



## **Request for Proposals**

### **Hidden Valley Playground Renovations Construction Management and Contract Administration Project No. 24EN13**

*This project is funded in part by a federal Land and Water Conservation Fund Grant (Department of Interior) through Wyoming State Parks and Cultural Resources.*

*Grant #: 56-00955, CFDA #15.916*

Prepared By:  
City of Gillette  
Development Services Department: Engineering Division  
201 E. 5<sup>th</sup> St.  
Gillette, WY 82716

**Request for Proposal  
HIDDEN VALLEY PLAYGROUND RENOVATIONS (24EN13)  
Construction Management and Contract Administration**



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**ADVERTISEMENT AND REQUEST FOR PROPOSALS  
CITY OF GILLETTE**

NOTICE IS HEREBY GIVEN THAT SEPARATE SEALED PROPOSALS FOR THE FURNISHING OF:

**HIDDEN VALLEY PLAYGROUND RENOVATIONS  
CONSTRUCTION MANAGEMENT AND CONTRACT ADMINISTRATION**

GENERALLY DESCRIBED AS:

*Professional Services related to the management and administration of the Hidden Valley Playground Renovations Project and associated contract between the City of Gillette and the successful Bidder. This project is funded in part by a Federal Land and Water Conservation Fund Grant (Department of the Interior) through Wyoming State Parks and Cultural Resources; Grant # 56-00955, CFDA #15.916*

**24EN13**

WILL BE RECEIVED BY THE CITY OF GILLETTE, WYOMING, AT THE OFFICE OF THE CITY PURCHASING DIVISION, CITY WAREHOUSE, 800 N. BURMA AVENUE, P.O. BOX 3003, GILLETTE, WYOMING, 82717, UNTIL THE FOLLOWING TIME AND DATE:

**4:00 PM March 15th, 2024**

ELECTRONIC COPIES OF THE RFP DOCUMENTS MAY BE OBTAINED BY CONTACTING:  
CITY OF GILLETTE:

PURCHASING DIVISION  
800 N BURMA AVE  
GILLETTE, WY 82716  
(307) 686-5263  
[purch@gillettewy.gov](mailto:purch@gillettewy.gov)

—OR—

ENGINEERING DIVISION  
ATTN: Tobias Fiske  
201 E 5<sup>th</sup> St  
Gillette, WY 82716  
(307) 686-5275  
[tobyf@gillettewy.gov](mailto:tobyf@gillettewy.gov)

A PRE-PROPOSAL CONFERENCE IS SCHEDULED FOR **3:00PM** ON **FEBRUARY 21<sup>ST</sup>, 2024** IN THE **ENGINEERING CONFERENCE ROOM** AT GILLETTE CITY HALL, 201 E. 5<sup>TH</sup> ST., GILLETTE, WY 82716. INTERESTED RESPONDENTS ARE **ENCOURAGED** TO ATTEND AND PARTICIPATE IN THE CONFERENCE.

PROPOSALS MUST BE APPROPRIATELY MARKED:

**HIDDEN VALLEY PLAYGROUND RENOVATIONS  
CONSTRUCTION MANAGEMENT AND CONTRACT ADMINISTRATION  
24EN13**

THE CITY OF GILLETTE RESERVES THE RIGHT TO REJECT ANY AND ALL PROPOSALS.

CITY ENGINEER

\_\_\_\_\_  
**JOSEPH D. SCHOEN, P.E.**

\_\_\_\_\_  
DATE

CITY ADMINISTRATOR

\_\_\_\_\_  
**MICHAEL H. COLE, P.E.**

\_\_\_\_\_  
DATE

PUBLISH: *February 6<sup>th</sup>, 2024*  
*February 13<sup>th</sup>, 2024*  
*February 20<sup>th</sup>, 2024*  
*February 27<sup>th</sup>, 2024*  
*March 5<sup>th</sup>, 2024*

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**Request for Proposal  
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Construction Management and Contract Administration**



**INTRODUCTION**

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The City of Gillette has secured funding through the Land and Water Conservation Fund (LWCF) for the implementation of playground and park renovations at Hidden Valley Park within the City of Gillette Parks System. Pursuant to this funding and grant agreement, the City of Gillette is seeking a qualified consulting firm to provide Construction Management and Contract Administration services during the course of the Hidden Valley Playground Renovations Project.

