



REQUEST FOR QUOTATION

Salam Peace Park Design and Build Project

WAYNE METRO COMMUNITY ACTION AGENCY

March 4, 2021

I. SUMMARY

Wayne Metropolitan Community Action Agency (“Wayne Metro”), in collaboration with the City of Hamtramck (“City”) and the Salam Peace Park Committee, invites qualified firms or individuals (“Contractors” or “Proposers”) to submit bids (“Proposals” or “Submittals”) for the final design, project management, site preparation, and build services (“Project”) of the Salam Peace Park project, located at 2134 Trowbridge Street, Hamtramck, MI, 48212.

Wayne Metro will receive Proposals for Salam Peace Park until 4:00 p.m. EST on March 22, 2021.

For questions, please contact grantsmanagement@waynemetrol.org. Proposals are to be delivered digitally (by e-mail) to grantsmanagement@waynemetrol.org (Use the subject line: “Salam Peace Park Proposal”).

Wayne Metro reserves the right to reject any and all Proposals.

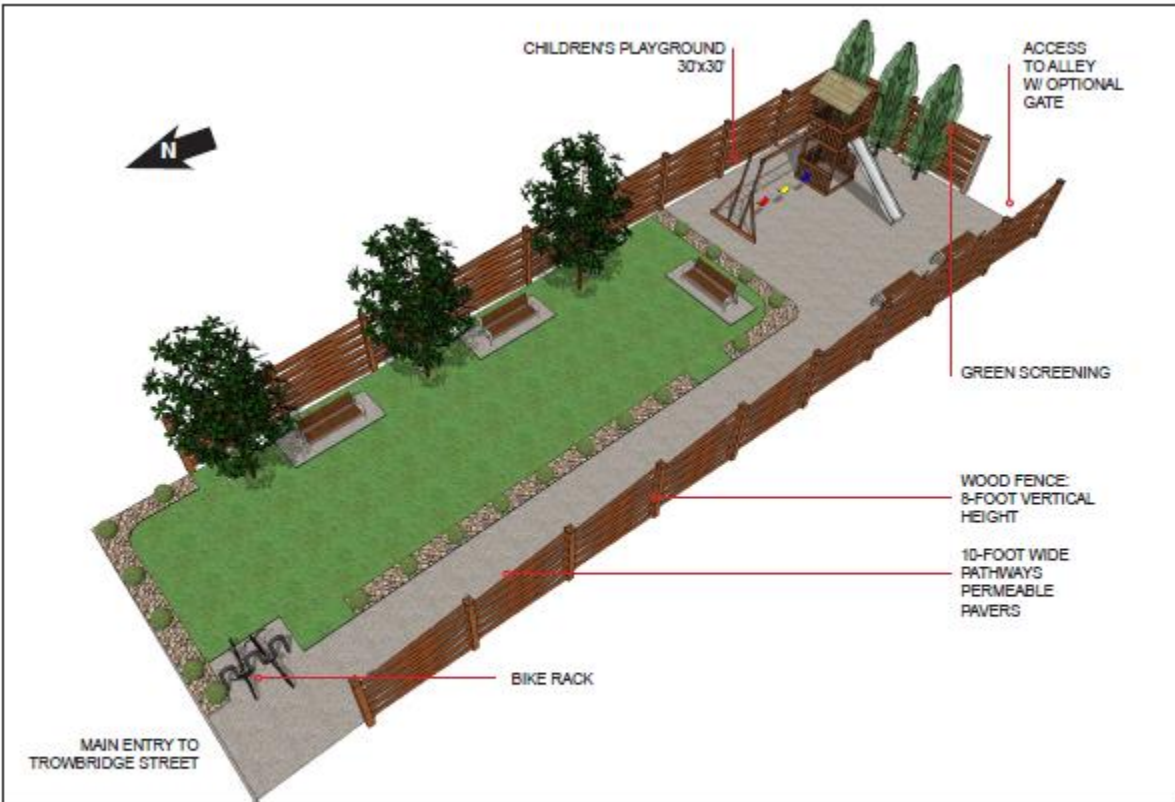
It is anticipated Wayne Metro will review the Proposals and enter into an Agreement with the selected Contractor by March 31st, 2021.

Wayne Metro is requesting proposals from qualified professional firms or individuals for Design-Build Services for the Salam Peace Park Project. The intent of the Project is for the Contractor to provide necessary services (including final plans and specifications, construction surveying, site preparation, and construction) for the installation of the Salam Peace Park project at 2134 Trowbridge to the City of Hamtramck and common municipal standards. The Contractor is expected to use Pocket Park Design Concept 1.1 (see below) as a starting point for final plans. The Contractor is also expected to coordinate with others for certain elements of the Park installation (i.e., tree planting, flower planting, signage). The scope for the Contractor includes: project preparation; site preparation; fence installation; playground installation (including base); concrete walkway installation; benches installation (including base); and bike rack installation (including base).

