



May 12, 2021

**Parks & Recreation Design / Build Services for Replacement Playground Structures - 2021.**

The City of Overland Park is accepting Request for Proposals for the above project. Proposals will be accepted until 2:00 p.m., **Tuesday, June 15, 2021**. Proposals should be delivered to:

City of Overland Park, Kansas  
City Hall  
Attn: City Clerk  
8500 Santa Fe Drive  
Overland Park, Kansas 66212

A Request for Proposal is enclosed that has the pertinent proposal information. All documents are enclosed which indicate the approximate quantities, locations, material requirements and installation requirements for this project. If you have any questions, please contact Mike Burton at 913-327-6638, [mike.burton@opkansas.org](mailto:mike.burton@opkansas.org), or David Barker at 913-327-6635, [david.barker@opkansas.org](mailto:david.barker@opkansas.org).

CITY OF OVERLAND PARK, KANSAS

Request for Proposal

Sealed proposals for **Parks & Recreation Design / Build Services for Replacement Playground Structures - 2021** will be received by the City of Overland Park, Kansas, at the office of the City Clerk, City Hall, 8500 Santa Fe Drive, Overland Park, Kansas 66212 until 2:00 p.m. local time on **June 15, 2021**. At that time all sealed proposals will be transferred to the **Park & Recreation Department** for review by City staff. Any proposals received after the designated closing time will be returned unopened.

All proposals shall be submitted in sealed envelopes addressed to the City Clerk of Overland Park, Kansas, and marked "**Proposal FOR: "Parks & Recreation Design / Build Services for Replacement Playground Structures - 2021."**" Copies of plans, specifications, proposal documents and other contract documents are on file at the office of the **Parks & Recreation Department** located at **11921 Hardy St.** Contractors desiring the contract documents for use in preparing proposals may obtain a set of such documents from **Parks & Recreation Department at 11921 Hardy Street** upon payment of \_\_\_\_\_ Dollars (\$00.00), which amount is not refundable.

Neither the City nor consultant shall be responsible for the accuracy, completeness, or sufficiency of any proposal documents obtained from any source other than the source indicated above. Obtaining copies of plans, specifications, proposal documents and other contract documents from any other source(s) may result in obtaining incomplete and inaccurate information. Obtaining these documents from any source other than directly from the source listed herein may also result in failure to receive any addenda, corrections, or other revisions to these documents that may be issued.

Contractors should read and be fully familiar with all contract documents before submitting a proposal. In submitting a proposal, the bidder warrants that it has read the contract documents and is fully familiar therewith and that it has visited the site of the work to fully inform itself as to all existing conditions and limitations and shall include in its proposal a sum to cover the cost of all items of the work.

Should a bidder find "defects" as defined in paragraph GC3 of the General Conditions, it shall follow the procedures outlined in paragraph GC3 to bring to the attention of City. Changes necessitated thereby shall be in the form of addenda issued by the consultant.

All bidders shall verify that they have considered all written addenda. Neither the City nor the consultant shall be responsible for oral instructions.

Any written addenda issued during the time of proposals shall be covered and included in the proposal. There will be no clarifications or exceptions allowed on the proposal. Proposals are for a total bid package, total contract price.

Proposals shall be made upon the form provided in ink or typewritten. Numbers shall be stated both in writing and in figures; the signature shall be long hand; and the complete form shall be without alteration or erasure. On alternate items for which a bid is not submitted, a written indication of "no bid" on the bid form is required.

No oral, telegraphic, facsimile or telephonic bids or alterations will be considered.

