



CITY OF PACIFIC GROVE

REQUEST FOR PROPOSALS (RFP) TO DESIGN, PROCURE AND INSTALL PLAYGROUND EQUIPMENT, BORDER AND FALL ZONE MATERIAL AT GEORGE WASHINGTON PARK

RFP ISSUE DATE	January 2, 2024
RFP DEADLINE	February 9, 2024 at 2:00 pm
POINT OF CONTACT	Daniel Gho, Public Works Director/Deputy City Manager dgho@cityofpg.org (831)648-5722x4203

The City of Pacific Grove (City) is requesting proposals to design, procure and install a comprehensive play system at George Washington Park. The City will select one supplier to provide equipment and materials for the park as outlined in this request.

PROJECT AREA

George Washington Park, located in the City of Pacific Grove, is the largest of the City's parks. It is six blocks long (from Short Street to Sinex Avenue) between Melrose and Alder Streets and is approximately 20 acres. The park contains an array of activities and picnic tables, barbecue grills, restrooms, a large play structure, and a baseball field.

The park is segmented into four zones (map below). Zone 1, the southernmost portion of the park, is considered the recreational portion of the park and consists of 4.3 acres of high-use recreational areas. This zone contains picnic tables, barbecue grills, restrooms, a large play structure, and a baseball field. **The requested work associated with this RFP will be in Zone 1.**

Zones 2, 3 and 4, spanning approximately 15.7 acres and amassing approximately 80% of the park, encompass the parks natural areas.



SCOPE OF PROJECT

The scope of work for the project consists of the design, procurement, and installation of a playground system as noted below.

The vision is to supplement the existing play equipment in the park with equipment that matches the general aesthetic of the park and accommodates young children and children with disabilities. Specific design elements & requirements are noted below.

DESIGN

- This project will entail design of a play system targeted at children ranging in age from 2 – 12 years old and for children with disabilities. See design guidelines below for additional information.
- Playground Suppliers shall provide a maximum of (2) two designs for each Supplier represented for the park playground that meet the design element guidelines & play system specifications noted below.

PROCUREMENT & INSTALLATION

This project will entail procurement and installation of:

- Commercial grade playground equipment with a nature inspired theme
- Equipment footings
- Fall zone material and landing mats, and
- Playground boarder

All equipment will be assembled and installed by the Supplier.

The City of Pacific Grove requires Suppliers to design a play system that meets or exceeds all current federal, State of California and ADA requirements. The proposals shall include the costs of delivered play systems as designed, inclusive of the equipment structures, components, hardware, detailed technical installation instructions and maintenance & operations manuals from manufacturer.

DESIGN ELEMENT GUIDELINES & PLAY SYSTEM SPECIFICATIONS

Suppliers should base their playground equipment designs on meeting all accessibility and safety standards as well as the guidelines & specifications listed in this RFP. 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 federal and State of California standards
2. Play system must include landing pads for all equipment as appropriate
3. Fall Zone material must consist of wood fibers similar to the surfaces at adjacent play structures
4. Play structure must be ADA compliant and have structures for ages between 2-5 and 5-12
5. Play systems(s) must be inclusive of people with different ability levels

Play System Features in Priority Order:

1. Provide a minimum of one structure designed for ages 2 to 5.
2. Provide a minimum of one structure designed for ages 5 to 12.
3. Provide a minimum of one structure designed for ages 2 to 12 that is accessible for children with disabilities.

Preferred Play System Qualities:

1. All play system elements must demonstrate the highest level of durability in materials and finishes selected in consideration of child health and safety.
2. Structures and elements should be unique to the George Washington Park setting. The aesthetics of the playground equipment shall have a natural look (forest/wood structure) and with a nature inspired theme. The RFP includes an attachment with example photos of the desired aesthetic.
3. Structures should provide a variety of built-in activity panels and climbers.

In the proposal, provide a list of the components proposed for the George Washington Park play equipment. 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). 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.

The total budget allocated to the project is \$106,952

ASSEMBLY/INSTALLATION AND INSPECTION

Installation & Assembly

The play system assembly and installation will be provided and managed by the Supplier. The Supplier 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 Supplier.

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

Post Installation Inspection

A representative of the Supplier is required to conduct a post installation inspection of equipment upon completion to insure the proper installation of the equipment. If not properly installed, modifications must be submitted in writing to the City and remedied immediately. Co-inspection with the Supplier's representative of assembly and installation work will be conducted by the City following installation. The Supplier shall submit to the City the manufacturer's certification of compliance and warranty following completion.

Warranty

Upon completion of installation, the 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 to the City the manufacturer's warranty of installed equipment.

COMPLIANCE

All equipment must meet and/or exceed all federal and State of California guidelines. Documentation of compliance must be provided to the City with the Supplier's proposal.

