



## REQUEST FOR PROPOSALS (RFP)

Date: February 9, 2022

To: Open Invitation to Professional Design Consultants

From: City of Longview, Parks and Recreation Department (LPRD)

Re: Professional Design Services for Cloney Park Universally Accessible (UA) Playground

### 1. GENERAL INFORMATION & SCHEDULE

This Request for Proposals (RFP) invites responses from qualified, experienced professional design consultants to develop a universally accessible (UA), ADA compliant and inclusive playground design at Cloney Park. This new playground will replace and expand the existing playground at Cloney, one of the City's community park facilities.

Questions concerning this RFP must be made via email per the schedule outlined below. Responses to all submitted questions will be posted at [www.mylongview.com/parks](http://www.mylongview.com/parks) under Parks Plans - Cloney Park.

Issue date:	Wednesday Friday 9, 2022, 8:00 AM
Optional site visit:	Wednesday, March 9, 2022 10:00 AM
Questions due:	Friday, March 10, 2022, 12:00 PM
Submittals due:	Thursday, March 17, 2022, 12:00 PM

Inquiries/submissions to: Jennifer Wills, Director  
City of Longview Parks and Recreation Department  
2920 Douglas Street, Longview, WA 98632  
[jennifer.wills@mylongview.com](mailto:jennifer.wills@mylongview.com)  
(360) 442-5400

### 2. PROJECT DESCRIPTION

The purpose of this project is to develop a universally accessible (UA) inclusive playground at Cloney Park, one of Longview's 17 parks. The proposed playground will replace an existing and outdated playground that was installed in 1997. The new playground design will be 'barrier free' and feature areas of play offering unique play features with a nod to Longview's timber industry that include nature-based and garden/landscape experiences for both children and adults utilizing all UA principles.



The term "universally accessible (UA) playground" is often used to describe a playground that offers caregivers and their children full use of all areas, regardless of ability. Washington, with its abundant state and local parks, has limited access to play facilities that are universally accessible to children, adults, and families. A UA playground will represent and support the diversity of our community, providing a platform for people to engage socially, physically, creatively, and playfully. Everyone deserves the right to access our public parks and playgrounds with equal opportunity and so the project must also follow the Americans with Disability Act Standards for Accessible Design. The construction of a UA playground will increase this access thereby making our community stronger.

The UA playground design should incorporate the principles of universal design, defined as the design of products and environments to be usable by all people, to the greatest extent possible, without the need for adaptation or specialized design (per NC State University's The Center for Universal Design)

## **PRINCIPLES OF UNIVERSAL DESIGN**

[The seven principles of universal design established by the Center for Universal Design at North Carolina State](#) were developed to guide the design of any product, service, or environment. They follow along with an example of the application of each.

- ***Equitable use.*** The design is useful and marketable to people with diverse abilities. A website that is designed so that it is accessible to everyone, including people who are blind, employs this principle.
- ***Flexibility in use.*** The design accommodates a wide range of individual preferences and abilities. A museum that allows a visitor to choose to read or listen to a description of the contents of a display case employs this principle.
- ***Simple and intuitive.*** Use of the design is easy to understand, regardless of the user's experience, knowledge, language skills, or current concentration level. Science lab equipment with control buttons that are clear and intuitive employs this principle.
- ***Perceptible information.*** The design communicates necessary information effectively to the user, regardless of ambient conditions or the user's sensory abilities. Video captioning employs this principle.
- ***Tolerance for error.*** The design minimizes hazards and the adverse consequences of accidental or unintended actions. An educational software program that provides guidance when the user makes an inappropriate selection employs this principle.
- ***Low physical effort.*** The design can be used efficiently and comfortably, and with a minimum of fatigue. Doors that open automatically employ this principle.
- ***Size and space for approach and use.*** The design provides appropriate size and space for approach, reach, manipulation, and use, regardless of the user's body size, posture, or mobility. A science lab with adjustable tables employs this principle.



Conceptually, components in the areas of play may include a music garden, quiet space, natural timber, accessible raised areas, connection to water and trees, early childhood area (natural components and dramatic play), adult recreation, communal gathering spaces, all accessible swings, and accessible pathways. Conceptually and physically, these areas will be connected by fully accessible landscape to the extent possible.

While the City's preference is to construct the new playground over one season as a single-phased project, fundraising may dictate that the construction be phased. The design should reflect a capacity for seamless phasing over consecutive construction seasons should it become necessary.



