



REQUEST FOR PROPOSALS

**CITY OF GARDINER, ME
REQUEST FOR PROPOSALS
Playground Equipment**

The City of Gardiner, Maine is seeking proposals for the purchase of playground equipment and associated apparatus to be installed at the City's historic Common park. Sealed Cost Proposals must be clearly marked: "**Gardiner Playground Project.**" **Completed proposals must be delivered by 4:00 PM on Monday, May 11th, 2009 to:**

**David Cichowski
City of Gardiner
6 Church St.
Gardiner, ME 04345**

Gardiner will install the new playground equipment, as well as prepare the base for installation. The City will select playground equipment, based on how well the proposal meets design guidelines established in the 2008 Master Plan for Common, within the budget that has been set. A full copy of the '08 Master Plan, which includes a site plan of the Common, and this RFP can be found on the City's website at www.gardinermaine.com.

Submittals delivered after the deadline will not be considered. The City of Gardiner reserves the right to reject any or all proposals and negotiate the final scope of each project. For more information on the project, please call David Cichowski at 207-582-6892.

CITY OF GARDINER

REQUEST FOR PROPOSAL PROCESS

The process is as follows.

1. Companies will be required to submit their proposals by May 11th, 2009.
2. The Committee will select a group of companies to invite for an interview/presentation with the Committee.
3. Selected companies will be required to make oral, written and graphic presentations to the committee on either June 2nd or June 4th.
 - a. Basic parameters for playground structures are spelled out in this document.
 - b. Presenters are encouraged to be creative when submitting their proposal.
 - c. In the event neither date for presentation is possible for a qualified company, every attempt will be made to schedule a mutually acceptable time for proposal presentation.
4. The committee after careful review of the proposals will submit a recommendation of award to the City Manager.
5. Upon review of recommendation of award by the committee an award for the purchase of playground equipment will be made to the successful company.

GENERAL CONDITIONS

Based on the information provided, you are encouraged to provide your conceptual plan and layout using your product line.

The City of Gardiner will replace existing playground structures at its historic Common Park. Primarily children who use the areas are 5 - 12 years of age. The area to be used for the play structures are level and the existing structures (if any) will be removed by City staff and the new structures will be installed by City staff. The City prefers to install the new equipment as soon as possible, and prefers the installation by the end of August 2009. The installation assistance to City staff by the successful company will be in the form of a thorough review and training of staff as to the specific requirements and tools needed necessary for a safe and sound installation. This training will be performed during a mutually agreed upon time between the Director of Public Works and the representative of the company awarded the project. Vendors are encouraged to also present an alternative plan to the installation of the structures with regard to what degree you as vendor get involved with the process beyond what is requested in this document.

GENERAL REQUIREMENTS

Request for Proposal:

- Companies will be required to submit their proposals by May 11, 2009.
- The Committee will select a group of companies to invite for an interview/presentation with the Committee.
- Selected companies will be required to make oral, written and graphic presentations to the committee on either June 2nd or June 4th, 2009.
- The members of the committee will review all proposals and make a recommendation to the City Manager.
- The order for the play structures will be made, immediately following approval of the project by the City Council.

Additional Equipment

If additional funds become available more apparatus may be purchased.

General Information

- The City has budgeted \$40,000 for the purchase of playground equipment for the Common. This figure does not include concrete, labor, or safety surfacing. Separate funds are available for these elements.
- The selection committee is looking at what you will minimally provide based on the stipulations in the document that will bring this project to the \$40,000.00 allocation FOB.
- Depending upon the availability of funds the final project may be more or less than the \$40,000.00.
- The packages purchased will include all parts and hardware necessary to perform a complete installation.
- The proposal to be submitted by the presenter will identify what will be required for site development and preparation as well as how much and type of concrete will be required.
- Proposals will include a description of what services will be provided by the proposer and what if any costs are beyond the bid price.
- Proposer needs to identify what tools will be needed for installation.
- Proposer will include information on the life expectancy of equipment and the replacement availability of components.
- Other Proposal Considerations
 - Presenters are strongly encouraged to be creative in developing their proposal.
 - Age group playground will be targeted toward is 5 – 12 years of age.
 - For Proposal Consideration
 - The new playground will replace an existing one and stay within the current location. Only a few pieces of equipment currently remain. Any remaining pieces of equipment will be replaced.
 - The total approximate square area for the project is 3,000 square

feet, which includes other playground equipment (such as swing sets, pre-school play equipment, etc.) and appropriate clear (safety) zones.

- A Master Plan for the Common was approved by the City Council in 2008. The Plan includes design guidelines for the new playground. To learn more about the design guidelines, please visit:
http://www.gardinermaine.com/Public_Documents/GardinerME_EcDev/common/Planning%20Process%20for%20the%20Common
- The following guidelines were taken from the 2008 Master Plan for the Common, regarding the new playground:
 - Replace the playground on the Common; the playground's design must be sensitive to its context (the historic Common); size, height, materials, color and location (specifically related to the fountain) must all fit with the historic character of the park.
 - The new playground should be relocated slightly south of the existing playground site, so that it is separated from the Palmer Fountain (*see Illustrated Plan*).
 - The replacement playground should be smaller than the old unit, with a smaller overall site footprint, and the height of structures limited (similar to the old unit).
 - The replacement playground should be vinyl-coated metal or wood (not chemical treated) with no (or minimal) plastic components, and should be restricted to natural or neutral colors, such as dark green or brown/tan. Update note: Alternative materials will also be considered (such as recycled materials.)
 - The replacement playground should not have enclosed slides/tubes.
- Provide a modular concept that can have additional phases added at a later date when funds are available.
- Presenters are encouraged to provide several options at the presentation for the committee's consideration.
- The committee is interested in climbing structures and apparatus.
- There will be at least one swing set structure included. This can be a traditional or new concept swing set.
- Bottom-Line Cost
 - To be included in your proposal is the cost (FOB) of your submissions.
 - Cost for proposals will be submitted in writing

- Warranty

- Warranty information to be provided in proposal

- Product Liability Insurance
 - Insurance information to be provided in proposal.
- CONCEPTUAL PLANS/DRAWINGS

You will provide ten (10) hard copy sets of your proposal plans at the time of your presentation. The City also requests that an electronic copy of the plans be provided in .pdf format, for posting on the city's website.
- DELIVERY TIME-LINE

Our goal is to install the playground by late August 2009, if not sooner.
- ADA, CPSC, AND ASTM COMPLIANCE

All equipment will meet the American With Disabilities Act, Consumer Product Safety Commission, and American Society for Testing Materials guidelines and recommendations as well as conform to any other playground sanctioning organizations.

TO BE CONSIDERED FOR PURCHASE OF PLAYGROUND EQUIPMENT

1. Fill out and return the enclosed forms by 4:00 p.m. on May 11th, 2009
2. Selected companies will be notified no later than May 28th, 2009.
3. If you are deemed as qualified to submit a proposal for the purchase of playground equipment, you will be required to make a presentation to the review committee on either June 2nd or June 4th, 2009.
4. If neither date is possible to make a presentation every reasonable attempt will be made to schedule another mutually agreed date and time.

SELECTION OF PROPOSAL

1. The city staff working with a committee will look at the proposals and be part of the presentation.
2. The final decision and recommendation for proposal award will be based on:
 - i. Conceptual plans submitted
 - ii. Creativity and imagination of the presenter
 - iii. Cost of the proposed plan and the other criteria listed in this Request For Proposals.
3. A recommendation of award will be made to the City Manager. It is also planned to present the recommendation to the City Council, before final award.
4. Upon approval by the City a contract for services will be executed.