



Penn State Stone Valley Recreation Area

Request for Proposal # 2020-01

Boardwalk Trail Replacement Project

Requested By:
Stone Valley Recreation Area
108 Business Services
Penn State University
University Park, PA 16802



Disclaimer: The RFP described here is fictitious and does not represent Stone Valley Recreation Area's ADA compliance or non-compliance.

This RFP was adapted from Evergreen Park & Recreation District Request for Proposals – [Evergreen Lake West Boardwalk Replacement Project](#) and the RFP in Gido, Clements, and Baker, 7th ed., 2018. Artwork and some descriptions were adapted from [Penn State Stone Valley Student Affairs](#) website.

Introduction

Stone Valley Recreation Area is located in Huntingdon County of Central Pennsylvania, just 17 miles from State College. Stone Valley is owned and operated by The Pennsylvania State University, but all visitors are welcome to enjoy this year-round attraction. Stone Valley is a 7,000-acre University Experimental Forest, 700 acres of varied eco-systems with Stone Valley, and 7 acres with Shavers Creek Environmental Center. The area includes a 72-acre fresh-water Lake Perez for boating, fishing and ice-skating and 29 miles of trails for hiking, biking, birding, and cross-country skiing. The facilities include lodges, cabins, park office, pavilions and picnic tables.

The hiking trails wind through the surrounding 7,000 acres of woodlands, hillsides, and marshlands of Penn State's Stone Valley Experimental Forest, and connect to the beautiful trail system of Rothrock State Forest.

The Boardwalk Trail is a wheelchair- and stroller-friendly 0.25 mile trail that crosses over our namesake creek and provides a view over Lake Perez. The boardwalk provides an observation platform overlooking the surrounding wetlands.

The Stone Valley Boardwalk Trail Replacement Project is a priority capital project for Penn State this year, as part of the University's ongoing efforts to restore and improve the Stone Valley Recreation Area. It is the most heavily-used trail in the Stone Valley Recreation Area but has not received substantial improvement since it was installed in the early 1980s (beyond annual maintenance) and is currently experiencing warped boards, shifting of the base supports, loose structural elements, narrow wheelchair rest areas, sub-standard handrail design, and limited space for interpretive signage. It intersects the 2.9-mile loop trail around Lake Perez and is a popular viewing area for wildlife and the wetland areas of the park. See trail map in appendix.

Statement of Needs

Project Objective:

This project will involve replacing the Stone Valley Recreation Area's existing ¼ mile Boardwalk Trail and railings to better facilitate ADA access and public safety and will include the addition of emergency lighting installed along the length of the boardwalk path.

1. Statement of Work (SOW):

The contractor will perform the following tasks:

Task 1: Removal of existing boardwalk: Existing boardwalk removal services shall include, but not necessarily be limited to the following:

- Closure of boardwalk and adjoining trail
- Demolition and removal of existing wooden boardwalk while mitigating impact to the underlying wetlands.

Task 2: Boardwalk Trail Replacement:

- Securing of any necessary building permit (to cover boardwalk and lighting).
- Construction of new boardwalk
- New construction of at least one (1) viewing area attached to boardwalk.
- Installation of emergency lighting along boardwalk trail

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- Storage & Delivery of Materials to/at Project Site (Stone Valley land may be used).

Task 3: Signage Replacement and Wetlands Viewing Area:

- Replacement/installation of any needed signage related to the installation of the boardwalk trail. This may include but is not limited to: access/directional signage to wetland boardwalk, adjoining trails, parking areas etc.; signage system for marking the trail and point of interest.

2. Requirements:

- The following are in addition to details included above in task descriptions 1-3.
- It is the contractor's responsibility to provide construction details required to sufficiently complete this project and to indicate methods of construction. Builder/Contractor and all subcontractors shall conform to all applicable building codes, and shall secure all necessary building permits for the project.
- It is not anticipated that any permits from the Army Corps of Engineers will be required for this project due to the fact that this project is "maintenance" in nature and no dredging or fill of wetlands shall occur within the project area. Protection of wetlands during this project however is of utmost importance and the methods by which the contractor proposes to minimize impact to wetlands as they replace the boardwalk will be a key factor in the selection of a contractor.
- Site Logistics: Selected contractor will be responsible for coordination of staging, parking, traffic control, clean up and haul-off, and all other site-related issues with Stone Valley Recreation Area.

