

PARKER COMMUNITY PARK VILLAGE OF ALEXANDRIA

P.O. Box 96, 4 West Main Street
Alexandria, OH 43001
(740) 924-ALEX
www.orgsites.com/oh/parkerpark

September 4, 2009

RE: Mill Race/Hemlock Trails Walk Path Project

ATTN.: Interested Licensed/Bonded Contractors

Thank you for your interest in the Mill Race/Hemlock Trails Walk Path Project at Parker Community Park, Village of Alexandria, P.O. Box 96, 37 Rear South Liberty Street, Alexandria, OH 43001; this Nature Works Project is funded by ODNR and will be managed by Parker Park Board of Trustees. All sealed bid proposals must be submitted by 12 noon on Monday, October 5, 2009; sealed bid proposals will be opened at a special Park Board meeting at 7:30 PM on Monday, October 5, 2009 at Alexandria Village Offices at 4 West Main Street, Alexandria, Ohio.

Please review the following instructions:

- A pre-proposal conference will be held at Parker Park on September 18 from 6 – 7 PM.
- Closing date to submit bid proposals: *Monday, October 5, 2009 till 12 Noon.*
- RFP packages: RFP bid packages may be downloaded at www.orgsites.com/oh/parkerpark or picked up at Alexandria Village Offices from 8:30 AM - 12:30 PM on M, W, or F.
- Opening of sealed bid proposals: Monday, October 5, 2009, 7:30 PM at Alexandria Village Offices, 4 West Main Street, Alexandria, OH 43001 during special meeting.
- Procedures & requirements for contractor questions: Contractors may call Park Board Chair Naomi Compton at (740) 924-4855 concerning park location or bid proposal questions.
- Number of signed bid proposal copies required: 6
- Verification of licensure/bonding: Contractor shall provide proof of State of Ohio licensure and professional bonding.
- Proposal Discussions: Will include lowest responsible bid proposal to meet requirements as set forth in the project's RFP.
- Completion of sealed bid proposals: All required information, including signature pages, must be included for consideration; contractors not meeting required information specifications will not be considered.

Lowest responsible bidder will be chosen by Park Board Trustees, with final review/approval by Alexandria Village Solicitor (Park Policy & Procedure, Section .15). Parker Community Park and Village of Alexandria are Equal Opportunity Employers.

Sincerely,

Parker Park Board of Trustees

SIGNATURE PAGE:

Thank you for your interest in Parker Community Park's newest ODNR Nature Works Project "Mill Race/Hemlock Trails Walk Path". Please sign and date this page to indicate that you have read and understand all bidding criteria; this page *must* be included in your sealed bid proposal response in order for it to be considered.

PLEASE PRINT:

Company name _____

EIN or DBA _____

Owner(s) Name _____

Company Address _____

Company or contact phone _____

I acknowledge that I have read and fully understand all bid proposal requirements as indicated in the following RFP for the Mill Race/Hemlock Trails Walk Path Project.

Name _____

Date _____



Parker
Community
Park

Village Board of Park Trustees, P. O. Box 96, Alexandria OH 43001

Mill Race/Hemlock Trails Walk Path Project
ODNR Nature Works Project
Parker Community Park
Village of Alexandria
P.O. Box 96
Alexandria, Ohio 43001

Table of Contents

Schedule of Events
Terms and Conditions
General Information
Technical Specifications
Contractor Requirements
Proposal Response Format
Cost Proposal
Method of Evaluation and Award
Attachments

