

Request for Proposal

Cason Family Park: Design (Phase 1 & 2)



CITY OF WEST LAFAYETTE

Release Date: July 15, 2020

Deadline for Questions: Monday, August 3, 2020 – 4:30 PM

Questions must be emailed to

klozano@westlafayette.in.gov

Subject Line: "RFP: Cason Family Park"

Deadline for Proposals: August 19, 2020 8:30 AM (EDT)

Decision Notification: September 16, 2020

Contact:

Kathy Lozano

West Lafayette Parks and
Recreation Superintendent

765-775-5110

klozano@westlafayette.in.gov

Contents

Invitation1

Background.....1

Project Summary.....1

Services Requested2

Design Development Services:2

Construction Documents Phase Services3

Bidding Phase Services.....3

Construction Administration Services.....3

Submittal Requirements.....3

Selection Process.....4

Bonds and Insurance5

Construction Manager shall maintain the following minimum insurance:.....5

Questions and Clarifications6

Prevailing Party – Attorney Fees.....7

E-Verify7

Non-Discrimination.....8

Compliance with Accessibility.....8

Compliance with Title VI9

NON-COLLUSION9

CITY OF WEST LAFAYETTE NON-COLLUSION AFFIRMATION10

Invitation

Qualified firms are invited to submit a Statement of Qualifications for the completion of Architecture/Engineering/Landscape design services for the West Lafayette Parks and Recreation Cason Family Park Project. A summary of the projects, services requested, submission requirements and selection process are included herein.

Background

On October 1, 1879 the Wabash Township School No. 5 (Morris Schoolhouse) opened to little fanfare. It was just one of the 109 schoolhouses operating in the county. Now one of only a handful of these schools are left in our county and the only one in the public domain. The Morris Schoolhouse offers an encounter with what school life was like in the late 1800s and early 1900s. Although the building saw its last students in 1916, the Morris Schoolhouse survives to this day due to the dedication of the Cason family, on whose land the schoolhouse stood. The Cason family has seen to the building's preservation for three generations.

When the US 231 highway was established west of West Lafayette, the State of Indiana intentionally diverted the road to save the Morris School. With the extension of Cumberland Avenue, the land the school sat on was sold to Franciscan Health and the schoolhouse did not fit into their building plans so was slated to be torn down unless it could be moved. The stars aligned with the help of Sue Eiler, Chair of the *Save the Morris School Project*, and the donation of land adjacent to the Franciscan Health property to the West Lafayette Park and Recreation Foundation. In June 2017 with the help of many, the school was moved 1,000 feet with lots of fanfare and celebration to its new permanent protected home. This location allows the school to be very accessible and not located on some isolated county road.

The school now can continue its long history of teaching others about life and time in Indiana and West Lafayette will soon have a new park – The Cason Family Park.

To fully realize the Morris Schoolhouse vision, Cason Family Park must be constructed. As part of the West Lafayette Parks and Recreation Master Plan pages 220 – 227 the building of Cason Family Park is an integral part of fulfilling the communities need for additional open space and recreational areas. The Master Plan can be seen here:

https://www.westlafayette.in.gov/egov/documents/1494356053_63074.pdf

Project Summary

This proposal is to take the conceptual plans through design to construction documents. Phase one will include a playground for ages 0-6, a playground for ages 6-12 (both playgrounds should be fully accessible), restroom facilities, small shelter, storm water garden, paved and natural trails, parking and an outdoor classroom adjacent to the schoolhouse. Phase two will consist of additional paved trails, a water feature, and three shelters. Design for both phases will take place in this contract, and subsequently the park can be built in stages.

Site: Cason Family Park is located at the corner of US231 and Cumberland Ave. in West Lafayette Indiana.

