



REQUEST FOR PROPOSALS

RFP 14-11

Due Wednesday, November 26, 2014 at 2:00pm

**Parks and Recreation Playground Surfacing and Play
curbing Renovations**

REQUEST FOR PROPOSALS (RFP) 14-11 Parks and Recreation Playground Surfacing and Play curbing Renovations

Sealed Proposals for Purchasing **RFP 14-11 Parks and Recreation Playground Surfacing and Play curbing Renovation** will be received by the City of Brookhaven, hereinafter called "City." Hereinafter within this RFP, the term "Surfacing and curbing" also refers to lakes within the City of Brookhaven. Service providers whose proposals meet the criteria established in the Request for Proposals, at the sole discretion of the City, may be considered for Contract award. The City may, by direct negotiation, finalize terms with the service provider who is selected for award based on proposals. The City reserves the right to reject any or all responses for any reason. Clarification of information may be requested by the City.

The City, at its sole discretion, may short-list firms that are deemed to best meet the City's requirements, taking into consideration all criteria listed in the RFP. The City may, at its sole discretion, ask for formal presentations from all of the responsive and responsible proposers, or only from those firms that are short-listed, if short-listing is determined to be in the best interest of the City. Negotiations will be conducted and may take place in person or via telephone with the most qualified firm as identified by the City or, if short-listing occurs, with all of the short-listed proposers. Proposers that participate in the negotiations may be given an opportunity to submit their best and final offers. The City of Brookhaven requires pricing to remain firm for the duration of the contract. Failure to hold firm pricing for the duration of the contract will be sufficient cause for the City to declare a proposal non-responsive.

Any questions regarding proposals should be directed to purchasing@brookhavenga.gov no later than 5:00pm Monday, November 17, 2014. All questions received will be gathered and answered on a questions addendum, which will be posted on the City's website soon thereafter. Questions will not be accepted by phone to ensure the same information is given to everyone.

Proposals are due Wednesday, November 26, 2014 at 2:00pm. Proposals must be submitted in a sealed envelope which shall be clearly marked RFP 14-11. Three (3) printed and signed copies, and one electronic version on a thumb drive in .pdf format must be submitted. The RFP 14-11 Bid Sheet (.xls) must be used. Proposals will not be submitted by facsimile or e-mail. Any proposal received after the time and date specified will not be considered, but will be returned unopened. Proposals are legal and binding when submitted.

Proposal must be addressed as follows:

Purchasing Department (RFP 14-11)
City of Brookhaven
4362 Peachtree Road
Brookhaven, GA 30319

No Proposal may be withdrawn for a period of sixty (60) days after the time and date scheduled (or subsequently rescheduled) for proposal opening.

The City's staff will review all proposals submitted. After reviewing the proposals, staff may, at its discretion, request formal presentations from one or more of the proposers (at proposer's expense at the City's site) whose proposals appear to best meet the City's requirements.

The proposer awarded the Contract must provide proof of liability insurance in the amount of one million dollars (\$1,000,000.00), along with any other required insurance coverage and evidence of business or occupational license, as outlined in the Proposal Documents.

The City reserves the right to waive any informalities or irregularities of proposals, to request clarification or information submitted in any proposal, to request additional information from any proposer, or to reject any or all proposals, and to re-advertise for proposals. The City also reserves the right to extend the date or time scheduled for the opening of proposals.

Award, if made, will be to the responsible and responsive proposer submitting the proposal which is deemed by the City, in the sole discretion, to be the most advantageous to the City, price and other factors being considered.

To ensure the proper and fair evaluation of proposals, the City highly discourages any communication initiated by a proposer or its agent to an employee of the City evaluating or considering the proposal during the period of time following the issuance of the RFP, the opening of proposals and prior to the time a decision has been made with respect to the Contract award. An appropriate Purchasing employee of the City may initiate communication with a proposer in order to obtain information or clarification needed to develop a proper and accurate evaluation of the proposal. Any communication initiated by proposer during evaluation should be submitted in writing and delivered to the City of Brookhaven, Purchasing Office, 4362 Peachtree Road, Brookhaven, Georgia 30319, or by e-mail to purchasing@brookhavenga.gov. Unauthorized communication by the proposer may disqualify the proposer from consideration.

