



REQUEST FOR PROPOSALS
To Design, Procure, and Install Playground Equipment and Fall
Zone Material
FOR
DOTHAN CITY SCHOOLS
EARLY CHILDHOOD LEARNING CENTER

Dothan City Schools – Central Office
2999 Ross Clark Circle, Dothan, AL 36301

SUBMISSIONS ARE DUE AT THE ADDRESS SHOWN BELOW NO LATER
THAN

THURSDAY, MARCH 28, 2019 AT 10:00 A.M. C.S.T.

DOTHAN CITY SCHOOLS
ATTN: CENTRAL OFFICE
2999 Ross Clark Circle, Dothan, AL 36301

THE OFFEROR IS RESPONSIBLE FOR SUBMITTING A RESPONSE TO THIS REQUEST FOR PROPOSALS (RFP) TO THE DOTHAN CITY SCHOOLS ON OR BEFORE THE STATED DATE AND TIME.

ISSUE DATE: FEBRUARY 28, 2019

MEMO

TO: Playground Supplier Service Firm (s) or Team (s)

FROM: Jeff Prine
Ascension Program Management – Consultant for Dothan City Schools

DATE: February 28, 2019

SUBJECT: **Request for Proposals – To Design, Procure and Install Playground Equipment and Fall Zone Material at Early Childhood Learning Center**

The Dothan City Schools (“DCS”) is embarking on its Capital Improvement Program. As part of this Program, it is anticipated that modifications and improvements will be necessary to their inventory of School Facilities. It is the desire of DCS to engage the services of Playground Supplier Firm (s) or Team (s) to begin implementing this Capital Improvement Program. Therefore, DCS is seeking Playground Supplier Firm (s) or Team (s) based on their proposals and instructing to submit only one proposal for the team.

This project consists of the design, procurement and installation of a playground system including fall zone material at the new **Early Childhood Learning Center located at 1665 Honeysuckle Rd, Dothan, AL 36305**. Work is to include the design of a play system within the constructed play area boundaries, as well as the installation of commercial grade playground equipment, equipment footings, drainage materials, landing mats, and fall zone material. Scope includes Grading, curbing and drainage sumps in the play area in preparation for playground installation. It is important that the design of the play system include the ability to expand the proposed play system within the existing play area. All equipment will be assembled and installed by the Supplier.

This RFP outlines how the selection process will be managed, DCS’s requirements, DCS’s evaluation of the submittal packages and their contract requirements. After you have reviewed the RFP information, you are invited to submit your Firm or Team’s submission as an Design, Procure and Install Playground Equipment and Fall Zone Material Services Firm to the Dothan City Schools.

TABLE OF CONTENTS

REQUEST FOR PROPOSALS	02
Legal Advertisement	04
Section I - Request for Proposals, Overview & Procedures	05
Section II - Proposal Requirements	08
A. Qualifications Section	08
B. Proposal Section	09
Section III - Evaluation and Selection Process	11
Section IV - Contract Requirements	12
Section V - Attachments	15
A. Acknowledgement of Addendum Form (<i>required submittal</i>)	
B. Reference Survey Form (<i>required submittal</i>)	
C. Design Element Guidelines & Play System Specifications	
D. Bid Bond	
E. Site Plans	

NOTE: Please examine the contents of the RFP package and if anything is missing contact Jeff Prine in writing via email at jprine@ascension-pm.com

REQUEST FOR PROPOSALS

ADVERTISEMENT

1. Competitive sealed proposals will be accepted by the Dothan City Schools until **10:00 A.M. C.S.T. on Thursday, March 28, 2019**, at Dothan City Schools, Central Office, 2999 Ross Clark Circle, Dothan, AL 36301, for **RFP – Design, Procure, and Install Playground Equipment and Fall Zone Material Services for Early Childhood Learning Center.**

The Dothan City Schools (“DCS”) is embarking on its Capital Improvement Program. As part of this Program, it is anticipated that modifications and improvements will be necessary to their inventory of School Facilities. It is the desire of DCS to engage the services of Playground Supplier Firm (s) or Team (s) to begin implementing this Capital Improvement Program. Therefore, DCS is seeking Playground Supplier Firm (s) or Team (s) based on their proposals and instructing to submit only one proposal for the team.

SCOPE:

▪ GENERAL SCOPE OF SERVICES.

- This project consists of the design, procurement and installation of a playground system including fall zone material at the new **Early Childhood Learning Center located at 1665 Honeysuckle Rd, Dothan, AL 36305**. Work is to include the design of a play system within the constructed play area boundaries, as well as the installation of commercial grade playground equipment, equipment footings, drainage materials, landing mats, and fall zone material. Scope includes Grading, curbing and drainage sumps in the play area in preparation for playground installation. It is important that the design of the play system include the ability to expand the proposed play system within the existing play area. All equipment will be assembled and installed by the Supplier.
2. A list of names of firms providing submissions may be obtained from the Jeff Prine, or via email request to jprine@ascension-pm.com after the submission due date and time stated herein.
 3. The Owner reserves the right to reject any and all proposals, to waive any technicalities or informalities and to create a short list of firms or teams who will provide presentations of their proposals based on the qualifications determined in writing to be the most advantageous to the Owner and taking into account the evaluation factors set forth in the RFP.
 4. Any inquiries regarding this RFP must be submitted in writing no later than noon, C.S.T. Friday, March 15, 2019 to: Jeff Prine, Consultant for Dothan City Schools via email: jprine@ascension-pm.com. Questions received after noon on Friday March 15, 2019 will not receive a response.
 5. A copy of the Request for Proposals will be on file and available at the following locations on February 28, 2019:
 - Dothan City Schools – Central Office
 - Dothan City Schools Web Site <http://www.dothan.k12.al.us>

SECTION I – REQUEST FOR PROPOSALS OVERVIEW AND PROCEDURES

A. PURPOSE

The Dothan City Schools (“DCS”), the OWNER, is soliciting sealed Proposals from individual firms and/or project teams experienced in providing full Playground & Fall Surface Supplier services.

