REQUEST FOR PROPOSALS

Professional Services to the City of Stoughton Parks and Recreation Department

For

Prefabricated Concrete Restroom Facility for Rotary Park

Stoughton

PARKS & RECREATION

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Section 1 – General Information

1.1 Purpose

The City of Stoughton Parks and Recreation (SPR) Department is requesting proposals from qualified vendors for prefabricated concrete restrooms and installation. The restroom facility will be installed at Rotary Park, located at 316 S. Sixth Street, Stoughton, WI 53589.

1.2 General Submission Information

The SPR Department intends to award a single contract for this project. The proposal should provide the Vendor's proposed design for the restroom facility and address the vendor's capabilities including the installation of the restroom. The official title for this project is: Prefabricated Concrete Restroom Facility for Rotary Park.

1.3 Site Visits & Pre-Submittal Meeting

Vendors may visit the site during regular park hours, 7:00 AM to 10:00 PM, to take measurements, view the site, take pictures, etc. SPR will be allowing pre-submittal meetings for any vendors wanting one. Please contact Dan Glynn, Parks & Recreation Director, to schedule a pre-submittal meeting. The cut-off for pre-submittal meetings is March 22, 2019.

1.4 Questions

Questions regarding the proposal shall be submitted to:

Dan Glynn, Parks & Recreation Director

Stoughton Parks & Recreation Department

381 E. Main Street

Stoughton, WI 53589

Phone: (608) 873-6746

Fax: (608) 873-5519

dglynn@ci.stoughton.wi.us

1.5 Preparation Costs

Proposers shall be solely responsible for proposal preparation costs, including but not limited to the cost of preparing the proposed park design. By submitting a proposal each Proposer agrees to be bound in this respect and waives all claims to such costs and fees.

Section 2 – Anticipated Process

2.1 Examination of Proposals

Proposers should carefully examine the entire RFP, and addenda thereto, and all related materials and data referenced in the RFP. Proposers should become fully aware of the nature of the work and the conditions likely to be encountered in performing the work.

2.2 Proposal Acceptance Period

Award of this proposal is anticipated to be announced within forty-five (45) calendar days after the submission date, although all proposals must be irrevocable for ninety (90) days following the submission date.

2.3 Confidentiality

The content of all proposals and scoring sheets will be kept confidential along with the successful proposer until after the award of the contract, at which time the information will become public information.

2.4 Proposal Format

Proposals are to be prepared in such a way as to provide straightforward, concise delineation of the Proposer's capabilities to satisfy the requirements of this RFP. Emphasis should be placed on:

- Conformance to the RFP instructions
- Responsiveness to the RFP requirements
- Overall completeness and clarity of content

2.5 Signature Requirements

All proposals must be signed. An officer or other agent of a corporate vendor, if authorized to sign contracts on its behalf; a member of a partnership; the owner of a privately owned vendor; or other agent if properly authorized by a Power of Attorney or equivalent document may sign a proposal. The name and title of the individual(s) signing the proposal must be clearly shown immediately below the signature.

2.6 Proposal Submission

One (1) paper copy and one (1) digital PDF copy on a USB drive of the proposal must be received by the City of Stoughton Parks and Recreation Department prior to 2:00 PM on Friday, April 5, 2019. All copes of the proposals must be sealed cover and plainly marked with the project name. Proposals shall be delivered or mailed to:

City of Stoughton

Parks and Recreation Department

Attention: Dan Glynn, Parks & Recreation Director

381 E. Main Street

Stoughton, WI 53589

2.7 News Releases

News releases pertaining to the award resulting from the RFPs shall not be made without prior written approval of the SPR Department.

2.8 Disposition of Proposals

All materials submitted in response to this RFP become the property of the City of Stoughton. One copy shall be retained for the official files of the Parks and Recreation Department and will become public record after award of the contract.

2.9 Modification/Withdrawal of Proposals

A respondent may withdraw a proposal at any time prior to the final submission date by sending written notification of its withdrawal, signed by an agent authorized to represent the agency. The respondent may thereafter submit a new or modified proposal prior to the final submission date. Modifications offered in any other manner, oral or written, will not be considered. A final proposal cannot be changed or withdrawn after the time designated for receipt, except for modifications requested by the City after the date of receipt and following oral presentations.

2.10 Oral Change/Interpretation

No oral change or interpretation of any provision contained in this RFP is valid whether issues at a pre-proposal conference or otherwise. Written addenda will be issues when the City deems changes, clarifications, or amendments to proposal documents necessary.

2.11 Late Submissions

Proposals not received prior to the date and time specified will not be considered and will be returned unopened after recommendation of award.

