



## **REQUEST FOR PROPOSAL (RFP)**

Date: June 10, 2022

To: Open Invitation to Professional Design and Engineering Consultants

From: Town of Sullivan's Island

RE: Professional Design Services Stith Park Universally Accessible (UA) Playground and Park

### **1. GENERAL INFORMATION AND SCHEDULE**

This Request for Proposals (RFP) invites responses from qualified, experienced professional design engineers/consultants to develop a universally accessible (UA), ADA compliant and inclusive playground design and Master Plan for Stith Park on Sullivan's Island. The new playground will replace and expand the existing playground.

Questions concerning this RFP must be made via email per the schedule outlined below. Responses to all submitted questions will be posted at:

[www.sullivanisland.sc.gov/government/current-town-projects](http://www.sullivanisland.sc.gov/government/current-town-projects).

Issue date:	Friday, June 10, 2022, 11:00 AM
Optional site visit:	Monday, June 20, 2022, 11:00 AM
Questions due:	Friday, June 24, 2022, 11:00 AM
Submittals due:	Wednesday July 13, 2022, 11:00 AM

Inquiries/submissions to: Pam Otto  
Town of Sullivan's Island  
2056 Middle Street  
Sullivan's Island, SC 29482  
[Potto@sullivanisland.sc.gov](mailto:Potto@sullivanisland.sc.gov)  
843-883-5744

## 2. PROJECT DESCRIPTION

The purpose of this project is to develop a universally accessible (UA) inclusive master plan for the playground, open spaces and Mound at Stith Park. The proposed playground will replace two existing and outdated play areas which were installed as early as 1994 in some instances. The new playground design will be “barrier free” and feature areas of play offering unique play features with a nod to the Island lifestyle that include nature-based and landscape experiences for both children and adults utilizing all UA principles. Considerations should include incorporation of the Mound into the park through increasing accessibility (e.g., stairs), and also through play equipment (e.g., slides). Recreation improvements to the park should also be considered through the form of pickle ball courts, a turf field (soccer, lacrosse), bicycle pump track, skate park, walking trails, running track and other similar items. In addition to play equipment and areas, design consideration shall be given space layout, land use and stormwater drainage.

The term “universally accessible (UA) playground” is often used to describe a playground that offers caregivers and their children full use of all areas, regardless of ability. A UA playground will represent and support the diversity of our community, providing a platform for people to engage socially, physically, creatively and playfully. Everyone deserves the right to access our public parks and playgrounds with equal opportunity and so the project must also follow the Americans with Disability Act Standards for Accessible Design. The construction of a UA playground will increase this access thereby making our community stronger.

The UA playground design should incorporate the principles of universal design, defined as the design of products and environments to be usable by all people, to the greatest extent possible, without the need for adaptation or specialized design per North Carolina State University’s The Center for Universal Design <http://www.ncsu.edu/ncsu/design/cud/index.htm>. The UA principles are:

- Equitable Use - The design is useful and marketable to people with diverse abilities.
- Flexible in Use - The design accommodates a wide range of individual preferences and abilities.
- Simple and Intuitive Use - Use of the design is easy to understand, regardless of the user’s experience, knowledge, language skills, or current concentration level.
- Perceptible Information - The design communicates necessary information effectively to the user, regardless of ambient conditions or the user’s sensory abilities.
- Tolerance for Error - The design minimizes hazards and the adverse consequences of accidental or unintended actions.
- Low Physical Effort - The design can be used efficiently and comfortably with minimum fatigue.
- Size and Space for Approach and Use - Appropriate size and space is provided for approach, reach, manipulation, and use regardless of user’s body size, posture, or mobility.

In addition, this project must be in compliance with ADA standards for Accessible Design.

### **3. PROJECT SCOPE, SCHEDULE AND COST**

The selected consultant will provide the Town with professional services to realize the successful design of a Master Plan for Stith Park along with a UA playground and pricing estimate study. This includes, but is not limited to, the following elements:

- Host a minimum of three (3) public meetings to receive resident and user input regarding park design, needs and layout during schematic design phase.
- Create three (3) concept renderings that address a Master Plan development of park area inclusive of mound structure and playing fields along the eastern property border.
- Provide full assessment and solution for any and all stormwater issues for the property.
- Host a minimum of two (2) public meetings to receive resident and user input regarding park design, needs and layout during design development phase.
- Provide full design for the proposed universally accessible playground from concept sketches through construction documents including project bid documents and specifications.
- Provide a construction estimate for the entire project and for individual project phases, should construction phasing become necessary.
- Provide a construction schedule for the entire project and for individual project phases should construction phasing become necessary.
- Conduct and participate in a process through which a playground equipment provider is specified.
- Develop a long-term maintenance plan and annual maintenance estimates.
- Facilitate meetings with Town staff and project partners during the design development process as needed.
- Coordinate sub-consultants, if necessary.
- Deliver final plans and supporting materials.