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- Exhibit I - CPSC Handbook for Playground Safety (separate .pdf document)
- Exhibit II - Playground Aerial Maps/Inventory (separate .pdf document)
- Bid Sheet (separate Excel spreadsheet)

PART ONE - BACKGROUND

- 1.1 The City of Brookhaven is recommended to meet minimum ASTM and CPSC standards for all playground facilities, bays, and structures (17). This request for proposal is for services required for the removal and replacement of all current wooden rail road tie curbing with HDPE playground curbing and installation of IPEMA certified engineered wood fiber playground fall surfacing at all COB playground facilities, bays, and structures.

PART TWO - SCOPE OF SERVICES

- 2.1 Please reference the attachment 1- CPSC Handbook for Public Playground Safety for all recommended standards pertaining to play curbing, ADA ramps (where required) and fall surfacing installation. Each playground identified in attachment 2- Playground Ariel maps/inventory will need to meet required fall surface depth of no less than 12' inches and required curbing meeting CPSC fall zone standards.
- 2.2 Each proposer is to evaluate each playground bay to determine the required cubic yard amount of surfacing needed to meet recommended CPSC standards.
- Ashford Park (2) -Blackburn Park (2) -Brookhaven Park (1) -Georgia Hills Park (2)
- Lynwood Park (2) -Skyland Park (3) -Murphy Candler Park (Athletic Field/Perimeter Trail) (5)
- 2.3 Each proposer is to evaluate each playground bay to determine the required amount of play curbing (4' ft x 12' in) and ADA ramps needed to meet recommended CPSC standards. (9 playgrounds in four different parks)
- Georgian Hills Park (2) - Lynwood Park (1) -Murphy Candler Park (Perimeter Trail) (4)
- Skyland Park (2)
- 2.4 Each proposer will be responsible for supplying and installation of all fall surfacing material to meet CPSC standards with IPEMA certified engineered fiber wood.
- 2.5 Each proposer will be responsible for the removal of all current wooden rail road ties and the installation of all new HDPE play curbing and ADA ramps.

PART THREE - PROPOSAL FORMAT

- 3.1 The Proposal shall be professional letter format identifying the Scope of Service, and exclusions.
- 3.2 All fees shall be **LUMP SUM** and include all labor, material, equipment, and direct expenses. No allowances for reimbursable expenses such as mileage, deliveries and etc.

- 3.3 Each proposer shall document its staff, experience and qualifications by identifying the project manager and key technical team members and their roles on the project.
- 3.4 Each proposer may, but is not required to, include references, qualifications, resumes and any other materials deemed necessary but not provided otherwise (such as promotional literature, white papers, etc.)

PART FOUR - EVALUATION OF PROPOSALS

The City's staff will review all proposals submitted. After reviewing the proposals, staff may, at its discretion, invite to interview and demonstrate performance (at proposer's expense at the City's site) one or more of the proposers whose proposals appear to best meet the City's requirements. The purpose of such an interview would be for all proposers to elaborate upon their proposal before a recommendation for ranking of the proposals is made. Interview responses, and performance, along with the written proposal and samples (if any), will become part of proposer's submission to be evaluated pursuant to the evaluation criteria. The City reserves the right to short-list proposers for further consideration.

