

REQUEST FOR PROPOSALS

Professional Services to the City of Stoughton Parks and
Recreation Department

For

**Design and Installation Services for Criddle Park
Natural/Adventure Playground**



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Section 1 – General Information

1.1 Purpose

The City of Stoughton Parks and Recreation (SPR) Department is requesting proposals from qualified vendors that include a proposed design of a natural/adventure playground at Criddle Park, and a proposal to provide all materials and labor needed to install the proposed playground.

1.2 General Submission Information

The SPR Department intends to award a single contract for this project. The proposal should provide the Vendor's proposed design for the playground and address the vendor's capabilities including the installation of the playground. The official title for this project is: Criddle Park Natural/Adventure Playground.

1.3 Site Visits & Pre-Submittal Meeting

Vendors may visit the site during regular park hours, 7:00 AM to 10:00 PM, to take measurements, view the site, take pictures, etc. SPR will be allowing pre-submittal meetings for any vendors wanting one. Please contact Dan Glynn, Parks & Recreation Director, to schedule a pre-submittal meeting. The cut-off for pre-submittal meetings is March 22, 2019.

1.4 Questions

Questions regarding the proposal shall be submitted to:

Dan Glynn, Parks & Recreation Director

Stoughton Parks & Recreation Department

381 E. Main Street

Stoughton, WI 53589

Phone: (608) 873-6746

Fax: (608) 873-5519

dglynn@ci.stoughton.wi.us

1.5 Preparation Costs

Proposers shall be solely responsible for proposal preparation costs, including but not limited to the cost of preparing the proposed park design. By submitting a proposal each Proposer agrees to be bound in this respect and waives all claims to such costs and fees.

Section 2 – Anticipated Process

2.1 Examination of Proposals

Proposers should carefully examine the entire RFP, and addenda thereto, and all related materials and data referenced in the RFP. Proposers should become fully aware of the nature of the work and the conditions likely to be encountered in performing the work.

2.2 Proposal Acceptance Period

Award of this proposal is anticipated to be announced within forty-five (45) calendar days after the submission date, although all proposals must be irrevocable for ninety (90) days following the submission date.

2.3 Confidentiality

The content of all proposals and scoring sheets will be kept confidential along with the successful proposer until after the award of the contract, at which time the information will become public information.

2.4 Proposal Format

Proposals are to be prepared in such a way as to provide straightforward, concise delineation of the Proposer's capabilities to satisfy the requirements of this RFP. Emphasis should be placed on:

- Conformance to the RFP instructions
- Responsiveness to the RFP requirements
- Overall completeness and clarity of content

2.5 Signature Requirements

All proposals must be signed. An officer or other agent of a corporate vendor, if authorized to sign contracts on its behalf; a member of a partnership; the owner of a privately owned vendor; or other agent if properly authorized by a Power of Attorney or equivalent document may sign a proposal. The name and title of the individual(s) signing the proposal must be clearly shown immediately below the signature.

2.6 Proposal Submission

One (1) paper copy and one (1) digital PDF copy on a USB drive of the proposal must be received by the City of Stoughton Parks and Recreation Department prior to 2:00 PM on Friday, April 5, 2019. All copies of the proposals must be sealed cover and plainly marked with the project name. Proposals shall be delivered or mailed to:

City of Stoughton
Parks and Recreation Department
Attention: Dan Glynn, Parks & Recreation Director
381 E. Main Street
Stoughton, WI 53589

2.7 News Releases

News releases pertaining to the award resulting from the RFPs shall not be made without prior written approval of the SPR Department.

2.8 Disposition of Proposals

All materials submitted in response to this RFP become the property of the City of Stoughton. One copy shall be retained for the official files of the Parks and Recreation Department and will become public record after award of the contract.

2.9 Modification/Withdrawal of Proposals

A respondent may withdraw a proposal at any time prior to the final submission date by sending written notification of its withdrawal, signed by an agent authorized to represent the agency. The respondent may thereafter submit a new or modified proposal prior to the final submission date. Modifications offered in any other manner, oral or written, will not be considered. A final proposal cannot be changed or withdrawn after the time designated for receipt, except for modifications requested by the City after the date of receipt and following oral presentations.

