



City of Wentzville  
Procurement Department  
310 W Pearce Blvd  
Wentzville, MO 63385  
(636) 639-2005

April 26, 2016

Subject: Request for Qualifications #16-180 for ***Design, Manufacture and Installation Services for a Universally Accessible Playground***

Dear Potential Respondent:

Your firm is being invited to submit statements of qualifications for providing ***Design, Manufacture and Installation Services for a Universally Accessible Playground***. This statement of qualifications will be used to pre-qualify firms to receive a Request for Proposals for the general scope listed in this Request for Qualifications.

Submissions of qualifications will be accepted until 5:00 PM May 26, 2016. All questions and clarifications may be addressed in writing to Mike Lueck, Director of Parks and Recreation at [Mike.Lueck@wentzvillemo.org](mailto:Mike.Lueck@wentzvillemo.org) by 12:00 PM May 10, 2016.

Statements of Qualifications will be accepted at:

City of Wentzville  
Kimberly Butts, CPSM, CPPO  
Director of Procurement  
310 West Pearce Blvd.  
Wentzville, MO 63385  
(636) 639-2005

Please review the attached for details regarding the City's expectations for qualifications. Thank you in advance for your interest in working with the City of Wentzville.

Sincerely,

Kimberly Butts, CPSM, CPPO  
Director of Procurement

**City of Wentzville**  
**Request for Qualifications for Design, Manufacture and Installation Services for a Universally Accessible Playground, #16-180**

**1. Introduction:**

The City of Wentzville (“City”) is seeking statements of qualifications to pre-qualify Firms to provide services required to design, manufacture and install a universally accessible playground at Heartland Park, located at 100 William Dierberg Drive in Wentzville Missouri.

This Request for Statement of Qualifications will be used to pre-qualify Firms to receive a Request for Proposals (“RFP”) for the general scope listed in this Request for Qualifications (“RFQ”).

The RFP will immediately follow the selection of pre-qualified Firms, with anticipated solicitation in late May to the pre-qualified Firms.

**2. Background:**

In 2015, the City of Wentzville accepted substantial completion of Heartland Park (“Park”), the newest park in the system. It is a community park located on the South side of William Dierberg Drive near the center of the Wentzville Community. This Park has significant high-end development occurring around it. The Park is also bordered by two very high traffic thoroughfares in the community and on the other two sides by big box commercial development. The Park hosts nearly 20,000 rentals annually and, because it has synthetic turf fields located within it, is often utilized by the Wentzville School District to host competitive events and practices. It is anticipated the Park will be the host site for the City’s July 4<sup>th</sup> event once it is fully developed. That one day event attracts nearly 15,000 people.

The Heartland Park project was Phase I of multi-phased park development project. The initial phase included the installation of all infrastructures, two of four soccer fields, a regional storm water detention basin, pedestrian trail and boardwalks.

A playground structure was not approved as part of the initial phase and during the first phase of construction the City received a community request to consider the placement of a universally accessible playground in the Park. After months of deliberation, the City’s Park and Recreation Board and the Board of Aldermen agreed to move forward with plans to install a Universally Assessable Playground and related fund raising.

The City entered into an agreement with Unlimited Play, Inc., a 501c3 Non-profit organization, to secure philanthropic funding and to advise the City on matters related to planning, development, and construction of a universally accessible playground. Unlimited Play will serve in an advisory role to the City during this project, with all the final decision making authority being provided by the City. Once a concept of the playground is finalized and appropriate approvals are received, it will be used as the center piece for a number of marketing efforts planned to raise private funds.

**3. Project Overview:**

3.1 The City will review and evaluate the Statement of Qualifications and develop a short list of Firms that will be prequalified to receive an RFP which will include a design component. During the RFP process, the City will provide minimum design criteria features for the Firms to provide a unique design build proposal.

3.2 Anticipated sequence of events:

- Issue this RFQ to pre-qualify firms to receive an RFP.
- Issue RFP to pre-qualified Firms to provide a design build proposal.
- Work with selected Firm to refine the conceptual design. Firm will have 90 days to

finalize and submit final rendering.

- After selection of conceptual design there will be a time period for fundraising efforts.
- Anticipated construction late 2017.

#### **4. Scope of Work:**

- 4.1 The Firm shall provide services required to design, manufacture, and install a universally accessible playground which shall include safety surfacing and a donor recognition feature. The approximate overall cost of this project including all design, utility, site, installation, consulting and fundraising fees is in the range of \$300,000 to \$900,000. The total space to work with for the design and installation of the playground will not exceed 24,000 SF.
- 4.2 The scope of services may include, but are not limited to:
- Creative outreach strategies to notify and engage the public and stakeholders to obtain feedback for the playground design.
  - Provide critical analysis, assessments and recommendations to guide playground development.
  - Provide professional written and graphic reports and renderings.
  - Conduct/Attend public meetings.
  - Comply with all federal, state and local requirements.

