

Request for Proposals

To Design, Procure and Install an All-Inclusive Playground at the Anna City Park

November 4, 2022

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Contents

Section I: Request for Proposal	4
Section II: Introduction	5
Section III: Scope of Work	5
Section IV: Instructions and General Conditions	6
Section V: Evaluation and Selection Process	7
Section VI: Additional Terms of Qualification	8
Section VII: Contract	10
APPENDIX A: Design Element Guidelines & Play System Specifications	11
APPENDIX B: Site Aerial	12
APPENDIX C: NON-COLLUSION CERTIFICATE	13
APPENDIX D: CERTIFICATIONS AND ASSURANCES	14
APPENDIX E: BID PROPOSAL FORM	15

Section I: Request for Proposal

The City of Anna, Illinois is soliciting Requests for Proposals from qualified firms for the design, material supply, construction and installation of a Universally Accessible Playground to be located at the Anna City Park. Proposals will be accepted until 10:00AM December 15, 2022 with a proposal opening scheduled for 10:00AM. The proposals will be considered for award at the December 20, 2022 meeting of the Anna City Council.

Please contact Dori Bigler with any general questions regarding this project at 618-833-8528 or email dbigler@cityofanna.org

This project is being financed, in part, with funds from the Illinois Department of Natural Resources, "Open Space Lands Acquisition & Development" (OSLAD) grant program. Minority businesses are encouraged to submit bids for this Project and the successful Contractor is encouraged to utilize qualified minority businesses as sub-contractors for supplies, equipment, services, and construction. There is no required minimum percentage of utilization for minority business participation to meet grant requirements.

The City of Anna reserves the right to waive all technicalities, to accept or reject any or all proposals, to accept only portions of a proposal and reject the remainder without disclosure for any reason. Failure to make such a disclosure will not result in accrual of any right, claim or cause of action by any Proposer against the City of Anna. The City will award the Contract to the lowest most responsible and responsive Proposer, as determined by the City. After proposal opening, no proposal may be withdrawn and all proposals shall remain firm for ninety (90) days.

Proposals shall not include federal excise tax or state sales tax for materials and equipment to be incorporated in, or fully consumed in the performance of, the Work. An Exemption Certificate will be furnished by the City on request of the Proposer, for use in connection with this Project only.

The Work of this Project is subject to the Illinois Prevailing Wage Act, 820 ILCS 130/0.01 et seq. A prevailing wage determination has been made by the City, which is the same as that determined by the Illinois Department of Labor for public works projects in Union County. The Contract entered into for the Work will be drawn in compliance with said law and proposals should be prepared accordingly and provide for payment of all laborers, workmen, and mechanics needed to perform the Work at no less than the prevailing rate of wages (including the prevailing rate for legal holiday and overtime work in and as applicable) for each craft, type of worker, or mechanic.

All bid proposals must be accompanied by a bid bond or bank cashier's check payable to the City of Anna for ten percent (10%) of the amount of the bid as provided in the

Instructions to Bidders. No proposals or bids will be considered unless accompanied by such bond or check.

The Proposer selected will also be required to comply with all applicable federal, state and local laws, rules, regulations and executive orders including but not limited to those pertaining to equal employment opportunity.

Section II: Introduction

Incorporated 1854, the City of Anna is located in Union County. Anna has a population of approximately 4,303. Anna is Union County's largest municipality.

The City of Anna currently manages one park in the city.

The Park is located at 185 Herman Wright Drive. The Anna City Park is approximately 50 acres and has the following amenities: Tennis Court, Pickleball Courts, Basketball Court, Disc Golf Course, Pavilions, Playground, Pond, Baseball Fields and Walking Paths.

Section III: Scope of Work

The project consists of the design, material supply, construction and installation of an all-inclusive playground at the Anna City Park. Work is to include the design, material supply, construction and installation of an all-inclusive playground.

The Park must serve all ages listed in Appendix A and should comply with the Illinois Accessibility Code and the Americans with Disabilities Act Accessibility Guidelines. The Park must have appropriate signage, walkways, ramps, and access points to enable efficient movement and use of the playground. The playground and the Equipment and Materials therein must comply with the National Recreation and Parks Playground Safety Inspection guidelines.