2.12 Rejection of Proposals

The City of Stoughton reserves the right to reject any or all proposals, to waive irregularities and to accept that proposal which the city determines, in its sole discretion, is in the best interest of the City.

Section 3 – Scope of Work

The City of Stoughton is seeking prefabricated concrete restrooms facilities and installation at Rotary Park. Rotary Park is located at 316 S. Sixth Street, Stoughton, WI 53589. The restroom facility will be located on the northeast area of the park. Please see Exhibit A for site map. The facility should be one building including a mechanical chase room, with a minimum of two single user restrooms. Each toilet facility should include commercial grade fixtures, toilet, sink, hand sanitizer dispensers, mirror, toilet paper dispenser, lights, vents, electric hand dryers, and Americans with Disabilities Act compliant grab bars. The facility should not be larger than a 20’ X 15’ floor plan.

- Each single user restroom shall include commercial grade fixtures. The fixtures include:
    - Toilet
    - Sink
    - Mirror
    - Toilet Paper Dispenser
    - Lights
    - Vents
    - Electric Hand Dryers
    - ADA Compliant Grab Bars

- The facility doors shall be 18 gauge galvanized steel doors. The door frames shall be 14 gauge galvanized steel and hollow. The locks for the doors shall be _____. The doors and frames shall be painted to match the fire station doors. The paint is 57162 Neutral Base, Valspar, and the paint code is:

B	3	318
I	7	150
KX		152
MM		152

- The facility's facade shall feature an all brick exterior. The brick should match the nearby fire station. See Exhibit B for a picture of the fire station.
- The facility shall include a metal roof. The metal roof should match the nearby fire station. See Exhibit B for a picture of the fire station. The roof shall have a minimum of a 1'' eave overhang.
- The facility should have interior and exterior security lighting. Lighting should include options for motion lighting and dusk to dawn lights.
- The facility should be pre-plumbed and pre-wired with no exposed wiring.
- The facility shall meet all Americans with Disabilities Act requirements.
- The facility shall meet or exceed all local and state permitting requirements. The successful proposer shall provide fully stamped/sealed and approved construction plans, in full compliance with all state and local permitting before the City will approve and/or accept delivery.
- The facility will be installed at the location designated by the City, at Rotary Park Stoughton, WI. Please see Exhibit A for site map.
- The City shall be responsible for having the associated site and utility stub work ready for the building delivery. Regardless of who performs the installation, the City will consider options for both final utility and building-to-site connections; therefore, proposers are to be prepared to provide experience relative to handling these final connections in order for the City to receive a Certificate of Occupancy so that the restroom is fully ready for public usage.
- The facility must be warrantied. The City requests proposals including warranty of the concrete elements (up to and including twenty (20) years) and all non-concrete components (a minimum one-year warranty). If warranty differs based on the responsibility of installation, the Proposer should clearly identify the difference in warranties in its proposal.

Section 4 – Proposal and Submission Requirements

To achieve a uniform review process and obtain the maximum degree of comparability, the proposals shall be organized in the manner specified below. The typeface shall be of 12 font or greater.

4.1 Proposal Narrative

All proposal information shall be presented in a single bound volume that has been checked sufficiently to ensure completeness and accuracy of detail. Proposals that do not comply with the instructions in this RFP will not be accepted. It is mandatory that the proposal contains the following five (5) items and that it be presented in the following order:

1. Cover
2. Title Page
3. Letter of Transmittal
4. Table of Contents

5. Core Content
    a. Design Proposal
    b. Past Project Performance
    c. Cost Proposal
    d. Capability to Meet Deadlines
6. Supporting Attachments

Items 5 and 6 should be separated with either color-coded or tab-type dividers so the information may be quickly located.

A. Title Page

Show the RFP title being proposed on, the name of your firm, address, telephone number(s), name of contact person, and date.

B. Letter of Transmittal
    a. Identify the RFP project for which the proposal has been prepared.
    b. Briefly state your firm's understanding of the services to be performed and make a positive commitment to provide the services as specified.
    c. Provide the name(s) of the person(s) authorized to make representations for your firm, their titles, address, and telephone numbers.
    d. A corporate officer or other individual who has the authority to bind the firm must sign the letter. The name and title of the individual(s) signing the proposal must be clearly shown immediately below the signature.
C. Table of Contents
D. Details of Core Content
    a. <u>Recent Experience in Constructing and Installing Prefabricated Concrete Restroom Facilities</u>
    Include as a part of your proposal a brief statement concerning the recent relevant experience of the persons from your firm and each sub-consultant who will be actively engaged in the proposed effort. Please include details about designing, constructing, and installing prefabricated restroom facilities. *Do not include firm experience unless individuals who will work on this project participated in that experience.*

    b. <u>Past Project Performance</u>
    Information is to be provided on the firm's performance on past projects (include public projects if applicable), in regards to the project management items identified.

