

# **Request for Proposals**

## **Winter Village at Cameron Run Portable Ice Rink**

**February 5, 2019**



**CAMERON RUN REGIONAL PARK**  
**4001 EISENHOWER AVENUE**  
**ALEXANDRIA, VA 22304**

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# REQUEST FOR PROPOSALS



## Winter Village at Cameron Run Portable Ice Rink

February 5, 2019

- The Northern Virginia Regional Park Authority (NOVA Parks) is requesting proposals for a contractor to provide a fully operational portable outdoor ice rink, installation and takedown, and all associated equipment and materials at Cameron Run Regional Park, 4001 Eisenhower Avenue, Alexandria, Virginia 22304
- Sealed proposals for services must be received at NOVA Parks Headquarters located at 5400 Ox Road, Fairfax Station VA 22039 no later than 2:00pm EST, Thursday, February 28, 2019. Proposals must be clearly marked "RFP –Winter Village at Cameron Run Portable Ice Rink".
- Any questions about the request for proposals must be submitted in writing by e-mail to Park Operations Superintendent, Blythe Russian, at [brussian@nvrpa.org](mailto:brussian@nvrpa.org). All questions must be submitted no later than February 19, 2019.

## **INTRODUCTION AND BACKGROUND**

The Northern Virginia Regional Park Authority (NOVA Parks) is a governmental agency supported by six local government member jurisdictions. In the late 1950s, the Northern Virginia Planning District Commission and a group of citizens from several local jurisdictions came together to protect Northern Virginia's rich heritage of woods, meadows, lakes and streams from the threat of suburban sprawl.

These citizens, working with their local governments – Fairfax County, Arlington County and the City of Falls Church - organized under the Virginia Park Authorities Act in 1959 as the Northern Virginia Regional Park Authority.

Today, NOVA Parks represents three counties and three cities - Arlington County, Fairfax County, Loudoun County, the City of Alexandria, the City of Falls Church and the City of Fairfax. NOVA Parks staff, volunteer Board members appointed from each jurisdiction and many friends of NOVA Parks working together, have preserved more than 12,200 acres within 33 regional park sites.

Cameron Run Regional Park is a 26 acre park in Alexandria, Virginia that offers a variety of recreation facilities in an urban area, including Great Waves Waterpark, Paradise Mini Golf, Batting Cages, Paradise Playground, and several rental shelters. NOVA Parks is planning a new Winter Village at Cameron Run Regional Park. The Winter Village will be a regional attraction; providing ice skating, rides and games, light displays, food and beverage, and other amenities and activities for residents and visitors of Northern Virginia. The Winter Village will turn Cameron Run Regional Park from a summer seasonal waterpark operation, into a year-round attraction for families in the surrounding region.

## GENERAL PROJECT DESCRIPTION AND PURPOSE

The contractor shall provide all labor, materials, tools, and equipment required to provide a fully operational 80'x65' modular portable refrigerated ice rink floor and refrigeration, suitable for up to four (4) months of outdoor ice from November-February, within Cameron Run Regional Park, Alexandria, Virginia.

Work is to be completed no later than November 1<sup>st</sup>, 2019 for a Winter Village opening date of November 15, 2019. The date range of operation will be from November 15-February 28, annually.

The Contractor shall furnish installation, all materials and equipment required to complete the work. Notwithstanding any prior inspection or approval, only material and equipment conforming to the requirements of the specifications shall be incorporated in the work. The materials and equipment furnished and used shall be new and unused and of the highest commercial quality currently available. The material and equipment shall be manufactured, handled, and used in a work like manner to ensure complete work in accordance with the specifications.



Figure 1: Overhead view of potential rink location

The proposed site (Figure 1) will be renovated prior to delivery, to provide a level surface with a variance of no more than 1" grade overall, and removal of existing tent. Contractor shall specify any required site standards for size, surface, and type.

