



**The City of Buena Vista
Request for Proposals:
Glen Maury Park Playground**

Published 10/6/2022

This procurement is governed by the Virginia Procurement Act and all terms and conditions of the Act are hereby adopted and are made part of this notice.

Contact Information:

Kristina Ramsey
2039 Sycamore Avenue
Buena Vista VA 24416
(540) 261-8616
Kristina.ramsey@bvcity.org

Proposal Responses Due:
**3:00 PM, ~~Friday, October 21, 2022~~
October 28, 2022 (extended 10/20/22).**

PURPOSE

The City of Buena Vista ("City") is seeking proposals from qualified firms authorized to do business in the State of Virginia, to design, provide, and install equipment, protective surfacing, and other necessary amenities at Glen Maury Park. The City will select one supplier to provide and install equipment and materials for the playground as outlined in this request.

SCOPE OF PROJECT

This project consists of the design, delivery and installation of a playground system to include borders and surfacing at Glen Maury Park located at 100 Glen Maury Park Rd., Buena Vista, VA 24416. Work is to include the design of a play system with particular attention to inclusive elements within an approximately 65' x 185' play area, as well as the installation of commercial grade playground equipment, equipment footing, protective surfacing, appropriate use signage (if required), and ADA accessible paths between the playground elements where necessary. It is important that the design of the play system includes the ability to expand the proposed play system within the existing play area. All equipment will be assembled and installed by the supplier.

Playground suppliers may provide a maximum of three (3) designs for each supplier represented for the park playground.

The City requires suppliers to design a play system that meets or exceeds all current federal CPSC, ASTM, IPEMA standards and ADA requirements. Proposals must include the cost of the play systems as designed, delivery charges, installation, and the cost of any required permits and inspections. The City will provide landscaping and fencing. Detailed technical installation instructions and maintenance and operations manuals from the manufacturer will also be required from the successful supplier.

Questions concerning the RFP should be directed to:

Kristina Ramsey, Project manager
2039 Sycamore Avenue
Buena Vista, VA 24416
(540) 261-8616
kristina.ramsey@bvcity.org

The City of Buena Vista shall be exempt for any liability for costs incurred by unsuccessful suppliers in preparation of the proposals.

DESIGN ELEMENT GUIDELINES AND PLAY SYSTEM SPECIFICATIONS

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

The total dollar amount allocated to this project is \$100,000.

Required Items

1. Proposal must include protective surfacing to required minimum depth over play area installed to all federal standards. Surfacing and play area are to be enclosed by 12" playground borders.
2. The play structures specified shall be built using the highest-grade components utilized by the manufacturer in terms of steel gauge, post diameter, plastic strength, fastenings, UV resistance, paint applications, etc.
3. A portion of play components shall be fully accessible and usable by individuals with physical disabilities with ADA compliant surfaces in all areas including inclusive play equipment
4. Proposal must include a minimum of one play structure designed for ages 2 through 5 with appropriate slide(s)
5. Proposal must include a minimum of one play structure for ages 5 through 12 with appropriate slide(s)

Playground Features

1. Modern play structures are desired, featuring elements such as:
 - Climbing elements
 - Spiral, curved, roller, and double slides
 - Sight and sound sensory elements
 - Motion, rocking, and spinning elements
 - Inclusive play elements
 - Interactive panels
 - ADA accessible ramps and elements
 - Shade elements
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2. Free standing elements to accompany play structures
 - Swings, including at least one (1) toddler swing and at least one (1) inclusive swing
 - Alternative and unique swinging options welcome
 - One (1) large net climber
 - One (1) spinning element
3. Play system features should not include:
 - Plastic, rockscape style climbers
 - Crawl tunnels/tubes
4. Design and overall appearance shall be integrated with the natural features of Glen Maury Park to the greatest extent possible. Theming is not required but is welcome.
5. Add-alternate elements that can be included when the proposed play system is expanding should be included in proposal.

In the proposal, provide a list of the components proposed for the Glen Maury Park playground. Include structure and component model numbers, materials, color choices and recommendations, protective area requirements, target age ranges and developmental levels, target play type or activity, estimated lifetime of equipment including manufacturers' warranty and any other relevant descriptive information.

