



## **REQUEST FOR PROPOSALS (RFP)**

Date: November 10, 2021  
To: Invitation to Professional Design and Installation Contractors  
From: Blessed Sacrament School (BSS), Catholic Diocese of Arlington  
Re: Professional Design and Installation Services for Blessed Sacrament School Playground

### **I. GENERAL INFORMATION & SCHEDULE**

This RFP invites responses from qualified, experienced professional design and installation Contractors to provide a Universally Accessible (UA) compliant, turn-key, playground at Blessed Sacrament School (BSS), in Alexandria, VA. This is a replace-in-kind project of the recently removed aged playground.

Questions concerning this RFP must be made via email per the schedule outlined below. Responses to all submitted questions will be posted at <https://bssva.org/about/playground-project/>

RFP Issue date:	Wednesday, November 10, 2021
Optional Site Visit:	Thursday, November 18, 2021 at 10:00 AM
Questions due:	Monday, November 22, 2021 at 5:00 PM
Response to Questions:	Tuesday, November 30, 2021 at 5:00 PM
Submittals due:	Friday, December 3, 2021 at 12:00 PM
Selection:	Friday, December 17, 2021 by 3:00 PM

Blessed Sacrament School Point of Contact: Dr. Aránzazu Ascunce, Assistant Principal of Blessed Sacrament School.

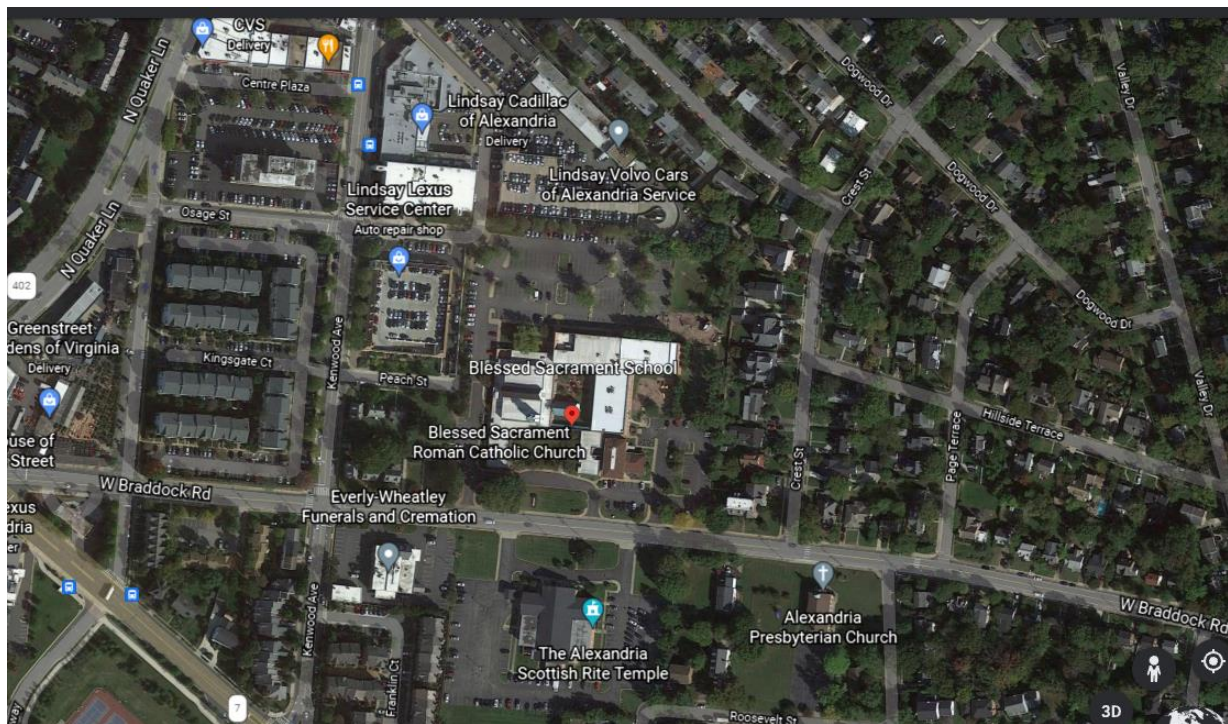
Arlington Diocese Point of Contact: Michael Thornton, Office of Planning, Construction, and Facilities for the Catholic Diocese of Arlington.

Inquiries/submissions to: Dr. Aránzazu Ascunce, [aascunce@bssva.org](mailto:aascunce@bssva.org), 703-998-4170

**II. PROJECT DESCRIPTION** The purpose of this project is to provide a completely designed and installed, universally accessible (UA) playground at Blessed Sacrament School of Alexandria. The proposed turn-key playground will be a replace-in-kind of the recently removed aged playground.

