



Request for Proposal to Design, Procure, and Install Playground Equipment at Ralph H. Dean Recreation Park in Luray, VA

The Town of Luray is requesting proposals to design, procure, and install playground equipment at the Ralph H. Dean Recreation Park at 625 Sixth Street, Luray, VA 22835 in the Town of Luray. This playground will replace the current Leathers playground known as “Imagination Station.” The Town of Luray will select one offeror to provide and install equipment and materials for the playground as outlined in this request. Proposals must be received by 3:00pm February 14th, 2020. Proposals will be opened publicly at 3:30pm in Town Council Chambers.

The RFP is being sent to every individual on a list provided by the Virginia Recreation and Park Society titled, *VRPS Preferred Vendor List for Playground and Parks*. Offerors may include more than one design with their proposal if they offer a variety of equipment options.

SCOPE OF PROJECT

This project consists of the design, delivery and installation of a playground system not including fiber and additional surfacing. Town of Luray staff will provide surfacing after installation. Offerors are requested to design a play system that meets or exceeds all current federal CPSC, ASTM, IPEMS, ADA standards. Proposals must include the cost of the play system equipment, delivery charges, installation, and the cost of any required permits and inspections. Town of Luray staff will provide landscaping, as well as removal of the current “Imagination Station” playground equipment. The Town will leave the site of the existing equipment relatively free of debris, above and below ground prior to installation of the new equipment by the successful offeror. Town Staff will also add the engineered wood fiber fall zone material to minimum required depth over play area. Detailed technical installation instructions and maintenance and operations manuals from the manufacturer will also be required from the successful offeror.

Questions concerning this RFP should be directed to:

Dakota Baker or Morgan Housden
Town of Luray – Parks and Recreation
PO Box 629
Luray, VA 22835
540-843-0770
dbaker@townofluray.com
mhousden@townofluray.com

The Town of Luray shall not be liable for costs incurred by unsuccessful offerors in preparation of the proposal. The Town reserves the right to select the proposal that it determines to be in the best interest of the Town of Luray. Design, warranty and quality are major considerations in the decision process.

DESIGN ELEMENT GUIDELINES & PLAY SYSTEM SPECIFICATIONS

Offerors should base their playground equipment designs on meeting all accessibility and safety standards as well as the guidelines and specifications listed in this Request. Quality of equipment components, quality of design, play value, cost, and appropriateness to location and target demographic must be taken into consideration in the design of the play system.

Required items:

1. All play system elements must meet and/or exceed all applicable federal, CPSC, ASTM, and IPEMA requirements.
2. All designs must include a minimum of one structure designed for ages 2 to 5 with at least two slides.
3. All designs must contain a minimum of one structure designed for ages 5 to 12 that includes climbing elements, slides, sights and sounds sensory elements, inclusive play elements, ADA accessible ramps and elements, and musical components.
4. All designs must include elements for all ages, including adults to share the playground experience with their children/grandchildren.
5. Structures should provide a variety of built-in activity panels.
6. All play system elements must demonstrate the highest level of durability in materials and finishes selected in consideration of child health and safety. Please provide detailed descriptions with photos of playground materials.
7. Minimum square footage of play system total area is 12,000 square feet. Playground area must not exceed 13,700 square feet.
8. Natural looking, earth-tone colored materials must be used to blend in with the aesthetics of Ralph H. Dean Recreation Park.
9. Overall playground design is to blend seamlessly with the outdoor scenic theme of the area.
10. Warranty required on all major installed components.
11. Final inspection of new playground by a Certified Playground Safety Inspector (CPSI) after Town Staff has added engineered wood fiber to minimum required depth over play area.

Each proposal must include a list of components and visual representations, including structure and component model numbers, materials, color choices, protective fall zone requirements, target age ranges and development levels, target play type or activity, estimated lifespan of equipment including manufacturer's warranty and any other relevant descriptive information.

Offerors are encouraged to be creative in their designs and to maximize the role of unstructured play in their proposals. Offerors are encouraged to include sight, sound, and sensory playground components. Offerors may submit proposals from nontraditional type playground structures, if desired, in whole or as components of the overall playground.