B. INFORMATION FOR OFFERORS

1. RFP TIMETABLE:

The anticipated schedule for the RFP and contract approval is as follows:

RFP available	Thursday, February 28, 2019
Deadline for submission of questions	Friday, March 15, 2019 at 12:00 (Noon) P.M. C.S.T.
Deadline for receipt of Submissions	Thursday, March 28, 2019, 10:00 A.M. C.S.T.
Submission Evaluations	March 29 - April 11, 2019
Board Presentation	April 15, 2019
Contract Award	April 17, 2019
Construction Period	May 28 – August 01, 2019

2. SUBMISSION:

Offerors must submit one original Proposal (1), five (5) copies of the Proposal, and (1) additional copy of the Proposal in electronic format on a Flash Drive of the complete signed Submission package must be received by **Thursday, March 28, 2019 at 10:00 A.M. C.S.T.** Submissions must be submitted in a sealed envelope or container stating on the outside, the Offeror’s name, address, telephone number, the RFP title **RFP Design, Procure, and Install Playground Equipment and Fall Zone Material Services for Early Childhood Learning Center**, to:

**Dothan City Schools - Central Office
ATTN: Jeff Prine
2999 Ross Clark Circle,
Dothan, AL 36301**

Hand delivered copies may be delivered to the above address ONLY between the hours of 8:00 a.m. and 4:00 p.m. C.S.T., Monday through Friday, excluding holidays observed by the Owner.

Offerors are responsible for informing any commercial delivery service, if used, of all delivery requirements and for ensuring **the required address information appears on the outer wrapper** or envelope used by such service. Submissions received after said date and time will not be considered. Having the wrapper or envelope postmarked by March 28, 2019 does not meet the requirements of this Request for Qualifications/Proposals. Delivering the document to a commercial delivery service

is also not sufficient until the qualifications are actually received at the designated location.

The Submissions must be signed by an officer or employee of the company, legally authorized to enter into a contractual relationship in the name of the Offeror.

3. RFP QUESTIONS:

Any inquiries regarding this RFP must be submitted in writing no later than noon, C.S.T. Friday, March 15, 2019 to: Jeff Prine, Consultant for Dothan City Schools via email: jprine@ascension-pm.com. Questions will be answered at the mandatory pre-submission conference and/or in writing by addendum. Questions received after noon on Friday March 15, 2019 will not receive a response.

4. ADDITIONAL INFORMATION/ADDENDA

DCS will issue responses to inquiries and any other corrections or amendments it deems necessary in written addenda issued prior to the SUBMISSION DUE DATE. Offerors should not rely on any representations, statements or explanations other than those made in this RFP including the Attachments or in any addendum to this RFP.

Where there appears to be a conflict between the RFP and any addenda issued, the last addendum issued will prevail.

5. LATE PROPOSALS, LATE MODIFICATIONS AND LATE WITHDRAWALS

Submissions received after the SUBMISSION DUE DATE and time will not be considered. Modifications received after the SUBMISSION DUE DATE will not be considered. DCS shall bear no responsibility for the premature opening of a Submission Package not properly addressed and identified, and/or delivered to the proper designation.

6. REJECTION OF SUBMISSIONS

DCS may reject any and all Proposal submission packages submitted and reserves the right to waive any irregularities or informalities in any Submission package submitted or in the Submission procedures.

Submissions received after said time or at any place other than the time and place as stated in the notice will not be considered.

7. NON-COLLUSION AFFIDAVIT

By submitting Submissions, the Offeror represents and warrants he or she has not directly or indirectly prevented or attempted to prevent competition by any means, has not prevented or endeavored to prevent anyone from submitting a response to this RFP by any means and has not caused or induced another to withdraw a submission for the work. Prior to commencing the work the successful Offeror shall be required to make an oath in writing to this affect.

By submitting Submissions, the Offeror represents and warrants no official, employee or agent of Owner or Authority has been offered, has accepted, or has been contracted to accept, either directly or indirectly, any part of the pay or profit arising out of the contract(s) that may result from this RFP.

8. COST INCURRED BY OFFERORS

All expenses involved with the preparation of Submissions, or any work performed in connection therewith are the responsibility of the Offeror(s).

9. MINORITY BUSINESS POLICY STATEMENT

The Board of Education of the Dothan City Schools does not discriminate on the basis of race, color, religion, sex, national origin, disability, age, marital status, sexual orientation, or gender identity in its employment practices, programs, activities, or student placement.

DCS encourages Minority and Women Businesses to compete in the RFP process and encourages all businesses to provide for the participation of MBE/WBE businesses through partnerships, subcontracts and other contractual opportunities.

10. PROJECT ORGANIZATION

The Board of Education of Dothan City Schools is the governing body of DCS and has authorized the Superintendent of DCS to administer this project.

11. CONTACT WITH DCS STAFF

Except for the submission of written questions directed to Jeff Prine, as previously set forth in this RFP, after February 18, 2019, any contact made by with DCS Staff or DCS contractors involved with issuing this RFP will result in immediate disqualification of said entity. Contact is only permitted after award of a contract by the Board.

12. RFP DOCUMENTS

The RFP documents consist of the following Attachments:

- A. Acknowledgement of Addendum Form (required submittal)**
- B. Reference Survey Form (required submittal)**
- C. Design Element Guidelines & Play System Specifications**
- D. Bid Bond**
- E. Site Plan**

SECTION II – PROPOSAL REQUIREMENTS

Submissions shall not exceed Fifty (50) typed pages. Font shall be no less than 10 point and you may utilize double siding. All Submissions shall include the information indicated below **and in the following order with individual Tabs for each section and sub section.**

A. QUALIFICATIONS SECTION:

All Submissions should include the information outlined below in the following order and separated by tabs:

1. A. Cover Letter & Statement of Interest - Briefly, tell why your firm or team is interested in the DCS Capital Improvement Program. This information shall include the following:

- Number of projects the supplier does per year with a minimum costs of \$250,000 and the percentage this number represents as part of the overall number of projects undertaken in a year.
- Explain experience in working with the Alabama and the Alabama Building Commission submittal process.
- Explain experience in K-12 Playgrounds.
- Explain experience delivering projects on time, within budget, and with high quality of standards.
- Provide design creativity, awards, or acknowledgements.
- Provide examples indicating your ability to be flexible and fluid when it comes to changes in your design or processes.

B. Acknowledgement of Addenda: Include completed Acknowledgement of Addenda form, from **Attachment A** of this RFP.

2. Firm or Teams' Description and Information (if part of a Team...please list who the PRIME is)

- Basic company information
- Company name
- Address & Zip code
- E-mail address & Name of primary contact
- Telephone number
- Fax number
- Number of years in business
- DUNN and BRADSTREET Number (if you have one)
- Form of ownership, including state of residency or incorporation for each member of the Team, joint venture, or other structure? For joint venture teams that have not completed at least *Two (2)* relevant projects together, of similar nature, scope, schedule, and size as indicated in this RFP, each firm should describe its qualifications separately but hold the unified submittal to the set page limit. Succinctly describe the history and growth of each the firm or team.

