

**City Of Monte Vista, Colorado**

**REQUEST FOR PROPOSALS  
For  
Design-Build of Montez Park Skatepark**

**PROPOSALS DUE: March 1, 2012 BY 2:00 p.m.**

**Deliver Proposals to:**

City of Monte Vista  
Skatepark RFP  
4 Chico Camino  
Monte Vista, CO 81144

**Refer questions to:**

Bob Bryning, Chair, Advisory Committee  
Phone: (719) 850-1994  
E-Mail: [rbryning@msn.com](mailto:rbryning@msn.com)

Questions shall be submitted in writing by electronic mail. Questions and responses will be posted on the City of Monte Vista website at [www.cityofmontevista.com](http://www.cityofmontevista.com)

# **REQUEST FOR PROPOSALS**

## **For**

### **Design-Build of Montez Park Skatepark**

#### **I. INTRODUCTION**

The City of Monte Vista, Colorado (City) desires to build a concrete skatepark. The proposed skatepark must meet the safety and standards for current action skatepark design principles that include flow, traffic patterns, skill levels, and ability levels as well as be of the highest quality with regards to design. The design should be predominately concrete (precast elements with poured in place flatwork) with other materials accepted on wear features and non-skate elements. The City is seeking proposals in response to this Request for Proposals (RFP) from a qualified skateboard park design firm or team (Contractor) to produce a conceptual design, final design and construction documents for a non-supervised public concrete skatepark at 1630 Grand Ave. Monte Vista, CO.

The skatepark should draw and engage local users to a facility that will challenge both beginners to the experienced users. The facility shall provide street and park-style elements, obstacles, and terrain. The skatepark should include an integrated mixture of elements as determined by the Skatepark Advisory Committee

The City has budgeted \$455,000 in cash and in-kind services towards the completion of this project broken down as follows:

- Earthwork (including parking lots)
- Flatwork
- Amenities/landscaping (rerouting existing irrigation system, lighting, bleachers, restroom). It is anticipated the city will purchase and install the restroom, bleachers and lighting. However, those design elements need to be considered in the overall design.
- Elements/Design/Construction
  - Design skatepark to be between 8,000-9,000 sq ft. (approximately 50'x160-170')

#### **II. SCOPE OF SERVICES**

The scope of work outlined below is to be used as a general guide and is not intended to be a complete list of all work necessary to complete the project. The following are work tasks assumed necessary to complete this project. Proposing teams may suggest a modified scope as part of their proposal.

- A. Meet with Skatepark Advisory Committee members and city staff members to review the scope of the project, establish design standards, become familiar with the concerns, and review existing documentation which may be of benefit in the

process.

- B. Meet with Skatepark Advisory Committee members and city staff members to review preliminary design.
- C. Conduct one public meeting to present the proposed final design for consideration.
- D. Creation of construction documents and technical specifications for the skatepark as well as estimating the total cost of building the entire skatepark.
- E. Project management during construction.

### **III. DESIGN CONSIDERATIONS**

The Contractor shall design a mixed-use public skatepark that inherently provides a highly functional street skating environment for skateboard, in-line, and BMX users. The Contractor should focus on designing a space to provide a unique sense of place with thoughtful integration of street and park skating features, in-line skating and BMX features, aesthetic formation, and environmentally sustainable development. Designs should consider the connection to the park and fit of the skatepark to the adjacent areas. The Contractor shall consider the role that material diversity, art, and landscaping can play in beautifying the space and increasing functionality. The City desires for a skatepark whereby obstacles are well designed, appropriately dimensioned, tastefully detailed, and structurally sound. The type of obstacles shall be thoughtfully sited to engage and draw to local street skaters, in-line skaters and BXM enthusiasts. The goal for the skatepark design will be on the quality of the experience rather than the quantity of obstacles proposed. The design shall provide a concrete (not asphalt, wood, wood product, wood by product, petroleum by product, petroleum product, laminate) skatepark that contains quality and engaging street style obstacles.

Key elements desired include:

- A. Various materials or textures for terrain diversity and functionality. Design the skate features to mimic natural street skating/skatepark in-line skating and BMX environments (ledges, pads, banks, small stair sets, rails, natural transitions, bowl, etc.) and as guided by the City.
- B. Design an aesthetically pleasing space with thought on consistency of skatepark theme, patterns, and angular orientation.
- C. Analyze the areas adjacent to the skatepark and design the site to protect and support their use as well.