- 4.1 The City, in its discretion, may award the Contract to the responsible and responsive proposer submitting the proposal which is deemed to be the most advantageous to the City, price and other factors being considered. The following are the evaluation criteria the City will consider in determining which proposal is most advantageous to the City:
 - 4.1.1 **Project Understanding and Approach:** Describe the consultant's understanding of the proposed project as described in the Request for Proposals. Demonstrate an understanding of the magnitude of the task, the constraints and the desired outcomes for the project.
 - 4.1.2 **Scope of Work:** Include sufficient detail to determine how each task shall be accomplished. The work plan will describe how the consultant proposes to complete the project. The work plan must be sufficiently detailed for staff to determine the effectiveness of the proposal and should spell out how this work can be performed in a cost effective manner.
 - 4.1.3 **Schedule:** Include a schedule for timely completion of the scope of work. Include information on the amount of time for each task.
 - 4.1.4 **Project Personnel:** Provide information on personnel to be assigned to this project. Personnel should have experience from similar projects and in fields necessary to complete this proposed work.
 - 4.1.5 **Similar Experience:** List and describe your firm's projects worked on in the past five years that best match the scope and design of this project. Identify unique constraints or challenges associated with those projects and how you addressed those in order to deliver a successful project. The City may request samples of comparable work during the proposal review process.
 - 4.1.6 **Pricing:** After consideration of the above criteria, the value of each proposal will be compared against the other qualified proposals. The City is more interested in obtaining proposals that provide good value, demonstrate an understanding of the city's needs and provide a scope that meets or exceeds the requirements of this RFP than proposals that have scopes tailored to fit within the stated budget

- 4.2 The evaluation criteria do not have any specific predetermined relative weight, nor will a weighing scale be developed at a later date. The consideration of individual criterion is merely a tool to assist the City in determining which Proposal is most advantageous, as a whole, to the City, price and other factors being considered. The relative advantages of a Proposer's responses with respect to one criterion may outweigh shortcomings of that Proposer's responses in one or more other criterion, depending on the relative disparities in the qualities of the responses in each criterion and the relative importance of certain criteria to each other, as determined in the exclusive discretion of the City.

PART FIVE - CONTRACT

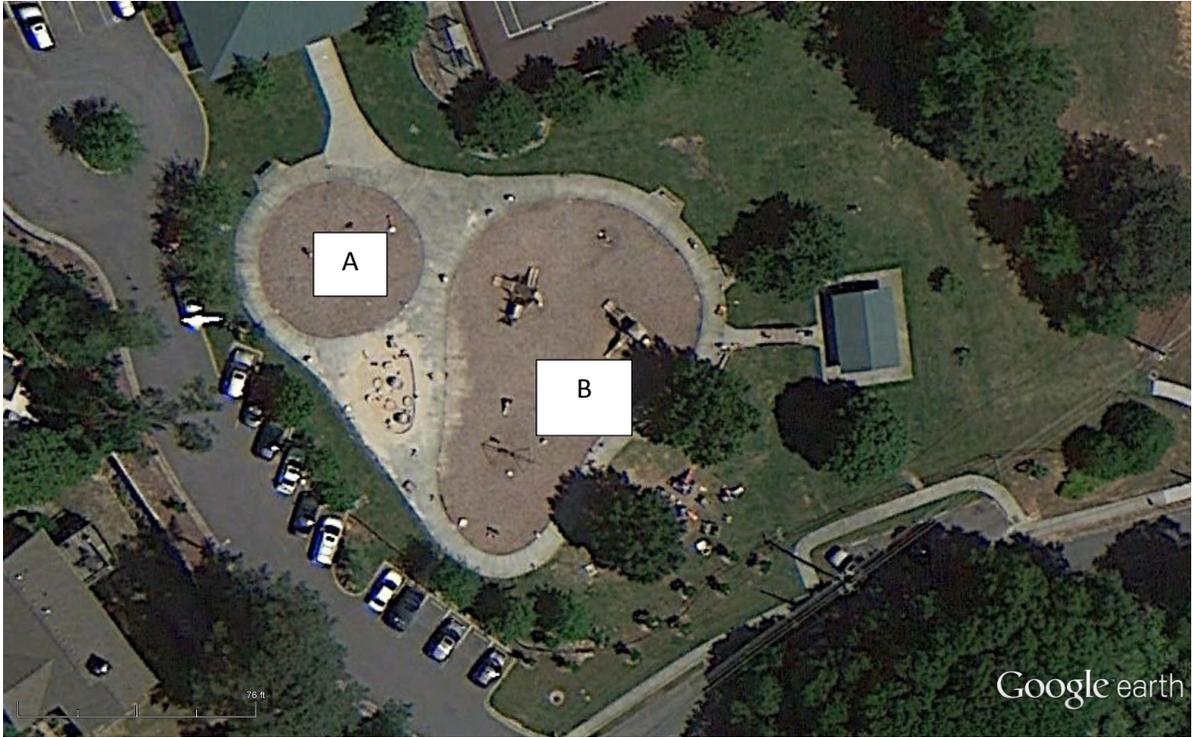
- 5.1 A Standard City of Brookhaven Contract will be used for this service and will be provided to the selected service vendor.