<https://www.google.com/maps/place/US-52+%26+Cumberland+Ave,+Wabash+Township,+IN+47906/@40.4589093,-86.9474784,406m/data=!3m1!1e3!4m5!3m4!1s0x8812fce644d3cde1:0xf16818f1a15d646c!8m2!3d40.4557052!4d-86.9503994>

Cost/Funding: The City will design for Phase 1 and Phase 2 in this contract and will build Phase 1 in 2021. Currently, the City has budgeted up to \$2,425,000 for Phase 1 construction. The funding will come from the 2020 Redevelopment Commission budget.

Schedule: The City's goal is to begin construction in the spring of 2021, with completion in 2022.

Services Requested

The City of West Lafayette is looking to contract with an experienced landscape architecture and engineering project team from an established firm(s) to provide the full range of design, bidding and construction administration services. The following is an outline of services to be provided:

Schematic Design Services:

In order to establish the scope of work and budget for the project, it is first expected that the Architecture/Engineering team would begin Schematic Design Services based on the Conceptual design completed to date. This is expected to include but not be limited to:

- Topographical Survey: Confirm existing conditions
- Schematic Design: Validate and further develop conceptual design completed to date

Design Development Services:

In order to continue the scope of work and budget development for the project, it is expected that the Architecture/Engineering team would begin Design Development Services upon the City's Approval of the Schematic Design. This is expected to include but not be limited to:

- Floor Plans: Update the preliminary floor plan from the study. A minimal number of buildings on site, but public facilities will need to be designed in their entirety.
- Site Plans: Prepare updated layout alternatives and provide final recommendations for site improvements to provide outdoor space, parking, and noted site amenities as described in the phasing above.
- Graphics: Provide illustrative plans and renderings as visualization tools.
- Coordination with Construction Manager: The Architecture/Engineering team is expected to work collaboratively with the Construction Manager in reviewing preliminary cost estimates and in the completion of value engineering exercises as necessary to meet the target budget. Final deliverables for this phase should reflect the project budget.
- Coordination with Owner's Representative: The Architecture/Engineering team is expected to work cooperatively with the Owner's Representative in the coordination of services relative to the project.

Construction Documents Phase Services

Upon approval of the Design Development documents and validation of project budget, It is expected that the Architecture/Engineering team would include full services needed to produce constructible project documents including the following disciplines:

- Architecture
- Civil/Site Engineering
- Landscape Architecture

Bidding Phase Services

It is expected that the Architecture/Engineering team would include full services to answer bidder questions, attend pre-bid meeting(s), issue addenda and review bids received for the project.

Construction Administration Services

It is expected that the Architecture/Engineering team would include services to review submittals, respond to RFI's, issue clarifications, complete periodic site visits, prepare a punch list and related work.

Submittal Requirements

Five hard copy responses and a PDF version on a flash drive shall be submitted by 8:30am (EDT) on August 19, 2020. ***Documents received following that date and time will not be considered.*** Please seal all submittal documents in a separate interior envelope or box labeled as follows.

City of West Lafayette
Request for Proposal
Design Services
Cason Family Park

Responses are to be sent to:

City of West Lafayette Redevelopment Commission
City Clerk's Office
Attention: RFP Cason Family Park Design
1200 N Salisbury Street
West Lafayette, IN 47906

The submittal shall include the following components, submitted in this order. The total submission shall not exceed 25 pages.

1. Cover Letter – Please clearly identify your fee proposal on the cover letter
2. Firm Background – including lines of service, general approach to projects
3. Project Team
 - Include brief resume for each team member including their role in the project, firm and date of employment.
 - Include client's main point of contact.
 - Identify percentage of time each individual will commit to the project.
 - Identify hourly rate of each individual.

- Identify individuals or firms responsible for architecture, civil engineering, and landscape architecture.
4. Similar Projects Completed
 - This should document the firm's experience on parks projects of similar size and complexity.
 5. References
 - Provide a minimum of three client references with contact information.
 6. Project Approach
 7. Project Scope of Work
 8. Project Schedule (Gantt Chart)
 9. Fee Proposal
 10. Certificate of Insurance requirements satisfied as listed in the Bonds and Insurance section.
 11. Acknowledgements
 - Acknowledge firm capacity to complete this project per the schedule submitted.
 - Acknowledge verification of receipt of all addendums to this posting.
 - Acknowledge ability to meet requirements of Standard Contract terms included at the end of this posting.