3. Deliverables:

- a) Permits: provide copies of building permits
- b) Boardwalk demolition plan (submitted in electronic and paper copy)
- c) Boardwalk construction drawings (submitted in electronic and paper copy)
- d) Design drawings and calculations: Provide drawings and all calculations used to arrive at the final design including a description explaining all work.
- e) Existing boardwalk demolition
- f) Boardwalk Trail new construction to include boardwalk, viewing area, emergency lighting and required signage
- g) Statement of inspection results
- h) Stakeholder site visit, walk through for final approvals
- i) Final report

4. Acceptance Criteria:

Acceptance criteria include passage on all structural tests and inspections including mechanical and electrical systems. Final payment as stated in section 10, Payment Terms, will not be made until SVRA is satisfied that the final walk through site visit.

5. Items Supplied by SVRA:

SVRA will provide the contractor with a staging area for storing materials and equipment.

6. Approvals Required:

- a) The contractor must obtain approval of the demolition plans from the customer, before beginning the demolition phase.
- b) The contractor must obtain approval of the construction drawings and design calculations from the customer, before beginning the new construction phase.
- c) The contractor must obtain approval from all required inspections prior to final stakeholder site visit.

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d) The contractor must obtain approval from the customer during the final site visit before final acceptance.

7. Type of Contract:

The contract will be for a fixed price for all of the work the contractor proposes in order to meet all the requirements of this RFP.

8. Due Date:

The complete proposal shall be provided to the Penn State Stone Valley Recreation Area Administrative Office by 11:59 pm on the due date for course deliverable 1. Proposals must be submitted via the Canvas assignment portal for Deliverable 1.

9. Schedule: You only have 6 weeks to complete this project:

Project start date:	May 18 th , 2020
Project end date:	June 26 th , 2020

The above dates are subject to change. Please note that your project schedule is restricted to 6 weeks from start to finish.

10. Payment Terms:

SVRA will make payments to the contractor according to the following schedule:

- a) 20% of the total amount upon completion of deliverables 3a-d.
- b) 30% of the total amount upon completion of deliverable 3e.
- c) 30% of the total amount upon completion of deliverable 3f.
- d) 20% of the total amount upon completion of deliverable 3g-i.

11. Proposal Contents:

At a minimum, the contractor's proposal must include the following (you must read pages 75-81 of your Guido et al. book, the proposal sections CANNOT simply be a restating of the RFP):

Technical Section

- a. **Understanding of the need;**
- b. **Proposed approach or solution** (*you need details on the final product, type of building materials, lighting; special features, etc.*)
- c. **Benefits to the customer** (*benefits that your solution will bring over your competitors*);

Management Section

- d. **Description of major tasks** (*describe the major tasks and how you will do the work, do NOT simply restate the tasks from the RFP*)
- e. **Deliverables:** A description of each deliverable that will be provided by the contractor, (*do NOT simply restate the deliverables from the RFP, describe in enough detail so the customer can see what they are getting for their money*)
- f. **Project schedule:** A bar chart that illustrates the weekly schedule of the higher level tasks (4 tasks described above); clearly indicating how the work will be completed within the required 6 week period.;
- g. **Project organization:**

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Include an overview of project staffing: Provide the names of the primary team members that will be assigned to this project. Describe their role on the project and a short description of their qualification and experience on previous projects.;

- h. **Related Experience & References:** Provide relevant background information, project examples and data on at least three (3) projects that your company has completed that are similar in nature and scope to the above referenced project. Include a list of references with contact names and current telephone numbers.;
- i. **Equipment and facilities:** this should describe what YOUR company already has available to do the job. This is NOT the equipment or facilities that you need to rent, that goes in the 'cost' section.

Cost Section

The total fixed price must be stated and supported by a rough breakdown of costs estimated for each of the deliverables. *(we will be spending more time on this later in the course and you only need a very rough estimate for the proposal)*

At this point in the course you will provide very rough estimates for the following. We will spend more time on developing a more realistic budget as we further develop the project tasks, assign resources, and estimate activity durations as we progress in the course. For now try to give ball park estimates on the following (but be sure to include some details, not just the category headings):

- a. **Labor:** include people type, number of hours, hourly rate (hourly rate should be a charge out rate that includes overhead and F&A (fringe and administrative))
- b. **Materials:** include material type and cost
- c. **Equipment/Facilities:** this might be special equipment/facilities that you need to purchase or rent
- d. **Travel:** include number of trips, various expenses (mileage, flights, hotel, etc.)
- e. **Documentation:** this is the cost of printing, include page rate, number of pages/copy, number of copies.
- f. **Profit**

12. Proposal Evaluation Criteria:

The Stone Valley Recreation Area in collaboration with the Facilities department will appoint staff to review all proposals based on the following criteria:

a) Approach (30%)

The approach and methodology that the contractor proposes to use in identifying program content activities that will be engaging for students while meeting the program objectives.

b) Experience (30%)

The experience of the contractor and assigned staff in performing similar projects.

c) Price (30%)

The fixed price of the contractor's proposal.

