



**REQUEST FOR PROPOSAL/QUALIFICATIONS
SAWMILL PARK RENOVATION
THE WOODLANDS TOWNSHIP
JANUARY 2011**

The Woodlands Township is requesting proposals and statements of qualifications from planning/design consultants and/or similar professionally qualified consultants to provide comprehensive design, bidding and construction management services for the renovation of Sawmill Park.

ABOUT SAWMILL PARK

Sawmill Park is a 6.5 acre Village Park located in the Village of Grogan's Mill (2200 Mill Trace Drive), directly to the west of First Baptist Church of The Woodlands. The park can be accessed via the pathway system from several points of entry: Grogan's Mill Road, Hailey Elementary School and the Woodfarm neighborhood.

Sawmill Park was the second park built in The Woodlands in 1979. It is distinguished by its winding pathways, mature canopy of trees, consisting mostly of oaks and short-leaf pines and a large wheelchair accessible playground for ages 2 to 12, including a dinosaur-themed climber, various activity boards, and multiple slides.

The park provided both passive and active opportunities for recreation. Four lighted tennis courts, sand volleyball, a multi-purpose field and a lighted basketball court are provided. Park users can also enjoy picnics at the many picnic areas or the pavilion, watch children on the playground, take a leisurely stroll along the pathway or, relax by the pool during the summer months.

Sawmill Park also consists of two pools; the main pool (180,000 gallons) and the baby pool (2,700 gallons). The main pool has six lanes with a diving well. The depth of the pool goes from 3.5 feet to 12 feet deep. The diving well has a slide and one meter diving board. The baby pool is mostly covered by a shade structure and the depth of the pool goes from six inches to one foot deep. There is a dragon themed slide on this pool. The entire pool deck and coping stones have been covered with a cool deck material. There are three building which are: pump room, front entrance/desk/storage area, and restrooms for pool and park. The pavilion area is off to the side of the pool that is separated by a gate. The entire perimeter of the pool is surrounded by an eight foot fence. There are two shaded area on the deck for patrons to enjoy. The pool was updated in 2009 to meet the Virginia Graeme Baker Act. *Please see Attachment A-Supplemental Pictures for a pictorial of the park.*

Responding consultants are requested to provide a statement of qualifications and prepare a detailed scope of proposed work for consideration. This project will include meeting with the public/neighborhood to identify needs, developing conceptual and construction drawings, plans and specifications, furnishing bid management services, and providing construction administration services.

- A. Design Services: This task consists of all services necessary to take the project from initial concept through construction documents, and may include the following services.
 - a. Kick-off Conference: The consultant shall meet with Township staff to detail project concept and scope. The consultant shall prepare an agenda, take minutes, and distribute minutes.
 - b. Review the following documents/plans, as provided by The Woodlands Township:
 - i. Demographics of the neighborhood and Village of Grogan's Mill.
 - ii. Input received on the project from the Parks and Recreation Advisory Council and the Village Association of Grogan's Mill.
 - iii. The current inventory of parks and recreation amenities.
 - iv. The Woodlands Township demographic, economic impact, market and socio-economic data.
 - v. The Woodlands Township Resident Study (2008, 2010).
 - vi. The Woodlands Parks and Recreation System Standards.
 - vii. Existing Park Plans (PDFs).
 - c. Facilitate a public input process consisting of at least a survey/meeting of residents in the impacted area (Village Wide).
 - d. Develop a complete set of bid/construction documents and drawings.
 - e. Prepare site and landscape plans, as needed.
 - f. Prepare specifications, as needed.
 - g. Attend submittal reviews meeting with Township staff and The Woodlands Land Development Company (up to 2-3 meetings).
 - h. Prepare documents for any and all permits or approvals, as needed.
 - i. Deliver the following:
 - i. Provide one (1) copy of complete bid document (plans, specifications, etc) to The Woodlands Township.
 - ii. Provide digital copies of all bid documents on CD/jump drive (example -.doc, .dwg, .xls file types) to The Woodlands Township.
- B. Bidding Services (*Alternate 1*): This task consists of any and all services necessary for the administration of bidding services of the project, and may include the following itemized services.
 - a. Maintain and update a plan holders list.
 - b. Issue addenda to the bid documents, as required.
 - c. Arrange and conduct a Pre-Bid Conference including agenda. Record minutes and distribute to all attendees.