**BACKGROUND**

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The Hidden Valley Playground Renovations project represents the third phase of the implementation of the Park Playgrounds Master Plan effort designed by Russell + Mills Studios (*Design Architect*) of Fort Collins, Colorado. The project includes a complete demolition of the existing playground structures and associated play area and installation of new playground equipment and associated structures; including earthwork, concrete surfacing, concrete curb, landscape enhancements and associated irrigation improvements. This project will be advertised for bid concurrently with the advertisement of this Request for Proposals.

The project documents, including construction drawings and specifications, are available through the City of Gillette Website for a non-refundable fee of **\$22.00** at:

[www.gillettewy.gov](http://www.gillettewy.gov)

What's Happening>Advertisements and Invitations to Bid>Electronic Plans and Specs

The Hidden Valley Playground Renovations project is anticipated to be completed over the 2024 construction season. The contract documents for this project provide **sixty (60)** working days to substantially complete all work and require the project to be fully complete and ready for final payment on or before **November 22<sup>nd</sup>, 2024**.

**INDEX OF EXHIBITS/ATTACHMENTS TO THIS REQUEST FOR PROPOSALS**

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- A: LWCF MISC CERTS AND CLAUSES (REQUIREMENT OF SUBMITTAL)
- B: LWCF BUY AMERICA REQUIREMENTS
- C: WYOMING STATE HISTORIC PRESERVATION OFFICE COMPLIANCE REQUEST AND RESPONSE
- D: PROPOSED EJCDC E-500 AGREEMENT BETWEEN OWNER AND ENGINEER FOR PROFESSIONAL SERVICES AS MODIFIED FOR THE PURPOSES OF THIS PROJECT AND RFP.

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**SCOPE AND DELIVERABLES**

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The General and Supplementary Conditions and Construction Specifications cited below are available in the City of Gillette 2020 Standard Construction Specifications which may be downloaded from the City of Gillette Website at:

[www.gillettewy.gov](http://www.gillettewy.gov)

City Government>Departments>

Development Services>Engineering>Regulations/Standards

In addition, the respondent will refer to the attached EJCDC E-500 Exhibit A: Engineer's Services, Part 1.05 *Construction Phase* for the scope of services requested which are summarized below.

**Construction Management and Observation:**

In general, the selected consultant shall provide services and assume responsibilities as described in the Supplementary Conditions 10.03—Resident Project Representative.

The exact scope of services will be negotiated after consultant selection and award of the project to the successful Bidder. However, as a minimum, the selected consultant shall:

- Base their proposed scope of services on Part-Time RPR and Construction Observation. It is anticipated that Part-Time RPR and Construction Observation will be sufficient for the purposes of this project.
- Conduct and coordinate regular project meetings with the Owner and Contractor during the course of the project.
- Keep and distribute the minutes of such meetings.
- Accept or reject work on site based on the construction documents, drawings and 2020 City of Gillette Standard Construction Specifications.
- Collect and compile construction data. The selected consultant will compile and prepare such data in consultation and cooperation with the Owner and Design Architect who will utilize the data for the purposes of creating Record Drawings.

**Contract Administration**

In general, the selected consultant shall provide services and assume responsibilities as described in the General Conditions Article 10—Engineer's Status During Construction in addition to such services and responsibilities provided for in the EJCDC E-500 Exhibit A: Engineer's Services, Part 1.05 *Construction Phase*. Such services shall include as a minimum, but are not limited to:

- Preparing and/or evaluating Contractor Pay Applications for accuracy.
- Preparing and recommending Work Change Directives and Change Orders
- Review and approval of Contractor Submittals.
- Review and approval of Shop Drawings as may be called for in the construction documents and drawings.

**Field Engineering**

- The Contract Documents provide for Contractor Provided Survey and Staking in accordance with Section 1050—Field Engineering of the City of Gillette Standard Construction Specifications. In coordination with the successful bidder, the selected consultant may be requested to verify and/or provide additional Construction Survey and Staking; particularly related to the proper siting of the playground equipment. Survey data used during design will be provided to the successful respondent by the Owner and Design Architect.

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Additional Services may be requested of the selected respondent. Such services are anticipated to consist largely of:

- Review and verification of the accuracy of documentation requested or required by LWCF, given that such documentation will depend, in whole or in part, upon information provided to the City of Gillette by the successful respondent within their scope of work.

