

# MACON-BIBB COUNTY, GEORGIA

Request for Proposals (RFP)

FOR

## **Splash Pad for Filmore Thomas Park**

16-009-NT

650-78



## MACON-BIBB COUNTY

ISSUE DATE: July 29, 2015

DUE DATE: August 20, 2015

Please direct questions related to this solicitation to Nancy Tharpe, email preferred at [ntharpe@maconbibb.us](mailto:ntharpe@maconbibb.us)

MBE/WBE/DBE Participation: Minority, Women Owned, and other Disadvantaged Business Enterprises are encouraged to participate in the solicitation process. Additionally, respondents are encouraged to use M/W/DBE sub-consultants where possible. Small and other disadvantaged businesses requiring assistance with the competitive process can contact Dr. James Louis Bumpus, Director of Small Business Affairs at (478) 951-2192 or [jbumpus@maconbibb.us](mailto:jbumpus@maconbibb.us)

I. GENERAL

A. Invitation

Notice is hereby given that Macon-Bibb County will receive responses to the Request for Professional Services (original **plus 3 copies**) in the Procurement Department, 682 Cherry Street, 8<sup>th</sup> Floor, Macon, Georgia 31201, until **12:00 o'clock NOON** at the time legally prevailing in Macon, Georgia on Thursday, August 20, 2015, for Splash Pad for Filmore Thomas Park for Macon- Bibb County.

**NO LATE RESPONSES WILL BE CONSIDERED**

The names of responding firms will be publicly read on Thursday, August 20, 2015, at 2:00 P.M. in the Macon-Bibb County Procurement Department Conference Room, located on the 8<sup>th</sup> Floor of the Government Center Annex Building at 682 Cherry Street, Macon Georgia 31201.

B. Definitions

Wherever the term "Owner", "County", or "Macon-Bibb County" occur in this document, it shall mean Macon-Bibb County, a political subdivision of the State of Georgia acting through the Macon-Bibb County Board of Commissioners.

C. Solicitation Documents

Announcement of this Request for Professional Services may also be posted on the Macon-Bibb County website at [www.maconbibb.us/purchasing](http://www.maconbibb.us/purchasing) and on the Georgia Procurement Registry website [https://ssl.doas.state.ga.us/PRSapp/PR\\_index.jsp](https://ssl.doas.state.ga.us/PRSapp/PR_index.jsp)

D. Insurance Requirements

Insurance coverage shall be carried with an insurance company licensed to do business in the State of Georgia. All coverage should be written with insurance company with a Best Rating of A or better. Insurance shall be obtained prior to commencement of work and shall remain in force throughout the period of the contract. Macon-Bibb County shall be named as additional insured on the policy.

Workers' Compensation: Statutory (No Exemptions)

Commercial General Liability:

Each Occurrence Limit	\$1,000,000
Personal & Advertising Injury Limit	\$1, 000,000
General Aggregate Limit	\$2,000,000
Products/Completed Ops. Aggregate Limit	\$2,000,000,
Automobile Liability	
Combined Single Limit	\$1,000,000
Umbrella Liability	\$2,000,000

E. Submittals

Responses must be sealed and identified on the outside of the package as and delivered to

**"Splash Pad for Filmore Thomas Park"**  
Macon-Bibb County Procurement Department  
Attn: Nancy Tharpe  
682 Cherry Street  
8<sup>th</sup> Floor  
Macon, Georgia 31201  
Telephone: (478) 803-0550

Submissions may not be withdrawn for a period of one hundred and twenty (120) days after the deadline on date of closing. Macon- Bibb reserves the right to reject any and all submissions and to waive technicalities and formalities. Respondents shall carefully read the information contained herein and submit a complete response to all requirements and questions as directed. Submittals and any other information submitted by in response to the RFP shall become the property of Macon-Bibb County.

