



Village of Chagrin Falls
21 W Washington St,
Chagrin Falls, Ohio 44022

REQUEST FOR PROPOSAL

FOR

DESIGN/BUILD SERVICES

Issued September 29, 2022

As Requested by the

Village of Chagrin Falls, Ohio

for the

Riverside Park Playground
suitable for
Two to Twelve Year Old Children

REQUEST FOR PROPOSAL
FOR DESIGN/BUILD SERVICES
FOR CONSTRUCTION OF THE VILLAGE OF CHAGRIN FALLS
RIVERSIDE PARK PLAYGROUND

INTRODUCTION

The Village of Chagrin Falls (VILLAGE) has engaged CT Consultants (CT) to prepare and solicit a Request for Proposal (“RFP”) for Design/Build services to replace and upgrade an existing playground located in Riverside Park. As a participant in this process, it should be agreed to recognize that the Owner is not obligating itself in any way whatsoever to your proposed Team or its individual firms or members.

Riverside Park is a high-profile, centrally located green space along the Chagrin River with a riverside pathway leading from Main Street business district to a serpentine hillside garden path to the Public Library. It is frequently used by residents and visitors of all ages. It is also the location for several outdoor events including a large art show and a spring carnival. The Village would like to replace and upgrade the centrally located playground. As the park is heavily used, Village intends to position the new playground within the existing footprint of the current playground to the extent possible. It is anticipated the new playground will be suitable for children between the ages of 2 and 12 years, meet ADA standards, and be complementary to the natural environment of the park.

Please be advised that the terms and conditions contained herein combined with your Proposal represent the basic framework of a future contract using AIA Document A141-14: “Standard Form of Agreement Between Owner and Design/Builder” Agreement shall not be binding upon either party until incorporated into contract documents to be negotiated in form and substance acceptable to and executed by the Owner and the D/B.

THE PROJECT

The project site is located east of Main Street between Bell Street and Orange Street within the limits of Riverside Park (aerial site image attached). The project scope is for installing a new playground. The existing playground will be removed by the Village. The delivery method for construction will be Design/Build. CT Consultants, Inc. has been retained to provide Criteria Architect/Owner's Representative Services. CT will act as the point of contact throughout the project.

The Design/Build Contractor (DBC) must follow the Program Requirements completely and entirely in developing a pre-construction fee structure. A target date for completion is to be late May of 2023.

SCOPE OF SERVICES

The DBC will provide the Construction Document in sufficient detail to allow the Village to understand the playground to the satisfaction of the Village; develop and maintain project and construction schedules and estimates of probable construction cost and labor availability; select subcontractors and material suppliers; lead and manage Construction and Closeout.

CT Consultants will be providing a design for site drainage outside the limits of the playground area. This design will need to be coordinated with the playground design. CT’s design will be separate from the DBC contract; however, it is expected the DBC will install drainage improvements as part of the playground installation. The cost of drainage installation beneath the playground area will be considered separately from the required budget for the playground equipment and installation.

The preconstruction and construction services are generally described below. Subcontracts will be awarded by the DBC to qualified subcontractors, using "Open Book" pricing in which all subcontracted work shall be based upon pricing open to VILLAGE, the Owner's Representative, and the DBC. VILLAGE shall have access to all books, records, documents and other data in the DBC's possession related to itself, its subcontractors and material suppliers pertaining to bidding, pricing or performance of the Agreement.

