

**Tredyffrin Township  
Chester County  
Public Works Department  
Project #6-08**

**Design & Consulting  
Services  
for  
Westover Park**

**June, 2008**

**Submit Proposals To:**

**Stephen F. Norcini  
Director of Public Works  
Tredyffrin Township  
1100 DuPortail Road  
Berwyn, PA 19312  
610-408-3623  
snorcini@tredyffrin.org**

<b>Pre-proposal Meeting</b>	<b>July 23, 2008</b>	<b>1:00 PM</b>
<b>Closing Date for Questions</b>	<b>July 30, 2008</b>	<b>6:00 PM</b>
<b>Proposals Due</b>	<b>August 7, 2008</b>	<b>4:00 PM</b>

**Westover Park  
Tredyffrin Township, Chester County  
Request For Proposal**

**I Introduction**

**Tredyffrin Township is soliciting “Requests for Proposals” in regards to professional design services for a new facility at the Westover Park. The design services will use the “Westover Park Master Plan” (prepared by Yost, Strodowski, & Mears, Incorporated – “YSM”) to formulate detailed construction and bidding documents. This plan is to be considered part of the proposal documents, and will provide the necessary background on the Township and concept design. For further information on the Township as a whole, the “Park, Recreation, and Open Space Plan” (prepared by Urban Research and Development, Incorporated) can be viewed on the Township’s website at [www.tredyffrin.org](http://www.tredyffrin.org).**

**The potential consultant will use the Master Plan concept rendering, report, conceptual grading plan, survey, and Township staff input to prepare construction documents that can be used to create the vision set forth in the Master Plan.**

**The construction of Westover Park will include “green building” practices as well as sustainable development techniques, the latest in storm water Best Management practices, and the use of native plant material.**

**Westover Park is being constructed in one of the more densely populated areas of the Township; care must be taken in the design and construction of the Park with regards to the adjacent residents.**

## **II   Tasks**

**The tasks required by the potential consultant are as follows:**

- 1. Required meetings (minimum)**
  - a. Kick-off meeting (with entire project team)**
  - b. (2) Structures Meeting (playground equipment, signage, fall surfaces, etc) with staff and Park & Recreation Board sub-committee**
  - c. Preliminary layout meeting with staff to discuss improvements' layout, BMP type and location, required permitting**
  - d. (2) Revised layout, signage, equipment meeting**
  - e. Meetings with appropriate outside agencies in regards to permitting: DEP, CCCD, & PA DOT as required**
  - f. (2) Meetings onsite at Park**
  - g. Presentation of final plans to the Westover Board of Supervisors (night meeting)**
  - h. (2) Pre-bid and pre-construction meetings**
  - i. Meetings as required for Land Development application and approval**
  - j. Other meetings, as deemed necessary with staff.**
  
- 2. Design requirements – the successful consultant is required to provide design, permitting, construction drawings, and bidding documents for:**
  - a. Erosion & sedimentation control, in accordance with applicable federal, state, and local agencies. Along with design of E&S requirements, the consultant is required to obtain Township Grading Permit, NPDES Permit, PINDI, and County Conservation District approval (see Storm Water Management)**
  - b. Township Land Development approval.**
  - c. Grading**

- d. Landscaping: the use of indigenous plant material is required**
- e. Utilities: electric, water, and sewer. Utility design must also be prepared for the future construction of a restroom facility. Preparation of SFPM Mailer (for proposed restroom) is required.**
- f. Lighting: Parking lot, path, signage, and flag (all LED)**
- g. Interpretive Trails & Paths: including the appropriate signage and use of porous paving**
- h. Storm Water Management: The use of Best Management Practices (BMP's) is required, as pertaining to storm water collection, conveyance, and management. All paving material will be of the porous variety, with appropriate drainage layers and piping to convey storm water. The storm water management areas shown on the YSM plans are conceptual, actual BMP's are to be based on the latest design criteria as well as Federal, State, County, and local government requirements. BMP's must address storm water quality as well as quantity. Interpretive signage for the BMP's is to be considered part of this proposal.**
- i. Wetlands Overlook: proposal is to include all permitting (DEP GP5), design of wetlands overlook. Bank restoration, bridge, and signage.**
- j. Signage: Design to include both Park entrances, interpretive signage, and mileage markers. The signage system will be comprehensive and consistent; staff will determine the scheme based on the consultant's preliminary design.**
- k. Fencing: a three rail, post and rail fence with wire mesh fencing will be installed along the Park's property line.**
- l. Survey: a detailed survey of the Park grounds is included**