The City's total budget for the project, including the design, material supply, construction and installation is \$950,000 or within two percent of the overall budget. The City's expectation is that all of the construction work will be complete by December 31, 2023. The construction schedule may change with approval of the City. If the proposer fails to complete construction within the time specified, the proposal shall, in place of actual damages, pay the City liquidated damages of \$1,000 per calendar day of delay. Proposals should include alternates and bid the work by specific/distinct work elements, see Appendix B. The City reserves the right to work with the selected Firm to revise the design for the playground equipment.

The City is issuing this RFP for proposers to submit proposals, which must include, without limitation, proposed designs and specifications ("Design Proposal") for the proposed playground construction. Proposers shall provide a maximum of three (3)

designs for each supplier represented for the park playground. The Design Proposal must satisfy the specifications set forth by the City in Appendix A.

The playground assembly, construction and installation will be provided and managed by the Proposer. The Proposer 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 Proposer. The work site shall be protected throughout the delivery and installation process.

All Equipment and Materials provided by the proposer must be new and first quality as to construction, workmanship and appearance.

Section IV: Instructions and General Conditions

The firm must provide the following:

1. Cover Letter, including the Name, Address, Phone Number, Email Address, Web Site, and Brief History of Your Firm.
2. List of Qualifications and Certifications, and Required Licensing.
3. List a minimum of three (3) references, preferably should be government entities.
4. Design Proposals. The proposer shall submit the Design Proposals in an electronic format. A copy of all design drawings that are part of the Design Proposal must be provided in large board format (48" x 36" is preferred).
5. Proposal and Fee Structure
 - a. The proposer shall describe all the costs and fees associated with the provision of the Services, including an itemized list of the cost for each piece of Equipment and all Materials. The fee summary should clearly identify the proposed not-to-exceed fee, inclusive of all goods and services, for the provision of the Services in accordance with the Project Scope provided in Section III of this RFP.
 - b. The not-to-exceed costs specified by the proposer are to include all direct and indirect costs of implementing the Services, and the City shall not be bound to pay any additional costs absent a written change order.
 - c. See Appendix E for the Bid Proposal Form.

All questions regarding the Request for Proposals should be directed in writing to Dori Bigler, City Clerk, at dbigler@cityofanna.org. Questions will be accepted until December 1, 2022 at 4:00 p.m. An optional site visit will be scheduled for November 30, 2022 at 10 a.m.

The City must receive a presentation board, 5 hard copies and 1 digital

copy of the final proposal. All proposals must be delivered in a sealed envelope to:

Dori Bigler, City Clerk
103 Market Street
Anna, IL 62906

Proposals must be received no later than **10:00 a.m. on December 15, 2022.** Proposals submitted after this time will not be accepted. No oral, telephone, or facsimile proposals will be considered. After proposal opening, no proposal may be withdrawn and all proposals shall remain firm for ninety (90) days.

All bid proposals must be accompanied by a bid bond or bank cashier's check payable to the City of Anna for ten percent (10%) of the amount of the bid as provided in Appendix E. No proposals or bids will be considered unless accompanied by such bond or check.

Section V: Evaluation and Selection Process

Proposals will be evaluated by City staff, the City Parks and Recreation Committee and City Council. All respondents who submit a valid and complete response will be evaluated based on the following criteria:

1. ADA, ASTM, IPEMA & SPSC compliance
2. Proposal addressed design guidelines and specifications
3. Quality of design, play value and target demographic
4. Uniqueness of equipment
5. Quality and durability of equipment
6. Inclusivity of equipment
7. Cost
8. Overall quality of proposal

Following the review and evaluation of all submittals, an interview and/or presentation may also be requested to aid in the selection.

Tentative Timeline

RFP Issued	November 4, 2022
Optional Site Visit	November 30, 2022
Questions Due	December 1, 2022
RFP Deadline	December 15, 2022
Bid Opening Date	December 15, 2022
Consideration of Proposals	Dec 15 – Dec 19, 2022
City Council Approval	December 20, 2022

Section VI: Additional Terms of Qualification

The following additional terms must be met in the firm's preparation of and the City's consideration of each submittal.