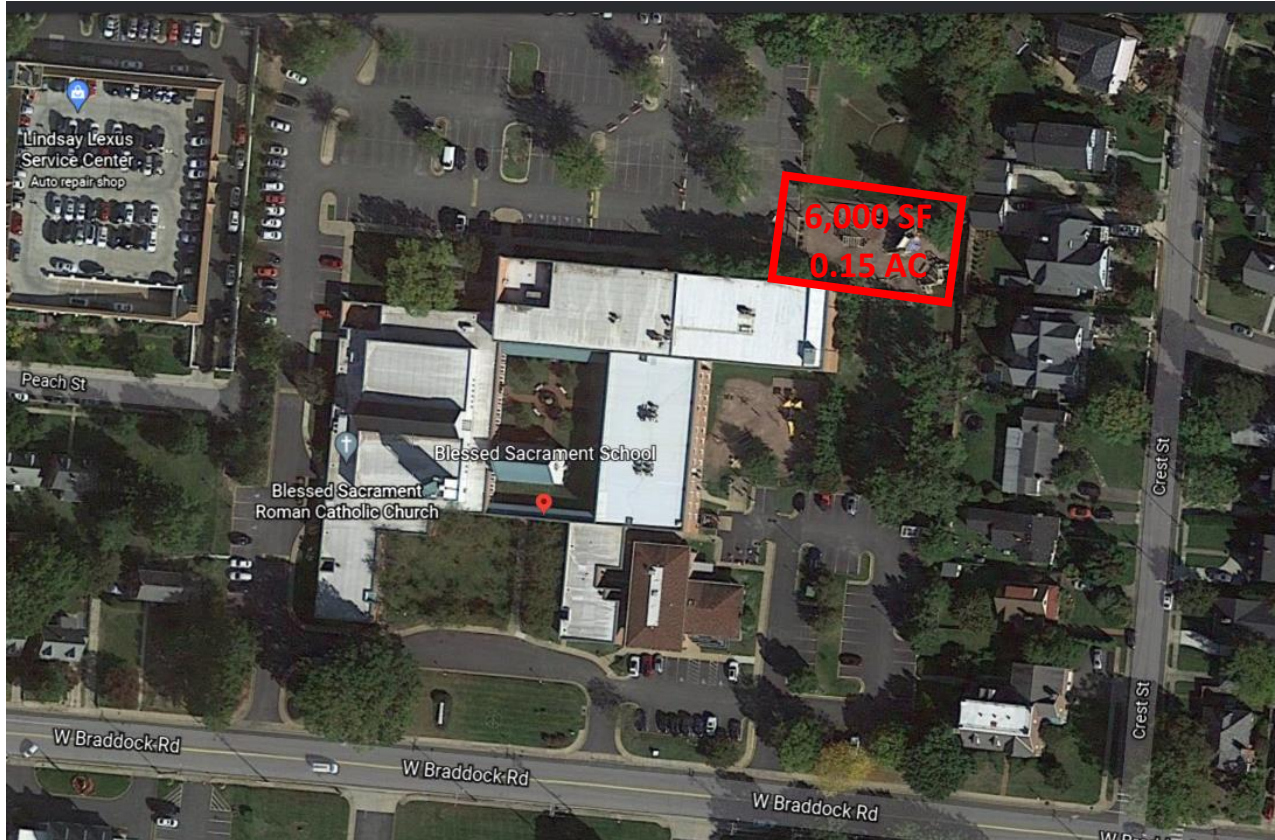
The playground will be 'barrier free' and with areas of play offering features for children grades 1<sup>st</sup> through 8<sup>th</sup>. Blessed Sacrament School administered a preference survey to parents and children during the Fall of 2021. Per survey results, proposal conceptual components of the playground should have (ranked in order of preference) the following equipment: swings, monkey bars/trapeze rings, zip-line, slides, climbing ladders/nets/poles, rock wall, bridges/raised platforms, merry-go-round, crawl tunnels/tubes, low balance beam, and stepping pods/stones.

Blessed Sacrament School (BSS) is located at 1417 West Braddock Road, Alexandria VA 22303 in the Fairlington/Bradlee neighborhood and it is administered by the Arlington Diocese.



### Surrounding Area Map

The area for the in-kind replacement playground is located to the north east of the school building and it is represented in the Playground Location Map. The Area is approximately 6,000 SF or 0.15 acres. The term "universally accessible (UA) playground" is often used to describe a playground that offers caregivers and children full use of all areas, regardless of ability. A universally accessible playground will represent and support the diversity of our students grades such as being outside to boost mood and increase happiness; play and leisure; increase physical activity to stay fit; and socialization providing a platform for people to engage socially physically, creatively and playfully.