The following items must be included in the sealed envelope with the proposal:

- a. Proposal
- b. No bid bond required

The City reserves the right to accept or reject any and all proposals and to waive any technicalities or irregularities therein. Proposals may be modified or withdrawn by written request of the proposer received in the office of the City Clerk, prior to the time and date stated for proposal submission; provided, however, that no proposer may withdraw its proposal for a period of thirty (30) days from the date set for the opening thereof. ALL PROPOSERS AGREE THAT REJECTION SHALL CREATE NO LIABILITY ON THE PART OF THE CITY BECAUSE OF SUCH REJECTION. IT IS UNDERSTOOD BY ALL PROPOSERS THAT AN UNSUCCESSFUL PROPOSAL HAS NO CAUSE OF ACTION AGAINST THE CITY FOR PROPOSAL PREPARATION COSTS. THE FILING OF ANY PROPOSAL IN RESPONSE TO THIS INVITATION SHALL CONSTITUTE AN AGREEMENT OF THE PROPOSER TO THESE CONDITIONS.

Publish: *Legal Record*

Tuesday, May 18, 2021

## City of Overland Park, Kansas

### Parks & Recreation Design / Build Services for Replacement Playground Structures - 2021

The City of Overland Park, Kansas, herein referred to as the “City”, is seeking proposals from qualified firms to provide **design/build services** for the replacement and installation of Three (3) replacement playground structures at 3 different parks.

#### **1.0 GENERAL TERMS AND CONDITIONS OF THE REQUEST FOR PROPOSAL**

1.1 Submittals, in Two (2) copies, must be received no later than 2:00 P.M. Local Time Prevailing, on **June 15, 2021**, at:

City of Overland Park, Kansas  
Attention: City Clerk  
8500 Santa Fe Drive  
Overland Park, Kansas 66212

1.2 Mark outside of the envelope with “**RFP - Parks & Recreation Design / Build Services for Replacement Playground Structures - 2021.**”

1.3 Time is of the essence and any proposal or addenda pertaining thereto received after the announced time and date for submittal, whether by mail or otherwise, will be rejected.

1.4 It is the sole responsibility of the offeror to ensure that their proposals are stamped by the City Clerk’s Office before the deadline indicated in Section 1.1. Proposals and/or any addenda pertaining thereto, received after the announced time and date of receipt, by mail or otherwise, will be rejected and returned. However, nothing in this RFP precludes the City from requesting additional information at any time during the procurement process.

1.5 Nothing herein is intended to exclude any responsible firm or in any way restrain or restrict competition. On the contrary, all responsible firms are encouraged to submit proposals. The City of Overland Park reserves the right to award in part or in whole or to reject any or all proposals.

1.6 Any proposal submitted **MUST** include the Signature Sheet which has been signed by an individual authorized to bind the offeror. All proposals submitted without such signature may be deemed non-responsive.

1.7 RFP Process: Offerors are to submit written proposals which present the offeror’s qualifications and understanding of the work performed. The offeror’s proposal should be prepared simply and economically and should provide all the information which it considers pertinent to its qualifications for the project and which respond to the Scope of Services and the Evaluation Criteria listed herein. Emphasis should be placed on completeness of services offered and clarity of content. To assist in the evaluation process, **offerors should limit their response to 24 typed pages, exclusive of charts and other kinds of attachments.**

1.8 The successful proposer will be expected to be able to execute the City's standard construction contract to include insurance, bonds and other requirements. A copy of the contract is included in bid packet.

## 2.0 PROJECT DESCRIPTION AND BACKGROUND

2.1 The City of Overland Park seeks proposals from qualified firms to provide design / build services for the design and construction of Three (3) new play structure at three (3) separate parks. The proposed structures will be located at Roe Park South at 10400 Roe Ave, Cherokee Park at 8000 West 91st Street and Green Meadows Park at 15401 Beverly Court. The city shall provide a level installation site for the contractor. Acceptable colors for the play structure shall be approved by City staff.

