

CITY OF BARNWELL
STATE OF SOUTH CAROLINA
REQUEST FOR PROPOSAL
RFP NO. 2020-001
FULLER PARK SPLASHPAD & PLAYGROUND
DUE: Wednesday, September 30, 2020

**CITY OF BARNWELL, SC
REQUEST FOR PROPOSAL
RFP NO. 2020-001**

SEALED PROPOSALS will be received in the City Hall, 130 Main Street, Barnwell, South Carolina until **2:00 P.M. ET Wednesday, September 30, 2020**. All qualified contractors are invited to submit proposals to the City of Barnwell for the following:

**CITY OF BARNWELL
FULLER PARK SPLASHPAD & PLAYGROUND**

SUBMIT: One (1) unbound original and three (3) bound copies of all requested documentation must be received on or at **2:00 P.M. ET Wednesday, September 30, 2020**.

ADDRESS TO: City of Barnwell, City Hall, Attention: Lynn McEwen

MAILING ADDRESS: P O Box 776, Barnwell, South Carolina 29902

OFFICE ADDRESS: 130 Main Street, Barnwell, South Carolina 29902

EMAIL ADDRESS: ismcewen@cityofbarnwell.com

PHONE NUMBER: 803-259-3266

FAX NUMBER: 803-259-7959

MARK OUTSIDE ENVELOPE: "RFP 2020 – 001 Fuller Park Splashpad & Playground"

A NON-MANDATORY PRE-PROPOSAL MEETING WILL BE HELD AT 10:00 A.M. ET, Thursday, September 10, 2020 IN THE CITY COUNCIL CHAMBERS OF CITY HALL, LOCATED AT 130 MAIN STREET, BARNWELL, SC 29812. ALL POTENTIAL OFFERORS ARE ENCOURAGED TO ATTEND. A BRIEF TOUR OF PARK IS INCLUDED.

DEADLINE ENFORCED

PROPOSALS DELIVERED AFTER THE TIME AND DATE SET FOR RECEIPT OF PROPOSALS SHALL NOT BE ACCEPTED AND WILL BE RETURNED UNOPENED TO THE OFFEROR. IT IS THE OFFEROR'S RESPONSIBILITY TO ENSURE TIMELY DELIVERY OF THEIR PROPOSALS. WEATHER, FLIGHT DELAYS, CARRIER ERRORS AND OTHER ACTS OF OTHERWISE EXCUSABLE NEGLIGENCE ARE RISKS ALLOCATED TO OFFERORS AND WILL NOT BE EXEMPTED FROM DEADLINE REQUIREMENTS. E-MAIL, TELEPHONE, OR FACSIMILE PROPOSALS WILL NOT BE ACCEPTED.

Any offer submitted as a result of this RFP shall be binding on the offeror for **NINETY (90)** calendar days following the specified opening date. Any proposal for which the offeror specifies a shorter acceptance period may be rejected.

Proprietary and/or Confidential Information

Your proposal package is a public document under the South Carolina Freedom of Information Act (FOIA), except as to information that may be treated as confidential as an exception to disclosure under the FOIA. If you cannot agree to this standard, please do not submit your qualification.

All information that is to be treated as confidential and/or proprietary must be **CLEARLY** identified, and each page containing confidential and/or proprietary information, in whole or in part, must be stamped and/or denoted as **CONFIDENTIAL**, in bold, in a font of at least 12-point type, in the upper right hand corner of the page. *All information not so denoted and identified shall be subject to disclosure by the City.*

This Request for Proposal is being issued by the City of Barnwell. Direct all questions or request for clarification of this RFP by email, mail, or fax to contact information listed above.

Offerors are specifically directed not to contact any other City personnel for meetings, conferences, or technical discussions related to this request unless otherwise stated in this RFP. Failure to adhere to this policy may be grounds for rejection of your proposal.

Offerors ARE CAUTIONED that any statement made by City staff persons that materially changes any portion of this RFP shall not be relied upon unless they are subsequently ratified by a formal written amendment to this RFP. Any revisions to this RFP will be issued and distributed as an addendum. All addenda, additional communications, responses to questions, etc. pertaining to the Request for PROPOSAL may be accessed on the City of Barnwell website under Quick Links – “Bid Opportunities” at www.cityofbarnwell.com.

All Offerors should consult this website for updates before submitting bids.

