

**BALDWIN COUNTY SCHOOL DISTRICT
REQUEST FOR PROPOSAL
SPLASH PAD DESIGN AND CONSTRUCTION SERVICES**

for
Early Learning Center
100 N ABC St.
Milledgeville, GA 31061

The Baldwin County School District (hereinafter referred to as BCSD) is hereby seeking proposals from qualified firms to design and construct a new splash pad for the Early Learning Center located in Milledgeville, GA within the stipulated budget of \$110,000.00. The splash pad design shall be based on the simultaneous use of up to 20 students ranging in age from 3-8 years of age with a minimum of 20 square feet per student and include all necessary adjacent appurtenances. Request for Proposal (hereinafter referred to as RFP) packages can be downloaded from: www.altmanbarrettarchitects.com

Responses must be received by the Baldwin County School System, before 2:00 PM on December 8, 2020, after which time and date they will no longer be accepted. Late responses will not be considered. To be accepted, all responses must be submitted in a sealed package and identified on the outside with Proposer's name and address and clearly marked "Early Learning Center Splash Pad." Ten (10) hard copies and (1) electronic copy (.pdf format on a CD Rom or thumbdrive) of each proposal must be addressed or delivered to:

Matt Adams
Baldwin County Board of Education
100 N ABC St.
Milledgeville, GA 31061

Oral or telegraphic (including FAX and e-mail) responses are not acceptable.

The BCSD will select the most qualified and responsive firm to enter into a contract for the design and construction of the above referenced project. Award of the contract will be based on an evaluation of all requirements noted in the RFP.

It is the intent of the Owner to enter into a contractual agreement with one incorporated firm.

Please direct all questions regarding this RFP to both;

Matt Adams, Deputy Superintendent, Baldwin County School District,
matt.adams@baldwin.k12.ga.us
and

Travis Petitjean, Altman + Barrett Architects, tpetitjean@altmanbarrettarchitects.com.

ANY UNSOLICITED CONTACT OR COMMUNICATION REGARDING THIS PROJECT WITH ANY BCSD SYSTEM OFFICIAL, PERSONNEL OR BOARD MEMBERS BY ANYONE FROM WITHIN OR ON BEHALF OF A PROPOSING FIRMS IS STRICTLY PROHIBITED AND WILL BE GROUNDS FOR DISQUALIFICATION. THIS APPLIES FROM THE DATE OF THIS RFP AVAILABLE UNTIL AFTER A CONTRACT HAS BEEN AWARDED.

GENERAL INFORMATION

Timeline:

Public Advertisement/RFP Available: November 5, 2020

Deadline for Questions: November 24, 2020

Proposals Due: December 8, 2020

Anticipated Construction: January 2020 – March 2020

Submission of proposals indicates Respondent's acceptance of the evaluation technique and Respondent's recognition that some subjective judgments must be made by the BCSD during the determination of ranking order and award.

The BCSD reserves the right to select or reject any and all responses as a result of this Request for Proposal. The BCSD is not liable for any costs incurred by any person or firm responding to this Request for Proposal.

The Submitter shall hold harmless and indemnify the Owner, the Architect, and other design consultants against all claims, suits, actions, costs, council fees, expenses, damages and/or judgments in decrees by reason of persons or property being damaged or injured by the Contractor or any of the Contractor's employees/subcontractors in any capacity during the progress of the work, whether by negligence or otherwise.

Project Description

The proposer is required to submit a design and actual cost to supply and construct a flow through system splash pad that is not less than 400 square feet in activity area with dry zones on all sides. This submitted cost shall include design fees, removal of existing above ground features within proposed area, site grading and earthwork, new concrete sidewalks and retaining walls, water and electrical systems, and other amenities required for a functioning public splash pad which is ADA compliant. The budget for this project is \$110,000. It is preferred for proposers to list "options" that would increase the function and/or aesthetic value of the splash pad in which the Owner may choose to increase the budget for the project to include these features. All splash pad designs must be able to be sealed by an Engineer licensed in the State of Georgia and will be required to be sealed if the design is chosen thru the RFP selection process.