    Provide the names, addresses, current telephone numbers, and a brief project description of three past or current clients who are able to comment on aspects of your work relevant to this proposal.

    c. <u>Cost Proposal</u>
    Please provide a detailed cost proposal. If the proposer has multiple restroom configurations that would fit within the specified building site, please provide a separate cost proposal sheet for each restroom. The proposal should specify proposed costs for:

- Standard Restroom Facility
- Installation Costs
- Full Brick Exterior Facade
- Metal Roof
- Fixture Options
- Miscellaneous (please describe)

d. Capability to Meet Deadlines
Provide projected workload and timeline to complete the project by May 24, 2019.

e. Warranty
Please describe all warranties that will be provided for the equipment and installations, including any conditions and response time for repair and/or replacement of any components during the warranty period. Please also indicate the life expectancy under normal use, considering it will be subject to Wisconsin weather.

E. Supporting Attachments

Attach only information pertinent to the project being proposed on and that will provide reviewers clear and concise insights into your firm's capabilities.

Section 5 – Evaluation Criteria and Selection Process

A committee of individuals representing the City of Stoughton will evaluate the proposals.

The City of Stoughton reserves the right to award contract(s) based solely on the written proposals. The City also reserves the right to request oral interviews. The City reserves the right to request additional questions to be answered during the interviews, to determine which proposers will be interviewed, to determine the format and content of the interviews, and to establish the maximum number of people who may attend the interview from a proposer. The consultant's project manager identified in the proposal will be required to attend a requested interviews. By submitting a proposal, it is understood that the proposers may not change (add or delete) personnel for interviews from those listed in the proposals without written consent from the City.

Section 6 – Contract Negotiation Process

The City may invite such one or more proposers to enter into Contract negotiations with the City. The City reserves the right to terminate negotiations with any proposer. The City reserves the right to reject any and all proposals submitted.

The successful firm shall meet with the City of Stoughton minimum commercial general liability insurance requirements of $1 million per claim and occurrence, shall provide a certificate of insurance demonstrating that the required policy of insurance is in effect, and shall provide an endorsement to the policy stating that the City of Stoughton is named as an additional insured party under the policy.

