

**RFP 2019-15**

**TOWN OF DARIEN, CONNECTICUT  
REQUEST FOR PROPOSALS  
FOR PROFESSIONAL DESIGN SERVICES FOR THE PEAR TREE BEACH PARK IMPROVEMENT PROJECT**

**PURPOSE:**

The Town intends to retain the services of a professional architectural design firm to evaluate and assess current conditions and develop a professional design for improvements and upgrades to facilities at Pear Tree Beach Park. The ideal candidate will possess cross-disciplinary capability, and experience in complex multi-dimensional municipal projects, including aspects of coastal and waterfront development, recreational use and coastal & wetland landscape design. The plan should reflect the needs of the community as identified in the 2018 Master Park Plan and use space in an efficient and environmentally sensitive manner.

Pear Tree Beach Park is located in a residential area along Pear Tree Point Road. The Park, acquired in 1950, is 7.95 acres and currently has the following assets:

- Approximately 900 linear feet of shoreline access on the Long Island Sound.
- Two beach areas, a bathhouse with a covered concession stand.
- A large gazebo and picnic area with grills, tables, shade adjacent to the front (southern) beach.
- The front (southern) beach has a total of 325 linear feet of shoreline access available for swimming and recreation.
- The back (western) beach contains nearly 300 linear feet of shoreline.
- Both beaches have plentiful uniform sand and slope gently toward the sound.
- Boat Launch Ramp with floating dock with lights.
- Guard house at entrance, staffed May – September.
- Gazebo overlooking the water.
- Bathhouse building (seasonal use only) with full service concession stand, restrooms, showers, first-aid room, lifeguard office.
- 220 parking spaces.
- The Darien Boat Club (privately operated) leases the far western corner of the park and shares the parking and use of the boat ramp.
- 30 Kayak racks

Darien is fortunate to have two beautiful town beaches. In summer, Pear Tree Beach Park is heavily utilized on weekends and otherwise moderately utilized. Pear Tree is considered the quieter of Darien's two beaches.

**Scope of work:** It is the objective of the Town of Darien (“Town”) to redevelop Pear Tree Beach Park for the benefit of the community with the approach to either rehabilitate the existing structure, or replace the existing structure and build anew. The improvements shall be based upon the concept plans previously approved in the Master Park Plan. Numerous Public Hearings were held during the development of the Master Park Plan in which feedback was generated and the Parks & Recreation Commission voted on the following list of objectives that the project must include:

- New elevated Bathhouse/Concession building in existing location – Concept B from Master Park Plan
- Addition of an outdoor dining area/deck around concession building – Concept B from Master Park Plan
- Possibility of a year-round Concession and facilities to support catered events to maximize Return on Investment
- Add two multi-purpose rooms to the bathhouse that can be rented out for programs, parties, meetings etc.
- Address the ongoing issues with the Boat Launch by either fixing or replacing it
- Add ADA access to dock
- Add appropriate elements on both the front and back beaches that prevent the dispersal of sand onto the adjoining parking area, in particular during high-tide/storm events.
- Add a fishing pier – concept A from Master Park Plan
- Replace Security Guard station with a unit that is ADA compliant and evaluate the best location that allow cars and boat trailers to enter exit without needing to back up onto Pear Tree Point Road
- Raise/Re-engineer parking lot to minimize flooding/ beach erosion
- Add street fencing/screening on street side to help prevent sand from going into road
- Update picnic area
- Living shoreline restoration
- Evaluate and analyze options for entrance and egress
- Enhance and expand existing area along road/create pathway/walkway
- Add dumpster enclosure
- Add trees for shade
- Add improved signage
- Add solar energy wherever possible within the Bathhouse/Concession building

Designs must be compliant with FEMA, CT DEEP and all other applicable **local, state, and federal** regulations.

The Town recognizes the expertise of the vendors responding to the RFP and wishes to rely on that expertise to provide analysis that meets the specific needs identified by the Town. The following scope of work presents the minimum activity that the Town envisions as being needed to complete the scope of this project:

**Phase A: Data Collection and Field Survey Review**

- Obtain available existing data that will aid in design.
- Review other existing Town documents and existing utility information.
- Perform site reconnaissance to gain an understanding of the existing site conditions, relationships to surrounding properties, circulation, and other relevant factors.
- Perform geotechnical investigation/ analysis for building foundations.
- Perform wetland delineation/ analysis as necessary.

