

City of Goodlettsville, TN

Rachel's Garden Inclusive Playground Design 2023

Request for Competitive Sealed Proposals



Responses may be mailed/hand delivered in a sealed envelope or box with title and due date marked on the outside of the envelope to:

City of Goodlettsville
Rachel Hoover
105 S Main Street
Goodlettsville, TN 37072

Attn: Rachel's Garden Inclusive Playground Design

City of Goodlettsville
Request for Competitive Sealed Proposals (RCSP)
Rachel’s Garden Inclusive Playground Design

The City of Goodlettsville, TN (“City”) is soliciting Competitive Sealed Proposals from qualified playground equipment manufacturers and/or Providers (“Providers”) to design, provide, and install playground equipment at Peay Park as detailed in this proposal. This Request for Competitive Sealed Proposals (RCSP) invites responses from qualified, experienced professional playground design consultants to develop an inclusive, ADA compliant playground. The new playground design will be barrier free and feature areas of play offering unique features and rehabilitation equipment experiences for both children and adults. The City desires to select a playground Provider prior to design beginning. The selected Provider will work hand-in-hand with the project design team to select playground features and identify the preferred layout. Providers will be responsible for the equipment, surfacing, and install of the playground.

This project is funded in part by a Local Parks and Recreation Fund grant administered by the Tennessee Department of Environment and Conservation Recreation Resources Division.

SECTION	SECTION DESCRIPTION	PAGE(S)
1.0	Instructions	1-2
2.0	Definitions	2
3.0	Scope of Request	2-3
4.0	Communications	3
5.0	Proposal Content	3-4
6.0	Time Period for Implementation	4
7.0	Proposal Evaluation Criteria	4-5
8.0	Proposed Budget	5
9.0	General Terms	5-7
10.0	Submission Forms	8
	RCSP Form	9
	Schedule A – Proposed Project Design	10
	Schedule B – Proposed Project Budget	11
	References	12
	List of Subcontractors	13

Section 1.0 – Instructions:

- 1.1 Review the Request for Competitive Sealed Proposal (RCSP) issued and requirements within and return your complete proposal with the enclosed SUBMISSION FORMS by the due date.
- 1.2 The sealed proposal submission must be complete and received by the Office of the Purchasing Agent, City of Goodlettsville, 105 S Main Street, Goodlettsville, TN 37072 by the deadline date of **Wednesday, February 22, 2023 (2:00pm CST)**.
- 1.3 Proposals may not be submitted by email or facsimile.
- 1.4 The person(s) authorized to sign on behalf of the Provider and to bind the Provider to statements made in response to the Request for Competitive Sealed Proposal must sign the proposal.

- 1.5 Provide six (6) copies of your proposal, one (1) unbound, signed, and clearly marked as ORIGINAL and five (5) copies of the original clearly marked as COPY in a sealed envelope or package. The original and all copies should be identical (excluding differences in labeling as noted above).
- 1.6 All proposals will be irrevocable for a period of thirty (30) days from the date of the proposal submission deadline.
- 1.7 Include product literature, information, samples, and pictures as necessary.
- 1.8 If you have any other inquiries about the proposal, please contact Rachel Hoover, Purchasing Coordinator at rhoover@goodlettsville.gov.

Section 2.0 – Definitions:

In this RCSP, the following terms have ascribed to the following meanings:

- a. **“Preferred Provider”** means the Provider whose Proposal, as determined through the evaluation analysis description in the RCSP, provides the best overall value in meeting the City of Goodlettsville’s requirements, and with whom a contract will be considered;
- b. **“Proposal”** means a proposal submitted in response to this RCSP;
- c. **“Provider”** means the person, Provider, firm or partnership, consortium or joint venture that submits, or intends to submit, a proposal in response to this RCSP;
- d. **“RCSP”** means the Request for Competitive Sealed Proposals document in its entirety, inclusive of any addenda that may be issued by the City of Goodlettsville;
- e. **“Submission” and/or “Proposal”** means the Provider’s written reply or submission in response to this RCSP;
- f. **“Work” and “Services”** means all work and services required under these documents, and in accordance with the Contract Requirements, General Requirements, and Specifications.
- g. **“LPRF”** means Local Parks and Recreation Fund
- h. **“TDEC”** means Tennessee Department of Environment and Conservation

Section 3.0 – Scope of Request:

The City of Goodlettsville is soliciting Competitive Sealed Proposals from qualified playground equipment manufacturers and/or Providers to design, provide, and install playground equipment (including surfacing) at Peay Park as detailed in this RCSP. The City invites responses from qualified, experienced professional playground design consultants to develop an inclusive, ADA compliant playground within a 15,000-20,000sq ft parameter. The new playground design will be barrier free and feature areas of play offering unique features and rehabilitation equipment experiences for both children and adults. The desire is for the playground to be inclusive and exceed ADA requirements, with design features that include a great deal of shade, musical components, and wheel chair access to all major components of the playground.