GENERAL REQUIREMENTS

Required Bonds and Insurance

The selected Contractor will be required to provide a 100% Payment and Performance Bond for the entire amount of the cost of construction. The Proposal shall include a letter from a bonding company indicating its willingness to issue said payment and performance bond for this project. Bonds for this project shall be issued by a bonding company listed in the current edition of the Federal Register as a surety, must be kept in force for the duration of the contract, executed by a resident agent of the State of Georgia and be in compliance with Georgia Revised Statutes.

To adequately protect the interests of the BCSD the successful respondent shall procure, and maintain Insurance during the life of the agreement. See Attachment "A" "Insurance Coverage" for required coverage.

Evidence of required bonds and insurance shall be presented prior to the execution of Mandatory Amendment. Insurance policies to be carried under the agreement shall not be changed, canceled, or allowed to expire without thirty (30) days prior written notification to the BCSD

Immigration Reform Compliance Requirement

The successful Proposer will be required to certify compliance with the Immigration Reform and Control Act of 1986 (IRCA), D.L. 99-603 and the Georgia Security and Immigration Compliance Act OCGA 13-10-90 et.seq., by meeting or having complied with one of the (2) following provisions and by executing any affidavits required by the rules and regulations issued by the Georgia Department of Labor set forth at Rule 300-10-1-.01:

- 1) The Contractor warrants that Contractor has complied with the Immigration Reform and Control Act of 1986 and the Georgia Security and Immigration Compliance Act by registering at <https://www.vis-dhs.com/EmployerRegistration> and verifying information of all new employees;
- 2) The successful proposer shall comply with the stipulations cited in Security and Immigration Compliance Act OCGA 13-10-91 with respect to the proper federal authorizations regarding the right to work for subcontractors and contractors.

Taxes, Fees, Code Compliance and Licensing

The Contractor shall be responsible for the payment of any required taxes or fees associated with the execution of the contract. The Contractor shall also be responsible for compliance with all applicable codes and statutes. All installation and construction work shall be done by sub-contractors licensed in the State of Georgia.

Payment

Contractor shall submit monthly payment applications using AIA G702 and AIA G703 Continuation Sheets.

LIST OF SERVICES TO BE INCLUDED WITHIN THE PROPOSAL

Project Planning and Design

1. The contractor shall design and construct a water feature to include sprays and/or stream jets, ground features and all appurtenances. The splash pad will have Multi-station interactive features and no upright features.
2. The contractor will include a site plan that so that the Splash Pad is appropriately integrated into the surrounding school site plan.
3. The contractor will furnish all equipment and labor
4. The contractor will design and furnish all electrical equipment, wiring, and conduit necessary for full operation of the splash pad.
5. The contractor will construct a light brushed concrete finish pad with slopes to drains and control joints. No pooling of water at any location on pad. Single color acrylic coating surface as an alternate may be submitted.
6. The contractor shall furnish and install activation devices. Activation device shall not have any moving parts, and shall operate on low voltage. The activation device shall serve as a direct interface between the users and the splash pad features
7. Top plates, heads and spray nozzles shall be constructed of materials resistant to vandalism and deterrent to theft.
8. The contractor will design and furnish pad so installation of activation post to be located at or near the water feature or splash pad.
9. The contractor shall design and construct a flow through system with drainage piping into existing storm system pond.
10. The contractor shall design and construct all plumbing services including water and drainage, to designated points of connection with existing utilities
11. The contractor shall test the system for proper operation.
12. The contractor will provide instructions on the proper operation of the new system.
13. The contractor will provide the BCSD staff with a list of all materials and products used for this project.
14. The contractor will provide two (2) sets of operation and maintenance manuals with drawings of the installed splash park.

Construction Phase

15. Maintain staff for construction management to include an on-site Superintendent. Superintendent shall have supervised past projects of similar size and scope and have excellent performance references from the owners for a minimum of three (3) projects within a period of eight (8) years maximum. Contractor shall submit his proposed superintendent and references for review by the Owner and Architect with this proposal. The Contractor is responsible for adequately staffing and maintaining the staff on this project at all times.
16. Assure timely procurement of all required permits.
17. Establish and maintain coordination procedures.
18. Develop and maintain a detailed schedule including delivery, approvals, inspection, testing, construction, and occupancy.
19. Conduct and record a minimum of monthly job progress meetings following a Contractor generated agenda with the Architect, Owner and all active trades, and follow-up with distribution of minutes to all parties.