THE DEADLINE FOR QUESTIONS IS: 4:00 P.M., Monday, September 14, 2020. ANSWERS TO SUBMITTED QUESTIONS WILL BE POSTED ON THE CITY WEBSITE BY 4:00 PM ON Fri., September 18, 2020.

If the Offeror discovers any ambiguity, conflict, discrepancy, omission or other error in the RFP, Offeror shall immediately notify the City of such error in writing and request modification or clarification of the document. The Offeror is responsible for clarifying any ambiguity, conflict, discrepancy; omission or other error in the RFP or it shall be deemed waived.

The City of Barnwell reserves the right to reject any or all proposals, or any parts thereof, waive informalities, negotiate terms and conditions, and to select an Offeror that best meets the needs of

the City of Barnwell and its employees.

Compliance with the South Carolina Illegal Immigration Reform Act

Any Contractor entering into a service contract with the City of Barnwell must certify to the City of Barnwell that the Contractor intends to verify any new employees' status, and require any sub-consultants performing services under the service contract to verify their new employees' status, per the terms of the South Carolina Illegal Immigration Reform Act, and as set out in Title 41, Chapter 8 of the Code of Laws of South Carolina, 1976.

POLICY CONCERNING MINORITY AND WOMAN OWNED BUSINESS ENTERPRISES

Intent

Businesses owned and operated by women and minority persons, in general, have been historically restricted from full participation in the nation's free enterprise system to a degree disproportionate to other businesses.

The City believes it is in the community's best interest to assist minority and woman owned businesses to develop fully, in furtherance of City's policies and programs which are designed to promote balanced economic and community growth.

The City, therefore, wishes to ensure that minority and woman owned businesses (M/WBEs) are afforded the opportunity to fully participate in the City's overall procurement process and will not be discriminated against on the grounds of race, color, sex, or national origin in consideration for an award.

Goal for Participation

The City adopts the State of South Carolina's goal for participation of M/WBEs: ten percent (10%) of annual controllable procurement expenditures which are defined as agreements between the City and a Vendor to provide or procure labor, materials, equipment, supplies and services to, for or on behalf of the City. However, a specific expectation has not been set for this RFP.

RFP Information

Contractors should also be aware that, should a contract be awarded, the City will require reports of the utilization of any minority business enterprises to be filed along with requests for payment. The City reserves the right to audit accuracy of the utilization reports that are filed.

The City of Barnwell reserves the right to reject any or all proposals; to waive any informality or irregularity not affected by law; to evaluate, in its absolute discretion, the proposals submitted; to award the contract according to the proposal which best serves the interests of the City; or to not award the contract if the City determines that it is not in its best interest to do so.

Proposals that are not signed will not be accepted as complete and shall not be considered. Proposals must be signed in ink (not typed) in the appropriate space(s) by an authorized officer or employee of the offeror.

The words "Bidder", "Offeror", "Proposer", "Vendor", "Operator", "Contractor", and "Company" are used interchangeably throughout this RFP, and are used in place of the person, vendor, or corporation submitting an RFP.

