

**CITY OF BUSHNELL
REQUEST FOR PROPOSALS
FRDAP DESIGN/BUILD SERVICES FOR SPLASH PAD**

The City of Bushnell, Florida (“the CITY”) is seeking sealed proposals from a qualified firm or individual to provide professional services to include preparing a design, detailed technical specifications, drawings (plans), construction documents and construction (design-build) of a children’s splash pad. The project will be funded by a \$200,000 grant from the 2023-2024 Florida Recreation Development Assistance Program (FRDAP), plus \$200,000 in local match (\$400,000 total allocated for the project). The project will include the construction of a splash pad and other miscellaneous improvements to the Kenny Dixon Sports Complex.

The selection process will be conducted in compliance with FS 287.055 Consultant Competitive Negotiations Act and Section V, D. of the City of Bushnell Procurement Policy. Proposers must submit one (1) original response marked “Original” and four (4) copies marked “Copies” of the submittal in a sealed envelope clearly marked on the outside with the Proposer’s name and “RFP 2024-01 FRDAP Design/Build Services for Splash Pad: City of Bushnell.” The package shall be filed with Ms. Christina Dixon, City Clerk at 117 E. Joe P. Strickland Jr. Ave, P.O. Box 115, Bushnell, FL 33513. Comments or questions on this RFP shall be addressed to Ms. Morgan Wilson, Assistant City Manager at 117 E. Joe P. Strickland Jr. Ave, P.O. Box 115, Bushnell, FL 33513 or email mwilson@cityofbushnellfl.com.

The sealed submittal package shall contain at a minimum, the following information:

- **STATEMENT OF INTEREST:** To be submitted on the “VENDOR”’s letterhead. The statement of interest shall:
 - Concisely state the VENDOR's understanding of the services required by the City of Bushnell.
 - Include additional relevant information not requested elsewhere in the RFP.
 - The signature on the statement shall be that of a person authorized to represent and bind the VENDOR.
- **VENDOR PROFILE:** Complete Form 1 included in the RFP document. Attach a copy of the VENDOR's current State of Florida, City, or Professional Regulation License to perform business.
- **TEAM COMPOSITION and RESUMES:** Provide an organizational chart showing any sub-Contractors and the relationship to the team. Provide resumes for key team members, not to exceed two pages each. Attach a copy of each person's current Professional Regulation License.
- **BID FORM:** Complete Form 2 included in the RFP document.
- **ILLUSTRATIVE WORK:** Complete Form 3 included in the RFP document (Form 4 may be reproduced and attached in sequence).
- **REFERENCES:** Provide a minimum of five references for work performed similar to the scope of this RFP. References must be for current, or recent, projects, and must be for the proposed project team members.
- **ADDITIONAL INFORMATION:** Provide information describing the VENDOR’s approach to performing the work advertised in Scope of Services of the RFP. Provide information demonstrating an understanding of the needs of the City of Bushnell. Provide other information that the VENDOR deems applicable to this RFP.
- **ADDITIONAL REQUIRED DOCUMENTS:** As specified in Part 1 of this RFP, listed within the Proposal Documents Checklist of Items Required to be submitted.

The deadline for receipt of proposals is no later than 3:00 P.M. EST on Friday, June 28, 2024.