ASSEMBLY/INSTALLATION AND INSPECTION

The play system assembly and installation will be provided and managed by the successful offeror. The offeror must supply direct supervision from the manufacturer or supply a qualified and certified representative familiar with playground installation. All tools and equipment required to install play equipment shall be provided by the offeror. The offeror will have ninety (90) calendar days to complete the proposed work. The project must be completed by the end of 2020, starting no sooner than July 1, 2020. Start date dependent upon in-house demolition availability.

It is a requirement of this request that the successful offeror provide equipment installation as well as pay for any required permits and inspections.

A representative of the successful offeror will be required to conduct a post-installation inspection of equipment upon completion to insure the proper installation. If not properly installed, proposed modifications must be submitted in writing to the Town of Luray and any defects cured as soon as

reasonably practicable. Upon completion of installation, the successful offeror must provide documentation attesting the equipment has been installed meeting all specifications thereby warranted by manufacturer. Additionally, the successful offeror shall provide the Town of Luray with the manufacturer's warranty of installed equipment.

COMPLIANCE

All equipment must meet and/or exceed all federal, CPSC, ASTM & IPEMA guidelines. Documentation of compliance must be provided to the Town of Luray with each proposal. All equipment must comply with Americans with Disabilities Act (ADA). All designs must incorporate either a transfer platform or ramp in each design when necessary.

An offeror organized or authorized to transact business in the Commonwealth pursuant to Title 13.1 or Title 50 of the Code of Virginia must include in its proposal the identification number issued to it by the State Corporation Commission. Any offeror that is not required to be authorized to transact business in the Commonwealth as a foreign business entity under Title 13.1 or Title 50 or as otherwise required by law shall include in its proposal a statement describing why the offeror is not required to be so authorized.

Each proposal shall be accompanied by a bid bond from a surety company selected by the offeror that is authorized to do business in Virginia, as a guarantee that if the contract is awarded to the offeror, he or she will enter into the contract for the work described in the proposal. The amount of the bid bond shall not exceed five percent (5%) of the proposal amount.

The successful offeror shall furnish approved performance and payment bonds, each in the amount of one hundred percent (100%) of the proposal amount. In lieu of a bid, payment, or performance bond, an offeror may furnish a certified check, cashier's check, or cash escrow in the face amount required for the bond.

The successful offeror must provide a Certificate of Liability Insurance for Commercial General Liability, Automobile Liability, and Workers' Compensation, as well as copies of current certifications and licenses as applicable.

The contract awarded to the successful offeror shall contain the following provisions:

- (1) Compliance with Immigration Law. The contractor does not and shall not during the performance of the contract for goods and services in the Commonwealth, knowingly employ an unauthorized alien as defined in the federal Immigration Reform and Control Act of 1986.
- (2) Authorized to Transact Business.
 - (i) Any contractor organized as a stock or nonstock corporation, limited liability company, business trust, or limited partnership or registered as a registered limited liability partnership shall be authorized to transact business in the Commonwealth as a domestic or foreign business entity if so required by Title 13.1 or Title 50 of the Virginia Code, or as otherwise required by law.
 - (ii) Any contractor described in subsection (i) shall not allow its existence to lapse or its certificate of authority or registration to transact business in the Commonwealth, if so

required under Title 13.1 or Title 50, to be revoked or cancelled at any time during the term of the contract.

(iii) The town may void any contract with a contractor that fails to remain in compliance with subsections (i) or (ii).

- (3) Employment Discrimination Prohibited. During the performance of this contract, the contractor shall not discriminate against any employee or applicant for employment because of race, religion, color, sex, national origin, age, disability, or other basis prohibited by state law relating to discrimination in employment, except where there is a bona fide occupational qualification reasonably necessary to the normal operation of the contractor. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this nondiscrimination clause. The contractor, in all solicitations or advertisements for employees placed by or on behalf of the contractor, will state that the contractor is an equal opportunity employer.

The contractor will include the foregoing clauses in every subcontract or purchase order of over \$10,000, so that the provisions will be binding upon each subcontractor or vendor.