#### F. Responsiveness

In order to be considered “*responsive*” the submission must include completed copies of the following documents:

- Price Proposal Form
- Proposer Qualification Form
- List of Sub-Consultants
- Minority Participation Goal
- Financial & Legal Stability Statement
- Georgia Security and Immigration Compliance Act (E-Verify) Affidavit

#### G. Responsibility

In order to be considered “*responsible*” the submitting firm must meet the following minimum qualifications:

- Three (3) years of experience providing the services included herein
- Licensed to do business in the State of Georgia
- Financially and Legally responsible to perform the services included herein
- Not to exceed the budget amount of \$180,00.00 for this project.

#### H. Reservations

Macon-Bibb County will not provide compensation to Respondents for any expenses incurred by the Respondent(s) for submittal preparation or for any demonstrations that may be made, unless otherwise expressly stated or required by law.

Each submission should be prepared simply and economically, providing a straightforward, concise description of your firm’s ability to meet the requirements of this RFP. Emphasis should be on completeness, clarity of content, responsiveness to the requirements, and an understanding of the Owner’s needs.

Macon-Bibb County makes no guarantee that an award will be made as a result of this RFP and reserves the right to accept or reject any or all submittals, with or without cause, waive any formalities or minor technical inconsistencies, or delete any item/requirement from this RFP or contract when deemed to be in the Owner’s best interest.

Macon-Bibb County will consider only representations made within the submission in response to this RFP. Owner will not be bound to act by any previous knowledge, communication or submission by the firms other than this RFP.

Failure to comply with the requirements contained herein may result in the submission being deemed “non-responsive” or “non-responsible”. None responsive submissions will not be reviewed for potential award.

## II. BACKGROUND

Splash Pad design and installation is a proprietary product. There are many reputable companies that design and build splash pads and all have different equipment for the operation of the splash pad system, the flooring for the splash pad area and the different sprays, jets and features that deliver water onto the splash pad surface. The companies that design and build Splash Pads are considered the experts in this area; therefore, a very general area of the site has been designated Splash Pad. This RFP is issued to solicit a

proposal for a complete splash pad that offers opportunity and fun for all ages within the budget specified for this project. For that reason, Macon-Bibb is requesting a complete proposal for the installation of a Splash Pad at Filmore Thomas Park.

### III. SCOPE OF SERVICES

Area for the Splash Pad: There is a schematic site plan attached with this proposal package. The configuration of the splash pad area is flexible; however, please consider the grades for the project area and the surrounding proposed uses. The company is asked to recommend the ideal configuration for a splash pad for this setting. The only constraint is the budget that is available for the splash pad.

### IV. SUBMITTAL FORMAT AND REQUIREMENTS

Submissions must be organized in a manner to display the required information in easily accessible tabs labeled:

#### Firm's History / Background

- Letter of Interest
- History of the Firm (including years in business)
- Contact information (including address(es), telephone/Fax numbers, email, etc.)
- Attachment "A" – Required Submission Documents

#### Experience

- Resume(s) of key personnel
- Reference list
- List of projects with similar scope and size
- Include the contact information for at least two (2) points of contact with municipalities for which the company has installed splash pads.

#### Project Approach

- Detailed plan for accomplishing the Splash Pad For Filmore Thomas Park
- The Splash Pad area will be given to the contractor in a finish grade +/- two (2) inches. The splash pad construction shall include surfacing, equipment, nozzles, play pieces and all items that comprise a complete and operational Splash Pad. All permits will be acquired by the contractor. The civil engineering drawings will include bringing a water line into the area designated for the Splash Pad.
- A proposed layout for the splash pad design. The layout should have references to the different items included in the proposal. If a company chooses to include several layouts that meet the budget, it is acceptable to present more than one layout.

#### Project Timeline

- Provide a project schedule outlining each identified deliverable

#### Price Proposal

- Include a detailed price breakdown of all services to be include in the completion of the splash pad installation.

### V. SCORING (total possible number of points = 100)

Experience – Maximum 15 points  
Project Approach – Maximum 40 Points  
Project Timeline – Maximum 20 Points  
Price – Maximum 25 Points

### VI. AWARD BASIS

Award will be recommended to the respondent whose submission best serves the overall interest and meets the budget of Macon-Bibb County.