**REQUEST FOR PROPOSAL
CITY OF BARNWELL
FULLER PARK SPLASH PAD & PLAYGROUND (RFP 2020 – 001)**

- I. **INTRODUCTION & PROJECT ALLOWANCE** - The City of Barnwell is seeking proposals from qualified contractors to design, procure and install a new splashpad and a new playground at the lower level of FULLER Park. All site preparation work including grading, leveling, and filling, where required, will be prepared by the city ahead of time based on the site plan as well as any requirements based on the structures to be installed. The shapes of the playground and the splash pad are shown for information purposes. The proposer may present other shapes and configurations with associated site work for review by the City of Barnwell. The total dollar amount allocated to the project to include Splashpad and Playground, including equipment, delivery and installation is not to exceed \$375,000.00. Emphasis on the splashpad is requested where 60% of the project budget is planned for the splashpad and 40% to the playground. If cost is a factor, playground scope could be planned for future expansion.
- a. **SPLASHPAD: SCOPE OF WORK:** The City of Barnwell desires to purchase a spray pad system that is unique, aesthetically pleasing, and safe for children ages twelve and under. This project consists of the design and installation of a splash pad at the lower level of Fuller Park located at 9987 Dunbarton Blvd., Barnwell, South Carolina 29812. Work is to include the design of a splash pad, as well as the installation of commercial grade splash pad equipment and surface as specified below. All equipment will be supplied, assembled, and installed by the supplier. The proposals shall include the costs of delivered and installed splash pad systems as designed, inclusive of the equipment structures, components, hardware, detailed technical installation instructions and maintenance & operations manuals from manufacturer. Suppliers shall provide a minimum of (2) two designs, maximum 4, within the budgeted amount.
- b. **SPLASHPAD: SITE:** Contractors submitting a proposal for this work shall first examine the site of the proposed work that they may fully understand facilities, difficulties, and restrictions attending the execution of the contract. All site preparation work including grading, leveling, and filling, where required, will be completed by a city hired contractor. No subsequent allowances shall be made because of omission, error, or negligence in connection with this provision.
The City of Barnwell will provide water, sewer and electrical service as specified by the supplier within 10' (ten feet) of the proposed area of the splash pad. The coordination of those services is the responsibility of the contractor. Splashpad contractor is to make all necessary utility connections and install all splashpad equipment. Then, the splashpad contractor is to repair all damage to the site including topsoil, grassing, walks, parking lot and any other existing improvements. The city will finish with sod installation once project is complete.
- c. **SPLASHPAD: EQUIPMENT AND INSTALLATION:** Vendor will be expected to furnish and install splash pad materials, apparatus, tools, equipment, transportation, temporary construction, and special or occasional services as required to affect a complete working

installation.

- d. SPLASHPAD: GENERAL DESIGN REQUIREMENTS:** Design shall include, but is not limited to:
- i. Design of flow through system. System should be designed to allow future expansion adjacent to the splashpad's southwest quadrant.
 - ii. Zero contained depth with gravity flow, non-suction drains.
 - iii. Splash pad minimum size 1500 sq. ft. if funding allows.
 - iv. Minimum of two designated areas for various age groups of children
 - v. Proposer shall provide two (2) design options for the splashpad with alternate components to fit within budget. Pad designs expected to flow with park: circles, ovals, or other irregular shapes vs square or rectangular.
 - vi. No more than four features shall be fed by one supply line. Supply lines should be provided beyond the outer pad edge in the southwest quadrant for future expansion of up to eight features.
 - vii. Complete automated controls to include activators for each play area. Controls shall be programmable to include splash pad days & hours of operation and feature sequencing.
 - viii. Pad shall be minimum concrete standards with a minimum of 3500 psi required. Steel reinforcement to be included in footers and pad. Pad shall be steel reinforced at a minimum of twelve inches on center with a minimum thickness of no less than five inches of 3500 psi concrete and a base of no less than four inches of compacted aggregate. Footers are to be in accordance with spray feature manufacturer's recommendations. Concrete testing per ASTM standards is required at the contractor's expense.
 - ix. Splash Pad deck coating/system shall be one of the following products: Tuff Coat, LifeFloor or AquaFlex. No substitutions. Coating system installation shall be followed per manufacturer's specifications.
 - x. A minimum of four shaded benches shall be included around the perimeter of the project site. Two located on the side closest to the playground is requested.
 - xi. Vault housing pumps, valves, controls, etc. is requested to be in-ground with a drain system, unless an above ground cabinet is recommended. This vault or cabinet should be large enough to accommodate equipment to serve up to eight additional features referenced in item *vi* above.
 - xii. Size of the pad area and number of features (even if they are only waterspouts instead of components) will be evaluated for the entire proposal.
 - xiii. Include at least one shade structure to cover a portion of the splashpad.
 - xiv. Splashpad should follow along the same nature theme designs as the playground.
- e. SPLASHPAD: PRODUCT HANDLING: Work Included:**
- i. Splash Pad equipment, valves, and piping.
 - ii. Plumbing and electrical services including water, waste, and power supply (with lightning arrestor) to designated points of connection with site utilities.
 - iii. Industry Standard reinforced concrete deck minimum 6' wide that completely

surrounds the splash pad.

f. SPLASHPAD: PROTECTION:

- i. Equipment shall be boxed, crated, or otherwise completely enclosed and protected during shipment, handling, and storage. Equipment shall be protected from exposure to the elements and shall be kept thoroughly dry at all times prior to installation. Pumps motors, electrical equipment, and other equipment having anti-friction or sleeve bearings shall be stored in weather-tight warehouses that are maintained at a temperature of at least 60 degrees F.
- ii. Painted surfaces shall be protected against impact, abrasion, discoloration, and other damage. Painted surfaces that are damaged prior to acceptance of equipment shall be repainted to the satisfaction of the City of Barnwell.
- iii. Electrical equipment controls, and insulation shall be protected against moisture or water damage. Space heaters and sump pumps provided in the equipment shall be kept connected and operating at all times until the equipment is placed in service.
- iv. Store materials under cover and elevated above grade.