The design for the skatepark shall address the challenges and issues identified by the City and the advisory committee. The Contractor should provide a preliminary design that

acknowledges these concerns yet allows for additional input and feedback to potentially modify and alter their proposed approach for the final construction product. The final skatepark design to be recommended by the Contractor shall be based on input received and the Contractor's professional experience. Significant deviation from the final design, during the construction document phase and/or construction, shall be reviewed and approved in writing by the City.

#### **IV. WORK REQUIREMENTS**

##### **A. Technical or Required Services**

The selected Contractor will perform the tasks listed below for this project. The selected Contractor shall be expected to work closely with designated City personnel and the advisory committee to accomplish these goals. It is recommended that the Contractor has advanced skills in working with design influenced by community outreach, skateboarding, BMX and significant experience in the design and construction of high quality concrete skateparks

##### **B. Design Development & Construction Documents:**

Following receipt of written approval of the final conceptual design from the City, the selected Contractor shall proceed with the completion of the design development and construction documents. All construction drawings must be professional sealed by a Colorado licensed engineer. Provide information on individuals who would provide this service.

##### **C. Development Permits**

The selected Contractor shall secure all state and local development and zoning permits.

##### **D. Work Performed by the City**

City staff shall make available sufficient hours of staff personnel as is required to meet with the Contractor and provide such information as required. The City anticipates being heavily involved in the earthwork portion of the project.

##### **E. Deliverables Schedule**

The selected Contractor shall provide items to the City such as reports, draft documents, data, interim findings, drawings, schematics, training, meetings, presentations, and final drawings. The final design and construction schedule will be developed in coordination with the selected contractor. All deliverables and resulting work products from this contract will become the property of the City of Monte Vista.

##### **F. Insurance Requirements**

Prior to the commencement of an agreement, the Contractor shall obtain and keep in full force and effect until the termination of the agreement, the following insurance with an insurance company licensed and qualified to do business in the State of Colorado, as evidenced by an endorsement of insurance on the insurance policy. Any deductibles or self insured retentions are to be paid by the Contractor and must be declared and approved by the City. Contractor shall provide a copy of the certificate of insurance with verification that full policy limits are available.

1. Worker's Compensation & Disability - statutory minimum limits.
2. Commercial General Liability - in an amount not less than \$1,000,000 per occurrence and \$2,000,000 general aggregate for bodily injury, personal injury and property damage;
3. Professional Liability (Errors and Omissions) Insurance - appropriate to Contractor's profession, against loss due to error or omission or malpractice in an amount not less than \$1,000,000. Architects' and Engineers' coverage is to be endorsed to include contractual liability.
4. Additional Insured: The City shall be named as an additional insured on all liability policies using the following language: "Contractor shall indemnify, hold harmless and defend the City of Alamosa, its officials, employees, agents, and volunteers, against any and all liability, loss, costs, damages, expenses, claims, or actions, including attorney's fees which the City of Alamosa, its officials or employees may hereafter sustain, incur or be required to pay, arising wholly or in part due to any act or omission of the Contractor, its agents, servants, or employees, in the execution, performance or failure to adequately perform Contractor's obligations pursuant to this contract."

## **V. LOCATION**

The proposed location for the skatepark is Montez Park. Specifically, Montez Park consists of 2.09 acres divided into three (3) roughly equal parcels. The skatepark will be located in the middle parcel which is approximately 70 'x 410'.

## **VI. RFP Schedule and Submission**

### **A. Schedule**

RFP Issued:

February 1, 2012

Deadline for Submission of  
Written Questions:  
RFP Due:  
Contract to City Council:

February 16, 2012  
March 1, 2012 at 2:00 P.M.  
March 15, 2012

The City reserves the right to make adjustments to the above noted schedule as necessary.

#### B. Pre-submittal Meeting and Questions

There will not be a required pre-submittal meeting for this request; however, contractors are encouraged to contact the City for clarification and information pertaining to this request for proposals. Any requests for information or clarification must be submitted in writing by email to Bob Bryning at [rbryning@msn.com](mailto:rbryning@msn.com) by February 16, 2012 at 5:00 P.M. No oral questions will be answered.

Written responses to all questions will be posted on the City web page for this RFP as well as being sent directly to the person making the inquiry.