**Responsibilities of the City of Gillette**

In general, the City of Gillette will assume the responsibilities of Project Sponsor for the purposes of reporting to the Land and Water Conservation Fund (LWCF) and Department of the Interior; including construction progress reports, preparing, and submitting reimbursement requests and other documentation as may be requested or required.

Additionally, the City of Gillette will assume the Owner's Responsibilities as described in the General and Supplementary conditions and the EJCDC E-500 provided as attachment to this RFP.

**PRE-PROPOSAL CONFERENCE**

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A Pre-Proposal Conference has been scheduled for:

**Wednesday, February 21<sup>st</sup>, 2024, at 3:00 PM**

in the **Engineering Conference Room** at

Gillette City Hall  
201 E 5<sup>th</sup> St.  
Gillette WY, 28716

Interested respondents are **ENCOURAGED** to attend.

Virtual attendance at the conference may be arranged by contacting:

Tobias Fiske, Project Manager Technician  
Email: [tobyf@gillettewy.gov](mailto:tobyf@gillettewy.gov)  
Subject Line: 24EN13-Hidden Valley Park Playground Renovations

**REQUISITE EXPERIENCE**

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The successful respondent will demonstrate and provide documentation of previous experience including the following:

- 1) Providing the requested services on projects of similar size and scope within the last three years.
- 2) Knowledge of the most recent standards and practices related to playground safety published by the National Recreation and Park Association.
- 3) Knowledge of federal funding requirements and practices, particularly as related to Land and Water Conservation Fund (LWCF) projects, procedures, and requirements.

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**SUBMITTAL REQUIREMENTS**

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The Proposal shall not exceed ten (10) pages while adequately covering the information requested. The Cover Letter, Addenda documents as may be issued, and the LWCF Misc Certs and Clauses shall not be counted toward the 10-page limit. The response shall be formatted to standard 8.5" x 11" paper.

Responses submitted by hard copy shall be appropriately bound.

Responses submitted electronically shall be a single PDF file.

The Proposal submittal shall provide, at a minimum, the following:

- A cover letter signed by a Principal attesting to the accuracy of the response. The cover letter shall also be clearly and appropriately marked:

City of Gillette  
Attn: Tobias Fiske  
Hidden Valley Park Playground Renovations  
Request for Proposals  
Project No. 24EN13

- A narrative statement describing the respondent's understanding of and general approach to the goals of the project.
- A summary of the key personnel who will be assigned to this project describing their specific roles, qualifications, and experience. The summary should generally describe the ability of the key personnel to perform the required services and indicated roles within the project.
- A list of at least two (2) representative projects of similar size and scope completed in the last three (3) years where respondent has performed services similar in nature to those requested.
- A summary of existing and projected workload utilizing similar skillsets required for the work requested in this RFP. This summary should address the respondent's capacity to perform the work requested in this RFP while maintaining the workload described.
- Identify any subconsultants, the type of work they would perform and whether the respondent has worked with them before.
- Respondent's recommendations, as there may be, to tailor the scope of services or responsibilities provided in the ECJDC E-500 as Attachment D pursuant to the anticipated Part-Time basis of this request and to gain efficiencies and/or reduce cost.
- Provide completed LWCF Misc Certs and Clauses (*see Attachment A of this RFP*) and submit with Proposal as attachment. The LWCF Misc Certs and Clauses will be incorporated into the final agreement with the successful respondent. The LWCF Misc Certs and Clauses will not count toward the ten (10) page limit of the Proposal submittal.
- Provide a proposed schedule of Standard Hourly Rates and Respondent's estimate of corresponding hours required to provide the requested services. Schedule of Standard Hourly Rates should be substantially in a form equivalent to that of Exhibit C of the ECJDC E-500 Agreement provided as Attachment D.
- Provide a proposed Cost not to Exceed which shall form the basis of contract and scope negotiations.



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**ACKNOWLEDGEMENTS**

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By submitting a response, the respondent is acknowledging:

- Familiarity with and acceptance of the requirements and conditions of this Request for Proposals.
- Their responsibility to acquire and familiarize themselves with the Project Manual and Construction Drawings bearing the general title 24EN13-Hidden Valley Playground Renovations. The City of Gillette has published and made available these documents through our standard bidding procedures concurrently with the advertisement of this RFP and assumes no additional responsibility to provide these documents to respondents prior to selection.
- The City of Gillette assumes no obligation of any kind for any expenses incurred by any respondent pursuant to or arising from their response to this request.
- Nothing in this request, in whole or in part, shall be construed to constitute any obligation of any kind on the part of the City of Gillette to enter into any agreement or to procure any product or service.
- The agreement executed between the successful respondent and the City of Gillette shall be substantially in the form of the EJCDC E-500 provided as Attachment D.
- Failure to include the completed LWCF Misc Certs and Clauses in the respondent's submittal shall result in the submittal being rejected without consideration.

