

CITY OF SELMA

REQUEST FOR PROPOSALS (RFP) **FOR**

Project A – Brentlinger Park Playground Development
Project B – Ringo Park Playground Shade Structure

Released on 7/10/23
Proposals Due on 7/31/23

Email Proposals to ReynaR@cityofselma.com

The City of Selma (hereinafter referred to as the “City”) is requesting proposals from qualified firms to provide the design of two separate playground projects in Selma, CA. This solicitation is being offered as two separate projects: Project A and Project B. Interested Proposers may propose on one or both projects but must propose on all items in each project for which a proposal is being submitted.

ABOUT US

The City of Selma is a growing community of over 25,000, located in the central San Joaquin Valley. Its downtown gives the City a small-town charm, while commercial and industrial areas foster larger city development. Selma’s location, at the crossroads of State Routes 99 and 43, makes it a regional hub for southeast Fresno County as well as neighboring Tulare and Kings Counties.

The purpose of this project contract is to provide the City of Selma with the highest quality playground structure expected by the City’s residents, City Council, City staff, and visitors of the community. The selected firm will work closely with the Project Manager and other City staff to insure the most durable, playable, and unique playground design for the City of Selma, its residents and visitors.

1. RFP Timeline

This RFP will be governed by the following schedule:

- Release of RFP **7/10/23**
- Proposals are Due **7/31/23 AT 5:00 PM**
- Approval of Contract

*All dates are subject to change at the discretion of the City

2. SCOPE OF WORK

The City invites you to submit a proposal for new playground equipment for two City-owned parks. The scope of work includes, but is not limited to, the following:

A. Required Products

Project A: Brentlinger Park Playground Structure Replacement

Work is to include:

- Design of a 2-to-5 and 5-to-12 age-appropriate play systems within the constructed play area boundaries, with minimal-to-no alterations to the existing footprint.
- Pour-in-place or approved equal fall zone material inside entire existing concrete curbs.
- Installation of all playground equipment.
- Certified safety inspection of completed playground structure. This project will be the final turnkey step in completing the overall Brentlinger Park Playground Replacement Project.

Playground Suppliers shall submit a maximum of (2) two designs per age-appropriate playground.

The City of Selma requires Suppliers to design a play system that meets or exceeds all current federal CPSC, ASTM, IPEMA standards and ADA requirements. The proposals shall include the cost of delivered play systems as designed, inclusive of the equipment structures, components, hardware, details technical installation instructions and maintenance & operations manuals from manufacturer.

Project B: Ringo Park Playground Shade Structure

Work is to include:

- Design, furnish, and install a new sail shade structure over the existing playground structure.
- Shade structure shall include, but is not limited to the following items: fabric tops (color to be selected by owner), powder-coated steel posts, cables, fasteners, foundations/footings, grout, and base attachments.

Suppliers shall submit a maximum of (2) two shade structure designs.

The proposals shall include the cost of delivered shade structure as designed, inclusive of the equipment components, hardware, details technical installation instructions and maintenance & operations manuals from manufacturer.

The City of Selma shall be exempt for any liability for costs incurred by unsuccessful Proposers Suppliers in preparation of the proposal.

B. Services of the Consultant

The City of Selma will require the consultant to perform the tasks detailed below and in the Introductory Section so that the contract will be completed by the end of the sixty (60) day contract period for the Project.

Awarded Consultant will be required to obtain from the City's Building Services Division (1710 Tucker Street) a building permit for awarded project/s. The City of Selma will pay for the cost of the building permit.

Awarded Consultant is required to obtain a City of Selma Business Tax permit from our Finance Department, located at 1710 Tucker Street. The cost of business tax permit is the Awarded Consultant's responsibility. For more information, call 559-891-2200.

This is a public works contract and therefore, the Awarded Consultant will be responsible for paying State of California prevailing wages for any trade performed that has a designated wage rate. Further, the Awarded Consultant will be responsible for uploading certified payroll to the Labor Commissioner and provide the City of Selma project manager with Contractor's affidavit that labor codes were followed, and prevailing wage rates were paid. The affidavit must be submitted to the City Project Manager prior to final payment.

C. Consultant Responsibilities

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 and stay within budget in the design, construction, and inspection of the play system.

Budget for Project A is \$300,000. Budget for Project B is \$30,000.

