



Hendricks County Parks & Recreation

P.O. Box 463 Danville, IN 46122 • Phone: (317) 718-6188 • www.hendrickscountyparks.org

REQUEST FOR PROPOSALS

Phase I Development Planning and Design Services for W.S. Gibbs Memorial Park

Proposal Release Date: February 6, 2019

Proposal Submittal Due Date: March 6, 2019

Overview

The Hendricks County Park & Recreation Board (HCP&RB) is seeking proposals from qualified firms to provide Phase I development planning and design services for W.S. Gibbs Memorial Park. Firms interested in submitting a proposal are highly encouraged to register their firm and contact information with the HCP&RB by emailing the Superintendent. Questions regarding this proposal are encouraged to allow firms to provide the best possible response to this request.

Firms registering their intent to submit and RFP questions should be directed via e-mail to:

Ryan Lemley
Superintendent, HCP&R
rlemley@co.hendricks.in.us

Project Description

The HCP&RB was established in 2000 to provide recreation resources and services to mitigate the impact that tremendous population growth has had on our community and to preserve the high quality of life county residents enjoy.

The HCP&RB currently manages two (2) large nature parks at opposite corners of the county, a 4.5-mile trail connecting two incorporated communities, and provides numerous environmental education programs to thousands of residents both within the parks and throughout the community.

W.S. Gibbs Memorial Park, acquired in 2009, encompasses 140 acres and was previously owned by Mr. John and Mrs. Lydia Gibbs, whose family farmed the property for generations

(see map location of W.S. Gibbs Park in Appendix A). The Gibbs family still lives on 20 additional acres that the HCP&RB would like to acquire in the near future when the Gibbs are ready to move out. The acreage, house, and barns were incorporated into the park's master plan, even though ownership has not yet been secured. Assuming successful acquisition by the HCP&RB, this would make a 160-acre park.

Approximately 110 acres of the property has previously been farmed by contract; the remaining 30 acres lie within a drainage basin. The only utility present is a power line that follows Gibbs Road. Water well and septic will be required. Temporary trails have been seeded around the perimeter of each field.

The park is located near the center of the county, within Avon town limits, and proximate to areas that have experienced one of the highest population growth rates in the state over the past two decades.

It is the intention of the HCP&RB to build a park that best fulfills the current and future needs of its surrounding communities. The HCP&RB also expects sustainability and conservation of resources to figure prominently in the design of the park, but the project will not be LEED or SITES certified at this time.

To that end, a W.S. Gibbs Park Master Plan was developed in 2013, and it was followed by a W.S. Gibbs Park Special Task Force Recommendations for Opening that was developed in 2017.

These two documents can be found online at:

<http://hendrickscountyparks.org/our-parks/ws-gibbs-memorial-park/>

Based on those two documents, the HCP&RB desires Phase I development of W.S. Gibbs Memorial Park to encompass approximately 70 acres of the property and to include:

- An entrance and drive
- Parking
- Pavement to be used for park entrance, drive, and parking areas
- Any necessary infrastructure, such as electricity, water wells, septic, storm water management, etc.
- Any necessary grading and drainage improvements
- Reforestation areas
- A large open lawn space

The HCP&RB has the highest expectations for the design and development of W.S. Gibbs Memorial Park, and anticipates highly-qualified consulting firms will have demonstrated experience in and/or have immediate access to qualified professionals for:

- Land planning, site survey and analysis, environmental assessment, transportation planning, and layout;
- Landscape architecture;
- Construction cost estimating and construction feasibility;

- Appropriate engineering disciplines as required (i.e. structural, mechanical, civil, architectural, MEP, etc.);
- Compliance with Town of Avon permitting and development requirements;
- Familiarity with the Hendricks County market.

Scope of Services

The scope of services includes, but is not limited to, the Pre-Planning, Plan Development, Design of Selected Alternative, and Web Progress and Support tasks as described more fully below.

Pre-Planning

- Meet with the HCP&RB and staff to review project parameters, outline communication and decision-making protocols, discuss budget and funding plan, establish invoicing and payment plan, gather necessary materials, identify additional information required, and establish a project timetable.
- Meet with Town of Avon, Hendricks County, and State of Indiana agencies and officials to determine applicable ordinances, codes, laws, and regulations.
- Collect applicable environmental and geotechnical reports, topographical surveys, aerial photos, boundaries, ownership and easements, pending improvement plans, available utilities, zoning information, drainage survey, W.S. Gibbs Park Master Plan (2013), and W.S. Gibbs Park Special Task Force Recommendations for Opening (2017).