- g. SPLASHPAD: REPLACEMENTS:** In the event of damage, immediately make all repairs and replacements necessary to the approval of the city at no additional cost to the City of Barnwell.

h. SPLASHPAD: PRODUCTS:

Aquatic playground materials and component parts shall be guaranteed to be free from defects of materials and workmanship, for a period of at least two years from date of installation. Additional warranties shall include:

- i. Coating system shall be warranted for a period of at least two years against peeling or fading under normal environmental conditions.
- ii. Stainless steel pipe and anchor bases shall be guaranteed against structural failure for a period of at least twenty-five years under normal usage.
- iii. Controller shall be guaranteed against failure for a period of at least three years under normal usage.
- iv. Anchoring, mounting and assembly hardware shall be constructed of 304/304L
- v. Stainless steel, cast Bronze or Red Brass. All anchoring systems shall include an integrated leveling system facilitating a flat surface installation free of non-compliant protrusions. Exposed and accessible hardware shall be tamper resistant, vandal deterring, theft resistant and shall require a special tool for removal
- vi. Top Plates, Component Heads and Spray Nozzles shall be constructed of materials resistant to vandalism, deterrent to theft, require special tools for removal and free from degradation in transmitting pressurized, chemically treated, potable water. Top Plates, Component Heads and Nozzles must be constructed of Stainless Steel, Bronze or Red Brass.
- vii. Accessible edges shall be rounded, beveled, or otherwise designed to prevent safety hazards. All components and component parts shall be designed to ensure a safe play environment with no pinch points, head entrapments or protrusion hazards. All products shall be designed in accordance and compliant with ASTM F1

487, ASTM F2461 and CSA Z61 4-98 standards for public playgrounds and aquatic playgrounds.

- viii. All play equipment shall be bonded/grounded per the requirements of NEC article 680 and the codes of the local jurisdiction of authority concerning non-residential, permanently installed swimming pools or fountains.
- ix. Concrete footings shall be as shown in the contractor's design documents and as required by the equipment manufacturer.
- x. The Contractor shall provide all labor, material and equipment to construct the concrete footings as designed and shall conform to concrete design specifications.
- xi. The manifold shall be of stainless-steel construction and include a water hammer arrestor, pressure gauge, hose bibb, bronze solenoid valves accompanied by a true union ball valve for each discharge line.

i. SPLASHPAD: GENERAL INSTALLATION:

- i. Install and connect all equipment in accordance with manufacturer's instructions and recommendations unless otherwise noted. If specified installation is contrary to manufacturer's instructions, cease installation of affected components or systems.
- ii. Protect pipes, conduits, and equipment from damage from inclement weather.
- iii. Parts to be cast in concrete shall be located as detailed on the Plans shall be rigidly supported to resist loads imposed during concrete pour.
- iv. Water pipelines shall be flushed free of debris as follows: Completely drain water feature piping and equipment. Remove construction debris and thoroughly sweep all reservoirs and play area clean. Do not flush debris from play area into system drainage system.

j. SPLASHPAD: DEFECTIVE WORK AND MATERIALS: Materials or work found to be defective or not in strict conformity with the drawings, or different from the requirements of the Drawings and Specifications, or defaced or injured, shall be removed and satisfactory material and work substituted.

k. SPLASHPAD: WORKMANSHIP: Materials or work found to be defective or not in strict conformity with the drawings, or different from the requirements of the Drawings and Specifications, or defaced or injured, shall be removed and satisfactory material and work substituted.

l. SPLASHPAD: CLEAN UP: Upon completion of the work of this Section, the Contractor shall remove unused equipment and implements of service, and leave the entire area involved in a neat, clean, and acceptable condition as approved by the Owner. Soiled, abraded, or discolored surfaces of the aquatic play area shall be cleaned and left free from blemishes or defects.

m. SPLASHPAD: TESTS & ADJUSTMENTS:

- i. The Contractor shall test installed equipment to show that it complies with

specified requirements. Testing shall be done in a manner approved by the City of Barnwell.