Park Playground Locations

Lynwood Park- (2)



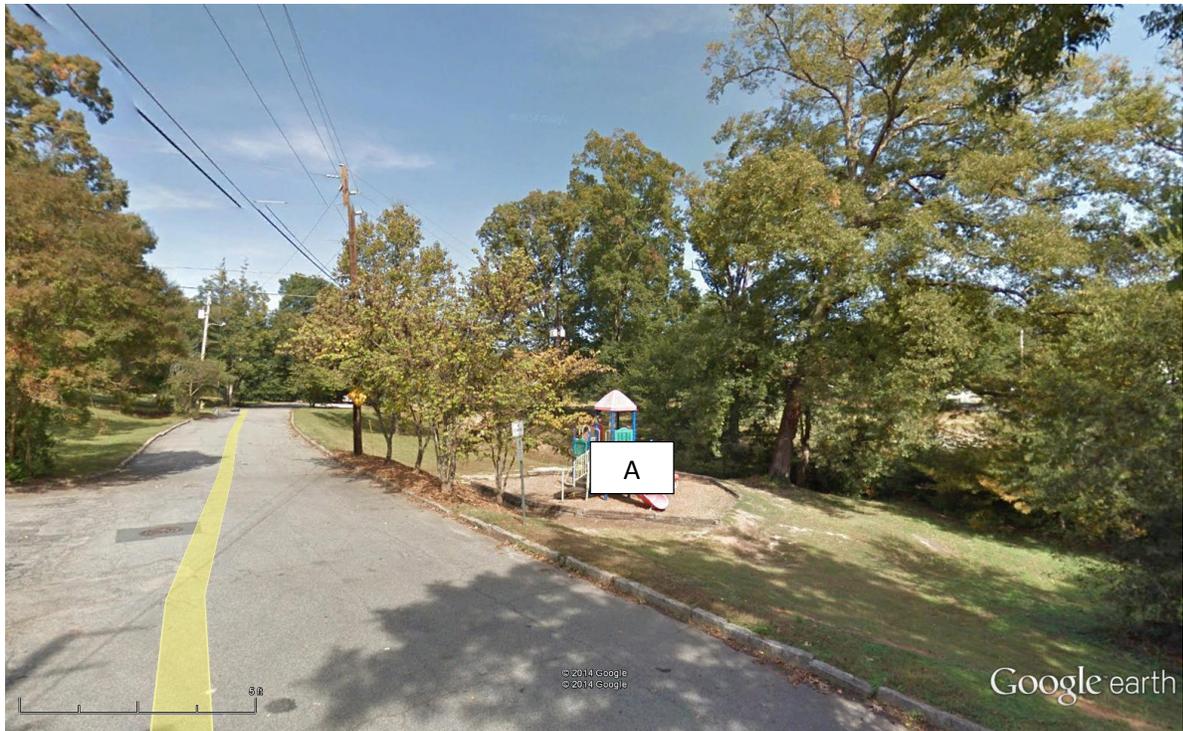
Ashford Park- (2)



Skyland Park-(3)



Georgia Hills Park-(2)





Blackburn Park-(2)



Brookhaven Park-(1)



Murphy Candler Park- (5)