20. Coordinate and log all request for information (RFI's).
21. Maintain a daily log of jobsite activities.
22. Maintain a system for review and approval of shop drawings.
23. Maintain written and photographic records and submit routine reports to the architect and the BCSD.
24. Maintain quality control and ensure conformity to contract documents.
25. Establish and maintain a jobsite safety program.
26. Provide coordination of post completion activities, including the assembly of guarantees, manuals, and the owner's final acceptance.
27. Coordinate and assure timely completion of final punch list.
28. Compile as-built drawings through-out construction.
29. Assemble close-out documents and forward to Architect for approval.
30. Coordinate any training specified for Owner's personnel.

Post Occupancy

31. Equipment Warranty: Not less than 5 years.
32. Contractor Warranty for workmanship and material of 1 year after substantial completion.
33. Respond to request for corrections for work items found not to be installed correctly.
34. Respond to warranty related request.
35. Assist in post-construction review of the facility.

SELECTION PROCESS

The selection of the firm will be by an Evaluation Committee consisting of representatives of the Baldwin County School District. The Evaluation Committee will receive and review the Proposals and make a recommendation to the Baldwin County Board of Education for approval.

Phase I - Proposal Evaluation

The Proposals will be evaluated against the specified criteria to determine the most responsible and responsive firm for this project. The specified criterion is listed as follows:

1. Installers Related Experience (20%)
2. Relevant Construction Experience (20%)
3. Design Submission (50%)
4. Design and Construction Costs (10%)

RESPONSE FORMAT AND CONTENTS

General Information

Responses must be submitted in the format outlined in this section. Each response will be reviewed to determine if it is complete prior to actual evaluation. Failure to provide accurate, up-to-date responses to any and all portions of the RFP may result in disqualification without prejudice. The BCSD reserves the right to eliminate from further consideration any responses that are deemed to be substantially or materially unresponsive to the requests for information contained in this section. The intent of the BCSD is that all responses follow the same format in order to evaluate each response fairly. The BCSD may, during the course of the evaluation process, request additional information to supplement and/or clarify the information provided.

Proposals will be evaluated in light of the material and substantiating evidence presented in the proposal, and not on the basis of what is inferred.

Any exceptions taken to the terms and conditions of this RFP must be clearly identified. If no exceptions are listed, it will be concluded that the proposer will meet, in every detail, the conditions stipulated in this RFP. The RFP and the response will be incorporated into the contract.

Proposals may be modified or withdrawn by written notice received prior to deadline for receipt of proposals. A proposal also may be withdrawn in person by a proposer or his authorized representative, provided his identity is made known and he signs a receipt for the proposal, but only if the withdrawal is made prior to the deadline set for receipt of proposals.

Each respondent shall provide the BCSD with ten (10) copies of his/her response. Begin each section and subsection as described herein on a separate page. Number the pages in each section consecutively. Each page shall have the name of the respondent indicated clearly across the bottom of each page.

Before submitting a proposal, each Proposer shall make all investigations and examinations necessary to ascertain site conditions and requirements affecting the proposed services; and to verify any representations made by the BCSD upon which the Proposer will rely. If the Proposer receives an award, failure to have made such investigations and examinations will in no way relieve the Proposer from its obligations to comply in every detail with all provisions and requirements of the contract.

Site visits are not mandatory, but interested Proposers are encouraged visit the Early Learning Center before submitting a Proposal.

Submission of a response authorizes the Owner to make inquiries concerning the respondent and its officers to any persons or firms deemed appropriate by the BCSD.

Proposal Format

Cover Letter

Each proposal shall include a one-page cover letter at the beginning of the proposal. The cover letter shall provide an overview, and summarize the key strengths of the submitting firm.