- ii. The vendor shall provide a minimum of 6 hours of instruction and training to the facilities designated maintenance team on the procedures required to keep the equipment functioning properly. Training for the City of Barnwell designated maintenance team on splash park operation, maintenance, general troubleshooting, and winterization shall be conducted before the project is considered complete.
- iii. Electrical Tests: Electrical circuits, feeders, and equipment shall be tested and proven free of faulty grounds, open circuits, or shorts, as required by local codes.
- iv. Contractor shall, at their expense, make the aquatic playground operational and make tests, adjustments, and corrections, until it is demonstrated to be in proper operating condition.

n. PLAYGROUND: SCOPE OF PROJECT: This project consists of the design, procurement, and installation of a playground and playground safety surface materials at the lower level of Fuller Park located at 9987 Dunbarton Blvd., Barnwell, SC.

- i. Work is to include the design of a playground adjacent to the proposed Splashpad, as well as the installation of commercial grade playground equipment, equipment footings, drainage materials, landing mats, and fall zone material and ground cover. It is important that the design of the playground include the ability to expand within the existing play area if needed in the future. All equipment will be assembled and installed by the Contractor. All preparation work including grading, leveling, and filling, where required, will be provided by a city hired contractor. Then, the playground contractor is to repair all damage to the site including topsoil, grassing, walks, parking lot and any other existing improvements. The City will finish with sod installation after all work is complete.
- ii. Contractor shall provide "to scale" plans view, elevation views and perspective.
- iii. Contractors shall provide a minimum of two (2) design options (4 maximum) per supplier for the playground.
- iv. The proposals shall include the costs of delivered playground as designed, inclusive of the equipment structures, components, hardware and incidentals, detailed technical installation instructions, certifications, warranties, and operations & maintenance manuals from manufacturer.
- v. The City of Barnwell requires Suppliers to design a playground that meets or exceeds all current federal CPSC, ASTM, IPEMA standards and ADA requirements. The proposals shall include the costs of delivered play systems as designed, inclusive of the equipment structures, components, hardware, detailed technical installation instructions and maintenance & operations manuals from manufacturer.

o. PLAYGROUND: DESIGN ELEMENT GUIDELINES & PLAY SYSTEM SPECIFICATIONS:

Contractor 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, must be taken into consideration in the design of the playground. Proposers are encouraged to design-submit creative, exciting proposals that have a variety of equipment.

p. PLAYGROUND: REQUIRED ITEMS:

- i. All play system elements must meet and/or exceed all federal, CPSC, ASTM, IPEMA & ADA guidelines.
- ii. Playground must include playground safety surface materials which meets or exceeds all current federal guidelines and standards and ADA requirements. Installation should include proper drainage system and drainage fabric. All concrete footings installed must be installed per all federal standards and local code requirements.
- iii. Play system must include landing pads for all equipment as appropriate.
- iv. Age appropriate signage should be prominently displayed on the equipment.

q. PLAYGROUND: FEATURES:

- i. Provide a minimum of one structure designed for ages 5 to 12 with other components for ages 2-5.
- ii. Inclusive elements/structure.
- iii. Other desired elements include, if possible: stand-alone spinner element, multiple climbers, overhead slide track/fast flyers, sensory play equipment and interactive play components.
- iv. Variety of shaded seating if feasible.

r. PLAYGROUND: PREFERRED PLAY SYSTEM QUALITIES:

- i. All play system elements must demonstrate the highest level of durability in materials and finishes selected in consideration of child health and safety.
- ii. Structures and elements should be unique to the Barnwell Fuller Park area (nature-based, natural colors).
- iii. Structures should provide a variety of built-in activity panels and climbers.
- iv. Poured Rubber or turf is preferred over wood fiber or mulch for surfacing for playground structures

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

Playground design shall safely fit as shown on the site plans and be appropriately set near the Splashpad. **(See Attachment A – Site Plan)** Suppliers are encouraged to be creative in their designs and to maximize the role of unstructured play in their proposals. Suppliers are asked to submit proposals that reflect nature-based themes and similar type playground structures.

s. PLAYGROUND: ASSEMBLY/INSTALLATION AND INSPECTION:

The play system assembly and installation will be provided and managed by the contractor. The contractor must supply direct supervision from manufacturer or supply qualified and certified representative familiar with playground installation. All tools and equipment required to install play equipment shall be provided by the Contractor.

t. PLAYGROUND SAFETY AUDIT:

Upon completion of installation, the City of Barnwell Administrator, Recreation and Parks Director and Building Codes Inspector will conduct an audit. Any elements found not to be complying shall be corrected by the installer prior to public use of the playground. A copy of the completed audit shall be placed on file with the Parks & Recreation Department.