**PROPOSAL SUBMITTAL AND DEADLINE**

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The submitted Proposal must be marked:

City of Gillette  
Hidden Valley Park Playground Renovations  
Construction Management and Contract Administration  
Project No. 24EN13

The Proposal shall include all items indicated in the Submittal Requirements portion of this RFP. Proposals may be submitted electronically via email in PDF format to:

[purch@gillettewy.gov](mailto:purch@gillettewy.gov)  
Subject Line: 24EN13-Hidden Valley Park Playground Renovations

—OR—

Hard paper copy to:

Gillette City Warehouse  
Attn: City of Gillette Purchasing Division  
800 N. Burma Avenue  
P.O. Box 3003  
Gillette, WY 82717.

Proposals must be received prior to **4:00 PM**, local time, **March 12<sup>th</sup>, 2024**. Late responses shall not be accepted.

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**SELECTION PROCESS**

The Proposals will be evaluated by a review committee comprised of the City of Gillette Staff. Respondent interviews may be requested upon review of responses. If questions arise during the evaluation process, the respondent will be contacted at that time. Selection will be based upon:

- 1) Proposal meets the Submittal Requirements
- 2) Respondent’s requisite experience
- 3) Respondent’s proposed Cost Not to Exceed
- 4) Respondent’s key personnel experience

Interviews may or may not be requested after the proposal evaluations are completed.

Respondents will be notified of the review committee’s decision no later than **4:00 PM**, local time, **March 22<sup>nd</sup>, 2024**. At that time, the City of Gillette will enter contract negotiations with the selected respondent.

The City of Gillette reserves the right to accept, reject, or request changes to responses. The City of Gillette intends to enter negotiations with the qualified respondent that provides the lowest proposed Cost Not to Exceed.

If a satisfactory fee cannot be negotiated with the selected respondent, subsequent attempts will be made to negotiate with the other qualified respondents in the order of their proposed cost from lowest to highest.

**ANTICIPATED SELECTION SCHEDULE**

SELECTION STAGE	DATE(S)
RFP DOCUMENT ISSUED	TUESDAY FEB. 6 <sup>TH</sup> , 2024
RFP ADVERTISEMENTS ISSUED	FEB. 6 <sup>TH</sup> , 13 <sup>TH</sup> , 20 <sup>TH</sup> , 27 <sup>TH</sup> , MAR. 5 <sup>TH</sup> 2024
<b>OPTIONAL PRE-PROPOSAL CONFERENCE</b>	WEDNESDAY, FEB. 21 <sup>ST</sup> AT 3:00PM
PROPOSAL SUBMITTALS DUE	FRIDAY, MARCH 15 <sup>TH</sup> BY 4:00PM
PROPOSAL REVIEW PERIOD	MARCH 18 <sup>TH</sup> THRU MARCH 22 <sup>ND</sup> 2024
CONSULTANT SELECTION	MARCH 22 <sup>ND</sup> , 2024
CONTRACT NEGOTIATION PERIOD	MARCH 25 <sup>TH</sup> THRU APRIL 2 <sup>ND</sup>
ANTICIPATED CONTRACT AWARD	APRIL 16 <sup>TH</sup> , 2024

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**RFP TO BE RUN CONCURRENTLY WITH CONSTRUCTION BID**

This Request for Proposals will be advertised concurrently with the construction Advertisement and Invitation to Bid for the Hidden Valley Playground Renovations Project (23EN14). It is expected that interested respondents will obtain the relevant construction documents per the City of Gillette’s standard bidding practices and procedures.

