



**Request for Proposals To Design, Procure and
Install Playground Equipment and fall Zone
Material at Meyer Park and Lone Oak Park**

Released on:

January 11, 2019

***PROPOSAL DUE DATE:
FRIDAY, FEBRUARY 22, 2019 – 4:00 P.M.***

SUMMARY

The City of Plymouth, population 8,686, located in Sheboygan County on HWY 23 between Sheboygan and Fond du Lac is seeking proposals from qualified firms (hereinafter referred to as the "Suppliers") to design, procure and install playground equipment and fall zone material at Meyer Park and Lone Oak Park. The City will accept proposals until Friday, February 22, 2019. The installation of playground equipment and the project must be completed by September 27, 2019.

There is no expressed or implied obligation for the City to reimburse responding contractors for any expenses incurred in preparing proposals in response to this request.

To be considered, a complete proposal must be received at the Plymouth Utilities Operations Center, 900 CTH PP, P.O. Box 277, Plymouth, WI 53073 by **4:00 pm on February 22, 2019**. Questions related to this request for proposal may be directed to Cathy Austin, Director of Public Works/City Engineer at caustin@plymouthutilities.com or by phone at (920) 893-3849.

During the evaluation process, the City reserves the right to request additional information or clarifications from proposers, or to allow corrections of errors or omissions. At the discretion of the City, contractor submitting proposals may be requested to make oral presentations as part of the evaluation process.

The City reserves the right to retain all proposals submitted and to use any ideas in a proposal regardless of whether that proposal is selected. Submission of a proposal indicates acceptance by the contractor of the conditions contained in their request for proposals, unless clearly and specifically noted in the proposal submitted and confirmed in the contract between the City and contractor selected.

TERMS OF ENGAGEMENT

The proposal is for a minimum of two (2) different designs for Meyer Park (emphasis on 5 to 12 year old's, however shall also contain play structure for 2 to 5 year old's) and two (2) different designs for Lone Oak Park (2 to 5 year-old play structure). The City intends to select one (1) Supplier to provide equipment and materials for the two park projects as outlined in this request. However, the City reserves the right to award a separate contract for Meyer Park and a separate contract for Lone Oak Park. The price for Meyer Park and Lone Oak Park shall be separate and not combined.

REQUESTED SCOPE OF SERVICES

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This project consists of the design, procurement and installation of a playground system including fall zone material at Meyer Nature Park and Lone Oak Park. Work is to include the design of a play system within the constructed play area boundaries, as well as the installation of commercial grade playground equipment, equipment footings, earthwork, drainage materials, and fall zone material. This project will be a turnkey solution for both Meyer Park and Lone Oak Park. **It is important that the design of the play system for Meyer Nature Park to complement the nature park and have natural colors like brown, beige, grey, and green. Lone Oak Park playground shall also be complementary to the existing park but has more flexibility will be granted for color choice. All equipment will be assembled and installed by the Supplier.**

Playground suppliers shall provide a maximum of (2) two designs for each Supplier represented for each park project. The City of Plymouth requires Suppliers to design a play system that meets or exceeds all current federal CPSC, ASTM, IPEMA standards and ADA requirements. The proposals shall include the costs of delivered play systems as designed, inclusive of the equipment structures, components, hardware, detailed technical installation instructions and maintenance and operations manuals from manufacturer.

Questions concerning the bid should be directed to:

Cathy Austin
Director of Public Works/City Engineer
E-mail: caustin@plymouthutilities.com
Phone: (920) 893-3849
Plymouth Utilities Operations Center
900 CTH PP
P.O. Box 277
Plymouth, WI 53073

The City of Plymouth shall be exempt for any liability for costs incurred by unsuccessful suppliers in preparation of the proposals.

DESIGN ELEMENT GUIDELINES & PLAY SYSTEM SPECIFICATIONS

Suppliers should base their playground equipment designs on meeting all accessibility and safety standards as well as the guidelines & specifications listed in this RFP. Quality of equipment components, quality of design, play value, cost, and appropriateness to location and target demographic must be taken into consideration in the design of the play system.

The total dollar amount allocated to the Meyer Nature Park project is \$200,000. The total dollar amount allocated to the Lone Oak Park project is \$70,000. Any proposal varying more than 5% from the budgeted amount in either direction will be rejected.

Required Items:

1. All play system elements must meet and/or exceed all federal, ADA, CPSC, ASTM & IPEMA guidelines.
2. Play system must include engineering wood fiber fall zone material to required minimum depth over play area
3. Play system must include the landing pads for all equipment as appropriate.

