

City of Muncie

Request for Proposal

Proposal Requested For:

Design-Build Services Tillotson Pond Project

Response Due:

Sealed Proposal: Deliver the original and two (2) copies) to:

The City of Muncie Clerk's Office
300 N. High Street
Muncie, IN 47305

By 3:00pm on July 30, 2024

Proposals received after the above cited time will be considered a late proposal and are not acceptable.

* Envelope should be clearly marked SEALED RFP- TILLOTSON POND

Primary Contact:

Please direct all questions regarding this RFP to:

Shareen Wagley
swagley@muncie.in.gov
765-747-4853

General Information

1. Introduction

The City of Muncie is accepting proposals for Design-Build Services for the construction of a comprehensive recreational park located at 2901 BLK W. Memorial Drive, Muncie, Indiana, commonly known as Tillotson Pond.

Scope of work might include but is not limited to:

Environmental Review Document (NEPA) preparation for the entire site

Archeological Review Document preparation (Section 106) for the entire site

Site Engineering/Trail Alignment

Acquire all required site permits, easements (land acquisition), perform wetland delineations, etc (as needed)

Project Management

Site improvements including the identification, removal and clearing of invasive plant species to create healthy and balanced ecosystem.

Design/Construct an entry from south Tillotson Avenue and 25 stall asphalt parking lot at the northwest corner of the property, in accordance with the site plan attached as exhibit A.

Design/Construct approximately .66-mile Americans with Disabilities Act (ADA) accessible asphalt and aggregate lime trail circling the existing 4.4-acre pond. in accordance with the site plan attached as exhibit A.

Design/Construct a pedestrian crossing to the Brookview neighborhood over a ditch and existing culvert, in accordance with the site plan attached as exhibit A.

Design/Construct an ADA accessible Fishing pier in accordance with the site plan attached as exhibit A.

Design/Construct three additional fishing piers in accordance with the site plan attached as exhibit A.

Design/Construct a large shelter north and at the approximate midpoint of the asphalt path from the parking lot to the ADA accessible fishing pier, in accordance with the site plan attached as exhibit A.

Design/Construct a small shelter near the northeast portion along the aggregate lime walking path, in accordance with the site plan attached as exhibit A.

Design/Construct a .95-acre circular event lawn south of the asphalt walking path that runs from the parking lot to the ADA accessible fishing pier, in accordance with the site plan attached as exhibit A.

Design/Construct/Install a solar field and underground electrical to supply to the shelters, in accordance with the site plan attached as exhibit A.

Design/Construct/Install two aerators in the pond in accordance with the site plan attached as exhibit A.

2. Scope of Work

Project Management and Coordination

- **Project Planning and Scheduling:** Develop and maintain a detailed project schedule outlining all phases from mobilization to completion.
- **Coordination Meetings:** Attend regular meetings with city representatives and other stakeholders to ensure smooth project execution.
- **Progress Reporting:** Provide bi-weekly progress reports detailing work completed, upcoming tasks, and any issues encountered.

Site Preparation

- **Site Survey and Assessment:** Conduct a comprehensive survey of the project site to confirm existing conditions and identify any potential challenges.
- **Permitting:** Secure all necessary permits and approvals required for construction.
- **Site Clearing and Grading:** Clear the site of debris, vegetation, and obstructions. Perform grading to prepare the site for construction activities.

ADA Accessible Fishing Pier

- **Design:** Finalize the design of the fishing pier ensuring compliance with ADA standards.
- **Materials:** Procure high-quality, durable materials suitable for a waterfront environment.
- **Construction:** Build the fishing pier, incorporating safety features such as handrails, non-slip surfaces, and adequate lighting.

Non-ADA Fishing Piers

- **Design:** Develop and finalize the design of three fishing piers for general use, focusing on functionality and durability while ensuring an aesthetically pleasing appearance.
- **Materials:** Source high-quality, weather-resistant materials suitable for long-term exposure to water and varying weather conditions.
- **Construction:** Construct the fishing piers with robust structures to withstand heavy use. Include essential safety features such as sturdy railings, non-slip surfaces, and adequate lighting for evening use. Ensure easy access for maintenance purposes.

Walking Trail

- **Trail Layout:** Design and mark the layout of the walking trail to provide a scenic route around the pond.
- **Base Preparation:** Prepare the base of the trail by excavating to the required depth and ensuring proper compaction.
- **Trail Construction:** Install the aggregate lime surface, ensuring a smooth and even trail. Implement proper drainage systems to prevent erosion and water accumulation.

Event Lawn

- **Design:** Plan and design a versatile event lawn layout that can accommodate a variety of community events and activities, ensuring the space is functional, aesthetically pleasing, and easy to maintain.

