lead presentations to the Board of Commissioners
 - d. Design Workshops: Firm will host 2 design workshops in partnership with Henderson County Parks and Recreation and the Youth Advisory Committee to provide feedback on play structures and colors used in the playground design.
- 3) Design and permitting of the site work of the project to include the following:
 - a. Site Design
 - i. Site area approximately 10,000 square feet
 - ii. Landscaping around playground site to include beautification and shade trees
 - iii. Surface and subsurface drainage of site
 - iv. Grading and fine grading of the site
 - v. ADA accessible pathways from existing ADA parking area, picnic shelter and restrooms to the playground site
 - vi. ADA compliant sidewalk and fitness path around the perimeter of the playground that connects to existing ADA parking area, picnic shelter, and restrooms, and exercise equipment pads around playground.
 - vii. Bench seating and trash/recycle receptacles on concrete pads that are all ADA accessible
 - viii. Fencing around park area
 - b. Playground and Fitness Equipment Design and Installation

- i. Firm shall work in coordination with the playground equipment third party to determine and incorporate site design requirements for the installation of playground and fitness equipment.
 - ii. Approximately 8,000 square feet of playground space
 - iii. Playground shall have a pour-in-place surfacing full-depth bonded rubber fall surface (includes compacted stone sub-base). The design shall confirm the extent of the use zones and the required depth and distance to meet the critical fall heights as specified by the CPSC ASTM standards.
 - iv. Fitness equipment will be located outside of the playground area on concrete pads
 - v. Appropriate seating and shade to be considered in play area
 - vi. Equipment shall include appropriate areas for ages 2-5 and 5–12 and must meet minimum ADA standards and exceed where possible
- 4. Bid Assistance
 - a. Prepare bid advertisement and mandatory pre-bid agenda, attend the pre-bid meeting
 - b. Attend and conduct the bid opening
 - c. Review bid proposals, certify the bid tabulation, and recommend construction award when bids are received.
- 5. Construction Administration
 - a. Schedule and conduct periodic progress meetings
 - b. Provide inspections during construction to observe the progress of construction and compliance with engineered drawings
 - c. Coordinate with sub-consultants and the contractor
 - d. Administer the contract to ensure that all work is performed in accordance with contract documents
 - e. Review and recommend contractors payment requests
 - f. Provide project close-out documents including but not limited to substantial and final completion documents

As part of the design, the selected firm will work closely with Henderson County Parks and Recreation staff to develop and implement a design to meet the goals for the project. The firm will also work with staff to address any public concerns about the project. The project should result in an All-Inclusive playground that meets and challenges the abilities of children between the ages of two to twelve years old. Fitness equipment surrounding the playground should be appropriate for children ages thirteen and older.

Section 3: Proposal Requirements

Proposals shall include the following information:

1. Team Experience and Availability: Include a brief summary of your firm, identify key staff members, and describe your experience in designing comparable projects. This section should include any previous experience working with the design and construction of recreational playgrounds as well as previous experience working with local government. Include examples of similar projects completed by the project team, and a list of all references. For each project listed, please include the name of the entity and the name and contact information of the person who would be familiar with the work performed.

Note: If a project team member, or subconsultant, makes a personnel change, or similar change of significance, the firm must notify the County as soon as possible.

2. Team Organization: Provide an organizational flow chart of the project team, annotated with a description of relevant qualifications possessed by key personnel. Identify the project lead and that person's availability. If applicable, please describe coordination and relationships with subconsultants.
3. Project Approach: A statement of your firm's project approach. Include potential challenges, expected issues of concern, and a proposed schedule of completing the tasks identified within the RFQ. In addition, answers shall be provided to the following questions:
 - How does your firm consider operations and staffing needs when designing a park?
 - How does your firm accelerate the design and construction process without sacrificing quality?
 - How does your firm handle project cost control during the design and construction process?
4. Insurance Requirements: Provide a copy of a certificate of insurance which identifies current levels of professional liability insurance.
5. Fee Schedule: Shall include a fee schedule (hourly rate) of services to be provided by staff members.

Please note, firms may submit prior work product that shows their competence in park and playground design and construction. However, firms may **NOT** submit work products or designs for the project described in this RFQ. Firms can **NOT** submit an estimated total fee, total contract price, or an estimation of hours involved in completing the project in response to this RFQ.