- d. Attend the bid opening, prepare the Bid Tab in Excel and forward to the Parks and Recreation Department.
 - e. Attend The Woodlands Township Board of Directors meeting, as required.
 - f. Forward a copy of the final bid tab to all bidders upon approval of project from The Woodlands Township Board of Directors.
 - g. Prepare Notice of Award letter for The Woodlands Township project manager's signature and distribution to contractor for execution.
 - h. Prepare contracts using standard Township construction contract.
 - i. Facilitate value engineering process, if required.
- C. Construction Services (*Alternate 2*): This task consists of all services necessary for the administration of the project construction stage, and may include the following services.
- a. Prepare Notice to Proceed for The Woodlands Township project manager's signature and distribution to contractor for execution.
 - b. Arrange and conduct a Pre-Construction Conference including agenda. Record minutes and distribute to all attendees.
 - c. Provide written clarification regarding drawing and specification questions.
 - d. Provide recommendations to address changed or unknown conditions that may appear during construction.
 - e. Prepare and submit monthly pay requests to The Woodlands Township.
 - f. Review and make recommendations to The Woodlands Township on shop drawings, product submittals, test results, and other submittals.
 - g. Prepare change orders, and extra work orders for contractor and make recommendations for their approval or denial.
 - h. Attend weekly construction progress meetings, as necessary.
 - i. Prepare and submit project completion punch list items to the Contractor and Parks and Recreation and oversee its completion.
 - j. Prepare "As-Built" plans and specifications. "As-Built" plans and specifications shall be submitted as a hard copy and on CD/jump drive (example -.doc, .dwg, .xls file types) in a compatible format. Submit to Parks and Recreation –Project Manager within 30 days of project completion.
- D. PROJECT TEAM, MEETINGS, AND SUBMITTALS SUMMARY
- a. Project team members will include:
 - i. The Consultant
 - ii. Parks and Recreation staff (Admin, Operations, Aquatics)
 - b. Meetings requiring the Consultant's participation will likely include, but may not be limited to the following:
 - i. Kick-off meeting
 - ii. Public Meeting(s)
 - iii. Park Planning Meeting, if necessary
 - iv. Pre-Bid Conference

- v. Bid Opening
 - vi. Pre-Construction Conference
 - vii. Construction Progress Meetings
 - viii. Board of Directors Meetings, as required
- E. Submittals include:
 - a. Kick-off meeting - meeting minutes
 - b. Bid Documents - including plans, specifications, contract documents, and cost estimate.
 - c. Pre-bid conference meeting minutes
 - d. Bid Tab and award recommendation
 - e. Pre-Construction conference meeting minutes
 - f. Shop drawings, materials and samples submittal reviews
 - g. "As-Built" plans and specifications
 - h. Progress meeting minutes
 - i. Project completion "Punch List"
 - j. Construction Project Close-out Checklist
 - k. Letter of certification of project completion
 - l. The Consultant shall allow 7 working days for The Township to review submittals.

PROJECT TIME LINE

- a. Release Request for Proposal – Week of January 9, 2011
- b. Deadline for Proposals – January 28, 2010 1:00 pm
- c. Evaluation of Proposals – Week of January 31, 2011
- d. Interviews (if needed) – February 4, 2011
- e. Approval and Award of Bid to Successful Consultant – February 23, 2011
- f. Public Meeting/Information Gathering- March, 2011
- g. Preliminary Concept/Documents (30% Drawings)- April 8, 2011
- h. Preliminary Concept/Documents (60% Drawings)-May 8, 2011
- i. Preliminary Concept/Documents (90% Drawings)-June 8, 2011
- j. Finalized Construction/Bid Documents-June 17, 2011
- k. Construction Sawmill Park Renovation Release of Bid- June 24, 2011
- l. Sawmill Park Renovation Pre-Bid Meeting- July 8, 2011
- m. Sawmill Park Renovation Bid Due- July 29, 2011
- n. Approval and Award of Bid to Successful Contractor for the Sawmill Park Renovation – August 24, 2011
- o. Construction Commencement- September 26, 2011

SUBMITTAL FORMAT

Each submittal shall be typewritten, single spaced, and submitted on 8 1/2" x 11" white paper. Two (2) copies of the submittal must be provided including one unbound copy suitable for photocopying and/or scanning. A submittal shall not exceed 20 pages in length, excluding attachments.

SUBMITTAL REQUIREMENTS

Submittals shall be firm for a period of 90 days following Submittal Date. Firms will be judged not only on their past experience for the type of work involved, but also on their ability to address issues critical to the success of the project requirements outlined in this RFP/Q document and Selection Criteria. Any cost or expense incurred by the Respondent that is associated with the preparation of the Proposal or the selection process shall be borne solely by the Respondent. All proposals become property of The Woodlands Township upon receipt and will not be returned. Submittals shall contain the following information which is further outlined in **Items A through F**:

- One page letter of interest that includes a synopsis of the prime firm and sub-consultants, the team's qualifications, the project manager and primary contact, the project principal representing the contractual authority of the firm.
- A project organization chart. Identify team composition, if a team is proposed. Define key staff members who will be working on the project and explain their roles.
- Profile(s) of firm or team members including the number of employees, location and number of years in business under its current name and relevant experience.
- A description of the proposed approach to the project including a response to the preliminary scope and engagement of the community.
- Resume of the project manager, principle, staff, and sub-consultants identified as having a major role in the project.

