

PN: 22075

REQUEST FOR PROPOSAL
PLAYGROUND(s)
FOREST ELEMENTARY SCHOOL
FOREST, MISSISSIPPI



Proposal DUE DATE:

January 10, 2023 @ 2:00pm local time

Deliver to:

Forest Municipal School District Central Office

ATTN: Karen Norwood

325 Cleveland Street

Forest, Mississippi 39074

TABLE OF CONTENTS

SECTION A	PROJECT SUBMISSION GUIDANCE
SECTION B	PROJECT SCOPE
SECTION C	PROJECT REQUIREMENTS
SECTION D	PROPOSER REQUIREMENTS
SECTION E	EQUIPMENT & SURFACING REQUIREMENTS
SECTION F	PROPOSAL FORMAT REQUIREMENTS

SECTION A PROJECT SUBMISSION GUIDANCE

A1 General Conditions

This is a Request for Proposal (RFP) pertaining to the Forest Municipal School District, hereinafter referred to as “owner”. These requirements are for Playgrounds at Forest Elementary, Forest, Mississippi. The proposed playgrounds must be able to support all requirements described in this RFP. Should a proposed playground not meet specifications in the RFP, each exception must be explained in detail, either immediately below the excepted paragraph, or in an attachment referencing each excepted paragraph, with each exception, describing in detail the proposed alternative solution must be provided.

This RFP is intended to provide a standard with which to evaluate submitted alternative proposals for Playgrounds and to allow vendor flexibility in proposing the most appropriate and cost-effective playground. The acceptance of a proposal does not obligate the owner to purchase a playground from any vendor. The owner reserves the right to reject all proposals and not make a selection. The owner further reserves the right to negotiate with the proposers and contract with multiple proposers. In addition, the owner may select a portion of the proposal for contract consideration. All costs for proposal preparation are the responsibility of the proposer. Proposals will be evaluated for completeness. Proposers are encouraged to submit their proposals as clearly and concisely as possible in order that a thorough evaluation can be made. The owner reserves the right to accept or reject any proposal for any reason if it is in the best interest of the Forest Municipal School District. Proposals must separate costs for the labor and materials.

Discussions by the owner may be conducted with representatives from companies who submit proposals determined to be reasonably susceptible of being selected for award, but proposals may be accepted without such discussions. **Preference will be given based on the below evaluation factors in order of their relative importance:**

- #1. Ability of the company awarded the bid to meet all insurance, state and national licensing standards relative to the installation requirements of this job and the playground equipment.
- #2. Design and layout of playground, number of features, play activities and the quality/type of the play activities. Integration of the new playground with the existing Park and surrounding area.
- #3. Start time, finish time and date of project.
- #4. Previous completed jobs of similar scope with references for performance.
- #5. Warranty of playground components and installation.
- #6. Attractiveness and style.

	Preference Table Available points 1-10. 1 being the lowest score & 10 being the highest score.	POINTS
#1	Ability of company awarded to meet all requirements?	
#2	Overall design of layout, value of features, integration of new playground within the existing park and surrounding area.	
#3	Project beginning and completion date.	
#4	Past performance - references.	
#5	Warranties of all products proposed.	
#6	Attractiveness and style of proposal	

TOTAL POINTS AWARDED _____

A2 Contact for Clarifications

For questions concerning this Request for Proposal, contact:

Luigia Hodge
Dale Partners Architects
One Jackson Place
Suite 250
188 East Capitol Street
Jackson, Mississippi 39201-2100
bidinfo@dalepartners.com

All questions regarding this RFP shall be submitted in writing, to which a written response will be provided by Dale Partners Architects. No verbal questions will be entertained or answered. Electronic mail (email) is the preferred method for contact since it provides a record copy of the question and answer. Requests for clarifications should be emailed to the email address or mailed to the mailing address listed above. Answers to submitted questions will be emailed to all bidders with an email address on record. The email subject shall be: "Clarification: Playground RFP". Dales Partners Architects will maintain a complete list of questions and answers. The Owner is not responsible for postal mail or email that is either undelivered or delayed.

A3 Response Address, Due Date, and Time.

All proposals to this RFP must be submitted to and received, as indicated below:

Forest Municipal School District
ATTN: Dr. Karen Norwood
325 Cleveland Street
Forest, Mississippi 39074

Due Date: January 10, 2023
Due time: 2:00 pm local time

They can also be submitted electronically at www.dalepartnersplans.com. The proposals shall be considered public record. A Register of Proposals must be maintained in the Forest Municipal School District main office and available to the public. Proposals received after the above-listed date and time will not be accepted. Proposals **will not** be accepted via fax or email. The proposal submitter shall bear all associated costs.

A4 Number of Copies of Submitted Proposals

Provide five **(3)** copies of the proposal including all attachments.

