



Pilot Park Playground Equipment Systems Request for Proposals (RFP)

February 24, 2020

The City of Monroe is located between Atlanta and Athens metro areas with a diverse population of about 13,234 per the 2010 census. The City of Monroe serves as the county-seat of Walton County. Monroe has a Council/Administrator form of government with a Mayor elected at large and eight (8) Council members, who are elected by district or super-district. The mayor and members of the Council serve four-year terms, which are staggered by election. The Administrator serves at the will of the council.

The City of Monroe is currently seeking to completely rehabilitate and replace all playground equipment at Pilot Park, located at 515 East Church Street. The park is situated in the historic district on approximately 1.81 acres and a little over .25 miles east of downtown Monroe. As a brief history, Pilot International was chartered on October 18, 1921 in Macon, Georgia by Elizabeth Leonard and forty (40) local businesswomen. The name *Pilot* was inspired



by the mighty riverboat pilots of the day and represented both leadership and guidance. The principles of the organization are *friendship* and *service*, with the mission being *to influence positive change in communities throughout the world. To do this, we come together in friendship and service, focusing on encouraging brain safety and health and supporting those who care for others.* The current emblem is that of a green and gold riverboat pilot's wheel with eight spokes. By 1954 the number of Pilot members had increased to 9,900. Membership hit an all-time high of 20,877 in 1985.

Site visits are not mandatory for this proposal, but encouraged for a better accuracy of proposal submission. This document will contain area placement, approximation of sizes for those areas, and general design plans for the park as determined by City staff and officials. The information provided in this document should help to provide playground system layouts, age appropriate play system locations, additional features, and any activity areas. All proposed systems must be ADA accessible and environmentally friendly, meaning the structure is made mostly from recycled or alternatively eco-friendly material. This RFP is for the proposal of playground equipment systems situated in the designated areas, but will also allow for the inclusion of other services and functions needed to rehabilitate the park should the submitting company have the ability to provide those other services and functions. Any questions about this RFP should be directed to purchase@monroega.gov and should be submitted prior to **3:00 pm (EST) on Friday, March 13th 2020**. Questions should also pertain only to RFP components and not supplemental bid elements. A full listing of questions and answers will be posted on the website as an addendum by the following Tuesday, March 17, 2020, at which point no other questions will be allowed.

Included in this document are the following resources for assistance with this proposal:

- Topographic Survey (Tax Parcel M0150035)
- Geographic Location
- General Design Plans
 - Lower Area (Ages 2-5): 4,500 ft²
 - Upper Area (Ages 5-12): 5,000 ft²
 - Pavilion/Picnic Area: 1,500 ft²

QUALIFICATIONS

1. Equipment must meet or exceed all American Standards for Testing and Materials (ASTM) guidelines and standards.
2. Equipment must meet or exceed all Consumer Product Safety Commission (CPSC) standards and safety codes.
3. Installation of systems must be supervised by National Recreation and Park Association (NRPA) Certified Playground Safety Inspectors (CPSI).

PROPOSAL FORMAT

The following offers the items and formatted order of proposal submissions. All items should be included and clearly defined for ease of location and evaluation. Failure to include any requested items may result in the disqualification of the submission.

1. Brief history of the company, location of offices, number of years the company has been in commercial playground design and installation business, and manufacturers the company distributes for.
2. Photos of at least five (5) other recent and similar playgrounds designed and installed by the company, project costs, locations, and references from those clients.
3. Provide a top view and multiple side view site plan for the entire proposed playground area including ground protective area dimensions, square footage of playable deck space, number of play features, and 3-D color renderings of the proposed playground.
4. Provide line item pricing and expected lead-times for the equipment as components of the entire designed layout, ground protective layer options, borders, and installation.
5. Provide specific warranty information on equipment, ground protective layer options, borders, and installation.
6. Provide a copy of any ISO 9001 certifications, ISO 14001 certifications, ASTM certifications, IPEMA equipment and product certifications, proof of minimum CPSC standards, CPSI certifications, and product liability insurance.
7. Explanation of any deviations to the specifications as outlined in this RFP.
8. Other factors or special considerations in your background you feel would influence the selection.