- m. survey (for example: off site utilities) is required, that work is to be included in the proposal fee.**
- n. Play structures, basketball court, and surfaces**
- o. PA One Call for design purposes**
- p. Paving (porous), curbing, striping, traffic signage**
- q. Traffic Control, per Penn DOT Publication 213**
- r. Construction Phasing**
- s. All data necessary for a Registered Surveyor to provide construction layout from the construction documents.**

### **3. Consulting Services**

**The successful consultant is required to:**

- a. Attend the pre-bid and preconstruction meetings, and provide minutes of both.**
- b. Review the bids received and provide the Township with a detailed bid tabulation and the lowest qualified bidder**
- c. Administer all material submittals (shop drawing review)**
- d. Conduct a utility meeting (design)**
- e. As construction proceeds, the consultant will respond to Requests For Information (RFI), and may be required to issue a Request For Proposal (RFP) for additional work to be performed by the contractor.**
- f. The successful consultant will provide design assistance for plan interpretation and modification.**
- g. Required to prepare all necessary documentation and attend required Planning Commission Meetings to bring the park project through the Land Development process at Tredyffrin Township.**

### **III Deliverables:**

#### **1. Construction Drawings**

- **Plan set size: 24" x 36" (minimum)**
- **Scale: existing conditions, title plan: 1"=50', grading plans, areas of interest 1"=20'**
- **Project title sheet**
- **Title sheet (park parcel, adjacent parcels, including parcel number, property owner, street address, street names and route numbers)**
- **Existing conditions sheet (survey)**
- **Demolition/Clearing sheet**
- **Landscape sheets; overall and with details**
- **Permit sheet(s) showing all applicable permits: Penn DOT HOP, Chester County Conservation District/NPDES, Tredyffrin Township Grading/Earth Disturbance, Tredyffrin Township Building Permit, PA DEP GP-5, Township Road Occupancy Permit, Township Grading Permit**
- **Erosion & Sedimentation Control sheets (overall plan, details as required)**
- **Grading, utilities, and structures sheets**
- **Penn DOT HOP construction sheets (to be provided by Orth Rodgers, Incorporated)**
- **Detail sheets for all structures & surfaces (including manufacturer, type, catalogue cuts, installation requirements)**
- **Traffic control sheet(s) per Penn DOT pub 203.**
- **Others as determined**
- **Customized for three part prime bidders (general, electrical, plumbing)**

## **2. Bidding documents**

- **Advertisement for bid**
- **Project Narrative**
- **Project Manual based on Construction Specification Institute (CSI) Format, all divisions as needed**
- **Instructions to bidders & bidders checklist**
- **Bid Form (based on unit prices for all work except playground equipment, survey, and mobilization, which will be lump sum) and Contract Proposal**
- **Notice of Award**
- **Bid, performance, payment, and maintenance bonds**
- **Insurance requirements, certificates & experience questionnaire**
- **Prevailing wage requirements**
- **General & Supplemental Conditions with index**
- **Form of Agreements ( required for separate primes)**
- **Technical Specifications**
- **Addenda (if any)**
- **Customize for three part prime bidders (general, electrical, plumbing)**
- **Note all applicable references**

## **3. Cost Estimate**

**A cost estimate (including a cut/fill analysis), in the format of the bid form, using the latest construction pricing criteria in regards to the location of the Park, is to be provided by the successful consultant**

## **4. Bid Sets**

- **The successful consultant will provide the Township with 15 complete sets of bidding documents (hard copy) and one DVD with the documents in PDF format.**

#### **IV   Proposal Submittal**

**Consultants are required to provide 5 copies of their proposal, as well 5 separate copies of the fees for the proposal. The fee is to be of the “not to exceed” or “lump sum” variety. The consultants are also required to provide the breakdown by task, personnel, and hours required. Any sub-consultants must be listed in the fee proposal, broken down in the same manner previously stated.**

**The consultant must also supply, with the cost proposal, the current list of hourly rates of their firms’ (and sub-consultants) personnel.**

#### **V   Time Line**

<b>Proposals Due</b>	<b>July 31, 2008</b>
<b>Proposal Award on or about</b>	<b>August 7, 2008</b>
<b>Project Completion (approved plan Sets &amp; bidding documents)</b>	<b>February 10, 2009</b>

## **VI Summary**

**In closing, the intent of this RFP is to solicit a consultant to take the Master Plan documents, and provide fully engineered construction drawings and bidding documents, as well obtain all required permits.**

**The Township will base its decision in regards to choosing a consultant on strength of proposal, experience, cost, and the consultant's ability to prove they can provide the best value for their services.**

**The successful consultant must supply the Township with a performance bond in the amount of the accepted proposal. A purchase order and Notice To Proceed will be issued at that time.**

**The Township's point of contact for this project:**

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