PROJECT A – Brentlinger Park 2-to-5 Playground Dimensions for Fall Surface: 71' x 83' Approximate Perimeter

Required Items:

1. All play system elements must meet and/or exceed all federal, CPSC, ASTM & IPEMA guidelines.
2. Play system must include pour-in-place rubber fall surfacing or approved equal at the proper thickness to meet fall attenuation requirements.
3. Play system must follow a space theme design.
4. Playground Safety Inspection performed by a Certified Playground Inspector to ensure playground is in compliance with all safety requirements.

Play System Features in Priority Order:

5. Provide a minimum of one structure designed for age 2-to-5.

Preferred Play System Qualities:

6. All play system elements must demonstrate the highest level of durability in materials and finishes selected in consideration of child health and safety.
7. Structures should provide a variety of built-in activity panels and climbers.
8. Play system shall use primary colors that will withstand fading from the central valley summer.
9. Maximum shade coverage designed into structure, or a free-standing shade structure.

PROJECT A – Brentlinger Park 5-to-12 Playground Dimensions for Fall Surface: 71' x 83' Approximate Perimeter.

Required Items:

1. All play system elements must meet and/or exceed all federal, CPSC, ASTM & IPEMA guidelines.
2. Play system must include pour-in-place rubber fall surfacing or approved equal at the proper thickness to meet fall attenuation requirements.
3. Play system must follow a space theme design.
4. Playground Safety Inspection performed by a Certified Playground Inspector to ensure playground is in compliance with all safety requirements.

Play System Features in Priority Order:

5. Provide a minimum of one structure designed for age 5-to-12.

Preferred Play System Qualities:

6. All play system elements must demonstrate the highest level of durability in materials and finishes selected in consideration of child health and safety.
7. Structures should provide a variety of built-in activity panels and climbers.
8. Play system shall use primary colors that will withstand fading from the central valley summer.
9. Maximum shade coverage designed into structure, or a freestanding shade structure.

In the proposal, provide a list of the components proposed for the Brentlinger Park play system. Include structure and component model numbers, materials, color choices and recommendations, protective area requirements, target age ranges and development levels, target play type or activity, estimated lifetime of equipment including manufactures warranty and any other relevant descriptive information.

Play system design shall safely fit in the playground area as shown on the site plans (Attached). 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.

PROJECT B – Ringo Park Playground Shade Structure

Playground area: 75' x 45' Approximate Perimeter.

Required Items:

1. Design, furnish, and install a new sail shade structure over the playground structure. New fabric shade structure must be provided with a minimum 10-year warranty. Warranty shall cover steel posts, footings, powder coating, and fabrics.
2. Shade structure shall include but is not limited to the following items: fabric tops (color to be selected by owner), powder coated steel posts, cables, fasteners, foundations/footings, grout, and base attachments.
3. Contractor to provide stamped structural calculations and drawings for shade structure per Building Department requirements.
4. Any damage to existing concrete slabs or playground equipment shall be repaired at the expense of the contractor.
5. Contractor shall be responsible for clean-up and disposal of all waste materials.
6. Submittals required for fabric material, fabric colors, poles, mounting cables and hardware.

D. City Responsibilities

- Compensate the consultant as provided in the contract agreement.
- Provide a "City Representative" who will represent the City and who will work with the consultant in carrying out the provisions of the RFP.
- Examine documents submitted to the City by the Consultant and timely render decisions pertaining thereto.

- Give reasonably prompt consideration to all matters submitted by the Consultant for approval to the end that there will be no substantial delays in the Consultant's program of work.
- City will pay for the cost of the City Building Permit, but the Awarded Consultant is responsible for obtaining the permit from the City's Buildings Division

3. PROPOSAL FORMAT GUIDELINES

Consultants are to provide the City with a proposal using the following guidelines:

Each proposal must adhere to the following order and content of sections.

A. Qualifications and Experience

Provide a brief history of your business entity and project team. Identify legal form, ownership, and senior officials of company. Identify the name and email of the main contact, including phone number and e-mail address. Include the website address (if applicable). If proposing a sub-consultant, describe the division of responsibilities between participating parties, and offices (location) that would be the primary participants.

Describe professional experience and number of employees (licensed professionals, technical support) on the proposed project team.

