

# City of Goodlettsville, TN

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## Moss-Wright Park Playground Replacement

### Request for 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  
Charlie Ballard  
105 S Main Street  
Goodlettsville, TN 37072

Attn: Moss-Wright Park Playground Replacement

**City of Goodlettsville**  
**Request for Proposals (RFP)**  
**Moss-Wright Park Playground Replacement**

The City of Goodlettsville ("City") is seeking proposals from firms for the replacement of playground equipment at Moss-Wright Park.

**Section I: Specifications**

**A. Playground Layout and Instructions**

**LOCATION:** Moss-Wright Park, 745 Caldwell Drive, Goodlettsville, TN 37072

Vendors should develop and provide an equipment layout plan for the project area. Complete three-dimensional drawings or photos of equipment are required. A plan view drawing showing the equipment layout within the provided use zone is required.

Project area will have an established playground use area/zone that shows the dimensions, shape and location. Playground equipment is to be shown using established use zones and must conform to CPSC 2010, ADA and ASTM as necessary. If the vendor wants to expand the use area in any direction, that area must be defined in the proposal and costs must be included as part of proposal.

Individual component specifications and schematic drawings must be included with the proposal.

Proposal costs must be submitted on the enclosed tabulation sheet only.

A maximum, not to exceed, budget of \$150,000 is provided for this project.

Specific elements, activities, or pieces of equipment that the City would like to see as part of the proposed playground include the following:

1. Theme to be natural, including rock and tree features
2. Climbing features such as climbing walls, rock/tree climbers, etc.
3. 1 large play structure (5-12 years)
4. 1 small play structure (2-5 years)
5. At least five (5) independent pieces

Specific elements, activities or pieces of equipment the City does not want to see as part of the playground include:

1. Mirrored and tic-tac-toe activity panels
2. To-Fro swing sets
3. Sandbox or water-play elements

Play equipment color samples are to be included. The City prefers to select colors and will choose a theme of greens, browns, and tans. If a particular color scheme is required by the vendor, it must be stated in the proposal.

Vendors may submit multiple bid proposals for the project site. The City is looking for creative and innovative play equipment ideas.

**B. Play Structure Specifications**

Play structures shall meet all provisions of both the CPSC 1197 “Handbook for Public Playground Safety” and ASTM F1487-95 “Standard Consumer Safety Performance Specification for Playground Equipment for Public Use” and be purchased from IPEMA certified manufacturers. IPEMA certification provides the validation sought by the City regarding manufacturers’ conformance to ASTM F1487. Evidence of compliance shall be submitted and stamped on equipment as required.

Samples of available colors must be provided and any color limitations or extra costs must be stated. The City shall select play equipment colors. All metal components shall have an electrostatically applied polyester dry powder coating.

All support posts shall be fabricated from 3.5” O.D. galvanized steel tubing.

All bolts, nuts, screws, washers, and other hardware used for assembly of equipment must be corrosion resistant stainless steel.

If special tools are required for maintenance/repair for play equipment, four (4) sets of tools must be provided to the City.

Plastic components shall be formed by a rotational molding process with compounded color pigment. Slides must be double walled.

Complete installation instructions and maintenance kits shall be provided for all play equipment for each project area.

Play equipment support posts are to have markings to show installation and safety surface levels.

The delivery schedule for equipment and storage of equipment shall be coordinated with and approved by the City prior to shipping. A factory representative must supervise the unloading of all materials shipped to the site.

#### C. Accessibility Guidelines for Play Structures

All pieces of equipment must comply with the accessibility guidelines under the American with Disabilities Act.

Accessible routes leading to the play structures will be developed by the City and is not part of this proposal.

#### D. Warranty and Product Liability Coverage

Vendors must provide a complete description of the length and type of parts the warranty covers on all pieces of equipment.

Vendors must provide proof of liability coverage with dollar amount specified.

## **Section II: Equipment Installation**

#### A. Scope of Work

The proposal is to include full installation of all equipment. Projects contracted for installation will be considered a "turn-key" project. The City will pay for and assume ownership of playground equipment when installation is complete.

Contractor shall furnish all labor, materials, and service necessary to complete installation of all playground equipment as indicated on the drawings and specified herein.

The provision of playground safety surfacing material is part of this proposal.

#### B. Installation

Site preparation, including rough grading (+/- 6" of final grade), shall be done by the City. The vendor will need to work with a representative of the Parks and Recreation Department to coordinate start times.

Detailed specifications and directions for the installation of the playground equipment are to be obtained from the respective equipment manufacturer(s). All items of playground equipment to be installed are to be noted and specified on the drawings.

The playground equipment is to be installed after the City has completed site preparation. All items are to be installed in accordance with the manufacturer's standards and specification.

Playground equipment delivery time and place will need to be coordinated with a representative of the Parks and Recreation Department. The contractor shall be responsible for all playground equipment and materials until the playground is completed.

The contractor shall provide, pay for, and maintain approved, safe, temporary electrical power and water. Power shall be adequate to accommodate all necessary electrical construction equipment.