#### C. Proposal Contents

Proposals submitted in response to this RFP must meet the specifications set forth herein. Proposals must be clear and succinct. Only those Contractors providing complete information as required will be considered for evaluation. Any major deviation from these specifications will be cause for rejection of the proposal at the City's discretion. The ability to follow these instructions demonstrates attention to detail. The content and sequence of proposals are to be as follows:

##### 1. Cover Letter

The Cover Letter must include the following:

- a. Project title
- b. Name and address of the entity submitting the proposal
- c. Date entity was established
- d. Name(s) of the person(s) authorized to represent the Contractor in any negotiations
- e. Name(s) of the person(s) authorized to sign any contract that may result
- f. Contact person's name, mailing or street addresses, phone and fax numbers and email address
- g. Original signature of person listed in section (e) above.

Submission of the letter will constitute a representation by your firm that your firm is willing and able to perform the commitments contained in the proposal.

##### 2. Proposal Summary

- a. A brief synopsis of the highlights of the proposal should be presented which

summarizes the key benefits of the proposal to the City. This includes a short narrative describing the respondent's understanding of the scope of work and their overall vision for the successful development of a high quality concrete skatepark. The summary should address the contractor's strategy for presenting their qualifications to design a skatepark that represents multiple uses, a variety of skill abilities, a distribution of terrain primarily focused on street skating and BMX and inclusion of transition style elements that compliment, support, and reinforce the goals of the skatepark. Contractor is encouraged to think creatively about the skatepark design. They should consider a concept that is focused on skateboarding but allows the potential impact of a mixed-use public skatepark, a sense of community and stewardship, a quality street skating environment, an engaging and aesthetically pleasing design, environmentally sustainable development practices, and a cohesive sense of place within this larger community park. The design concept should encourage all park users to use, watch, and enjoy this facility. The summary shall address why the Contractor feels that their team is the most qualified for the project and why their services are superior to the competitors.

- b. Contractors are required to submit one concept drawing of their proposed skatepark. The drawing should be based on site pictures, budgetary constraints, GOCO application, and Contractor creativity and will subsequently be used as the starting point.

### 3. Project Approach

The Contractors' understanding and approach to the project is an important aspect of the RFP process. The Contractor should provide a clear and concise understanding of the project based on the information given as well as project goals and requirement. For each work task, the Contractor shall:

- a. Describe each work task or activity and the final products resulting from that task
- b. Describe which team members will lead each work task
- c. Describe how input from the City will be requested, evaluated and incorporated into the skatepark design.
- d. Identify how the discussion will be framed, what questions will be asked and how the information will be recorded.
- e. Describe the time frame estimated to complete each task.
- f. Describe how the funds will be allocated for each phase (conceptual design, construction documents, construction, and contract close-out).

### 4. Project Team

Identify key personnel and their specific project roles in regards to skatepark design including but not limited to:

- a. Project manager
- b. Primary party responsible for skatepark design
- c. Primary party for storm water management design related issues
- d. Primary party for professionally engineered skatepark construction drawings
- e. Primary party responsible during the construction phase

Provide the following additional information for the individuals listed above.

- a. Experience with similar or related projects of this size and scope which have been constructed
- b. Group experience and work performed on similar or related projects of this size and scope.
- c. Based on a 40 hour week what percentage of the project managers typical work week will be devoted to overseeing the entire project during construction.
- d. Written assurance that the key individuals listed and identified will be performing the work and not be substituted with other personnel or reassigned to another project without City's approval

#### 5. Firm Qualifications

The Contractor and/or team must have experience in the design and construction of facilities similar to this scope of work. This includes publicly built precast concrete skateparks, skatepark construction oversight and administration. Provide a brief description of your firm, as well as how any joint venture or association would be structured.

Identify the Contractor's and/or team's experience with the following types of projects:

- a. Describe two (2) public precast skatepark projects whereby the contractor or team has completed the design and construction of the skatepark within the last five (5) years. Describe those projects that best characterize the Contractor's capabilities, work quality and cost control measures. The designs must have included the completion of construction drawings, technical specifications, and construction estimates that led to a publicly constructed project. Description should include photographs, construction budgets, and comparison of "skate-able" versus overall square footage of those projects.
- b. Describe public project(s), whereby the storm water designer has completed the design for storm water management approaches within a skatepark. Each of the projects must have included the completion of construction drawings, technical specifications, and construction estimates that led to a publicly constructed project.
- c. Experience in both styles of "street" and "park" as well as BMX elements of skateparks.
- d. Experience designing and constructing precast skateparks of approximately the

same dimensions as proposed for this project.

The Contractor must be in compliance with the laws regarding conducting business in the City of Monte Vista before an award may be made.