3. Firm or Teams' Financial Information (we do not require a full Financial Company Statement)

Letter from Financial Institution indicating financial strength of the prime firm.

4. Firm or Teams' Current Legal Status

- Regarding litigation with owners, project managers, sub-contractors/consultants and vendors:
 - List any active or pending litigation an owner, project managers, sub-consultants and vendors has against any member of the proposed team and explain.
 - List any active or pending litigation any member of the firm or team has against any owner, project manager, sub-consultants and vendors and explain.
- Other than that just listed, has any member of the proposed firm or team been involved in any relevant litigation in the past five years? Explain.
- Has any member of the proposed firm or team ever failed to complete any work awarded to it or has it been removed from any project awarded to the firm? Explain.

5. Firm or Teams' Relevant Project Experience and Reference Projects

Relevant project experience includes similar building type and delivery method relevant to the types of Playground Structures mentioned in this RFP. Of special interest will be firm's experience with Alabama K-12 educational and/or Parks & Recreational clients.

Describe no fewer than Two (2) and no more than Five (5) projects in order of most relevant to least relevant that demonstrate the firm's or team's capabilities to perform the Project at hand. For each project, the following information should be provided:

- The name of the organization to which the services were provided;
- Project name
- Project location
- Dates during which services were performed
- Physical description (e.g., square footage, number of stories, site area, etc.)
- Brief description of project
- Services performed
- **Statement of performance versus owner expectations, including concept, cost, quality, and schedule**
- One (1) representative photo of the project
- Owner Budget _____ versus Delivered Cost _____
- Owner Schedule _____ versus Delivered Schedule _____

6. Firm or Team's References

For at least Two (2) of the maximum Five (5) projects listed in item #5 above, provide the following. Reference forms are to be completed by the client or person providing the reference.

- Provide minimum of Two (2) Reference Survey Forms (**See Attachment "B"**) for references from Owner's for whom the team has provided services of a nature and quality similar to those described herein.

- For item 6.b, provide the written statement from each Owner as to whether the project finished on time and on budget or if not why.

7. Teams' Personnel Capability

- Provide general information about the firm's or team's personnel resources, including classifications and numbers of employees and the locations and staffing of offices.
- Provide an organizational chart of key personnel proposed for this project.
- Provide summary resumes / qualifications and description of experience of key personnel proposed for the projects.

Owner seeks a firm or team with experience on significant K-12 and/or Parks & Recreational projects indicating it has successful completion of projects with difficult time constraints, and staff with sustainability experience. **National reputation is not a major concern, but successful experience and delivery is.**

B. PROPOSAL SECTION:

All Submissions should include the information outlined below in the following order and separated by tabs:

1. **Design Proposals (Minimum of 2 Design Options):** Proposals must include complete drawings for each design, specifications, cut sheets, and pictures for each component in designs and colors available. Proposals must include a bid price for each design presented. Bids must list the cost of the equipment, fall zone material and labor separately.

Each Design must include **2D plan view of the proposed equipment and site improvements with the project area listed. 3D color view of the proposed equipment and design.**

2. **Lump Sum Bid:** Proposals are to include a Lump Sum Bid for each Design Option.

SECTION III – EVALUATION AND SELECTION PROCESS

1. Selection Committee

The selection of Playground Supplier Firm (s) or Team (s) will be by a Selection Committee comprised of representatives of DCS as appointed by the School Superintendent.

2. Initial Written Submittal

The Selection Committee will receive and review submittals in an effort to determine compliance with the format set out on Section II of this RFP. Review of Submissions by Selection Committee members will be evaluated against a set of weighted criteria (See table below) to determine those firms or teams meeting minimal qualifications and those who's proposed approach best suits the needs of DCS's Capital Improvement Program.

The Selection Committee will review the Qualifications & Proposal sections of the submittals. Once this review is completed, each Submission will be scored and ranked.

TABLE - Evaluation of Criteria

The Selection Committee will evaluate the Submissions of each Firm based upon the criteria listed in the table below. The Owner has judged each major category of criteria to be worth the point value given, as a maximum, in establishing committee rankings of submittals.

The Selection Committee will review each Submission and apply a value of zero (0) to Maximum allowable points assigned to each section of the submission. This value will then be calculated to produce a final score for that Submission. The collective set of final scores by each individual Selection Committee member will reveal the overall score the Submission is to receive.

No.	<u>QUALIFICATIONS</u> Major Category	Max Points	Criteria
1	Cover Letter & Statement of Interest (<i>point value=25</i>)	25	Introduction of Firm/Team. Firm/Team background if not single firm; clarity in expressing interest, specific and compelling reasons why program is a good fit for the firm/team
2	Firm/Teams' Description and Information(<i>point value=10</i>)	10	Basic company(s) information; Form of ownership(s); history and growth of your Firm/Team
3	Firm/Teams' Financial Information (<i>point value=15</i>)	15	See Section II -Item Number 3 in this RFP
4	Firm/Teams' Current Legal Status (<i>point value=20</i>)	20	Firm/Team's litigation record
5	Firm/Teams' Relevant Project Experience and Reference Projects (<i>point value=35</i>)	35	Firm/Team's experience with K-12 & Parks & Recreational projects.

No.	<u>QUALIFICATIONS</u> Major Category	Max Points	Criteria
6	Firm/Teams' References <i>(point value=30)</i>	30	Quality of references from an Owner for the proposed firm or team; Quality of references; Professional recognition of the firm/team through general acclaim, awards, publications, etc.; Record of designing projects on time and at budget
7	Firm/Teams' Personnel Capability <i>(point value=20)</i>	20	Depth of resources with experience and ability, qualified and available for Project Manager and other Key personnel roles Specific personnel experience with K-12 & Parks & Recreational facilities; Qualifications and experience of proposed Key sub- contractors & consultants
1	<u>PROPOSALS</u> Understanding of the Project <i>(point value=40)</i>	40	Proposals must include complete drawings for each design, specifications, cut sheets, and pictures for each component in designs and colors available. Proposals must include a bid price for each design presented. Bids must list the cost of the equipment, fall zone material and labor separately. Each Design must include 2D plan view of the proposed equipment and site improvements with the project area listed. 3D color view of the proposed equipment and design.
2	Lump Sum Bid <i>(point value=40)</i>	40	Provide Lump Sum Bid for all related Design, Procurement, Installation and Construction costs.
3	Responsiveness of Submittal <i>(point value=5)</i>	5	Extent to which the instructions in the RFP were followed
			TOTAL AVAILABLE POINTS: 240