1. **Installers Related Experience (20%):** Specifically identify your firms experience in design and construction of projects related to this scope and cost.
2. **Relevant Construction Experience (20%):** Specifically identify the top five (5) most related projects your firm has completed in the last 10 years, and include the following information:
 - Project name, location & description
 - Original cost compared to final cost
 - Original schedule compared to actual completion time
 - Reference for the project with name, address and phone number
 - Photos
3. **Design Submission of Early Learning Center (50%):** Detailed design: plan view to be submitted as a minimum; a 3D view is desirable. Indicate the number of children each area / element is designed to accommodate. Design shall be based around the parameters of a 400 sq. ft. splash pad design(s). Splash pad to be designed around use of 20 children ages 3-8 at one time. A pond theme is preferred by the Owner. The use of upright elements in design are not preferred. Identify any technical innovations that may be incorporated into the Project, and any innovative approaches that may be used in executing the work. See attachment E for reference material.
4. **Design and Construction Costs (10%)**
Provide a detailed breakdown of the proposed design and its associated construction costs. As an Owner option include additional features that may increase the aesthetic value of the Splash Pad that would be in addition to the specified budget.

Attachment A

INSURANCE REQUIREMENTS

Upon Notice of Award, Vendor may submit this form to their insurance agent as this form contains requirements that may be non-standard in the insurance industry.

Contractor shall furnish the BCSD certificates of insurance as follows from company or companies acceptable to the Baldwin County School District.

A. Required Certificates

1. Commercial General Liability Insurance Policy Vendor shall procure and maintain a Commercial General Liability Insurance Policy, including products and completed operations liability, and contractual liability coverage covering bodily injury, property damage liability and personal injury. The policy or policies must be on any "occurrence" basis. The policy shall include contractual liability coverage. The policy purchased by the Vendor must be issued by a company authorized to conduct business in the State of Georgia or by a company acceptable to the Baldwin County Board of Education. The policy must include separate aggregate limits per project. Excess liability coverage may be used in combination with the base policy to obtain the limits listed below.

Limits

- \$1,000,000 per Occurrence
- \$300,000 Damage to Rented Premises each Occurrence
- \$10,000 Medical Expense per person
- \$1,000,000 Personal & Adv Injury
- \$2,000,000 General Aggregate
- \$2,000,000 Products – Comp / OP Aggregate

2. Business Automobile Liability Insurance Policy

The Contractor shall procure and maintain a Business Automobile Policy with liability limits of not less than \$1,000,000 per person and \$1,000,000 per occurrence or a policy with a combined single limit of not less than \$1,000,000 covering any owned, non-owned, or hired autos. Excess liability coverage may be used in combination with the base policy to obtain these limits.

3. Workers' Compensation Insurance

Workers' Compensation Insurance in accordance with applicable state laws with the following limits:

Limits

- \$1,000,000 each accident - Bodily Injury by Accident
- \$1,000,000 each employee - Bodily Injury by Disease
- \$1,000,000 policy limit - Bodily Injury by Disease

IF YOUR COMPANY IS EXEMPT FROM WORKERS' COMPENSATION INSURANCE IN ACCORDANCE WITH GEORGIA LAW, PLEASE HAVE YOUR INSURANCE COMPANY SUBMIT A LETTER VERIFYING YOUR EXEMPTION.

B. Certificates to contain policy number, policy limits and policy expiration date of all policies issued in accordance with this contract.

C. Certificates shall contain the location and operations to which the insurance applies.

D. Certificates shall contain Vendor's insurance coverage. If coverage is included in General Liability, please indicate this on the Certificate of Insurance.