**Roe Park South** - Current space is approximately **3700 sq.ft.** Space could be adjusted in size if needed. Maximize play area to minimize open mulch area. Play area shall have a mix of post and deck, climbers, slides, spinners, swings and other unique features designed for ages 2-12. Playground border and engineered wood fiber to be installed by the City. Maximum playground budget is **\$100,000.00.**

**Cherokee Park** - Current space is approximately **2800 sq.ft.** Space could be adjusted in size if needed. Play area shall have a mix of post and deck, rope climbers, slides, spinners, swings and other unique features designed for ages 2-12. Playground budget is **\$50,000.00.**

**Green Meadows Park** - Current space is approximately **3000 sq.ft.** Space could be adjusted in size if needed. Play area shall have a mix of post and deck, rope climbers, slides, spinners, swings and other unique features designed for ages 2-12, with a larger climbing element for ages 5-12 being the focal point of the playground. Playground budget is **\$80,000.00.**

Surfacing:

- Surfacing for Cherokee Park and Green Meadows shall be a **synthetic turf** designed for playgrounds installed over a minimum 3" aggregate compacted base and a unitary foam pad. Surfacing at Roe Park South shall be wood fiber mulch.
- The work of this section shall consist of furnishing all labor, materials, equipment, appliances and service necessary for the execution and completion of playground turf surfacing. Work as described in the specifications including, but not necessarily limited to, the following: Analysis of maximum fall-height for play equipment; Excavation, grading and compaction of subgrade; drainage; perimeter curb minimum 12" wide x 12" deep; Placement and compaction of aggregate base; Installation of turf surfacing system; Testing; Clean-up; Replacements, Repairs, Guarantees and Warranty Work.
- Must meet or exceed ASTM 1292 standard for surfacing and be IPEMA certified.
- Perimeter concrete curb surrounding the play area shall be installed by playground contractor.

#### Recommended features:

- Swings: traditional and/or new creative swings
- Slides: Creative designs and heights.
- Multiple climbing features, climbing frames.
- Spinners.
- Incorporate the use of post and deck with slides, climbers and unique features.
- Provide engaging play, climbing and agility activities under, around and inside (internal climbers) the structure and platforms.
- It is suggested that all bidders schedule an on-site per-bid meeting with City staff.
- All play system elements must meet and/or exceed all federal, CPSC, ASTM, IPEMA and ADA guidelines.

#### Potential added features:

- All sites could have an Iconic feature for the play area; one main piece functionally linked to the other play opportunities.
- Unique swing opportunities, multiple seat rockers, baskets or spinners.
- Unique rope climbers, net scapes and net structures.
- Other unique play opportunities that fit the existing conditions.

#### General Instructions:

- Bidder will state the estimated delivery date.
- All equipment must meet the minimum standards and guidelines of IPEMA / ASTM / CPSC requirements, as well as meeting the newest ADA standards.
- Provide both 2-D site drawings and 3-D color renderings mounted on **24" x 36"** substrate.
- Each vendor will submit **no more than two (2)** designs.
- Provide name and phone number of three (3) customers with comparable playground installations that are not more than three years old that the City may contact and inspect.
- Provide the names, addresses, and phone numbers of both the manufacturer and the local agent.
- Provide copy of the manufacturer warranty.
- Submit two (2) copies of each proposal.
- There will be no personal presentations. Proposals will be accepted until the stated deadline and will then be evaluated and the award made to the "best" proposal, not necessarily the lowest cost.
- Support post can be either steel, aluminum or wood.
- Delivery and installation costs must be included in the proposal price.
- Upright posts on composite and any independent structures shall be **4"** minimum diameter.
- Suppliers are encouraged to be creative in their designs and to maximize the role of unstructured play in their proposals.

In addition to meeting the above instructions, selection criteria will include supplier's design to accommodate all ages within the spectrum on each playground; variety of play experiences; quality; creativity; ability to incorporate play experiences into fall surface and use zone areas.

### Installation:

The installer must be certified by the NPSI or an equivalent organization and follow the installation guidelines set forth by that organization.

All vertical members extending into the ground shall have concrete footings per manufacturer's specifications. concrete shall conform to KDOT Class A (AE).

The City of Overland Park shall prepare a level area for installation of units.

The contractor shall be responsible for materials and completed work until construction is accepted. Material and work displaced by any cause shall be replaced at the contractor's expense to the requirements herein.

The contractor shall maintain 48" safety fencing surrounding the job site until the engineer accepts installation.