SECTION IV – CONTRACT REQUIREMENTS

This section describes DCS's expectations for the selected firm (s) or team (s). The final terms and conditions of the contract supersede the information provided here. The information below is intended to provide base requirements for Offerors. It is not the intent of DCS to limit opportunities to reduce cost or expedite the schedule

A. FORM OF AGREEMENT

- The Owner intends to enter into a Contract with the Selected Offeror (s). If the selected offeror (s) is a single entity, DCS will contract with that entity. If the selected Offeror is a Team (s), DCS will contract with the Firm (s), who shall be contractually obligated. The members of a team may contract between themselves as prime/sub-contractors, joint ventures', etc....Conditions of the Contract Agreement shall be communicated via RFP or via Addendum.
- It is the intent of the Owner to execute the contract allowing the firm (s) to complete the Design, Procurement, Delivery, Installation for expediency of construction. Along the way it will be the responsibility of the Playground Supplier Firm (s) or Team (s) to work with Owner to ensure the total cost of work is not outside the total project assigned to them.

B. TERMS OF PAYMENT AND COST CONTROL

The Playground Supplier Firm (s) or Team (s) will be required to provide a progress invoice monthly based upon a prior agreed schedule of values tied to specific tasks and scope of services and a delivery schedule.

C. INSURANCE

1. The Firm (s) shall, at their own expense, provide and maintain during the entire performance of this contract, at least the kinds and minimum amounts of insurance specified in the Contract. The insurer shall be in good standing within the state of Alabama through the Insurance Commissioner's Office and must be rated A- or better with AM Best Company.

2. The Certificate of Insurance evidencing required insurance shall contain an endorsement to the effect that any cancellation or any material change adversely affecting Dothan City Schools' interest shall not be effective until 30 days after the insurer or the Playground Supplier gives written notice to the DCS Owners Representative.

3. The Certificate of Insurance shall reference the RFP identification number and description as evidencing this requirement.

4. The Playground Supplier Firm shall insert the substance of this requirement, including this paragraph, in subcontracts under the contract that require work on property and shall require subcontractors to provide and maintain a copy of all subcontractors' proofs of required insurance, and shall make copies available to the DCS Owners Representative upon request.

5. Comprehensive General Liability:

This shall be taken out in the name of the Playground Supplier Firm with the Board of Education of Dothan City Schools, its board members, officers, and employees, and Owners Representative to be included as an additional insured. It shall include: Comprehensive Form, Independent Contractors, Contracts, Personal Injury, etc.

- Combined Single Limit shall not be less than \$2,000,000.00 for each occurrence and not less than \$2,000,000.00 for each accident

6. Automobile Liability Insurance:

Taken out in the name of the Design Consultant firm

- Combined Single Limit shall not be less than \$1,000,000.00 for each occurrence and not less than \$1,000,000.00 for each accident

7. Worker's Compensation Insurance:

The Playground Supplier firm shall obtain and maintain Worker's Compensation Insurance in accordance with statutory requirements and Employer's Liability Insurance covering all employees of the Firm, and any uninsured sub-consultant(s).

- Combined Single Limit shall not be less than \$500,000.00 for each occurrence
- Before commencing any job, the Firm shall provide the DCS Owners Representative, with satisfactory evidence that the above mentioned insurance is in force, to be evidenced by an affirmative approval of the insurance from the DCS Owners Representative.

8. Professional Liability Insurance:

This shall be taken out in the name of the Playground Supplier firm.

- Design Team shall provide \$1,000,000.00 Minimum for Errors and Omissions.

D. HOLD HARMLESS AND INDEMNIFICATION

The Offeror agrees, insofar as it legally may, to indemnify and hold harmless the Board of Education, DCS and their officers, employees and agents from and against all loss, costs, expenses, including attorneys' fees, claims, suits and judgments, whatsoever in connection with injury to or death of any person or persons or loss of or damage to property resulting from any and all operations performed by Offeror, its officers, employees, and agents under any of the terms of the contract.

SECTION V - ATTACHMENTS

- A. ACKNOWLEDGEMENT OF ADDENDUM FORM *(required submittal)***
- B. REFERENCE SURVEY FORM *(required submittal)***
- C. Design Element Guidelines & Play System Specifications**
- D. BID BOND**
- E. SITE PLAN**

ATTACHMENT A
Acknowledgement of Addendum Form
DCS RFP Design, Procure, and Install Playground Equipment and Fall Zone Material
Services for Early Childhood Learning Center

The Offeror has examined and carefully studied the Specifications and the following Addenda, receipt of all of which is hereby acknowledged:

Addendum	_____	date	_____	Acknowledgement	_____
					<i>Initial</i>
Addendum	_____	date	_____	Acknowledgement	_____
					<i>Initial</i>
Addendum	_____	date	_____	Acknowledgement	_____
					<i>Initial</i>
Addendum	_____	date	_____	Acknowledgement	_____
					<i>Initial</i>

Offerors must acknowledge any issued addenda. Submittals which fail to acknowledge the offeror's receipt of any addendum will result in the rejection of the submittal if the addendum contained information which substantively changes the Owner's requirements.

ATTACHMENT B Reference Survey Form

DCS RFP Design, Procure, and Install Playground Equipment and Fall Zone Material Services for Early Childhood Learning Center

Offeror: _____

Project Name: _____

Project Completion Date: _____

Services provided included: _____ Design/Procure
 _____ Construction

Please rate the Offeror 's performance from 1-5 on the following issues by circling the appropriate number where 1 indicates that you least agree with the statement and 5 indicates that you most agree with the statement.

	Disagree					Agree		
	1	2	3	4	5			
Completed work on time:	1	2	3	4	5			N/A
Completed work within budget:	1	2	3	4	5			N/A
Provided quality Design/Equipment selections:	1	2	3	4	5			N/A
Worked well with owner's staff:	1	2	3	4	5			N/A
Communicated with Client:	1	2	3	4	5			N/A
Provided Quality Installation/Construction:	1	2	3	4	5			N/A
Would use firm again:	1	2	3	4	5			N/A

Completed by: Name: _____

Entity: _____

Address: _____

Telephone: _____

Fax: _____

NOTES: _____

Signature: _____ Date: _____

Thank you for your assistance.

