

Contact Person: Mayor Tim David Boaz, admin@cityofparsons.com

Background

The City of Parsons recognizes the value of trails for both residents and visitors. Trails boost destination tourism, provide growth in the local economy, help in the attraction and retention of residents, as well as promote a healthy active lifestyle. The City of Parsons is committed to further developing, and marketing trails in the Parsons area. Trail development, and the promotion of trails within the City of Parsons is one aspect of Parsons's strategic plan. The City of Parsons has a popular regional park located near the downtown core. Parsons, is moving forward with a phased approach, focusing on future development, and upgrading the existing regional park to become an outdoor enthusiast destination. Recognizing the importance of trails, the City of Parsons has taken multiple steps to advance this commitment in the past year.

- In 2019 the City of Parsons completed the installation of three playground areas, a pavilion, a splash pad, and two additional ball fields.
- Recently the City of Parsons received a Tennessee Department of Health 2019 Project Diabetes grant to promote and develop trail-based recreation area in the City of Parsons Regional Park.

This RFP is to select an Architect/Engineer/Contractor for "Design, Build & Construction Administration" of a multi-use trail system in the style of a series of mini-trails.

The City is seeking a Architect/Engineer/Contractor to:

- Design a master plan for a community-based series of mini-trails in City of Parsons Regional Park.
- Design, build, and provide construction administration for a master plan for a series of mini-trails suitable for walking and/or running and functional for all ages and skill levels in City of Parsons and the surrounding area, which are ADA compliant.
- The series of mini-trails should be designed to be fully integrated into the Park and providing a balance between active and passive recreation, supporting activities for people of varying ages, providing space for informal gathering, maintaining a connection to the neighborhood, and retaining and working within the natural terrain wherever possible. As part of the design for the series of mini-trails it is expected that the successful proponent will provide a concept master plan for the Park that includes existing features like the playgrounds, ballfields, splashpad, pavilion, and concession stand as well as the location of future components in the Park such as parking and picnic areas.

Submission Details

- Submit proposal by email to Mayor Tim David Boaz, admin@cityofparsons.com
Email subject line should read: City of Parsons Regional Park Walking Trail Design, Build & Construction Administration

- Proposals may be withdrawn by written notice to Mayor Tim David Boaz, admin@cityofparsons.com at any time, up to the closing date and time of this RFP.

- Any interpretation of, additions to, deletions from, or any other corrections to the Proposal document, will be issued as written addenda by the City of Parsons. It is the sole responsibility of the potential proponents to check with the City of Parsons website to ensure all information has been received prior to submitting a proposal.

- The successful proponent by its acceptance of a negotiated agreement and purchase order, agrees to indemnify and hold harmless the City, its elected officials, agents and employees, from and against all loss or expense that may be incurred by the City, its officials, officers, employees and agents as a result of bodily injury, including death sustained by any person or persons, or on account of damage to property including loss of use thereof arising out of or as a consequence of the performance of the work stipulated in the RFP and any negotiated agreement.

Rights Reserved by the City

The City is not liable for any costs incurred by interested parties in the preparation of their response to this request or interviews if held. Furthermore, the City shall not be responsible for any liabilities, cost, loss or damage incurred, sustained or suffered by any interested party, prior or subsequent to, or by reason of the acceptance or non-acceptance by the City of any response, or by reason of any delay in the acceptance of the response. The City reserves the right to reject any or all proposals and to accept the proposal deemed most favorable in the interests of the City. The City may, in its absolute discretion, reject a proposal submitted by the proponent, if the proponent, or any officer or director of the proponent is or has been engaged either directly or indirectly through another corporation in legal action against the City, its elected or appointed officers and employees in relation to any other Contract for works or services or any matter arising from the City's exercise of its powers, duties or functions. The RFP process does not commit the City in any way to select a proponent, or award or negotiate any contract. The City reserves the right to cancel this project for any reason whatsoever without any future obligations. The City may accept or waive a minor and inconsequential irregularity where practicable to do so. The City may, as a condition of acceptance of the Proposal, request a Proponent to correct a minor and inconsequential irregularity with no change in the Proposal. The determination of what is or is not a minor and inconsequential irregularity, the determination of whether to accept, waive, or require correction of an irregularity, and the final determination of the validity, will be at the sole discretion of the City. Inquiries All inquiries should be made in writing, directed to: Mayor Tim David Boaz, admin@cityofparsons.com

Negotiations

The award contract is subject to negotiations with the proponent that offers, in the City's opinion, the best value proposal.