A5 Schedule of Events

<u>Event</u>	<u>Date</u>
For Questions/Clarification submissions	January 3, 2023, last day at 2:00 PM
Proposals Due to the District	January 10, 2023, 2:00 PM
Bidders/Proposer presentations	Only if Needed
Purchase Decision	Next District Board Meeting

A6 Response Format

The format to be used for the proposal is provided in Section F of this RFP. Responses must be in this format to be considered. Each section/paragraph must be addressed with a response in the body of the document following that specification, question, or request for information. Information not in the body or additional information pertinent to a decision should be provided in an Appendix to the proposal, as necessary.

Modifications to, or omission of, any question in this required RFP format by the proposer MAY result in immediate rejection of that proposal. Noting an exception to any specification does not guarantee agreement or acceptance by the owner and may disqualify the proposed playground from consideration. Any exception must be noted and referenced immediately following the pertinent paragraph/section or in an Appendix to the proposal.

A7 Jobsite Visit

The project is located at:
Forest Elementary School
513 Cleveland Street
Forest, Mississippi 39074

A jobsite visit is recommended but not required. Visits are intended to provide perspective and knowledge of the two playground areas. The school is open from 8am – 3pm. Questions arising from the visits must be submitted via email at biddinginfo@dalepartners.com. The existing playground equipment is to remain. The new equipment will be placed in the fenced area next to the gym and also in a large open area across the street.

SECTION B PROJECT SCOPE

The proposed playground(s) will be located Forest Elementary School. The new equipment will be placed inside a fenced in area which is connected to the gym AND in a more open area that is immediately north of the school. The budget for this project is \$200,000. Any Proposals received over the budgeted amount shall be rejected.

Amenities to be included but not limited to: Slides, Jungle Gym, Chin up Bars, Playhouses, Mazes, Climbers, Swings, shades, and seating area for teachers. Equipment in the area should be designed to accommodate all ages from 2-5 years old – (fenced in area) AND 5-12 years old – (open field area)

Design considerations: Incorporate Ground level play events. Ease of supervision and multiple play events.

Provide multiple access points and transfer stations for connected flow. Ensure ease of maneuvering between playground components and equipment.

NOTE: NO WOOD EQUIPMENT PRODUCTS WILL BE ACCEPTED.

SECTION C PROJECT REQUIREMENTS

The proposer shall furnish all materials and labor necessary to provide a complete playground as specified herein within the boundary outlined in this RFP. It can encompass as much of this area as need be to meet the requirements specified. The playground construction area is to be maintained safely and securely at all times by the proposer. Successful bidder shall use at least 6ft tall chain link fence to protect all areas of construction during the full length of the project. Orange vinyl fencing with T post method is not acceptable.

SECTION D PROPOSER REQUIREMENTS

- D1 Proposals submitted in response to this RFP shall be based on currently available equipment
- D2 All equipment and materials proposed in response to this RFP shall be new, of a current manufacturing run, and provided in the manufacturer's original packaging.
- D3 Individual components and equipment types furnished in response to this RFP shall be the standard product of one or multiple manufacturers with the exception of any concrete needed.
- D4 The Owner reserves the right to withhold playground acceptance and final payment until completion of the installation. Completion of the installation shall be defined as completion of ALL related work to the playground.
- D5 The playground is to be installed fully by the successful proposer at the proposer's expense. The cost for any additional work that must be performed by others to complete the proposer's scope of work will be charged back to the proposer or deducted from that bidder's final payment.
- D6 Any damage or injury to the owners' premises caused by the proposer, its employees,

agents, or subcontractors shall be repaired at the proposer's expense.

- D7 This agreement shall not be assigned, nor shall the performance of the proposer duties be delegated, without prior written consent of the owner.
- D8 Each proposer must provide a written guaranty signed by an authorized representative of the manufacturer insuring availability of parts and service for a minimum of ten (10) years from the date of acceptance by the owner.
- D9 The contract award will only be awarded to the proposer licensed and certified to perform the work in the State of Mississippi or those states with which the owner has reciprocal agreements. Selections will be based on the proposer's ability to do work described in this RFP, in the opinion of the owner.
- D10 **NON-RESIDENT CONTRACTORS** – When a non-resident contractor submits a bid or proposal for a Mississippi project, he shall attach there to a copy of his resident State's current law pertaining to such State's treatment of non-resident contractors as required by section 31-3-21, Mississippi Code (latest revision)
- D11 As per state law, Mississippi Code Ann. 31-3-21 All bids submitted for public projects where said bid is in excess of Fifty Thousand Dollars (\$50,000.00) shall contain on the outside or exterior of the envelope or container of such bid/proposal the contractor's current Certificate of Responsibility number, and NO bid shall be opened or considered unless there appears a statement on the outside or exterior of such envelope or container to the effect that the bid/proposal enclosed therewith did not exceed Fifty Thousand Dollars. (\$50,000.00) Bidder/proposer name must match the name/ company listed on the Certificate of Responsibility. Company name or individual name on Certificate of Responsibility must match the name on ALL required certifications, insurances and licenses in this RFP.