1. Compliance with Laws:

- a. All services of any qualifying firm shall comply with all Federal and State of Illinois laws, county and municipal codes, ordinances, rules and regulations that in any manner affect the services to be provided or the operations of the firm, including, but not limited to, the Prevailing Wage Act, the Illinois Procurement Code, and all laws governing employment.
- b. A qualifying firm shall certify that it shall not discriminate against any worker, job applicant, employee, or member of the public, because of race, creed, color, sex, sexual orientation, age, handicap, or national origin, and shall not otherwise commit any unfair employment practice, and that it shall comply with all requirements of the Illinois Human Rights Act, as amended (775 ILCS 5/101, et. seq.), and all rules and regulations of the Illinois Department of Human Rights and the Equal Opportunity Commission.
- c. A qualifying firm shall further certify that it has not been barred from being awarded a contract or subcontract under the Illinois Procurement Code (30 ILCS 500/1-1, et. seq.); and further certifies that it has not been barred from contracting with a unit of State or local government as a result of any violation of Sections 33E-3 or 33E-4 of the Illinois Criminal Code {720 ILCS 5/33E-3, 33E-4}. Furthermore, qualifying firms must submit a completed and signed Non-Collusion Certificate (Appendix B).
- d. A qualifying firm shall also certify that its workplace complies with the Drug Free Workplace Environment Act {30 ILCS 580/1, et. seq.}, and that it provides a written program for prevention of substance abuse among employees and testing of employees for substance abuse, in accordance with the Substance Abuse Prevention Act (820 ILCS 265/1, et. seq.).
- e. A qualifying firm shall have the ability to obtain all necessary licenses, permits and approvals, whenever applicable.
- f. A qualifying firm shall submit a completed and signed Certifications and Assurances form (Appendix C).

2. Insurance and Indemnification:

- a. A qualifying firm shall provide evidence of insurance coverage.

- b. To the fullest extent permitted by law, the qualifying firm shall, if awarded a contract with the City, agree to indemnify and hold harmless the City, its officers, employees, agents and volunteers from and against all claims, damages, losses and expenses, including but not limited to legal fees (attorneys' and paralegals' fees and court costs), arising out of or resulting from the performance of the services to be provided; provided that any such claim, damage, loss or expense
 - i. is attributable to bodily injury, sickness, disease or death, or injury to or destruction of tangible property, and including the loss of use resulting therefrom; and
 - ii. is caused in whole or in part by any wrongful or negligent act or omission of the firm or anyone directly or indirectly employed by the firm or anyone for whose acts it may be liable, except to the extent it is caused in whole or in part by a party indemnified hereunder. Such obligation shall not be construed to negate, abridge, or otherwise reduce any other right or obligation of indemnity which would otherwise exist as to any party or person described herein. A qualifying firm shall similarly agree to protect, indemnify and hold and save harmless the City, its officers, employees, agents and volunteers against and from any and all claims, costs, causes, actions, and expenses, including but not limited to legal fees incurred by reason of such firm's breach of any of its obligations under, or default of, any provision of any contract entered with the City for such services.

c. Insurance Requirements

1. Commercial General and Umbrella Liability Insurance (CGL):

- A. \$1 million per occurrence
- B. \$2 million aggregate

2. Professional Liability Insurance

- A. \$1 million per occurrence
- B. \$1 million annual aggregate

3. Auto Liability

- A. \$1 million per occurrence Combined Single Limit or
- B. \$1 million bodily injury per occurrence
- C. \$500,000 property damage

All Certificates of Insurance shall include the City of Anna as additional named insured, as well as the City's officers, agents, employees and volunteers.

d. Worker's Compensation Insurance: Worker's compensation and

employers' liability insurance shall be provided as statutorily required items.

Section VII: Contract

The City reserves the right to make an award without further discussion of the proposal submitted or to not make any award. The proposal must be submitted initially on the most favorable terms which the firm can propose. The firm shall enter into a written contract, which shall be submitted to the Corporate Authorities of the City for approval. Final acceptance of the proposal shall only be complete under Corporate Authorities acceptance of a contract executed by the firm.

Proposer should be prepared to accept a contract resulting from this RFP. It is understood that the proposal will become a part of the official file on this matter without obligation to the City.

This RFP does not obligate the City to contract for services specified herein. The City reserves the right, in consultation with the selected firm, to make revisions to the proposed selected design.

APPENDIX A: Design Element Guidelines & Play System Specifications

Proposers 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 in the design of the play system. Special consideration will be given to all-inclusive and sensory play features.