**Phase B: Building Committee/ Staff Engagement**

- Meet with Pear Tree Park Building Committee and Town Staff to gain an understanding of issues /concerns and aspirations for the project.
- Prepare all meeting presentation materials and minutes.
- Prepare preliminary plan & cost estimate based upon rehabilitation of existing structure.

**Phase C: Plans, Specifications & Cost Estimates**

- Consultants will prepare up to two (2) schematic design alternatives and preliminary cost estimates for the Project. Schematic design alternatives will utilize existing base mapping, and will incorporate the goals and objectives of the Project for consideration by the Pear Tree Beach Building Committee (PTBBC). Each design alternative will identify site layout, building concepts (plan & elevation), landscape and hardscape treatments, site amenities, and additional aesthetic treatments. The Consultants will complete the Schematic Design and meet with the Pear Tree Beach Building Committee to review and discuss each of the design alternatives.
- If not precluded by evaluation and analysis undertaken in Phases A & B, at least one design alternative shall be based upon the rehabilitation, adaptation and extension of the existing Pear Tree Beach concession building.
- Based upon the preferred schematic design alternative selected by the Pear Tree Beach Building Committee, the Consultants will advance a single design alternative for further development. Within this task the consultants shall prepare plans, specifications and cost estimates at the Schematic (30%), Design Development (65%) and Final Design (95%) stages, which will include at a minimum:
  - Title Sheet, General Notes
  - Existing Conditions and Demolition Plans
  - Civil/ Architectural Layout Plans
  - Grading and Utilities Plans
  - Landscape and Hardscape Plans

- Electrical and Lighting Plan
  - All necessary details to construct the project.
- The Consultants will prepare one design package (plans, specifications, cost estimate) suitable for construction. These final documents will be submitted for review by the PTBBC. After a reasonably prompt review period by the PTBBC, the Consultants will address one (1) set of review comments prior to construction.
- Prepare front-end bid documents, which will include at a minimum, detailed project description, working days for construction, bid schedule, bid item descriptions, payment methods, special provisions, technical specifications, and any specification detail sheets or standard plans, necessary to construct the project.
- Prepare engineering estimates consistent with the specifications and bid documents.
- The following plan check submittals shall be provided, at a minimum:
  - 1st Review – Schematic Design (30%)
  - 2nd Review – Design Development (65%) design based on a set of consolidated comments received from PTBBC.
  - 3rd Review – Final Design (95%) Plans, Specifications and Cost Estimate based on a set of consolidated comments received from PTBBC.
  - Each submittal must be provided with comment responses and checked redlines.
- Final Deliverables
  - Submit two full-size and two half-size final plan sets with the appropriate seal (Architect, Landscape Architect and/or Engineer) and signature on each plan sheet and title sheet of specifications.
  - Submit an electronic copy of all plans in AutoCAD and Adobe Acrobat format.
  - Submit specification document in Microsoft Word format.
  - Submit one set of quantity calculations and final engineering cost estimate in Microsoft Excel and PDF format.
  - Submit all electronic files, including correspondence, photo log and analyses, used in the project design.

#### **Phase D: Permitting**

Within this task, the project team will complete a review and prepare the necessary permits required, by the Town of Darien, for the project and coordinate with representative agencies as necessary.

- Town of Darien Inlands Wetlands Agency: It is anticipated that a portion of the proposed project will be located within the wetlands and/ or the wetlands buffer zone. A Review of Inland Wetlands Regulations and application requirements will be performed.
- Town of Darien Planning & Zoning Department: The project is located within the FEMA special flood hazard zone limits and requires a flood management permit as part of the Town's Coastal Area Management Regulations from the Planning & Zoning Department. A review of the coastal area management regulations and application requirements will be performed which includes a meeting with the Town's Zoning Department.
- CTDEEP Fish & Wildlife Division: The project is located within an area of concern of the State's endangered species. A review of the application requirements will be performed.

- CTDEEP Storm Water Discharge Permit for Construction Activities: It is anticipated that the area of site disturbance may be more than 1.0 acre which requires filing a Storm Water Discharge Registration and Permit with DEEP. Based on the area of disturbance, a review of the permit requirements will be assessed based on the area of disturbance.
- Office of Long Island Sound Programs: It is anticipated that the project will be entirely located outside the limits of the coastal jurisdiction line. Based on the nature of the funding an OLISP permit may be required. A meeting with OLISP will be conducted to discuss any general permit implications.