*Cloney Park Site Map*

The area for the current playground site, represented above, is approximately 50'x240', or 12,000 SF. The new playground footprint has the ability to grow up to 30,000 SF.

### **3. PROJECT SCOPE & BUDGET**

#### **Project Scope**

The selected consultant will provide the City with professional services to realize the successful design of a community, UA playground and pricing estimate study. This includes, but is not limited to, the following elements:

- Provide full design for the proposed universally accessible playground from concept sketches through construction documents including project bid docs and specifications.
- Create (3) concept renderings to support fundraising. It is anticipated that these renderings will be provided before the project bid docs are completed, no later than May 31, 2022.



- Provide a construction estimate for the entire project and for individual project phases, should construction phasing become necessary.
- Provide a construction schedule for the entire project and for individual project phases, should construction phasing become necessary.
- Conduct/participate in a process through which a playground equipment provider is specified.
- Develop a long-term maintenance plan and annual maintenance estimates.
- Facilitate meetings with LPRD staff and project partners during the design development process as needed.
- Coordinate sub-consultants, if necessary.
- Deliver final plans & supporting materials.

### **Budget**

A budget of up to \$16,000 is part of the Request for Proposal. Upon selection of a qualified consultant, scope and fee shall be negotiated.

### **4. RFP SUBMITTAL**

Responses to this RFP must be not more than 24 pages in length (12 double-sided or 24 single-sided pages) and include the following:

- 1) **Qualifications Detail** consisting of:
  - a) Cover letter including statement of understanding & approach to this project; the statement should describe the applicant's understanding of the project and the special skills and innovative thinking that the team would bring to the project.
  - b) Attachment A (provided in this RFP): Signed by a representative of lead contractor attesting that all terms, conditions and procedures outlined in this RFP are understood and have been followed;
  - c) Proposed Project Team Members: A description of the applicant's organizational composition, disciplines, and the primary role of each individual/firm on the team. Organizational charts may be included, if appropriate. Clearly indicate the applicant's designated team leader for the project as well as the specific individuals who will be assigned to the work and their respective expertise in such work.
  - d) Specific Project Experience: Descriptions detailing completed, similar or relevant project experience that the applicant has executed. Include graphic representation. Links to similar or relevant projects are encouraged.
  - e) List of References: Provide a minimum of three client references with which the applicant has provided similar design/build services within the last ten years. Include the name and telephone number of the contact person and a description of the role and services provided to that contact.



- 2) **Technical Proposal** consisting of:
- a) A description of the approach to be taken toward completion of the project, an explanation of any variances to the proposed scope of work as outlined in the RFP, and any insights into the project gained as a result of developing the proposal;
  - b) A scope of work that includes steps to be taken, including any products or deliverables;
  - c) A summary of estimated labor hours by task that clearly identifies the project team members and the number of hours performed by each sub-contractor by task;
  - d) A proposed schedule that indicates project milestones and overall time for completion; expedited schedules will receive a higher ranking;
  - e) Any other information deemed necessary to address the requests of this RFP.
- 3) **Cost Proposal** consisting of:
- a) A composite schedule by task of direct labor hours;
  - b) An itemized schedule of all expenses, including both labor and direct expenses. If the use of sub-consultants is proposed, a separate schedule of hours and expenses must be provided for each sub-consultant;
  - c) A maximum budget amount of inclusive of all fees and expenses.

Responses to this RFP must be received per the schedule outlined on Page 1 to be considered. Proposals must be submitted in both digital (PDF) and printed formats. Provide one print copy of the proposal in addition to the digital file, which may be emailed or submitted on a thumb drive. Applicants will receive a confirmation email once their proposal is received. Please ensure that the document is easily printable in an 8.5x11 format (drawings may be 11" x 17").

Emailed proposals and questions should be submitted to Jennifer Wills, Director & Project Coordinator, Longview Parks and Recreation at [jennifer.wills@mylongview.com](mailto:jennifer.wills@mylongview.com).

Additional requirements are as follows:

- Proposers are solely responsible for ensuring that printed proposals arrive on time.
- **Each consultant MUST provide their submittal electronically as a PDF.**
- Additional detail beyond the contents described above WILL NOT be considered.
- Faxed proposals WILL NOT be accepted.
- Late replies WILL NOT be considered.