**THE NORTHERN VIRGINIA REGIONAL PARK AUTHORITY RESERVES THE RIGHT TO REJECT ANY AND ALL PROPOSALS AND TO WAIVE ANY TECHNICALITIES AT ITS OPTION WHEN IN THE BEST INTEREST OF THE AGENCY.**

Proposals must include but are not limited to the requirements set forth herein. Any questions about the request for proposals must be submitted in writing by e-mail to Park Operations Superintendent, Blythe Russian, at [brussian@nvrpa.org](mailto:brussian@nvrpa.org). **All questions must be submitted no later than February 19, 2019.** Please reference the specific section that is the subject of your question. NOVA Parks will respond to each question in writing. Questions submitted after the deadline above may not be answered.

## **SELECTION AND AWARD PROCESS**

### **Bids shall include options for:**

- Installation and rental of ice rink and refrigeration system
- Purchase and installation of ice rink and refrigeration system
- Purchase or rental of any necessary accessories

### **Award or Rejection of Bid:**

NOVA Parks shall award the contract to the vendor it determines to have provided the RFP that is most advantageous to the agency. Proposals may be awarded as written or in part based on need and available resources.

### **Evaluation Criteria:**

- Overall cost
- Reputation, skill, and experience of the vendor
- Schedule of work and amount of time to complete

## **PROJECT SPECIFICATIONS**

### **Warranty:**

Installation and materials shall be warranted against defects in material and workmanship for a minimum of one year from the original date of installation. Contractor shall specify warranty details. Contractor shall clearly define the warranty for rental vs. purchase. Contractor shall specify any recommended service contract dependent on the type: purchase vs. rental.

### **Contractor Experience:**

Contractor shall have experience with at least ten (10) similar outdoor ice rink installations. Reference list shall be supplied with the contractor's bid. List to include rink name, city, province/state, contact name, email address, and phone number.

### **Submittals:**

Contractor shall provide product data for the following:

- Cooling elements
- Header pipes
- Impermeable material
- Rink edges
- Dasher boards
- Chiller
- Glycol
- Hoses and couplings
- Mats
- Insulation
- Any unique items necessary for the system to be fully operational
- Standard Operating Procedures
- Daily Operational Specifications

### **Coordination:**

- Contractor shall provide an installation and takedown schedule.
- The location of the installation will be designated by NOVA Parks prior to installation.
- The graded pad and utility services will be provided by others under separate contract. Contractor shall coordinate their delivery and installation work with NOVA Parks.
- Notify NOVA Parks a minimum of 2 weeks in advance of installation.
- Installation will be considered complete when the ice rink is ready to open to the public.
- Contractor shall specify storage requirements for the equipment.

**Training:**

The contractor shall provide a schedule for a minimum of eight (8) hours of on-site training at the time of equipment startup. Training shall include, but not be limited to the following:

- Operation and programming of the refrigeration control system
- Setting of ice temperatures
- Ice making for an outdoor ice rink
- Equipment troubleshooting
- Maintenance of the rink, refrigeration unit, glycol and pump
- NOVA Parks shall be allowed to shadow and record the Contractor throughout the installation process.

**Equipment:**

Due to the variety of equipment, materials, and type of outdoor recreational ice rinks, NOVA Parks requests full equipment details to ensure a turnkey operation. Trailer mounted refrigeration unit, pumps, flooring, edging, dasher boards, manual ice resurfacer, and other required elements should be clearly listed and specifications detailed. Please be sure to specify any and all items necessary for the functionality of the system. This shall include any requirements for connections of systems.

**Accessories:**

Contractors are invited to bid on the following accessory items. Exclusion of bids for these accessories will not preclude a bid from consideration.

- Modular rubber floor covering for skate changing areas.
- Minimum of 250 pairs of new ice skates for rentals.
- Skate racks sufficient to accommodate skates.
- Skate sharpening equipment.
- Various ice maintenance tools, including squeegees, scrapers and hoses/nozzle.
- Skater aides.
- Any other recommended equipment.

