

# **REQUEST FOR PROPOSALS**

## **Procurement and Installation of High Elements Adventure Course**

Upton Hill Regional Park  
6060 Wilson Boulevard  
Arlington, Virginia 22205



**NOVA Parks**  
5400 Ox Road  
Fairfax Station, Virginia 22039  
(703) 352-5900  
[www.NOVAParks.com](http://www.NOVAParks.com)

**July 1, 2019**

### **CONTENTS**

1. Background Information .....	Page 2
2. General Project Description .....	Page 3
3. Project Details.....	Page 5
4. Project Sequencing.....	Page 7
5. RFP Response Requirements.....	Page 8
6. Procurement Procedures.....	Page 10
7. Site Photographs.....	Page 11

## **1. BACKGROUND INFORMATION**

NOVA Parks (NP), a public body, is seeking proposals from qualified Vendors to provide and install a High Elements Adventure Course (Course) at Upton Hill Regional Park in Arlington, Virginia.

Upton Hill Regional Park is located in a heavily populated suburban area just outside of Washington D.C. The 27 acre park includes wooded open space and a water park, batting cage and miniature golf course. Additional information about NOVA Parks and Upton Hill can be found at [NOVAParks.com](http://NOVAParks.com).

The acquisition of the Course will be accomplished through the competitive negotiation procedures of the Virginia Public Procurement Act in which cost, design, quality of materials, and Vendor qualifications and experience will all be considered in the selection process.

Proposals must be delivered to the following address no later than Tuesday, July 30, 2019 at 2 p.m. EST.

ATTN: Brian Nolan  
Director of Planning and Development  
NOVA Parks  
5400 Ox Road  
Fairfax Station, Virginia 22039  
703-352-5900

## **2. GENERAL PROJECT DESCRIPTION**

The Course is to be constructed at Upton Hill Regional Park – 6060 Wilson Boulevard, Arlington, Virginia 22205.

The following page includes an excerpt of the site plan. The proposed contours shown on this plan will be the final contours once the parking lot is renovated and the site is prepared for the proposed Course.

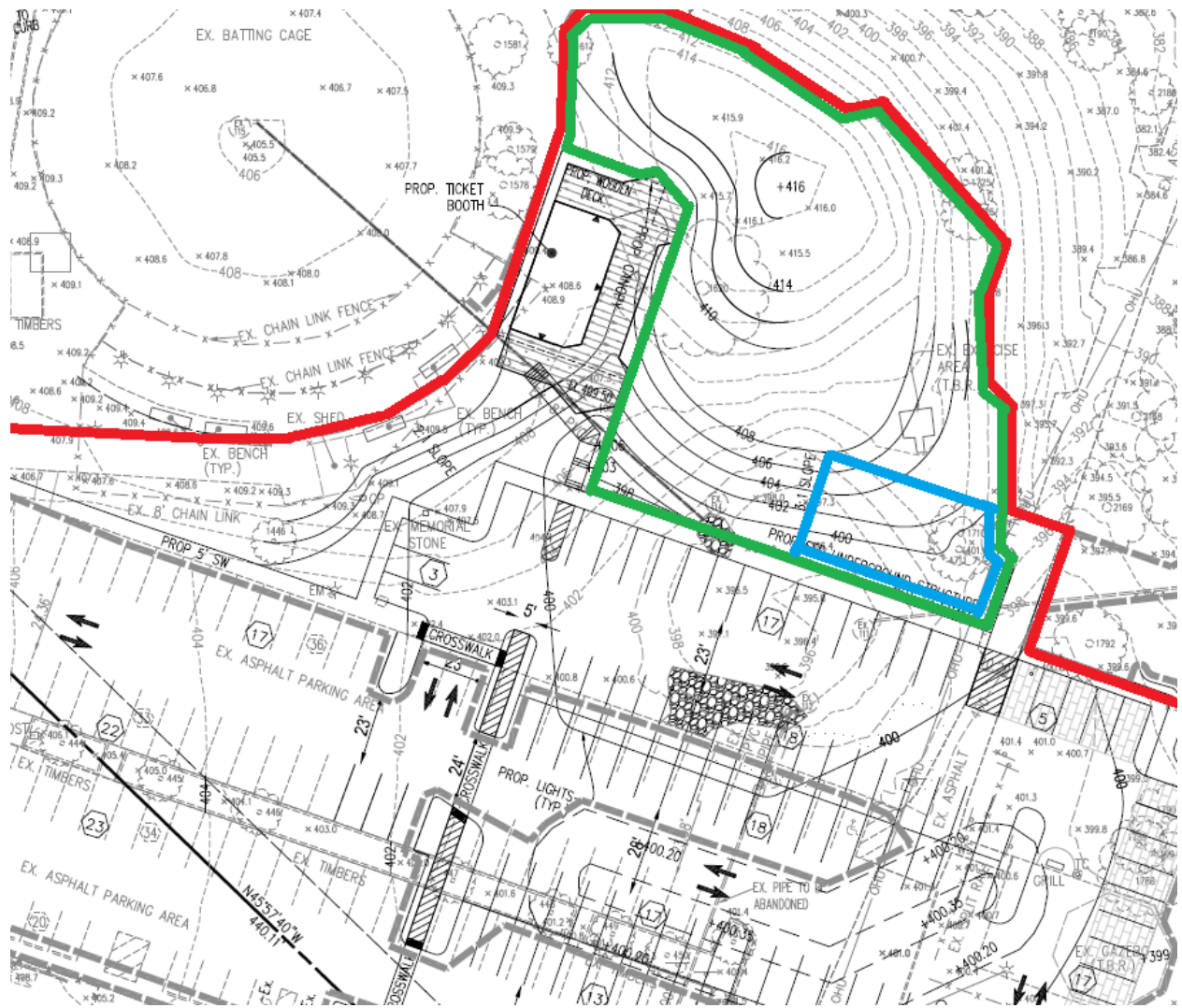
Course construction shall be limited to the area bounded by the green lines. There will be underground storm water detention facilities installed in the area bounded by the blue lines. No Course footings can be installed in this blue outlined area.

