

City of Southport
Parks and Recreation Department



TAYLOR FIELD PARK
CONSTRUCTION PHASE 1
REQUEST FOR PROPOSAL

Project Purpose

The City of Southport was deeded 4.72 acres, formerly known as Taylor field, to be used for recreation purposes only for the City of Southport. The City has always been a small, pedestrian city with a vibrant community looking for ways to stay active and outdoors. The City applied for and was granted PARTF funding for Phase 1 in the construction on the park. The proposed design includes an accessible (0.3) miles of paved walking trail, multi-use open space, picnic area, exercise/fitness stations, fenced large and small dog play area, seating, parking, decorative lighting, landscaping, and connectivity to the waterfront area and another local park, Lowe/White Park. This park will provide much needed amenities and connectivity to Historic downtown Southport and the Cape Fear River.

Scope of Work

The City of Southport desires to engage a qualified Professional Landscape Architecture and Engineering Firm to provide design and construction administration services for the Taylor Field Park Project Phase 1. Major task shall include the following:

Construction documentation Services:

1. Prepare construction drawings and specifications (project manual)
 - A. Reviews by City Staff of the drawings at 30% completion (design development)
 - B. Reviews with city staff of both the drawings and project manual at the 60% completion, 90% completion, and at 100% completion.
2. Prepare a construction cost estimate and keep up to date thru the life of the project. The City has the original cost estimates turned in to PARTF. This project will be bid as a unit price bid (like estimate turned into PARTF) so the cost estimate should be setup in this manner.
3. Complete pre-design geotechnical services. At a minimum boring should occur under all paved areas and building locations and any other structural elements with critical footings proposed. Exact amount will be agreed upon once layout is known.
4. Coordinate with all outside contractors.

5. **Provide** for all necessary utilities including water, sewer, electrical and any irrigation system to be used for establishment.
6. **Obtain all necessary permits** and approvals including City of Southport site plan approval. Consultant is responsible to coordinate for all approvals and submittal of all documentation (Note: city of Southport will be paying permitting fees)
7. **Invoices** – Legible copies of invoices for cost incurred are necessary to serve as proof of expenses and payment. The invoices should provide an accurate and itemized listing of materials and/or services rendered by project element. The invoices must include detailed expenditure report which itemizes expenditures and the sales tax report. At a minimum, invoices must:
 - Be to the local grantee and include the following
 - Name and address of the vendor
 - Quantity of item(s) purchased
 - Unit price
 - Total amount of each line
 - Must include continuation sheet
8. **For Construction Documents** – Prior to advertising for competitive bids, incorporate the specific project elements in the project’s specification for the potential contractors. This effort will greatly assist the contractor, Grantee, and DNCR in documenting eligible project cost and in expediting the reimbursement payments.
9. **Administer Bidding** – includes providing sealed PDF documents for the city to post electronically: answer questions from potential bidders, administering the pre-bid meeting and bid opening, and verifying the responsiveness and responsibility of bids received. Consultant will also be responsible in closing out all permitting documents.
10. **Construction Management/Observation** – Assume a 12-month construction period for Phase 1. Includes attending pre-construction meetings, attending progress meetings, review and approval of all submittals, construction administration through issuance of Certificate of Occupancy, attending punch-list inspections at both substantial and final completion, and addressing design questions that arise during construction. Attend monthly on-site construction meetings for 12 months and at critical points during construction to assure compliance with plans and specifications.

11. **As-built** – At the completion of the construction project provide a digital set (AutoCAD) and one sealed set of printed as-built plans.

12. **Management Plan** – At completion of construction project compile all product information including all warranties into a concise document (digital and 1 paper copy) for City of Southport to use. A separate landscape maintenance document for all plant material specified shall also be provided for the Parks and Recreation / Building & Grounds staff to use. This will assist staff in determining how areas are to be maintained.

Project Schedule

Below is a recommended schedule. Any changes to this should be included in the proposal.