Selection Process

The following is a summary of the review/selection process:

- Upon receipt of submissions, the City's evaluation committee will review proposals and choose a firm.
- The evaluation committee will consist of:
 - Kathy Lozano, West Lafayette Parks and Recreation Superintendent
 - Linda Eales, West Lafayette Parks and Recreation Board Member
 - Greg Mitchell, West Lafayette Parks and Recreation Assistant Superintendent
 - Jim Pitoukkas, West Lafayette Parks and Recreation Foundation Board President
 - John Muller, West Lafayette Parks and Recreation, Parks Director

Evaluation Criteria	Weight (100 total)	Score (1 lowest, 10=highest)	Weighted Score
General Experience and Qualifications	30		
Park experience	20		
Experience of Project Team	15		
MBE, WBE and VBE Participation History and Good Faith Efforts	10		
Compliance with RFP	5		
Fees	20		

TOTAL	
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Bonds and Insurance

Provide documentation from your surety or bonding agent regarding your firm’s bonding capacity.

Design & Engineering Services shall maintain the following minimum insurance:

Commercial General Liability (Occurrence Form)

- Each Occurrence \$1,000,000
- Products/Completed Operations Aggregate \$3,000,000
- General Aggregate (other than Prod/Comp Ops Liability) \$3,000,000
- Personal & Advertising Injury Liability \$1,000,000

Name The City of West Lafayette, Indiana and Owner’s Representative as an Additional Insured.

Architectural Liability or Contractor’s Professional Errors & Omissions

Architectural plans require architect’s errors and omissions liability with a limit of \$1,000,000
Construction Manager shall carry Contractor’s Professional Errors and omissions with a limit of \$1,000,000

Automobile Liability

- Combined Single Limit \$1,000,000

Name The City of West Lafayette, Indiana and Owner’s Representative as an Additional Insured.

Workers Compensation and Employer’s Liability

- Workers Compensation State Statutory Limits
- Employer’s Liability
 - Bodily Injury by Accident \$500,000 Each Accident
 - Bodily Injury by Disease \$500,000 Policy Limit
 - Bodily Injury by Disease \$500,000 Each Employee

Umbrella Liability

- Each Occurrence and Aggregate \$4,000,000

Name the City of West Lafayette, Indiana and Owner’s Representative as an Additional Insured

All coverages must be placed with an insurance company with an A.M. Best rating of A-:VII or better.

Additional Notes and Requirements

- The selected firm will be required to furnish an agreement containing the provisions attached at the end of this Request for Proposals. The firm's ability to meet these terms shall be acknowledged in the firm's Proposal.
- The Redevelopment Commission has established a 10 percent goal for participation in the overall project by minority/women/veteran owned businesses. Firms certified as minority/women/veteran owned businesses by the City of West Lafayette or the Indiana Department of Transportation will be considered eligible for meeting this goal.
- The City of West Lafayette reserves the right to reject any or all responses and to waive any informalities or irregularities in any of the responses.
- The City of West Lafayette will build and pay for this project in two phases, but design comprehensively.
- It is anticipated that award will be made on or about September 16, 2020 with contract executed at the RDC meeting on September 16, 2020.
- Contracts executed related to this solicitation shall include the City of West Lafayette's standard contract terms. A copy of these can be obtained by emailing klozano@westlafayette.in.gov.