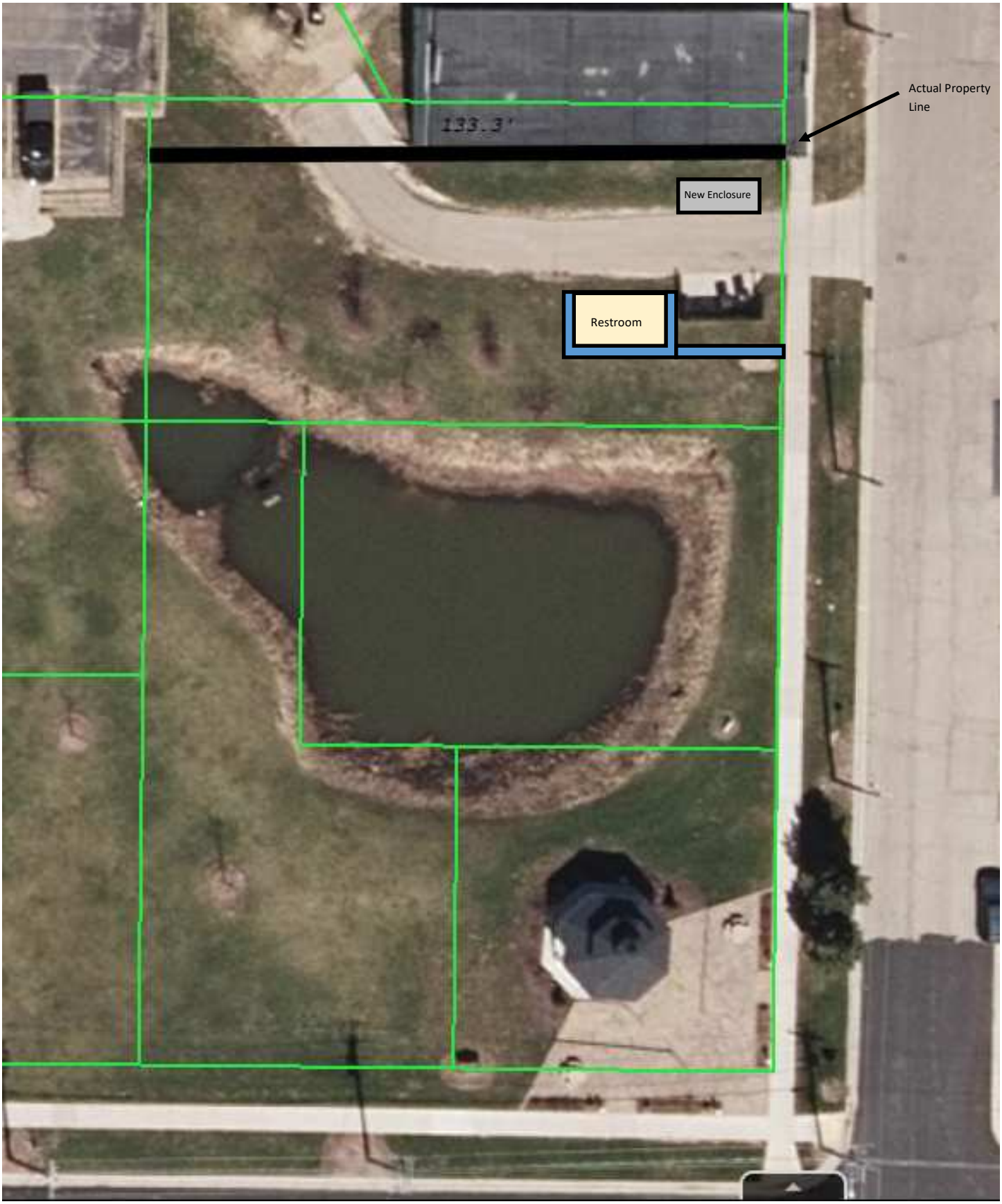
Rotary Park Park Improvements Budget

Restrooms

Item	**Supplier**	**Cost**
Prefab Restroom	Crest	$46,000.00
Restroom Upgrades (Metal Roof, Brick Exterior)	Crest	$6,900.00
Excavation for restroom and sidewalk	Haugen	$5,395.00
Electric Locks	Laforce	$3,368.00
Sanitary and Water Hookup	Haugen	$5,840.00
Electric Hookup		
Concrete Pathways	Haugen	$5,960.00
Relocating Trash Enclosure		
Building Permits		$605.00
Restoration		
Total		$74,068.00

Budget is $75,000

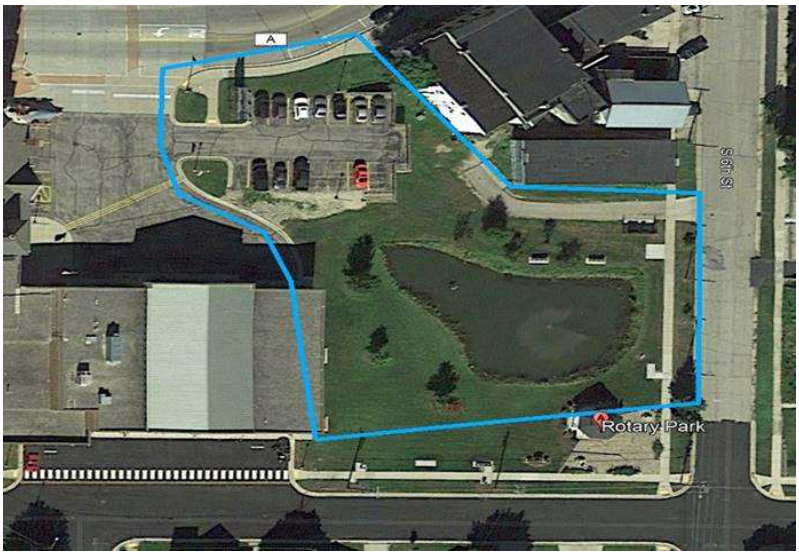
Rotary Park Improvements



Dan Glynn

From: Theisen, Blake <TheisenB@AyresAssociates.com>
Sent: Thursday, February 14, 2019 11:55 AM
To: Dan Glynn
Subject: RE: Rotary Park Improvements

Sorry- meant to include this. survey limits



Blake Theisen, PLA, ASLA
Landscape Architect

Direct: 608.441.3569 • Mobile: 608.886.6808
TheisenB@AyresAssociates.com
www.AyresAssociates.com

From: Theisen, Blake
Sent: Thursday, February 14, 2019 11:45 AM
To: 'DGlynn@ci.stoughton.wi.us' <DGlynn@ci.stoughton.wi.us>
Subject: RE: Rotary Park Improvements

Hi Dan- I got a price back form our surveyor this am.

Topo for the area would be $2,600
Design of the sidewalk and retaining wall (4' max) would be $5,060. This is assuming that construction will be done either by your crew, or added to another project. if we need to do bid docs (specs and contracts) it would add another $1,000.

Let me know if you want a formal proposal. Thanks!

Blake Theisen, PLA, ASLA
Landscape Architect

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