Construction & Documents	
100% drawing/Receive all permits/Ready to Bid	January 4, 2021
BOA award contract	January 14, 2021
Notice to proceed – construction	January 2021
50% construction complete	May 2021
100% construction complete	September 2021

PROPOSAL SUBMITTAL REQUIREMENTS

The firm shall submit (4) copies for their proposal in a sealed envelope along with one digital version of the proposal (in PDF format) in the submission to the city. The electronic copy shall be included in the proposal package as a CD or USB flash drive with the firm’s name and the RFP name clearly marked no later than **5:00PM Eastern Standard Time Friday, August 21,2020**. Submittals may be mailed, or hand delivered. Any submittal received after the deadline by any delivery method will not be considered or evaluated.

The Proposal package should be enclosed in a sealed envelope and delivered via either of the following methods:

By Mail
 City of Southport Parks & Recreation Department
 1029 North Howe Street
 Southport, NC 28461
 Attention: Heather Hemphill
 Re: Taylor Field RFP

Hand Delivery
 Southport City Hall
 1029 North Howe Street
 Southport, NC 28461
 Attention: Heather Hemphill
 Re: Taylor Field RFP

PROPOSAL SUBMITTAL FORMAT AND CONTENTS

The instructions below provide guidance and information to firms to prepare and submit concise responses for this RFP. The purpose is to establish the format and contents of the proposal so that responses are complete, contain all essential information and can be easily evaluated.

Proposal Format

The qualification proposal should be no longer than 30 pages (15 double sided) in length. Proposals shall be presented in a well-organized and concise manner on 8 ½ "x 11" letter size format. Cover sheet, blank pages, tabs, and sections including the Certificate of Insurance shall be excluded from the page count. Each section given below shall be separated by tabs.

Proposal content

The following items must be addressed in your proposal:

- 1. Introductory letter that identifies the following:**
 - A. Name of Firm
 - B. Primary contact person working on Project and contact information
 - C. Firms contact information (physical address, phone, email, etc.)
 - D. Why the City of Southport should select your firm for this project including a brief summary of your approach to this project

- 2. Qualifications and Experience**
 - A. Provide similar experience illustrating similar projects or work related to the capabilities in designing parks and processes described in the scope of work. Include sub-consultant (if any) capabilities as related to the scope of work. Cite specific projects of similar nature to Taylor Field Park Phase 1 and list a reference with primary contact information for each project cited.
 - B. Indicate any previous project working for the City. Please include a brief summary of project, primary city staff and department responsible for the project, and whether project was completed within scope, budget, and schedule.

- 3. Project Approach and Schedule**

A detailed description of how your firm proposes to approach this project. Provide a breakdown and description of tasks assign per project team member. Describe hierarchy of project management. Provide suggestions for additional services which may enhance the value and/or affect the overall economy and effectiveness of the project.

- 4. Project Team**

Provide an organization chart of the project team specifying the project manager, key personnel, and sub-consultants assigned to the team. Include a

brief summary identifying roles and responsibilities and general qualifications of each team member.

Please provide hourly rates for each team member

5. Insurance and contract statement

Provide a statement that the firm will provide insurance and provide a copy of the current certificate of insurance. Include a statement that the firm is willing to meet all the requirements set forth therein.

6. **Consultants must identify all lawsuits**, administrative claims or fine proceedings consultant has been party to in the past 5 years. Include any fines levied by any government unit relating to the proposed work in the RFP such as EEOC, Department of Labor, or other government unit

Selection Procedures

The City of Southport will review the proposals and all the information provided in the submittal package.

The City reserves the right to reject any and/or all proposals. Consultants that are deemed competitive by the city may be asked to attend and interview and should make themselves available to a presentation of their proposal to City Staff. The selected firm will be notified by the city and enter contract negotiations for receiving this work. If no agreement can be reached with the selected firm, then the City will negotiate with another qualified firm.