

**REQUEST FOR PROPOSAL  
PLAYGROUND EQUIPMENT AND INSTALLATION**

**Town Playground  
Fair Haven, Vermont**

**ISSUED BY:**

**The Town of Fair Haven  
Town Manager's Office  
5 North Park Place  
Fair Haven, Vermont 05743**

**Playground location:**

**Behind the Fair Haven Grade School  
At the end of Cottage Street**

**REQUEST FOR PROPOSALS**  
**PLAYGROUND EQUIPMENT**  
**TOWN PLAYGROUND IN FAIR HAVEN, VERMONT**

**Background**

The community park is owned and managed by the Town of Fair Haven. The primary users of the park live in adjacent neighborhoods and by the grade school students. Existing facilities in the park include playground equipment, basketball courts, athletic fields, and some benches.

The existing playground equipment consists of wood/plastic structures that have a number of deficiencies.

The existing playground equipment will be completely removed by Town staff prior to the date agreed upon, for the installation of new equipment, at no expense to the company selected to install new equipment. The site of the existing equipment will be left relatively level and free of debris, above and below ground.

This RFP is being sent to every individual on a list provided by the Vermont Recreation and Park Association titled *Vermont Area Providers of Playground Equipment, Products, and Services*. Service providers may submit more than one proposal, if they offer a variety of equipment options.

**Scope of Services**

The Town of Fair Haven is requesting proposals that include the playground equipment, the safety surface, and the installation of all equipment.

The playground equipment should include play components for children ages 2-13, with an emphasis on equipment designed for children aged 2-8 years old. The equipment can be provided in one or more structures. The playground should accommodate the widest possible range of activities that will provide fun, promote physical fitness, and encourage social interaction. Among the play activities that should be considered are balancing, climbing, crawling, hanging, imagining, manipulating, pushing, pulling, riding, seesawing, sitting, sliding, swinging, and whirling.

The playground equipment can be made of metal, plastic, or a combination. The color of the equipment shall be earth-tone colors. The equipment proposed shall include at least two (2) metal benches.

The playground equipment should be in full compliance with both American Society for Testing and Materials (ASTM) and Consumer Product Safety Commission (CPSC) guidelines. The equipment shall be accessible to the handicapped in accordance with State and Federal laws.

Each proposal shall recommend and include safety surface material that is believed to be the best value for the money. A portion of the safety surface shall be handicapped accessible.

The Town plans to have the successful bidder install the playground. Each proposal shall include the total cost for installing the equipment and safety surface. The successful bidder shall provide all insurance necessary for the installation portion of this project.

### **Installation Schedule**

A mandatory on site meeting will be held at 9:00 am on July 20, 2018, at the playground. Proposals are due on July 27, 2018 by 4:00 pm EST. The Town anticipates using the chosen bid as a base for grant applications due in August 2018. If funded, construction is expected to begin in the spring of 2019. Construction should be completed no later than June 30, 2019.

### **General Information**

#### Issuing Office and Point of Contact

This Request for Proposals (RFP) is issued by the Town of Fair Haven. The Town Manager is to be the sole point of contact for any questions related to the RFP. Questions should be directed to:

Joseph Gunter  
Town Manager  
5 North Park Place  
Fair Haven, VT 05743  
(802) 265-3010  
fhmanager@comcast.net

#### Deadline for Receipt of Proposals

All replies and proposals in response to this RFP must be received in a sealed envelope and clearly marked as "PLAYGROUND EQUIPMENT" no later than 4:00 PM on Friday, July 27, 2018, at the address shown below:

Joseph Gunter  
Town Manager  
5 North Park Place  
Fair Haven, VT 05743

### Revisions to the Request for Proposal

If it becomes necessary to revise any part of the RFP, the revisions will be circulated to all those who received the original document.

### Limitations of Liability

The Town of Fair Haven assumes no responsibility and no liability for costs incurred by proposers in responding to this RFP, or in responding to any further request for interviews, additional data, etc., prior to the issuance of a contract.

### Rejection of Proposals

The Town of Fair Haven reserves the right to reject any or all proposals, or to award contracts in whole or in part, if this is held to be in the Town's best interest.

### Modification of Requirements

The Town of Fair Haven reserves the right to modify any technical and submission requirements associated with this proposal.

### Type of Contract and Compensation

The Town expects to negotiate a lump sum contract. Payment will be made within 30 days of acceptance by the Town of Fair Haven.

### Use of Sub-Contractors and/or Consultants

The use of other sub-contractors and/or consultants is acceptable at the discretion of the proposer. However, if consultants or sub-contractors are used, they must be identified in the proposal. The successful proposer will assume all contract responsibilities within his/her agreement with the Town. The Town will not be held liable for the actions of a proposer's sub-contractors or consultants.

### Format for Proposals

Proposers are encouraged to be concise and proposals must include, but are not limited to, the following:

- a) Letter of transmittal and completed BID SHEET;
- b) A detailed listing of all equipment proposed with cut sheets providing all specifications, a detailed description of the provisions provided for handicapped accessibility, compliance with ASTM and CPSC guidelines should be specified;
- c) Full description of the extent of the product warranty provided for all equipment;
- d) Installation schedule;
- e) Qualifications of key personnel proposed to be assigned to this job;
- f) Location of the office from which the management of this project will be performed;

- g) A listing of at least three sites, preferably nearby, with comparable equipment, and a name and phone number of a contact person for each site.

Selection Schedule

Proposals are due at the Fair Haven Town Manager's Office no later than 4:00 PM on Friday, July 27, 2018. The Town anticipates opening bids on July 31, 2018, at 7 PM.

**PLAYGROUND EQUIPMENT FOR TOWN PARK**

**BID SHEET**

1. BASE BID

|                                |          |
|--------------------------------|----------|
| Equipment Purchase             | \$ _____ |
| Installation of Equipment      | \$ _____ |
| Safety Surface Purchase        | \$ _____ |
| Installation of Safety Surface | \$ _____ |
| TOTAL                          | \$ _____ |

2. CHECKLIST FOR INFORMATION REQUESTED

|                                   |          |
|-----------------------------------|----------|
| Equipment Details                 | YES / NO |
| Handicapped Accessibility         | YES / NO |
| ASTM and CPSC Compliance          | YES / NO |
| Warranty Information              | YES / NO |
| Installation Schedule             | YES / NO |
| Key Personnel / Management Office | YES / NO |
| References                        | YES / NO |