2.10 Oral Change/Interpretation

No oral change or interpretation of any provision contained in this RFP is valid whether issues at a pre-proposal conference or otherwise. Written addenda will be issues when the City deems changes, clarifications, or amendments to proposal documents necessary.

2.11 Late Submissions

Proposals not received prior to the date and time specified will not be considered and will be returned unopened after recommendation of award.

2.12 Rejection of Proposals

The City of Stoughton reserves the right to reject any or all proposals, to waive irregularities and to accept that proposal which the city determines, in its sole discretion, is in the best interest of the City.

Section 3 – Scope of Work

The City of Stoughton is seeking proposed designs for and proposals for the installation of a natural/adventure playground at Criddle Park. Criddle Park is a mini park centrally located in Stoughton. It is the location of a bus stop for an elementary school, so it used heavily during the school year. Currently there is a concrete ADA pathway that encircles the main playground structure. This pathway is in decent shape and may remain in place. The current main play structure is wooden and may be renovated as part of the design process. Many neighbors to the park have concerns about visibility into the park in regards to the playground design. Additionally, an extensive input process was undertaken for this project where children were asked what they would like to see in the project. See Exhibit A for park map and Exhibit B for public input results. Please note that the aerial photo of the park map shows a maze in the bottom right (southeast) corner. The maze was removed in 2018.

3.1 Project Scope

Procure the materials for and undertake the restoration, constructing and installation of a natural/adventure playground at Criddle Park in accordance with the selected design proposal.

Section 4 – Proposal and Submission Requirements

To achieve a uniform review process and obtain the maximum degree of comparability, the proposals shall be organized in the manner specified below. The typeface shall be of 12 font or greater.

4.1 Proposal Narrative

All proposal information shall be presented in a single bound volume that has been checked sufficiently to ensure completeness and accuracy of detail. Proposals that do not comply with the instructions in this RFP will not be accepted. It is mandatory that the proposal contains the following five (5) items and that it be presented in the following order:

1. Cover
2. Title Page
3. Letter of Transmittal
4. Table of Contents
5. Core Content
 - a. Design Proposal
 - b. Key Project Personnel
 - c. Past Project Performance
 - d. Cost Proposal
 - e. Staff Availability and Capability to Meet Deadlines
6. Supporting Attachments

Items 5 and 6 should be separated with either color-coded or tab-type dividers so the information may be quickly located.

A. Title Page

Show the RFP title being proposed on, the name of your firm, address, telephone number(s), name of contact person, and date.

B. Letter of Transmittal

- a. Identify the RFP project for which the proposal has been prepared.
- b. Briefly state your firm's understanding of the services to be performed and make a positive commitment to provide the services as specified.
- c. Provide the name(s) of the person(s) authorized to make representations for your firm, their titles, address, and telephone numbers.
- d. A corporate officer or other individual who has the authority to bind the firm must sign the letter. The name and title of the individual(s) signing the proposal must be clearly shown immediately below the signature.

C. Table of Contents

D. Details of Core Content

- a. Recent Natural/Adventure Playground Experience
Include as a part of your proposal a brief statement concerning the recent relevant experience of the persons from your firm and each sub-consultant who will be actively engaged in the proposed effort. Please include details about designing and constructing natural/adventure playgrounds. *Do not include firm experience unless individuals who will work on this project participated in that experience.*
- b. Playground Design & Narrative

- i. The proposal should include a design plan that includes the following:
 - a play area that encourages open-ended imaginative and dramatic play for ages 2-12 years.
 - a play area that encourages physical development for ages 2-12 years old
 - a play area that complies to ADA Title II guidelines.
 - Utilize existing public input results into design of play areas. See Exhibit B for public input results.
 - Removal and disposal of any existing structures or play equipment not utilized in the new design.
 - Restoration of any disturbed grounds caused by removal of existing play features or construction of new play features.
- ii. At a minimum, the proposal must include a design plan that includes drawings and/or images of each of the sections of the playground to be renovated and/or added, and a detailed description of all new materials and equipment proposed to be incorporated in the park. Details, scaling, color, multiple viewpoints, and labeling are appreciated and will help SPR understand the design plan better. The proposal also must include a narrative on how the design meets the above-described requirements for playground design.

c. Key Project Personnel

It is recommended personnel have a thorough knowledge and understanding of designing and constructing natural/adventure playgrounds.

