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# Request for Proposal for Playground Equipment Design and Installation

PROPOSAL DOCUMENTS DUE: 5 PM, DECEMBER 6, 2021  
(LATE PROPOSALS WILL NOT BE ACCEPTED)

AACF is seeking proposals from qualified firms to design and furnish play structures for two playgrounds at Success Academy. Sealed proposals must be clearly marked "Success Academy Playground". Completed proposals must be delivered by 5pm, December 6, 2021 to:

Albemarle Alliance for Children and Families  
1403 Parkview Drive  
Elizabeth City, NC 27909-6533

Copies of the Request for Proposals (RFP) can be downloaded from Albemarle Alliance for Children and Families' website at <http://www.aacfnc.org>. If you experience problems downloading the RFP, or have any other questions, please contact Ms. Angela Langdon-Charlton at 252-333-1233.

AACF may reject any proposal not in compliance with all prescribed procedures and requirements, and may cancel this solicitation or reject, for any good cause, any, or all proposals upon a finding that it is in the public interest to do so.

## Introduction

Albemarle Alliance for Children and Families, Inc. (AACF) is soliciting proposals from qualified playground equipment manufacturers and/or vendors to design, provide, and install playground equipment at 2 locations at Success Academy (151 Gumberry Rd Camden, NC 27921) as detailed in this Request for Proposals (RFP). The type and quantity of equipment desired varies by location. In general, AACF is looking for unique play equipment with engaging features and high play value that will encourage physical activity and enhance motor skill development. Equipment design must meet the requirements of the Americans with Disabilities Act (ADA) and utilize International Playground Equipment Manufacturers Association (IPEMA) certified equipment that meets or exceeds all federal and state guidelines and conforms to the playground-related technical standards set by the American Society of Testing Materials International (ASTM) and the U.S. Consumer Products Safety Commission. The selected Vendor(s) will be required to coordinate the installation of the selected playground equipment with the Oversight Manager, Ashleigh Arsenault, to minimize the duration of playground closures. Vendors are invited to submit Proposals with playground equipment designs for all the playground locations identified in this RFP.

## SCOPE OF WORK

Selected Vendor will be responsible for the design, provision, and installation of play equipment at Success Academy (151 Gumberry Rd Camden, NC 27921). Two play structures for ages 2-5 is desired.

Basic requirements:

- Play structures must be age appropriate with proper signage.
- All products shall bear the certificate seal of IPEMA and shall meet or exceed ADA Accessibility Guidelines for Play Areas.
- All equipment and surfacing shall conform to current playground-related ASTM and CPSC technical standards including, but not limited to:
  - ASTM F147 (Playground Equipment)
  - CPSC Publication 325: Public Playground Safety Handbook

Vendors and their contractor(s) must be prepared to comply with all state, federal, and local requirements for play structure equipment. Vendors are responsible for verifying site conditions. No allowances will be made if a Vendor fails to adequately examine a location before submitting a proposal. All equipment shall be installed by a factory trained and certified installer.

Following installation, a full and thorough audit of all newly installed play equipment will be performed by a Certified Playground Safety Inspector (CPSI). Vendor(s) will be required to address and resolve any identified deficiencies within five (5) days of notification of the deficiencies by AACF representative.

## PROPOSAL PROCESS

The proposal process will consist of a written proposal, which shall include the following items:

1. An introduction containing the following information:
  - a. A complete description of capability and history of the contractor.
  - b. History of similar projects completed within the last three years, including cost and client contact information.
  - c. North Carolina contractor license number and type of licenses held.
  - d. A brief description of the proposed schedule including how the project would be organized and built.
  - e. A list of sub-contractors to be used on the project, and licenses held (if applicable).
2. A list of not less than three (3) references including product or service provided, name of agency, contact person, phone number and/or e-mail.
3. Identify any Leveraged Procurement Agreements (LPAs) or other cooperative purchasing programs that Vendor participates in to provide favorable pricing on equipment. Such pricing is to be incorporated in the cost proposal(s).
4. Playground/equipment design proposals for each location. For each design proposal, provide the following:
  - a. A scaled site plan showing the proposed equipment and relationship to existing equipment (if applicable).
  - b. Drawings and manufacturer's printed literature and specifications for each item or component of the modular equipment being proposed.
  - c. A detailed breakdown of cost including, but not limited to:
    - i. Design
    - ii. Equipment (inclusive of all structures, components, signage, hardware, equipment manuals and operations manuals)
    - iii. Installation
    - iv. ADA compliant surfacing
    - v. Any other equipment-related improvements necessary to complete the project.
    - vi. Shipping charges, other costs, and TOTAL COST (a total not to exceed cost representing the maximum amount for ALL work to be performed must be clearly indicated under this heading.)
  - d. Playground manufacturer warranties.
  - e. Proof of Manufacturer's Product Liability Insurance
  - f. Proof of installer factory certification
5. Anticipated lead time for equipment construction and delivery.

