

Gene Shepherd Park- Splash Pad Design Services Request for Qualifications (RFQ)

Overview and Project Description

The Shelby Township Parks, Recreation and Maintenance (PRM) department is seeking qualification packages from professional design firms with splash pad and water feature experience to provide a non-proprietary design of a firefighter themed splash pad at Gene Shepherd Park. The park is located at 2452 23 Mile Road.

Formerly known as Soccer City, the property at one time included a soccer dome and outside fields. In 2014, the park was converted to a multi-use park with the addition of tennis courts, sand volleyball pits, horseshoe and bocce ball pits, a pavilion, asphalt pathways and a fire themed playscape. The Charter Township of Shelby (“The Township”) desires to expand the recreational opportunities of its residents by constructing a splash pad. Construction of a splash pad will provide a safe, healthy outdoor water recreation option from late spring until early fall. This type of facility is not currently available in our parks. The Township has received several donations toward the construction of a splash pad at this park and is now looking to develop design drawings and a detailed cost estimate for the construction and anticipated operation and maintenance costs.

The anticipated scope of services shall include:

- Evaluation of the feasibility of using the existing ground water well on-site as a water source,
- Compare initial construction costs and associated operation and maintenance costs between using a potable water source versus the existing ground water well,
- Compare the cost of utilizing a water re-use system to irrigate the grounds with water reclaimed from the splash pad versus discharging the water to the sanitary sewer line;
- Incorporation of the **firefighter theme**,
- The design shall be appropriate for a public park which is open to a wide variety of demographics, use abilities, cultural backgrounds and all age groups,
- Structure must be made of vandal resistant materials; components should have weather resistant powder coat color coating or other method to protect from rusting and ultraviolet light,
- Flow rates, surface slope, and drainage designed to maximize park safety and water conservation,

Gene Shepherd Park- Splash Pad Design Services Request for Qualifications (RFQ)

- All components comply with all industry guidelines for public playgrounds, and offer wheelchair accessibility,
- Attention to be given to play surface with preference to a non-slip, long lasting surface,
- Easy to maintain,
- Identify equipment ratio with a suggested ratio of 2:1, ground to overhead,
- The layout shall ensure that there is no over spray beyond the boundaries of the drainage surface,
- The facility must be enclosed within a decorative security fence.
- Include a component for timed operation activated by users and an emergency off option.
- Options for limiting access to residents only without requiring the presence of on-site PRM staff.
- Current anticipated budget for construction is approximately \$200,000 but the area should be designed for easy expansion.

The soils across the site consist predominantly of sand resulting in difficulties in maintaining the grass and vegetation on the site. There is a steep bank along the south-west side of the property that drops off to wetlands and the Clinton-Kalamazoo Canal. In the past, as a result of over irrigation by the previous property owners, erosion issue resulted in bank destabilization. When considering percolation and or irrigation of reclaimed water, consideration should be given to limiting irrigation lines to the interior of the park.

A copy of the current layout of the Gene Shepherd Park and the anticipated location for the splash pad is attached for reference. Please note that the foundation for the former soccer dome is still in place and should be considered when designing the water service for the splash pad.

Non-Mandatory Site Visit

The park is open daily to the public from 8 am to dusk, whichever is earlier. The restrooms are in the process of being winterized. Access to the building will be made available on **Wednesday, November 16, 2016 at 10:00 A.M. or 1:00 P.M.**

Gene Shepherd Park- Splash Pad Design Services Request for Qualifications (RFQ)

Consultant Qualifications

The Township is seeking an experienced professional design team with a strong background and experience in the design, operation and maintenance cost analysis, and construction of similar projects. Examples of successful projects and related experience should be documented by the consultant team.

Submission Format and Content

All expenses involved with the preparation and submission of responses to the RFQ shall be borne by the proposers. Submittals must include five (5) copies of the RFQ response and one electronic copy (PDF). Every effort should be made to make the submittal as concise as possible. Submissions must address the following sections in order to be considered complete.

- **Qualifications and Experience Cover Letter** - RFQ responses should include a cover letter providing an introduction/summary of the company/team's qualifications and experience as they pertain to the scope of this RFQ.
- **Company/Team Profile** – Provide the following information for the Prime Consultant and any sub-consultant on the team:
 - A brief history of the firm, including the year that it was established, and the firm's area of expertise
 - Names and resumes of the proposed staff to be involved in the project
 - Relevant experience in projects of a similar nature.
 - List of projects similar in nature to this RFQ – state their current status, anticipated/final budgets for design and construction, and actual/projected completion dates.
 - Provide an organizational chart of staff proposed to work on this project along with their corresponding company and office location.
- **Proposed Development Vision and Program.** Responses should include a conceptual description of how the Team would approach the project, identifying key factors in working with the Township to create a viable project. Submittals should also describe, in concept, how the team will address the range of design issues impacting the project, in particular water supply and disposal.
- **References** – Provide names, addresses, and phone numbers of three (3) to five (5) references for projects similar to the one described above.

Gene Shepherd Park- Splash Pad Design Services Request for Qualifications (RFQ)

- **Professional Liability Insurance** – Provide proof of professional liability insurance (if selected as the most responsible design team as part of the contract negotiations).

Evaluation Criteria:

Each submittal will be reviewed against the terms of the RFQ to determine if they are complete and responsive. The Township reserves the right to accept or reject any or all responses or to select the Team that, in the opinion of the Township, will be in the best interest of and/or the most advantageous to assist the Township in meeting its objectives.

The Township may reject any submittal found to be incomplete, unresponsive or not in compliance with the format requirements set forth in this RFQ. A submittal may be determined to be unresponsive if any aspect is found to be unacceptable or contrary to the best interests of the Township.

The Township intends to select the most responsive design team and to negotiate an Agreement. However, should the negotiation with the most responsive design team not produce an acceptable contract arrangement, the Township will begin negotiations with the next most responsive design team. The Township reserves the right to reject any / all responses to this RFQ and is under no obligation to award a contract.,

The responsibility for the final selection and negotiation rests solely with the Charter Township of Shelby Board of Trustees.

The Township shall not be liable to any respondent for costs associated with responding to the RFQ, for the respondent's participation in any oral interview if required, or for any costs associated with negotiations.

Questions/Clarifications Request:

No information or clarification of the meaning of any part of this RFQ will be made orally to any respondent. Respondents must request such interpretation or clarification in writing from the Township Engineer by email. Questions regarding the RFQ should be directed, in writing, to Shannon L. Filarecki, P.E., Fazal Khan & Associates, Inc, 43279 Schoenherr Road, Sterling Heights, MI 48313; shannon@fazalkhan.com

Gene Shepherd Park- Splash Pad Design Services Request for Qualifications (RFQ)

Questions must be received no later than **Noon** on **Monday, November 21, 2016**. An addendum answering all questions posed will be posted on the MITN website by Noon on Wednesday, November 23, 2016. All clarifications or addenda shall become part of this RFQ.

Response Deadline:

Responses to this RFQ must be submitted in hard copy (10 copies and one electronic PDF) by no later than **2:00 P.M., Tuesday, November 29, 2016**. Responses received after this time and date will not be considered. Please address responses to:

Charter Township of Shelby
Clerk Stanley T. Grot
Attn: Gene Shepherd Park Splash Pad
52700 Van Dyke Avenue
Shelby Township, MI 48316