Questions and Clarifications

Questions shall be submitted to:

Kathryn Lozano
Superintendent
West Lafayette Parks and Recreation
1200 N Salisbury St
West Lafayette, IN 47906
klozano@westlafayette.in.gov

Questions must be emailed by August 3, 2020 at 4:30pm (EDT). If clarifications or corrections need to be issued to this RFP, an addendum with all questions and responses will be posted to the City website by August 7, 2020 at 4:30pm (EDT) on the West Lafayette Redevelopment Commission page (https://www.westlafayette.in.gov/egov/apps/document/center.egov?eGov_searchDepartment=76&eGov_searchType=100).

City of West Lafayette Provisions Required in All Contracts

This section is included as a courtesy to give advanced notice of requirements on all city contracts. Please acknowledge ability to meet these requirements in the Acknowledgments section of your proposal.

Prevailing Party – Attorney Fees

Notwithstanding any term or condition in this Contract to the contrary, in the event litigation is commenced to enforce any term or condition of this Contract, the prevailing party shall be entitled to costs and expenses of litigation including a reasonable attorney fee.

E-Verify

[Selected Respondent] shall comply with E-Verify Program as follows:

a. Pursuant to IC 22-5-1.7, **[Selected Respondent]** shall enroll in and verify the work eligibility status of all newly hired employees of **[Selected Respondent]** through the E-Verify Program (“Program”). **[Selected Respondent]** is not required to verify the work eligibility status of all newly hired employees through the Program if the Program no longer exists.

b. **[Selected Respondent]** and its subcontractors shall not knowingly employ or contract with an unauthorized alien or retain an employee or contract with a person that **[Selected Respondent]** or its subcontractors subsequently learns is an unauthorized alien. If **[Selected Respondent]** violates this Section 7(b), The City of West Lafayette shall require **[Selected Respondent]** to remedy the violation not later than thirty (30) days after The City of West Lafayette notifies **[Selected Respondent]**. If **[Selected Respondent]** fails to remedy the violation within the thirty (30) day period, The City of West Lafayette shall terminate the contract for breach of contract. If The City of West Lafayette terminates the contract, **[Selected Respondent]** shall, in addition to any other contractual remedies, be liable to The City of West Lafayette for actual damages. There is a rebuttable presumption that **[Selected Respondent]** did not knowingly employ an unauthorized alien if **[Selected Respondent]** verified the work eligibility status of the employee through the Program.

c. If **[Selected Respondent]** employs or contracts with an unauthorized alien but The City of West Lafayette determines that terminating the contract would be detrimental to the public interest or public property, The City of West Lafayette may allow the contract to remain in effect until The City of West Lafayette procures a new contractor.

d. **[Selected Respondent]** shall, prior to performing any work, require each subcontractor to certify to **[Selected Respondent]** that the subcontractor does not knowingly employ or contract with an unauthorized alien and has enrolled in the Program. **[Selected Respondent]** shall maintain on file a certification from each subcontractor throughout the duration of the Project. If **[Selected Respondent]** determines that a subcontractor is in violation of this Section 7(d), **[Selected Respondent]** may terminate its contract with the subcontractor for such violation. Such termination may not be considered a breach of contract by **[Selected Respondent]** or the subcontractor.

e. By its signature below, **[Selected Respondent]** swears or affirms that it i) has enrolled and is participating in the E-Verify program, ii) has provided documentation to The City

of West Lafayette that it has enrolled and is participating in the E-Verify program, and iii) does not knowingly employ an unauthorized alien.

Non-Discrimination

[Selected Respondent] agrees:

(a) That in the hiring of employees for the performance of work under this contract or any subcontract hereunder, no contractor, or subcontractor, nor any person acting on behalf of such contractor or subcontractor, shall, by reason of race, religion, color, sex, national origin or ancestry, discriminate against any citizen of the State of Indiana who is qualified and available to perform the work to which the employment relates;

(b) That no contractor, subcontractor, nor any person on his behalf shall, in any manner, discriminate against or intimidate any employee hired for the performance of work under this contract on account of race, religion, color, sex, national origin or ancestry;

(c) That The City of West Lafayette may deduct from the amount payable to the contractor a penalty of five dollars (\$5.00) for each person for each calendar day during which such person was discriminated against or intimidated in violation of the provisions of the contract;

(d) If there is a second or any subsequent violation of the terms or conditions of this section, then this contract may be cancelled or terminated by The City of West Lafayette and all money due or to become due hereunder will be forfeited.