Section 4: Submission Requirements

Sealed responses to the Request for Qualifications shall be received until 3:00 PM on Friday, January 21, 2022. Three (3) copies of the bid should be signed by an authorized official and mailed or delivered in a sealed envelope to the address below. The envelopes should be clearly marked, "RESPONSE TO RFQ FOR JACKSON PARK ALL-INCLUSIVE PLAYGROUND PROJECT" and indicate the name of the firm.

Responses must be submitted to:

Henderson County Finance Department
Attn: Doug Guffey
113 N Main St.
Hendersonville, NC 28792

Section 5: Selection Process

Proposals submitted by the deadline will be evaluated by a selection committee comprised of representatives of the Henderson County Parks and Recreation Department and the Henderson County Planning Department. A Sub-Committee from the Recreation Advisory Board will review the proposals and vote in the event of a tie. Each firm will be evaluated based upon the matrix below. The county, at its sole discretion, may interview firms.

Criteria	(a) Weight	(b) Score (1-5)	(a) X (b) Weighted Score
Overall quality of the professional qualifications of the firm	30%		
Proposed approach and methodology for Park and Playground Landscape Design	25%		
Previous project descriptions of Park and Playground Landscape Design	20%		
Proposed schedule for completing tasks identified	20%		
Final Score			

Proposals will be evaluated using a standardized scoring system. Each criteria component will be assigned points ranging from 1 - 5 according to the extent to which the proposed system meets the stated requirements. The points will be assigned as follows:

- 5 points: Fully meets
- 4 points: Meets with minor gaps (no compromise required)
- 3 points: Meets with moderate gaps (some compromise required)
- 2 points: Partially meets with significant gaps (compromise required)
- 1 point: Does not meet

The points for each criteria component will be multiplied by the percentage weight listed above and totaled.

Section 6: Standard of Award

The standard of award for this Request for Qualifications will be based on the demonstrated competence and qualifications of firms to provide a complete park and playground design at Jackson Park. Proposals will be reviewed after opening and will be ranked in order of choice based on selection criteria at which point contract negotiations will begin with the most qualified firm. Should negotiations fail with the initial qualified firm the County may, at its discretion, continue negotiations with lower ranked qualified firms. The County shall not be bound or in any way obligated until both parties have executed a contract. The County reserves the right to delay the award of a contract or to not award a contract.

The County requests that no Henderson County officials be contacted during this process. Carleen Dixon, Director of Parks and Recreation may be contacted at 828-697-4884 only to clarify questions concerning the RFQ.

Failure to respond to any requirements outlined in the RFQ, or failure to enclose copies of the required documents, will disqualify the bid. All submittals must be valid for 90 days from the response deadline. Submissions received after the response deadline will be rejected without exception.

The County reserves the right to reject any or all bids, waive technicalities and to be the sole judge of suitability of the services for its intended use as allowed by law and further specifically reserves the right to make the award in the best interest of the County.

Section 7: Minority and Disadvantaged Business

Pursuant to General Statutes of North Carolina Sections 143-128 and 143-131 and, the County encourages and provides equal opportunity for Certified Minority and Women- Owned Business Enterprise (MWBE) businesses to participate in all aspects of the County's contracting and procurement programs.

For Disadvantaged Business Enterprise requirements, see Minority Business Participation Guidelines posted under Doing Business with Henderson County at https://www.hendersoncountync.gov/sites/default/files/fileattachments/henderson_county/page/42611/00092588.pdf

Section 8: Terms and Conditions

Any proposal submitted to Henderson County shall be deemed to include all the Terms and Conditions shown in the document found online at

https://www.hendersoncountync.gov/sites/default/files/fileattachments/henderson_county/page/42611/purchase_order_terms_and_conditions_rev_03-26-2019.pdf

These Terms and Conditions, which refer to a "purchase order", shall be deemed to be included in any contract entered into as a result of this Request for Qualifications ("RFQ").

Any attempt by a proposed contracting party (the "Bidder") under the RFP to exclude any of these Terms and Conditions shall cause any Proposal made in response to this RFP to be deemed to be non-responsive (unless Henderson County has notified the Bidder that the funding source for the goods or work sought under this RFP is not federal funds, in which case those provisions under number 15 of the Terms and Conditions (and all subparts thereunder) may be excluded from a Proposal.

Section 9: Funding Source

The procurement of the engineering services described herein is funded with County dollars.