Schedule of Events

RFP Release Date: Friday, September 4, 2009

Deadline for Receipt of Sealed Bid Proposals: 12 PM, Monday, Oct. 5, 2009

Public Opening Date/Time: Monday, October 5, 2009 at 7:30 PM

ODNR Contract Evaluation Period: 2 – 3 weeks after submission of contract

Anticipated Contract Award: October 5 – 8, 2009

Terms and Conditions

- All sealed bid proposals must be received by mail or at Alexandria Village Office by 12 noon on Monday, October 5, 2009; please check www.alexandriaoh.org for limited office hours.
- All sealed bid proposals will be evaluated by stated RFP criteria, terms, and conditions on a pass/fail basis.
- Subject to funds available at actual time of project, portions of this project may be changed.
- Project bid proposals will be based on Parker Park Master Plan with following criteria: 1) Path will only encircle *specified* portions of outer park perimeter as designated in attached Master Plan to include Upper Tier, Middle Tier, and Lower Tier; 2) contractor to provide proposals how to best install Middle Tier portion of path by hemlocks in order to avoid erosion; 3) contractor to provide proposal how to best connect path from Upper Tier ball field area back to slate slab walkway (i.e. best aesthetic return from southwest edge of field through concession/bleacher area for connection); 4) proposal will include removal of debris piles and overhanging storm-damage limbs directly in line with proposed walk path; 5) explanation of how mature trees will be kept intact and undamaged; 6) create approximately 1600 feet of walk path by removal of subsoil; 7) explanation of need vs. non-need of any proposed underlayment on path; 8) use of 6 inches of 411 crushed limestone compacted to a 4-inch base, with walk path to be level with ground for ease of mowing; 9) removed sub-soil to be removed to on-site stocking pile for later use.
- Project must start with Lower & Middle Tier portions due to NYAA Soccer season; these sections will be completed before beginning Upper Tier portion around ball fields.
- Project to be completed by no later than October 31st; requests for

- project extensions will be considered for weather factors only.
- Walk path materials (i.e. crushed limestone) will be contracted for by Village of Alexandria; contractor must make arrangements with Park trustees for delivery of said materials.
 - Contractor will communicate *only* with Park Board Trustees concerning project, project questions, or materials deliveries.
 - Failure to complete project within project specs, contract obligations, or timeline will result in contractor dismissal and calling in of bond.

General Information

The purpose of this RFP (Request For Proposal) is to solicit competitive, sealed bid proposals to establish a contract for the construction of the Mill Race/Hemlock Trails Walk Path Project as funded by ODNR Nature Works for Parker Community Park, 37 Rear South Liberty Street, P.O. Box 96, Alexandria, OH, 43001.

Parker Community Park was founded in 1957 by J. Howard Parker, Miss Ollie Mae Parker, and the community-steered Park Development Committee in order to provide recreational opportunities for the Village of Alexandria, St. Albans Township, and the surrounding rural area.

The ODNR Nature Works-funded “Mill Race/Hemlock Trails Walk Path Project” is the first project chosen to implement the Parker Park Master Plan that was adopted in 2007 after two years of development. This walk path will accomplish the following goals:

- Tie together the Upper, Middle, and Lower Tiers of Parker Park for the first time in 52 years in an aesthetically pleasing fashion;
- Create recreational or fitness opportunities for park patrons by providing an almost ¼ mile scenic path for walking, jogging, or easily reaching different park structures;
- Create the interlocking basis for further development of Park Master Plan projects such as a park community center, staging area, and scenic areas.

Method of Payment

Purchase order will be created by Village Fiscal Officer upon completion of project to approval of Park Board Trustees. Contractor will submit final billing to Village of Alexandria for purchase order payment.

Contract Term

The contract resulting from this RFP will commence upon Parker Park Board and Alexandria Village Solicitor's execution of the contract and will end when project is completed under Terms & Conditions of contract.

Pre-Proposal Conference

An optional pre-proposal conference is scheduled at Parker Community Park on Friday, September 18, 2009 from 6 – 7 PM as identified on the RFP cover letter. Each potential contractor may send a maximum of two (2) representatives.

Specific questions concerning the RFP should be submitted in writing prior to the pre-proposal conference. Additional questions may be entertained at the conference; however, responses may be deferred and answered at a later date. Oral responses by Park Board Trustees are to be considered tentative.