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

The selected entity must provide insurance specifications that meet the City's contracting parameters. Insurance requirements can be found within the draft construction contract located here:

[https://files.cityofpacificgrove.org/Document Center/Form/Public%20Works/Construction%20Template%20%20\(1\).pdf](https://files.cityofpacificgrove.org/Document%20Center/Form/Public%20Works/Construction%20Template%20%20(1).pdf)

Project Submittal and Content

Sealed proposals must be submitted to City of Pacific Grove Public Works Administrative Office by 2:00 pm February 9, 2024 and must be addressed as follows:

Playground Proposal
Attn: Daniel Gho
2100 Sunset Dr.
Pacific Grove, CA 93950

Proposals must include:

- Cover letter describing the proposers experience in designing, procuring, and installing similar play structures. Cover letter shall include information on the proposer's main point of contact for the project.
- Complete drawings for each design, specifications, and pictures for each component in designs and colors available.
- A bid price for each design presented. Bids must list the cost of the equipment, the cost for the fall zone material, the playground boundaries construction, and the labor separately.
- References. Please include three professional references for similar projects completed.

All delivery, assembly, installation, and supervision costs must be included in the proposal. Payment for equipment and materials will be sent within thirty (30) days after delivery and assembly/installation and invoicing of the play system.

All proposal amounts shall be guaranteed for not less than sixty (60) days after the proposal submittal deadline date.

The successful Supplier shall furnish approved Performance and Payment Bonds, each in the amount of one hundred percent (100%) of the bid amount. Workmen's Compensation, Comprehensive General Liability, and Transportation insurance and insurance certificates shall be provided by the successful Supplier.

No proposal may be withdrawn within a period of sixty (60) days after the bid opening date. Prices shall include delivery, freight paid by the bidder to the jobsite.

The Supplier must submit Two (2) hard copies and one (1) electronic copy of the proposal to the address listed above. All Proposals must comply with the specifications and guidelines provided in this document.

The City of Pacific Grove reserves the right to negotiate an agreement based on fair and reasonable compensation for the scope of work and services proposed, as well as the right to reject any and all responses deemed unqualified, unsatisfactory or inappropriate at the sole discretion of the City of Pacific Grove.

An interview may be requested to aid in the selection of a Supplier.

The award will be made to the qualified Supplier whose proposal is deemed most advantageous to the City, all factors considered.

Any questions regarding specifications must be filed in written form with the City Administrator prior to 4:00 p.m. January 26, 2024 at dgho@cityofpacificgrove.org.

Acceptance of Proposal Content. The contents of the proposal of the successful proposer may become contractual obligations if the City of Pacific Grove wishes to execute a contract based on the submitted proposal. Failure of the successful proposer to accept these obligations in a contract may result in cancellation of the award and such proposer may be removed from future solicitations.

Contract. The contracted firm will be required to sign a contract with the City relating to the work to be performed. A sample contract is available on the City's website.

Response Material Ownership. The material submitted in response to the RFQ becomes the property of the City of Pacific Grove and will only be returned to the contracted firm at the City's option. Responses may be reviewed by any person after the final selection has been made. The City of Pacific Grove has the right to use any or all ideas presented in reply to this request. Disqualification of a proposer does not eliminate this right.

Acceptance of Proposal Content. The contents of the proposal of the successful proposer may become contractual obligations if the City of Pacific Grove wishes to execute a contract based on the submitted proposal. Failure of the successful proposer to accept these obligations in a contract may result in cancellation of the award and such proposer may be removed from future solicitations.

Reference Checks. The City of Pacific Grove reserves the right to contact any reference or any client listed in the documents for information which may be helpful to the City in evaluating the proposer's performance on previous assignments

General Conditions of RFP

- The City reserves the right to reject any and all proposals, to waive any informality, to request interviews of Proposer(s) prior to award and to select and negotiate the Contract services in the best interest of the City.
- the Proposer shall guarantee to perform the services offered and the total price of the proposal for a period of no less than 60 days from the deadline for submission of proposals.
 - The City reserves the right to accept all or part of any proposal and to negotiate a contract for services and cost with the selected Proposer.
- The Proposer shall provide all necessary personnel, materials, and equipment to perform and complete all work under this proposal.
- The Proposer shall be unbiased and vendor neutral.
- The City intends to recommend the award of a contract to the City Council for the requested services. The Proposer shall be prepared to commence work immediately upon execution of a contract with the City.
- Unless otherwise stated, invoices are to be submitted to the Public Works Department upon delivery of service to the City. The invoice must include an itemization of all services provided, including unit list price, net price, extensions total amount(s) due, and amounts previously paid.
 - Unless otherwise stated, payment will be made within thirty (30) days of the completion of the service, in an acceptable fashion, to the City, and receipt of invoice, whichever is later.
- This contract will be for the services described in the RFQ response; however, this agreement should not be considered exclusive. As deemed necessary, the City reserves the right to obtain these services from any other vendor.
- Unless otherwise specified all costs listed are firm for the term of the contract.
- Neither party shall be liable for any inability to perform its obligations under any subsequent agreement due to war, riot, insurrection, civil commotion, fire, flood, earthquake, storm or other act of nature.
- Notification of the parties shall be considered to have been constructively received when it is mailed via the United States Postal Service or delivered in hand to the parties as stated in the contract.
- Proposal shall also mean quotation, bid, offer, qualification/experience statement, and services. Proposers shall also mean vendors, proposer's, bidders, or any person or firm responding to a Request for Information.

Exhibit A

Location for proposed play structure> Location shaded in red is approximately 2000 sq feet.



Location is between swing set and other play structure. Picture is looking east



Location looking South.



Nature Inspired Examples