SUPPLEMENTAL BID ELEMENTS

There will be additional elements as a part of the overall scope of the Pilot Park renovation project. These items will be bid as separate components of the project and WILL NOT factor into the evaluation of the equipment systems proposal. These elements will simply provide additional capabilities and provide for better efficiency when planning the project. Please provide pricing with lead-times your company can provide on any of these additional elements based on the details below on the provided **Supplemental Bid Sheet**.

1. Demo – removal of current structures to include existing equipment, fencing, etc.
2. Grading – minimal slope grading for runoff and rework of ditching for proper drainage.
3. Fencing – approximately 1,000' to match existing gothic style (42 ½" x 3 ½") pickets (**Exhibit A**).
4. Landscaping – grassing and sodding of approximately 45,000 ft² of open areas.
5. Irrigation – irrigation of the grass and planted areas.
6. Sidewalks – approximately 1,000' by 5' wide.
7. Watering Fountains – approximately three (3) bi-level fountains (**Exhibit B**).
8. Bench – approximately eight (8) benches (**Exhibit C**).
9. Trash Receptacles – approximately five (5) receptacles (**Exhibit D**).
10. Table – approximately three (3) picnic style tables (**Exhibit E**).

11. Awning – approximate 20’ by 20’ shed/awning style structure (**Exhibit F**).
12. Signage – two (2) entrance signage structures (**Exhibit G**).
13. Soccer Goal Structure – approximately 6.5’ by 18.5’ for under 10 age group (**Exhibit H**).

EVALUATION

Evaluation of submitted proposals will be based on creativity of design, pricing, lead-times, warranty information, qualifications and certifications, and adherence to eco-friendly material for playground equipment ONLY for the various segments of Pilot Park as provided. *Evaluation will not involve Supplemental Bid Elements.*

SUBMISSION

Provide three (3) copies of the proposal, including one (1) original. Proposals may be submitted in person to the City of Monroe or by mail, but must be received no later than **2:00 pm (EST) on Thursday, March 26, 2020**. Proposals shall be submitted in a sealed envelope, and addressed to:

City of Monroe
PILOT PARK REQUEST FOR PROPOSAL
Attn: Chris Bailey
215 North Broad Street
Monroe, GA 30655

The City of Monroe reserves the right to withdraw this RFP, reject any or all responses, and to waive any irregularity, variance or informality whether technical or substantial in nature, in keeping with the best interests of the City of Monroe. This RFP plus the resulting agreement, shall be consistent with all terms and conditions associated with contracts entered into by the City of Monroe. The City of Monroe is not liable or responsible for any cost(s) incurred during the preparation, presentation or submission as a response to this RFP.

Any unauthorized contact regarding the proposal with staff or elected officials may result in disqualification. Any oral communications will be considered unofficial and non-binding on the City of Monroe.