The Project must meet the safety, sustainability, and accessibility standards for the latest park design principles.

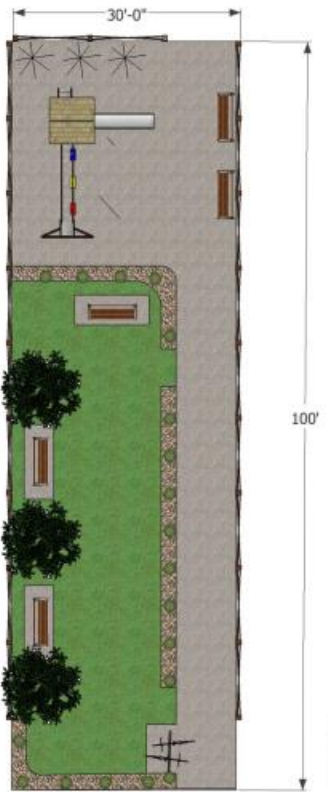
II. INTRODUCTION, DESIGN CONCEPT

Salam Peace Park is a crowd-funded public greenspace owned by the City of Hamtramck. 2134 Trowbridge is a former housing lot embedded into the neighborhood. A civic well-wisher donated 2134 Trowbridge to Hamtramck to use as a park, and Wayne Metro is moving forward with the park installation after a crowd-funding campaign. Wayne State urban planning student volunteers designed a concept for the project and a local landscaping company helped establish our budget.



WAYNE STATE STUDENT URBAN PLANNERS DESIGN TEAM:
JOSEPH TANGARI ROBERT MEHREGAN
KATIE JOHNSON DENNIS ARCA
CHELSEA NEBLETT

POCKET PARK DESIGN CONCEPT 1.1



SITE PLAN



PERSPECTIVE #1



PERSPECTIVE #2

III. PROJECT LOCATION

Overhead view of future Salam Peace Park, 2134 Trowbridge



View from alley facing Trowbridge Street



IV. SCOPE OF WORK

This RFQ is exclusively for the (a) complete final design / plan of the park, (b) site preparation, as well as the “build” or installation of six elements of the park: (c) fencing, (d) children’s’ playscape and playground area, (e) concrete pathway, (f) sod or grass, (g) the benches, and (h) the bike rack. The RFQ also includes (i) overall project coordination and management. Prospective Contractors must include all eight parts of the project in their quote.

1. The selected firm will provide professional design, management, and construction for all assigned work. All services and all planning shall conform to the Laws and Regulations set forth by the State of Michigan, Wayne County, and the City of Hamtramck.
2. The selected firm will work closely with Wayne Metro CAA, the City of Hamtramck, and the Salam Peace Park Committee in the completion of this task set.

This RFQ does not include: planting of trees, flowers, or shrubs.

While all relevant permits are required to complete to project, fees associated with those permits will be waived by the City of Hamtramck.

The target deadline for Contractor to complete all elements of the Project is July 1, 2021, unless another date or extension is mutually agreed upon between Contractor and Wayne Metro.

V. SPECIFICATIONS

- (b) Site preparation
 - Includes clearing and grading parcel
 - Includes removal of any debris on parcel
- (c) Fence
 - Wood
 - 8 feet vertical height (or 6 feet, if variance is not given)
 - 90 feet length on west side of parcel
 - 90 feet length on east side of parcel
 - 20 feet length on south side of parcel (alley-side)
 - Wood color matching children’s’ playscape
 - Include a gate that can easily open and close at the alley
 - Include at least two flat areas (>25 square feet each) for future mural or art installation
 - Include one area (>10 square feet) for signage
- (d) Rubber Patio Pavers Playground
 - 30 feet by 30 feet
 - Black-grey color
- (d) Children’s’ playscape
 - Swing set
 - Playhouse
 - Swing
 - For large age range (2-12 years)
 - Commercial-grade

- Contractor may provide up to three options (with different form factors, pricing) from which Wayne Metro can select
- (e) Concrete pathway
 - Must be permeable paver only
 - 10 feet wide, 70 feet long pathway
 - Extending from entry at north side of parcel (street-side) to the children's playground
 - All concrete elements must have smooth transitions
- (f) Sod or grass
 - 70 feet by 20 feet
 - Installed or planted in a way to minimize long term irrigation requirements
- (g) Benches
 - Five (5) park benches of standard sizes
 - Benches must be memorial benches, capable of affixing memorial plaques or have permanent memorial inscription on the benches
 - Installation according to manufacturer's instruction (and with appropriate footing or base)
- (h) Bike rack
 - Commercial-grade
 - Installation according to manufacturer's instruction (and with appropriate footing or base)

VI. PROPOSAL'S CONTENT

Interested and qualified individuals or firms are invited to submit a Proposal outlining their Qualifications for designing and constructing municipal parks. The Proposal should be organized as follows:

1. Title page: include the name of the primary contact for the Proposer, with mailing address, website link, e-mail address, and telephone number.
2. Qualifications of the Proposer: provide a summary of experience with similar contract work, including before and after pictures of example projects Proposer has completed.
3. Team Qualifications: provide experience summaries and resumes for specific personnel that will be assigned to the project including verification that they have experience with similar projects and will be available to complete the project.
4. Project References: include contact name, address phone number and e-mail address for at least three (3) references for the past similar work (preferably from municipalities in Michigan).
5. Project Timeline: provide recommended order and proposed schedule of key activities and installations, including final park completion.
6. Project Cost: provide breakdown of complete costs (inclusive of any labor, materials, fees, overhead, charges, etc.) for each project element, including:
 - a. Project preparation (including environmental documentation, engineering cost estimates, concept refinement and final design, plans and specifications)
 - b. Site preparation (including leveling, grading, disposal of any waste)
 - c. Fence installation (including permitting, all materials)

- d. Playscape equipment and playground rubber patio installation (including permitting, playground equipment and all materials, 900 sqft base area)
 - e. Concrete pathway (including permitting, all materials)
 - f. Sod installation or grass planting (including materials)
 - g. Benches installation (including permitting, benches and all materials, foundation)
 - h. Bike rack installation (including permitting, bike rack and all materials, foundation)
 - i. Overall project management and delivery (including participation in periodic oversight calls / meetings, and coordination of other project elements (tree / flower plantings, signage) by volunteers and City personnel)
7. General Information: provide any additional information you feel would be useful during the review process (e.g., recommendations to adjust or enhance specifications; recommendations to enhance park utilization, sustainability, long term maintenance, or resource allocation; concepts, drawings and methods that would help the review panel understand what deliverables could be anticipated from a total budget of \$45,000, including elements not included in Project).

All Proposals are to be submitted electronically (by e-mail) to grantsmanagement@waynemetrol.org in an 8.5" x 11" page size and PDF file format. Please label the file as follows: "Proposal_Salam Peace Park_FIRM_NAME".

VII. GENERAL INFORMATION FOR PROPOSERS

1. Contractor shall provide a general list of all materials, equipment and labor necessary to perform the tasks outlined, including administrative support and fees, and shall provide cost numbers for these items.
2. Contractor and any subcontractors must provide proof of insurance with minimums that meet or exceed required minimums with State of Michigan Statutes. A certificate of insurance must be included with submission of proposal. If selected as the Contractor, Wayne Metro must be named via rider as additionally insured. The Contractor will be responsible to cause all subcontractors to name Wayne Metro as additionally insured.
3. Include Certificate of Good Standing (Corporation) or Certificate of Existence (Limited Liability Company) issued by the Michigan Secretary of State.
4. Contractor and any subcontractors must have relevant licenses from the State of Michigan to work in the trade required to implement the project, such as a builder's license.
5. No Proposal shall be accepted after the cutoff date and time for acceptance of the Proposals.
6. Wayne Metro has the right to reject any or all Proposals.
7. Wayne Metro has the right to partially accept a Proposal (i.e., award selected project elements to a firm)
8. Proposals cannot be withdrawn for 30 days after the day that Proposals are due.
9. This contract may be extended or renewed with agreement of both parties until the project is complete.
10. Payments to the Contractor will be paid within 30 days of each invoice or expenditure verification provided to Wayne Metro. Payments will be made following the Wayne Metro Purchasing Policy.

VIII. SELECTION PROCESS

The selection will be based on information provided in the Proposals. A Selection Committee will review all submittals. The Selection Committee will rank the Proposals based on the Selection Criteria. Up to three (3) firms may be selected for further consideration. These firms may be asked to submit additional information or participate in a post-proposal interview. A contract will be negotiated with the selected individuals/firm.

IX. SELECTION CRITERIA

Individuals/firms will be selected based on information provided in the Proposal. The selection criteria will include (in no particular order):

1. Quality of similar experience;
2. Knowledge/understanding of the proposed work and how the work will be conducted;
3. Location of the firm;
4. Qualifications of the Proposer;
5. Quality of references and results of reference checks;
6. Past experience of the individuals/firm;
7. Quality of materials and products;
8. Firm's proposed schedule; and
9. Cost effectiveness.

X. DEADLINE FOR SUBMITTALS

The deadline for Proposal submittal is 4:00p.m. EST on March 22, 2021. Submittals received after the deadline will be disqualified from this RFQ process.

Submit a digital copy of the Proposal (and any supporting documentation) by e-mail to grantsmanagement@waynemetrol.org.

Fax or paper submittals will not be accepted. The successful individual/firm must enter into a Professional Services Agreement that specifies requirements for indemnification, insurance and other applicable policies. Any or all submissions may be rejected as deemed in the best interest of Wayne Metro and Salam Peace Park. Wayne Metro reserves the right to waive any irregularities or technicalities in the submittals as it deems appropriate to best serve the public interest.