

# City of Puyallup

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## *Request for Proposal*

### *Puyallup Valley Sports Complex Playground*

## **Introduction**

The City of Puyallup is requesting proposals for an outdoor play structure with installation to include engineered wood chip surfacing. The play structure will be located adjacent to the Puyallup Recreation Center and Puyallup Valley Sports Complex at 808 Valley Avenue NW, Puyallup, WA 98371.

## **Overview**

The City has recently removed the prior playground due to maintenance issues. **There is an existing 60' diameter area which will be utilized for the new playground.** As this is located adjacent to the city's largest athletic facility, we are seeking a playground that has a Sports theme.

The play structure should include a single play structure designed for age groups 2-5 and 5-12 years of age. Individual play items will be considered in conjunction with a larger play structure. Appropriate age signage with contact numbers should be included in the proposal.

The proposal should also include the installation costs associated with the play equipment and signage.

The city has budgeted \$100,000 for the playground replacement which should include all materials, equipment, installation and items necessary for completion of the project.

## **Scope**

The contract will include all equipment, labor, materials, and incidentals required for completion of the work drawn and specified, together with the necessary appurtenant work. The work generally involves erosion control planning and implementation, assembly and installation of the play structure and play items and fall protection system identified in the proposal, installed by a certified playground installer, per the plans and manufacturer installation specifications. The certified installer will be required to pay prevailing wage as required by Washington State law. Removal of the existing play structure and play chips is not part of this contract work, and will be removed by the City, leaving the underlying aggregate, prior to execution of this Contract work.

## Time for Completion

All work shall be completed no later than February 28, 2020.

## Selection Process

### Selection Procedure

Subsequent to the deadline for acceptance of proposals, the City will evaluate the proposals submitted and will determine rankings based upon materials submitted using the selection criteria and weights indicated below. The City reserves the right to select solely from the RFP's, but in the event the City feels interviews are warranted, it will conduct those and select based on the interview results. If an agreement cannot be reached with the top ranked firm, the City will contact the firm with the next ranked Proposal and attempt to negotiate with that firm. The process will be repeated until an agreement is reached. The City reserves the right to reject any or all proposals at any time with no penalty and/or to waive immaterial defects and minor irregularities in proposals.

### Selection Criteria

All submittals will be evaluated and ranked based on the following criteria:

1. Playground Design – Shows creativity in design with Sports Themed features. (Up to 30 points)
2. Product Warranty – The manufacturer's warranty for all play equipment installed as part of the project (Up to 10 Points)
3. Experience - Contractor's experience with projects of similar complexity and function. (Up to 15 Points)
4. Past Performance - Demonstrated ability of the Contractor, and especially the Project Manager, to perform high quality work, to control costs and to meet schedules. (Up to 15 Points)
5. Cost - Demonstrated understanding of project scope and value of costs presented. (Up to 30 Points)

Ranking will be based on a total point basis of the proposal (out of 100 possible points).

Proposals should be no more than 20 total pages and no larger than 11x17 pages.

Written proposals will be reviewed and evaluated by an Evaluation Committee which may be comprised of City or partner staff, appointed or elected officials, and other planning or environmental professionals. The Evaluation Committee will rate written proposals based on the evaluation criteria listed above.

## **Submittal Deadline**

Three copies of the proposal must be delivered to the attention of the Puyallup City Clerk, at the following address by 2:00 p.m. on October 25, 2019: Please note the Project Name in the lower left corner of the envelope – “Puyallup Valley Sports Complex Playground”

City of Puyallup  
City Clerk  
333 S. Meridian  
Puyallup, WA 98371

Alternately, email/digital submittals are acceptable by the above listed deadline. Digital submittals shall be in Adobe Acrobat PDF format and emailed to [sarah@ci.puyallup.wa.us](mailto:sarah@ci.puyallup.wa.us). The applicant is responsible for insuring that digital submittals have been received, bounced emails or other delivery failure will not justify a late submittal.

Any proposal received after the specified date and time will automatically be rejected and will not receive any further consideration by the City. Postmarks will not be accepted as proof of submittal. Deliveries in person will be accepted by the City Clerk, 4<sup>th</sup> Floor, City Hall, 333 S. Meridian, Puyallup, WA 98371.

## **Proposal Contact Person**

All questions regarding this solicitation should be directed to Sarah Harris, Parks & Recreation Director, (253)841-5516 or [sarah@ci.puyallup.wa.us](mailto:sarah@ci.puyallup.wa.us)

## **COST OF RFP**

This RFP does not commit the City of Puyallup to pay any costs incurred by any candidate in the submission of an RFP. The candidate is responsible for all costs associated in the preparation and submission of the RFP.