

CITY OF LAWRENCE REQUEST FOR PROPOSAL (RFP)

January __, 2012

RFP Number: _____

Purpose of RFP: Centennial Skate Park Improvements

RFP Description: Design/Build Services (the primary purpose of which is to address issues with the existing sub-par surface and secondly to improve above grade features) for the Centennial Park skate facility

Department: Parks and Recreation

Contacts: Rowan Green

(785) 832-7971

E-mail Rowan at rgreen@lawrenceks.org

Secondary contact e-mail

Mark Hecker at mhecker@lawrenceks.org

Project Knowledge and approach: The successful firm shall demonstrate a knowledge and understanding of skate parks and the construction of same. In addition, a full explanation of previous experience along with references relating to prior projects shall be included with the proposal.

Project Completion:

Proposal should include current availability and anticipated project completion date. (May 2012 completion would be desirable)

Site Visit Requirements: A site visit is strongly recommended prior to submitting a proposal (coordinate visit with Rowan Green)

Copy Requirements: Submit five (5) hard copies of proposal

Submit one (1) copy of proposal in Adobe format on CD-ROM

Required General Information: Firm name

Contact name, telephone & fax numbers, email address
and mailing address

Due Date & Time: 5:00 p.m.

Wednesday February 15, 2012 @ 5:00p.m.

Submit to Address: City of Lawrence Parks and Recreation Department
Box 708
6 East 6th Street
Lawrence Ks. 66044
Attn: Hecker/Green

Project Scope:

1. The City of Lawrence Parks and Recreation Department is soliciting proposals for firms qualified to do a design/build project that will address issues at our existing skate facility in Centennial Park. (the existing surface consists of layers of pavement with recurring cracks)
2. The total budget for this project shall not exceed the amount that has been approved (\$125,000.00)
3. After the design is complete, provide an engineers estimated costs for construction to City staff.
4. Identify potential phases that the project can be split in to. (this portion must be completed within 15 days of acceptance of proposal)
5. Clearly define proposed time line for completion of the project.
6. Pre-qualify any subcontractors that would be involved in this project
7. Define potential future phases of improvement.

Bidding:

1. Coordinate the distribution of bid documents to potential contractors.
2. Bidding and oversight of all subcontractors shall be the responsibility of the successful firm on this project.
3. Conduct any necessary pre-bid conferences with subcontractors
4. Prepare various construction contracts for review by the City of Lawrence

Construction:

1. Provide weekly on-site supervision and be available to answer detailed questions about the project and interpret plans to any contractors involved.
2. Coordinate meetings with contractors and the City as needed.
3. Prepare change orders as needed and final punch list for completion.
4. Final inspection of work.

Submittal of proposal for services should be sent to Parks and Recreation Department, PO Box 708, Lawrence Ks 66044, by 5pm December 16, 2011. Questions should be referred to Rowan Green, Park District Supervisor (785) 832-7971 or Mark Hecker, Assistant Department Director (785) 832-3454)