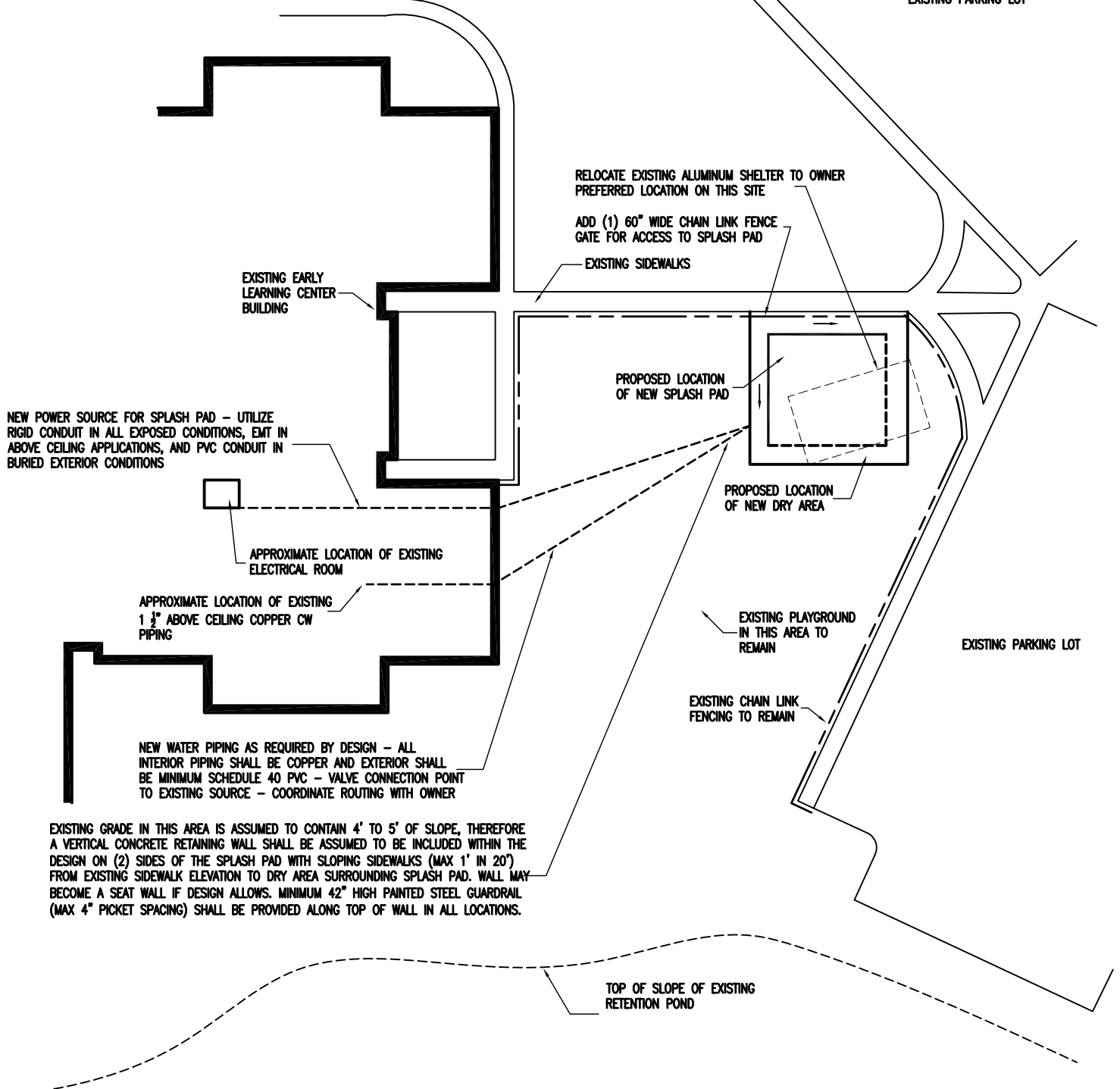
E. Certificates are to be issued to:

Baldwin County School District

F. The Contractor shall mail insurance document listed in this form to:

Baldwin County School District at 110 North ABC St. Milledgeville, GA 31061

- 1) PROPOSER IS RESPONSIBLE FOR LOCATING EXISTING UTILITIES TO REMAIN.
- 2) PROPOSER IS RESPONSIBLE FOR OBTAINING A TOPOGRAPHIC SURVEY FOR DESIGN OF THE SPLASH PAD IF DEEMED NECESSARY BY PROPOSER.
- 3) PROPOSER SHALL FIELD VERIFY ALL CONDITIONS AND ADJUST DESIGN ACCORDINGLY.
- 4) EXISTING INTERIOR BUILDING CONDITIONS SHALL BE PROTECTED THRU ALL WORK.
- 5) ALL NEW CONCRETE TO HAVE LIGHT BROOM FINISH.
- 6) PROPOSER SHALL SOD ALL DISTURBED AREAS OF SITE WITH 419, BERMUDA



EXISTING SITE LAYOUT

SCALE: NOT TO SCALE



Altman + Barrett

**Splash Pad for
Early Learning Center**
Baldwin County School District
100 N. ABC Street, Milledgeville, GA 31061



Altman + Barrett
a r c h i t e c t s
P.O. BOX 665 - 117 WEST MAIN ST.
HAHIRA, GEORGIA 31632
PHONE # (229) 585-9018

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PROJECT NO. 20025

DATE: 11/2/2020

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