Storage of materials may be accommodated within the project boundary in areas as approved and directed by a designated Parks and Recreation representative where they will be secured and out of the way. Contractor shall be responsible for all materials stored on site.

It is the Contractor's responsibility to erect a protective barrier around the construction site to prevent access by the public during times when the site is vacated by the construction crews.

After installation of all playground equipment, the Contractor shall prepare the site for installation of playground surfacing materials.

The contractor and a representative from the Parks and Recreation Department shall meet on site to verify completion of the project.

#### C. Cleaning

Cleaning shall be conducted during progress of work and at the completion of the work. It is the Contractor's responsibility to remove construction debris from the site and to obtain waste receptacles as required. Cleaning and disposal operations are to comply with codes, ordinances, regulation, and antipollution laws.

If the Contractor fails to clean up during construction, or at the completion of work, the City may do so and the cost thereof shall be charged to the contractor.

### **Section III: Content of Proposals**

Each proposal submitted to the City shall include, without limitation, the following information:

#### **A. Introduction and Description of Company**

Prepare a brief introduction including a general demonstration of understanding of the scope of the required work and describe your company's structure, areas of expertise, time in business, and any other information that would help characterize your company.

#### **B. Equipment Information**

Provide complete detailed information about the equipment proposed. Manufacture name(s), brands, model numbers, and specification sheets must accompany the proposal. Proposal shall list all materials/components in the proposed system. Indicate the anticipated, as well as, maximum manufacture lead time from date of signed order to expected delivery date of materials.

A list of the proposed equipment, a play view drawing and relevant catalogues and/or cut sheets shall be provided. Electronic catalogues and/or cut sheets are acceptable.

#### **C. Proposed Fee**

State the proposed fee for the provision of the playground project. The City is exempt from all Federal and State tax; proposals must quote prices which do not include sales tax.

<b>BE ADVISED</b> that the City does not intend to pay more than <b>\$150,000</b> for equipment and installation
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#### **D. Experience and References**

Describe past projects that are similar to the proposed project that the company has completed. All proposals must include a completed copy of the enclosed reference sheet.

### **Section IV: Evaluation of Proposals and Selection Process**

City staff will evaluate all properly submitted proposals, and will grade and rank all proposals with respect to the criteria set forth in the Request for Proposals, each Proposer's references, past projects (when applicable), and the proposed fee. The City will then select the top preferred Proposer, with whom a contract will be negotiated. The City Commission has the ultimate authority to approve any proposal and to authorize execution of the negotiated contract.

The City reserves the right to make clarifications, corrections, or changes in the Request for Proposals at any time prior to the time proposals are opened. All proposers or prospective proposers who register with the City will be informed of said clarifications, corrections, or changes. Prospective proposers may register via email to [cballard@cityofgoodlettsville.org](mailto:cballard@cityofgoodlettsville.org) prior to the due date for proposals.

Proposals submitted are offers only, and the decision to accept or reject is a function of quality, reliability, capability, reputation, and expertise of companies submitting proposals. Issuance of the RFP does not obligate the City to pay any costs incurred by a respondent in its submission of a proposal or making any necessary studies or designs for the preparation of that proposal, or for procuring or contracting for the services to be furnished under this RFP.

A proposer may withdraw its proposal, either personally or by written request, at any time prior to the scheduled deadline for submittals. No proposal shall be withdrawn for 60 days after the date set for opening proposals. Proposals shall be subject to acceptance during this period.

The City reserves the right to accept the proposal that is, in its judgment, the best and most favorable to the interests of the City and to the public; to reject the low price proposal; to accept any item of any proposal; to reject any and all proposals; and to waive irregularities and informalities in any proposal submitted or in the request for proposal process; provided, however, that the waiver of any prior defect or informality shall not be considered a waiver of any future or similar defect or informality. Companies should not rely upon, or anticipate, such waivers in submitting their proposal.

#### **Section V: Submittal Procedures**

A. All questions regarding this proposal should be directed in writing to Charlie Ballard, Purchasing Coordinator, at cballard@cityofgoodlettsville.org. Questions will be accepted until 4:00pm CST on December 1, 2014. All questions and responses will be compiled and submitted to all known potential respondents electronically in one general response memorandum by December 4, 2014 and posted on the City's website at cityofgoodlettsville.org.

B. RFP Submittals

City of Goodlettsville  
Charlie Ballard  
105 S Main Street  
Goodlettsville, TN 37072

ATTN: Moss-Wright Park Playground Replacement

Proposals must be received by U.S. Mail, other carrier, or hand delivered no later than 2:00pm CST, Thursday, December 18, 2014. The proposal opening will be held in the Conference Room at City Hall, 105 S Main Street, Goodlettsville, TN 37072. Proposals submitted after closing time will be returned unopened. No oral, telephone, or facsimile proposals will be considered.