A. PROJECT TEAM

Identify the project principal, the project manager, key staff and sub consultants. Present a brief discussion regarding how the team's qualifications and experience relate to the specific project. Elements that will be considered by the panel when reviewing your submittal:

- ☐ Qualifications and relevant individual experience.
- ☐ Unique knowledge of key team members relating to the project.
- ☐ Experience on projects as a team.
- ☐ Key staff involvement in project management and on-site presence.
- ☐ Time commitment of key staff.
- ☐ Qualifications and relevant sub consultant experience.

B. FIRM CAPABILITIES

Elements that will be considered:

- ☐ Are the lines of authority and coordination clearly identified?
- ☐ Are essential management functions identified?
- ☐ Are the functions effectively integrated? (e.g., sub consultants' role delineated)?

- ❑ Current and projected work load.

C. PRIOR EXPERIENCE

Use this portion of your submittal to describe relevant experiences with the project type described in the RFP document and various services to be provided.

Elements that will be considered by the panel when reviewing your submittal:

- ❑ Experience of the key staff and firm with projects of similar scope and complexity for assessing parks and recreation agencies, sport field analysis, competitive aquatic needs analysis, etc.
- ❑ Demonstrated success on past projects of similar scope and complexity.
- ❑ Development of conceptual designs of sport field and aquatic facilities.
- ❑ Experience with economic impact modeling for parks and recreation facilities.
- ❑ Prior experience with The Woodlands Township (or its predecessors).
- ❑ References- Include the name and current telephone number and/or email address of the project manager for every project listed.

D. PROJECT APPROACH

For the project and services outlined in the RFP document, describe how you plan to accomplish the following project control and management issues:

- ❑ Budget Methodology/Cost Control.
 - ⇒ Establish and maintain estimates of probable cost within the Township's established budget. Total project cost, inclusive of design fees is \$500,000.
- ❑ Schedule
 - ⇒ Manage the required work to meet the established schedule.

E. WORK LOCATION

Describe where the prime and sub consultants will do the key work elements of this project. Elements that will be considered by the panel when reviewing your submittal:

- ❑ Proximity of firms' office as it may affect coordination with The Township project manager and the potential project location.
- ❑ Firm's familiarity with the project area.
- ❑ Knowledge of The Woodlands Township.

F. FEES

Submit your proposed fee by Task/Alternate as part of your submittal:

- ❑ Task A- Design Services
- ❑ Alternate 1- Bidding Services
- ❑ Alternate 2- Construction Services

SELECTION CRITERIA (100 Point Possible)

The Woodlands Township will conduct a comprehensive, fair, and impartial evaluation of all Proposals received:

- 20% Project approach and understanding of objectives and constraints.
- 20% Demonstrated knowledge of The Woodlands Township and The Woodlands.
- 20% Working with community and agencies on similar projects.
- 15% Demonstrated ability to meet project schedules and budgets.
- 15% Management, team organization and skill of experience of key team members.
- 10% Other Factors as determined by the Selection Team. (i.e. knowledge of local issues, responsiveness, etc.)

QUESTIONS/ADDENDUM

Respondents may provide responses to questions asked of them by The Woodlands Township staff contact person after the responses are received and opened. If significant questions are posed, an addendum will be issued and be available at www.thewoodlandstownship-tx.gov/bids.

INTERVIEWS

During interviews, if any, verbal questions and explanations will be permitted. The Woodlands Township reserves the right to exclude any persons from interviews as it deems in its best interests.

SUBMITTAL DEADLINE

Specific requirements for submittals are outlined in this Request for Proposal. In order to facilitate review, two (2) copies of submittals must be provided including one unbound copy suitable for photocopying and/or scanning. Submittals must be received by:

Kelly Dietrich, CPRP
Assistant Director of Parks and Recreation
The Woodlands Township
8203 Millennium Forest Drive
The Woodlands, TX 77381
281.210.3900
kdietrich@thewoodlandstownship-tx.gov

Deadline for receipt at The Woodlands Township (mailed or hand delivered) is: January 28, 2011 1:00 pm. Emails and fax proposals will not be accepted. Late submittals will be rejected without consideration. The Woodlands Township assumes no responsibility for costs related to the preparation of submittals.