

## Playground Equipment Replacement Imagination Station - Troutdale Oregon

### **Introduction & Overview**

Sealed proposals for Imagination Station Playground Equipment will be received at the City of Troutdale Public Works Department, 342 SW 4<sup>th</sup> Street Troutdale, OR 97060, no later than 3:00 p.m. PST on October, 06, 2017. The work consists of a recommendation and quote for new play equipment to be installed in a city park. The City of Troutdale owns the park land and will remove the existing playground equipment. The City of Troutdale (City) is seeking the services of an experienced firm, well versed in playground design and installation. The new structure will replace an existing structure that has reached the end of its useful life. The public is invested in the look and feel of the existing structure and any proposal must seek to honor the current look and feel of the existing structure. The City has a budget of \$800,000 for this complete project.

The City is a thriving and growing community of 16,000 people located on Interstate 84 in the eastern part of the Portland metropolitan area. The playground is located in Columbia Park, 1900 SW Cherry Park Road. The playground equipment is located on an irregular site that is approximately 170 X 180 feet or roughly 20,000 SF.

### **Objectives**

The City of Troutdale is committed to active, healthy living with an emphasis on the reduction of childhood obesity. We want the playground to provide a fun, challenging and imaginative play experience while encouraging users to be as active as possible. Troutdale Parks and Recreation prefers a playground that allows dynamic play. Based on public input, the City prefers a design that captures the look and feel of the existing structure. A system that honors the look and feel of the current imagination station layout and design will be preferred.

### **1. Scope of Services**

- a. The City of Troutdale is committed to active, healthy living with an emphasis on the reduction of childhood obesity. It is the City's intent to replace the existing Imagination Station structure with Imagination Station 2. Imagination Station 2 will be similar in look and feel of the existing structure with new materials and play elements to meet current safety and ADA standards.
- b. The City is seeking a firm capable in all respects of designing and supervising the installation of a "playground" or "play structure" to serve children ages 2-5 and 5-12.
- c. Using the vicinity map, site plan and photos of the existing structure included with this proposal packet, the offeror shall design a play area and provide a proposal for the cost to complete the project as required by this Request for Proposal and the Contract Documents. The proposal shall be valid for 90 days from the date of proposal opening.

- d. The City has the right to reject any proposals that do not meet the project scope, budget, safety or maintenance requirements.
- e. The existing equipment will be removed by the City.
- f. The successful vendor must be able to provide the City with site analysis, a full set of renderings showing top views, colors, plan details, and footing specifications; compliance with all safety regulations, industry standards and ADA requirements; a layout showing fall protection zones; and all engineering and installation details.
- g. The Project may begin as soon as the successful party has met all of the requirements of the Request for Proposal and Contract Documents and the City has issued a letter to proceed. The estimated time for the work in this contract is December 2017 through September 2018.
- h. The offeror will be responsible for obtaining required permits. The City will be responsible for paying for any required permits.
- j. At completion of the project, the offeror shall provide a report and certification by an independent Playground Safety Inspector that the installed play equipment and surfacing is compliant with all applicable codes and standards of the National Playground Safety Institute.
- k. Offerors shall be required to prepare and submit at closeout a complete set of product manuals, warranty documents for all work components, and a full set of renderings in both hard copy and soft copy.

## **2. Evaluation Criteria**

The City intends to award a design/build contract to the responsible offeror whose proposal receives the highest score after evaluation in accordance with the evaluation criteria below and the presentation process below. Proposals meeting the proposal content requirements will be evaluated by the City.

Evaluators will assign a score for each evaluation criterion listed below:

### **1. Past Experience/Performance (5 points maximum)**

- a) In determining an offeror's Past Experience/Performance rating, evaluators will consider what projects an offeror has completed and how well the offeror has performed those projects.
- b) The successful offeror must have successfully completed at least five similar projects for municipalities.
- c) More favorable ratings will be assigned to more recent projects and projects similar in size, scope, and complexity to the requirement in this solicitation. Less recent projects and projects not similar in size, scope, and complexity to the requirement in this solicitation may be given less consideration.

- d) Offeror's must provide past performance information for the five projects referenced above. Such past performance information can include, but is not limited to, letters of recommendation or commendation from the contracting municipality. Evaluators will base their ratings in part on how well an offeror performed on its past projects.