Compliance with Accessibility

It is the intent and goal of the city to ensure that all new construction within the City of West Lafayette shall comply with all ADA and PROWAG guidelines.

Pursuant to Title II regulations at 28CFR 35.151; and the 2004 ADAAG CFR part 1191, appendices B and D, the City of West Lafayette adopted the 2010 ADA SAD standards for new construction and alterations for facilities, and also adopted the Proposed Accessibility Guidelines for Pedestrian Facilities in the Public Right of Way (PROWAG) as published July 26, 2011.

Facilities located within the City of West Lafayette, the 2010 ADA SAD standards shall be met for new construction and alterations for projects within the City.

Facilities located within the right of way, PROWAG standards shall be met for new construction and alterations for project elements.

Fair Housing Act (FHA) and Section 504 of the Rehabilitation Act, and The Architectural Barriers Act (ABA) standards and guidelines shall be followed.

Accessibility guidelines shall be met on all projects requiring compliance with the FHA, Section 504, or the ABA.

Projects found to not be in compliance with these standards and guidelines will be assessed fines, as follows:

- Non-compliant fee (\$250 per day), and a “Stop Work” order will be issued.

- If after (3) violations and (10) business days to correct non-compliance issues, your contract will be revoked.

Compliance with Title VI

It is the intent and goal of the City to ensure that all new construction within the City of West Lafayette shall comply with all Title VI guidelines.

[Selected respondent] in accordance with Title VI of the Civil Rights Act of 1964, 78 Stat. 252, 42 U.S.C. 2000d to 2000d-4 and Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office the Secretary, Part 21, Nondiscrimination in Federally assisted programs of the Department of Transportation and Title 23 Code of Federal Regulations, Part 200, Title VI Program and Related Statutes, issued pursuant to such Acts, hereby notifies all bidders that it will **affirmatively ensure** that in any contract entered into pursuant to this advertisement, disadvantaged business enterprises will be afforded full opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of religion, race, color, national origin, sex, sexual orientation, gender identity, age, disability/handicap and low income in consideration for an award.”

NO INVESTMENT IN IRAN

As required by Ind. Code § 5-22-16.5, the Contractor certifies that the Contractor is not engaged in investment activities in Iran. Providing false certification may result in the consequences listed in Ind. Code § 5-22-16.5-14, including termination of this Contract and denial of future contracts, as well as an imposition of a civil penalty.

NON-COLLUSION

The undersigned offeror or agent, being duly sworn on oath, says that he or she has not, nor has any other member, representative, or agent of the firm, company, corporation or partnership represented by him or her, entered into any combination, collusion, or agreement with any person relative to the price to be offered by any person nor to prevent any person from making an offer nor to induce anyone to refrain from making an offer and that this offer is made without reference to any other offer.

CITY OF WEST LAFAYETTE
NON-COLLUSION AFFIRMATION

STATE OF INDIANA
COUNTY OF: TIPPECANOE

SS:

The undersigned offeror or agent, duly swears, under penalties for perjury, that he has not, nor has any other member, representative, or agent of the firm, company, corporation or partnership represented by him, entered into any combination, collusion or agreement with any person relative to the price to be offered by any person nor to prevent any person from making an offer nor to induce anyone to refrain from making an offer and that this offer is made without reference to any other offer.

Offeror (Firm)

Signature of Offeror or Agent

Before me, a Notary Public in and for said County and State personally appeared, _____, who acknowledged the truth of the statements in the foregoing affirmation on this _____ day of _____, 20 ____ .

My Commission Expires:

(written) Notary Public

(printed)

County of Residence: _____