The project site shall be kept clean, neat and orderly as possible at all times. Stockpiling of materials, debris and unsuitable materials beyond normal daily working demands shall not be permitted. Immediately after construction operations are completed all equipment, debris and other materials shall be completely removed from the site.

The contractor will be held responsible for all damages to roads, sidewalks, curbs, ditches, embankments, bridges, culverts and other property, caused by him or any of his subcontractors in hauling or otherwise transporting materials to or from the several sites of work, regardless of the location of such damage. Contractor shall make arrangements relative to the payment for repair or replacement of, such damage or damaged surfaces of structures; said arrangements shall be satisfactory and acceptable to the owner or owners of such damaged surfaces or structures, or to their legally responsible officers, agents or other representatives, and said payment shall be at the contractor's own cost and expense, unless otherwise provided by the contract.

- 2.2 The scope of services for the playground structure is intended to provide a complete and usable structure for the City of Overland Park which can be utilized immediately after acceptance by the City.
- 2.3 The scope of services includes all aspects of design and construction, including but not limited to the following:

### Project Orientation & Program

Prospective Bidders are encouraged to visit the location of the proposed work so as to confirm the nature, scope, size and exact location of this project. Please contact David Barker, Supervisor Park Maintenance, at (913) 327-6635 or Mike Burton, Parks & Forestry Manager, at (913) 327-6638 to set up an appointment, which are available on Mondays through Fridays between the hours of 8:00 A.M. and 3:00 P.M.

1. Based on discussions in the initial meeting, formulate schematic designs for review.
2. Develop project schedule.
3. Design Development and Construction Documents.
4. Evaluate site and integrate design into play structure.

### Construction Administration

1. Complete construction.
2. Attend progress meetings as appropriate.
3. Prepare and submit pay applications on a monthly basis.
4. Compile, review and submit project closeout documentation and as-built drawings.

## **3.0 FEE STRUCTURE**

The contract will be awarded based on a guaranteed maximum price (GMP) to the firm determined as “best qualified “ under the terms and provisions of this RFP. The budget for the **Roe Park is \$100,000.00** (one hundred thousand and 00/100---Dollars). The budget for **Cherokee Park is \$50,000.00** (fifty thousand and 00/100---Dollars). The budget for **Green Meadows Park is \$80,000.00** (eighty thousand and 00/100---Dollars).

## **4.0 CITY RESPONSIBILITIES**

- 4.1 Provide to the successful offeror all information in possession of the City which relates to the City’s requirements for the project or which is relevant to the project.
- 4.2 Waive all permit fees assessed by the City.

## **5.0 SPECIFIC TERMS AND CONDITIONS OF THE REQUEST FOR PROPOSAL**

### **5.1 EVALUATION CRITERIA**

- 5.1.1 The following criteria will be used in the evaluation of qualifications for development of the shortlist of those offerors to be considered for award of RFP. Individual criteria will be assigned varying weights at the City’s discretion to reflect relative importance. Offerors are required to address each evaluation criteria.

1. Demonstration of the offeror’s overall ability to perform design/build services. Include a list of client’s from whom similar projects have been performed, who could attest to the quality of the work including timeliness, diligence, and ability to meet budget and schedule. Include contact persons names, addresses, and telephone numbers.

In awarding the bid, the City will consider but not to be limited to the following:

- Creativity of the proposal.
- Number of the features incorporated into the proposal.
- Utilization of area.
- Compatibility of proposal with surrounding areas.
- Unique play opportunities.
- Understanding of the RFP



- A. Firm's approach to the project. This section may include conceptual drawings of the proposed site plan and conceptual elevations and floor plans of the proposed facility.
- B. Total cost to include play apparatus, surfacing, shipping and installation.