## **2. Design (75 points maximum)**

- a) The design must honor the look and feel of the existing structure. The more that the design departs from the look and feel of the existing structure, the less points the design will be awarded.
- b) The playground will serve children ages 2-5 and 5-12. The area should include a swing set for the 2-5 age group that includes a minimum of 4 swing seats and a separate swing set for the 5-12 age group that includes a minimum of 6 seats, 2 of which must be ADA swings.
- c) The surfacing will be RubberBond by RubbeRecycle specified by no fault safety surface for playgrounds which is IPEMA certified, CPSC compliant and OSHA certified. Graphic design will be established when a vendor is selected. Include a minimum of 20,000 square feet of surfacing with your proposal installed in accordance with the manufacturer's recommendations. Include subgrade preparation, base material and curbing or edging as recommended by the manufacture.
- d) Proposed designs must maximize the total number of play components within the available space. A list of the active play stations with a brief description of each shall be included with your submittal. Proposed designs must provide a prevalent, integrated theme using all elements of the proposed design, while honoring to the extent possible the existing structure.
- e) Play equipment shall challenge the users by addressing their physical, social and mental development while providing entertainment. An offeror who can provide a variety of experiences and opportunities for children to interact with each other would be preferred over one with too many similar experiences or too little opportunity for group play or interaction.
- f.) Proposed designs must maximize accessible components for users with disabilities. Accessibility and inclusiveness are important considerations for the City. The key goals of the ADA are to ensure that all people with disabilities have equality of opportunity, economic self-sufficiency, full participation in American life, and independent living. A majority of the structure must be readily accessible to and usable by persons with disabilities. Proposed designs will ensure full and independent opportunities to participate for people with disabilities.
- g. More favorable ratings will be assigned to proposals which best meet the City's design goals, including but not limited to honoring the look and feel of the

existing structure. Line of sight is another important consideration for the City. Clear lines of sights for caregivers should be incorporated to the greatest extent possible in the proposed design.

## **2. Installation Plan (20 points maximum)**

- a) The City intends to actively recruit and encourage volunteers to **assist** with the installation of the play structure by the vendor. The vendor will be responsible for the installation of the entire structure with some assistance from volunteers.
- b) A highly rated plan will thoroughly describe the proposed methodology and convey a thorough understanding of the required work, contingencies that may arise and plans to deal with them, and the site and weather related constraints. A detailed and specific installation plan that incorporates volunteers and their supervision will be rated higher than a vague and general work plan.
- c) Offeror's will include in their proposal a credit per man hour for each volunteer hour the city provides. The offeror will also submit a not to exceed amount of credit they are able to offer. The city will provide a volunteer coordinator who will be responsible for scheduling the volunteers with the project installation contractor. Prior to the installation the City will provide the contractor an estimate and schedule of the volunteers expected to assist with the installation. For example \$10 per hour for all volunteers and a not to exceed amount of \$25,000. If the volunteer hours at \$10 per hour exceed \$25,000 the vendor will not be obligated to credit the city for those hours.

## **TOTAL FOR SCORING OF WRITTEN PROPOSALS (100 points maximum)**

## **3. Presentation (100 points maximum)**

The 3 top scored proposers based upon the written proposals shall make presentations to the evaluation committee. The purpose of such presentation shall be for the selected proposers to elaborate upon their proposal and respond to inquiries regarding their proposal. The presentation performance and responses shall be scored based upon the proposers overall performance at the presentation, understanding of the project objectives, the fulfillment of the project objectives, and overall grasp of the project and its potential successful completion.

## **TOTAL FOR SCORING OF PRESENTATIONS (100 points maximum)**

### **Requested Information & Proposal Format**

1. Firm name, address, telephone number, principal contact, and email address.
2. Table of contents.

3. The names and a summary of the professional experience or the proposers' Project Manager and associated support staff that the City can expect to manage the engagement. Indicate any sub-contractors that will participate in providing services.
4. A detailed work plan describing your approach to required services.
5. Recent experience in successfully performing similar services. A list of comparable clients serviced by your firm, including the website address, company/agency contact person, address, and telephone number.
6. The Proposal shall be comprehensive and contain all associated costs:
  - a. All hourly rates and fees, charges, costs and anticipated reimbursable costs must be clearly stated.
  - b. Identify within the budget any one-time setup costs.
  - c. Identify the cost of any sub-contractors that will participate in providing services.
7. Submit ten (10) copies of the proposal and one PDF file of the complete proposal on a usb drive
8. The proposal must be received at: 342 SW 4<sup>th</sup> Street, Troutdale, OR, on or before 3:00 p.m. PST October, 06, 2017.