Printed proposals may be mailed or delivered to:  
City of Longview – City Hall  
Attention: Jennifer Wills, Director  
1525 Broadway, Longview, WA 98632

#### 4) **EVALUATION CRITERIA & ANTICIPATED SCHEDULE**

The City intends to enter into an agreement with the Consultant who provides a proposal that, in the opinion of the City, best meets all of the below listed evaluation criteria as determined by



the City's selection committee. Upon selection of a Consultant, the City intends to enter into an agreement using its standard Professional Services Agreement, which shall be used to secure these services.

In compliance with the City of Longview's Purchasing Manual, LPRD will evaluate all complete proposals from qualified Contractors on the following criteria. Consultants will be scored up to a maximum of 100 points based on the following:

1. **Experience & Qualifications** relevant to key personnel and/or sub-contractors (15 pts)
2. **Project Understanding & Knowledge of Universal Design** or relevant experience (15 pts)
3. **Ability to Meet Schedule** expedited & efficient schedules receive higher score (15 pts)
4. **Budget & Value** as related to proposed and additional costs (15 pts)
5. **Depth of Skills** related to technical aspects of project (10 pts)
6. **Demonstration of Innovative Approaches** particular to technical solutions (10 pts)
7. **Level of Experience** with municipalities of similar size, structure and complexity (10 pts)
8. **Quality, Clarity & Completeness** of submittal package (10 pts)

Qualified consultants must demonstrate a proven history of successful universal/accessible playground design experience that incorporates innovative and sustainable strategies. Proposals will be evaluated based on the expertise of the consultant team and the overall experience of the team with emphasis on parks, recreation, open space, trail and facilities.

The City of Longview reserves the right to reject any or all proposals, and to waive any irregularities or information in the evaluation process. The final decision is the sole decision of the City of Longview, and the respondents to this formal request have no appeal rights or procedures guaranteed to them.

## 5) ANTICIPATED PROJECT SCHEDULE

The City reserves the right to amend dates. While the timeline may be subject to change, all participating parties will be notified. The anticipated schedule is as follows:

February 9, 2022	RFP issued
March 9, 2022	Optional site visit
March 10, 2022	RFP-related questions due to LPRD
March 17, 2022	RFP closed
Week of 3/28, 2022	Evaluation of RFP submittals and notice of award
April 2022	Design development begins
May 2022	Design renderings completed
June 2022	Fundraising/Grant Writing campaign begins
June 2022	Construction documents and bid package completed
Summer 2023	Construction FY23



## **6) TERMS & CONDITIONS**

### **Communications**

It is extremely important that all respondents are given clear and consistent information. Therefore, all respondents are required to submit any questions related to this project or RFP process via email.

Responses to all submitted questions will be posted on the Parks & Recreation website at: [www.mylongview.com/parks](http://www.mylongview.com/parks). Questions concerning this RFP must be received via email per the schedule outlined on page 1. Inquiries received after this date will not be considered or answered.

Respondents should not communicate with any City department or employee during the submission process except as described above. In addition, no communications should be initiated by a respondent to any City Official or persons involved in evaluating or considering the statement of qualifications.

Communication with any parties for any purpose other than those expressly described herein may cause an individual firm, or team to be disqualified from participating.

### **General Compliance with Laws**

The Consultant shall comply with all applicable Federal, State and local laws, including but not limited to the Longview Livable Wage Ordinance.

### **Other terms**

Costs for preparing the Statement of Qualifications in response to this request are solely the responsibility of the respondent. The City of Longview reserves the right to accept or reject any or all Statement(s) of Qualifications, with or without cause, and to waive immaterial defects and minor irregularities in responses. All decisions related to this solicitation by the City will be final. The City reserves the right to request clarification of information submitted and to request additional information of one or more respondents. All materials submitted in response to this RFP will become the property of the City upon delivery. This solicitation in no way obligates the City of Longview to award a contract.

Equal Opportunity: the selection of consultant shall be made without regard to race, color, sex, age, religion, national origin, or political affiliation. The City of Longview is an Equal Opportunity Employer and encourages proposals from qualified minority and woman-owned businesses.

It will be necessary for responding parties to comply fully with the terms and conditions outlined in this document if they are to be considered. A letter attesting that the respondent has read, understands, and followed all procedures is a part of this RFP must be included as part of the final submittal (see Attachment A).



ATTACHMENT A

Understanding of RFP Procedure, Terms and Conditions

***This page to be returned with qualifications submission***

I acknowledge that I have read and understand all procedures and requirements of the above reference RFP and have complied fully with the general terms and conditions outlined in the RFP.

Consultant Team:

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Representative's Printed Name:

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Representative's Signature:

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Date:

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