

**City of Onalaska**

**REQUEST FOR PROPOSALS**

**Modular Playground Equipment Design and Installation:  
Holiday Heights Playground**

**February 16<sup>th</sup>, 2024**

**City of Onalaska  
415 Main Street  
Onalaska, WI 54650**

**City of Onalaska Request for Proposal  
Modular Playground Equipment Design and Installation:  
Holiday Heights Playground**

**I. GENERAL**

**A. General Information**

The City of Onalaska (also herein referenced as the “City”) is requesting proposals from qualified firms to provide modular playground equipment design and installation services for one Onalaska park:

- Holiday Heights 1600 Medary Lane, Onalaska, WI 54650.

The City requests proposals for the design, installation, configuration, and acceptance of the modular playground equipment as described in the following documents by interested persons (hereinafter known as “The Proposer”). Price quotes shall be all-inclusive and represent a complete installation as represented in the attached specifications. The Proposer shall be responsible for all parts, labor, and all other associated equipment necessary to completely install, test and turnover for acceptance to the City the project detailed herein.

**B. Questions**

Questions regarding this RFP must be submitted via electronic mail by 11:30a.m. on Feb 28th, 2024. Any Proposers wishing to receive any addenda of this RFP must provide their contact information to John Adams at the email address below by Feb 28th, 2024. Responses to all questions received by the deadline will be emailed as addenda to all known Proposers. All questions regarding this RFP must be submitted via email to:

John Adams, Project Assistant, City of Onalaska Email:  
[jadams@onalaskawi.gov](mailto:jadams@onalaskawi.gov)

**C. Preliminary Schedule of Events**

RFP Issued	February 16 <sup>th</sup> , 2024
Deadline for submitting questions	Feb 28th 2024 – 11:30am
Addendum emailed on questions	By March 1st, 2024
Proposals Due	March 11, 2024 @ 10:00am
Anticipated Park Board Approval	March 25, 2024
Anticipated Common Council Approval	April 9, 2024

## II. TERMS AND CONDITIONS

### A. RFP Submittal

All proposals, sealed and marked “**PROPOSAL FOR MODULAR PLAYGROUND EQUIPMENT DESIGN AND INSTALL- HOLIDAY HEIGHTS PLAYGROUND,**” are due by 10:00 a.m. on March 11<sup>th</sup>, 2024 and must be delivered to:

City of Onalaska  
Attn: Daniel Wick,  
415 Main Street,  
Onalaska, WI 54650

Any proposal received after this time will not be considered. Each proposal shall remain open for a period of 60 days from the date of the bid opening. Proposers must submit, in a sealed package, one original (identified) plus one copy of all materials required for acceptance of their proposal on or before the submittal deadline. An electronic version of the proposal should also be included. Proposers shall also submit a 2’x3’ cardboard poster board for each design submitted. Prices quoted in any cost proposal shall include all items of labor, material, tools, equipment, training, and other costs necessary to fully provide the service pursuant to specifications. The **cost proposal** must be included in a separate sealed envelope (identified as “Cost Proposal”) within the sealed proposal package.

Proposals may be withdrawn prior to the date/time set for proposal opening. Proposals may be modified or withdrawn by the proposer’s authorized representative in person, or by written notice. If proposals are modified or withdrawn in person, the authorized representative shall make his identity known and shall sign a receipt for the proposal. Written notices shall be received in the office where proposal was submitted no later than the exact date/time for proposal opening.

The City of Onalaska reserves the right, where it may serve the City’s best interest, to request additional information or clarification from proposers, or to allow corrections of error or omissions. At the discretion of the City, Proposers submitting proposals may be requested to make oral presentations as part of the evaluation process.

There is no expressed or implied obligation for the City of Onalaska to reimburse responding Proposers for any expenses incurred in preparing proposals in response to this request.

Proposals submitted are considered public information in accordance with State statutes governing data practices. Should you have any sections of the proposal that are considered trade secrets, please identify those in a separate document at the end of the proposal. In the event of a public records request for such information the City

will notify Proposers of the request, however the City shall make the final determination regarding what records it may be required to provide in accordance with the statutes.

The City of Onalaska reserves the right to reject any or all proposals or to waive any technicality and accept any proposal that is deemed in the best interest of the city. The city also reserves the right to select, and subsequently award the proposed service to the Proposer which best meets the city's needs, quality levels and budget restraints.