Plan Development

- Develop appropriate maps.
- Prepare a site analysis plan (SWOT, resources, infrastructure, adjacent influences).
- Prepare a project plan (administration, design program, jurisdiction factors, budget and funding information, schedule, list of issues and action items).
- Based upon the W.S. Gibbs Park Master Plan, the W.S. Gibbs Special Task Force Recommendations for Opening, and the aforementioned data and meetings, prepare three (3) design alternatives with associated development and operational/maintenance cost models, each of which providing for incorporating multiple uses within the park that are compatible and can accommodate the needs of the majority of park users. Iterations of the design will go through alternatives for site geometry, circulation, and scale, type, and organization of project elements (e.g. vehicular and pedestrian circulation, desired site improvements, landscape improvements, and drainage).
- Provide estimated costs and a “Red Flag Study” of environmental impacts and potential permits required for each design alternative.
- Attend meeting with HCP&RB and staff to review design and alternatives at 50% completion milestone.
- Identify a preferred alternative design with updated cost and operational models.

Design of Selected Alternative

- Upon selection of a design alternative by the HCP&RB, prepare preliminary engineering recommendations (e.g. stormwater management, water resources, and conceptual recommendations for wells, septic, and electrical).
- Design documents are to include plan view drawings, cross-sections, elevations, enlarged-view drawings, representative pictures from other projects, and a written project plan.
- Create and maintain up-to-date project schedules.
- Determine a cost estimate for operating and maintenance budgets for the first five years of operation.
- Facilitate and attend meetings with Town of Avon, Hendricks County, State of Indiana, and any other officials required to maintain compliance with all ordinances, codes, laws, and regulations.
- Attend meetings with HCP&RB and staff to review preferred design at 100% completion milestone.
- Provide a bound booklet for fundraising purposes including, but not limited to, written plans and illustrations outlining the Phase I development, estimated construction costs, and a project schedule for completion.
- Present preferred design to elected officials for input and approval, as appropriate.
- Keep HCP&RB and staff informed of progress throughout the project.
- Maintain appropriate files and time and expense records.

Web Progress and Support

- Throughout the project, the HCP&RB is requesting regular updates that can be added to the Hendricks County Parks & Recreation website and social media. This will include but is not limited to a project schedule, meeting minutes/notes, and a chronology of events. Text should be provided to the HCP&RB in a format that is easily added to the Hendricks County Parks & Recreation's web server and shall include images.

Project Deliverables

All deliverables will be submitted to the HCP&RB in hard copy and original high-resolution electronic format (editable versions, i.e.: Microsoft Excel, Word, etc.). All work produced by the consultant for this project will become the property of the HCP&RB and it is expected that all information pertinent to this project will be shared freely with the HCP&RB and all Hendricks County Parks & Recreation employees involved in this project.

- Applicable maps
- Written project program
- Construction plans (with related narrative text, maps, and visuals) at 50% and 100% completion milestones
- Construction cost estimates
- Operating cost model and maintenance plan
- Up-to-date project schedules
- Meeting summaries
- A bound booklet for fundraising purposes

Submittal Requirements

Please provide the following in your proposal:

- **Description of Firm:** Include areas of expertise, length of time in business, number of employees, and additional information that would aid in the understanding of the professional capability of the firm.
- **Experience:** Describe other projects of similar size and scope executed by your firm and the role of your firm in the project.
- **Personnel:** Provide relevant experience of the key individuals that will work on this project. Describe the individual members' contributions towards the referenced project.
- **Project Approach:** Describe the tasks you believe are necessary to accomplish the project within the expectations set forth in this proposal. Provide a narrative description of how your firm proposes to execute the tasks. If applicable, discuss any unique aspects of the project or alternate approaches the HCP&RB might wish to consider. Your firm should rely on its expertise and experience with similar projects to demonstrate how it will effectively complete this project.
- **Project Cost:** Provide a statement of billable fees for services, an estimate for reimbursable expenses, and a not-to-exceed total for all fees and expenses.
- **Project Schedule:** Provide a planned schedule of project tasks indicating the duration of each task and the key personnel to be assigned.
- **References:** Provide a minimum of three (3) client references for similar public projects led by the proposed Project Manager, as well as construction estimates and consulting fees.

Please limit proposals to forty (40) pages (20 double-sided sheets of paper) including cover letter and content. Work samples do not count towards the page limit.

Provide four (4) printed copies of the proposal in a sealed envelope to the HCP&RB office by **Wednesday, March 6, 2019, at 2 p.m.**

The HCP&RB reserves the right to request clarification of information submitted and to request additional information from any or all submitting firms.

Proposals are due no later than Wednesday, March 6, 2019, at 2 p.m.