Required Items

1. All play system elements must meet and/or exceed all federal, CPSC, ASTM & IPEMA guidelines.
2. Ages 2 - 5 play structure
3. Ages 5 - 12 play structure
4. Quiet Zone
5. Multiple slides
6. Double zip line with one chair seat
7. Swings including safety swing, infant swing & dual person swing
8. Merry-go-round – wheelchair accessible
9. Glider – wheelchair accessible
10. Teeter totter – transfer accessible
11. Play surface shall be CFH tile.

Preferred Play System Qualities

1. Play systems that provide shade to users i.e. roofs.
2. Structures should provide a variety of built-in activity panels and climbers.
3. Structures and elements should be unique.
4. Structure should be inclusive.
5. All play system elements must demonstrate the highest level of durability in materials and finishes selected in consideration of child health and safety.

In the proposal, provide a list of the components proposed for the Anna City Park all-inclusive 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 manufacturers warranty and any other relevant descriptive information.

Play system design shall safely fit in the playground area as shown on the site plans. Proposers are encouraged to be creative in their designs and to maximize the role of unstructured play in their proposals. Proposers may submit proposals from non-traditional type playground structures, if desired, in whole or as components of the overall playground.

APPENDIX B: Site Aerial



Address: 185 Herman Wright Drive, Anna, IL

The shaded area is where the playground equipment is expected to be installed. It is not the expectation that the entire space be included in the playground design. The location is across the street from the current playground.

APPENDIX C: NON-COLLUSION CERTIFICATE

The Undersigned Bidder is not barred from bidding for this Contract as a result of a violation of either Section 33E-3 or Section 33E-4 of Chapter 38 of the Illinois Revised Statutes concerning bid rigging, rotating, kickbacks, bribery and interference with public contracts.

(Printed Name of Contractor)

Address

City

State

Zip Code

Signature of Authorized Representative

Title

Date

APPENDIX D: CERTIFICATIONS AND ASSURANCES

I/we make the following certifications and assurances as a required element of the proposal to which it is attached, understanding that the truthfulness of the facts affirmed here and the continuing compliance with these requirements are conditions precedent to the award or continuation of the related contract(s):

1. The attached proposal is a firm offer for a period of 90 days following receipt, and it may be accepted by the City without further negotiation at any time within the 90-day period.
2. In preparing this proposal, I/we have not been assisted by any current or former employee of the City whose duties relate (or did relate) to this proposal or prospective contract, and who was assisting in other than his or her official public capacity. Neither does such a person nor any member of his or her immediate family have any financial interest in the outcome of this proposal. (Any exceptions to these assurances are described in full detail on a separate page and attached to this document.)
3. I understand that the City will not reimburse me/us for any costs incurred in the preparation of this proposal. All proposals will become the property of the City, and I/we claim no proprietary right to the ideas, writings, items, or samples.
4. I/we warrant that, in connection with this procurement:
 - a. The price and/or cost data have been arrived at independently, without consultation, communications, or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any competition.
 - b. Unless otherwise required by law, the prices and/or cost data which have been submitted have not knowingly been disclosed by him/her prior to opening, in the case of a proposal directly or indirectly to any other competitor
 - c. No attempt has been made or will be made by the consultant to induce any other person or firm to submit or not to submit a proposal for the purpose of restricting competition.

Consultant _____
Signature _____ Date _____
Title _____

APPENDIX E: BID PROPOSAL FORM

City of Anna's All-Inclusive Playground

Firm to include their itemized fee schedule with unit and estimated quantities to include but no limited to:

- **Demolition/Site Preparation** **lump sum cost**
- **Concrete Surfacing & installation** **per square foot**
- **Play Surfacing & installation** **per square foot**
- **Play equipment (include attached design)** **lump sum cost**
- **Play equipment installation** **lump sum cost**

Bid Items	Units	Estimated Quantities	\$/Units	Total
Inclusive Playground Equipment				\$
Installation of Playground Equipment				\$
CFH Tile complete with installation				\$
Site Excavation				\$
Retaining Wall				\$
Sidewalks				\$
Concrete				\$
Finish Grade, Seed & Straw				\$
Fence				\$
				\$
TOTAL BASE BID				\$

Company Name _____