Notices, advertisements and solicitations placed in accordance with federal law, rule or regulation shall be deemed sufficient for the purpose of meeting the requirements of this section.

- (4) Drug-free workplace. During the performance of this contract, the contractor shall (i) provide a drug-free workplace for the contractor's employees; (ii) post in conspicuous places, available to employees and applicants for employment, a statement notifying employees that the unlawful manufacture, sale, distribution, dispensation, possession, or use of a controlled substance or marijuana is prohibited in the contractor's workplace and specifying the actions that will be taken against employees for violations of such prohibition; (iii) state in all solicitations or advertisements for employees placed by or on behalf of the contractor that the contractor maintains a drug-free workplace; and (iv) include the provisions of the foregoing clauses in every subcontract or purchase order of over \$10,000, so that the provisions will be binding upon each subcontractor or vendor.

For the purposes of this section, "drug-free workplace" means a site for the performance of work done in connection with a specific contract awarded to a contractor in accordance with this policy, the employees of whom are prohibited from engaging in the unlawful manufacture, sale, distribution, dispensation, possession or use of any controlled substance or marijuana during the performance of the contract.

In the solicitation or awarding of contracts, the Town does not discriminate on the basis of race, religion, color, sex, national origin, age, disability, status as a service disabled veteran, or any other basis prohibited by state law relating to discrimination in employment.

PROPOSAL SUBMITTAL AND CONTENT

Proposals must be submitted to the Town of Luray office by **3:00 pm EST, February 14, 2020** and must be addressed as follows:

By mail:

Town of Luray
Proposal for Imagination Station Playground
Attn: Parks and Recreation
PO BOX 629
Luray, VA 22835

Physical address:

Town of Luray
45 E. Main Street
Luray, VA 22835

The Town will not accept any proposals delivered after the established receipt time and date. Potential offerors may visit the site for design inspiration, but a formal meeting will not be conducted with Town officials.

Proposals must include complete drawings for each design, specifications and pictures for each design component and color samples. Proposals must include a bid price for each design presented. Each bid must list the cost of the equipment and labor separately. All delivery, assembly, installation and supervision costs must be included in the proposal. Payment for equipment and materials will be sent within sixty (60) days after delivery and assembly/installation and invoicing of the play system. All proposal amounts shall be guaranteed six months after the proposal submittal deadline date.

No proposal may be withdrawn within a period of sixty (60) days after the proposal opening date. Bid prices shall include all costs for manufacture, delivery, and installation of new equipment and materials free of damage and defect.

The Town of Luray is tax exempt.

The offeror must submit five (5) hard copies of the proposal to the address listed above and one (1) electronic copy on a CD or USB drive. Also included must be five (5) hard copies of a 24” x 36” plan and specifications book. All proposals must comply with the specifications and guidelines provided in this document.

EVALUATION AND SELECTION PROCESS

Proposals will be evaluated by a selection committee based on the following criteria:

<u>Criteria</u>	<u>Points</u>
A. Ages served (2-12)	0-15
B. Inclusiveness (Sight/sound/sensory, ADA compliance)	0-20
C. Theme/Aesthetics	0-10
D. Conceptual Design	0-10
E. Overall Price	0-10
F. Warranty	0-10
G. Quality of Materials; Craftsmanship	0-10

H. Vendor Experience	0-15
I. ASTM, IPEMA & CPSC Compliance	Yes/No

Maximum Points: 100

The selection committee will consist of a minimum of 3 people but will not exceed 5 people.

An interview may also be requested to aid in the selection of an offeror. The award is anticipated to be made to the offeror whose proposal is deemed most advantageous to the Town of Luray by July 1, 2020, based upon the factors described in this Request. Preliminary selection is anticipated to be announced in early March 2020. Unsuccessful offerors will be notified in writing.

The Town reserves the right to waive informalities in proposals, cancel this Request, and reject any and all proposals. This Request and the award of any contract hereunder is expressly contingent upon funding by Luray Town Council.

REFERENCES

Each offeror must provide a minimum of three references to similar municipal playground projects in Virginia in the last five years.