SECTION E EQUIPMENT AND SURFACING SPECIFICATIONS

- E1 Amenities to be included but not limited to: Slides, Jungle Gym, Chin up Bars, Playhouses, Mazes, Climbers.
- E2 **Design considerations:**

Incorporate Ground level play events. Provide multiple access points and transfer stations for connected flow. Ensure ease of maneuvering between playground components and equipment.

The entire area must be ADAAG compliant. For more information please visit <https://www.access-board.gov/ada/guides/chapter-10-play-areas/> . Please include a letter from the manufacturer referencing the playground area is ADAAG compliant

with your RFP. **Failure to submit this compliance letter will deem your RFP as non-responsive.**

The suggested equipment should include shaded seating for teachers.

E3 NOTE: NO WOOD EQUIPMENT PRODUCTS WILL BE ACCEPTED.

SECTION F REQUIRED PROPOSAL FORMAT

The following paragraphs provide the format required for proposal submittal. All paragraphs are required, and the order and content cannot be changed as they serve as the minimum required for the proposal. Changing this format will disqualify the bidder. Additional information may be provided as Appendices to the proposal, as necessary.

F1. Key Personnel

The owner considers the qualifications and capability of the proposing company of critical importance. The successful proposer must become a partner with the owner in the success of this playground's future. The successful proposal's staff must be accessible and knowledgeable of the playground proposal.

The bidder must also provide the following information on its company and key staff members and certify that each of these staff members speak fluent English:

- 1.1 Bidding Company Information. Provide the following information on your company.
 - 1.1.1 Bidding Company Name
 - 1.1.2 Bidding Company Address
 - 1.1.3 Bidding company Phone Numbers
 - 1.1.4 Bidding Company History. As part of this history, indicate the number of years the company has been in business, as well as the number of years the business has operated under its current name. Only companies/bidders with at least a 10-year track record will be considered. This may be provided as an Appendix to the proposal. If an Appendix is used, it should be noted in this paragraph in the proposal (e.g., "Our company history is provided in Appendix D to this proposal.").
 - 1.1.5 Bidding Company Website. Indicate the URL (web link) for the website. Or specify "none" if the company does not have a website.
 - 1.1.6 Bidders Insurance. This is the BIDDERS insurance. These are not the requirements for the manufacturer's insurance. These insurance requirements are to be in the same name of the Certificate of Responsibility that is listed on the outside of your envelope.

- 1.1.6.1 Worker's compensation coverage in accordance with the statutory requirements and limits of the State of Mississippi with a thirty (30) day cancellation clause.
- 1.1.6.2 The owner must be listed as an additional insured on Bidder's General Liability Insurance for bodily injury and Property Damage Insurance in the amount of \$1,000,000.00 (One Million Dollars) per occurrence minimum coverage.
- 1.1.6.3 The successful bidder / proposer must provide a waiver of subrogation in favor of the owner on general liability and workers compensation insurance.
- 1.1.6.4 The successful bidder shall supply the owner with satisfactory proof of carriage of insurance required. The owner shall be named on the certificate of insurance as an additional insured.

1.1.6.5 Bidding Company Requirements:

- Please include a copy of your State of Mississippi Certificate of Responsibility. License/Certificate must be in the name of the bidder. License/certificate must be in the name of all required certifications for the lead installer mentioned in the requirements below.
- License/Certificate must have the specialty/sub categories of #1. Building Specialties. #2. Install construction of specialties, furniture, and equipment. #3. Playground and Recreation equipment. Companies that are not licensed by the State of Mississippi to perform the installation of playground equipment will not be considered.
- Bidder must be a certified installer of the manufacturer's product they are proposing. Certificates where the name listed does not match the name of the bidder will not be considered.
- Bidder must be in good standing with the State of Mississippi as listed with the Secretary of State. Provide documentation to support with your proposal.
- Bidder must possess an A+ rating from the Better Business Bureau (BBB). BBB.org. Provide documentation to support with your proposal.
- Bidder must be listed on the National Playground Contractors Association Inc.'s website as an Active/Qualified Contractor. ACTIVE Membership only is not equal to Active/Qualified Contractor status.

