

TOWN OF BOONSBORO, MD

TOT-LOT DESIGN BUILD PROJECT



RFPs ARE DUE ON OCTOBER 24, 2016 at 2:30PM

**Attn: Megan Clark
Town Manager
21 North Main Street
Boonsboro, MD 21713**

MAYOR AND COUNCIL OF BOONSBORO, MARYLAND TOT-LOT DESIGN/BUILD PROPOSAL

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Any questions regarding this proposal are to be directed to:
Megan Clark, Town Manager at 301.432.5141 or email to town.manager@myactv.net

Section I. Background

The Town of Boonsboro, Maryland, is located in the southeastern portion of Washington County in Western Maryland. Incorporated in 1831, Boonsboro is home to 3,500 people and serves as the hub of Southern Washington County, with a population of 15,000 in a 5-mile radius surrounding town. Shafer Memorial Park, located in the center of Boonsboro, is a 55-acre community park owned by the Town that provides residents and the surrounding community with active and passive recreational opportunities. The continued development of Shafer Park includes the addition of a tot-lot (small playground) located adjacent to the Police Station off of Potomac Street.

Section II. Project Description

The Town of Boonsboro is seeking proposals from qualified bidders/contractors for a turnkey project to design, supply, construct and install playground equipment at the tot-lot site. The Town will provide the necessary site work to grade and prep the site; the contractor is responsible for installing borders and the wood fiber safety surface. The project cost shall not exceed \$45,000.

Items which are required in the new playground include:

- Equipment that is suitable for ages 5 through 12
- New playground borders
- Engineered wood fiber safety surface
- Site amenities, such as benches, tables, shade structures
- The most equipment with the greatest play value for the space. Unique designs encouraged.
- There is no limit to the number of concepts presented other than meeting of the budget and space requirements.

Section III. Scope of Work

1. The contractor is responsible for the supply and installation of play equipment that meets ASTM and US consumer Product Safety Commission (CPSC) playground standards. Equipment shall be for ages 5-12 and must be ADA accessible.
2. Bidders/Contractors must be manufacturer-authorized to sell equipment where such authorization is granted by the manufacturer. The relationship with the manufacturer must be direct and not indirect through a third party. Failure to provide proof of direct authorization by the manufacturer to sell the equipment within two (2) business days of any request, will result in rejection of the proposal.

Certain manufacturer equipment has been approved in advance and is named below. Alternate manufacturer equipment that meets or exceeds the quality standard established by these approved manufacturers will be considered if the Bidder/Contractor submits, in writing, detailed specifications and warranty information to the Town Manager no later than 4:30 pm on October 14, 2016. A decision of equivalency shall be provided to all bidders no later than October 19, 2016. Bidders are encouraged to submit substitution requests well in advance of the deadline.

Approved Manufacturers:

- a. Miracle Recreation Equipment Company, Inc.
- b. GameTime, a PlayCore, Inc. company
- c. Playworld Systems, Inc.
- d. Play & Park Structures, a PlayCore Company

3. The attached Site Plan indicates the selected area for the new playground equipment. The use zone of the proposed equipment and amenities should be located within the 60' x 50' dimensioned area. The bidder/contractor should clearly detail the dimensions of the use zone areas in their technical proposal.
4. The Bidder/Contractor shall provide plastic borders as well as at least one ramp. The Bidder/Contractor shall provide plastic borders to the extent of the use zones for all equipment and at the proper height to meet the critical fall heights as specified by the CPSC ASTM standards when engineered wood fiber safety surfacing is applied.
5. The Bidder/Contractor shall provide engineered wood fiber safety surfacing. The Bidder/Contractor shall confirm the extent of the use zones and the required depth of the engineered wood fiber and install to meet the critical fall heights as specified by the CPSC ASTM standards.
6. The Contractor is to work with existing grades. The grading will not be revised.
7. There will not be a drainage system below the playground area.
8. The Bidder/Contractor is required to clearly mark the full extent of the use zone area in the field for Boonsboro Staff to review and approve prior to the commencement of construction.
9. The Bidder/Contractor shall enclose the construction zone with plastic mesh fence and metal posts to safely separate the construction activities from the adjacent areas. The Bidder/Contractor shall maintain the fence for the construction duration and shall remove the fence upon project completion.
10. The Bidder/Contractor shall locate all existing utilities prior to proceeding with their work. Contractor shall proceed with the utmost caution when constructing in the vicinity of existing utilities. Town of Boonsboro staff will locate any park-specific underground utilities prior the field start of the work under this contract.
11. MANUFACTURER'S WARRANTY: All components of the playground equipment shall carry the warranty by the manufacturer for fifteen (15) years against structural failure, weather corrosion, and defects in materials or workmanship.
12. The delivery/installation of equipment furnished under this contract and quality of workmanship, shall not be considered approved for acceptability until inspection and approval is issued by the Town of Boonsboro.
13. No substitution of equipment will be considered prior to receipt of proposals unless written request for approval has been received by the Town of Boonsboro no later than 4:30 pm on October 14 , 2016. Bidders are encouraged to submit substitution requests well in advance of the deadline. Such requests shall include the name of the material or equipment for which it is to be substituted and a complete description of the proposed substitution including Manufacturer's equipment specifications and evidence of certification standards. Substitution requests must include at least three (3) different references for the proposed equipment installed within a 100 mile radius of Boonsboro, Maryland. The Owner's decision regarding approval of a proposed substitution shall be final. No substitutions of materials will be considered after the execution of the contract.