B. Methodology Section

Provide a detailed description of the approach and methodology to be used to accomplish the Scope of Work of this RFP. The Methodology Section should include:

1. Your approach and understanding of the project and any special considerations of which the City of Selma should be aware. Indicate clearly, the levels of participation you will expect from City of Selma staff in the fulfillment of the contract. Detailed description of efforts your firm or entity will undertake to achieve client satisfaction and to satisfy the requirements of the "Scope of Work" section.
2. Exceptions to the requirements of the RFP should be clearly delineated in this section.
3. In addition, you are invited to include a maximum of two (2) pages of information not included, nor requested in this RFP, if you feel it may be useful and applicable to this project.
4. Proposers are encouraged to provide additional innovative and/or creative designs that offer a unique experience for users.

C. Staffing Staff Qualifications and Related Experience

1. Staff Qualifications and Experience

This section should demonstrate the qualifications of all professional personnel to be assigned to this project by providing resumes/experience summaries describing their education, credentials, related experience and their proposed roles for this contract. Note: Consultant may not substitute any member of the project team without prior written approval of the City.

If your firm intends to subcontract any of the services required under this RFP it should be discussed in this section. Detailed information for each subcontractor must be provided. Note: No work may be subcontracted, nor assigned, without prior written approval of the City of Selma.

2. Related Experience

Include descriptive information concerning the experience of the firm. Include information about previous projects that might be comparable, including the size and type of projects and the scope of services provided. These projects must demonstrate that the consultant has experience in designing systems with multi use functions effectively blended into neighborhood design. In addition, provide references for the three (3) most comparable projects for which your firm has provided, or currently is providing, similar services in the past three years.

List the projects in reverse chronological order and provide the following information for each project:

Indicate for each of these projects:

- Name of project or playground
- Project location (address)
- Brief description (type of construction, functional components, special design considerations)
- Name of owner/entity
- Name of owner's contact person and telephone number (contact person, who, at the time of RFP submittal, will be employed by the owner)
- Your firm's specific involvement (i.e., engineer, construction contractor, etc.)
- The Total contract amount awarded vs the Final Contract amount at end of project.
- Status of completion

D. Fee Proposal

A Proposed Fee Structure and Schedule shall be provided as a part of the RFP submittal. One (1) original Fee Structure and Schedule are required, no additional copies are needed.

Provide proposed fees, cost information, and recommend a budget plan for all services to be provided in the following format:

1. Proposers should review the requirements of this RFP and address all services in this fee schedule that might reasonably be expected to support each project. Indicate how the City will be invoiced for services, i.e., unit or hourly costs. This information should be detailed and broken down for Project A and Project B, type of service and units of work or other applicable measure (for example, staff hours at a certain rate). Proposers should endeavor to provide a comprehensive, fee schedule for each Project being proposed, as the City will not include compensation in the contract for items not addressed.

Include a total cost to provide services, based on the consultant's fee schedule and the scope of work as outlined in this RFP for each project being proposed. This cost will be used as a basis for negotiations.

- Clearly identify all costs for Tasks related to the project for which a proposal is being submitted: Project A and/or Project B.
- Clearly identify all trades to be performed and the corresponding State of California prevailing wage determinations for same. The Awarded Contractor will be responsible for uploading certified payroll to the Labor Commissioner and provide the City of Selma project manager with an affidavit that labor codes and prevailing wage rates were paid. The affidavit must be submitted to the City Project Manager prior to final payment.

4. PROCESS FOR SUBMITTING PROPOSALS

Sealed responses for this RFP shall be submitted electronically to the City Clerk at ReynaR@cityofselma.com on or before 5:00 PM on July 31, 2023. Hard copies may be mailed to 1710 Tucker Street, Selma, California, 93662, though they will not be counted as official submissions. No late bids will be accepted. Upon receipt of the digital file an email confirmation will be sent. If the City is unable to view your digital proposal, you may be contacted on or after the deadline to mail hard copies.

The City reserves the right, without limitation and at its sole discretion, to accept or reject any or all proposals and/or terminate this RFP process at any time, for any reason, without notice and with no obligations.

5. EVALUATION OF PROPOSALS AND SELECTION PROCESS

The City will screen and review all proposals according to the weighted criteria set forth above. While price is one basic factor for award, it is not the sole consideration.