Public outreach and engagement will play a critical role in the playground. A range of community participation methods should be considered by the selected consultant including participatory workshops or presentations to specific organizations. The Town will support the selected consultant with social media messaging and web-based communications.

The Town anticipates the selection of the consultant by July 22, 2022 and the completion of all related work by November 4, 2022. Construction is anticipated to begin February 2023 and is dependent on the budgeting process.

## 4. RFP SUBMITTAL

Responses to this RFP must be no more than twenty-four (24) pages in length (12 double-sided or 24 single-sided pages) and include the following:

### A. **Qualification Detail** consisting of:

- 1) Cover letter including statement of understanding and approach to this project. The statement should describe the applicant's understanding of the project and the special skills and innovative thinking that the team would bring to the project.
- 2) Attachment A (provided in this RFP): Signed by a representative of lead professional attesting that all terms, conditions and procedures outlined in this RFP are understood and have been followed;
- 3) Proposed Project Team Members: A description of the applicant's organizational composition, disciplines, and the primary role of each individual or firm on the team. Organizational charts may be included, if appropriate. Clearly indicate the applicant's designated team leader for the project as well as the specific individuals who will be assigned to the work and their respective expertise in such work.
- 4) Specific Project Experience: Descriptions detailing completed, similar or relevant project experience that the applicant has executed. Include graphic representation. Links to similar or relevant projects are encouraged.
- 5) List of References: Provide a minimum of three (3) client references with which the applicant has provided similar design/build services within the last ten (10) years. Include the name and telephone number of the contact person and a description of the role and services provided to that contact.

### B. **Technical Proposal** consisting of:

- 1) A description of the approach to be taken toward completion of the project, an explanation of any variances to the proposed scope of work as outlined in the RFP, and any insights into the project gained as a result of developing the proposal;
- 2) A scope of work that includes steps to be taken, including any products or deliverables;
- 3) A summary of estimated labor hours by task that clearly identifies the project team members and the number of hours performed by each sub-contractor by task;
- 4) A proposed schedule that indicates project milestones and overall time for completion; expedited schedules will receive a higher ranking;
- 5) Any other information deemed necessary to address the requests of the RFP.

**C. Cost Proposal** consisting of:

- 1) A composite schedule by task of direct labor hours;
- 2) An itemized schedule of all expenses, including both labor and direct expenses. If the use of sub-consultants is proposed, a separate schedule of hours and expenses must be provided for each sub-consultant;
- 3) A maximum budget amount inclusive of all fees and expenses.

Responses to this RFP must be received per the schedule outlined on Page 1 to be considered. Proposals must be submitted in both digital (PDF) and printed formats. Provide one print copy of the proposal in addition to the digital file, which may be emailed or submitted on a thumb drive. Applicants will receive a confirmation email once their proposal is received. Please ensure that the document is easily printable in an 8.5 x 11-inch format (drawings may be 11 x 17 inches).

Emailed proposals and questions should be submitted to Pam Otto, Town of Sullivan's Island at:

[potto@sullivansisland.sc.gov](mailto:potto@sullivansisland.sc.gov)

Additional requirements are as follows:

- Proposers are solely responsible for ensuring that printed proposals arrive on time.
- **Each consultant MUST provided their submittal electronically as a PDF.**
- Additional details beyond the contents described above WILL NOT be considered.
- Faxed proposals WILL NOT be accepted.
- Late replies WILL NOT be considered.

Printed proposals may be mailed or delivered to:

Town of Sullivan's Island

2056 Middle Street

P.O. Box 427

Sullivan's Island, SC 29482

Attention: Pam Otto

## 5. EVALUATION CRITERIA AND ANTICIPATED SCHEDULE

The Town intends to enter into an agreement with the Consultant who provides a proposal that, in the opinion of the Town, best meets all of the below listed evaluation criteria as determined by the Town's selection committee. Upon selection of a Consultant, the Town intends to enter into an agreement using its standard Professional Services Agreement, which shall be used to secure these services.