**5.2** An evaluation team composed of City staff and a citizen representative shall review and evaluate all responses to the RFP and rank order them in accordance with criteria established in Section 5.1.1 above. The evaluation team may then engage in individual discussions with the offeror deemed fully qualified, responsible, and suitable on the basis of initial responses and with emphasis on professional competence, to provide the required services. The offeror deemed to be best qualified may be requested to make a formal presentation to the evaluation team. The offeror shall be encouraged to elaborate on their qualifications and performance data or staff expertise pertinent to the proposed project, as well as alternative concepts. Proprietary information from competing offerors shall not be disclosed to the public or to competitors. At the conclusion of discussion, on the basis of evaluation factors published in the Request for Proposal and all information developed in the selection process to this point, the evaluation team shall select the offeror whose professional qualifications and proposed services are deemed most meritorious. A recommendation will be made to the Governing Body to award a design/build contract to that offeror.

### **5.3 REFERENCES**

5.3.1 References may or may not be reviewed or contacted at the discretion of the City. Typically, only references of the top ranked shortlisted offeror or offerors are contacted. The City reserves the right to contact references other than, and/or in addition to, those furnished by an offeror.

### **5.4 BASIS FOR AWARD**

5.4.1 Information and/or factors gathered during interviews, negotiations and any reference checks, in addition to the evaluation criteria stated in the RFP, and any other information or factors deemed relevant by the City, shall be utilized in the final award.

1.4 It is the sole responsibility of the offeror to ensure that their proposals are stamped by the City Clerk's Office before the deadline indicated in Section 1.1. Proposals and/or any addenda pertaining thereto, received after the announced time and date of receipt, by mail or otherwise, will be rejected and returned. However, nothing in this RFP precludes the City from requesting additional information at any time during the procurement process.

### **5.5 FURTHER INFORMATION**

5.5.1 Questions which may arise as a result of the Request for Proposal should be directed to, David Barker, Supervisor Park Maintenance at (913) 327-6635, Mike Burton, Manager, Parks and Forestry at (913) 327-6638.

## Signature Sheet

My signature certifies that the proposal as submitted complies with all Terms and Conditions as set from in RFP. My signature also certifies that the accompanying proposal is not the result of, or affected by, any unlawful act of collusion with another person or company engaged in the same line of business or commerce, or any act of fraud punishable under Kansas Statutes.

My signature also certifies that this firm has no business or personal relationships with any other companies or persons that could be considered as a conflict of interest or potential conflict of interest to the City of Overland Park, and that there are no principals, officers, agents, employees, or representatives of this firm that have any business or personal relationships with any other companies or persons that could be considered as a conflict of interest or a potential conflict of interest to the City of Overland Park, pertaining to any and all work or services to be performed as a result of this request and any resulting contract with the City of Overland Park.

I hereby certify that I am authorized to sign as a Representative for the Firm:

Complete legal name of firm: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Signature: \_\_\_\_\_

Name (type / print): \_\_\_\_\_

Title: \_\_\_\_\_

Telephone: (    ) \_\_\_\_\_

Fax No: \_\_\_\_\_

Date: \_\_\_\_\_

To receive consideration for award, this signature sheet must be returned to the City Clerk's office as part of your response to the RFP.

EXISTING LARGE SHELTER

EXISTING PLAYGROUND  
LOCATION

AREA AVAILABLE



PLAYGROUND REPLACEMENT 2021

**ROE PARK**

EXISTING PLAYGROUND AREA APPROXIMATELY 3700 SQ.FT.

10400 ROE AVENUE





PLAYGROUND REPLACEMENT 2021

**GREEN MEADOWS**

EXISTING PLAYGROUND AREA APPROXIMATELY 3000 SQ.FT.

15401 BEVERLY COURT



**KEEP NEW PLAYGROUND  
LIMITS WITHIN EXISTING  
PLAYGROUND LOCATION**



Cherokee Park

W 91st Terrace

W 91st Terrace

W 91st Terrace

W 91st Terrace

PLAYGROUND REPLACEMENT 2021

**CHEROKEE PARK**

EXISTING PLAYGROUND AREA APPROXIMATELY 2800 SQ.FT.

8000 W 91st TERRACE