Preconstruction Services: The DBC will work cooperatively with VILLAGE and Project Team, to provide, among other services, schedule development, estimate development, program verification, schematic design, design development, Guaranteed Maximum Price ("GMP") proposal, subcontractor prequalification and bidding, construction documents preparation, constructability review, budgeting, value engineering, and preconstruction planning throughout the preconstruction stages. When the drawings and specifications are at a stage of completion specified in the Agreement, the DBC shall submit to VILLAGE, the proposed Guaranteed Maximum Price (the "GMP") and its qualifications and assumptions based upon the Documents. The DBC and VILLAGE shall meet to reconcile any questions, discrepancies or disagreements relating to the qualifications and assumptions and the Basis Documents. The reconciliation shall be documented by an addendum to the qualifications and assumptions that shall be approved in writing by VILLAGE and the DBC. The DBC shall then submit to VILLAGE, for approval, the DBC's proposed final GMP based upon the Basis Documents and the approved qualifications and assumptions. Contingent upon VILLAGE's approval of the final GMP, VILLAGE and the DBC will enter into an amendment to the Agreement establishing the GMP (the "GMP Amendment"). The final negotiated GMP shall not exceed VILLAGE's budget established for construction. If the proposed GMP exceeds such budget, then VILLAGE may terminate the agreement with the DBC and seek Proposals from other firms for completion of the Project. Furthermore, VILLAGE reserves the right of add or delete all items from the scope of work, including converting to a typical bid process.

Construction Services: The DBC shall schedule and construct the Project pursuant to the construction documents and in accordance with the schedule requirements. The DBC shall hold all subcontracts and shall be fully responsible for the means and methods of construction, project safety, project completion within the schedule agreed upon in the preconstruction phase, compliance with all applicable laws and regulations including monitoring compliance with all equal employment, and prevailing wage requirements, and submitting monthly reports of these activities to VILLAGE. [All subcontracts shall be on the subcontract form prescribed by OAC Section 153:1-03-02.] VILLAGE reserves the right to approve the DBC's selection of subcontractors and any supplemental terms to the form subcontract.

RESPONSE CRITERIA

Proposals in response to this Design Build Agreement be made in conformance with the provisions and guidelines stated herein. This will ensure a fair and equitable process. The response criteria will require addressing main components are as follows:

- Provide a summary on one page or less, describing why the firm is the most qualified for the Project, along with the firm's locality, primary qualifications, references, key technical personnel to be assigned to the project and experience with similar projects.

- A preliminary evaluation of the Program Requirements, including the method by which the DBC's proposal would translate the program into a cohesive and consistent playground design, as well as alternative approaches to design and construction.
- Program Requirements to be as follows:
 - a. The playground surface to be certified engineered wood fiber surfacing.
 - b. Playground to fit within the area outlined on the attached aerial site plan.
 - c. Minimum ADA accessibility requirements must be met.
 - d. Minimum playground industry safety standards should be met.
 - e. Minimum ASTM standards for public playgrounds and playground equipment should be met.
 - f. Village is looking to emphasize physical play rather than play-acting or cognitive games.
 - g. The separation of play spaces for 2-5-year old and 5-12-year old should be considered.
 - h. There are no restrictions on material; however, the material should be pest resistant, low maintenance, and durable. The materials should be easy to clean.
 - i. Adequate seating should be provided with clear site lines for monitoring children.
 - j. An area should be designated for stroller parking so that strollers do not obstruct the walking path.
 - k. Raised platforms should maximize visibility to the greatest extent possible.
 - l. Slides should not be constructed from materials that get hot in direct sunlight.
 - m. Design should consider the natural setting of Riverside Park and the adjacent river and waterfalls. A natural appearing color palette is preferred
 - n. Design and installation plans should protect tree roots of surrounding trees with no construction material or trucks placed in or on these areas.
 - o. The DBC is to provide drainage within the footprint of the playground but these costs will be considered separately from the playground equipment and installation budget.
 - p. Total budget for playground equipment and installation should not exceed \$350,000. This does not include the site preparation and drainage improvements previously identified which shall be priced separately.
- Project schedule, including tasks, durations, dependencies, sequencing, resources, milestones and critical path. Plans Examination will be performed with Chagrin Falls Building Department approvals. Contractor is responsible for obtaining, paying for all approvals.
- Project budget, including a detailed schedule of values for construction and development costs.
- Project team organization clearly identifying proposed roles, responsibilities, and accountabilities.
- Identify standard warranty(s) available with proposed playground equipment and surfacing.

