

City of Enderby

Request for Proposal: Design-Build Spray Park at Barnes Park

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INTRODUCTION

The City of Enderby ("City") is issuing this Request for Proposals ("RFP") to select a professional, qualified, and experienced contractor ("Proponent") to provide the works and services described in the Scope of Works and Services, below.

The City invites Proponents which have the expertise, experience, resources, and knowledge to provide the Works and Services to respond to this RFP.

SCOPE OF WORKS AND SERVICES

The successful Proponent will collaborate with City staff and an appointed member of the public to design, supply, and install a spray park at Barnes Park.

The spray park is flow-through and drains to sanitary sewer. It includes the concrete slab, interactive play features, ground nozzles, internal plumbing and electrical works, computerized control system and activators, and other items specified below.

Supplied by Proponent

The works and services supplied by the Proponent shall include all aspects of designing, building, and commissioning a spray park in accordance with the Design Considerations, except for those items expressly stated as Supplied by Owner. The items Supplied by Proponent, at its own risk and expense, shall encompass all labour, equipment, materials, and operations necessary to complete the project in a manner satisfactory to the City, including but not limited to the following:

- Submission of a proposed design as part of the response to this RFP.
- Consultation with City staff and engineers, as well as the appointed member of the public about revisions to the proposed design based on cost, play value, and aesthetics.
- Preparation and supply of detailed design documents to be submitted by the City's engineer to the Interior Health Authority for the purposes of obtaining a Construction Permit.
- Excavation of supply line and footings.
- Supply and install of supply lines and footings, including bedding aggregates, drain vault, drain line, electrical works from splash pad to control kiosk, compacted base gravel and all plumbing and servicing required within or beneath the splash pad area.
- Supply and installation of the splash pad including overspray area and walkway, appurtenances and ancillary equipment, including activators, kiosks and other controllers, activators, and play features in accordance with the approved design.
- Supply of tamper-resistant tools and touch-up paint.
- Coordination with the City and its employees, agents, and representatives throughout the project.
- Letters of Assurance verifying compliance with applicable standards, regulations, and guidelines.
- Drawings of Record (one signed and sealed original plus one digital copy is acceptable).
- Operations & Maintenance Manual including mechanical drawings and specifications (digital copy is acceptable).

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- On-site training of the City's Parks and Recreation staff in the proper operation and maintenance of the spray park.
- Project commissioning.

Supplied by Owner

The works and services supplied by the City shall include:

- Topographical survey, base plan, and grading plan.
- Civil design and drawings for water, sewer, and storm services up to but not including on-site piping for the spray park.
- Civil works as specified in the civil drawings, which shall include:
 - Removal of existing irrigation.
 - Base preparation including 300mm of SGSB pit run gravel for spray pad and 300mm of 19mm minus drain rock for control cabinet base.
 - Control kiosk footing.
 - Water service including curb stop to control kiosk.
 - Supply and install of PRV, backflow preventer, water meter, and miscellaneous control kiosk plumbing (Proponent to coordinate with Owner).
 - Electrical service, including connection to controller and kiosk.
 - Drain line from sanitary tie-in to 3m outside of splash pad, and drain line from control kiosk underdrain.
 - Spray pad perimeter drain.
 - Landscaping and walkway.
 - Signage.
- Temporary construction fencing.
- Liaising with the Interior Health Authority to obtain the required Construction Permit.
- Site inspections.

Design Considerations

The successful Proponent, in collaboration with City staff and an appointed member of the public, will design, supply, and install the following:

- The design shall provide for a two-phase installation consistent with Budget and Phasing section, below.
- The spray park shall be a flow-through system that drains to the sanitary sewer, with an energy efficient water management system that is easy to operate and maintain.
- The maximum flow of the system must be limited to 80 USGM through control sequencing and flow control.
- The system should be designed to set operational hours and provide a programmable controller and user-triggered activators for play programs.
- A concrete spray pad including a main play area and a 2.4m wide overspray area (combined area no more than 317m²), as well as a 1.2m perimeter walkway area, to be designed and built in accordance with the City-supplied civil design and all relevant regulations and guidelines, including but not limited to the Pool Regulation and direction from the Interior Health Authority.

The spray pad shall be easy to operate and clean, with a non-slip brushed concrete surface and graded to the drain(s) to prevent the accumulation of water.

- Play features that are safe and engaging for children across the age spectrum, from toddlers to pre-teens, with no exposed sharp edges or pinch points, pressure compensating nozzles that limit the potential for injuries, and no elevated climbing structures over the concrete pad.
- All play features must include the necessary anchoring and installation templates, appropriate water inlet connections, and electrical works, be constructed of 304 grade stainless steel (including all anchoring hardware, plates, flanges, and fasteners) or an acceptable equivalent, furnished with tamper-resistant winterization caps, and be capable of being raised in the future to accommodate a poured-in-place rubberized surface.
- An appropriate design and layout of the play features such that conflict between play zones is minimized (e.g. there should be a dedicated toddler zone).
- Promotes a flowing rhythm of play and encourages interaction with the play features and other children.
- Play features which are acceptable to the Interior Health Authority, which may include approval by the CSA or equivalent certifying body.
- Play features which are sturdy, well-built, and resistant to UV damage, vandalism (including tampering), and graffiti.
- Aesthetic fit for Barnes Park and the City more generally.

