



RISE "Creating Opportunities For and With People"

## REQUEST FOR PROPOSALS

RISE Services, Inc

# **Purchase and Installation of Therapeutic Recreation Equipment**

Date of Issue: 01/11/17

Closing Date: 01/30/17

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## **Part 1: Overview and Instructions**

### 1.1 Purpose of the RFP

RISE Services, Inc is soliciting proposals from qualified entities to purchase, deliver, and install therapeutic recreation equipment and basketball court on a lot adjacent to our facilities located in West Jordan, UT. The recreation equipment and basketball court should be configured into a playground that provides maximal auditory, tactile, vestibular, and proprioceptive stimulation for children and adults with disabilities. Safety considerations and accessibility for people with mobility barriers are high priorities.

This RFP is intended to provide interested Proposers with sufficient minimum requirements. The requirements in the Scope of Work for this RFP are not intended to limit a proposal’s content or creativity. Proposers may submit innovative ideas, new concepts, and optional features in response to this RFP. Proposers must address the needs and requirements stated in the Scope of Work. The award of additional features beyond the minimum requirements is at the sole discretion of RISE Services, Inc.

### 1.2 Deadline for Proposal Submission

Sealed proposals must be received before 5:00 PM on January 30<sup>th</sup>, 2017 at RISE Services, Inc, Attn: Sunny Todhunter, 1358 W Business Park Drive, Orem, UT 84058. **No proposals will be accepted after the closing date and time.**

### 1.3 Projected Schedule

RISE Services, Inc reserves the right to modify the following schedule at its discretion:

<b><u>Activity</u></b>	<b><u>Date</u></b>
Mandatory pre-proposal meeting	01/19 at 4:00 pm
Final day to submit questions	01/23 at 5:00 pm
Proposal due date	01/30 at 5:00 pm
Committee meeting	01/31 at 1:00 pm
Proposer Interviews (if necessary)	02/06 beginning at 1:00 pm

### 1.4 Pre-proposal meeting

RISE will conduct a **mandatory** pre-proposal meeting at the location of the project, 2751 W. 9000 S. West Jordan, on January 19<sup>th</sup> at 4:00 pm.



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## 1.5 Question Submission

Questions may be submitted via email to [sunnyt@riservicesinc.org](mailto:sunnyt@riservicesinc.org) until January 23<sup>rd</sup>.

Questions and answers will be published at

<http://riservicesinc.org/blog/2016/11/04/rise-playground-rfps/>

## **Part 2: Scope of Work and Requirements**

### 2.1 Background

RISE Services, Inc is a private non-profit 501(c)3 specializing in Home and Community Based Services for children and adults with disabilities. RISE’s mission statement is “Creating Opportunities For and With People.” At our West Jordan facility, we serve adults with developmental disabilities and children in the foster care system who have developmental disabilities, mental health care needs, and/or serious behavioral support needs. It is our aim to create outdoor recreation opportunities for the people we support in West Jordan. We aim to build a playground and basketball court that is durable and safe, and that provides maximal opportunity for sensory stimulation.

### 2.2 Scope of Work

The desired outcome of this project is 30’x45’ concrete basketball court and a multi-feature playground area. While a fully wheelchair-accessible playground would be ideal, RISE recognizes that accessible surfacing is costly and much likely unattainable given the budget available for this project. Proposals that include accessible design features will be scored higher than proposals without. The playground is to be used by children and adults with disabilities; many of whom require sensory stimulation of all varieties (auditory, tactile, proprioceptive {spinning, rocking}, vestibular {back and forth, up and down}, visual, etc.). Many of the individuals who will access the playground experience severe behavioral disturbances which can result in property destruction. The playground needs to be durable, and designed with safety as a major consideration. Staff member’s line-of-sight is a key consideration; it is desirable that staff are able to visually monitor individuals utilizing any part of the playground.

### 2.3 Timeline

RISE recognizes that weather conditions may cause delay of the installation process, which may not begin until spring. Playground must be completed by June 30<sup>th</sup>, 2017.

### 2.4 Payment



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RISE has \$70,628 in grant funds for this project. One half of funds (\$35,314) will be allocated upon execution of a contract. The remainder of the funds will be allocated upon satisfactory completion of the project.

## 2.5 Insurance Requirements

The successful Proposer who is awarded a contract for this project will be required to carry commercial general liability insurance in the minimum amount of \$500,000 per occurrence with a \$1,000,000 aggregate.

## 2.6 Davis-Bacon

This project will be a FEDERALLY FINANCED COMMUNITY DEVELOPMENT PROJECT. All rules and regulations governing such projects will be applicable. The contract is to be awarded to the lowest responsible and responsive bidder, whose bid meets the requirements and criteria set forth in the request for bids. Requirements for prevailing wage rates and certified payrolls apply as it is subject to the Davis-Bacon Act.

Also, work to be completed under this project is subject to the requirements of Section 3 of the Housing and Urban Development Act of 1968, the purpose of which is to ensure employment and other economic opportunities generated by HUD-assisted projects shall, to the greatest extent feasible, be directed to low- and very low-income persons, particularly persons who are recipients of HUD assistance for housing.

All contractors participating in this project must have a Data Universal Numbering System (DUNS) number and be registered on the federal System for Award Management (SAM) at [sam.gov](http://sam.gov).

## 2.7 Proposal Format

Please submit 4 written copies of your proposal and 1 unchanged electronic copy in PDF format on a disk or thumbdrive. All proposals should be written clearly and economically. Proposals should be written on 8 ½ x 11" plain paper, one sided, with a minimum 12 point font. Renderings may be on larger paper if necessary. Proposals must be sealed and clearly marked "Purchase and Installation of Therapeutic Recreation Equipment" on the outside of the package and on the body of the proposal. All copies must be put into one envelope or box and sealed; do not put each proposal copy in a separate sealed envelope. Proposals should include, at a minimum:

- History of the Proposer's company and any experience with similar projects



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- Description of each of the proposed design elements
- Description of Proposer’s ability to complete the project in a timely manner
- Cost breakdown
- Renderings of proposed design
- Statement in regard to Proposer’s ability to comply with requirements of the Davis-Bacon Act

Any Proposer who qualifies as a Section 3 Employer should note this in the narrative of the Proposal.

**Part 3: Response Evaluation**

**3.1 Evaluation and Scoring Criteria**

Proposals will be evaluated, scored, and ranked by a Selection Committee. Each member of the committee will be provided a score sheet to complete the proposal evaluation using the point system below. Committee Members individually score the proposals and rank them 1st, 2nd, 3rd, etc. according to their total score. The following point system is utilized:

Excellent (5): the proposal offer exceeds expectations

Good (4): the proposal achieves all requirements of the RFP

Acceptable (3): the proposal is reasonable and responsible, but some requirements may not be met

Poor (1-2): the proposal falls short of expectations

Standard	Description	Score 1-5
Safety	Proposed project demonstrates safety considerations. Staff line-of-site has been considered.	
Budget	Proposed project demonstrates best and responsible value for the budget available.	
Sensory	Proposed project includes multiple design elements that allow for sensory stimulation.	
Accessibility	Proposed project includes design elements accessible to individuals with mobility impairment.	
Experience	Proposer demonstrates experience with similar projects and cites specific examples	

**3.2 Written Agreement Required**



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The selected Proposer must agree to all requirements in the RFP scope of work. The selected Proposer must also be willing to enter into a written agreement with RISE and agree to all the terms set forth. The selected Proposer must also agree to complete and sign various forms required by the original grantor, Salt Lake County.