

## REQUEST FOR PROPOSALS

### **Design, Supply and Installation of Playground Equipment at Stockton Park Worcester County, Maryland**

The Worcester County Commissioners are currently accepting proposals for the design, supply and installation of playground equipment at Stockton Park, 5520 Hurley Road, Stockton, Maryland 21864 for the Worcester County Recreation and Parks Department. Proposal specification packages and proposal forms are available from the Office of the County Commissioners, Room 1103 - Worcester County Government Center, One West Market Street, Snow Hill, Maryland 21863, obtained online at [www.co.worcester.md.us](http://www.co.worcester.md.us) under the "Bids" drop-down menu in the lower right hand side of the home page, or by calling the Commissioners' Office at 410-632-1194 to request a package by mail. While a formal pre-proposal meeting will not be held, it is strongly suggested that interested vendors visit the site prior to submitting their proposal. Tours may be coordinated by contacting Bill Rodriguez, Parks Superintendent, at 443-614-2152. **Sealed proposals will be accepted until 1:00 PM, Monday, September 24, 2018** in the Office of the County Commissioners at the above address, at which time they will be opened and publicly read aloud. Envelopes shall be marked "**Proposal for Stockton Park Playground Equipment**" in the lower left-hand corner. After opening, proposals will be forwarded to the Recreation and Parks Department for tabulation, review and recommendation to the County Commissioners for their consideration at a future meeting. In awarding the proposal, the Commissioners reserve the right to reject any and all proposals, waive formalities, informalities and technicalities therein, and to take whatever proposal they determine to be in the best interest of the County considering lowest or best proposal, quality of goods and work, time of delivery or completion, responsibility of vendors being considered, previous experience of vendors with County contracts, or any other factors they deem appropriate. All inquiries shall be directed to Bill Rodriguez, Parks Superintendent, at 443-614-2152, or Tom Perlozzo, Director, at 410-632-2144.

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**INSTRUCTIONS**

**TAXES**

- The County is exempt from all Federal and State taxes. Bidders' prices shall reflect the same.

**SCOPE OF WORK**

- A formal pre-bid meeting is not recommended; however, all interested parties should be required to visit the site prior to submitting a proposal. A tour of the site may be arranged by contacting Bill Rodriguez, Parks Superintendent, at 443-614-2152 or Tom Perlozzo, Department Director, at 410-632-2144, ext.
- The successful bidder will design, supply, and install the piece or pieces of playground equipment, including safety surfacing, which meet or exceed the U.S. Consumer Product Safety Commissions (CPSC) Guidelines for Public Playgrounds and the American Society for Testing and Materials (ASTM) standards and be certified by the International Play Equipment Manufacturers Association (IPEMA).
- The playgrounds shall be located in Stockton Park, 5520 Hursley Road, Stockton, Maryland 21864.
- There shall be one composite/modular playground system to accommodate "school age" children 5 - 12 years old. The layout of the playground is contingent upon the design of the successful proposer; however, the playground, including safety zones, must fit within a 92' x 32' rectangular area.
- An existing two bay/four swing, swing structure shall be repurposed and reinstalled at a height of 8' into the play area.
- Signs shall be installed at the main access of the playground stating age appropriateness and safety rules for the playground. Specific wording shall include the phrase "ADULT SUPERVISION IS REQUIRED" within the content of this sign. All signage must be approved by the Department of Recreation & Parks.
- The successful proposer must repair, at the proposer's expense, any and all items damaged during installation outside of the playground area such as turf and fences. Repairs must meet the Department of Recreation & Parks' standards. This includes seeding and mulching of all disturbed areas other than the immediate perimeter of playground area. The Department of Recreation & Parks will be responsible for backfilling and seeding around the immediate outside perimeter of the playground timbers after installation is complete.
- The successful proposer shall leave area free of trash and debris at the end of each day during installation and at the completion of the installation. Trash and debris are to be disposed of at the expense of the proposer.
- The finished play areas shall be ready for use by April 15, 2019.
- Worcester County Department of Recreation & Parks will prepare site to include excavation and filling of required area to provide a level site at the proper grade. Site work will be completed after award of contract to allow department staff to consult with successful proposer to insure grade and site work meet proposer's area requirements.

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**PROPOSAL REQUIREMENTS**

- A Bid Bond is not required.
- Each proposal shall include schematic drawings showing all dimensions and elevations, product photographs and color 3-dimensional drawings depicting layout of the equipment to be provided.. Only one layout option per proposer will be accepted.
- Structure drawings must show chart listing exact number of elevated play activities, number of elevated play activities that are ADA compliant accessible by transfer, number of elevated play activities that are ADA compliant accessible by ramp, ground level activity types, and ground level activity quantity.
- The location of all signage shall be clearly represented on drawings.
- The location of the strip drains and wear mats shall be clearly represented on drawings.
- IPEMA certification shall be included for each drawing.
- The proposal shall include a list of color options for the proposed equipment.
- All product and workmanship warranties and specifications shall be included in the proposal.
- Manufacturer insurance certificate shall be included with the proposal.
- Installer insurance certificate shall be included in the proposal.
- Qualifications of manufacturer and installer shall be included in the proposal as outlined in QUALIFICATIONS section of this request for proposals.
- PROPOSAL FORM shall be completed in its entirety, signed and included with proposal.