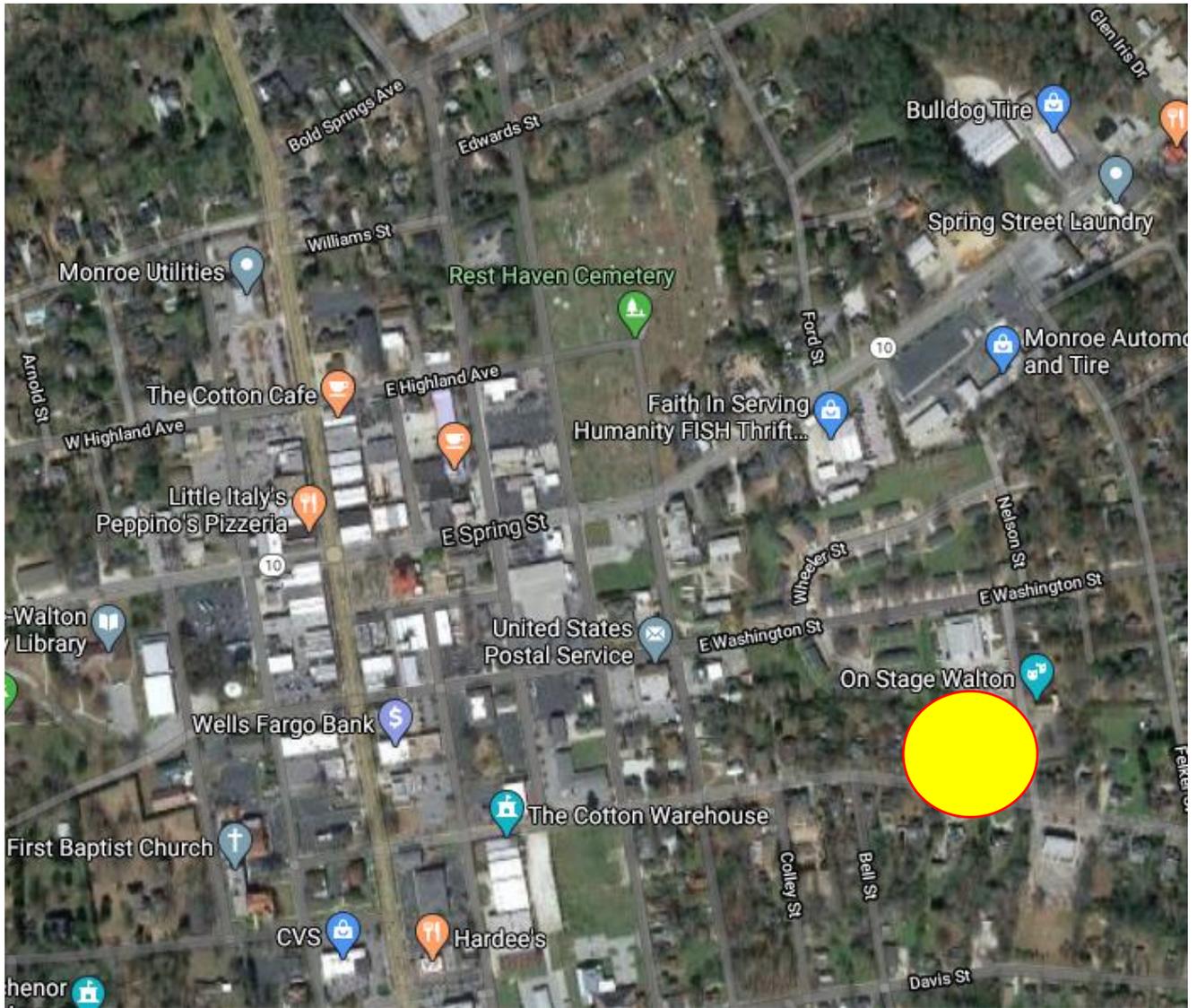
The City of Monroe will select the proposal that, in its sole discretion, is the most responsive and responsible proposal to the City of Monroe. The City of Monroe reserves the right to shortlist, interview and negotiate with those submitting proposals. We thank you in advance for your submission and welcome any questions you may have during the process.

Chris Bailey
Assistant City Administrator, City of Monroe
215 North Broad Street, P.O. Box 1249
Monroe, GA 30655
(770) 266-5406

Supplemental Bid Sheet

| | Element | Quantity | Lead-Time | Cost Estimate |
|----|------------------------|-----------------|------------------|----------------------|
| 1 | Demolition of Existing | | | |
| 2 | Grading | | | |
| 3 | Fencing | 1,000' | | |
| 4 | Landscaping | 45,000 sqft | | |
| 5 | Irrigation | | | |
| 6 | Sidewalks | 1,000' | | |
| 7 | Watering Fountains | 3 | | |
| 8 | Bench | 8 | | |
| 9 | Trash Receptacle | 5 | | |
| 10 | Picnic Table | 3 | | |
| 11 | Awning | 20' x 20' | | |
| 12 | Signage | 2 | | |
| 13 | Soccer Goal Structure | 1 | | |

Geographic Location



General Design Plans



Exhibit A



Exhibit B



Exhibit C



Exhibit D



Exhibit E



Exhibit F



Exhibit G



Exhibit H