**END OF PROJECT SPECIFICATIONS**

**FORM OF PROPOSAL - PAGE 1 OF 3**  
WINTER VILLAGE AT CAMERON RUN  
PORTABLE ICE RINK

**PROPOSAL**

To furnish all material, labor, tools, equipment and supplies to perform all work specified herein and shown in the contract documents.

Name of Bidder: \_\_\_\_\_

Address of Bidder: \_\_\_\_\_  
\_\_\_\_\_

Telephone Number: \_\_\_\_\_

Signature /Title: \_\_\_\_\_

Print or Type Name: \_\_\_\_\_

Date: \_\_\_\_\_

Virginia Contractor's  
License Number: \_\_\_\_\_

To: Blythe Russian, Park Operations Superintendent  
NOVA Parks  
5400 Ox Road  
Fairfax Station, Virginia 22039  
(703) 352-5900

Bidders shall fill in all blank spaces on the Form of Proposal. Pursuant to and in compliance with the contract documents, the undersigned proposes and agrees, if this proposal is accepted, to furnish all labor, materials, supplies, equipment and other facilities, and to perform all work described in the project manual in the manner therein prescribed for consideration of the following amount.

The low bid shall be determined by the sum of the three Total Base Bids , from the selected Option on the Form of Proposal, the Base Bid for Connection, and whichever Alternates are chosen by NOVA Parks. Bidders shall fill in all blank spaces on the Form of Proposal.



**FORM OF PROPOSAL - PAGE 2 OF 3**

**WINTER VILLAGE AT CAMERON RUN**

**PORTABLE ICE RINK**

**Option A - BASE BID PART 1 – Ice Rink Rental (November 15-February 28)**

\_\_\_\_\_ Dollars / \$ \_\_\_\_\_

**Option A - BASE BID PART 2 – Refrigeration System Rental(November 15-February 28)**

\_\_\_\_\_ Dollars / \$ \_\_\_\_\_

**Option A - BASE BID PART 3 – Ice Resurfacer Rental(November 15-February 28)**

\_\_\_\_\_ Dollars / \$ \_\_\_\_\_

**Option B - BASE BID PART 1 – Ice Rink Purchase**

\_\_\_\_\_ Dollars / \$ \_\_\_\_\_

**Option B - BASE BID PART 2 – Refrigeration System Purchase**

\_\_\_\_\_ Dollars / \$ \_\_\_\_\_

**Option B - BASE BID PART 3 – Ice Resurfacer Purchase**

\_\_\_\_\_ Dollars / \$ \_\_\_\_\_

**BASE BID FOR CONNECTION OF SYSTEMS**

\_\_\_\_\_ Dollars / \$ \_\_\_\_\_

**FORM OF PROPOSAL - PAGE 3 OF 3**  
**WINTER VILLAGE AT CAMERON RUN**  
**PORTABLE ICE RINK**

<b>Accessory 1</b> - square foot price for modular rubber floor covering (\$_____ per square foot) x (500 square feet) = _____ Dollars / \$_____
<b>Accessory 2</b> - 250 pairs of new and second-used hockey ice skates _____ Dollars / \$_____
<b>Accessory 3</b> - Skate racks _____ Dollars / \$_____
<b>Accessory 4</b> - Sharpening equipment _____ Dollars / \$_____
<b>Accessory 5</b> - Maintenance tools _____ Dollars / \$_____
<b>Accessory 6</b> – Skate aides (if variety of styles/sizes, please specify quantity and cost each) _____ Dollars / \$_____ _____ Dollars / \$_____ _____ Dollars / \$_____
<b>Other-</b> Please specify _____ Dollars / \$_____
<b>Other-</b> Please specify _____ Dollars / \$_____

Acknowledges Receipt of Addendum #\_\_\_\_\_ dated\_\_\_\_\_.

Acknowledges Receipt of Addendum #\_\_\_\_\_ dated\_\_\_\_\_.

**END OF FORM OF PROPOSAL**