ATTACHMENT C

Design Element Guidelines & Play System Specifications

DCS RFP Design, Procure, and Install Playground Equipment and Fall Zone Material Services for Early Childhood Learning Center

DESIGN ELEMENT GUIDELINES & PLAY SYSTEM SPECIFICATIONS

- Suppliers 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.
- The total dollar amount allocated to the project is \$225,000.00.

Required Items:

1. All play system elements must meet and/or exceed all federal, CPSC, ASTM & IPEMA guidelines.
2. Play system must include engineered wood fiber fall zone material to required minimum depth over play area with subsurface drainage system, drainage fabric and all concrete footings installed per all federal standards. Note it should include necessary curbing, grading, and drainage sumps for the proposed play systems.
3. Must include a minimum of 2 Shade Structures tied into the overall design.
4. Play system must include landing pads for all equipment as appropriate.
5. Must include a Concrete Trike Track.
6. Must include 6 Feet Tall Black Vinyl Covered Chain Link Fencing with Privacy Slats around entire perimeter of Play Area.
7. Provide a Sod (Grass) play area.
8. Relocate existing Play Area Equipment only currently located at Girard Elementary and Cloverdale Elementary to this new location. (Refer to **Attachment E**)

Play System Features in Priority Order:

1. Provide Playground Systems designed to accommodate up to 250 Children over a School Day. It is estimated that two classes or between 36 and 40 children will be playing at any given time.
2. Provide a minimum of two structures (or as recommended) designed for ages 2 to 5.
3. Provide two swing sets (or as recommended) which shall have minimum 2 swings for toddlers.
4. Other desired elements include: stand-alone spinner element, transfer tubes, stand-alone climbers, overhead slide track, spring toys, and digging toys.

Preferred Play System Qualities:

1. All play system elements must demonstrate the highest level of durability in materials and finishes selected in consideration of child health and safety.
2. "Green" construction practices and materials are highly desired. Provide LEED or other green certification with the proposal. Alabama manufactured or supplied materials are encouraged.
3. Structures and elements should be unique to the Southwest Alabama area.
4. Structures should provide a variety of built-in activity panels and climbers.

-- In the proposal, provide a list of the components proposed for the play system. 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 plan (Attachment D). Suppliers are encouraged to be creative in their designs and to maximize the role of unstructured play in their proposals. Suppliers may submit proposals from non-traditional type playground structures, if desired, in whole or as components of the overall playground.

ASSEMBLY/INSTALLATION AND INSPECTION

The play system assembly and installation will be provided and managed by the Supplier. The Supplier 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 Supplier. The Supplier will be given sixty (60) calendar days to complete the proposed work. Working days will begin as outlined in the Notice to Proceed.

It is the requirement of this RFP that Suppliers shall provide and pay for equipment installation.

A representative of the Supplier is required to conduct a post installation inspection of equipment upon completion to insure the proper installation of the equipment. If not properly installed, modifications must be submitted in writing to Dothan City Schools and remedied immediately. Co-inspection with the Supplier's representative of assembly and installation work will be conducted by Dothan City Schools following installation. Dothan City Schools will supply the punch list for final completion generated by this co-inspection. The Supplier shall submit to Dothan City Schools the manufacturer's certification of compliance and warranty following punch list completion.

Warranty: Upon completion of installation, the Supplier must provide documentation attesting the equipment has been installed meeting all specifications thereby warranted by manufacturer. Additionally, it is the Supplier's responsibility to provide to Dothan City Schools the manufacturer's warranty of installed equipment.

COMPLIANCE

All equipment must meet and/or exceed all federal, CPSC, ASTM & IPEMA guidelines. Documentation of compliance must be provided to Dothan City Schools with the Supplier's proposal.

All equipment must comply with Americans with Disabilities Act (ADA). The designs submitted by the Supplier must incorporate either a transfer platform or ramp in each design when necessary.

TRIKE PLAY AREA - - - RESILIENT ATHLETIC FLOORING

PART 1 GENERAL

1.01 SECTION INCLUDES

- A. Interlocking, loose-laid rubber tile.
- B. Accessories.

1.02 RELATED REQUIREMENTS

- A. Section 01 6116 - Volatile Organic Compound (VOC) Content Restrictions.
- B. Section 03 3000 - Cast-in-Place Concrete: Restrictions on curing compounds for concrete slabs and floors.
- C. Section 09 6500 - Resilient Flooring.

1.03 REFERENCE STANDARDS

- A. ASTM D412 - Standard Test Methods for Vulcanized Rubber and Thermoplastic Elastomers--Tension; 2006a (Reapproved 2013).

1.04 SUBMITTALS

- A. See RFP for Administrative Requirements, for submittal procedures.
- B. Product Data: Manufacturer's printed data sheets for products specified.
- C. Shop Drawings: Fabrication and installation details, and layout, colors, and widths of game lines and equipment locations.
- D. Selection Samples: Manufacturer's color charts for flooring materials specified and game line paints, indicating full range of colors and textures available.
- E. Verification Samples: Actual flooring material specified, not less than 12-inch (305 mm) square, mounted on solid backing.
- F. Concrete Sub-Floor Test Report: Submit a copy of the moisture and alkalinity (pH) test reports.

1.05 QUALITY ASSURANCE

- A. Installer Qualifications: An experienced installer certified in writing by the flooring manufacturer to be qualified for installation of specified flooring system.

1.06 DELIVERY, STORAGE, AND HANDLING

- A. Deliver materials to project site in unopened containers clearly labeled with manufacturer's name and identification of contents.
- B. Store materials in dry and clean location until needed for installation. During installation, handle in a manner that will prevent marring and soiling of finished surfaces.

1.07 FIELD CONDITIONS

- A. Maintain temperature in spaces to receive adhesively installed resilient flooring within range of 70 to 95 degrees F (21 to 35 degrees C) for not less than 48 hours before the beginning of installation and for not less than 48 hours after installation has been completed. Subsequently, do not allow temperature in installed spaces to drop below 50 degrees F (10 degrees C) or to go above 100 degrees F (38 degrees C).