BUDGET AND PHASING

The City intends to complete the project in two phases in accordance with its budget, as follows:

1. Phase One, for which funding has been committed in the amount of \$169,000 for all items Supplied by Proponent, shall involve the supply and installation of the spray pad and a sufficient number of installed play features to provide for an enjoyable user experience for all age groups. Phase One shall also involve pre-service connections and associated works to provide for the easy installation of additional play features during Phase Two.
2. Phase Two, valued at approximately \$75,000 and subject to future fundraising, shall involve the supply of the additional play features to achieve the ultimate design. Ideally, all Phase Two play features will be easily installed by others and may be installed incrementally as fundraising milestones are attained.

Note that additional community fundraising and local donations for those works Supplied by Owner may allow for the Phase One budget to be increased and incorporate some or all of the play features proposed for Phase Two.

TIMELINES AND COMPLETION DATE

The successful Proponent should be prepared to have all construction completed and the project commissioned before August 1, 2017, or earlier if possible.

In the event that this timeline is not feasible, Proponents may specify an alternate completion date in its response; this may affect its score but would not, in and of itself, result in disqualification of the Proposal. Time is of the essence.

SUBMISSION INSTRUCTIONS

Schedule

Below are the estimated dates for the stages of this RFP:

Issue Date	March 28, 2017
Last Date for Submitting Questions	April 12, 2017
Last Date for Posting Addenda	April 14, 2017
Closing Date and Time	April 19, 2017 at 4:30pm
Evaluation	April 21, 2017
Selection	April 26, 2017

Proposal Structure

Proposals should be organized in the following format:

1. Signed covering letter from an authorized representative of the Proponent indicating:
 - a. The total price for the proposed works.
 - b. The anticipated date that the spray park will be commissioned.
 - c. That the price is firm for 30 days from the Closing Date and Time.
 - d. That the contractor is qualified and prepared for the proposed undertaking, in accordance with the Request for Proposal documents and the submitted Proposal.
2. Company experience and project team qualifications, including proposed subcontractors
3. Design and Costs
 - a. Ultimate design (at completion of Phase 2), including a List of Play Features, Costs, and a two-dimensional scale drawing showing the splash pad, including the overspray area and walkway as well as the location and spray area of all Play Features.
 - b. Partial design (at completion of Phase 1), including a List of Play Features, Costs, and a two-dimensional scale drawing showing the splash pad, including the overspray area and walkway as well as the location and spray area of all Play Features.
 - c. Shop drawings and illustrations of all play features.
 - d. Shop drawings for all controllers, kiosks, and activators.
 - e. Description of programmable sequences that may be triggered by an activator.
 - f. Plumbing and electrical diagrams (if possible; must be provided prior to award).
 - g. Water flow and pressure calculations, sealed by qualified professional, confirming that the proposed design meets all flow requirements and maximum velocities and is consistent with all Code and regulatory requirements.
 - h. Description of warranties.
 - i. Description of maintenance and winterization requirements.
4. Methodology

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- a. Approach
 - b. Timeline
 - c. Value-Added Services
5. References, minimum of 3 similar projects.

All costs should exclude applicable taxes but be inclusive of all other costs.

Each Proponent may submit up to two (2) alternate designs.

Submission Instructions

Proposals may be submitted by one of the following methods:

- Email: info@cityofenderby.com
- Delivered: City of Enderby, 619 Cliff Avenue, Enderby, BC V0E 1V0

Proposals submitted by email must indicate "Spray Park RFP Submission" in the subject header. Proposals delivered must be in a sealed envelope marked "Attn. Spray Park RFP Submission". All proposals must be signed and dated by an authorized representative of the Proponent with signing authority.

The City will not be liable for any delay for any reason, including technological or delivery days, and will not be liable for damages associated with any Proposal that is not received on or before the Closing Date and Time.

The City may, at its sole discretion, accept a Proposal received after the Closing Date and Time but it is under no obligation to evaluate the late Proposal.

Proposals will not be reviewed until after the Closing Date and Time.

Proposals will not be opened in public.

Proposals may be withdrawn upon request by an authorized representative of the Proponent by emailing info@cityofenderby.com before the Closing Date and Time.

Inquiries and Addenda

All inquiries regarding this RFP should be submitted by email before the Last Date for Submitting Questions, as indicated in the above Schedule.

The City shall determine, at its sole discretion, whether the inquiry requires a response and whether to make the inquiry and the response available as clarifying Addenda available to all Proponents on its website.

No oral conversation will affect or modify the terms of this RFP and should not be relied upon by the Proponent unless issued as Addenda.

If the City determines that an amendment or clarification is required, the City may, at its sole discretion, issue Addenda which shall be posted on its website. All Addenda become part of the RFP document upon publication. Proponents should acknowledge receipt of Addenda in their Proposals.