Play System Features in Priority Order:

1. Meyer Nature Park shall include earth tone colors and provide a minimum of one structure designed for ages 2 to 5 and one for ages 5 to 12. Provide for one swing set which shall have minimum of 2 swings for toddlers.
2. Lone Oak Park shall include at a minimum of one structure designed for ages 2 to 5.

Preferred Play System Qualities:

1. All play system elements must demonstrate the highest level of durability in materials and finishes selected in consideration of child health and safety.
2. Structures and play elements should be different than the recently upgraded Stayer Junior Park project.

In the proposal, provide a list of the components proposed for each play system. Include structure and component model numbers, materials, color choices and recommendations, protective area requirements, target age ranges and developmental levels, target play type or activity, estimated lifetime of equipment including manufacturers warranty and any other relevant descriptive information.

Play system design shall safely fit in the playground area as show in the site plans. Suppliers are encouraged to be creative in their designs and to maximize the role of unstructured play in their proposals.

ASSEMBLY/INSTALLATION & INSPECTION

The play system assembly and installation will be provided and managed by the Supplier. The Supplier must supply direct supervision from manufacturer or supply qualified and certified representative familiar with playground installation. All tools and equipment required to install play equipment shall be provided by the Supplier. The Supplier will be given sixty (60) calendar days to complete the proposed work or installation. Working days will begin with a Notice to Proceed.

It is the requirement of this RFP that Suppliers shall provide and pay for equipment installation. A representative of the Supplier is required to conduct a post installation inspection of equipment upon completion to insure the proper installation of the equipment. If not properly installed, modifications must be submitted in writing to the City and remedied immediately. Co-inspection with the Supplier's representative of assembly and installation work will be conducted by the City following installation. The Supplier shall submit to the City the manufacturer's certification of compliance and warranty following punch list completion.

Safety surfacing must be engineered wood fibers – all vendors will provide proof that their safety surface materials shows critical height of the material when it was tested in accordance with ASTM F1292.

Warranty: Upon completion of installation, the Supplier must provide documentation attesting the equipment has been installed meeting all specifications thereby warranted by manufacturer. Additionally, it is the Supplier's responsibility to provide to the City the manufacturer's warranty of installed equipment.

The City reserves the right to remove any equipment marked as "equipment to be removed" prior to the start of installation for their use.

COMPLIANCE

All equipment must meet and/or exceed all federal, CPSC, ASTM & IPEMA guidelines. Documentation of compliance must be provided to the City with Supplier's proposal.

All equipment must comply with Americans with Disabilities Act (ADA). The design submitted by the Supplier must incorporate either a transfer platform or ramp in each design when necessary.

The Supplier must provide an original Certificate of Product Liability Insurance with City named as certificate holder for a minimum of \$1,000,000 coverage.

Liability Insurance:

The successful proposer will be required to carry full liability insurance. The limits of the liability insurance shall provide coverage for no less than the following amounts or greater where required by Laws and Regulations:

1. Workers Compensation: Statutory
2. Comprehensive General Liability:

- a. Bodily Injury:
 - i. Each occurrence: \$500,000
 - ii. Annual Aggregate: \$1,000,000
 - b. Property Damage:
 - i. Each occurrence: \$500,000
 - ii. Annual Aggregate: \$1,000,000
3. Comprehensive Automobile Liability:
- a. Bodily Injury:
 - i. Each occurrence: \$500,000
 - ii. Annual Aggregate: \$1,000,000
 - b. Property Damage:
 - i. Each occurrence: \$500,000
 - ii. Annual Aggregate: \$1,000,000

INDEMNIFICATION

Contractor will be required to execute an agreement or agreements to indemnify and hold the City of Plymouth harmless against all claims arising out of the design and construction of the playground facility.

PROPOSAL SUBMITTAL AND CONTENT

Sealed proposals must be submitted to the Plymouth Utilities Operations Center by 4:00 pm on **Friday, February 22, 2019** and must be addressed as follows:

Proposal for Meyer Nature Park & Lone Oak Park
Attn: Cathy Austin, Director of Public Works/City Engineer
Plymouth Utilities Operations Center
900 CTH PP
P.O. Box 277
Plymouth, WI 53073

Proposals must include complete drawings for each design, specifications and pictures for each component in designs and colors available. Proposals must include a separate bid price for each design presented. Bids must list the cost of the equipment, fall zone material and labor separately. The City reserves the right to reject any and all proposals with or without cause, and to accept proposals which it considers most favorable. All delivery, assembly, installation and supervision costs must be included in the proposal. Payment for equipment and materials will be sent within sixty (60) days after delivery and assembly/installation and invoicing of the play system. Upon acceptance, the City will allow a 50% down payment request on the equipment portion.

