

Littlefield Park Skatepark Design/Build RFP

PROJECT REQUEST

Littlefield Community Association (LCA) is seeking respondents for Request for Proposals from qualified concrete skatepark design-build firms for the 2025 Skatepark Project located at Littlefield Park (12416 Indiana, Detroit, MI 48238). LCA was awarded funds from the Ralph C. Wilson, Jr. Foundation. The anticipated schedule for this project is: design and community engagement in the summer/fall of 2024 and construction beginning spring 2025.

LCA is a nonprofit organization, founded in 2006 in response to the varied needs and concerns of our neighbors and local residents.

LCA's proven strength is our passion for improving the lives of our youngest residents by partnering with diverse leaders in business, government, and other civic-minded community members. Various projects have included revitalizing our fifty-year neighborhood Littlefield Playground by redesigning and garnering financial investments from the City of Detroit, and Wayne County, our annual 3on3 Youth Basketball Clinic and Tournament with the National Basketball Retired Players Association – Detroit Chapter which includes the participation of over 500 youth ages 10-17, being awarded a half-million-dollar grant for our local elementary-middle school, and more.

PROPOSALS SHOULD BE RECEIVED BY MIDNIGHT Tuesday, April 30, 2024.

BACKGROUND/DESCRIPTION OF THE ENVIRONMENT

Littlefield Park

Littlefield Park is 11.1 acres, complete with two softball fields, a soccer/football field, trees and a walking path. The space designated for the skatepark is 5,000 square feet south of Buena Vista and Ohio St. It is located within the heart of the local historic community surrounded by homeowners, Noble Elementary-Middle School, and Brilliant Detroit/Littlefield Community House.

Littlefield and its sister organization, Happy Homes Community Association, as well as its community partners, are excited and looking forward to working with the City of Detroit and The Skatepark Project to create a skatepark that reflects the beauty and uniqueness of Detroit, Detroit Public Schools Community District, and our communities.

Noble Elementary-Middle School's 4th and 5th-grade leadership teams played a huge role in helping us win this grant. Their skatepark presentations and letter of support impressed the funders. These and other interested students and residents expect to be a part of an iterative and collaborative design process with the chosen designer.

In the 1960s the neighborhood was a time filled with two-parent families, parents sitting on their porches and talking across the lawn, block clubs, basement parties, and barbecues in backyards. Littlefield Playground (named after City Councilman Sherman Littlefield) was filled with activities from organized sports, sandlot softball games, music at the park, the Swim mobile and library trailer.

SCOPE OF WORK

To ensure this project is completed on-time, on budget and constructed as designed, LCA seeks to procure the services of an experienced Design-Build team. This is where the selected vendor, either through in-house staff or subcontractors will serve as project and construction manager and provide all activities and services necessary for the design and construction of the project.

LCA is requesting proposals using the scope of work outlined in the bid solicitation documents (included herein) for Design-Build services to design and construct a concrete skatepark and green infrastructure system at Littlefield Park. The selected contractor (Awardee/ Design – Build Team) will be responsible for all aspects of this project as defined in this Scope of Work. The Awardee shall provide and carry out in a satisfactory and proper manner, as determined by LCA, and development partner, Villages at NorthStar, Inc. (VANSI) the herewith described design services for LCA. The conduct of the design services set forth herein and preparation of the work as described shall be at the discretion of LCA and VANSI.

All design and construction work will be closely coordinated with LCA, community partners, and City of Detroit representatives – specifically Landscape Architects from the General Services Department. No plans to be finalized prior to final design approval from LCA, VANSI, and GSD.

The Awardee will be responsible for 100% complete construction documents for the following scope of work, including all necessary permit revisions, and a final set of as-built plans. Upon successful completion of permitted construction plans, the Design-Build Team will be responsible for construction of the entire project, as well as any permits related to the skatepark itself, such as DWSD stormwater requirements. All design and construction work will be closely coordinated with the General Services Department, LCA, and VANSI.

Tasks for this project will be divided into three parts: (I) Assessment, Design, and Construction Documentation; (II) Construction Administration, and (III) Construction Services.

This work needs to accomplish the following project goals:

See attached site map with further clarifications.

- A. Completion of an iterative and collaborative design process which includes the Awardee team of qualified skatepark designers, and any necessary auxiliary professionals such as engineers or surveyors, as well as the Littlefield community, Villages at NorthStar, Inc., and City Representatives.
 - i. This project will also include a public engagement (community, skateboarders, students) process which seeks to confirm the information gathered by LCA in the planning and application process for this grant. The Awardee should also be able to guide the

- community on the best use of their space and funding.
- ii. This RFP will produce a phasing plan for the skatepark. The initial grant amount will fund the design of the entire skate park, and construction of the first phase.