Section IV. Technical Proposal

1. Respondents shall submit one (1) original and four (4) copies of the completed Technical Proposal. Technical Proposal submittals should be complete in every way in order to make a proper and complete evaluation of the proposal.

2. General Letter of Transmittal

This letter should describe the company's understanding of the work to be performed and the names, titles, addresses and telephone numbers of all persons authorized to speak for the company about the proposal. The letter of transmittal accompanying the submittal shall be signed by the person or persons required and authorized to legally bind the firm to the submittal and shall specifically state that the firm shall complete all services set forth in the requirements within the proposed time limits to the satisfaction of the Town of Boonsboro. Any justification or explanatory materials relevant to your submittal and/or requirements shall be set forth in this letter.

3. Technical Requirements - Submittals shall be clear and concise and shall include the following documents:

- a. Understanding of Scope of Services:
The contractor must demonstrate an understanding of the scope of work to be performed with consideration for the Town and community at large.
- b. Qualifications of the Company:
Include, at minimum, the following information about the company: size, number of locations and the length of time it has been serving public sector clients. Two references shall be provided.
- c. Staff and Schedule:
The bidder shall identify the work supervisor and provide a short timeline of major tasks.
- d. Play Equipment/Amenities Presentation (in each copy of the Technical Proposal):
 - 1) At least one drawing that clearly shows the overall equipment layout and labels each component.
 - 2) At least one drawing illustrating a three-dimensional rendering in color to best represent the proposed design for all users of the playground. Also provide an Adobe Acrobat PDF file of the three-dimensional color renderings.
 - 3) Samples of all color choices available with color cards or other representation for proposed play equipment. Include the same color choice representation in all five sets of the technical proposal.
 - 4) Manufacturer specifications and itemized equipment schedule with unit prices for proposed playground equipment.
 - 5) Manufacturer's equipment warranty. Contractor/Bidder to identify if the Manufacturer's Equipment Warranty contains any exceptions to the requirements specified in Section 3, item 11.
- e. Certificate of Insurance
 - 1) Provide a sample insurance certificate to verify bidder's proof of insurance for general liability coverage and worker's compensation.

Section V. Cost Proposal

1. Cost.

Cost proposals are not to exceed \$45,000. The bidder is to submit a proposal that maximizes this budget and provides the most value to the Town of Boonsboro.

2. Proposal Price Information.

An itemized cost proposal that details cost of equipment, borders, wood fiber safety surface, and installation costs is required. .

Section VI. Evaluation and Selection

1. Selection Committee

Technical and Price Proposals received from offering firms by the closing deadline will be evaluated by Boonsboro Staff and Park Board members.

2. General Evaluation

The award of contract shall be made to the firm submitting the overall most qualified technical and price proposal that is in the best interest of the Town of Boonsboro.

The Town of Boonsboro reserves the right to request best and final pricing from any or all of the Bidders/Contractors. The Town of Boonsboro reserves the right to terminate contract negotiations, if, in the Town's judgment, acceptable contract agreement and finalization are unsuccessful. If this occurs then the Town of Boonsboro reserves the right to select for award the next most qualified firm and conduct contract finalization discussions with them.

The Town of Boonsboro may make such investigations as are deemed necessary to determine the ability of a firm to provide the work as specified herein. The Town of Boonsboro reserves the right to clarify information submitted in a Proposal to determine whether an error has been made or whether a waiver of formality, informality or technicality is appropriate. Firms shall furnish the Town of Boonsboro all such information and data necessary for the Town of Boonsboro to determine if the Proposal is responsible and responsive to the requirements as stated herein.

It is the Town of Boonsboro's intent to award the contract to the firm which, based upon the Evaluation Criteria, is the most responsive, responsible and the most qualified to accomplish the scope of services and whose equipment best meets the objectives in the expansion of Shafer Park, thus serving the best interest of the Boonsboro community.

Section VII. Additional Information

Inquiries should be directed to Megan Clark, Town Manager at 301-432-5141 or town.manager@myactv.net.