Warranty: Upon completion of installation, the Supplier must provide documentation attesting the equipment has been installed meeting all specification thereby warranted by the manufacturer. Additionally, it is the Proposer's responsibility to provide to the City a written copy of the manufacturer's warranty of the installed equipment and surfacing.

u. COMPLIANCE:

All aspects of this project shall meet and/or exceed all federal, state, and local laws, CPSC, ASTM, IPEMA and ADA guidelines.

Playground equipment installers must be certified with NPCAI.

All equipment must comply with the ADA Standards for Accessible Design.

The following protection material and pertinent site conditions shall meet or exceed the following most recently approved standards:

- i. ASTM F-1951 Standard Specification for Determination of Accessibility of Surface Systems Under and Around Playground Equipment.
- ii. ASTM F-1292 Standard Specification for Impact Attenuation of Surfacing Materials Within the Use Zone of Playground Equipment.
- iii. ASTM F-2075 Standard Specification for Engineered Wood Fiber for Use as a Playground Safety Surface Under and Around Playground Equipment.
- iv. ASTM F-2223 Standard Guide for ASTM Standards on Playground Surfacing. Consumer Product Safety Commission (CPSI) Public Playground Safety Handbook

II. ADDITIONAL DOCUMENTS & INFORMATION

Additional documents may be available online. Proposers are required to review and be familiar with any documents as they are a part of the RFP and will become part of the awarded contract. These additional documents may be accessed on the City of Barnwell website under Bid Proposals – Current Bid Opportunities at www.cityofbarnwell.com. Additionally, there will be a separate project that will take place at Fuller Park with the addition of a pre-fabricated restroom facility near the splash pad and playground (See Attachment A).

III. SUBMISSION REQUIREMENTS

a. **REQUIRED CONTENT OF PROPOSAL:** The detailed requirements set forth in the Proposal Format are recommended. Failure by any Proposer to respond to a specific requirement may result in disqualification. Proposers are reminded that proposals will be considered exactly as submitted. Points of clarification will be solicited from proposers at the discretion of the City. Those proposals determined not to be in compliance with provisions of this RFP and the applicable law and/or regulations will not be processed. In addition to the information required as described below, a Respondent may submit supplemental information that it feels may be useful in evaluating its proposal. This information may include documents such as a firm profile or brochure.

All costs incurred by the Proposer associated with RFP preparations and subsequent interviews and/or negotiations, which may or may not lead to execution of a contract, shall be the responsibility entirely and exclusively by the proposer.

b. **PROPOSAL FORMAT:** The proposal format requirements were developed to aid Proposers in their proposal development. They also provide a structured format so reviewers can systematically evaluate several proposals. These directions apply to all proposals submitted.

The purpose of the Proposal is to demonstrate the technical capabilities, professional qualifications, past project experiences, and knowledge within this industry. Proposer's proposal must address all the points outlined herein as required, in the following order:

c. **TRANSMITTAL LETTER:** A transmittal letter must be submitted with a Proposer's proposal which shall include:

- i. Name of the firm responding, including mailing address, e-mail address, telephone number, and names of contact person.
- ii. The name of the person or persons authorized to make representations on behalf of the Proposer, binding the firm to a contract.
- iii. Prepare an executive summary stating the respondent's understanding of the project and opinion why the respondent's firm should be chosen. Include any general information the proposer wishes the City to consider about the proposal.
- iv. An affirmative statement that the proposer has read and agrees to the General Terms and Conditions and will adhere to them as a component of the contract documents.

d. **PROPOSER'S WORK HISTORY AND REFERENCES:**

- i. Contractor should have at least (5) years of demonstrated construction experience.
- ii. Provide client references (name, address, e-mail, and phone number) for a minimum of two (2) projects completed in the last five (5) years of a similar size and nature. References from South Carolina and the southeast United States are preferred.
- iii. Identify any additional or unique resources, options, capabilities, or assets which the Proposer would bring to this project.

e. REQUIRED FORMS:

- i. Proposals must include the required forms.
 - 1. Certificates of Insurance showing present coverage as described in the “Insurance” section of the General Terms and Conditions.
 - 2. Ethics in Public Contracting Certification
 - 3. Non-Collusion Affidavit
 - 4. Small / Woman-Owned / Minority Business Enterprise Form
 - 5. Non-Resident Taxpayer Affidavit (S.S. Department of Revenue I-312)
 - 6. RFP Signature page (must be signed in ink)
 - 7. Price Summary Form

f. Other Information to Provide:

- i. List any lawsuits or arbitration proceedings that have been initiated by or against your company in the past five years. Briefly describe the nature of the action and the outcome.
- ii. Proposer shall be responsible for providing a letter from the surety company that would issue Performance and Payment bonds for the Contractor included on your team, providing information on the Contractor’s bonding capacity. Performance and Payment bonds are required.

IV. PROPOSAL EVALUATION

The City will evaluate proposals based on the factors outlined within this RFP, which shall be applied to all eligible, responsive proposals in selecting the successful firm. The City reserves the right to disqualify any proposal for, but not limited to; person or persons it deems as non-responsive and/or non-responsible. The City reserves the right to make such investigations of the qualifications of the Proposer as it deems appropriate.

The Following are factors which may be used in evaluating Proposals. The City reserves the right to reject the lowest price (bid) and accept a preferred design provided that the higher priced bid amount does not exceed \$375,000.00.

- Overall design
- Experience of Proposer and references
- Experience of Supplier with goods/services required and compliance
- Character, integrity, reputation, judgment, experience, efficiency, and performance of previous contracts or services
- Adherence to requirements listed in the “Scope of Work”
- Handicap accessibility
- Ability to complete the work by May 1, 2021
- Number & type of play elements
- Adherence to preferred materials and overall quality of materials
- Adherence to the budget limitations
- Ongoing support

It is the City's intent to contract with one proposer to provide the services as detailed herein. Award of any proposal may be made without discussion with Proposers after responses are received. The Proposers submitting sealed proposals will be evaluated by the city administrator along with a committee from the council and departments. The committee will evaluate each component separately. After careful evaluation, the committee will rank the Proposers and make a recommendation to the City Council of the preferred design proposal that is within the budgeted project amount. The City reserves the right to accept or reject any and all bids that is in the best interest of the City.

The City may choose to interview one or more contractor(s) responding to this RFP. The City reserves the right to request and obtain, from one or more contractor(s), supplementary information as may be necessary for the City to analyze the proposal pursuant to the evaluation criteria. The City reserves the right to accept or reject any and all proposals that is in the best interest of the City. The City also reserves the right to accept a proposal contingent upon full funding from the Capital Project Sales Tax. Assurances of the funding availability should be known no later than November 1, 2020.

**SOUTH CAROLINA
RFP SIGNATURE PAGE
RFP 2020 - 001**

PROPOSER'S NAME: _____

The undersigned, having become familiar with the existing conditions and the Proposal Scope of Services hereby proposed, agrees to complete the work as described in accordance with the Request for Proposal and Contract Documents.

Proposer warrants that no gratuities, in the form of gifts, entertainment, or otherwise, were offered or given by the **Proposer**, to any officer or employee of the City with a view toward securing the contract or securing favorable treatment with respect to any determination concerning the performance of the contract.

This offer is genuine and not made in interest of or on behalf of any undisclosed person, vendor or corporation and is not submitted in conformity with any agreement or rules of any group, association, organization or corporation; **Proposer** has not directly induced or solicited any other **Proposer** to submit false or sham bid; **Proposer** has not solicited or sought by collusion to obtain for itself any advantage over any other **Proposer** or other **Owner**.

The words "Bidder", "Offeror", "Proposer", "Vendor", and "Company" are used interchangeably throughout this solicitation, and are used in place of the person, vendor, or corporation submitting a solicitation.

Proposer has examined copies of all documents and of the following addenda (if applicable):

Attachment No. 1: Site Plan

Date: _____

Address: _____ Post Office Box: _____ Zip: _____

Street: _____ Zip: _____

City: _____ State: _____

Telephone: _____ Fax: _____

Email: _____

*Signature: _____ Title: _____

Proposal will not be accepted unless signed in ink (not typed) in the appropriate space by an authorized officer or employee of the bidder.

Printed Name: _____ Date: _____