Section 7 – Site Photographs in this manual show the existing site, vegetation and topography. All trees within the project area bounded by the green lines on page 4 will be removed by NP.

There is no particular Course shape or design preferred by NP at this time. The Course shall, however, meet all the design and capacity requirements noted in this manual. NP does prefer that portions of the Course be constructed close to the parking lot to take advantage of the lower elevations and provide a visual impact to park visitors.

The local zoning ordinance includes a height limitation on structures. No part of the Course shall exceed a height elevation greater than 446.38 feet. This includes any part of the structure, such as rails, posts, shade covers etc. NP is anticipating that three levels of activities can be constructed near the parking area with the lower proposed grades, and two levels of activities where the grades are higher.

There shall be no access or disturbance permitted to the areas beyond the red lines as shown on page 4. The Course and foundations must be designed in such a way that all construction can take place without any access or disturbance to the areas beyond the red lines.



### **3. PROJECT DETAILS**

The combined costs for Phase I and Phase II of this project shall not exceed \$1.5 million (phases are described in Section 4).

NP is a tax exempt government entity.

Payment terms will be negotiated as part of final contract with the successful Vendor. It should be noted that progress payment requests during manufacture of the Course must be backed up with materials invoices and/or agreements with suppliers and subcontractors noting payment has been made by the Vendor.

The Course shall have a support framework comprised of galvanized steel, aluminum or a combination of both. No wood supports or use of existing trees will be allowed.

The Course shall include a minimum of 90 climbing/play elements. Unique and themed elements are desirable. RFP responses should include photos and/or descriptions of all available climbing/play elements.

In addition to the 90 climbing/play elements, the course shall include a zip line feature beginning on the Course and terminating within the park. Vendors may provide more than one zip line option.

NP may consider an overall theme for the Course. If applicable, Vendors should provide examples of general overall theming they have completed in the past and suggestions for the proposed Upton Hill Course.

The climbing/play elements should vary in difficulty with the easiest elements located near the bottom of Course and the most difficult located near top of Course.

Course shall be designed so that climbing/play elements can be changed out in the future to add new features and variety to the Course.

The Course shall be capable of holding a minimum of 120 guests at one time.

Vendor shall provide all safety harnesses, helmets and equipment to serve the maximum number of users.

The Course shall be designed so that the maximum staff requirement at full capacity does not exceed 4 employees. This requirement is for employees on the Course, not in the control building.

The user attachment system shall be an easy to operate dual leg clip system with safety harness, or a comparable system. Users must be able to choose their own path and transition through a variety of elements and obstacles while remaining continuously locked in on the Course.

The Course shall include a deck on the upper level of approximately 800 square feet with railings. The upper level deck shall provide stair access from the ground level for users to be able to access the deck without safety harnesses and to bypass the climbing elements.

The Course shall include lighting fixtures for use after dark. Vendor shall provide the lights and a lighting plan. NP shall obtain electric permits and provide electrical connections to the lights.

NP shall design, provide and install lightning protection.

A minimum one year full warranty on labor and materials shall be provided by the Vendor. Any additional warranties provided shall be noted in the RFP response.

Once the Course is complete, Vendor shall provide five days of training for NP staff. Vendors should also provide written operations and training manuals.

Proposals should include a Vendor site visit after one year to inspect facility and observe operations.

#### **4. PROJECT SEQUENCING**

After a Vendor has been chosen and a contract awarded, Phase I of the project shall commence. Phase I shall include the following:

- A. A visit to the site by the Vendor's design team and a meeting with NP staff to discuss project design and parameters.
- B. Completion of detailed Course plans by the Vendor. The plans must be sufficient to obtain building permits in Arlington County, Virginia. Plans must be provided with an original seal from an engineer authorized to work in the State of Virginia.
- C. NP will be responsible for designing and providing the Course foundation. During Phase I, the Vendor shall provide all information and structural details necessary so that NP's engineer can design the Course foundation based upon site soil conditions.
- D. After the above have been completed, NP shall apply for building permits for the Course. Vendor shall be responsible in Phase I to make any plan changes and additions required during the permitting process.