Specific background information on key individuals who will be assigned to the project must be included. The background information on these individuals should emphasize their work experience relative to project requirements, current projects, and availability. The proposed key personnel must be the personnel assigned to the project.

It is intended that personnel assigned will carry this project to conclusion. If for unforeseen reasons key personnel can no longer contribute to the discipline specialties for which the key personnel have been selected, the consultant may petition the project manager in writing within thirty (30) days of any changed of personnel that are included in this statement and the addition to the vendor's staff of personnel who may contribute to the discipline specialties for which the key personnel has been selected.

The City reserves the right to approve all personnel changes. The City also reserves the right to cancel any task request in effect should it determine that the proposed personnel is not available or assigned to the task order.

d. Past Project Performance

Information is to be provided on the firm's performance on past projects (include public projects if applicable), in regards to the project management items identified.

Provide the names, addresses, current telephone numbers, and a brief project description of three past or current clients who are able to comment on aspects of your work relevant to this proposal.

e. Cost Proposal

Please provide a detailed cost proposal. The cost of the project should not exceed \$45,000. The proposal should specify proposed costs for:

- Play Area Materials and Equipment
- Removal and Installation Costs
- Restoration Costs
- Miscellaneous (please describe)

f. Staff Availability and Capability to Meet Deadlines

Provide projected workload and timeline for staff to complete the project by June 28, 2019.

g. Warranty

Please describe all warranties that will be provided for the equipment and installations, including any conditions and response time for repair and/or replacement of any components during the warranty period. Please also indicate the life expectancy under normal use, considering it will be subject to Wisconsin weather.

E. Supporting Attachments

Attach only information pertinent to the project being proposed on and that will provide reviewers clear and concise insights into your firm's capabilities.

Section 5 – Evaluation Criteria and Selection Process

A committee of individuals representing the City of Stoughton will evaluate the proposals.

The City of Stoughton reserves the right to award contract(s) based solely on the written proposals. The City also reserves the right to request oral interviews. The City reserves the right to request additional questions to be answered during the interviews, to determine which proposers will be interviewed, to determine the format and content of the interviews, and to establish the maximum number of people who may attend the interview from a proposer. The consultant's project manager identified in the proposal will be required to attend a requested interviews. By submitting a proposal, it is understood that the proposers may not change (add or delete) personnel for interviews from those listed in the proposals without written consent from the City.

Section 6 – Contract Negotiation Process

The City may invite such one or more proposers to enter into Contract negotiations with the City. The City reserves the right to terminate negotiations with any proposer. The City reserves the right to reject any and all proposals submitted.

The successful firm shall meet with the City of Stoughton minimum commercial general liability insurance requirements of \$1 million per claim and occurrence, shall provide a certificate of insurance demonstrating that the required policy of insurance is in effect, and shall provide an endorsement to the policy stating that the City of Stoughton is named as an additional insured party under the policy.

