



**SPECIAL MEETING AGENDA**

City of Olivette

**PARKS & RECREATION COMMISSION**

**APRIL 1, 2021 | 7:00 PM**

**[https://us02web.zoom.us/j/83485401153?](https://us02web.zoom.us/j/83485401153?pwd=eDMxdHBQUm1haDZVd3oyOTVtTEpDUT09)**

**pwd=eDMxdHBQUm1haDZVd3oyOTVtTEpDUT09**

**Passcode: 508753**

**Or One tap mobile :**

**US: +13017158592,,83485401153#,,,,\*508753# or**

**+13126266799,,83485401153#,,,,\*508753#**

**Or Telephone:**

**Dial(for higher quality, dial a number based on your current location):**

**US: +1 301 715 8592 or +1 312 626 6799 or +1 929 205 6099 or +1 253 215**

**8782 or +1 346 248 7799 or +1 669 900 6833**

**Webinar ID: 834 8540 1153**

**Passcode: 508753**

**International numbers available: <https://us02web.zoom.us/j/83485401153?pwd=eDMxdHBQUm1haDZVd3oyOTVtTEpDUT09>**

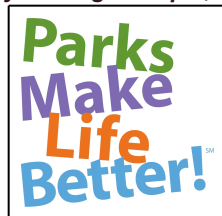
1. Call To Order  
Roll call to establish quorum.
2. Playground RFP Review
  1. Review draft Playground Request for Proposal Indian Meadows, Irv Zeid, and Villa Parks in comparison to Park Concept Plans.
  2. Discuss vision playground targets for Stacy and Warson Parks.

Documents:

[DRAFT PLAYGROUND RFP 3.30.2021 NO EXHIBITS.PDF](#)

3. Adjournment

*Creating Community Through People, Parks & Programs*





## Request for Proposal

---

# PLAYGROUND EQUIPMENT DESIGN AND INSTALLATION AT VARIOUS CITY PARKS

**Due April 27, 2021, 2:00 p.m.**

Parks and Recreation  
City of Olivette, MO  
1140 Dielman Road  
Olivette, MO 63132  
Attn: Barbara Sondag, City Administrator

Issued April 5, 2021

## **INTRODUCTION**

The City of Olivette (“City”) is soliciting Proposals from qualified playground equipment manufacturers and/or vendors (“Vendors”) to design, provide, and install playground equipment at three existing City park locations, as detailed in this Request for Proposals (RFP). The type and quantity of equipment desired varies by location. In general, the City is looking for unique play equipment with engaging features and high play value that will encourage physical activity and enhance motor skill development.

The City of Olivette’s Bidding Opportunities webpage shall be the official site for information as related to this Request for Proposal (RFP). Firms are responsible for checking the City’s Website for the issuance of any addendums.

## **BACKGROUND – Olivette Park Improvements**

In June of 2017, the City of Olivette kicked-off a Parks Master Plan. Led by the Lawrence Group, the Park Master Plan utilized public meetings and on-line surveys to hear from residents what improvements they would like to see in the City’s five parks. Residents showed strong support for park improvements, including fields, parking, play structures, and water play areas. The final Olivette Parks Master Plan/Vision Plan was approved by the City Council in June of 2018. Proposed improvements were identified as short-term, long-term and vision, to help in the implementation of the plan. The improvements proposed for this project include those listed under the short- and long-term items in the Parks Master Plan. Improvements include the removal of invasive species, water play areas, new playground equipment, and pavilion improvements. Items not implemented under this project will remain under consideration for future implementation as needs and financing allow.

The Parks Master/Vision Plan stated that a separate plan for the Community Center should be developed. In February 2019, the City hired Navigate Building Solutions to assist with the implementation of the Parks Master Plan. One of Navigate’s first actions was to recommend hiring a firm to assist with assessing whether to remodel, remove or replace the existing Community Center. The City hired Ballard\*King to perform a feasibility study regarding the Olivette Community Center. The current Community Center was built in 1962 as an elementary school. In 1976 the City purchased the property from the Ladue School District and began using it as a Community Center. Similar to the process used by the Lawrence Group, Ballard\*King held public meetings, stakeholder meetings and offered a survey both on-line and on paper. Residents showed strong support for a new Community Center with amenities; including such things as a fitness area, gym, esports, and multipurpose rooms. In addition, residents wanted a pool or aquatic area. Ballard\*King then utilized local/regional demographics, national studies, and current programming expenses and revenue to create a financial proforma. Including a pool did not meet the financial criteria. The study overlays the survey information, with current trends, and financial projects. The result is a plan with a strong financial basis.