Pre-Construction Services

- Perform field investigation to confirm existing conditions. Identify any discrepancy in the Criteria design and narratives documents that will require an alternative solution. Provide input with respect to constructability, construction costs, material selection/evaluations, construction duration and phasing, sequence of construction, other scheduling services, along with construction means and methods.
- Coordinate with VILLAGE, Owner's Representative and other stakeholders as necessary.
- Develop additional design elements as needed for the Criteria Designer's drawings to ensure a complete project is being developed.
- Develop a detailed, open book cost model for the Guaranteed Maximum Price (GMP) based developed documents.

RESPONSE TIMETABLE

A non-mandatory pre-bid meeting will be held onsite at Riverside Park, North Main Street, Chagrin Falls, OH 44022 on Friday, October 14, 2022 at 10:00AM.

Please contact CT Consultants with any questions. All questions should be emailed to Daniel Bonham at dbonham@ctconsultants.com, who can be reached at CT Consultants, Inc., 8150 Sterling Court, Mentor, Ohio 44060.

The D/B shall be required to submit its response to this RFP per the following protocol:

- Each firm responding to this RFP will be evaluated based on its qualifications and the quality/creativity of the proposed conceptual design of the playground as it relates to the attached evaluation scoring. After evaluating the responses to this RFP, VILLAGE will select a short list of the three candidates that it considers to be the most qualified, except that if Village determines that fewer than three firms are qualified, it will only select the qualified firms.
- The short-listed DBC will be invited to interview with the Village. Interviews will be 30 minutes and 15 minutes for questions/answers.
- Finally, this submittal must be presented in a cohesive, organized fashion by the managing team member.

SUBMITTAL INSTRUCTIONS

Paper copies of the RFP will not be needed. Emailed copies of the RFP are required. File size is restricted to 20 Megs. Condense information accordingly.

RFP's should be emailed to Rob Jamieson at rjamieson@chagrin-falls.org and Daniel Bonham at CT22025507@ctconsultants.com. The emails should clearly identify the Project Name and DBC name in the subject line and in file name(s).

Submit all questions regarding this RFP via email to CT22025507@ctconsultants.com (no phone calls please). Questions will be answered via Addenda posted at <https://bids.ctconsultants.com>. The name of the party submitting a question will not be included in the Addenda. The bidder shall be responsible to check for Addenda and obtain same from the web site.

Unless otherwise noted or exempt, all documents submitted to the Village in response to the RFP will be made public and will be available for inspection and copying in accordance with ORC 149.43 at the conclusion of the selection process.

The following information shall remain confidential and will not be released: (1) Proposal Form(s), except for cost category subtotals which will be transferred to any rating form or the Agreement; (2) Financial Statements; (3) Surety Letters showing Bonding Capacity; and (4) Insurance Certificate.

The costs for developing the RFP are entirely the responsibility of the DBC and shall not be chargeable to the Village.

PROJECT SCHEDULE

TASK:	DATE:
Distribution of RFP	September 29, 2022
Non-Mandatory Pre-Bid Meeting on Site	October 14, 2022
Due Date of RFP Submissions	October 27, 2022
Date of Interviews (Finalists)	November 14, 2022
Approximate Award of DB Contract by VILLAGE	November 28, 2022
Approximate Completion of Playground Construction	May 2023

Cancellation, Rejection and Alteration:

VILLAGE of Chagrin Falls reserves the right to reject all submittals and Proposals and cancel at any time for any reason this solicitation, any portion of this solicitation or any phase of the Project. VILLAGE shall have no liability to any submitter or Proposer arising out of such cancellation or rejection. VILLAGE reserves the right to waive minor variations in the selection process and to alter all or any portion of the RFP and the selection process.

List of Exhibits

1. Initial RFP Evaluation Criteria
2. Existing Site Plan (2010).
3. Proposed Limits of Playground
4. Base Bid Fee Proposal Form
5. Alternate Fee Proposal Form
6. Insurance Requirements

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