- B. Construction of a skatepark that is focused on skateboarding but allows the potential impact of a mixed-use public skatepark, a sense of community, a quality street-skating environment, an engaging and aesthetically pleasing design, environmentally sustainable design, and a cohesive sense of place.

A Concept

Identifying features to mimic natural street-skating and skatepark environments (including ledges, pads, banks, rails, and other natural transitions) as guided by the community and City.

Providing complete plans, specifications and engineering, engineering surveys, and design services for the construction of a skatepark for the Project, including community outreach, preliminary design, environmental documentation, engineering cost estimates, final design, plans and specifications, complete contract documents, for bidding and other work as necessary to provide a complete Project.

- Potential phasing of the project based on available funding for the project
- Bidding oversight
- Engineering services during construction

PART 1: ASSESSMENT, DESIGN, AND CONSTRUCTION DOCUMENTATION

1.01 Project Administration & Coordination

- The selected Design-Build Consultant Team with LCA, VANSI will establish regular meetings to discuss and coordinate design, construction, and overall project progress.
- The selected Design-Build Consultant Team shall provide written minutes for coordination meetings. Minutes can include project completion percentage, key milestones, a record of decisions taken and action items, participation and observation notes, and findings.
- The selected Design-Build Consultant Team will produce and maintain an updated comprehensive work schedule that outlines key dates for permitting, ongoing design, and construction including critical decision-making dates, and anticipated submission of 30%, 90%, and 100% construction document sets.
- The selected Design-Build Consultant Team shall be called upon as needed to support internal/mayoral presentations and discussions in preparation for public presentations and engagements.

1.02 Site Assessment and Analysis

- Conduct field investigation and review existing utility and electrical infrastructure data. The selected Design-Build Consultant Team shall develop a working list of data deemed necessary to achieve the goals of this project and gather the information as part of this project.
- The Design-Build Consultant Team will not be provided a utility or topographic survey of the site. If this is deemed necessary, it shall be the Awardees responsibility to gather the necessary information.

1.03 Public Engagement

- Design-Build team will be required to facilitate a community engagement process which seeks to confirm information gathered by LCA regarding the skatepark.
- The overall engagement process will be led by LCA and GSD, with all support materials and expertise provided by the Awardee.
 - This process will require a combination of engagement points to be determined by the selected Team, LCA, AND VANSI upon project start. Example could be a public survey (contractor/design team) and 2 in person design meetings.
 - Design-Build Team will be responsible for all graphics, precedent images, renderings, site plans/options, surveys, flyers, etc.
 - Design-Build Team will be responsible for providing all materials for the meetings in terms of printing, graphics, and refreshments. Design-Build team will work with LCA, VANSI to advertise the engagement, and help notify the community through social media, canvassing, or fliers.

1.04 Concept Design

- Conduct weekly or as needed meetings with the LCA, VANSI, and the City of Detroit, GSD to review design, site improvements, programming, maintenance operation, site needs, budget, etc.
- Determine best uses for the project area and produce functional use diagrams and other graphics as necessary to determine the best space program.
- Develop sketches, site plans, models, and other graphics to assist all members of the project team in the selection of the best layout for the space. Provide precedent photos to describe final installations.
- Identify and propose options for site use and layout, including skate area and required stormwater features.
- Based on the approved space program, prepare a concept layout, highlighting major circulation and skate features.
- Ensure the design reflects community input.
- Ensure that the concept layout is code compliant and exceeds basic accessibility standards for a universally accessible entrance.
- Evaluate budget and determine phasing options if necessary.
- Prepare concept package for review and comment. The package should include an estimate of the probable cost of construction and the construction schedule

after the last round of concept design. It should also document the design process in terms of renderings, site plans, and other graphics.

- All documents will be delivered to LCA, VANSI, community partners, and GSD in a digital package, with prints as necessary.

1.05 Design Development

- Based on the approved concept design package, prepare an outline of all drawings, details, and specifications.
- Prepare a phasing plan so that the initial grant and City funding can be spent, and a second phase of the skatepark can be added without interruptions to the first phase.
- Provide recommendations for final material and layout selections.
- Provide a draft submittal package for the LCA, VANSI, and GSD maintenance crew for review and approval, it includes but is not limited to landscaping and furniture specs.
- Begin permitting process with all appropriate agencies.
- Prepare a construction budget based on quantities and unit prices. Assist in value engineering as required.
- Prepare a final Design Development package for review and comment. Drawings shall include dimensioned site plans, sections, details, built-ins, signage plans, and any other special features.
- Develop the project budget and implementation framework for operation and maintenance.