**Proposers must submit a bid bond with their proposal.** Upon award the successful Proposer will be required to provide a certificate of insurance meeting the City's insurance requirements, as listed in attachment A – Terms and Conditions.

### **B. Proposal Elements**

Elaborate proposals beyond that which is sufficient to present a complete and effective proposal are not necessary or desired. The proposal should be prepared simply and economically, providing a straightforward, concise description of the Proposer's capabilities to satisfy the requirements of the request for proposals.

**Each proposal packet should include two hard copy proposals and one electronic copy proposal of the following:**

1. Title page showing the RFP subject; the Proposer's name; the name, address and telephone number of the contact person; and the date of the proposal;
2. A signed letter of transmittal briefly stating the Proposer's understanding of the services to be provided, the commitment to perform the services, a statement why the Proposer believes itself to be best qualified to provide the services listed within the RFP;
3. A statement of the work plan including the anticipated time schedule for completing this project;
4. Submittal of at least (3) examples of previous experience with similar projects including references and contact information;
5. Submittal of a bid bond;
6. Submittal of modular playground equipment designs (up to two designs allowed) for Holiday Heights Park addressing the scope of services requested (see Section III. Scope of Work);
7. Submittal of design on a 2'x3' cardboard poster board for each design;
8. Submittal of a Cost Proposal in a not-to-exceed amount for all labor and materials required to perform the work identified within this RFP **for each playground equipment design** (up to two). Prices listed in each Cost Proposal must include all costs of design, equipment, installation, labor, F.O.B. destination freight prepaid charges, any vendor discounts and be exempt of Wisconsin Sales Tax. Cost Proposal - must be in a separate sealed envelope. Label the envelope "Cost

Proposal.” Proposer’s may submit 1-2 Cost Proposals in one Cost Proposal envelope. Cost Proposals should clearly indicate the cost for each playground design.

### **C. Public Records Access**

It is the intention of the City of Onalaska to maintain an open and public process in the solicitation, submission, review and approval of procurement activities. Bid/proposal documents and openings are public records and therefore subject to release unless excluded from release by Wisconsin Statutes. Those submitting information to the City that believe that their information is not subject to release must identify the applicable statute(s) and describe in detail how the information being submitted applies to the statute cited. The City’s lack of response to assertions related to public records does not indicate any agreement with those assertions. Public records may not be available for public inspection prior to the opening of bids/quotes and/or the issuance of the notice of intent to award or the award of the contract.

### **D. Interpretation and Additional Information**

Any interpretation, correction, or change of the RFP will be made by an ADDENDUM. Interpretations, corrections or changes to the RFP made in any other manner will not be binding, and The Proposers shall not rely upon such interpretations, corrections or changes. Interpretations, changes or corrections will be issued by the City. Addenda will be forwarded electronically to Proposers who provide their contact information to the Project Assistant by the date indicated within this RFP.

It is the responsibility of the Proposer to determine whether all addenda have been received and to indicate they received Addenda by including a signed copy of each addendum with their proposal.

All requests for interpretations, corrections or questions regarding this RFP must be emailed to Project Assistant John Adams at [jadams@onalaskawi.gov](mailto:jadams@onalaskawi.gov) by **February 28th, 2024 - 11:30am**. In the interest of fairness to all respondents, do not contact other staff or elected or appointed officials. To ensure all supplemental information (if available) regarding this RFP is shared, interested parties should email their contact info to John Adams at [jadams@onalaskawi.gov](mailto:jadams@onalaskawi.gov). In the event that it becomes necessary to provide additional information, or to revise any part of this RFP, addenda will be provided to all known Proposers that emailed their contact info as instructed above.

### **E. Proposal Binding Period**

Prices quoted in the Proposer’s response for all labor and materials will remain in effect for a period of at least ninety (90) business days from the issuance date of the Proposer’s response.

#### **F. Variation in Quantities and Configurations**

Equipment and capacity require are the best estimates currently available. The City reserves the right to modify quantity and configuration requirements. The Proposer agrees to sell the City the revised quantity of items at the unit price as stated in the RFP regardless of quantity changes.

#### **G. Project Managers**

The Proposer will provide a Project Manager who will act as a single point of contact for all activities regarding this project. The Project Manager will be required to make decisions regarding the scope of the work and any changes required by the work. The Project Manager will be totally responsible for all aspects of the work and shall have the authority to make immediate decisions regarding implementation or changes to the work. The City will assign a project manager after project award.