Technical Specifications

Environmental concerns: Includes 1) use of crushed 411 limestone to provide an ecologically friendly and more easily maintained base; 2) preservation of mature trees without any resulting project damage; and 3) potential areas for wash-out on Middle Tier slope by hemlock trees.

Consideration of scope of work by contractor: 1) Mark path before project start for final approval by Park trustees; 2) width of path to be approximately 54"; 3) all outer path perimeters to set a minimum of 5 – 6 feet off all fence or property lines when applicable to path placement; 4) all criteria set forth in Terms & Conditions must be met; and 5) contractor will communicate questions about project only to Park Board Trustees.

Outside scope of work by contractor: 1) Contractor will not directly contact provider of limestone materials; 2) Contractor will not arrange hauling of limestone materials; 3) Contractor will not change any aspects of project prior to discussion with Park Board Trustees; and 4) Contractor will not remove any mature trees.

Project management: Parker Park Board of Trustees and Contractor will

monitor the estimated timetable for completion by: 1) Completion date set forth in project contract; 2) completion of work to meet all requirements, terms and conditions of project; 3) completion of work to meet all specifications of contract; and 4) completion of work to satisfaction of Park Trustees and ODNR before release of contractor payment.

Deliverable Summary and Schedule: An estimated schedule or timetable of project completion will be measured by the following sequential standards: 1) Completion to specs of Lower & Middle Tier portions of path; 2) completion to specs of mid-Upper Tier portions of path in area of parking lot, upper shelter, existing slab walkway, and bleachers; 3) completion to specs of Upper Tier portion of path around existing soccer and baseball fields; 4) full removal of storm-damaged limbs and debris piles in Upper, Middle, and Lower Tiers that are in line of path; 5) removal of excavated sub-soil to trustee-approved location for later use; and 6) clean-up and removal of any project debris by contractor.

Support: *Continuing contact with Park Board of Trustees will be required to insure project specs are being met, to answer contractor questions, and to evaluate any unforeseen project developments.*

Contractor Requirements

Contractors must provide the following mandatory information, failure to provide this information will be cause for the bid proposal to be rejected.

- Contractor must be licensed and bonded in the State of Ohio, and must provide proof of such in all six (6) copies in the sealed bid proposal.
- Contractor cannot be named in any pending lawsuits against themselves, municipalities, private corporations, or non-profit organizations.
- Contractor cannot have outstanding tax liens against self or business.
- Contractor must fully agree to comply with all requirements, terms and conditions of this project.
- Describe your company and explain how your organization qualifies to meet the needs of this RFP.
- Include a resume of prior projects, including location, dates, and contact numbers.
- Provide a minimum of three (3) references including names of persons to be contacted, position of person, addresses, and phone numbers;

- trade references are preferred.*
- Optional: Professional resume may be submitted if desired.

Bid Proposal Response Format

- The proposal shall be submitted under the same cover at the same time in two (2) sections: a Technical Proposal (how you intend to do the project, including any areas open for contractor proposal) and a Cost Proposal (lowest responsible offer for estimated labor for project).
- Proposals shall be prepared on standard 8 ½” x 11” paper; foldouts containing further elaborations on project’s Master Plan are permitted. All responses must be written in English.
- Proposals shall be based only on the material contained in this RFP, and disregard any previous draft materials discussed in public meetings.