1.06 Construction Documents

- Based on the approved direction, prepare a complete set of construction documents that detail the requirements of construction for the site improvements, including all demolition, SESC, landscape, material/fixtures, structural, civil, electrical, and utility drawings as appropriate. This should include project details, specifications detailing all materials, and required quality levels.
 - Given that this is a Design-Build contract, the design team and the construction team should work closely together to ensure efficient and clear drawings.
- Provide any required drawings for the coordination of fixtures, furniture, and equipment.
- Prepare 30%, 90%, and 100% construction documents and specifications for the owner's review and approval.
- Provide an updated estimate of probable construction cost with the 30%, 90%, and 100% construction document submission.
- Coordinate all work between members of the Design-Build team. The construction contractor should have input in the detailing of the project to ensure value and buildability.
- Revise construction documents as need.
- Furnish and submit required stamped and sealed construction documents for required government permits and approvals. Team will be responsible for submitting, revising, and paying for plan review and all permits, including but

not limited to BSEED and DWSD. Review permit application and calculated fees with GSD project Manager prior to submission. Add the GSD project manager as a plan review/ permit delegate.

- The Design-Build Consultant Team shall provide GSD with PDF and AutoCAD versions of the design(s).

PART 2: CONSTRUCTION ADMINISTRATION

During the Construction Phase, the contractor will implement the approved designs, providing all labor, materials, supervision, and other services that are necessary to accomplish the project. The tasks include but are not limited to demolition, utility work, concrete work, and landscaping work. Prior to any construction activity the LCA, VANSI, the City, and the Design-Build Team shall agree to all construction costs in writing as well as a clear plan showing exactly the project limits of the skatepark, compared to the overall park project.

2.01 Construction Administration and Supervision

- Maintain weekly construction meetings with detailed minutes, construction schedule, and budget log with LCA, VANSI, and GSD.
- Review and approve all requests for information (RFI), shop drawings, project data, and samples for compliance with construction drawings.
- Provide onsite project site supervision for the purposes of daily construction observation, project review, and general project oversight. Design Consultant to provide all necessary construction administration and site engineering.
- Review and communicate with LCA, VANSI, and the GSD project manager on any proposed change orders or plan amendments.
- Take weekly progress photos, dated, and labeled. These will be sent by email to the GSD project manager and filed in a shared drive and/or saved in construction management software.
- Certify that all self-performed and subcontractor work is performed and completed per the project’s construction documents.
- Perform testing of materials as needed, such as for compaction, concrete, or foundations.
- At the completion of construction, perform all final project walk-throughs with LCA, VANSI, and GSD for final Owner acceptance of the project.
- Prepare a punch list and confirm substantial completion.

2.02 General Conditions

- Contractors are expected to be able to support the capacity needed to service the workload and flow of the project.
- Contractor to warranty all work done for at least one year past total project completion.
- The General Construction Contractor will be responsible for constructing the approved design to meet code and contract compliance.
- The contractor will participate as a team member with LCA, VANSI, and The City.

- Provide support and guidance to LCA and The City throughout the entire project.
- The General Contractor/Construction Manager shall provide all shop drawings and specifications for the approved scope task approved by Skate Park Project. Submittals and all work need to be approved before construction. GSD, LCA, VANSI, and Skate Park Project will review work plans and develop an adequate approach with the Contractor.
- The General Contractor/Construction Manager shall notify the Landscape Architect/Project Manager, LCA, and VANSI through written RFI of any conflicts identified or questions as related to scope or drawing.
- The General Contractor/Construction Manager shall provide a written schedule updated weekly, scope and budget management, constructability reviews and other services throughout the entire project.
- The General Contractor/Construction Manager shall provide services to monitor the project budget throughout the entire project.
- Bonds and Insurances will be paid for on a contract lump sum basis. Price paid shall be payment in full for the project contract bonds for the award amount and insurance policies throughout the life of the contract for the project work until completed.
- General Conditions will be paid for at the Contract lump sum basis for work at all the various sites. Price paid shall be for General Condition's items & work throughout the progress of the Project Work, until completed.
- Miscellaneous & Close-Out Work: price paid shall be for all submittals, testing, labor, material, layout and equipment necessary for the completion to the full satisfaction of the City of the work required by this Project not otherwise included in a pay item listed above, and for the preparation and submittal to the City of all manufacturer warranties, required test results, other miscellaneous required documents, final permit clearances, maintenance manuals and manufacturer data as may be required within individual specification sections of the Contract Documents, completion of any and all "punch list" work to satisfaction and acceptance of the City, "As Built" drawings given to the City Representative as a complete package and Final Waivers from all subcontractors and suppliers, release of Surety, and a final Sworn Statement.