Submissions may be mailed to:
Ryan Lemley, Superintendent
Hendricks County Parks & Recreation
PO Box 463
Danville, IN 46122

Submissions may be hand-delivered to:
Ryan Lemley, Superintendent
Hendricks County Parks & Recreation
955 E. Main Street
Danville, IN 46122

All submissions in response to this RFP are subject to public disclosure. If a firm considers that any materials submitted contain trade secrets or confidential commercial information exempt from the public disclosure ordinance, a written request for nondisclosure must be included with the proposal identifying the relevant material, which should clearly be marked as "CONFIDENTIAL," and the reason for nondisclosure.

Selection Process

In selecting the best proposal, a selection committee shall evaluate all proposals submitted, and may elect to conduct interviews with two or more finalists unless the Selection Committee can make its selection based on the proposals submitted.

The Selection Committee will evaluate the proposals based on the following criteria:

- A. Experience.** Demonstrate skill and experience working with community agencies' master plans of similar size and scope.
Points available: 25
- B. Project Understanding and Approach.** The submitting firm must demonstrate a thorough understanding of the master plan and the scope of services described.
Points available: 25
- C. Professional Qualifications.** Provide relevant experience of the project leader and key project personnel that will be actively engaged in this project.
Points available: 15
- D. Record of Past Performance.** The submitting firm must demonstrate successful performance of similar tasks. Illustrate how projects were successful and the methodology the firm used to accomplish project goals.
Points available: 20
- E. Compensation.** Identify proposed compensation for each major element outlined in the scope of services.
Points available: 10
- F. Other Factors.** Other factors as determined by the Selection Committee (i.e. knowledge of local issues, quality of presentation materials, responsiveness, etc.).
Points available: 5

Following review of proposals (and interviews if conducted), the Selection Committee will engage in negotiations with the top ranked firm to refine the scope of services and associated fees. If an agreement cannot be negotiated, the HCP&RB reserves the right to enter into negotiations with the next highest ranked firm.

Right to Accept or Reject Proposals

The HCP&RB reserves the right to accept or reject, in part or in entirety, any or all proposals for any reason, to cancel in part or entirety the Request for Proposals, to re-advertise for new proposals, and to waive minor irregularities and informalities.

No Proposal Compensation

No firms submitting proposals will be compensated for any time or services provided as part of the proposal, evaluation, or negotiation process.

Insurance

Contracted firm must comply with the Insurance Requirements as set forth in Appendix B throughout the duration of the contract.

Timeline

The following is a tentative schedule for the review of proposals.

Release of RFP:	February 6, 2019
Proposal Deadline:	March 6, 2019 at 2 p.m.
Interviews (if required):	March 22, 2019
Contract Award (anticipated):	April 3, 2019

Award Notification:

The HCP&RB will notify in writing the applicants who have not been selected.

Inquiries:

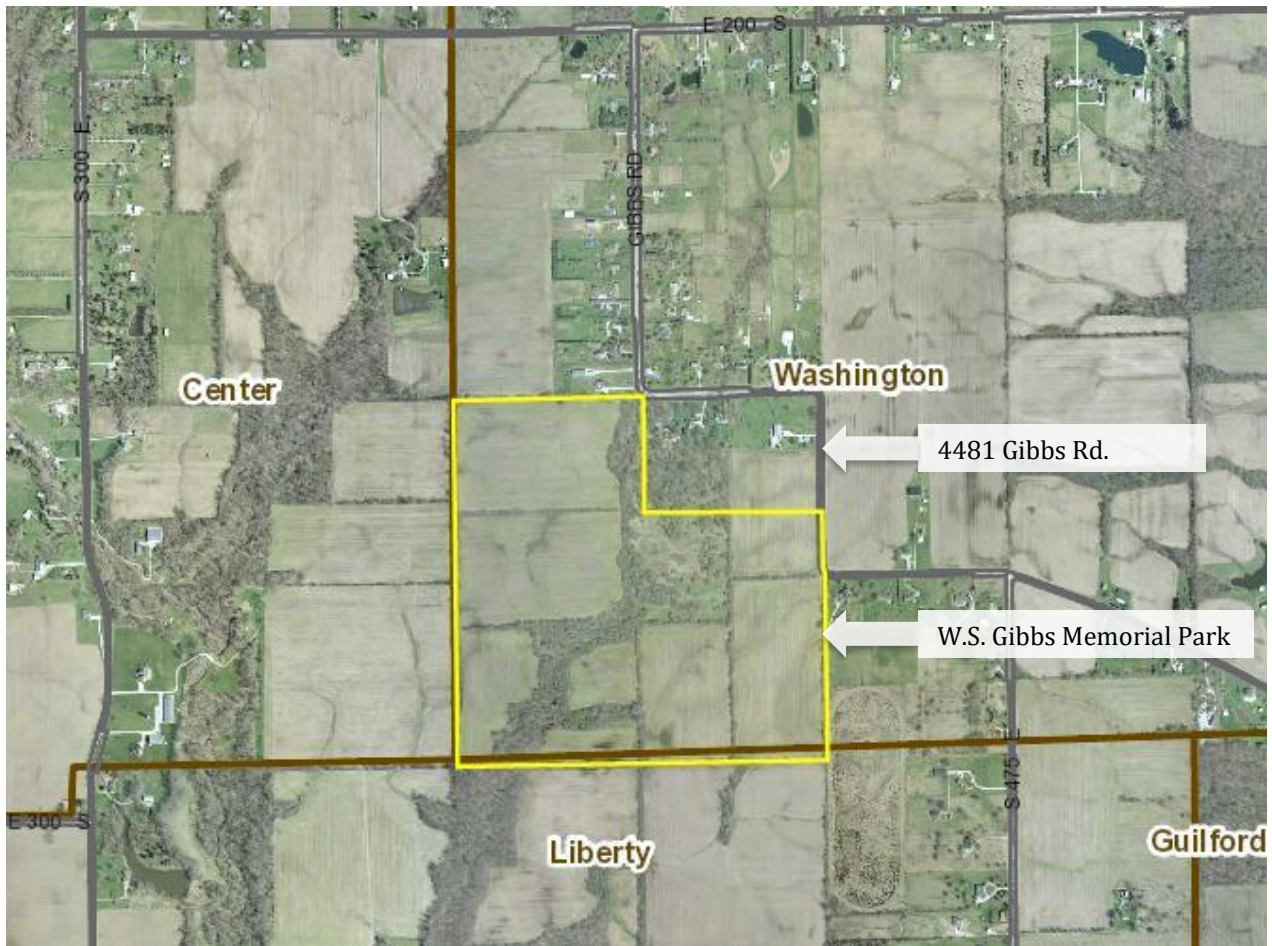
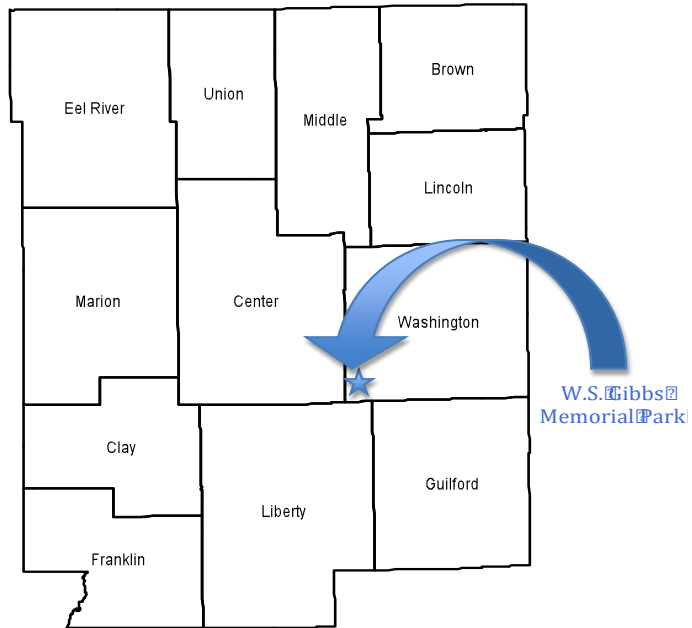
It is highly recommended that all firms intending to submit a proposal contact the HCP&RB through the Superintendent to receive updates and answers to questions submitted by all interested parties. Prospective firms may register their intent to submit a proposal and submit questions by e-mail to:

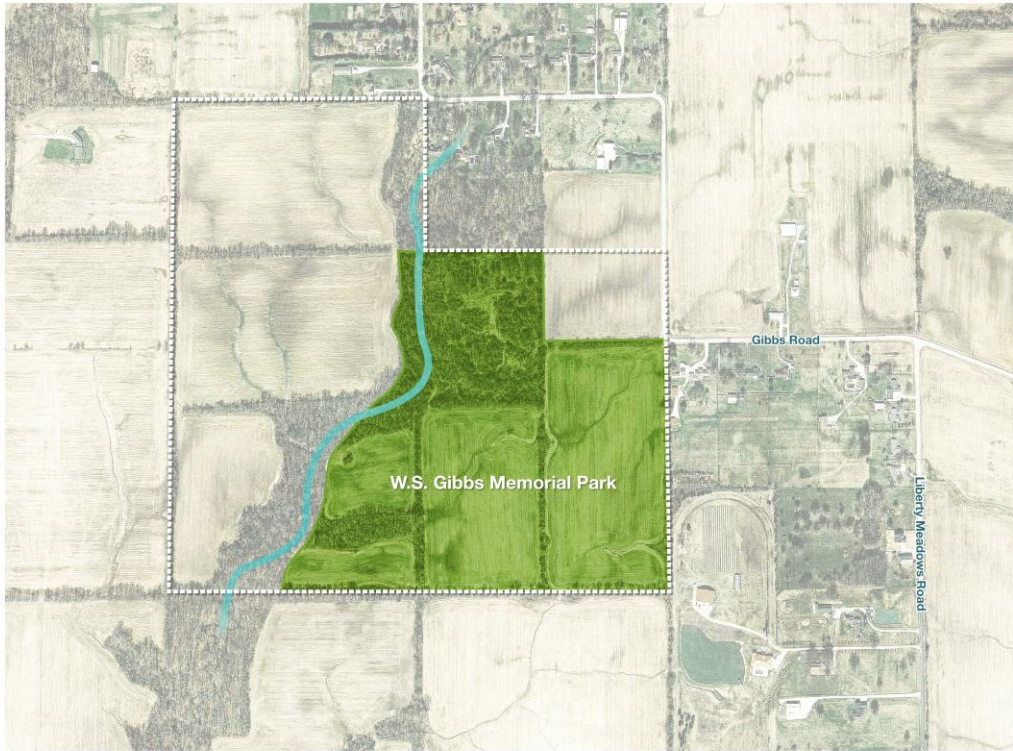
Ryan Lemley, Superintendent
Hendricks County Parks & Recreation
rlemley@co.hendricks.in.us

All responses to substantive questions will be provided to all firms registering their intent to submit a proposal.

APPENDIX A

Map of W.S. Gibbs Park Location
4481 Gibbs Rd., Danville IN 46122
(South and West of Farmhouse)





APPENDIX B

Insurance Requirements

Consultant shall, at all times during the terms of this Agreement, maintain and keep in full force and effect, the following policies of insurance with minimum coverage as indicated below and not commence any work until all required insurance and proof of such insurance has been filed with the Park Board. The Consultant will not permit any Subcontractor to commence work on this project until such Subcontractor has complied with the same insurance requirements and proof is filed with the Park Board.

- A. Combined Single Limit of Liability for Bodily Injury and Property Damage
 - \$1,000,000 Per Occurrence
 - \$2,000,000 General Aggregate

- B. Automobile Liability
 - \$1,000,000 Per Occurrence

- C. Workers Compensation/Employers Liability
 - STATUTORY
 - \$100,000 Each Accident
 - \$100,000 Disease Each-Employee
 - \$500,000 Policy Limit

The Comprehensive General Liability Insurance will include, as an additional named insured:

- The Hendricks County Park Board
- The Hendricks County Commissioners

Evidence: As evidence of specified insurance coverage, the Park Board may accept certificates issued by the insurance carrier showing such policies in force for the specified period in lieu of actual policies. Each policy or certificate will bear an endorsement or statement waiving right of cancellation or reduction in coverage within ten (10) days notice in writing to be delivered by registered mail to the Park Board. Should any policy be canceled before final payment by the Park Board to the Consultant and the Consultant fails immediately to procure other insurance as specified, the Park Board reserves the right to procure such insurance and to deduct the cost thereof from any sum due the Consultant under this Contract.

Indemnification: The Consultant shall indemnify and hold harmless the County and the Park Board from and against all claims, damages, losses, and expenses including attorney fees arising out of or resulting from the performance of the work provided that any such claim, damage, loss, or expense (a) is attributable to bodily injury to or destruction of tangible property (other than the work on the project) including the loss of use resulting therefrom, and (b) is caused in whole or in part by any negligent act or omission of the Consultant, Subcontractor, anyone directly or indirectly employed by any of them, or anyone for whose acts any of them may be liable regardless of whether or not it is caused in part by a party indemnified hereunder.

In any and all claims against the Park Board or any of its agents or employees of the Consultant, any Subcontractor, anyone directly or indirectly employed by any of them or anyone for whose acts any of them may be liable, the indemnification obligation under this paragraph shall not be limited in any way by any limitation and the amount or type of damages, compensation or benefits payable to or for the Consultant or any Subcontractor under workmen's compensation acts, disability benefit acts, or other employee benefit acts.