The RCSP is being issued through a Request for Competitive Sealed Proposal process for interested Providers. Providers submitting a proposal will receive fair and equitable treatment in the solicitation, receipt and evaluation of the Proposal received. Proposals must address the RCSP content requirements outlined herein, must be well ordered, detailed and comprehensive. Clarity of language, adherence to suggested structuring, and adequate accessible documentation is essential to the City of Goodlettsville's ability to conduct a thorough evaluation. The City of Goodlettsville is interested in proposals that demonstrate efficiency and value. General marketing and promotional material will be reviewed and considered. Providers shall comply with the provisions of the RCSP Process Terms and Conditions contained herein.

Section 4.0 – Communications:

Please contact the Purchasing Coordinator, Rachel Hoover at rhoover@goodlettsville.gov for any additional questions.

Section 5.0 – Proposal Content:

Proposals submitted in response to this RCSP should be detailed sufficiently and demonstrate attention to the scope of the request as outlined in Section 3.0 of the RCSP and include the following:

5.1 Letter of Introduction

Introducing the Provider and signed by the person(s) authorized to sign on behalf of and to bind the Provider to statements made in response to this RCSP, and Signed Proposal Submission Forms. This letter should include a description of capability and history of Provider.

5.2 Table of Contents

Include page numbers and identify all included materials in the proposal submission.

5.3 Section 1 – Statement of Understanding

Provider should include a statement of understanding and approach to this project; the statement should describe the Providers understanding of the project, special skills, and innovative thinking that they would bring to the project.

5.4 Section 2 – Provider Profile

Providers should be able to adequately reflect that they have the staff, organization, culture and financial resources to ensure their ongoing ability to deliver and support the Project. Please include a profile and summary of experience in the design of inclusive playgrounds and any certifications within the scope of said playgrounds.

5.5 Section 3 – Proposed Project Team Members

A description of the applicant's organizational composition and the primary role of each individual/firm on the team. Organizational charts may be included, if appropriate. Clearly indicate the applicant's designated team leader for the project as well as the specific individuals who will be assigned to the work and their respective expertise in such work.

5.6 Section 4 – Specific Project Experience

Descriptions detailing completed, similar or relevant project experience that the applicant has executed. Include graphic representation, cost and client contact information. Inclusive playground experience and LPRF grant funded projects will be weighted more heavily.

5.7 Section 5 – List of References

Provide a minimum of three client references with which the applicant has provided similar design/build services within the last five years. Include the name and telephone number of the contact person and a

description of the role and services provided to that contact. References should show satisfactory performance on similar projects.

5.8 Section 6-- Description of Provider Product Warranties & Additional Product Information.

Providers should include a product list or catalog highlighting inclusive play components. Describe the Providers product warranties and any applicable limitations. Information on additional products including: shade, site furnishings, and play surfacing should be included.

5.9 Section 7 – Proposed Project Design & Budget

Provider shall provide an example design along with budgetary costs for the development of the site based on the information provided within the RCSP. Proposal and pricing should include all playground equipment, concrete work, concrete curb, poured in place surfacing, and install. Site work (including grading, drainage, sidewalk, and gravel) to be complete by the contracted engineering firm.

Section 6.0 – Time Period for Implementation

6.1 A&E has been selected, and this project is underway. Provider will work with the selected engineering firm (Kimley Horn) and City on the design of the playground. This project is funded in part by a Local Parks and Recreation Fund grant administered by the Tennessee Department of Environment and Conservation Recreation Resources Division. The grant timeclock began on August 15, 2022 and we intended to close this project out no later than August 14, 2025.