#### 6. Fee Proposal

The City intends to award this contract to the firm that it considers will provide the best overall project services. The City reserves the right to accept other than the lowest priced offer and to reject any proposals that are not responsive to this request.

Please provide a fee proposal that includes the total fee for each of the disciplines identified. Please include hourly rates for all team members. (Hourly rates and itemized costs may be used to negotiate changes in the scope of work necessary.)

In kind services and materials may be provided by the City. In the event in kind services or materials are acquired by the City, Contractor shall utilize these services and materials in place of certain services anticipated by the Contractor. Contractor fees will be adjusted in the event services are donated.

#### 7. Supporting information and timeline

- a. For the Contractor, supporting material must include a minimum two references for two (2) separate public design skatepark projects similar in scope to City of Monte Vista proposed skatepark project. Provide descriptions and project write-ups and supplement with photo of completed project or design. Other information pertinent to the project or work to be performed may also be included. Specifications (strength and manufacturing location) relating to the precast concrete elements and quality/type of non-concrete materials must be included. References must include the contact person's name, agency, phone number, their role in the project (e.g., project manager, owner, etc.), name of the project, when the work was done, and contract budget amount.
- b. All warranty, guarantee, or other information regarding the expected life of the features and their ability to endure use and abuse. Warranties will not commence for the installed elements until the City has given the successful bidder written acceptance at construction completion.

#### D. Submittal

Three (3) hardcopy copies and one electronic copy on CD/DVD of your proposal must be received by the City no later than 4:00 P.M., Thursday, March 1<sup>st</sup>. Proposals shall be addressed to:

City of Monte vista  
Skatepark RFP  
4 Chico Camino

Monte Vista, CO 81144

The outside of the envelope must be identified as "Monte Vista Skatepark." Late proposals and proposals sent by facsimile will not be accepted.

## **VII. EVALUATION OF PROPOSALS AND AWARD**

### **A. Selection Process Generally**

The City reserves the right in its discretion to make a selection based directly on the proposals submitted. The respondent selected will be chosen based on its apparent ability to best meet the overall objectives of the City. The City has the right to reject any or all proposals.

### **B. Evaluation Criteria Scoring**

Each proposal shall be evaluated on the following evaluation criteria, weighting and maximum points, as follows:

#### **Maximum Criteria Score**

1. Cover Letter - 5 pts
2. Project Team - 15 pts
3. Contractor's Capabilities/Concept Drawing – 35 pts
4. Project Approach and Understanding – 30 pts
5. Supporting Information - 15 pts

#### **Total Points Available 100**

### **C. Proposal Review**

An evaluation review committee ("Committee") will be evaluating the proposals received. For the purpose of scoring proposals, committee members will evaluate each proposal in accordance with the criteria and point factors listed above. The evaluation committee may seek outside expertise, including, but not limited to, input from technical advisors, to assist in evaluating proposals. The successful Contractor shall be selected by the following process:

1. The committee will score the written proposals based on the information submitted according to the evaluation criteria and point factors.
2. A short list of Contractors, based on the highest scores, may be selected for telephone or group interviews if deemed necessary. The City reserves the right to increase or decrease the number of Contractors on the short list depending on the scoring and whether the Contractors have a reasonable chance of being awarded a contract.
3. If interviews are determined to be necessary, the scores from the written

- proposals will be considered preliminary. Final scores, based on the same evaluation criteria, will be determined following the interviews.
4. Negotiations will follow with the selected Contractor, and, if successful, the Contractor and City will enter into a contract for the work.

#### D. Clarification During Review Process

During the evaluation process, the City has the right to request additional information and presentations for clarification in order to understand the Contractor's view and approach to the project and scope of the work. The City further reserves the right to make an award without further clarification of proposals reviewed. Any changes to a submitted proposal made before executing the contract will become part of the final Contractor contract.

### **VIII. TERMS AND CONDITIONS**

#### A. Errors and Omissions

Proposers are responsible for reviewing all portions of this RFP. Proposers are to promptly notify the City, in writing, if the proposer discovers any ambiguity, discrepancy, omission or other error in the RFP. Any such notification should be directed to the City promptly after discovery, but in no event later than five working days prior to the date for receipt of proposals.

### **VIV. CONTRACT**

#### A. Contract

The Contractor selected shall enter into a written contract with the City of Monte Vista to include the terms of the proposal as well as clauses, including, but not limited to, indemnification, hold harmless, forum, public records and standard procedural clauses.