Play system design shall safely fit in the playground area as shown on the site plans (attachment A and B). Suppliers are encouraged to be creative in their designs and to maximize the role of unstructured play in their proposals. Suppliers may submit proposals from non-traditional 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 supplier. The supplier must supply any direct supervision from manufacturer or supply qualified and certified representative familiar with playground installation. All tools and equipment required to install play equipment shall be provided by the supplier. The supplier will be given (60) calendar days to complete the proposed work. Working days will begin from the date of contract execution.

It is the requirement of this RFP that suppliers shall provide and pay for equipment installation.

A representative of the successful supplier will be required to conduct a post-installation inspection of equipment upon completion to insure the proper installation of the equipment. If not properly installed, proposed modifications must be submitted in writing to the City and any defects cured as soon as reasonably practicable. Upon completion of installation, the successful supplier must provide documentation attesting the equipment has been installed meeting all specifications thereby warranted by manufacturer. Additionally, it is the supplier's responsibility to provide the City 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 City with each proposal.

All equipment must comply with Americans with Disabilities Act (ADA). Designs submitted by the supplier must incorporate either a transfer platform or ramp in each design when necessary.

PROPOSAL CONTENT

Proposal shall address the items included in the Purpose, Scope of Services, and the Evaluation Criteria. Proposals shall be as thorough and detailed as possible so that the City may properly evaluate capabilities to provide the required services.

Suppliers are required to submit the following items as a complete proposal:

1. Cover Letter: Indicating the Supplier's philosophy in providing the requested services.
2. Company History: The Supplier will briefly describe its company history and history of performing work as described herein.
3. Written Narrative: Each Supplier must provide a written narrative that discusses the Supplier's expectations in providing the services requested. Include any special qualifications, experience, awards etc.

4. Confirmation of Compliance with the Purpose, Scope of Project, and Design Element Guidelines: The Supplier shall describe how the proposal meets the Purpose, Scope of Project, and Design Guidelines and specifications as outlined Work in this RFP.
5. Designs: Please provide up to three (3) playground designs (a good, better and best) for each site, including: Proposals must include a price for each design presented. Each proposal must list the cost of the equipment and labor separately. All delivery, assembly, installation and supervision costs must be included in the proposal. Please include a “deduct” that would be applied if the City were able to construct/install the playground themselves.
6. References: Each supplier must provide a minimum of three references to similar municipal playground projects in Virginia in the last five years. Proposals must include the number of years the bidding supplier has been in business and a list of relevant and comparable projects in Virginia municipalities within the last 10 years or more.

EVALUATION AND SELECTION PROCESS

Proposals will be evaluated by a 3-to-5-person selection committee based on the following criteria:

Criteria	Points
ASTM, IPEMA & CPSC Compliance	Yes/no
Ages served (2-12)	0-10
Inclusiveness (Sight/sound/sensory, ADA compliance)	0-15
Theme/Aesthetics	0-10
Conceptual Design	0-15
Quality and Durability of Equipment	0-15
Warranty	0-5
Reputation and reliability of manufacturer/supplier	0-10
Overall Price	0-10
Overall Quality of Proposal	0-10
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 a supplier. The award is anticipated to be made to the supplier whose proposal is deemed most advantageous to the City by ~~October 28, 2022~~ November 4, 2022 (extended 10/20/22) based upon the factors described in this Request. Preliminary selection is anticipated to be announced by ~~November 1, 2022~~ November 7, 2022 (extended 10/20/22). Unsuccessful suppliers will be notified by email.

The City reserves the right to waive informalities, cancel this Request, and reject any and all proposals.

INSTRUCTIONS FOR SUBMISSION

Written proposals must be received no later than **3:00 PM, ~~October 21, 2022~~ October 28, 2022 (extended 10/20/22)**. Proposals should be sent in electronic format via email to kristina.ramsey@bvcity.org.