- 1.2 **Bidding Company Account Representative Information.** This individual will serve as the sales contact as well as the main contact for clarifications to this RFP. Provide the following information:

- 1.2.1 Rep name.
- 1.2.2 Rep Address.
- 1.2.3 Rep Email Address
- 1.2.4 Rep phone number(s)
- 1.2.5 Rep Qualifications
 - * Rep must be a Licensed Certified Playground Safety Inspector (CPSI) as recognized by the National Parks and Recreation Association. Provide certificate with your proposal.
- 1.3 **Bidding Company Lead Installer** – This individual will be responsible for the installation of the playground. Please provide the following information:
 - 1.3.1 Installer Name
 - 1.3.2 Installer Address.
 - 1.3.3 Installer Email Address
 - 1.3.4 Installer phone number(s)
 - 1.3.5 Installer Qualifications
 - ** Installer must possess these qualifications:
 - ** Company or lead installer must be a factory trained certified installer of ALL of the equipment you are proposing. Provide all certificates with your proposal.
 - ** Lead Installer must hold a valid Certificate of Achievement from the National Playground Contractors Association as completing the Recreation Installation Specialist Certification Course. Provide Certificate with your proposal.
 - ** Lead Installer must be a Licensed Certified Playground Safety Inspector (CPSI) as recognized by the National Parks and Recreation Association. Provide certificate with your proposal.

F2. Project Summary.

This section has been intentionally left blank.

F3. Proposed Playground

Provide a detailed description of the playground. This description must provide a complete and comprehensive description of the offered playground features and functionality. Omission of this material will disqualify a bidder. Top View drawing(2D) and 3-D color rendering must be shown here. Note: This information can be further outlined and detailed in the presentation to the owner if needed and requested.

Provide a detailed description and timeline of the installation process.

F4. Materials List.

Provide a detailed list of the proposed materials with quantity and specifications. The materials list must be separated in the following categories:

- 4.1 Playground equipment. Whichever playground equipment manufacturer you are proposing they must possess the following criteria:

- 4.1.1 Must be an ISO 9001 certified company. Please provide documentation with your proposal.
- 4.1.2 Must be an ISO 14001 certified company. Please provide documentation with your proposal.
- 4.1.3 ALL products must be IPEMA certified as recognized by the International Playground Equipment Manufacturers Association. Provide documentation with your proposal.
- 4.1.4 The designer who designed the layout of the equipment must be a Licensed Certified Playground Safety Inspector (CPSI) as recognized by the National Parks and Recreation Association. Provide certificate with your proposal.
- 4.1.5 Playground Equipment Manufacturer's Insurance requirements.
 - *Worker's compensation and employer's liability of \$1,000,000.00 each occurrence and \$1,000,000.00 each employee.
 - * Umbrella Liability of \$10,000,000.00 each occurrence and Aggregate of \$10,000,000.00.
 - Automobile Liability Combined Single Limit of \$1,000,000.00 and an Aggregate of \$10,000,000.00.
 - Commercial General Liability of \$2,000,000.00 each occurrence AND \$300,000.00 damage to rented premises. \$2,000,000.00 Personal and ADV injury. \$4,000,000.00 General Aggregate. \$4,000,000.00 Products – Comp/OP AGG. \$50,000.00 SIR – Self Insured Retention.
- 4.2 Playground Surfacing - Whichever playground equipment manufacturer you are proposing they must possess the following criteria:
 - 4.2.1 Provide quantity and specifications of any and all surfacing you are proposing.
 - 4.2.2 If you are proposing any Poured In Place rubber surfacing, the product must have a 10-year warranty and ALL materials must be made within the USA. Provide documentation to support with your proposal. The product must be IPEMA certified. Provide the IPEMA certificate with your proposal.
 - 4.2.3 Concrete used as a base (not footings) must be installed with the following criteria:
 - * 3000 lb. mix at least 4 inches thick in all areas. Must be reinforced with wire mesh throughout. Light broom finish.
 - 4.2.4 Compacted Stone used as a base must be installed at 4 inches thick in all areas.
- 4.3 Shade products. IF you are proposing any shade products then provide specifications per shade.

F5. Pricing

Provide a total price of your proposal. You may use your own company quotation/proposal sheet. The budget for this project is \$200,000. Any proposals received over the budgeted amount shall be rejected. Any proposals received with a price lower than

\$200,000 will neither receive any additional points nor be considered as a lower bid.

F6. Past Performance

6.1 Provide at least 5 references of your company's projects. Each reference must contain the following information:

- 6.1.1 Project Name
- 6.1.2 Project Address
- 6.1.3 Main Contact's name
- 6.1.4 Main Contact's Number(s)
- 6.1.5 Project bid amount at the time of the bid.
- 6.1.6 Color image of the project. May be actual photo or 3D images.
- 6.1.7 Each reference must have been open to the public for at least two years with a proven track record of maintenance and durability in a public setting. Do not submit references on project that are less than two years old.

F7. Warranties

Provide a complete description of all component warranties, terms and conditions.

F8. After Purchase Maintenance

Provide any information concerning future maintenance options. This information should include any local companies who are certified to perform work on the completed proposed project.

END OF SECTION