All proposal amounts shall be guaranteed for not less than sixty (60) days after the proposal submittal deadline date. No proposal may be withdrawn within a period of sixty

(60) days after the bid opening date. Prices shall include delivery and freight paid by the bidder to the jobsite. City will assist in unloading of equipment, if needed.

The Supplier must submit two (2) hard copies and one (1) electronic copy of the proposal to the address listed above. All Proposals must comply with the specifications and guidelines provided in this document.

EVALUATION AND SELECTION TIMELINE

Proposals will be evaluated and recommended to the Common Council based on the following:

1. ADA, ASTM, IPEMA & CPSC Compliance.
2. Proposal addresses design guidelines and specification.
3. Quality of design, play value and target demographic.
4. Quality and durability of equipment.
5. Reputation and reliability of manufacturer.
6. Overall quality of proposal

The ultimate award will be made to the qualified Supplier whose proposal is deemed most advantageous to the City, all factors considered. Unsuccessful Supplier will be notified as soon as possible. Respondents are encouraged to make a site visit of Meyer Nature Park and Lone Oak Park prior to submission of proposal. Questions may be directed to the Director of Public Works/City Engineer Monday through Friday 7:30 am to 4:00 pm (except the week of February 11, 2019).

Meyer Nature Park Location & Information

Address: 300 Daleview Drive

Park Description: 25 acre park located in the southwest portion of the city adjacent to the Mullet River with access from Daleview Drive and S. Milwaukee Street (HWY 67). This park has playground equipment, a parking lot and a Frisbee golf course. The park has undergone renovation to restore the land. The dam was removed restoring the meandering Mullet River that flowed naturally through the area. Meyer park contains a paved walking path for enjoyment of the natural beauty of the area.

After installation of the playground the City will be installing a 24 FT x 28 FT open-air shelter. (See below for what will be installed)

Frame: Ash Gray

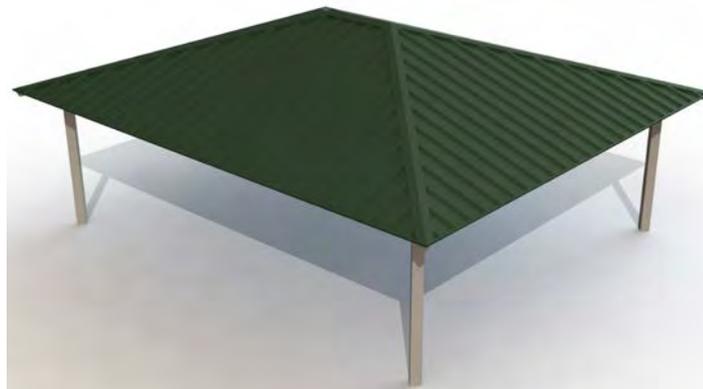


ash gray*

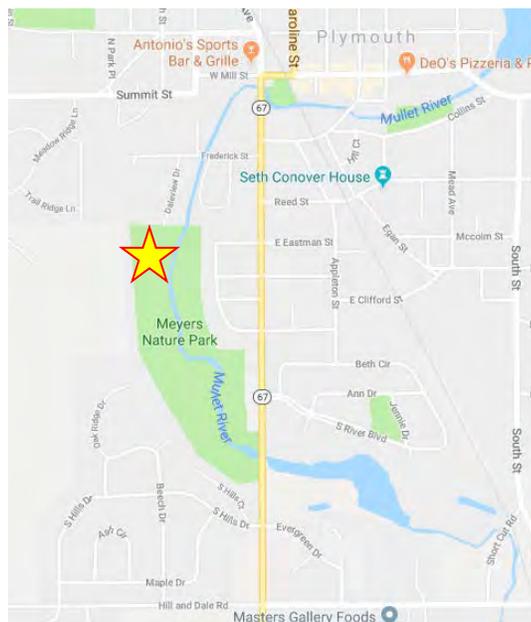
Roof: Evergreen



evergreen



Site Location:



Existing Site Picture: All existing equipment is to be removed.