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

If Suppliers desire to provide a paper copy as well as electronic, it may be mailed or delivered to

Kristina Ramsey
Director of Economic Development
City of Buena Vista
2039 Sycamore Ave
Buena Vista VA 24416

Questions

All questions must be submitted to Kristina Ramsey no later than **October 21, 2022** in writing at the address above or kristina.ramsey@bvcity.org.

PROPOSAL TERMS

1. *Proposal Preparation Costs.* All expenses incurred by the Supplier in preparation and submission of this Proposal are to be borne by the Supplier, with the express understanding that no claims for reimbursements against the City will be accepted. The City shall not be responsible for any costs involved in or associated with any meetings, discussion or negotiation following submission that could lead to acceptance of the Proposal and award of a contract.
2. *Proposal Evaluation.* The City recognizes that “Best Value” is the essential part of purchasing a product and/ or service and therefore the City may prefer a Proposal with a higher price, if it offers greater value and better serves the City’s interests, as determined by the City, over a Proposal with a lower price. The City shall be the sole judge of each candidate’s conformance with the requirements and the merits of the individual proposals. The City reserves the right to waive any conditions or modify any provision of this process with respect to one or more candidates, to negotiate with one or more of the candidates, to require supplemental statements and information from any candidate, to establish additional terms and conditions, or to reject any or all candidates, if in its judgment it is in the best interest of the City. If all candidates are rejected, the City may seek additional candidates. The timing of the conditional selection may depend upon the degree to which further information on individual candidates must be obtained or due to other factors that the City may consider pertinent.

The City, at its sole discretion, reserves the right to:

- Reject any or all Proposals whether complete or not;
 - Reject any Proposal it considers not in its best interests;
 - Waive any minor irregularity or insufficiency in the Proposal submitted;
 - Not be liable for misunderstandings or errors in the Request for Proposals;
 - Issue addenda to the Request for Proposals;
 - Contact references provided by the Suppliers;
 - Retain independent persons or contractors for assistance in evaluating Proposals;
 - Request points of clarification to assist the City in evaluating Proposals;
 - Negotiate changes with the successful Supplier; and
 - Withdraw the Request for Proposal.
3. *Proposal Presentation.* The City reserves the right to request one or more of the Suppliers whose submissions are of particular interest to the City, to make oral presentations to the City.
 4. *Proposal Confidentiality and Proprietary Information.* All submissions become the property of the City and will not be returned to the Supplier. The City will consider all Proposals submitted as confidential but reserves the right to make copies of all Proposals received for its internal review and for review by its financial, accounting, legal, and technical consultants.

5. *Conflict of Interest.* A Supplier shall disclose in its Proposal any actual or potential conflicts of interest and existing business relationships it may have with the City, its elected or appointed officials or employees, any property ownership direct or indirect in the jurisdiction. The City may rely on such disclosure.
6. *Acceptance Of Proposal.* The acceptance of a proposal will be made in writing from the City and will be addressed to the successful supplier at the address given in the submitted proposal. Following acceptance and approval to proceed with the Proposal, the supplier is expected to enter into a contract with the City to perform the works or services set out and agreed upon in the Proposal.



**GLEN MAURY PARK PLAYGROUND PROJECT:
RFP SIGNATURE SHEET**

My signature certifies that the proposal as submitted complies with all Terms and Conditions as set forth in this Request for Proposal.

My signature further certifies that this proposal is made without prior understanding, agreement, or connection with any corporation, firm or person submitting a proposal for the same material, supplies or equipment, and is in all respects fair and without collusion or fraud. I understand collusion is a violation of Virginia Governmental Fraud Act and Federal Law and can result in fines, prison sentences and civil damages awards. I agree to abide by all conditions of this bid and certify that I am authorizing to sign this bid for the Offeror.

To receive consideration for award, this signature sheet must be returned to the Finance Department as it shall be a part of your response.

If there are any parts of the terms and conditions that your company cannot meet please indicate which ones on an attached page.

Company Name: _____

Address: _____

Signature: _____

Name (Type and Print): _____

Official Title: _____

Federal Tax ID Number: _____

Date: _____ Telephone Number: _____