Following the two studies (Lawrence Group and Ballard\*King), the City hired KAI to begin conceptual engineering of the park improvements and the new Community Center. Working with the final reports of Lawrence Group and Ballard\*King, staff, and Council, KAI created the conceptual plan.

On June 2, 2020, Olivette residents approved Proposition C for Park and Community Center

Improvements. The proposed \$16.2 million bond, derived from the citizen-focused 2018 Parks Master/vision Plan and Community Center Feasibility Study, will allow the City to make capital improvements and upgrades in all five of the City parks and build a new Community Center.

The Community Center and park upgrades will provide various recreational programming opportunities for all ages within the community and surrounding area. The Community Center and park upgrades must be designed to meet the existing needs of a city of 8,000 while providing the flexibility to accommodate the future needs of a rapidly growing community and ever-changing environment.

Interested firms and all representatives thereof are prohibited from contacting any elected officials until after a final selection has been made by the Olivette City Council.

Vendors are invited to submit Proposals with playground equipment designs for any or all of the playground locations identified in this RFP. **No more than two playground equipment designs per location will be accepted.** The City reserves the right to award contracts for equipment at separate locations to different responsive Vendors. The City shall be exempt for any liability for costs incurred by unsuccessful Vendors in preparation of the proposals.

### **SCOPE OF WORK**

Selected Vendor(s) will be responsible for the design, provision and installation of play equipment at up to three City park locations, within the designated budget for each location. Budgets and desired equipment for each location is summarized below and more specifically detailed in Attachment 1.

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

Vendors 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.

In the proposal, provide a list of the components proposed for the City of Olivette play systems by location. 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.

All 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.

**Location 1: Indian Meadows Park (9625 Huron Drive)**

Budget: \$180,000

Equipment Features:

Play areas will focus on Nature Based Play including separated play areas for age groups, flexible play focusing on natural materials, addition of topography and natural ground materials

- a. Singular play area
- b. Nature water play
- c. Sculptural climbers
- d. Natural materials
- e. Multi-generational, "hang out" spaces
- f. Suggestion for incorporating/relocating existing vintage Fire Truck climber into play area
  - i. Repair, paint, resurface, relocate as needed

**Location 2: Irv Zeid Park (9100 Old Bonhomme Road)**

Budget: \$205,000

Equipment Features:

Play areas will focus on Nature Based Play including separated play areas for age groups, flexible play focusing on natural materials, addition of topography and natural ground materials

- b. Nature playground
  - i. Mounds, boulders, mulched paths, natural materials, natural elements
  - ii. Planting integration
- c. Nature play incorporating water
- d. Renovate existing playground:
  - i. Incorporate existing vintage play structures as possible
  - ii. Repair, paint, resurface, relocate as needed

**Location 3: Villa Park (9301 Villa Ave W)**

Budget: \$160,000

Equipment Features:

Shared play areas, flexible play, climbing and free-play, divided by youngest and older play categories

- a. Provide a minimum of one structure designed for ages 2 to 5.
- b. Provide a minimum of one structure designed for ages 5 to 12.

Preferred Play System Qualities and Basic Requirements:

- All play system elements must demonstrate the highest level of durability in materials and finishes selected in consideration of child health and safety.
- Play structures and amenities must be age appropriate with proper signage.
- It is important that the design of each play system include the ability to expand the proposed play system within the existing play area.
- "Green" construction practices and materials are highly desired. Provide LEED or other green certification with the proposal.
- All equipment must meet and/or exceed all federal, CPSC, ASTM & IPEMA guidelines. Documentation of compliance must be provided to the City with the Vendor's proposal.
- All equipment must comply with Americans with Disabilities Act (ADA). The designs submitted by the Vendor must incorporate either a transfer platform or ramp in each design when necessary.

## **ASSEMBLY/INSTALLATION AND INSPECTION**

The City will be hiring a General Contractor to perform park improvements, including play area modifications at the playground locations which will include demolition and removal of existing play equipment, removal of existing playground surfacing and, site grading and prep, installation of walking paths and paving, and installation of playground surfacing. The selected Vendor(s) will be required to contract with the City's General Contractor for the provision and installation of the selected playground equipment. Local prevailing wages will apply to this project. The proposals should include the costs of delivered play systems as designed, inclusive of the equipment structures, components, hardware, detailed technical installation instructions and maintenance & operations manuals from manufacturer.

The play system(s) assembly and installation will be provided and managed by the Vendor. The Vendor must supply direct supervision from manufacturer or supply qualified and certified representative with playground installation.