Evaluation Criteria

Proposals must clearly outline the Proponent's experience, qualifications, and references to complete the project, on time and on budget, in accordance with the Scope of Works and Services section, above.

Proposals will be scored on the following criteria:

Experience	20%
Design	35%
Cost	20%
Methodology	15%
References	10%

Proposals which receive a score of less than 50% on any of the above criteria shall be deemed to have not met the minimum requirements and may be rejected at the City's discretion.

The City may, at its sole discretion, interview one or more Proponents or request clarifications or additional information from any Proponent, and may consider that information as part of its evaluation.

TERMS AND CONDITIONS

Eligibility

As a condition of award, the successful Proponent will be required to:

- Enter into a standard contract with the City, which shall include a work schedule, a list of fees, and include by reference MMCD General Conditions, Specifications, and Standard Detail Drawings.
- Indemnify and save harmless the City and its employees, agents, and representatives from and against all damages, demands, actions, claims, injuries, and expenses incurred or made against the City arising from or connected with the Proponent's negligent performance or non-performance, or the breach of any representation or warranty.
- Provide professional errors and omissions liability insurance with a minimum of \$500,000 per claim and an aggregate of \$1,000,000 and commercial general liability insurance with a minimum of \$5,000,000 per occurrence, with the City of Enderby as an additional insured.
- Provide a clearance letter from WorksafeBC.
- Obtain a City of Enderby or inter-municipal business license.
- Agree in writing to serve as Prime Contractor for the work site.

These conditions are not required as part of the RFP submission but shall be provided by the Proponent prior to award.

Site Conditions

It is the Proponent's responsibility to view the site to determine the existing conditions, dimensions, and limitations. No additional payments or time extensions shall be claimable or due because of difficulties relating to conditions at the site which were reasonably foreseeable by the Proponent.

Price Firm

All prices indicated in a Proposal must be firm for thirty (30) days from the Closing Date and Time.

Acceptance of Proposals

The City reserves the right to reject any or all Proposals. The City may accept any Proposal received in response to this RFP should the City judge that, in its sole discretion, it is in the best interests of the City, whether or not it is the lowest priced Proposal. The City reserves the right to waive any irregularities in any Proposal. The City is under no obligation to select a Proponent or award a contract for the Works and Services described in this RFP. The City may terminate this RFP process at any time or reissue or extend the RFP. The City may enter into discussions or negotiate with any of the Proponents at any time, including prior to awarding the work.

Approval of Award

The award for the work is subject to approval of the City Council and/or the Enderby & District Services Commission. The City reserves the right to cancel this RFP should approval not be received.

Proponent's Expenses

Proponents are solely responsible for their own expenses in preparing Proposals, and for any meetings, negotiations, or discussions with the City or its representatives relating to or arising from this RFP.

No Claim

The City and its representatives, agents, consultants and advisors will not be liable to any Proponent for any claims, whether for costs, expenses, losses, or damages, or loss of anticipated profits, or for any other matter whatsoever, incurred by the Proponent as a result of or related to the RFP, the preparation of a Proposal, the evaluation of Proposals, the acceptance or rejection of any compliant or non-compliant Proposal, the breach of any obligations arising under the RFP, negotiations for a contract or cancellation, suspension or termination of the RFP. By submitting a response to this RFP, each Proponent will be deemed to waive and release the City and its employees, contractors, consultants, and agents from and against any and all such claims. By submitted a response to this RFP, each Proponent shall be deemed to have agreed that it has no claim.

Conflict of Interest

Proponents shall disclose in their Proposal any actual, potential, or perceived conflicts of interest it may have with the City, including its elected or appointed officials, employee, or agent acting on behalf of the City, including members of the Enderby & District Services Commission and appointed members of the public who may be involved in evaluating proposals.

No Solicitation

Proponents will not contact any elected or appointed official, employee, or agent acting on behalf of the City, including members of the Enderby & District Services Commission and appointed members of the public who may be involved in evaluating proposals.

Not a Tender

This RFP is not a tender process nor is it an invitation to tender. This RFP does not create a contractual relationship between the City and any Proponent. By issue of this RFP, the City reserves to itself

absolute and unfettered discretion to invite, consider, and analyse Proposals, and selected and negotiate with a preferred Proponent.

No Obligation

The City reserves the right to accept any Proposal, or reject any or all Proposals, or cancel this RFP at any time.

Freedom of Information and Protection of Privacy

Technical and business information, including component and subcontractor pricing, received by the City as part of the submission process will be held in confidence. The City is subject to the Freedom of Information and Protection of Privacy Act ("the Act"). As a condition of submission, the Proponent understands and agrees that the City is not liable for damages arising from a disclosure that cannot be excepted under Part 2, Division 2 of the Act.

The City will release a list of all Proponents along with total bid prices (pricing for individual components or line items will be kept confidential) and total weighted scores for Proposals that are accepted and compliant. Upon request, the City will debrief any Proponent, in general terms, on the total weighted scores upon request. Also upon request, the City will debrief an individual Proponent on the specifics of its particular Proposal evaluation, including individually scored line items and, if applicable, the reasons why its Proposal was deemed non-compliant or otherwise disqualified.