#### **5. Submittal Requirements:**

- 5.1 Exhibit A shall be fully completed as formatted. If a question does not apply, insert "NA" for not applicable. Do not include attachments as replacements for our format. Do not attach supplemental information unless specifically requested on the application.
- 5.2 Qualification submittals shall be no more than ten (10) pages; cover page, table of contents, application, attachments requested with application and resumes are not included in the page count. Submittals shall be single-sided and not bound. Submit six (6) hard copies.
- 5.3 General Firm Information  
See Application (Exhibit A).
- 5.4 Key Personnel Information  
Provide names and resumes of the project manager and staff to be committed to the project. For each of the key personnel, identify their areas of responsibility, the percentage of their time to be dedicated to the project, their previous experience on similar projects and copies of all current licenses and certifications held. Include a description of additional staffing capacity and capabilities that could be utilized for this project.

It is intended that personnel assigned will carry this project to conclusion. If for unforeseen reasons a key personnel can no longer contribute to the discipline specialties for which they have been selected, the Firm may petition the Project Manager in writing within thirty (30) days of any changes of personnel that are included in this statement and the addition to the Firm's staff of personnel who may contribute to the discipline specialties for which the key personnel has been selected.

#### **5.5 Insurance**

Indicate the levels of professional and general liability coverage carried by the Firm.

5.6 Approach and Overall Philosophy

Provide the overall philosophy and project management plan that describes how you Firm approaches pre-design, design, community involvement and teaming with other professionals to achieve the best possible result within funding limitations. Describe the use of innovative or creative approaches, materials or techniques to control costs as well as to minimize subsequent operational and other costs. Provide a systematic and methodical description as to how the scope of work will be accomplished. Include responses to the following in your plan:

- Describe your Firm's cost estimating and cost control techniques and how they are implemented on a project of this type.
- Describe scheduling techniques and how they are used to meet goals.

5.7 References

See Application (Exhibit A).

5.8 Describe Firm's ability to meet the proposed schedule

**6. Selection Process and Criteria:**

6.1 It is the intent of the City to adhere to the following schedule for the selection of the short list of Firms.

The following schedule of events is anticipated by the City. The City may, at its discretion, revise the schedule of events at any time as may be in the best interests of the City.

Publish the Request for Qualification	April 26, 2016
Deadline for Questions from Firms	May 10, 2016
City's Response to Questions	May 17, 2016
Qualification Due Date	May 26, 2016

6.2 A Selection Committee will review and evaluate the qualifications of each Firm. The evaluation will be based on information provided related to the selection criteria listed as follows:

1. Qualifications of Firm (rating \_\_ X 15%)
2. Experience of Firm (rating \_\_ X 35%)
3. Experience of Key Personnel (rating \_\_ X 25%)
4. References (rating \_\_ X 15%)
5. Approach, Philosophy & Schedule (rating \_\_ X 10%)

Each of the criteria above will be rated 0-5; 0 being poor or non-responsive and 5 being excellent, and weighted by the number in parenthesis for each above. Final rating will be the total of each rating value for above items 1 through 5.

**City of Wentzville**

**Exhibit A**

**Universally Accessible Playground Prequalification Application for RFQ #16-180**

(Please complete by typing or printing IN INK)

1. **LEGAL Firm Name** (please insert name as it is registered exactly with Missouri Secretary of State):

\_\_\_\_\_

**ASSUMED/DBA Firm Name:**

\_\_\_\_\_

Address, City, State, Zip

County

\_\_\_\_\_

Contact Person

Business Phone

Cell Phone

\_\_\_\_\_

(List the person who can answer questions regarding information on this form.)

E-Mail Address

Company Website

\_\_\_\_\_

2. Is the Firm listed above a:             Parent Company     Division     Branch Office

3. Please complete Item 3 if mailing address is different from above address.

Parent Company Name: \_\_\_\_\_

Mailing Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Business Phone \_\_\_\_\_

Parent Company Name \_\_\_\_\_

(If applicable)

Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Parent Company Taxpayer Identification Number (TIN) \_\_\_\_\_

4. Identify ALL other names the firm or its predecessors have used. Provide the dates that name was in effect.

\_\_\_\_\_

\_\_\_\_\_

5. Indicate below if a division or branch office, other than that listed in Item 1, is to be included with prequalification and may be submitting a proposal. Attach a separate Page 1 for each. Proposals **will not be accepted** from offices not included with this prequalification. All questions in this application apply to offices listed in Items 1 - 4.

