



Town of Apple Valley, CA
REQUEST FOR QUALIFICATIONS
for
DESIGN / COST ESTIMATE FOR BMX BIKEPARK CONSTRUCTION

Date: December 29, 2009

To: Skatepark Design / Build Contractors

From: Ralph Wright, Parks and Recreation Manager
Town of Apple Valley, CA

Phone: (760) 240-7884
Fax: (760) 240-7887

I. General Information and Instructions

The Town of Apple Valley, CA (OWNER) invites qualified Design-Build Consultants to provide proposals for a project involving the design of a proposed BMX bike park, to be located at James Woody Park in the Town of Apple Valley. The intent is to select one proposer to provide these services.

1. Two (2) copies of the proposal are required. Proposals will be accepted by no later than Thursday, January 21, 2010 at 4:00 pm.
2. Mail/Deliver proposal to:
Ralph Wright
Parks and Recreation Manager
Town of Apple Valley, CA
14955 Dale Evans Parkway
Apple Valley, CA 92307

Facsimile or electronically transmitted proposals will not be accepted. Late proposals will be kept by the Town, but will not be considered for award.

3. To obtain further clarifications concerning this RFQ, please contact Ralph Wright via phone at (760) 240-7884 or email at rwright@applevalley.org.
4. Proposals shall be submitted in a sealed envelope clearly marked on the outside BMX Bike Park Construction Design Plans and Cost Estimate RFQ to the address listed above.
5. Proposals shall not be withdrawn after the opening date. Proposals shall be subject to acceptance by OWNER for a period not to exceed 90 days.

6. Proposers are required to comply with OWNER's Equal Opportunity/Affirmative Action, Minority Business Enterprise, Women Business Enterprise, and Small Business Enterprise (MBE, WBE, and SBE) Contractor Outreach Programs.
7. OWNER will NOT be responsible for any expenses incurred in preparing and submitting responses to this RFQ. All submittals shall become the property of OWNER.
8. OWNER reserves the right to reject any or all proposals including those that are incomplete and waive any informality in such proposals and to make awards in the best interest of the OWNER.
9. The successful proposer will be required to provide proof of Workers' Compensation, Automobile Liability, General Liability, and Professional Liability insurance at levels acceptable to the OWNER.

II. Project Objectives And Scope Of Work

1. Background

- The Town of Apple Valley is looking for interested firms to prepare construction design blueprints/plans and a project cost estimate for a proposed BMX bike park to be located in one of its parks. The current project plan includes removal of an existing restroom, relocation and installation of a new restroom, installation of lighting and fencing around new BMX bike park and existing skatepark. The design for the modular amenities of the BMX bike park itself has been created and approved and is to be incorporated into the project.

2. Site

- The area of construction is located on the northwest side of James Woody Park (13467 Navajo Road) adjacent to the existing PAL youth center and the area directly west towards the existing playground.
- The project includes a BMX bike park area of approximately 10,500 square feet.
- Addition to an existing skate park of approximately 2,100 square feet
- Future pre-cast restroom building to be installed directly west of new BMX bike park.

3. Construction Documents

The Town is looking for construction documents for new BMX bike park, addition and retro fitting of existing skate park, and new pre-cast restroom facility including sewer tie-in.

- Design construction blueprints/plans for the new BMX bike park to include
 - Concrete pad with proper drainage.

- Installation of wrought iron fencing around entire BMX bike park.
- Lighting and power for park.
- Design construction ready build plans for the retro fit of existing skate park to include:
 - Addition to existing skate park slab and tie in to existing slab.
 - Installation of wrought iron fencing around the entire facility including the existing facility as well as the new concrete area.
 - Lighting and power for the park.

