

**CITY OF BRUNSWICK, GEORGIA**

**June 2019**

**HOWARD COFFIN PARK  
PLAYGROUND STRUCTURE**

**REQUEST FOR PROPOSALS**



## HOWARD COFFIN PARK PLAYGROUND STRUCTURE

### 1. Invitation to Vendors:

The City of Brunswick, Georgia (the City) will receive proposals for a Playground Structure at Howard Coffin Park in Brunswick until Thursday, July 25, 2019 at 2:00 p.m. EST for the above referenced equipment which is described in the attached specifications. The City invites vendors to submit proposals responsive to the specific requirements set forth in this request for proposals (RFP). The envelopes containing the proposal **must be sealed**, and addressed to:

Garrow Alberson  
Director of Engineering & Public Works  
City of Brunswick  
601 Gloucester Street  
Brunswick, Georgia 31520  
[galberson@cityofbrunswick-ga.gov](mailto:galberson@cityofbrunswick-ga.gov)

All proposals must be marked **“Howard Coffin Park Playground” RFP**. The envelope must bear on the outside the name and address of the vendor. No proposal may be withdrawn or modified in any way after the deadline for proposal openings, and no faxed proposals will be accepted.

Questions regarding this request for proposals should be submitted in writing to Garrow Alberson, Director of Engineering & Public Works, at [galberson@cityofbrunswick-ga.gov](mailto:galberson@cityofbrunswick-ga.gov), prior to 5:00 p.m. on Wednesday, July 10, 2019. Responses to any questions will be posted to the City of Brunswick’s website by Friday, July 12, 2019.

Proposals may also be submitted electronically through the online vendor service “Vendor Registry” where they will remain sealed until the deadline has passed. Vendors can sign up with Vendor Registry by visiting the City of Brunswick’s website at [www.brunswickga.org](http://www.brunswickga.org) and click the provided link found under the “News and Announcements” section and follow the instructions provided.

Proposals will be reviewed and evaluated by an evaluation committee from the City of Brunswick Department of Engineering and Public Works, City of Brunswick Finance Department, and Howard Coffin Park staff. The committee will select a preferred vendor from the proposals submitted within 7 days of the proposal due date. Proposals must be valid for sixty (60) days following the opening date.

### 2. Project Description:

The City is interested in installing a new playground at Howard Coffin Park including a multi-story tower structure with associated decks, slides, ladders, climbing features and shade covers. The proposed playground shall also include a swing set with multiple seats including a child restraint seat and toddler seat. Additional spring mounted riding features shall also be included in the playground improvements, as well as a smaller playground structure designed for toddlers and younger children less than five years old. Finally, the project shall include all

necessary mulch or safety surface, a border around the area with an ADA accessible entrance, and installation of all items and playground components.

### **3. Minimum Specifications:**

The following, at a minimum, will be included in the proposed design:

- Central tower structure with multiple deck levels
- Additional elevated decks connected by elevated walkways/tubes/bridges
- Tunnel/Tube Slide, minimum 2
- Straight Slides, minimum 2
- Horizontal ladders, Vertical ladders, Rock Wall/Structure, and other climbing features
- Fabric shade structures over playground items, as practical
- Separate, low-level play structure for toddlers
- Arch Swing with eight (8) seat attachments
- Four (4) belt swing seats with chains, Two (2) Child bucket seats, One (1) Child seat with restraints, and One (1) “Mommy and Me” swing
- Spring riders, minimum of two (2)
- Composite border (minimum 12” height) with ADA access ramp
- Wood mulch, delivered and installed to required depth
- Shipping, Delivery, and Installation of all items

### **Alternate Items**

Vendor may also choose to bid and price separately any add-ons for additional play structures or equipment, warranties, maintenance agreements or maintenance equipment that will be beneficial to the proposed project.

Vendor shall list and describe any variations or differences from minimum specifications listed above.

### **4. Addenda:**

If the City determines that an amendment is required to this RFP, the City Representative will post a written addendum on the City Website at <http://www.brunswickga.org> (the “City Website”) and upon posting will be deemed to form part of this RFP. No amendment of any kind to the RFP is effective unless it is posted in a formal written addendum on the City Website. Upon submitting a Proposal, Proponents will be deemed to have received notice of all addenda that are posted on the City Website.

### **5. Proposal Requirements**

All proposals shall include vendor’s full specifications, itemized cost, and total costs including shipping, installation, and any applicable fees.

Proposals shall include sketches, plan view drawings, elevation drawings, and other renderings of the proposed playground equipment.

Vendor shall include service and maintenance schedule of equipment, as well as any vendor-provided service and maintenance options.

Proposals shall include the itemized cost of the proposed equipment and any accessories or add-ons deemed important by the vendor. These shall all be itemized and listed separately.

Proposals shall include warranty information on the proposed products and equipment.

Proposals shall include a tentative date of product delivery and installation schedule.

Submittals shall also include references of three previous customers who have purchased similar playground equipment.

Proposals will be evaluated on:

- Proposal's meeting minimum requirements listed in this RFP;
- Cost of the equipment;
- Value added accessories, warranties, or other items in addition to the base equipment;
- References from previous customers;
- Date of delivery;
- Proposed installation schedule.

#### **6. Conflict of Interest:**

Vendors shall disclose any potential conflicts of interest and existing business relationships they may have with the City. If requested by the City, vendors should provide all pertinent information regarding ownership of their company at the City's request.

#### **7. Negotiations and Contract award:**

The City is under no obligation to accept any Proposal submitted. The City reserves the right in its sole discretion to waive informalities in, or reject any or all Proposals, or to accept any Proposal deemed most favorable in the interest of the City, or cancel the competition at any time without award. Thereafter, the City may issue a new Invitation / Request, sole source or do nothing.

-End of This Section