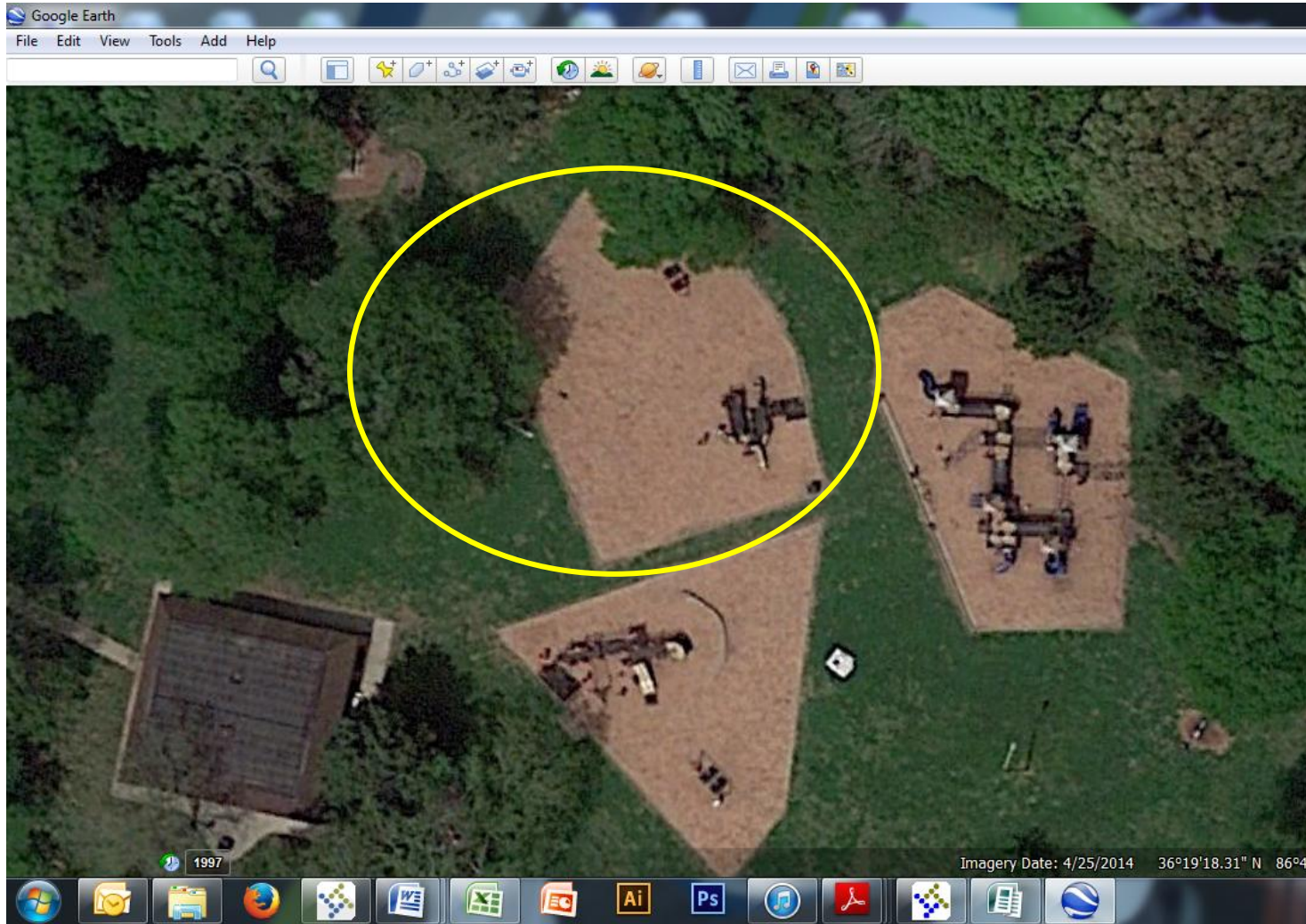
#### **Section VI: Anticipated Project Timeline**

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|---|-----------------------------------|
| • RFP Released and Posted on City Website     | November 17, 2014                 |
| • Due Date for RFP Questions                  | December 1, 2014                  |
| • Responses Provided to RFP Questions         | December 4, 2014                  |
| • <b>RFP Due Date</b>                         | <b>December 18, 2014 @ 2:00pm</b> |
| • Selection of Firm                           | Week of January 5, 2015           |
| • Approval of Professional Services Agreement | January 23, 2015                  |

All Deadlines are Central Standard Time.

## Playground Use Area

The Playground Use area for this project includes only the area circled in the picture below. All other current playground areas are not included in this project.



**City of Goodlettsville  
Moss-Wright Park Playground Replacement**

**RFP - 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\_\_\_\_\_



## REQUEST FOR PROPOSAL

### City of Goodlettsville Moss-Wright Park Playground Replacement

A. Equipment Price \$ \_\_\_\_\_

B. Installation Price \$ \_\_\_\_\_

TOTAL \$ \_\_\_\_\_

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Company Name

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Authorized Signature

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Address

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Phone Number

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Date