### **Proposal Evaluation/Selection Process**

It is the intent of the City to receive competitive proposals from firms having specific experience and qualifications in the areas identified in this solicitation.

The members of the City of Troutdale Parks Advisory Committee shall act as the evaluation committee. The evaluation committee may seek public input upon the written submissions prior to scoring. The evaluation committee may utilize the public input as a consideration in their scoring. The members of the evaluation committee shall score the written proposals. The scores shall be averaged to produce each proposer's score on the written submission.

It is planned for the top 3 proposers based upon the scoring of the written proposals shall be invited to make a presentation to the evaluation committee. The City may increase or decrease the number of proposers invited to present if it determines such increase or decrease to be in the public interest. The evaluation committee may seek public participation in and input upon the presentations prior to scoring the presentations. The evaluation committee may utilize the public input as a consideration in their scoring of the presentations. The members of the evaluation committee shall score the presentations. The scores shall be averaged to produce each proposer's score on the presentations.

Of the proposers that complete presentations, the evaluation committee shall recommend the highest scored proposal (based upon a combination of the scoring of the written submission and presentation scoring) to the City as the recommended proposal for Imagination Station 2.

Under competitive negotiation procedures, the terms of the service contract, the price of the service, the method of service delivery, and conditions of performance are all negotiable. The negotiated contract will be awarded to the proposer that best meets the proposed needs.

## **Final Selection**

**The City retains the right to reject any and all proposals or to waive any irregularities in the received proposals where such rejection or waiver is in the best interest of the City as determined by the City. The City will be the sole judge of the suitability of products and services offered.**

The City may further invite the highest scored proposer to meet with City staff prior to making a final determination to address additional inquiries and to discuss and/or negotiate terms and conditions for a final contract.

Under competitive negotiation procedures, the terms of the service contract, the price of the service, the method of service delivery, and conditions of performance are all negotiable.

Following the review process, it is the intent of the City to enter into an agreement with a firm to provide the services listed in this RFP, however, the City reserves the right to reject any and/or all proposals received; waive any informality in proposals; and to accept, reject, and/or add any items when such actions are in the best interest of the City.

If the City cannot reach agreement with the selected proposer upon a negotiated agreement, the City reserves the right to declare negotiations at an impasse and begin negotiation with the next highest scored proposer, and to continue such process until a negotiated agreement deemed acceptable to the City is reached.

## **Agreement**

The selected firm will be required to enter into a negotiated Agreement with the City to provide the services listed in this RFP. Such Agreement shall not be effective unless and until approved by the City Manager for the City.

Respondents are encouraged to contact Tim Seery at [tim.seery@troutdaleoregon.gov](mailto:tim.seery@troutdaleoregon.gov) with any questions. Proposals submitted are to be received at: 342 SW 4<sup>th</sup> Street Troutdale, OR, no later than 3:00 p.m. PST on October 06, 2017 and should contain "Playground Equipment Replacement, Imagination Station" in the subject line.

TOTAL COST TO SUPPLY THE PLAYGROUND EQUIPMENT INCLUDED WITH THIS PROPOSAL \$ \_\_\_\_\_

RUBBERBOND BY RUBBER RECYCLE PLAY SURFACE

1. SURFACE BASE 20,000SF \$ \_\_\_\_\_

2. SURFACE EDGE TREATMENT \$ \_\_\_\_\_

3. RUBBERBOND SURFACE \$ \_\_\_\_\_

TOTAL INSTALLED \$ \_\_\_\_\_

INSTALLATION \$ \_\_\_\_\_

CREDIT FOR VOLUNTEER HOURS \$ \_\_\_\_\_/HOUR  
MAXIMUM AMOUNT OF CREDIT REGARDLESS OF HOURS  
VOLUNTEERED DEDUCT THIS ITEM FROM TOTAL (\$ \_\_\_\_\_)

TOTAL ALL ITEMS NOT TO EXCEED \$800,000 \$ \_\_\_\_\_

LIST OF PLAYGROUND COMPONENTS

DESCRIPTION

QUANTITY

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