The construction documents bearing the general title “Hidden Valley Playground Renovations Project—24EN13” are available on the City of Gillette’s website for a non-refundable fee of **\$22.00** by going to:

[www.gillettewy.gov](http://www.gillettewy.gov)

What’s Happening>Advertisements and Invitations to Bid>Electronic Plans and Specs

The anticipated bidding schedule for Construction is as follows:

BIDDING STAGE	DATE(S)
BIDDING DOCUMENTS ISSUED	TUESDAY FEB. 6 <sup>TH</sup> , 2024
ADVERTISEMENT OF INVITATION TO BID	FEB. 6 <sup>TH</sup> , 13 <sup>TH</sup> , 20 <sup>TH</sup> , 27 <sup>TH</sup> , & MAR. 5 <sup>TH</sup> 2024
<b>OPTIONAL</b> PRE-BID CONFERENCE	THURSDAY, FEBRUARY 15 <sup>TH</sup> AT 3:00PM
BID OPENING	TUESDAY, MARCH 12 <sup>TH</sup> AT 2:00PM
BID REVIEW PERIOD	MARCH 13 <sup>TH</sup> THRU MARCH 20 <sup>TH</sup> 2024
ANTICIPATED COUNCIL AWARD	APRIL 2 <sup>ND</sup> , 2024

Interested Respondents may request to be notified of the bid results and apparent low bidder at any time after bid opening by contacting via e-mail:

Tobias Fiske, Project Manager Technician

Email: [tobyf@gillettewy.gov](mailto:tobyf@gillettewy.gov)

Subject Line: 24EN13-Hidden Valley Park Playground Renovations

**PROPOSED AGREEMENT FOR PROFESSIONAL SERVICES**

The EJCDC E-500 Agreement between Owner and Engineer for Professional Services as modified for the purposes of this project is attached as exhibit to this RFP for reference and shall form the basis of the final agreement between the City of Gillette and the successful respondent.

Compensation for Basic and RPR Services shall be made on a Standard Hourly Rate basis as provided for in the attached EJCDC E-500.

Pursuant to the Part-Time basis of this request, Respondents may include in their proposal recommendations as to the following:

- Modifications to the Engineer’s Basic Services and Additional Services.
- Modifications to the Owner’s Responsibilities.
- Modifications to the Duties, Responsibilities of the RPR.
- Anticipated scope of Construction Survey and related Field Engineering.

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**QUESTIONS AND RFI'S**

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Please direct any questions, RFI's, need for additional information, or clarification of the project scope or requirements to:

Tobias Fiske, Project Manager Technician  
Email: [tobyf@gillettewy.gov](mailto:tobyf@gillettewy.gov)  
Subject Line: 24EN13-Hidden Valley Park Playground Renovations

Any questions or RFI's must be received on or prior to **February 29<sup>th</sup>, 2024 at 4:00PM**. *Questions and RFI's received via any method other than e-mail, without the above subject line or after the above time and date will not be responded to.* Office hours are Monday through Friday 8:00 a.m. to 5:00 p.m. (MST).

**ADDENDA**

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In the event it becomes necessary to revise any part of this RFP, addenda will be provided to all known request holders through the Gillette City Purchasing Division. It is the responsibility of the respondent to obtain and acknowledge any addenda that could be completed prior to submitting their response.

Failure to obtain and acknowledge any addendum will not be grounds to disqualify a respondent, neither will it constitute a waiver by the City of Gillette of any addendum, or any requirement, modification or other substantive item contained therein.

Acknowledgement by the respondent of any addenda shall be shown by including the addenda document(s) as attachment(s) to the respondent's Statement of Qualifications. Inclusion of the addenda will not be counted toward the ten (10) page limit of the proposal submittal.

The City of Gillette assumes no responsibility for notifying or communicating with request holders of whom the City of Gillette is not aware.

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**LAND AND WATER CONSERVATION FUND (DEPARTMENT OF INTERIOR) REQUIREMENTS,  
RULES AND REGULATIONS**

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A Federal Land and Water Conservation Fund Grant has been obtained by the city of Gillette for this project. Relevant practices, regulations and requirements include but are not limited to:

- LWCF Misc Certs and Clauses  
Pursuant to the final Agreement, the successful respondent shall be required to complete the LWCF Misc Certs and Clauses provided as Attachment A to this RFP. The Respondent's completed LWCF Misc Certs and Clauses shall be incorporated into the final agreement between the Owner and Engineer by reference.
- Buy America Requirements  
All materials, services and agreements related to this project are subject to the Buy America Requirements, provided as Attachment B to this RFP. The Buy America Requirements as provided shall be incorporated into the final agreement between the Owner and Engineer by reference.

**—END—**

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