Attached

Not Applicable

6. Provide the firm's **Taxpayer Identification Number**.

(If sole proprietorship, provide owner's Social Security Number). \_\_\_\_\_

7. List the firm's Annual Sales & Receipts (dollar amount) for each of the last 3 fiscal years. \$ \_\_\_\_\_ FY \_\_\_\_\_

\$ \_\_\_\_\_ FY \_\_\_\_\_  
\$ \_\_\_\_\_ FY \_\_\_\_\_

8. Number of full-time, permanent employees. Include management, supervisory, and technical people working for the firm.

\_\_\_\_\_

9. How many years has the firm been in business?

\_\_\_\_\_

10. How many years under present ownership?

\_\_\_\_\_

11. Type of firm:       Individual       Corporation (C or S)       Sole Proprietorship       Not-For-Profit  
                          Partnership       Ltd Liability Company       Other

12. List affiliated persons and list any **other** occupation or businesses (including other construction companies) in which they are currently engaged. Please explain below or attach a separate sheet.

\_\_\_\_\_  
\_\_\_\_\_

13. List all firms by which affiliated persons of this firm have been employed during the past five years and provide the dates of employment. Please explain below or attach a separate sheet.

\_\_\_\_\_  
\_\_\_\_\_

14. List names and titles of all individuals authorized to sign proposals or contract documents.

Name of Person

Position/Title

\_\_\_\_\_  
\_\_\_\_\_

**FOR A YES ANSWER TO ANY QUESTION 15-20  
ATTACH EXPLANATION ON A SEPARATE SHEET**

15. In the past ten years, has the firm or its predecessor been cited for violating state or federal safety, sanitary or environmental laws which resulted in lawsuits filed against the firm, and/or were originally categorized as repeat or willful violations? If so, attach copies of citations issued and complaints filed in any lawsuits, and state whether the violations caused injuries.

Yes                       No

16. Has the firm or its predecessor or any key person with the firm or its predecessor ever been formally charged with or convicted of any state or federal crime (excluding traffic violations) including, but not limited to, embezzlement, theft, forgery, bribery, falsification or destruction of records, receipt of stolen property, criminal anti-trust violations, bid-rigging or bid-rotating? If a conviction or plea of nolo contendere was entered, include in your explanation documentation (such as a Court Order) when the sentence ended.

Yes                       No

17. Has the firm or its predecessor or any key person with the firm or its predecessor ever been charged with or convicted of a state or federal civil anti-trust violation or similar offense?

Yes                       No

18. Has the firm or its predecessor, any key person of the firm or its predecessor or any firm with which a key person was affiliated filed for bankruptcy within the past ten years?

Yes                       No

19. Has the firm or its predecessor or any key person of the firm or its predecessor ever been suspended or debarred by a state, federal or municipal agency, including but not limited to, the Missouri Department of Labor?

Yes                       No

20. As conditions of prequalification, the firm:

- A. Has read, understands and will comply with all instructions to this application.
- B. Will notify the City within five business days of any material changes to the information contained in this application.
- C. Will, upon request, provide the City with financial statements within ten business days.
- D. Swears that all information provided by it, to the City, is true.
- E. Agrees that if any of the above conditions are violated by the firm or if any responses are found to be materially untrue, the prequalification of the firm will be suspended.

Firms will be prequalified on a two-tiered level based on project experience/values. Indicate the level applicable to your firm. **Mark only one box. To fully comply with this, a firm must have completed at least five (5) projects in the assigned value range to meet the criteria. Example: If a firm has completed one project in the past five years in the Tier 2 level and four projects in the Tier 1 level then they meet the Tier 1 criteria.**

**Tier 1:** Experience in **at least five (5) projects of the *Design, Manufacture and Installation Services for a Universally Accessible Playground Project over the past 5 years*** valued at a minimum of \$100,000, but less than \$500,000. Project values shall only include costs for design, manufacture, and construction of playground, safety surfacing, and areas ***directly related to the playground*** such as safety fencing, seating areas, playground lighting, curbing, retaining walls shade structures, water features, sidewalks, etc. Project values exclude all other work such as installation of restrooms, parking lots, parking lot lighting, etc. Projects completed in Missouri should be included.

**Tier 2:** Experience in **at least five (5) projects of the *Design, Manufacture and Installation Services for a Universally Accessible Playground Project over the past 5 years*** valued at a minimum of \$500,000 and up. Project values shall only include costs for design, manufacture, and construction of playground, safety surfacing, and areas ***directly related to the playground*** such as safety fencing, seating areas, playground lighting, curbing, retaining walls shade structures, water features, sidewalks, etc. Project values exclude all other work such as installation of restrooms, parking lots, parking lot lighting, etc. Projects installed in Missouri should be included.

**Project Reference information shall include the following information:**

1. Experience with Design/Build Projects
2. Location of the Project – City and State
3. Date the Project was completed
4. Initial and Final Budgets for the Project
5. Contact Information for the Partner Organization
6. Role the Firm Played in the Project
7. Site Plan Approved for the Project
8. Final Design for the Playground

Note: If the firm checked the Tier 2 box above, they must reference five (5) projects meeting that criterion.

---

Signature

---

Name and Title

---

Date