6.2 Based on this date, provide a work schedule detailing the timing of tasks and significant activities or milestones.

Section 7.0 – Proposal Evaluation Criteria

Proposals will be evaluated through a comprehensive review by the Evaluation Committee. The aim of the Committee will be to select the Proposal which, in its opinion, meets the City of Goodlettsville’s requirements under this RCSP and provides the best overall value to the City of Goodlettsville. By responding to this RCSP, Providers will be deemed to have agreed that the decision of the Evaluation Committee will be final and binding.

7.1 Selection Criteria

The Evaluation Committee will utilize the evaluation and selection process to establish a Total Score for each Proposal as noted in 7.2 below. Based on this scoring, high-scoring providers may be asked to attend an interview, and a final selection made on the basis of proposal and interview evaluation.

7.2 Selection Process

The Evaluation Committee will score the proposals using the Evaluation Criteria Table below:

Evaluation Criteria Table

Criteria	Points Available
Experience & qualifications	20
Project understanding & knowledge of Area	15
Inclusive play expertise	15
Project Design & Budget	15
Warranties and equipment options	15

Experience with TDEC LPRF grants	10
Quality, clarity and completeness of submittal package	10
TOTAL	100
Interview and Presentation	
At the discretion of the City of Goodlettsville, providers who have received high ranking may be invited to an interview with the Evaluation Committee, the results of which will be used by the Committee as a mechanism to revisit, revise, confirm, and finalize the score and select the Preferred Provider	
Provider’s presentation and ability to answer questions during the interview related to the capabilities and knowledge in fulfilling the terms of the proposed services, experience with municipalities, and performance of service and equipment	50

7.3 Clarifications

As part of the evaluation process, the Evaluation Committee may make requests for further with respect to the content of any part of the Proposal in order to clarify the understanding of the Provider’s response. The clarification process shall not be used to obtain required information that was not submitted at time of close or to promote the Provider’s company. The Evaluation Committee may request this further information from one or more Providers and not from others.

7.4 Interviews

The City of Goodlettsville reserves the right to interview one or more high-scoring Providers. Providers will be short listed for an interview based on the scoring of their written proposals using the Evaluation Criteria Table. The representative of a Provider at the interview must have the authority to make decisions and commitments with respect to matters discussed at the interview, which may be included in any resulting agreement. The Evaluation Committee may interview any Provider without interviewing others, and the City of Goodlettsville will be under no obligation to advise those not receiving an invitation until completion of the evaluation and selection process.

7.5 Evaluation Results

Upon conclusion of the evaluation process, a final recommendation will be made by the Evaluation Committee to the City Manager. Proposal evaluation results shall be the property of the City of Goodlettsville and are subject to public release pursuant to the Open Records Request Act.

Section 8.0 – Proposed Budget

The City does not intend to pay more than \$1,100,000 for this portion of the project.

Section 9.0 – General Terms:

9.1 Provider Assurance

Unless otherwise stated, the goods, material, articles, equipment, work or services specified, or called for in or under this Proposal shall be delivered, or completely performed, by the Provider as soon as possible and in any

event within the period set out herein as the guaranteed period of delivery or completion. The Provider shall clearly show any special charges as separate items on the invoice.

9.2 Official Agreement

No verbal arrangement or agreement relating to the goods, material, articles, equipment, work or services specified, or called for, under this Proposal, will be considered binding, and every notice, advice, or other communication pertaining thereto, must be in writing and signed by a duly authorized person.

9.3 Insurance and Policies

Provide proof of Commercial Liability Insurance Coverage. All insurance policies shall be endorsed to provide minimum advance written notice of not less than thirty (30) days in the event of cancellation, termination or reduction in coverage or limits, such notice to be made to the City of Goodlettsville.

9.4 Guaranty of Proposal

All goods, material, articles, equipment, work or services specified, or called for, in or under this Proposal, shall be supplied or performed at the price or process and on the basis set forth or referred to in and in accordance with the offer and this Proposal. The basis on which this Proposal is given shall include any specifications, plans, price schedules, samples, addenda, or other details pertaining thereto, or provided in connection therewith.

9.5 Formal Contract

The Provider will be required to execute and enter into a formal contract that is satisfactory to the City of Goodlettsville.

9.6 Warranty of Product

The Provider warrants any goods, material, articles or equipment to be supplied under, or pursuant to, this Proposal.

9.7 Proposal/Quotation Costs

The Provider shall bear all costs and expenses with respect to the preparation and submission of this proposal costs and the Provider participation in the proposal process, including, but not limited to: site visits and inspections, all information gathering processes, interviews, preparing responses to questions or requests for clarification by the City of Goodlettsville.

