

TOWN OF FRISCO, CO
REQUEST FOR PROPOSALS (RFP)
LIGHTING AT MEADOW CREEK PARK

Invitation:

The Town of Frisco is seeking proposals, in this RFP, for DESIGN BUILD services for the project named above. All bids associated with this RFP will be due no later than 12:00PM, Friday, February 25, 2022.

Background:

As part of the outreach process for the 2019 Community Plan Update, public meetings on recreational facilities were held. Outcomes from the meetings included the prioritization for upgrades at four parks including: Meadow Creek, Walter Byron, Old Town Hall, and Pioneer Parks. In order to thoughtfully plan for these upgrades and improvements, Town Council gave staff direction to develop a master plan for each of these parks. On October 8, 2019, Town Council approved a resolution adopting the Neighborhood Parks Master Plan, a conceptual master plan outlining community priorities for park improvements.

In 2020 Town Council approved a restroom remodel and playground replacement at Walter Byron Park. This work was completed in the fall of 2020. As part of the master plan process Town Council discussed annually budgeting funds to continue moving forward with park enhancements. In 2021, Town Council has approved the Lighting project for Meadow Creek Park. It is anticipated that the design portion of this project be completed and construction will have started in the summer or fall of 2022.

Project Scope and Description:

Improving the safety and security at Meadow Creek was a deemed a high priority by the community during the master planning process. The improvements proposed for 2021 at Meadow Creek Park are the master plan elements most closely related to safety and security – lighting and visibility. The master plan proposes overhead lighting around the entrance, parking lot, pond, gazebo area and along the pathway that connects Hawn Drive to Basecamp Way.

- 1) Project elements:
 - a. Design the lighting plan.
 - i. Utilizing materials and fixtures best suited for a park setting.
 - b. The Town of Frisco desires alternative energy sources for the lighting.
 - i. There is a desire for a greener lighting solution.
 - c. Site preparation and installation of all lighting fixtures and associated material(s).
 - d. Landscape and irrigation repair (or rerouting) to all impacted areas.
 - e. Possible pathway and asphalt pathway demo and restoration.
 - f. Removal and replacement of overhead lighting at pond.
 - i. Needs updating and more appropriate fixture.

- 2) Bid Alternate #1 (MUST BE INCLUDED FOR BID TO BE CONSIDERED)
- a. Design the lighting plan.
 - i. Utilizing materials and fixtures best suited for a park setting.
 - b. Hard wiring new electrical needs to the existing power supply at the Town of Frisco's well house (as noted in the Meadow Creek Park topo).
 - i. Trenching and installation of all new conduit and electrical hardware.
 - c. Site preparation and installation of all lighting fixtures and associated material(s).
 - i. Up to four possible hand hole locations for future power updates – locations to be determined at a later date.
 - d. Landscape and irrigation repair (or rerouting) to all impacted areas.
 - e. Possible pathway and asphalt pathway demo and restoration.
 - f. Removal and replacement of overhead lighting at pond.
 - i. Needs updating and more appropriate fixture.

Project Schedule:

The Town of Frisco would like to see completion of this project by July 1st 2022.

RFP Advertisement	January 28, 2022
Site Visit (not mandatory)	February 7, 2022 10AM
Questions Due, via email	February 14, 2022 3PM
Questions Answered, via email	February 16, 2022 3PM
RFP Submissions Deadline	February 25, 2022 12PM
Select Firm	February 25, 2022
<i>*Pending Council Approval</i>	
Contract to Council	March 8, 2022

Additional Information:

Additional information concerning this Request for Proposals (RFP) is available from:

Addison Canino
Public Works, Assistant Public Works Director
Town of Frisco
PO Box 4100
Frisco, CO 80443
970.331.6632
AddisonC@townoffrisco.com

Project Contacts:

- Chris Johnsen, Grounds Foreman, Frisco Public Works
 - 970.418.5549
 - chrisj@townoffrisco.com

- Addison Canino, Assistant Director, Frisco Public Works
 - 970.331.6632
 - AddisonC@townoffrisco.com

All Proposals Shall Include:

- Name, address and telephone number of person(s) authorized to legally represent firm.
- Any confidential information in the proposal shall be labeled or marked as *CONFIDENTIAL*.
- Background experience in lighting design and installation and landscaping.
- Proof of insurance coverage that the firm maintains.
 - Town of Frisco will require insurance certificates naming the Town as co-insured.
- List of references for similar lighting projects that have been completed by the firm.
 - References should show agency, contact person, contact information and a brief description of the project.
- Provide project costs for design and construction services in an itemized, not to exceed format.
 - Addressing all items proposed in Project Scope and Bid Alternate #1.