PART 2 PRODUCTS

2.01 PREFORMED ATHLETIC FLOORING

- A. Rubber Tile Flooring: Recycled rubber tires and colored EPDM granules with urethane binder formed into square tiles.
 - 1. Thickness: Minimum 1 3/4 inch (___ mm).
 - 2. Size: Nominal 24-inch (600 mm) square.
 - 3. Tensile Strength: Minimum 150 psi (1.0 MPa), per ASTM D412.
 - 4. Surface Texture: Smooth.
 - 5. Color: As selected from manufacturer's standards.
 - 6. Manufacturers:
 - a. Burke Flooring; Eco fitness Athletic Rubber Flooring: www.burkeflooring.com/#sle.
 - b. No Fault Sport Group; No Fault Sport Floor, interlocking tiles: www.nofault.com.
 - c. Ultimate RB; Ultimate Tough: www.ultimaterb.com.
 - d. U.S. Rubber Recycling, Inc; Sport floor Tiles: www.usrubber.com/#sle.
 - e. Dinoflex Play Tiles.
 - f. GT IMPAX Tiles
 - g. Jamboree Playground Tiles
 - h. Substitutions: See Section 01 6000 - Product Requirements.

2.02 ACCESSORIES

- A. Leveling Compound: Latex-modified cement formulation as recommended by flooring manufacturer for substrate conditions.
- B. Flooring Adhesive: Waterproof; types recommended by flooring manufacturer.

PART 3 EXECUTION

3.01 EXAMINATION

- A. Examine substrates for conditions detrimental to installation of athletic flooring. Proceed with installation only after unsatisfactory conditions have been corrected.
- B. Verify that surfaces are flat to tolerances acceptable to flooring manufacturer, free of cracks that might telegraph through flooring, clean, dry, and free of curing compounds, surface hardeners, and other chemicals that might interfere with bonding of athletic flooring to substrate.
- C. Cementitious Sub-Floor Surfaces: Verify that substrates are dry enough and ready for resilient flooring installation by testing for moisture and pH.
 - 1. Obtain instructions if test results are not within limits recommended by resilient flooring manufacturer and adhesive materials manufacturer.

3.02 PREPARATION

- A. Prepare floor substrates as recommended by flooring and adhesive manufacturers.
- B. Concrete: Use leveling compound as necessary to achieve substrate flatness of plus, or minus 1/8 inch within 10 ft radius (1/1000).

- C. Remove coatings that are incompatible with flooring adhesives, using methods recommended by flooring manufacturer.
- D. Broom clean areas to receive athletic flooring immediately before beginning installation.

3.03 INSTALLATION

- A. Starting installation constitutes acceptance of sub-floor conditions.
- B. Comply with manufacturer's recommendations.
- C. Rubber Tile Flooring:
 - 1. Lay out center lines in spaces to receive tile flooring, based on location of principal walls. Start tile installation from center and adjust as necessary to avoid tiles less than one-half width at perimeter.
 - 2. Lay tiles square with room axis, matching for color and pattern by selecting from cartons and mixing as recommended by manufacturer.

3.04 CLEANING

- A. Clean flooring using methods recommended by manufacturer.

3.05 PROTECTION

- A. Protect finished athletic flooring from construction traffic to ensure that it is without damage upon Date of Substantial Completion.

END OF SECTION

ATTACHMENT D

BID BOND

**DCS RFP Design, Procure, and Install Playground Equipment and Fall Zone Material Services
for Early Childhood Learning Center**

PENAL SUM FORM

**BID BOND
DOTHAN CITY SCHOOLS**

BIDDER (Name and Address):

SURETY (Name and Address of Principal Place of Business):

OWNER (hereinafter referred to as the "DCS" (Name and Address):

Dothan City Schools
2999 Ross Clark Circle,
Dothan, AL 36301

BID

BID DUE DATE:

PROJECT (Brief Description Including Location):

BOND

BOND NUMBER:

DATE (Not later than Bid due date):

PENAL SUM: _____

(Words)

(Figures)

IN WITNESS WHEREOF, Surety and Bidder, intending to be legally bound hereby to the County, subject to the terms printed below or on the reverse side hereof, do each cause this Bid Bond to be duly executed on its behalf by its authorized officer, agent or representative.

BIDDER

SURETY

_____(Seal)

_____(Seal)

Bidder's Name and Corporate Seal

Surety's Name and Corporate Seal

By: _____

By: _____

Signature and Title:

Signature and Title:
(Attach Power of Attorney)

Attest: _____

Attest: _____

Signature and Title:

Signature and Title:

- Note:
- (1) Above addresses are to be used for giving any notice required by the terms of this Bid Bond.
 - (2) Any singular reference to Bidder, Surety, the DCS or any other party shall be considered plural where applicable.

1. Bidder and Surety, jointly and severally, bind themselves, their heirs, executors, administrators, successors and assigns to pay to the DCS upon Default of Bidder the penal sum set forth on the face of this Bond.
2. Default of Bidder shall occur upon the failure of Bidder to deliver within the time required by the Bidding Documents (or any extension of that time agreed to in writing by the DCS) the executed Agreement required by the Bidding Documents and any performance and payment Bonds required by the Bidding Documents.
3. This obligation shall be null and void if:
 - 3.1 The DCS accepts Bidder's Bid and Bidder delivers within the time required by the Bidding Documents (or any extension of that time agreed to in writing by the DCS) the executed Agreement required by the Bidding Documents and any performance and payment Bonds required by the Bidding Documents; or
 - 3.2 All Bids are rejected by the DCS; or
 - 3.3 The DCS fails to issue a Notice of Award to Bidder within the time specified in the Bidding Documents (or any extension of that time agreed to in writing by Bidder and, if applicable, consented to by Surety when required by paragraph 5 hereof).
4. Payment under this Bond will be due and payable upon Default by Bidder within 30 calendar days after receipt by Bidder and Surety of a written Notice of Default from the DCS, which Notice will be given with reasonable promptness and will identify this Bond and the Project and include a statement of the amount due.
5. Surety waives notice of, as well as any and all defenses based on or arising out of, any time extension to issue a Notice of Award agreed to in writing by the DCS and Bidder, provided that the total time, including extensions, for issuing a Notice of Award shall not in the aggregate exceed 120 days from Bid due date without Surety's written consent.
6. No suit or action shall be commenced under this Bond either prior to 30 calendar days after the Notice of Default required in paragraph 4 above is received by Bidder and Surety or later than one year after Bid due date.
7. Any suit or action under this Bond shall be commenced only in a court of competent jurisdiction located in the State of Alabama.
8. Notices required hereunder shall be in writing and sent to Bidder and Surety at their respective addresses shown on the face of this Bond. Such notices may be sent by personal delivery, commercial courier or by United States Registered or Certified Mail, return receipt requested, postage pre-paid, and shall be deemed to be effective upon receipt by the party concerned.