9.8 Addenda

If the Provider finds discrepancies in, or omissions from these specifications, or if he/she is in doubt as to their meaning, he/she shall notify the City of Goodlettsville, who may issue a written addendum.

9.9 City of Goodlettsville's Rights and Options Reserved

The City of Goodlettsville reserves the right to award the contract to any provider who will best serve the interest of the City of Goodlettsville. The City of Goodlettsville reserves the right, in its sole discretion, to exercise the following rights and options with respect to the proposal submission, evaluation, and selection process under this RCSP:

- To reject any and all proposals
- To re-issue this RCSP at any time prior to award of work
- To cancel this RCSP with, or without, issuing another RCSP
- To supplement, amend, substitute, or otherwise modify this RCSP at any time prior to the selection of one of more providers for negotiation
- To accept or reject any or all of the items in any proposal and award the work in whole or in part
- To waive any informality, defect, non-responsiveness, and/or deviation from this RCSP and its requirements

- To permit, or reject, at the City of Goodlettsville’s discretion, amendments (including information inadvertently omitted), modifications, alterations, and/or corrections of proposals by some or all of the Providers following proposal submission
- To request that some, or all, of the Providers modify proposals based upon the City of Goodlettsville’s review and evaluation
- To request additional, or clarifying information, or more detailed information from any Provider at any time, before or after proposal submission, including information inadvertently omitted by the Provider.

9.10 **Performance**

All work to be done under the Contract shall be done to the satisfaction of the City of Goodlettsville.

9.11 **Termination of Contract**

The City of Goodlettsville reserves the right to terminate any contract for any reason of:

- Non-conformance to the terms of the contract
- Inability to supply, or deficiencies in, the standard of service or products being supplied
- In the event that the Contractor shall fail to maintain, or keep in force, any terms and conditions of the contract, the City of Goodlettsville may notify the Contractor in writing of such failure and demand that the same be remedied within thirty (30) days written notice. The City of Goodlettsville shall be the sole judge in what constitutes unacceptable service.

9.12 **Coordination of Work**

The Provider shall coordinate all work with the City of Goodlettsville, or their representative authorized to act for them, to ensure coordination and timely execution of service.

9.13 **Assignment**

The Contractor shall not assign, or subcontract, any of its obligations except as contained in the contract without the prior written approval of the City of Goodlettsville.

9.14 **Records**

The Contractor shall maintain proper records of all sales to the City of Goodlettsville, or its affiliated groups. These records shall be available for examination and/or audit by the City of Goodlettsville during the term of the contract and up to one (1) year beyond the termination of the contract.

Section 10.0 – Submission Forms

10.1 Required submission forms include:

- Proposal Form
- RCSP – Reference Sheet
- Proposed Project Design
- Proposed Budget
- List of Subcontractors

REQUEST FOR COMPETITIVE SEALED PROPOSAL

**City of Goodlettsville
Rachel's Garden Playground Inclusive Playground Design**

Company Name

Contact Name

Title

Address

Phone Number

Email Address

Authorized Signature

Date

**Insert
Schedule A
Proposed Project Design**

**Insert
Schedule B
Proposed Project Budget**

City of Goodlettsville
Rachel's Garden Playground Inclusive Playground Design

RCSP - Reference Sheet

Company Name _____

Contact Person _____

Mailing Address _____

Phone Number _____

Email Address _____

References

Organization _____

Contact Person _____

Mailing Address _____

Phone Number _____

Email Address _____

Length of Association _____

Organization _____

Contact Person _____

Mailing Address _____

Phone Number _____

Email Address _____

Length of Association _____

Organization _____

Contact Person _____

Mailing Address _____

Phone Number _____

Email Address _____

Length of Association _____

City of Goodlettsville
Rachel's Garden Playground Inclusive Playground Design

List of Subcontractors

Company Name _____

The Provider proposes that no work will be performed by a subcontractor. _____
Initial

The Provider proposes to sublet the following portions of the work to person, firms, or corporations listed below:

List of Subcontractors

Organization _____

Service _____

Contact Person _____

Mailing Address _____

Phone Number _____

Email Address _____

Organization _____

Service _____

Contact Person _____

Mailing Address _____

Phone Number _____

Email Address _____

Organization _____

Service _____

Contact Person _____

Mailing Address _____

Phone Number _____

Email Address _____