The Town will evaluate all completed proposals from qualified Consultants on the following criteria. Consultants will be scored up to a maximum of 100 points based on the following:

- a) Experience and qualifications relevant to key personnel and/or subcontractors (15 pts)
- b) Project understanding and knowledge of Universal Design or relevant experience (15 pts)
- c) Ability to meet schedule expedited schedules receive higher (15 pts)
- d) Budget and value as related to proposed and additional costs (15 pts)
- e) Depth of skill related to technical aspects of project (10 pts)
- f) Demonstration of innovative approaches particular to technical solutions (10 pts)
- g) Level of experience with municipalities of similar size, structure and complexity (10 pts)
- h) Quality, clarity and completeness of submittal package (10 pts)

Qualified consultants must demonstrate a proven history of successful universal/accessibile playground design experience that incorporates innovative and sustainable strategies. Proposals will be evaluated based on the expertise of the consultant team and the overall experience of the team with emphasis on parks, recreation, open space, trail and facilities.

The Town of Sullivan's Island reserves the right to reject any or all proposals, and to waive any irregularities or information in the evaluation process. The final decision is the sole decision of the Town of Sullivan's Island, and the respondents to this formal request have no appeal rights or procedures guaranteed to them.

## 6. ANTICIPATED PROJECT SCHEDULE

The Town reserves the right to amend dates. While the timeline may be subject to change, all participating parties will be notified. The anticipated schedule is as follows:

June 10, 2022	RFP issued
June 20, 2022	Optional site visit
June 24, 2022	RFP-related questions due to Town
July 13, 2022	RFP Closed; Submittals due

July 18, 2022 Evaluation of RFP submittals, possible interviews and notice of  
of award  
August 01, 2022 Conceptual Design Begins  
November 18, 2022 Construction documents and bid package completed  
February 2023 Anticipated construction

## **7. TERMS and CONDITIONS**

### **Communications**

It is extremely important that all respondents are given clear and consistent information. Therefore, all respondents are required to submit any questions related to this project or RFP process via email.

Responses to all submitted questions will be posted on the Town website at: [www.sullivansisland.sc.gov/government/current-town-projects](http://www.sullivansisland.sc.gov/government/current-town-projects). Questions concerning this RFP must be received via email per the schedule outlined on page 1. Inquiries received after this date will not be considered or answered.

Respondents should not communicate with any Town department or employee during the submission process except as described above. In addition, no communications should be initiated by a respondent to any Town Official or persons involved in evaluating or considering the statement of qualifications.

Communication with any parties for any purpose other than those expressly described herein may cause an individual firm, or team to be disqualified from participating.

### **General Compliance with Laws**

The Consultant shall comply with all applicable Federal, State and local laws.

### **Other Items**

Costs for preparing the Statement of Qualifications in response to this request are solely the responsibility of the respondent. The Town of Sullivan's Island reserves the right to accept or reject any or all Statement(s) of Qualifications, with or without cause, and to waive immaterial defects and minor irregularities in responses. All decisions related to this solicitation by the Town will be final. The Town reserves the right to request clarification of information submitted and to request additional information of one or more respondents. All material submitted in response to this RFP will become the property of the Town upon delivery. This solicitation in no way obligates the Town of Sullivan's Island to award a contract.

Equal Opportunity: the selection of consultant shall be made without regard to race, color, sex age, religion, national origin, or political affiliation. The Town of Sullivan's Island is an

Equal Opportunity Employer and encourages proposals from qualified minority and woman-owned businesses.

It will be necessary for the responding parties to comply fully with the terms and conditions outlined in this document if they are to be considered. A letter attesting that the respondent has read, understands, and followed all procedures is a part of this RFP must be included as part of the final submittal (see Attachment A).





## ATTACHMENT A

Understanding of RFP Procedure, Terms and Conditions

***This page to be returned with qualifications submission***

I acknowledge that I have read and understand all procedures and requirements of the above reference RFP and have complied fully with the general terms and conditions outlined in the RFP.

Consultant Team: \_\_\_\_\_

Representative's Printed Name: \_\_\_\_\_

Representative's Signature: \_\_\_\_\_

Date: \_\_\_\_\_