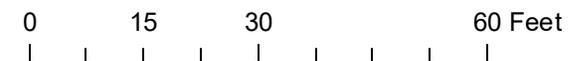
Exhibit A: Criddle Park Map



December 11, 2018

 Tax Parcels

1 inch = 25 feet



NA

Exhibit B: Public Input Results

Criddle Park Natural/Adventure Playground

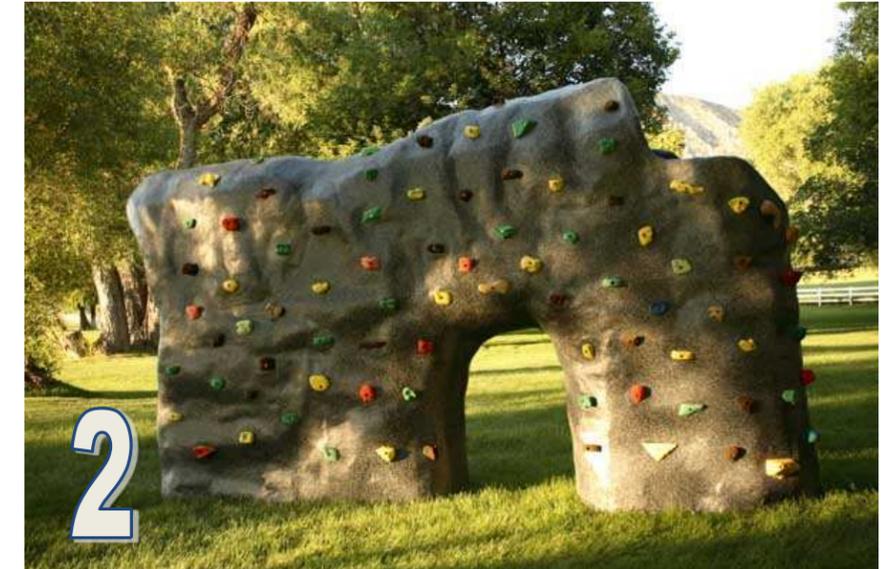
The Criddle Park playground is scheduled to be replaced in 2019 and we are looking at replacing it with a natural/adventure playground. The pictures on these sheets represent play elements that are found at natural playgrounds.

WHAT TO DO:

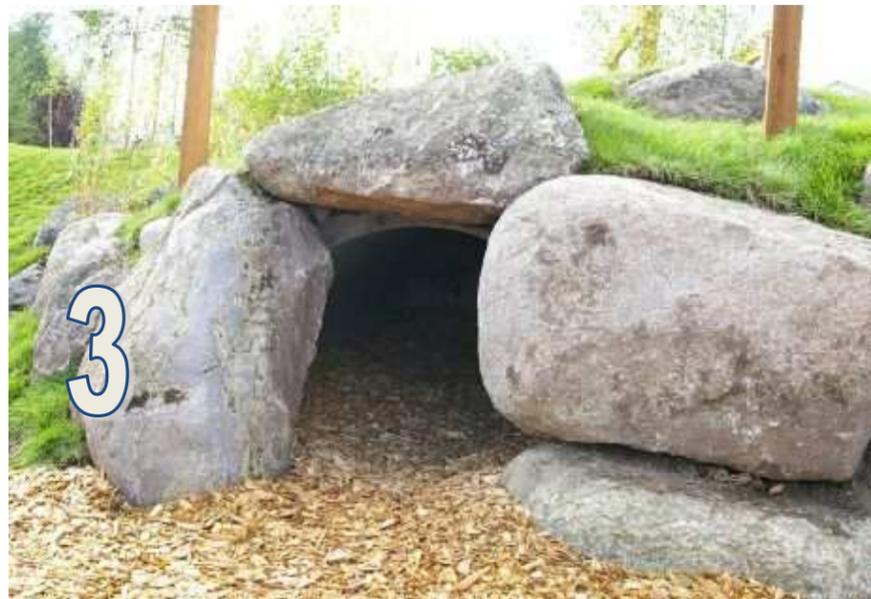
1. Pick out your favorite three play elements
2. Put them in order on your sheet



Ground Fort



Climbing Wall



Cave



Tee Pee



Tree House



6

Swinging Bridge



7

Musical Instruments



8

Monkey Bars



9

Bridges



10

Tunnels



11

Sand Box



Balance Beams



Log Jam



Slide



Stepping Logs



Swings



Water Play

Criddle Park Playground Children Input

All Ages

		First	Second	Third	Totals	Percentage
#1	Ground Fort	2	0	0	2	2.02%
#2	Climbing Wall	0	3	4	7	7.07%
#3	Cave	5	8	10	23	23.23%
#4	Tee Pee	3	5	3	11	11.11%
#5	Tree House	21	15	18	54	54.55%
#6	Swinging Bridge	4	10	10	24	24.24%
#7	Musical Instruments	2	2	1	5	5.05%
#8	Monkey Bars	6	4	7	17	17.17%
#9	Bridges	5	2	4	11	11.11%
#10	Tunnels	3	7	11	21	21.21%
#11	Sand Box	4	2	5	11	11.11%
#12	Balance Beams	3	5	1	9	9.09%
#13	Log Jam	2	6	4	12	12.12%
#14	Slides	2	5	6	13	13.13%
#15	Stepping Logs	0	2	1	3	3.03%
#16	Swings	32	11	12	55	55.56%
#17	Water Play	5	12	2	19	19.19%
	Totals	99	99	99		