A representative of the Vendor 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 the City and remedied immediately. Co-inspection with the Vendor's representative of assembly and installation work will be conducted by the City following installation. The City or its representatives will supply the punch list for final completion generated by this co-inspection. The Vendor shall submit to the City 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 the manufacturer. Additionally, it is the Vendor's responsibility to provide to the City the manufacturer's warranty of installed equipment.

## **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 Vendor.
  - b. History of similar projects completed within the last three years, including cost and client contact information.
  - c. List specific experience in dealing with local government agencies
  - d. A list of sub-contractors to be used on the project
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 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. Proposal Summary Form (Attachment 2)
5. Up to two (2) playground/equipment design proposals per location. For each design proposal, provide the following:

- a. A scaled site plan showing the proposed equipment and relationship to existing equipment (if applicable). **No more than two playground designs will be accepted for each location.**
  - 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. Any other equipment-related improvements necessary to complete the project.
  - d. Playground manufacturer warranties.
  - e. Proof of Manufacturer's Product Liability Insurance
  - f. Proof of installer factory certification
6. Anticipated lead time for equipment construction and delivery.
7. A bid security in the amount of ten percent (10%) of the bid amount must accompany each bid by a Certified Check, Cashier's Check, or Bid Bond to the City of Olivette, MO. The successful Vendor shall furnish approved Performance and Payment Bonds, each in the amount of one hundred percent (100%) of the bid amount. Successful vendors are required to comply with the City of Olivette insurance requirements.

### **PROPOSAL SUBMITTAL**

By submitting a Proposal pursuant to this RFP, Vendor is indicating willingness to enter into an Agreement with the General Contractor to be selected during the bidding process and is agreeing to furnish the insurance certificates, endorsements, and Bonds as required by the Agreement and this RFP. Bidder understands that failure to sign the Agreement and/or provide the insurance certificates, endorsements and bonds will cause City to terminate the bid award.

### **EVALUATION OF PROPOSALS**

City of Olivette staff and Design Team members will review the written proposals and will determine the top Vendor(s). The proposed equipment will be evaluated separately for each location and final proposal rankings developed for each location. Evaluation of the proposals will be conducted, based on the following:

- Responsiveness to the RFP and the criteria
- Proposed site equipment designs and concepts address design guidelines and specifications
- Originality and creativity, uniqueness of equipment
- Safety and Accessibility
- Quality of design, play value and target demographic
- Quality, durability and ease of maintenance of the proposed equipment

- Ability to meet established budgets (when applicable)
- Reputation and reliability of manufacturer
- Ability of proposed design to meet IPEMA certification requirements and comply with current ADA, CPSC, and ASTM guidelines.

Based on the proposal evaluations, the City of Olivette staff will make Vendor/design recommendation(s) to the Parks and Recreation Commission who will make final recommendations to the Olivette City Council. The City Council will make the final determination and select the Vendor(s) for this project. Upon acceptance, the City reserves the right to make minor changes to the selected design within the project scope and budget.

The City may select one Vendor for all three locations, or the City may select separate Vendors for each location. If the City awards multiple locations to a Vendor the selected equipment and services will be aggregated into one contract per Vendor.

### **OTHER CONSIDERATIONS**

This RFP does not commit the City of Olivette to award a contract, to defray any costs incurred in the preparation of a proposal pursuant to this RFP, or to procure or contract for work. No payment of any kind will be provided to a Vendor for responding to this RFP. The City is not bound to select any of the Vendors submitting proposals, and may, at its discretion, waive any irregularities in Proposals and their submittal. The City reserves the right to reject any or all proposals, and to reissue the RFP in part or in its entirety.

The City reserves the right to cancel or modify, for any or no reason, in part or in its entirety, this RFP including, but not limited to, selection schedule, submittal date, and submittal requirements, without prior notice. Notification of revisions to the RFP will be made by addendum posted on the bid webpage.

The City reserves the right to verify the information received in the Proposal. If a Vendor knowingly and willfully submits false information or data, the City reserves the right to reject that Proposal. If it is determined that a contract was awarded as a result of false statements or other data submitted in response to this RFP, the City reserves the right to terminate the contract. The City reserves the right to request additional information at any time from any and all Vendors which the City deems necessary to evaluate Proposals.

### **PROPOSAL DEADLINE**

The deadline for receiving proposals is **2:00 p.m. on Tuesday, April 27th, 2021**.. Proposals must be marked "**RFP Playground Equipment Design and Installation**" and be submitted in a sealed envelope as outlined below, prior to the proposal deadline. Proposals should be signed by an authorized individual to bind the firm, and must be valid for at least 90 days.