The Vendor shall agree to complete parts A, B and C of Phase I as noted above within 60 days of the award of contract.

Phase II of the project shall commence after the building permits have been obtained and a formal Phase II Notice to Proceed has been issued by NP. Phase II shall include the manufacture, delivery and installation of the Course and the training of NP staff. The Vendor shall not expend any funds or resources on Phase II until permits have been obtained and the Phase II Notice to Proceed has been issued.

The Vendor shall agree to complete Phase II of the project within 150 days from the date of the Phase II Notice to Proceed.

Vendors must provide separate Phase I and Phase II costs for each design proposal submitted as part of its RFP response.

## 5. **RFP RESPONSE REQUIREMENTS**

At a minimum, RFP responses shall include the following:

1. Vendor's name, address and contact information.
2. Project references for at least five similar projects completed by the Vendor in the past five years. The references should include photos of the project, the project location, the project cost, the date completed, and the name of the client along with a contact name, email address and telephone number. Additional references may be provided at the Vendor's option.
3. Schematic plans and renderings of the proposed Course that meet the requirements and specifications detailed in the RFP. Photographs of similar courses and design elements should also be provided. Vendors may submit more than one Course design option, and are encouraged to do so.
4. For each Course design option provided, Vendor shall provide a Phase I and Phase II cost estimate. NP is a tax exempt government entity.
5. Renderings, photos and/or description of each of the individual climbing/play elements proposed, or a catalogue of available elements. A minimum of 90 elements is required.
6. If applicable, descriptions and photos of any Courses with an overall theme that the Vendor has completed in the past along with any theming suggestion for the Upton Hill Course.
7. A detailed description, specifications and photos of the safety harnesses, helmets and Course attachment system.
8. A sample of the operations and training manual the Vendor typically provides to customers.
9. A description and specifications for the proposed Course building materials.
10. Lighting fixture specifications/product data sheets with photographs.
11. NP is considering a separate children's area low to the ground. Vendors shall submit an alternate plan or plans to add a small children's course that would be in addition to all the work described herein for the main Course. The children's area should not be a substitute for other Course amenities and space. For each children's area plan, provide one overall cost estimate to add this option.
12. A rendering of the site plan noting the areas required for construction staging and storage of materials.



13. A description of any additional warranties to be provided beyond the required one year warranty on all materials and labor.
14. A listing and description of any other Vendor qualities or project attributes that may be superior to other competing Vendors.
15. The names, qualifications and experience of Vendor's staff who will directly oversee the project, including the project manager, designer and installation crew leader.
16. A listing of any applicable industry certifications held by the Vendor and/or key staff. A listing of applicable standards governing the Vendor's products and installation.

## 6. PROCUREMENT PROCEDURES

The acquisition of the Course will be accomplished through the competitive negotiation procedures of the Virginia Public Procurement Act in which cost, design, quality of materials, and Vendor qualifications and experience will all be considered in the selection process.

Written proposals should be sent to the attention of Brian Nolan, Director of Planning and Development, NOVA Parks Headquarters, 5400 Ox Road, Fairfax Station, Virginia, 22039 and must be received no later than **Tuesday, July 30, 2019, at 2 p.m.**, Eastern Standard Time.

There may be addenda issued to this RFP. It shall be the Vendor's responsibility to be aware of any addenda, and the Vendor should acknowledge receipt of all addenda in its RFP response. Project addenda will be posted on the NP website at:

<https://www.novaparks.com/about/bids-proposals>

Vendors should provide three complete copies of their proposals. NP will retain all material received in connection with this solicitation.

The ranking and selection of the preferred Vendors and the awarding of any procurement contract shall be based on cost, design, quality of materials, and Vendor qualifications and experience. A selection committee appointed by NP will review the proposals. The committee may conduct interviews with two or more qualified Vendors. Upon completion of the interviews, the selection committee will rank those Vendors who were interviewed, in order of preference. NP will enter into negotiations with the first Vendor, in an effort to arrive at a mutually acceptable fee arrangement and contract terms. In the event the negotiations are successful, a contract will be offered in accordance with NP's contracting procedures. In the event such negotiations are not successful, NP will discontinue negotiations with the first Vendor and will enter into similar negotiations with the second and so on, until an acceptable contract is obtained.

NP reserves the right to reject all proposals if, in its sole judgment, the responses to this solicitation are unsatisfactory or inadequate; if it elects to substantially modify the magnitude or scope of the project; or if it elects to abandon or defer the project.

Questions regarding this RFP should be sent to the attention of Brian Nolan, NOVA Parks Director of Planning and Development, [bnolan@nvrpa.org](mailto:bnolan@nvrpa.org), 703-352-5900.

7. SITE PHOTOGRAPHS





Numbers correspond to direction of photographs on following pages.



**Photo #1**



**Photo #2**





**Photo #3**



**Photo #4**



**\*\*\*\*\*END OF RFP\*\*\*\*\***