The criteria are as follows:

Criteria Categories	Points Possible	Points Awarded
ADA, ASTM, IPEMA & CPAC compliance	Yes/No	
Proposal addresses design guidelines and specifications	25	
Quality of design, play value and target demographic	20	
Quality and durability of equipment	20	
Uniqueness of equipment	15	
Reputation and reliability of manufacturer	10	
Overall quality of Proposal	10	
Total Points	100	

Please note that this RFP pertains to professional services, and the above referenced scoring rubric will be used as guidance only. Given the nature of the services, the City reserves the right to utilize its discretion in awarding the project. The City also reserves the right to negotiate pricing and contract terms. After reviewing the proposals, City Staff may conduct interviews with the top firms. Staff will forward a recommendation to the City Council for final selection.

The City reserves the right to reject all proposers and/or to invite other individuals and/or firms to respond to this RFP if the proposals received are inadequate.

A. Responsiveness Screening

Proposals will first be screened to ensure responsiveness to the RFP. The City may reject as non-responsive any proposal that does not include the documents required to be submitted by this RFP. At any time during the evaluation process, the City reserves the right to request clarifications or additional information from any or all Proposers regarding their proposals.

B. Proposal Review

The Committee will review and score all responsive written proposals based upon the Evaluation Criteria set forth above. The City may contact and evaluate the Proposer's references, contact any Proposer to clarify any response or request revised or additional information, contact any current users of a Proposer's services, solicit information from any available source concerning any aspect of a proposal, and seek and review any other information deemed pertinent to the evaluation process.

Following conclusion of the evaluation process, the Committee will rank all Proposers according to the evaluation criteria set forth above. The Committee will conclude the evaluation process at this point, and make a recommendation for award.

Recommendation for award is contingent upon the successful negotiation of final contract terms. Negotiations shall be confidential and not subject to disclosure to competing Proposers unless an agreement is reached. If contract negotiations cannot be concluded successfully within a time period determined by the City with any Proposer, the City may terminate negotiations with such Proposer and may commence negotiations with any other Proposer.

6. EX PARTE COMMUNICATIONS

Proposers and Proposers' representatives cannot communicate with the City Council members about this RFP. In addition, Proposers and Proposers' representatives cannot communicate outside the procedures set forth in this RFP with an officer, employee or agent of the City, including any member of the evaluation panel, with the exception of the RFP Facilitator, regarding this RFP until after Contract Award. Proposers and their representatives are not prohibited, however, from making oral statements or presentations in public to one or more representatives of the City during a public meeting.

A "Proposer" or "Proposer's representative" includes all of the Proposer's employees, officers, directors, consultants and agents, any subcontractors or suppliers listed in the Proposer's proposal, and any individual or entity who has been requested by the Proposer to contact the City on the Proposer's behalf.

7. CONFLICT OF INTEREST

The Proposer warrants and represents that it presently has no interest and agrees that it will not acquire any interest which would present a conflict of interest under California Government Code sections 1090 et seq., or sections 87100 et seq., during the performance of services under any Agreement awarded. The Proposer further covenants that it will not knowingly employ any person having such an interest in the performance of any Agreement awarded. Violation of this provision may result in any Agreement awarded being deemed void and unenforceable.

8. STANDARD TERMS AND CONDITIONS

Amendments

The City reserves the right to amend or supplement this RFP prior to the proposal due date.

Cost for Preparing Proposal

The cost for developing the proposal is the sole responsibility of the Proposer. All proposals submitted become the property of the City.

Professional Services Agreement

The successful Proposer shall be required to enter into the City's standard Professional Services Agreement ("PSA"), which is attached hereto. Any proposed changes to the PSA by Proposer must be submitted in track changes/redline format with Proposer's proposal. Please be advised the following provisions of the City's PSA are non-negotiable:

- Indemnification
- All insurance terms
- Termination
- Ownership/Use of Contract Materials and Products
- Disputes
- Governing Law

If an agreement cannot be reached, negotiations with an alternate consultant may commence.

9. QUESTIONS

All questions relative to this RFP shall be directed to the following City representative ("RFP Facilitator"):

Amy Smart, Community Services Director
City of Selma
1325 Nebraska Ave
Selma, CA 93662
amys@cityofselma.com