9. Surety shall cause to be attached to this Bond a current and effective Power of Attorney evidencing the authority of the officer, agent or representative who executed this Bond on behalf of Surety to execute, seal and deliver such Bond and bind the Surety thereby.

10. This Bond is intended to conform to all applicable statutory requirements. Any applicable requirement of any applicable statute that has been omitted from this Bond shall be deemed to be included herein as if set forth at length. If any provision of this Bond conflicts with any applicable statute, then the provision of said statute shall govern and the remainder of this Bond that is not in conflict therewith shall continue in full force and effect.

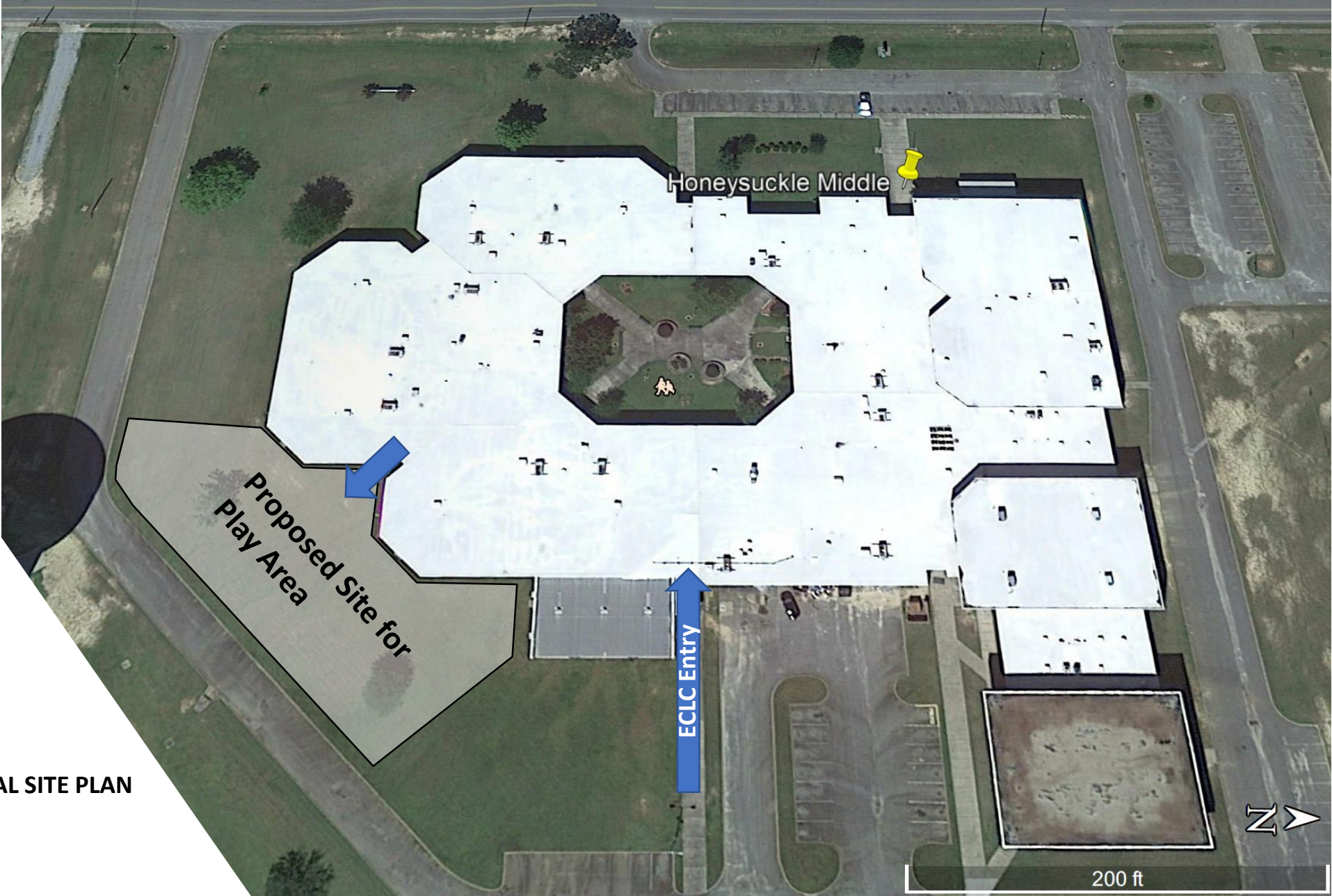
11. The term "Bid" as used herein includes a Bid, offer or proposal, as applicable under the particular circumstances.