Looking south east from walking path



Main play features

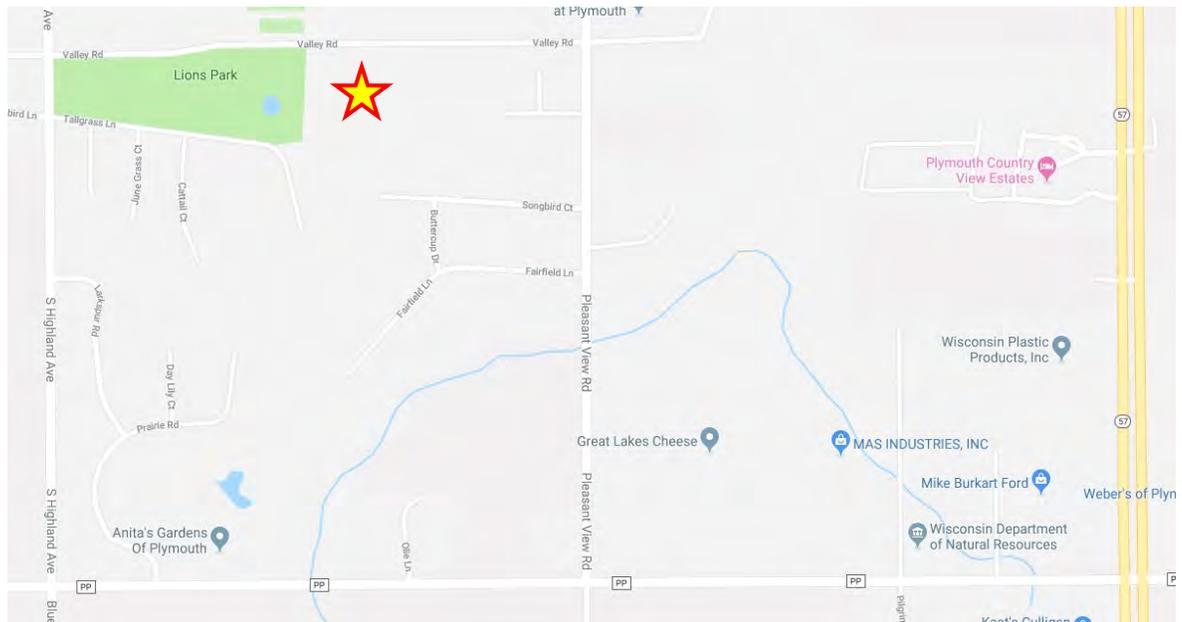
Lone Oak Park Location & Information

Address: 2245 Valley Road

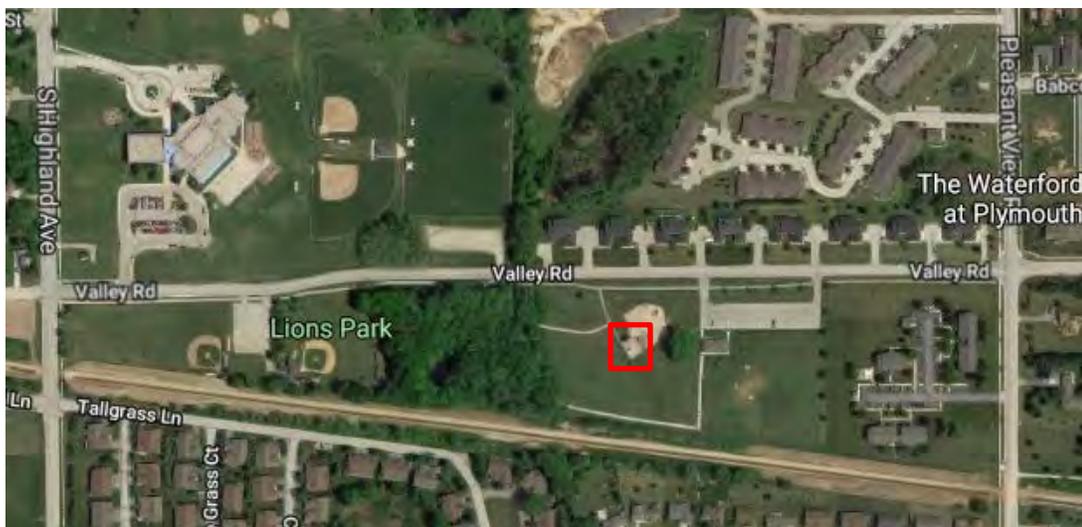
Park Description: 8.5 acre park has a playground, a picnic shelter with restrooms, a pick-up ball diamond and off road parking. The adjacent wooded area has a crushed limestone path.

Both swing sets are proposed to remain, as well as, the equipment in the 5-12 year old area.

Site Location:



Allowable Project Area: Approximately 3,500 SF – Shape of the playground foot print is allowed to change, however shall be in the same location.





Minimum New Playground Requirements: include at a minimum of one structure designed for ages 2 to 5.

Existing Site Pictures:



Play Equipment to Remain

Looking West at the 5-12 year old area – Play Equipment to Remain



