



**REQUEST FOR PROPOSAL (RFP)**

**DATE: 3/13/17**

# **CAMP CATALPA PARK BID PACKET**

**PROJECT #1-**

**REMOVAL OF INVASIVE  
SPECIES AND OVERGROWTH**

**PROJECT #2-**

**CONSTRUCTION OF DISC GOLF TEES  
CONSTRUCTION OF UNPAVED TRAILS**

**CITY OF RICHMOND  
PARKS & RECREATION  
345 LANCASTER AVE.  
RICHMOND, KY 40475**

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## **1. SUMMARY AND BACKGROUND**

The Richmond Parks & Recreation Department is currently accepting proposals for the removal of overgrowth and invasive species in Camp Catalpa Park. The renovation of Camp Catalpa Park began in 2014 and is in the last stage of the park transformation. There are two projects which are being bid. Project #1- The Removal of overgrowth and invasive species. Project #2- Construction of a non-paved trail system and disc golf concrete tee pads.

## **2. PROPOSAL GUIDELINES**

This Request for Proposal represents the requirements for an open and competitive process. Proposals will be accepted until 3:00 pm EST March 27, 2017. Any proposals received after this date and time will be returned to the sender. All proposals must be signed and dated by an official agent or representative of the company submitting the proposal.

If the organization submitting a proposal must outsource or contract any work to meet the requirements contained herein, this must be clearly stated in the proposal. Additionally, all costs included in proposals must be all-inclusive to include any outsourced or contracted work. Any proposals which call for outsourcing or contracting work must include a name and description of the organizations being contracted.

- All costs must be itemized to include an explanation of all fees and costs.
- Bids must include a proposed timeline with a start date and end date. (Weather depending)
- All bids must show proof of having a city business license and workers comp insurance
- The awarded bid must sign a contract with the City of Richmond

## **3. PROJECT PURPOSE AND DESCRIPTION**

The purpose of this Request for Proposal (RFP) is to solicit proposals from various candidate organizations, conduct a fair and extensive evaluation based on criteria listed herein, and select the candidate who best represents the direction the Richmond Parks & Recreation Department wishes to pursue.

Camp Catalpa Park is an under-utilized park. The construction of this project will aid the Parks and Recreation Department to showcase the natural and urban forest that is located adjacent to Lake Reba.

#### **4. PROJECT SCOPE**

PROJECT # 1- Clear invasive foliage from park (Approximately 15 acres):

- Skid steer, dozer, track hoe as needed invasive species and clear dead and downed trees from park
- Option to use shredder attachment and remove mulch
- Push to one cleared and dug out location, burn and cover
- Mow open grass areas
- Seed and straw where needed on disturbed areas
- Trim low hanging brush on trees to above 6 foot (above eye level)

Project #2- Trail and Tee Construction

- Install 5' x 12' Concrete (3000 PSI with fiber added) Tee Pads
  - Frame on top of ground with 4" boards, level
  - Install dense grade stone to bottom of frame
  - Pour- with rough broom finish
  - Wreck frames
  - Back fill with dirt or mulch to protect edges and future mowing equipment
- Trail Construction: approximately 1 mile of actual trail
  - Clear 6 foot path around park, as laid out by HBC.
  - Apply crushed limestone to create trail 2inch Thickness
  - Install culverts/ drainage ditches as needed
    - Bid should be per pipe- actual number will not be determined until after Project #1 is complete.

## **5. REQUEST FOR PROPOSAL AND PROJECT TIMELINE**

### **Request for Proposal Timeline:**

All proposals in response to this RFP are due no later than 3:00 pm EST March 27, 2017.

Evaluation of proposals will be conducted on or about March 28, 2017 through March 29, 2017. If additional information or discussions are needed with any bidders during this window, the bidder(s) will be notified. The selection decision for the winning bidder will be made no later than March 30, 2017.

If applicable, the winning bidder must be approved by the City of Richmond Board of Commissioners during a commission meeting during the month of April. The winning bidder will be required to sign a contract with the City of Richmond and is subject to review by the legal team.

Notifications to bidders who were not selected will be completed by April 7, 2017.

Project # 1- If selected, the winning bidder will begin work on the removal of the overgrowth the week of April 3-April 10, weather permitting. If the weather does not cooperated during this time, the work will resume after April 24<sup>th</sup> (due to a prior scheduling conflict). All work will be supervised by [HB Clark Signature Disc Golf Course Design](#).

Project #2- If selected, the winning bidder will begin work after the completion of Project #1. This is estimated to be by the beginning of May, weather permitting.

## **6. PROPOSAL EVALUATION CRITERIA**

The Richmond Parks & Recreation Department will evaluate all proposals based on the following criteria. To ensure consideration for this Request for Proposal, your proposal should be complete and include all of the following criteria:

- Overall proposal suitability: Proposal must meet the scope and needs included herein and be presented in a clear and organized manner.
- Organizational Experience: Bidders will be evaluated on their experience as it pertains to the scope of this project.
- Value and cost: Bidders will be evaluated on the cost of their bid and expertise.
- Availability- Bidder will be evaluated based on if they are available during the times listed above. Special requests for alternate start dates will be reviewed, but not guaranteed.

**The City reserves the right to reject any and all bids.**

**7. PRE BID MEETING:**

A pre bid meeting will be held on Tuesday, March 21 at 1:00pm at Camp Catalpa Park. Bidders will meet with HB Clark about both projects and discuss the projects in depth and bidders will be able to traverse the land to see the scope of the project.

**8. DEADLINE:**

Each bidder must submit 2 copies of their proposal to the address below by March 27, 2017 at 3:00pm EST:

City of Richmond  
Parks & Recreation  
345 Lancaster Ave  
Richmond, KY 40475

Please note on envelope if the bid is for Project #1, Project #2 or Project #1 & #2. If both projects are bid, please place bids on separate sheets of paper.

*If applicable, please list any discounts if both projects are approved for your bid.*