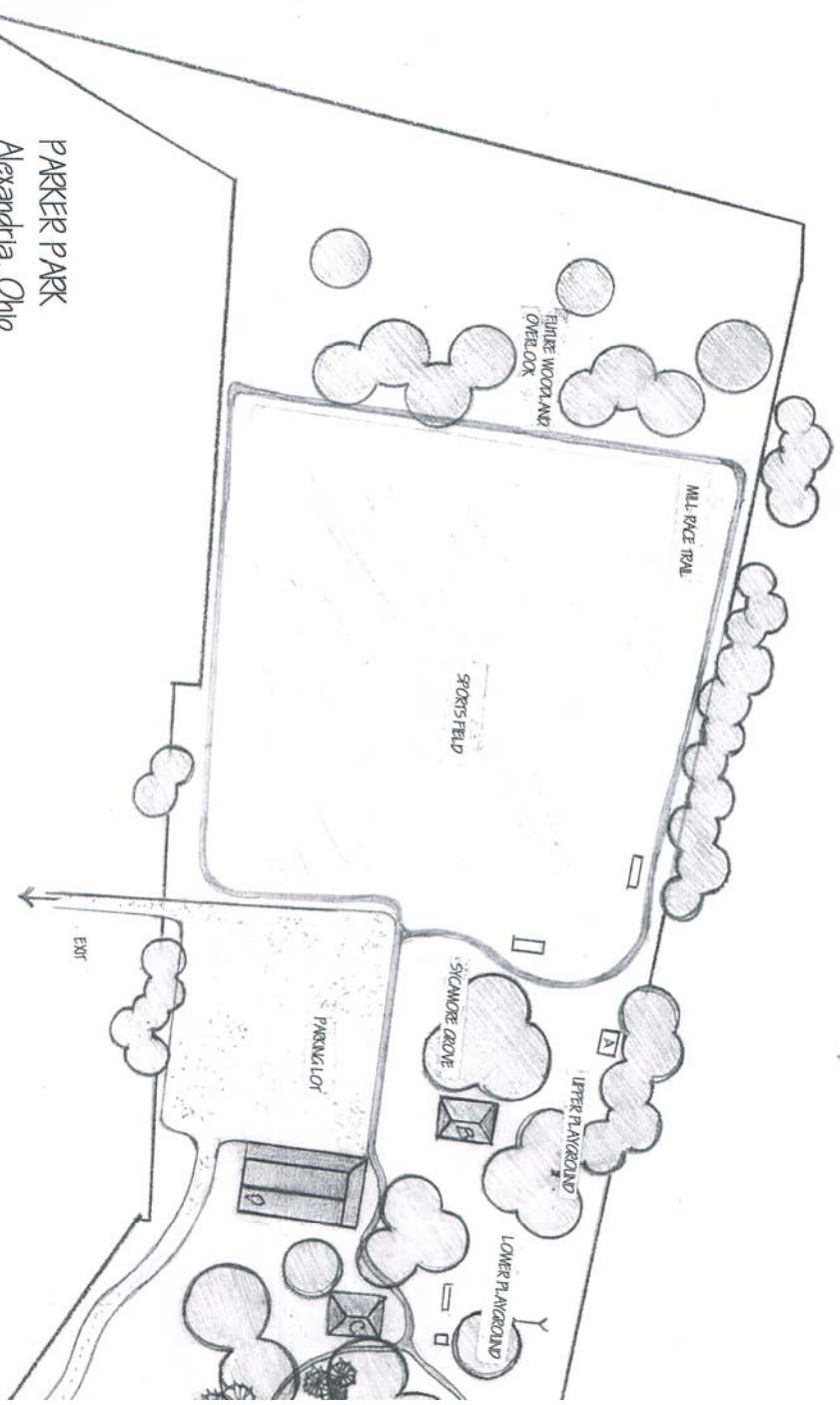
Method of Evaluation and Award

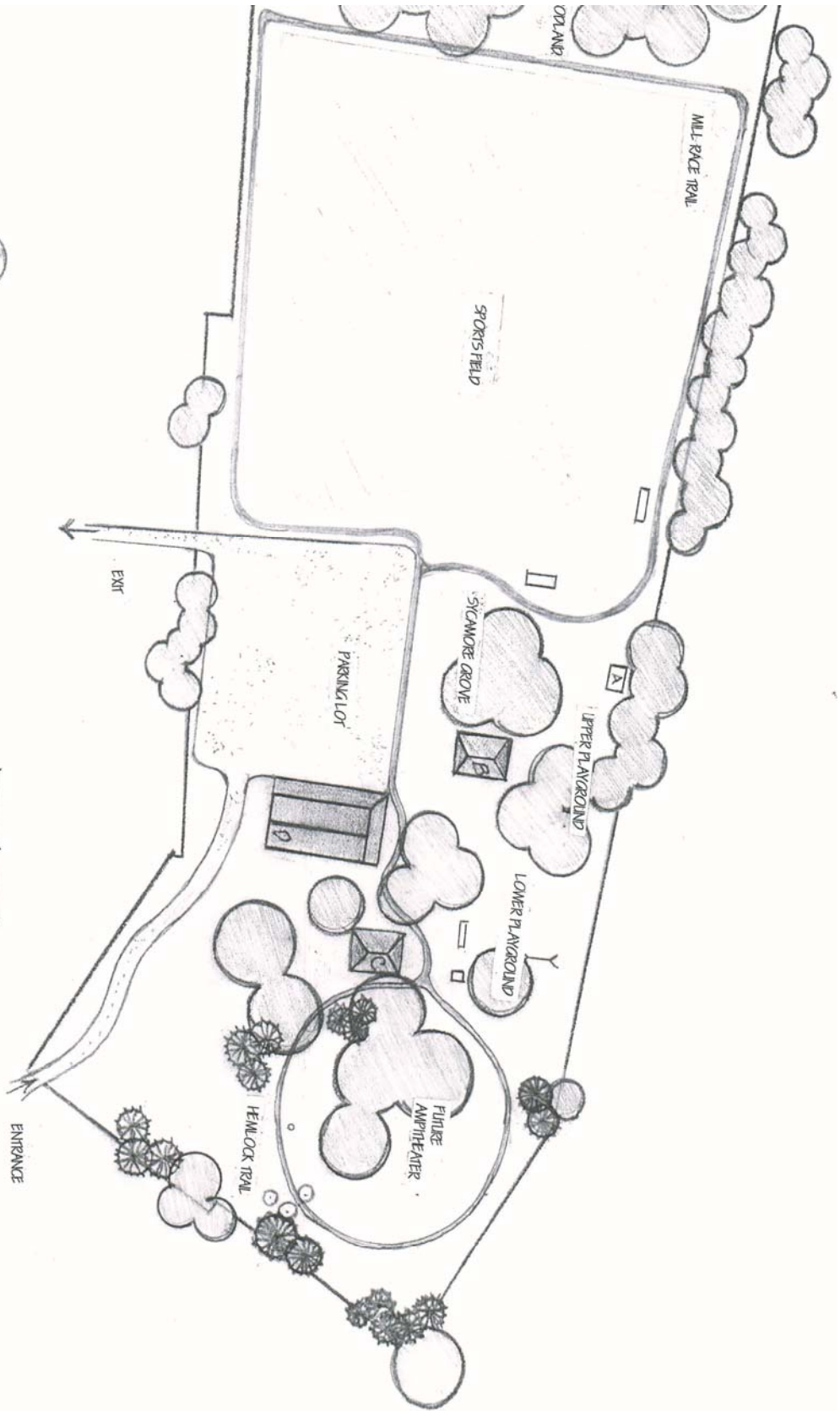
Parker Park Board of Trustees will review the Technical and Cost Proposals, with emphasis on pass-or-fail on mandatory requirements. Cost proposals, technical proposals, past performance (experience), and ability to meet required timelines will also be factored, with final contract choice awarded to the lowest responsible bidder per Parker Park Policy & Procedure Manual. The board will be the final judge as to who are the responsible bidders, with final approval to be given by Alexandria Village Solicitor. The approved bid will be given to ODNR for their approval of bid choice; final ODNR project authorization is required before project is started.

PARKER PARK
Alexandria, Ohio

- LEGEND**
- A Concession Stand
 - B Upper Shelter House
 - C Lower Shelter House
 - D Future Park Events Building

- Deciduous Trees
- Evergreen Trees
- Tree Locations Have Either Been Approximated or Have Been Added For Visual Effect





Deciduous Trees
 Evergreen Trees
 Tree Locations Have Either Been Approximated or
 Have Been Added For Visual Effect