**SPECIFICATIONS AND GUIDELINES**  
**CHILDREN AGES 5 - 12**

The following specifications and provisions shall apply to the playground design and installation:

- All equipment, including installation materials and techniques, shall meet or exceed the U.S. Consumer Product Safety Commissions (CPSC) Guidelines for Public Playgrounds and the American Society for Testing and Materials (ASTM) standards and be certified by the International Play Equipment Manufacturers Association (IPEMA). The equipment shall be for “school age” children 5 to 12 years old and accommodate users with physical disabilities requiring access to play features using transfer stations and ground components.
- All safety surfacing shall be engineered wood fiber and meet ASTM standards: ASTM F-1292 for Impact Attenuation and ASTM F-1951 for Accessibility of Surface Systems under and around playground equipment. The engineered wood fiber surfacing shall contain wear mats in high traffic areas under all swing and slide exits and one layer of a non-woven geotextile substrate between the earthen layer and the engineered wood fiber that will allow a wheel chair to move over the safety surfacing. The safety surfacing shall be provided at a thickness required by equipment design, but not be less than a minimum of 9” compacted.
- Strip drains shall be installed at a minimum of 6’ on centers.
- All materials shall be new and not used.
- All posts shall be aluminum with a minimum 5” outside diameter.
- No wood shall be used in the equipment.

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- All steel decks shall be plastic or PVC coated.
- All slides shall be molded (no stainless steel or other metal).

**SPECIFICATIONS AND GUIDELINES**  
**CHILDREN AGES 5 – 12 (continued)**

- All hardware for decks shall be stainless steel.
- All hardware shall also be tamper resistant with no protrusions or projections.
- All necessary hardware shall be provided.
- The equipment shall be handicap accessible by transfer platform or ramp so that all children may be able to interact with other users of the play structure.
- All equipment shall be suitable for use by children 5-12 years old. The area in which the 5-12 year old equipment will be placed and contains the safety zone must be contingent upon design. Both playgrounds must fit in area outlined on the SITE DRAWING, Attachment #1.
- The equipment and safety surfacing shall be enclosed with either of the following; within a double stacked 6" x 6" ACQ pressure treated timbers at the correct safety distances from the playground equipment. Bottom tier of timbers shall be anchored with a minimum ½" x 24" rebar stakes every 3' on center. Top tier shall be anchored to bottom tier with minimum 10" galvanized steel spikes every 3' on center. All joints shall be toe nailed with minimum 20D galvanized nails. Joints in bottom tier shall be overlapped with top tier. Top of borders shall be level with exposed edges to be rounded with a ½" router bit. An alternative to 'timbers' is a twelve (12) inch high molded plastic border system at the correct safety distances from the playground equipment and secured with thirty (30) inch minimum vertical spikes.

**QUALIFICATIONS**

- Proposers must render a statement with the submission of their proposal indicating their ability and expertise in designing and installing playgrounds. Proposers shall provide at least 3 references of previous clients, one of which must be located within 100 miles of Stockton, Maryland. Contact names and telephone numbers shall be included.
- A list of personnel who would actually perform the installation along with resumes must be provided. The qualifications and references of the proposer, and subcontractors if applicable, will be taken into consideration when proposals are evaluated. All playgrounds and safety surfacing shall be installed by a factory certified installer with a minimum 5 years experience. Copy of certificate shall be included.

**COMPENSATION/CONSIDERATION**

- The design, playground equipment, and installation of the playground equipment shall be provided at a cost not to exceed \$54,000.
- An owner's manual and tool kit with replacement parts must be supplied for each individual playground at the completion of the final inspection.

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- After installation is complete, a playground audit must be performed for each individual playground by a National Playground Safety Institute certified inspector. A copy of the audit form verifying a satisfactory inspection must be issued prior to final payment. The playground audit shall be the responsibility of the successful proposer.

**TERMS AND CONDITIONS**

- The County reserves the right to request clarification of information submitted and to request additional information from one or more proposer.
- If, through any cause, the proposer fails to fulfill in a timely and proper manner the obligations agreed to, the County shall have the right to terminate its contract by specifying the date of termination in a written notice to the proposer at least thirty (30) calendar days prior to the termination date. In this event, the proposer shall be entitled to just and equitable compensation for any satisfactory work completed.
- An agreement or contract resulting from acceptance of the proposal shall be on forms either supplied by, or approved by the County and shall contain, as a minimum, applicable provisions of the request for the proposal and any County requirements for agreements and contracts.
- The proposer shall not assign any interest in the contract and shall not transfer any interest in the same without prior written consent of the County.

**EVALUATION**

It is the County's intent to have a panel review the sealed proposals. The panel will base their decision on the following weighted criteria:

- Quality and adherence to specifications, guidelines and cost - (30%).
- Design quality, aesthetics, and play value- (30%).
- Durability of equipment, guarantees and warranties- (25%).
- References and delivery times- (15%).

No proposal may be withdrawn for a period of sixty (60) days after the scheduled time to receive proposal. Any clarification issued will be in the form of an addendum to the proposal instructions, plan, or specifications and will be issued to all know potential bidders and placed on the County's website not later than seventy-two (72) hours prior to the time of submission of proposal.

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**PROPOSAL FORM**

I/we have reviewed the specifications and provisions for the playgrounds to be installed at Stockton Park. I/we understand said requirements. I/we hereby propose to furnish the aforementioned playgrounds as outlined in the Request for Proposals and submit the following proposal. The price quoted shall include installation and all transportation charges fully prepaid and delivered to Stockton Park, in Stockton, Maryland.

Specifications and warranty information must be attached or proposal may be rejected.

**Any deviations or exceptions to proposal specifications must be clearly noted on proposal form or a separate sheet of paper attached to the proposal form.** Proposers are free to list features of products or services that the County should consider.

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**TOTAL COST OF MATERIALS AND LABOR FOR PLAYGROUND \$ \_\_\_\_\_**

Above described unit(s) will be delivered and installed within \_\_\_\_\_ calendar days from receipt of written order.

**PROPOSAL MUST BE SIGNED TO BE CONSIDERED**

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Firm: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Telephone: \_\_\_\_\_