4. Cost Estimate

In addition to the construction plans, the Town is looking for a line item cost estimate for the following:

- Cost of concrete flatwork for new BMX bike park.
- Cost of concrete flatwork for addition to the existing skate park.
- Cost of wrought iron fencing for new BMX bike park and entire skate park – exact product to be determined after selection of design firm.
- Cost of lighting for new BMX bike park and skate park using Musco Green Generation Lighting.
- Cost of demolition of existing restroom and capping of existing utilities
- Cost of purchase and installation of new pre-cast restroom – exact product to be determined after selection of design firm.

III. Submittal Requirements and Deadline

Qualifications of Consultant and/or Consultant Team

The following items are required as part of the qualifications submittal:

1. List of the individuals on the Consultant Team; and identification of the Project Manager;
2. Qualifications of the Consultant/Team;
3. Description of Similar and/or Relevant Projects (no more than 5);
4. List of References (no more than 5; and, include the name of the firm or agency, name of the project contact, address, telephone number, fax number and email address).

Proposal Submittal Requirements

The following items are required as part of the qualifications submittal:

1. Describe in detail your firm's understanding of the services requested and provide a complete scope of services to address the Town's primary objectives regarding consultant services for this project.

2. Provide a proposed time schedule for the project that demonstrates how quickly the documents and cost estimate can be compiled. **It is estimated that project will be completed within one month of award date.**
3. State the full name of your firm and indicate whether the company operates as a partnership, corporation or sole proprietorship. State the number of years the organization has been in business and include the name and business address of company owners. Identify the individual by name and title authorized to negotiate contract terms and enter into legally binding commitments.
4. A project budget that includes an itemized list of the costs associated with each task identified in the Scope of Work. The itemized list shall include the cost per task, hours required to complete each task, and the associated hourly rate(s) for all Consultant and sub consultant costs. Costs must include all fees and expenses that the Consultant expects to be compensated or reimbursed for, including all costs for reproduction of materials.
5. A statement that all charges for services will be a "not to exceed fee", as submitted with, and made part of, said Consultant's quote.
6. A statement that this RFQ/RFP shall be incorporated in its entirety as part of the Consultant's quote.

ANY RESPONSE NOT CONTAINING FULL AND COMPLETE RESPONSES TO THE ABOVE MINIMUM ELEMENTS WILL BE DEEMED UNRESPONSIVE TO THE RFP/RFQ. ALL LATE AND UNRESPONSIVE PROPOSALS WILL BE SET ASIDE BY THE REVIEW PANEL AND ELIMINATED FROM FURTHER CONSIDERATION. ONLY THOSE SUBMISSIONS RESPONSIVE TO THIS RFP/RFQ AND SUBMITTED BY THE DEADLINE NOTED BELOW, WILL BE EVALUATED BY THE REVIEW PANEL AND PRESENTED (ONE PROPOSAL) TO THE TOWN COUNCIL, AS APPROPRIATE.

Submittal Deadline

Submit two (2) copies of the qualifications and proposals to the following address:

Town of Apple Valley -- Parks and Recreation Department
Attn: Ralph Wright, Parks and Recreation Manager
14955 Dale Evans Parkway
Apple Valley, CA 92307

Qualifications and proposals shall be received by the Town no later than 4 p.m. on Thursday, January 21, 2010.

CALIFORNIA PUBLIC RECORDS ACT

It is the Consultant's responsibility to identify information in their qualifications and proposal that they consider confidential under the California Public Records Act. To the extent that the Town of Apple Valley agrees with that designation, such information will be held in strict confidence. All other information will be considered public.

GENERAL

This Request for Qualifications and Proposals does not commit the Town to award a contract or to pay any costs incurred in the preparation of a response to this request. This request is not a contract or commitment of any kind. All qualifications and proposals submitted in response to the request will become the property of the Town of Apple Valley and may be used by the Town in any way deemed appropriate. The Town reserves the right to accept or to reject, in part or in its entirety, the qualifications submittal if such action is deemed to be in the best interest of the Town.

The Town requests that contact with staff be limited to no more than one or two phone calls or visits to the public counter and through the qualifications and proposals submittal itself.