### Playground Location Map

The UA playground design should incorporate the principles of universal design, defined as the design of products and environments to be usable by all people, to the greatest extent possible, without the need for adaptation or specialized design (per NC State University's The Center for Universal Design, <http://www.ncsu.edu/ncsu/design/cud/index.htm>).

The UA principles are:

1. Equitable Use The design is useful and appealing to people with diverse abilities.
2. Flexibility in Use The design accommodates a wide range of individual preferences and abilities.
3. Simple and Intuitive Use of the design is easy to understand, regardless of the user's experience, knowledge, language skills, or current concentration level.
4. Perceptible Information The design communicates necessary information effectively to the user, regardless of ambient conditions or the user's sensory abilities.
5. Tolerance for Error The design minimizes hazards and the adverse consequences of accidental or unintended actions.
6. Low Physical Effort The design can be used efficiently and comfortably with a minimum of fatigue.
7. Size and Space for Approach and Use Appropriate size and space is provided for approach, reach, manipulation, and use regardless of user's body size, posture, or mobility.

In addition, this project shall address compliance with ADA standards for Accessible Design.

### III. PROJECT SCOPE, SCHEDULE & COST

#### Project Scope

The selected Contractor will provide Blessed Sacrament School with professional services to realize the successful design and construction of a playground.

This includes, but is not limited to, the following elements:

- Provide full design and installation services for the proposed universally accessible playground from concept sketches through construction documents, including compliance with the City of Alexandria required permit documentation for approval. Components of the proposal shall include:
  - Site preparation including identification of required laydown area and access paths, removal of unsuitable soils/mulch, fill/subgrade preparation, erosion control, coordination with existing underground utilities, and removal of “widow-maker” pine tree interfering with structural retaining wall.
  - Factory Manufactured, Field Assembled Playground Equipment.
  - Structural Anchorages and Supports required to install equipment.
  - Addition of 150 linear feet of perimeter playground fencing, with one pedestrian door, matching existing campus fencing.
  - Site Restoration and Final grading, as a combination of bonded rubber pavement and bulk organic mulch. Bonded rubber paving shall not exceed 2,500 sqft in accordance with the City of Alexandria required limits of allowable new impervious surfaces. Storm water surface runoff shall match existing conditions, sloped toward the storm water retention pond.
- Create up to (3) concept renderings to support fundraising efforts and community awareness. It is expected that these renderings will be provided before the project construction documents are completed, no later than 15-days after notice to proceed.
- Provide a construction estimate and equipment cost for the entire project.
- Contractor shall obtain and maintain the policies of insurance as required by the Diocese, providing copies for verification:
  - Commercial General Liability: A Commercial General Liability policy endorsed to include Products and Completed Operations Liability and Personal & Advertising Injury Liability with the Diocese of Arlington Indemnitees as additional insureds; the amount of the policy will be at least \$2,000,000 combined single limit for each occurrence; and this will be written on an occurrence form (not "claims made form").
  - Business Auto Liability Policy: An Auto Liability policy including coverage for owned, non-owned and hired vehicles and uninsured and under-insured motorists' coverage in an amount not less than \$1,000,000 with the Diocese of Arlington Indemnitees as additional insureds.
  - Workers' Compensation: A Workers' Compensation policy covering all employees provided under this Contract and having statutory limits for each jurisdiction where the work required under this Contract is performed and an Employers' Liability policy with at least the following limits, \$1,000,000 per accident, \$1,000,000 per disease and \$1,000,000 per disease (each employee).
- Provide a construction schedule for the entire project.
- Conduct/participate in a process through which a playground equipment provider is specified.
- Develop a long-term maintenance plan and annual maintenance estimates.

- Facilitate meetings with the Playground Advisory Group and the Dioceses Architect during the design development process as needed.
- Participate in the permitting and approval process of the City of Alexandria. Design is expected to be such that it is approvable by the City of Alexandria.
- Deliver final plans & supporting materials.

Blessed Sacrament School (BSS) will support the selected Contractor with social media messaging and web-based communications.

### Schedule

Blessed Sacrament School anticipates the selection of the contractor and the completion of installation by Summer 2022.

**IV. RFP SUBMITTAL** Responses to this RFP must be not more than 24 pages in length (12 double-sided or 24 single-sided pages) and include the following:

- Qualifications Detail consisting of:
  - Cover letter including statement of understanding & approach to this project; the statement should describe the applicant's understanding of the project and the special skills and innovative thinking that the team would bring to the project.
  - Proposed Project Team Members: A description of the applicant's organizational composition, disciplines, and the primary role of each individual/firm on the team. Organizational charts may be included, if appropriate. Clearly indicate the applicant's designated team leader for the project as well as the specific individuals who will be assigned to the work and their respective expertise in such work.
  - Specific Project Experience: Description of three (3) completed, similar or relevant project experience that the applicant has executed. Include graphic representation. Links to similar or relevant projects are encouraged.
  - List of References: Provide a minimum of three (3) client references with which the applicant has provided similar design/build services within the last 5 years. Include the name and telephone number of the contact person and a description of the role and services provided to that contact.
- Technical Proposal consisting of:
  - A description of the approach to be taken toward completion of the project, an explanation of any variances to the proposed scope of work as outlined in the RFP, and any insights into the project gained as a result of developing the proposal.
  - A scope of work that includes steps to be taken, including any products or deliverables.
  - A summary of estimated labor hours by task that clearly identifies the project team members and the number of hours performed by each sub-contractor by task.
  - A proposed schedule that indicates project milestones and overall time for completion. expedited schedules will receive a higher ranking.
  - Any other information deemed necessary to address and clarify the requests of this RFP.

- Cost Proposal consisting of:
  - A composite schedule by task of direct labor hours.
  - An itemized schedule of all expenses, including both labor and direct expenses. If the use of subcontractors is proposed, a separate schedule of hours and expenses must be provided for each subcontractor.
  - A maximum budget amount of inclusive of all fees and expenses.

Responses to this RFP must be received per the schedule outlined on Page 1 to be considered. Proposals must be submitted in both digital (PDF), which may be emailed or submitted via FTP. Applicants will receive a confirmation email once their proposal is received. Please ensure that the document is easily printable in an 8.5x11 format (drawings may be 11" x 17").

Additional requirements are as follows:

- Applicants are solely responsible for ensuring that proposals arrive on time.
- Each applicant MUST provide their submittal electronically as a PDF.
- Hand Delivered, US Mail Post, or Faxed proposals WILL NOT be accepted.
- Late replies WILL NOT be considered.

Proposals and questions should be submitted to Dr. Aránzazu Ascunce, Assistant Principal of Blessed Sacrament School at [aascunce@bssva.org](mailto:aascunce@bssva.org), per schedule outlined on Page1 of this document.

## **V. EVALUATION CRITERIA & ANTICIPATED SCHEDULE**

Bidder will be evaluated on the following basis and criteria:

- Experience & Qualifications & References relevant to key personnel and/or sub-contractors.
- Project Understanding & Knowledge of Area depth or relevant technical experience.
- Ability to Meet Schedule expedited & efficient schedules receive higher score.
- Budget & Value as related to proposed and additional costs.
- Depth of Skills related to technical aspects of project.
- Demonstration of Innovative Approaches particular to technical solutions.
- Level of Experience similar size projects, structure, and complexity.
- Quality, Clarity & Completeness of submittal package.

Qualified contractors must demonstrate a proven history of successful universal/accessible playground design experience that incorporates innovative and durable strategies. Proposals will be evaluated based on the expertise of the contractor team and the overall experience of the team with emphasis on the bulleted items above.

## VI. ANTICIPATED PROJECT SCHEDULE

Blessed Sacrament School reserves the right to amend dates. While the timeline may be subject to change, all participating parties will be notified. The anticipated schedule is as follows:

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Question's responses	Tuesday, November 30, 2021 at 5:00 PM
Submittals due:	Friday, December 3, 2021 at 12:00 PM
Selection:	Friday, December 17, 2021
Design development begins	January 2022
Processing & Permitting	February – March 2022
City Approvals/Concurrence	March 2022
Construction	Spring - Summer 2022

## VI. TERMS & CONDITIONS

### Communications

All respondents are required to submit any questions related to this project or RFQ process via email. Responses to all submitted questions will be posted on the Blessed Sacrament School website at: <https://bssva.org/about/playground-project/>

Questions concerning this RFP must be received via email per the schedule outlined above. Inquiries received after this date will not be considered or answered.

### General Compliance with Laws

The Contractor shall comply with all applicable Federal, State and local laws, including but not limited to the City of Alexandria.

### Other terms

Costs for preparing the Statement of Qualifications in response to this request are solely the responsibility of the respondent. Blessed Sacrament School reserves the right to accept or reject any or all Proposals, with or without cause, and to waive immaterial defects and minor irregularities in responses. All decisions related to this solicitation by the Blessed Sacrament School will be final. Blessed Sacrament School reserves the right to request clarification of information submitted and to request additional information of one or more respondents. All materials submitted in response to this RFQ will become the property of Blessed Sacrament School, upon delivery. This solicitation in no way obligates the Blessed Sacrament School to award a contract.

Equal Opportunity: The selection of Contractor shall be made without regard to race, color, sex, age, religion, national origin, or political affiliation.

It will be necessary for responding parties to comply fully with the terms and conditions outlined in this document if they are to be considered. A statement attesting that the respondent has read, understands, and followed all procedures is a part of this RFQ must be included as part of the Proposal.

- End of Proposal -