- **Grading and Soil Preparation:** Perform grading to create a level surface. Prepare the soil by testing and amending it with necessary nutrients and organic matter to support healthy turf growth.
- **Turf Installation:** Select a suitable turf variety for the event lawn. Install the turf through sod or seeding methods, ensuring even coverage and proper rooting. Provide initial care, including watering, fertilizing, and mowing, until the turf is well established.

Shelters

- **Design:** Design two shelters that blend with the natural environment and provide adequate shade and seating.
- **Foundation and Structure:** Construct the foundations and structural framework for the shelters using sustainable and durable materials.
- **Finishing:** Complete the shelters with roofing, seating, and accessible pathways.

Solar Field

- **Design and Layout:** Design the layout of the solar field to maximize energy efficiency.
- **Installation:** Install solar panels, inverters, and battery storage systems. Connect the solar field to the shelters and pond aerators.
- **Testing:** Test the solar power system to ensure it operates efficiently and reliably.

Pond Aerators

- **Selection and Procurement:** Select and procure aerators suitable for maintaining water quality in Tillotson Pond.
- **Installation:** Install the aerators in the pond, ensuring they are powered by the solar field.
- **Testing and Adjustment:** Test the aerators to ensure proper operation and make any necessary adjustments for optimal performance.

Landscaping and Finishing

- **Landscaping:** Implement landscaping around the project area, including planting native vegetation and creating aesthetically pleasing green spaces.
- **Signage:** Install informational and directional signage throughout the recreational area.

- Final Inspections: Conduct final inspections to ensure all components of the project meet the required standards and specifications.

Post-Construction Services

- Training and Handover: Provide training to city personnel on the operation and maintenance of installed systems (e.g., solar field, aerators).
- Documentation: Submit all project documentation, including as-built drawings, warranties, and maintenance manuals.
- Warranty and Support: Offer a warranty period for all construction work and installed systems, along with support for any issues that arise during this period.

Deliverables

- Detailed project schedule and bi-weekly progress reports.
- Comprehensive site survey and assessment report.
- Approved permits and documentation.
- Completed ADA accessible fishing pier.
- Installed aggregate lime walking trail.
- Constructed shelters with necessary amenities.
- Operational solar field and pond aerators.
- Landscaping and signage installation.
- Training, as-built documentation, and warranties.

Proposal Information

1. Proposal Type and Content

2. PROPOSAL TERMS

A. The City of Muncie reserves the right to reject any and all proposals received as a result of this RFP. If a proposal is selected, it will be the most advantageous regarding price, quality of service, and other factors the City may consider. The City does not intend to award a contract solely on the basis of response made to the proposal; the City reserves the right to consider proposals for modifications at any time before a contract would be awarded, and negotiations would be undertaken with that contractor whose proposal is deemed to best meet the City's specifications and needs.

B. The City reserves the right to reject any or all proposals, to waive or not waive informalities or irregularities in proposal or proposal procedures, and to accept or

further negotiate cost, terms, or conditions of any proposal determined by the City to be in the best interests of the City even though not the lowest proposal.

C. Proposals must be signed by an official authorized to bind the contractor to its provisions for at least a period of 90 days. Failure of the successful firm to accept the obligation of the contract may result in the cancellation of any award.

D. In the event it becomes necessary to revise any part of the RFP, addenda will be provided. Deadlines for submission of RFP's may be adjusted to allow for revisions. The **entire** proposal document with any amendments should be returned. To be considered the **original and two (2) copies**, must be at the City on or before the date specified.

E. Proposals should be prepared simply and economically providing a straight forward, concise description of the contractor's ability to meet the requirements of the RFP.

F. A standard City of Muncie Services Agreement will be executed between The City of Muncie and the consultant. The City of Muncie reserves the right to award the total proposal, to reject any and all proposals in whole or in part, and to waive any informality or technical defects if, in the City of Muncie's sole judgment, the best interests of the City of Muncie will be so served.

PROPOSAL SPECIFICS

I. Project Purpose

The intent of this document is to provide interested design/build consultants/contractors with sufficient information to enable them to prepare and submit proposals for consideration by the City of Muncie for Design Build Services

required for the construction of a recreational trail, event lawn, shelters and fishing piers at Tillotson Pond.

This project is funded by various funding sources that include, but are not limited to the City of Muncie, Muncie Redevelopment Commission, grant funds from the State of Indiana.

This project must proceed by the recommended schedule (See Section IV).