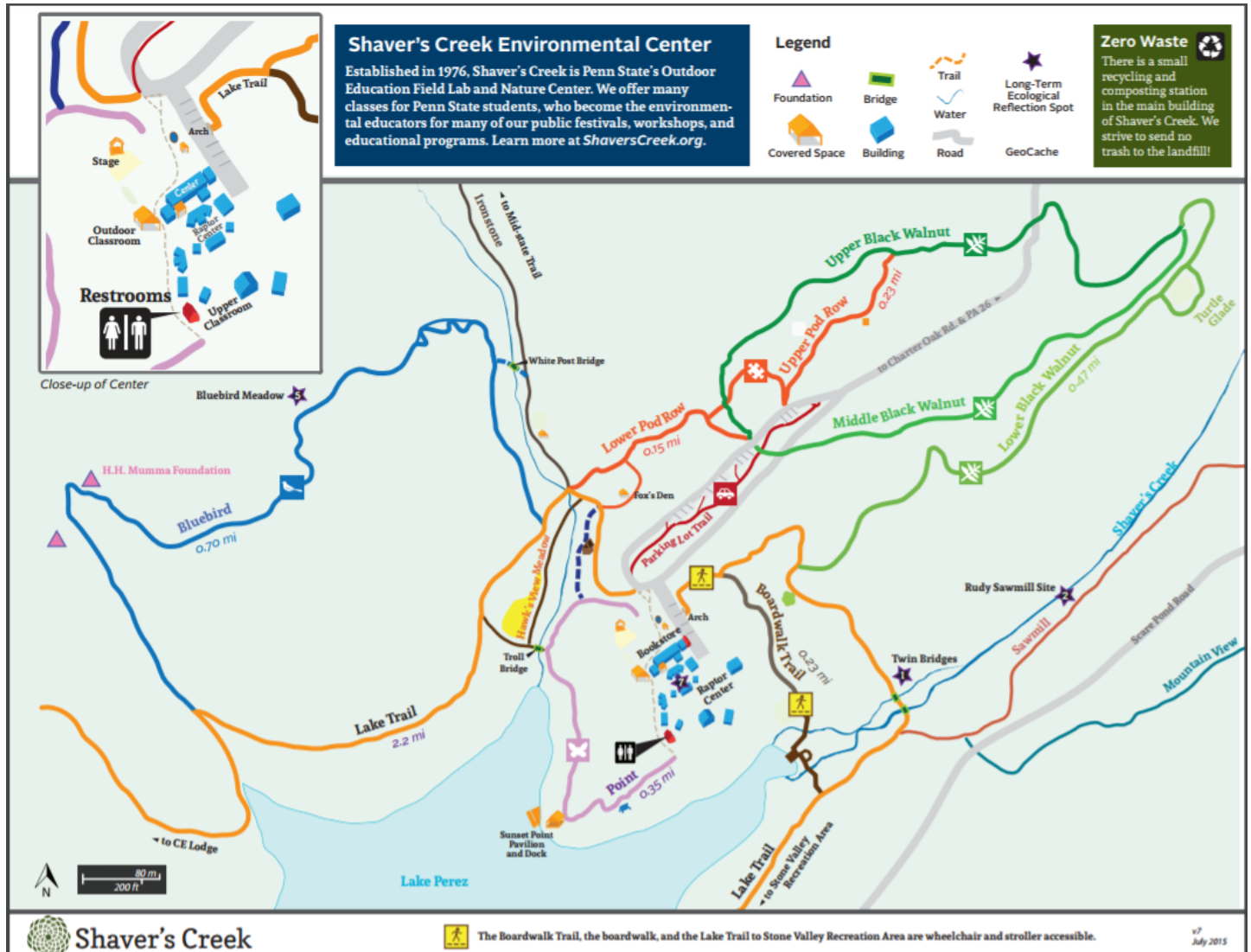
d) Schedule (10%)

The ability of the contractor to complete the project on or before the required finish date.

Site Review

Site reviews during the proposal period are encouraged to give contractors a more complete understanding of the project. The site is accessible with no other prior arrangements necessary (you can visit the site virtually on this website: http://studentaffairs.psu.edu/campusrec/stonevalley/sv_home.shtml ; this is the best we can do virtually!).

Stone Valley Trail Map:



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