#### **H. Proposer Qualifications**

The Proposer must provide a minimum of three (3) reference accounts at which similar work, both in scope and design, have been completed by the Proposer within the last three years.

#### **I. Evaluation of Proposals**

Proposals will be evaluated on the basis of conformance with the terms of this RFP and how those proposals meet the overall objectives of the City. The City reserves the right to reject any or all proposals received which are deemed incomplete. Based on the evaluation of the written proposal, additional information may be required to clarify or confirm proposal information. Additional information obtained may be of any or all of the following: Proposer interviews, presentations and/or demonstrations. No single evaluation criteria listed below will be the determining factor.

- Responsiveness & Solution- The extent to which the firm's proposal responds to the scope and requirements outlined in this RFP.
- Professional Competence- The extent to which the firm has demonstrated competence in performing similar work and/or the extent of former client/customer satisfaction.
- Proposal- The extent to which the firm's proposal is organized, complete and demonstrates a thorough understanding of the services described in this RFP.
- Cost- The proposals will be evaluated for all costs necessary to fulfill the requirements of this RFP.

#### **J. Proposal Selection and Agreement**

The City will notify all Proposers upon completion of the evaluation process. Award of the contract shall be made to the most responsive and responsible Proposer whose proposal meets the specifications and is most advantageous to the City of Onalaska.

The City will begin negotiating with the most qualified (responsive and responsible) Proposer. If an agreement on price fails, negotiations with the next most qualified Proposer will be conducted until a contract award can be made to the most qualified Proposer whose price is fair and reasonable to the City.

The scope of services defined in this RFP, the cost schedule supplied by the Proposer, along with any subsequent scope addenda/amendments, will become the scope of the work for the Proposer.

#### **K. Installation Guidelines & Permits**

All work performed on this project will be installed in accordance with all codes of the City of Onalaska. The Proposer shall be fully responsible for obtaining any/all required approvals, permits, licenses, inspections and certificates for this installation.

#### **L. Warranty**

The installed equipment and/or systems shall be warranted by the manufacturer for minimum one (1) year on the workings of the equipment. The Proposer shall warrant their installation work for one (1) year from defects in workmanship. The warranty date shall start on the date of the final acceptance of the system by the City of Onalaska.

### **III. SCOPE OF WORK**

#### **A. Holiday Heights Playground Background**

The City is seeking proposals for modular playground equipment designs and installation for its Holiday Heights Playground 1600 Medary Lane, Onalaska, WI 54650. This will be a new modular playground. The City will be responsible for removal of the existing playground equipment before the new equipment is installed. The maximum budget for the Holiday Heights Playground project (including the total costs of design, install, site excavation and finished grading and seeding around new playground area, gravel base course, poured-in-place rubber surfacing and installation) is \$150,000.00. A maximum of two proposals/designs for Holiday Heights Park may be submitted per Proposer. Curb will be installed prior to the playground installation, per the selected design.

## B. Holiday Heights Park Modular Playground Equipment Design Specifications

- A goal of the City is to provide a different experience for participants at each of our playgrounds. Special consideration will be given to new play features not currently installed in Onalaska park system.
- All proposals shall be fully compliant with the most current CPSC guidelines, ASTM standards and IPEMA certification. All equipment shall be compliant with the full intent of all ADA guidelines for accessibility, play components and design;
- All play structures shall be constructed of steel or aluminum posts, with PVC coated steps, including all transfer points and decks. Wood shall not be permitted. Use of recycled materials is perm
- All play structure pipe measurements must be a minimum of 3.5".
- All proposals should consider that the new equipment must be confined to an area no greater than approximately 3600 square feet fall zone footprint.
- All proposals should provide for youth 5-12-year old.
- The following components/features **MUST BE INCLUDED** within each proposal design:
  - Multi-generational swing
  - Belt and bucket swings
  - Provide color charts for all equipment
  - Ensure all components fit in approximate 3600 square feet fall zone.
- The following components **SHALL NOT BE INCLUDED** in any proposal design:
  - Tunnels
- Poured-in-place rubber surfacing is required under and around all playground equipment. The thickness of the surfacing is based on the fall heights of the nearby equipment. Proposals should include cost estimate for a 50% color and 50% black surface. The surfacing must include all proper drainage bases, final grading and stone as required and must have a comprehensive warranty;
- Proposals must include all warranty coverage information including both moving and non-moving components. Proposals must provide comparisons between full and limited/pro-rated warranties.