The Town reserves the right to determine whether to engage the successful proposer to this RFP to continue with the project beyond the feasibility and conceptual design phase described herein or to engage a different team to carry the design concepts into bid documentation and construction.

**FORM OF PROPOSAL:**

In preparing a proposal, interested consultants will need to organize their response in the following format:

- Cover Letter
- Table of Contents
- Introduction
- Brief Description of Firm – Describe your firm’s areas of expertise and other information that helps to describe the firm. Provide the name, title, address, and telephone number of the primary contact.
- Project Manager’s Experience – Identify the project manager who will be responsible for this project. List the project manager’s relevant experience and similar work, including references.
- Project Team - Describe the project team including name, qualifications and other resources relevant to the scope of work. Describe key personnel’s proposed roles and responsibilities on this project, and relevant related experience.
- Project Approach – Describe the tasks that must be accomplished to complete the project and a narrative description of how the firm proposes to execute the tasks.
- Project References - Document experience in providing services similar to those being requested. Provide a summary of three (3) of your firm's recent projects that had a similar size and scope.
- Estimated budget based on the scope of services and the proposed approach detailing the time and budget allotted to each task.
- Other Relevant Information.

**EVALUATION OF QUALIFICATIONS:**

Statements of qualifications will be evaluated by Town staff and Pear Tree Beach Building Committee. The Committee will invite top ranked teams to a presentation/interview session. It is required that the persons who would be assigned to the project attend this session. The presentation/interview team should not exceed 5 members of the firm.

To be considered, any firm shall, at a *minimum*, meet the following *requirements*:

- Significant past experience developing site master plans for recreational purposes.
- Experience in environmentally sensitive areas such as shoreline development, tidal wetland, and flood hazard zones.
- Previous experience with public planning projects which include public meetings and needs assessment tools
- Previous experience with filing applications with: Army Corps of Engineers; Connecticut Department of Energy and Environmental Protection; local Inland Wetlands Boards; and Planning & Zoning Commissions.
- Provide at least three (3) references of similar or related work.

Firms will be evaluated and selected based on technical competence, the qualifications and experience of key project team members actively involved in the work, past record of performance, and experience with public recreation facilities.

**SUBMITTAL REQUIREMENTS:**

Interested design teams should submit one (1) original statement of qualifications and six (6) copies on or before 3:00 p.m. on **January 7, 2019** to:

Town of Darien  
Office of the First Selectmen  
2 Renshaw Road  
Darien, CT 06820

Proposals will be opened and recorded at this time. Proposals submitted after this time will not be accepted. It is the responsibility of the proposer to ensure the proposal is received prior to the deadline. Proposals must be clearly labeled "Pear Tree Beach Design Consulting Services" on the outside of a sealed envelope. Faxed or electronically mailed (e-mailed) proposals will be deemed non-responsive and will not be accepted.

All inquiries shall be in writing and directed, no later than Thursday December 6th, 2018 to Pamela Gery, Darien Parks and Recreation Director. Inquires can be made via phone (203-656-7325) or e-mail (pgery@darienct.gov).

Any clarifications made in response to the questions of any one potential respondent will be communicated via e-mail to all other known, potential respondent.

**GENERAL INFORMATION:**

The Town of Darien reserves the right to accept or reject any and all proposals and reserves the right to waive technicalities where such action best serves the interest of the Town. The Town of Darien reserves the right to withdraw its RFP at any time prior to final selection, in its sole discretion.

The Town of Darien will be the sole and exclusive judge of quality and compliance with proposal specifications in any of the matters pertaining to this RFP. The Town reserves the right to award the contract in any manner it deems to be in the best interest of the Town of Darien.

All responses provided should be as detailed as possible to provide the proposal evaluators with enough information to make a fair assessment of the proposer's qualifications and approach.

The Town will not be liable for any costs associated with the preparation or submittal of this RFP or subsequent product demonstrations.

The Town of Darien will review and evaluate all proposals that have been received by the submission deadline. Evaluation of the proposals will be based on the information provided in the bidder's submission in accordance with the submission requirements of this RFP and any interviews, references, and additional information requested by the Town of Darien.