Proposed Fees:

Proposal should include all fees the contractor anticipates based on the plans and information given in this RFP. Fees should be based, as much as possible, on unit prices where units are noted, or a lump sum where appropriate. Include bonding costs in fee proposal, in addition to any other anticipated design and /or construction costs.

Proposal Response:

Proposal response shall contain all information as requested herein, and any additional information necessary to summarize the overall benefit of the proposal to the Town. Proposing firms should submit their proposal electronically no later than 12:00PM, February 25, 2022. Late proposals will not be accepted under any circumstance. Since proposals will be sent electronically, all emails shall have the subject line of “Lighting at Meadow Creek Park”

If file sizes are too large to attach to an email, please use a Google Doc with access restricted to only the recipient of folder access link. Please note that permissions to said folder may be required by several Town personnel, whom will contact the bidder directly requesting permission.

Submittals directed to:

- Chris Johnsen, Grounds Foreman, Frisco Public Works
 - 970-418-5549
 - chrisj@townoffrisco.com

- Addison Canino, Assistant Director, Frisco Public Works
 - 970.331.6632
 - AddisonC@townoffrisco.com

The submittal of a proposal shall be taken as evidence that the proposing individual/firm has full knowledge of the scope, nature, quality and quantity of the project to be performed and the detailed requirements and conditions under which the project is to be performed.

This solicitation does not commit the Town of Frisco to award a contract, to pay any cost incurred with the preparation of a proposal, or to procure or contract for services or supplies. The Town of Frisco reserves the right to accept or reject any or all proposals received in response to this request, to negotiate with any qualified source, or cancel in whole or part this proposal process if it is in the best interest of the Town to do so. Subsequent to contract negotiations, prospective consultants may be required to submit revisions to their proposals. All proposers should note that any contract pursuant to this solicitation is dependent upon the recommendation of the Town staff and the approval of the Frisco Town Council.

General Requirement of the Selected Proposing Firm:

- Enter into a contract with the Town. (These documents and proposal submittals become part of the contract).
- Maintain insurance coverage for the duration of the contract period.
- Prohibited from assigning or subcontracting the whole or any part of the contract without the prior written consent of the Town.
- Shall not hire, discharge, promote, demote or otherwise discriminate in matters of compensation, terms, conditions or privileges of employment against any person otherwise qualified solely because of race, creed, sex, national origin, ancestry, physical or mental disability, color or age.
- All work done by the selected firm will be in compliance with all Town of Frisco, Colorado State, Fire and American Society of Mechanical Engineering codes.
- Operate as an independent contractor and will not be considered employee(s) of the Town of Frisco.
- Successful contractor will be paid on actual invoices as work is completed.
- Performance and Payment Bonds will be required.
- Obtain a Town of Frisco Business License prior to commencement of work
- Obtain final approval signoff from Summit Fire & EMS prior to commencing construction

Selection Criteria:

The Town will select the contractor it deems best for this project with consideration to price, experience, proposed project methodology, proposed timeline, references, and other materials presented by the firm. Any items that are left out of the submitted bid package will be returned to prospective bidder and considered incomplete.

Attachments and Supplemental Information:

- Neighborhood Parks Master Plan:
 - <https://www.frisco.gov/wp-content/uploads/2020/01/NB1-3RES19-32ParksMasterPlan.pdf>
- Meadow Creek Park existing conditions and plans
- Adhere to Town of Frisco's lighting requirements – Section 180-6.16 of the Frisco UDC
 - <https://www.frisco.gov/wp-content/uploads/2020/12/180-Unified-Development-Code.pdf>
- Meadow Creek Overhead
- Meadow Creek Topographic Survey
- Coordinate landscaping plan with Town of Frisco's Public Works personnel.