Ages 0-6

	Play Element	First	Second	Third	Totals	Percentage
#1	Ground Fort	2	0	0	2	4.35%
#2	Climbing Wall	0	0	2	2	4.35%
#3	Cave	5	2	3	10	21.74%
#4	Tee Pee	0	3	3	6	13.04%
#5	Tree House	11	8	11	30	65.22%
#6	Swinging Bridge	2	4	4	10	21.74%
#7	Musical Instruments	1	0	0	1	2.17%
#8	Monkey Bars	0	1	3	4	8.70%
#9	Bridges	2	1	1	4	8.70%
#10	Tunnels	1	2	4	7	15.22%
#11	Sand Box	1	1	1	3	6.52%
#12	Balance Beams	1	2	1	4	8.70%
#13	Log Jam	1	2	1	4	8.70%
#14	Slides	2	4	4	10	21.74%
#15	Stepping Logs	0	2	1	3	6.52%
#16	Swings	15	7	5	27	58.70%
#17	Water Play	2	7	2	11	23.91%
	Totals	46	46	46		

Ages 7-9

	Play Element	First	Second	Third	Totals	Percentage
#1	Ground Fort	0	0	0	0	0.00%
#2	Climbing Wall	0	0	2	2	8.70%
#3	Cave	0	4	1	5	21.74%
#4	Tee Pee	1	1	0	2	8.70%

#5	Tree House	3	4	4	11	47.83%
#6	Swinging Bridge	1	4	2	7	30.43%
#7	Musical Instruments	0	1	1	2	8.70%
#8	Monkey Bars	2	0	2	4	17.39%
#9	Bridges	2	1	1	4	17.39%
#10	Tunnels	1	1	1	3	13.04%
#11	Sand Box	1	0	2	3	13.04%
#12	Balance Beams	0	0	0	0	0.00%
#13	Log Jam	1	2	3	6	26.09%
#14	Slides	0	0	1	1	4.35%
#15	Stepping Logs	0	0	0	0	0.00%
#16	Swings	10	1	3	14	60.87%
#17	Water Play	1	4	0	5	21.74%
	Totals	23	23	23		

Ages 10+

	Play Element	First	Second	Third	Totals	Percentage
#1	Ground Fort	0	0	0	0	0.00%
#2	Climbing Wall	0	0	0	0	0.00%
#3	Cave	0	0	3	3	27.27%
#4	Tee Pee	0	0	0	0	0.00%
#5	Tree House	2	3	0	5	45.45%
#6	Swinging Bridge	0	0	1	1	9.09%
#7	Musical Instruments	0	0	0	0	0.00%
#8	Monkey Bars	0	2	1	3	27.27%
#9	Bridges	0	0	2	2	18.18%
#10	Tunnels	0	2	3	5	45.45%
#11	Sand Box	2	0	0	2	18.18%
#12	Balance Beams	1	1	0	2	18.18%
#13	Log Jam	0	1	0	1	9.09%
#14	Slides	0	0	0	0	0.00%
#15	Stepping Logs	0	0	0	0	0.00%
#16	Swings	4	1	1	6	54.55%
#17	Water Play	2	1	0	3	27.27%
	Totals	11	11	11		

Unknown Ages

	Play Element	First	Second	Third	Totals	Percentage
#1	Ground Fort	0	0	0	0	0.00%
#2	Climbing Wall	0	3	0	3	15.79%
#3	Cave	0	2	3	5	26.32%
#4	Tee Pee	2	1	0	3	15.79%
#5	Tree House	5	0	3	8	42.11%
#6	Swinging Bridge	1	2	3	6	31.58%
#7	Musical Instruments	1	1	0	2	10.53%
#8	Monkey Bars	4	1	1	6	31.58%
#9	Bridges	1	0	0	1	5.26%
#10	Tunnels	1	2	3	6	31.58%
#11	Sand Box	0	1	2	3	15.79%
#12	Balance Beams	1	2	0	3	15.79%

#13	Log Jam	0	1	0	1	5.26%
#14	Slides	0	1	1	2	10.53%
#15	Stepping Logs	0	0	0	0	0.00%
#16	Swings	3	2	3	8	42.11%
#17	Water Play	0	0	0	0	0.00%
	Totals	19	19	19		