- Mini-Trails will be designed to appeal to broad range of user groups and should be suitable for walking and/or running and which are ADA compliant.
- Mini-Trails will be designed to be safe & sustainable
- The Mini-trail network will maximize the terrain available in City of Parsons Regional Park.
- All design and construction will conform to National Park Service Trail Handbook. The City of Parsons encourages creative mini-trail design that utilizes natural terrain features and the ingenuity of the successful proponent.
- The City of Parsons will work with the successful proponent to select a final mini-trail layout and to mitigate any mini-trail issues and minimize environmental impacts.
- Ensure that the design incorporates a surface drainage plan that minimizes pooling of water on the track.
- The City of Parsons will work with the successful proponent to select a final layout that best meets community needs and can most effectively be integrated into the overall Park design.
- The concept options presented shall include a potential mini-trail layout, design features, and location in the Park in relation to existing features (such as the playgrounds) and future potential development (such as a parking lot).
- Committee consultation will occur before a final design concept is selected and approved by the City.
- Provide construction administration of the proposed multi-purpose trail network.
- Proponent to supply all material, equipment, and labor to complete the work according to grant specifications.
- Six (6) feet wide mini-trail, grades no greater than 5% with an asphalt surface finish
- Build the proposed community-based walking mini-trail network according to National Park Service Walking Trail Standards.

Budget

The project budget is \$135,000 per year for three (3) years or a total of \$405,000. It is the proponent's responsibility to submit a proposal that outlines their vision to complete the project within the established budget of \$405,000 and complete each section during each grant year.

Proposal Format and Submission Requirements

All proponents, are required to submit the following in their proposal:

- a. Identify company name, lead contact, and key personnel that will work on this project.
- b. Identify roles assigned to personnel related to this project, and their background experience/ qualifications.

- c. Describe related experience of the company and provide examples of recently completed projects. If possible, provide examples of recently completed trail development construction.
- d. Provide a detailed project plan, including timeline, how information will be collected, compiled and presented. Resources allocated to the outlined tasks, and any additional products or services that will result from this approach.
- e. Provide a detailed project cost, with a breakdown of each task in the project. The project fee shall include all costs including travel, research, design, layout, construction administration, site prep, equipment, material, and labor to construct the final product. The budget should include a base cost of what can be provided within the fixed budget of \$135,000. The cost should include the number of miles of trail that will be built, the approximate size and shape of the track in linear feet and the approximate amount of blended material that will be used in construction of the track. The proponent may include optional costs for extra services and amenities.
- f. Provide a minimum of two references.
- g. Proposals should include examples of work.

Site Conditions

The project is an abandoned airfield in the City of Parsons; it is flat. The City will provide a sketch of the area. Site visits may be arranged directly through the contact person for the City of Parsons at 731-847-6358.

Other Requirements

- a. Insurance
 - The proponent shall, at his own expense, provide and maintain to the Municipality until the completion of the contract the following insurances in a form acceptable to the Municipality with an insurer licensed in the State of Tennessee:
 - Commercial General Liability \$2,000,000.00 policy.
 - Worker's Compensation
 - Automobile Liability
 - Professional Liability (Design)
- b. Bonding
 - The City of Parsons sets forth bonding and insurance requirements for this project. For those contracts or subcontracts exceeding \$100,000, the City of Parsons determines the following minimum requirements shall be as follows:
 - (a) A performance bond on the part of the contractor for 100% of the contract price.
 - (b) A payment bond on the part of the contractor for 100% of the contract price.

Proposal Evaluation

The following criteria will be considered in the evaluation of proposals with a score of 100 points with the following weighted portions.

Proposal Quality (layout, presentation, professionalism)	10 Points
Contactoer experience (community-based trail projects, references, public consultation experience)	35 points
Project approach, presenting deliverables, final design, project schedule with a completion timeline.	25 points
Value for Cost	30 points

Appendices

- Diagram of City of Parsons Regional Park
- Chapters 4 and 5 from the National Park Service Trail Construction Manual
- Web Address of the National Park Service Trail Construction Manual <https://www.nps.gov/noco/learn/management/ncttrailconstructionmanual1.htm>

Anticipated Schedule

Submissions due:

TBD

Contract Awarded: By TBD

2019 Contract Completed: Not later than TBD