12. The terms of this Bid Bond shall be governed by the laws of the State of Alabama.

ATTACHMENT E
SITE PLAN

Refer to the Attached Plans for Specific Details Requested

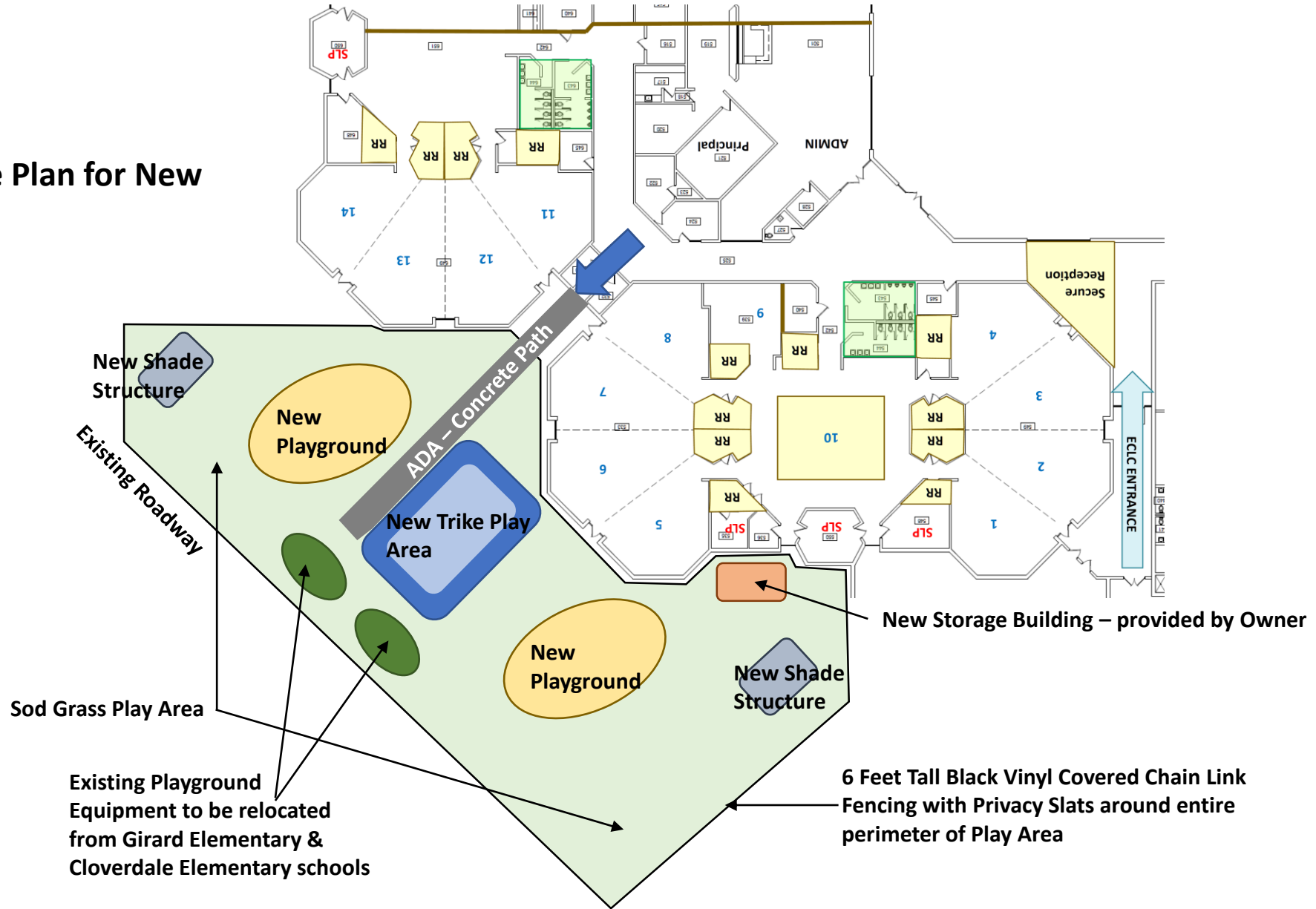
ATTACHMENT E - Honeysuckle Early Childhood Learning Center Play Area Site Plan



AERIAL SITE PLAN

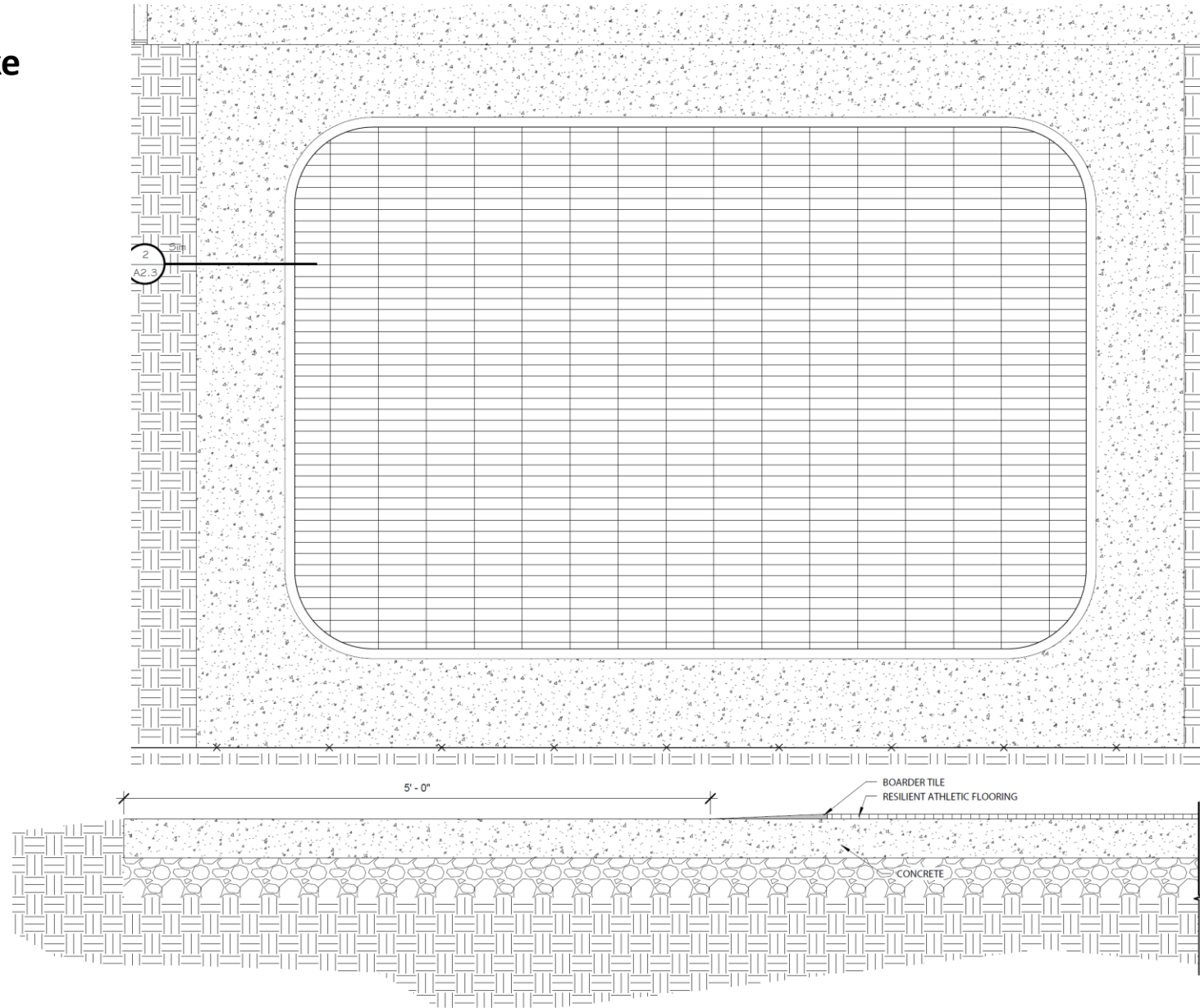
ATTACHMENT E - Honeysuckle Early Childhood Learning Center Play Area Site Plan

Proposed Site Plan for New Play Area



ATTACHMENT E - Honeysuckle Early Childhood Learning Center Play Area Site Plan

Proposed Trike Play Area



ATTACHMENT E - Honeysuckle Early Childhood Learning Center Play Area Site Plan

**Equipment to be relocated from
Cloverdale Elementary**



**Equipment to be relocated from
Girard Elementary**