PART THREE: CONSTRUCTION SERVICES

3.01 Construction Activities

- Awardee will be responsible for construction of the entire project, per the construction documents developed in Part 1 of this project.
- All work shall be submitted for approval by GSD, LCA, and VANSI.
- No work will begin prior to the GSD, LCA, and VANSI, and the Design-Build team agreeing to a construction budget, in writing.
- Prior to all work, GSD, LCA, and VANSI should be notified of all sub-contractors to be used on the project.
- All work shall be permitted and performed in an efficient and satisfactory manner as determined by representatives from GSD, LCA, and VANSI.
- Design-Build Team to provide all field supervision, construction engineering, and will provide sufficient and appropriately skilled staff to implement a quality

- control program.
- Contractor responsible for all SESC measures. Any debris that leave the construction site will be cleaned up immediately, with all surrounding areas cleaned daily.
- Note: while the construction documents for this project will be created in Phase 1, prospective Vendors should understand and anticipate the typical construction activities that will be necessary to complete the skatepark.
- Mobilization will be paid for on a contract lump sum basis. Price paid shall be payment for all labor, material, and equipment necessary for all preparatory work and operations, including, but not limited to, those necessary for the movement of personnel, equipment, supplies, tools and any other incidentals that are required to project site; and any other facilities necessary to undertake the work on the project; and for other work and operations, which must be performed, or for expenses incurred, prior to beginning work on the various contract items at the project sites. This item shall also include preconstruction costs, exclusive of bidding costs, which are necessary direct costs to the project and are of a general nature rather than directly attributable to other pay items under the contract. The price paid shall be for Mobilization throughout the progress of the project work until completed.

EXPERIENCE AND QUALIFICATIONS

General Info-Project Lead (Design-Build Consultant Information):

1. Address and phone number of home and any branch offices.
2. Contact person, direct phone, and email address.
3. Brief description of the firm's history and key services
4. Names and responsibilities of key personnel within your organization.
5. Describe any claims, lawsuits, or legal settlements your firm has had during the past five years or which are currently pending.

Experience with Similar Projects:

Describe your firm's experience with services related to the requirements of the project.

1. Provide examples of three projects of similar size and scope that your team and/or team members have worked on.
2. Identity any unique challenges/approaches that you have experienced that will assist the Owner with a successful project.

Work Plan/Schedule:

The selection committee will evaluate the Vendor's capacity to perform the work and their understanding of the purpose and goals as presented in the work items of this RFP. Evaluation will be based on the information presented in the Vendor's proposal and approach to the work items, and the techniques used. Vendors should feel free to suggest other work requirements and elaborate on other issues that are relevant to the as-needed work items required of this RFP.

1. Provide a project statement which shows understanding of the project goals and the significance of this skatepark project to Littlefield Park.

2. Describe the Design-Build Team’s philosophy, methodology, and experience in value engineering a design-build project of this type, and where there could be opportunities for savings of time and dollars in the submitted project budget.
3. Provide a description of the approach to project scheduling. Describe typical design/build process in terms of days of design work, days of construction, etc. Also describe the Teams current project load, and ability to complete the work.

Capacity/Project Team:

The selection committee will also evaluate the ability of the prospective Design-Build Team to meet the terms of this RFP relative to having a management team with the qualifications needed to successfully complete each work item. Qualifications of professional personnel assigned to the work items, as specified in the proposal, including sub-consultants, will be measured by both education and experience, with reference to experience on projects like that described in the Scope of Work. The professional staff who will work on the project must be the same staff identified in the proposal. The General Services Department must approve all sub-consultants/sub-vendors. The selection committee will evaluate the Vendors’ ability to complete relevant work commitments successfully and within time and budgetary constraints. The implementation lead shall clearly identify the project staffing they intend to utilize for the project; including all key design leadership, and construction leadership, their roles, and responsibilities, and how they will be utilized. If selected, the consultant/contractor agrees that it will provide, for the duration of the project, the full complement of staff and services, including the specific persons identified in this Request for Proposal, unless otherwise approved by the Owner.

1. Identify the day-to-day contacts and org chart for the team.
2. Include a description of the experience of each person assigned to this project as well as the level of effort, as a percentage of the time, to be committed and for which phases of the project (design and construction). Qualifications and references must demonstrate that all members of the team have had successful experience with projects of similar size, scope, and conditions.

Cost Proposal:

Respondents are required to make a firm cost proposal to Littlefield Community Association and Villages at NorthStar, Inc. through the completion of **the Bid Form**. If a contract is entered because of this RFP, it will be a contract for fees as related to providing all requested services, with a price not to exceed the total price quoted in the proposal. LCA and VANSI reserves the right to select proposals from the most responsible Respondents with the most reasonable costs.

EVALUATION CRITERIA

The team will be judged on its ability to complete this work by presenting the most competent and efficient team of skatepark designers and builders, technical support

Proposal Evaluation Criteria	Possible Points
1. Experience with Similar Projects	30
2. Work Plan / Schedule	15
3. Capacity / Project Team	20
4. Cost Proposal – Bid From	35
Total Points Possible	100

personnel, and construction service providers.