II. Description and Purpose of Proposed Work

The City of Muncie is seeking proposals from qualified contractors for the development of a new comprehensive recreational area on the southwest side of town, to be known as Tillotson Pond. This project aims to enhance the community's recreational offerings by providing accessible and sustainable facilities for residents and visitors.

Project Overview

The Tillotson Pond Recreational Area project will include the following key components:

Parking Lot

- Design and construction of a 25-stall asphalt parking lot.

- Construction materials and methods must ensure durability and longevity.

ADA Accessible Fishing Pier

- Design and construction of a fishing pier that complies with the Americans with Disabilities Act (ADA) standards.
- The pier will be designed to provide safe and accessible fishing opportunities for individuals of all abilities.
- Construction materials and methods must ensure durability and longevity while blending aesthetically with the natural surroundings.

Non-ADA Fishing Piers

- Design and construct three fishing piers for general use
- Materials and methods must ensure durability and longevity while blending aesthetically with the natural surroundings.

Walking Trail

- Design and installation of an asphalt/aggregate lime walking trail that will circle the area, providing a scenic and accessible path for walking and running.
- The trail should be constructed with durable materials to withstand weather conditions and regular use, ensuring low maintenance.
- Trail design must include proper drainage systems to prevent erosion and maintain trail integrity.

Shelters

- Construction of two shelters within the recreational area to provide shaded resting areas for visitors.
- Shelters should be constructed using sustainable and durable materials, incorporating design elements that complement the natural environment.
- Each shelter should include seating and accessible pathways.

Solar Field

- Installation of a small solar field to provide renewable energy for the shelters and aerators in the pond.
- The solar field should be designed to maximize energy efficiency and minimize visual impact on the surrounding area.

- Include battery storage solutions to ensure consistent power supply during low sunlight conditions.

Pond Aerators

- Installation of two aerators in Tillotson Pond to improve water quality and support aquatic life.
- Aerators should be powered by the solar field, ensuring an eco-friendly solution.
- The system should be designed for easy maintenance and long-term reliability.

Project Objectives

- **Accessibility:** Ensure all facilities are accessible to individuals of all abilities.
- **Sustainability:** Utilize sustainable practices and materials, incorporating renewable energy sources to minimize environmental impact.
- **Community Benefit:** Create a recreational space that enhances the quality of life for residents and attracts visitors to the area.
- **Aesthetic Integration:** Design facilities that blend seamlessly with the natural landscape, preserving the beauty of Tillotson Pond.

Qualified contractors are invited to submit their proposals, which should include the following:

- 1) Company's name, address, and overview of the company, including name(s) of principal(s).
- 2) Description of the specific staff and team members assigned to this project, including statement of qualifications for similar work.
- 3) Detailed project plan outlining the approach to each component of the project, including timelines, materials, and construction methods.
- 4) Provide a proposed project timeline for completion by major tasks.
- 5) Provide a committed cost estimate for the entire project, including a breakdown of cost for each component. The pricing should reflect typical State prevailing wage for the applicable trades.
- 6) Description of how sustainable practices and materials will be incorporated into the project.
- 7) Provide examples of related/comparable past projects that would serve to demonstrate experience and expertise necessary for the project.

- 8) Provide references including the contact information of previous clients or projects similar in scope and nature.
- 9) The City of Muncie looks forward to receiving proposals from qualified contractors to bring the Tillotson Pond Recreational Area to life, providing a valuable recreational resource for our community.
- 10) Submissions should include a signature page stating that the company agrees to enter into an agreement with the city of Muncie to provide service for the services described for the Tillotson Pond Project. It should include the signature of an individual authorized to sign on behalf of the company.

The City of Muncie looks forward to receiving proposals from qualified contractors to bring the Tillotson Pond Recreational Area to life, providing a valuable recreational resource for our community.

Please submit your proposal to meet the following proposed schedule:

RFP Advertised	July 8, 2024
DEADLINE FOR PROPOSALS	July 30, 2024
Complete Review of Proposals	August 6, 2024
Contract Award	August 7, 2024

If awarded this project, the Contractor will be required to provide a certificate of \$1 million umbrella insurance policy and sign a standard City of Muncie Service Contract.

3. References

Submit two references complete with email address and phone number.

4. Qualifications

Please describe company experience in similar type projects.

Please include team member names and qualifications.

Evaluation Information

1. Evaluation Criteria and Scoring

Proposal will be reviewed and scored by five member committee appointed by the Mayor.

Could include in person interviews.

2. Selection

Determination will be best and most qualified.

Contract Information

1. Form of Contract

City of Muncie Professional Services Contract to be negotiated

2. Compliance Requirements

In general all proposals must comply with State and Federal laws, local ordinances, and industry specific rules.