## EVALUATION OF PROPOSALS

AACF and Success Academy staff will review the written proposals and will determine the top vendor(s). Evaluation of the proposals will be conducted, based on the following:

- Responsiveness to the RFP and the criteria
- Proposed site equipment designs and concepts
- Originality and creativity
- Safety
- Accessibility
- Overall play value of the proposed design and equipment
- Durability and ease of maintenance of the proposed equipment
- Ability to meet established budgets (when applicable)
- Ability to put together a design and construction plan to perform all aspects of the project, possess appropriate NC contractor's license, and meet insurance requirements.
- Ability of proposed design to meet IPEMA certification requirements and comply with current ADA, CPSC, and ASTM guidelines.

At their option, the evaluators may request oral presentations or discussions with any or all contractors for the purpose of clarification or to amplify the materials presented in any part of the proposal. However, contractors are cautioned that the evaluators are not required to request clarification; therefore, all proposals should be complete and reflect the most favorable terms available from the contractor.

Contractors are cautioned that this is a request for offers, not a request to contract, and AACF reserves the unqualified right to reject any, and all offers when such rejection is deemed to be in the best interest of AACF.

AACF will notify the selected vendor and request that the contract be signed. If all proposals are rejected, prospective vendors will be notified promptly by AACF.

Upon acceptance, AACF reserves the right to make minor changes to the selected design within the project scope and budget. The contract must be executed prior to the start of work and incurring any expenses.

## ADDITIONAL INFORMATION

All requests for clarification or additional information must be submitted in writing via email to Angela Charlton at [angela@aacfnc.org](mailto:angela@aacfnc.org). Requests for clarification must be received no later than December 3, 2021 at 5pm.

## ATTACHMENTS

- A- Existing Playground Areas
- B- Pictures of Current Playgrounds

## GENERAL INFORMATION ON SUBMITTING PROPOSALS

1. **TERMS AND CONDITIONS.** All proposals are subject to the terms and conditions outlined herein. The prospective Contractor specifically agrees to the conditions set forth by signature to the proposal.
2. **ORAL EXPLANATIONS.** AACF shall not be bound by any clarifications, interpretations, corrections, or oral explanations or instructions given at any time during the competitive bidding process or after award.
3. **REFERENCE TO OTHER DATA.** Only information which is received in response to this RFP will be evaluated; reference to information previously submitted shall not be evaluated.
4. **COST FOR PROPOSAL PREPARATION.** Any costs incurred by prospective Contractors in preparing or submitting offers are the prospective Contractor's sole responsibility; AACF shall not reimburse any prospective Contractor for any costs incurred prior to award.
5. **RIGHT TO SUBMITTED MATERIAL.** All responses, inquiries, or correspondence relating to or in reference to the RFP, and all other reports, charts, displays, schedules, exhibits, and other documentation submitted by the prospective Contractors shall become the property of AACF when received.
6. **OFFEROR'S REPRESENTATIVE.** Each prospective Contractor shall submit with its proposal the name, address, and telephone number of the person(s) with authority to bind the firm and answer questions or provide clarification concerning the firm's proposal.
7. **SUBCONTRACTING.** In the event the prospective Contractor desires to subcontract any part of the contracted services, the proposal must clearly indicate what work it plans to subcontract and to whom and must provide all required information for each subcontractor. Only the subcontractors specified in the proposal shall be considered approved upon award of the Contract.
8. **PROPRIETARY INFORMATION.** Trade secrets or similar proprietary data which the prospective Contractor does not wish disclosed to other than personnel involved in the evaluation or contract administration will be kept confidential to the extent permitted by N.C.G.S. 132-1.3 if identified as follows: each page shall be identified in bold face at the top and bottom as "Confidential." Any section of the proposal that is to remain confidential shall also be so marked in bold face on the top of the title page of that section. Cost information may not be deemed confidential. In spite of what is labeled as confidential, the determination as to whether or not it is shall be as governed by North Carolina law.



# Attachment A-Playgrounds





# NC Pre-K 1 & 2 Playground





# Attachment B- Pictures of Playground Areas

## 3 year old playground