Please submit proposals to:

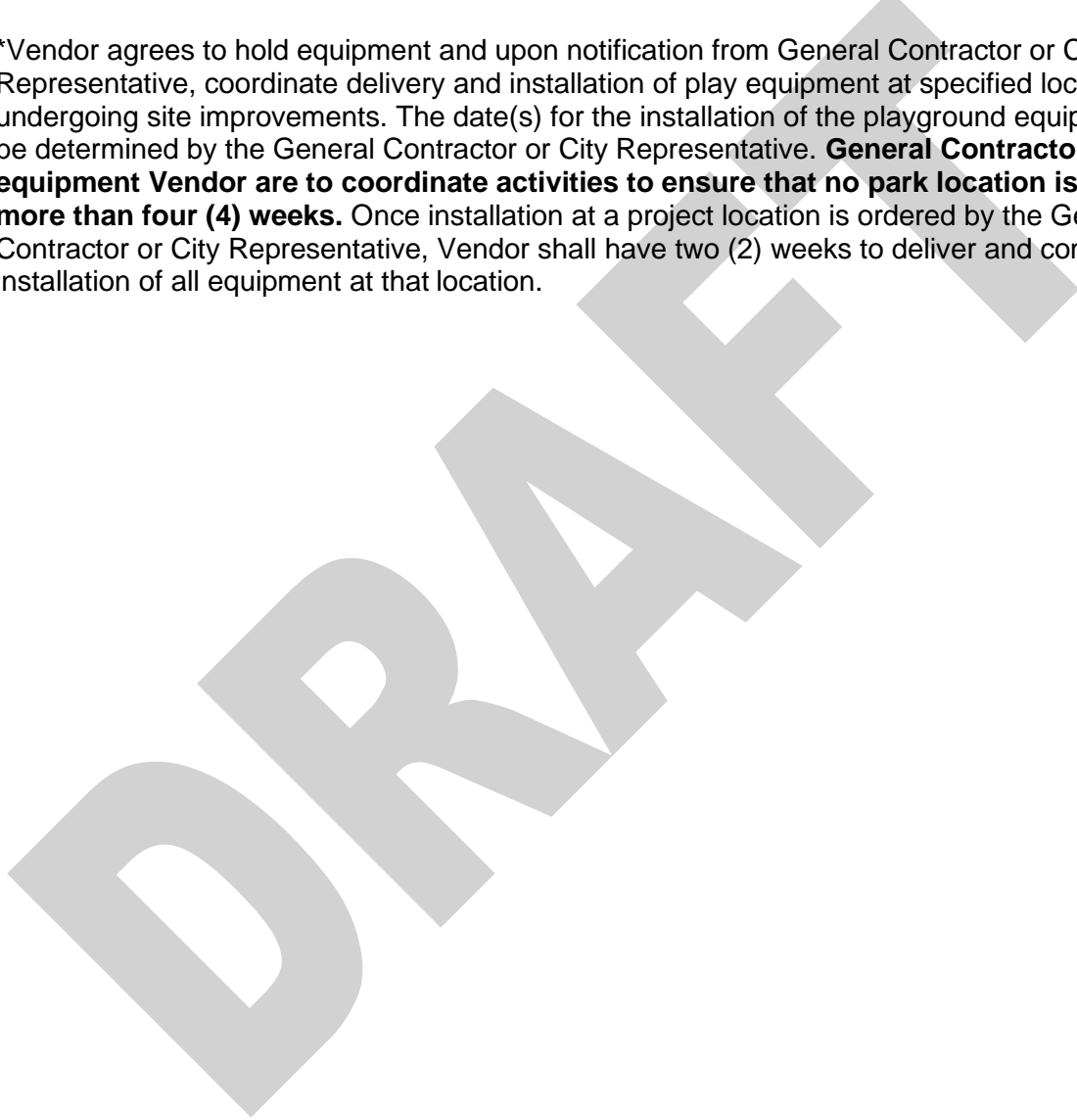
City of Olivette, MO  
1140 Dielman Road  
Olivette, MO 63132  
Attn: Barbara Sondag, City Administrator



**TENTATIVE SCHEDULE**

- Request for Proposals Issued April 5, 2021
- Proposals Due April 27, 2021 at 2:00pm
- Review of Responses & Selection April 28 – May 11, 2021
- City Council Approval May 11, 2021
- Park Improvements Design Kick Off June 1, 2021
- Park Improvements Bidding December 2021- January 2022
- Park Improvements Construction February – November 2022

\*Vendor agrees to hold equipment and upon notification from General Contractor or City Representative, coordinate delivery and installation of play equipment at specified location undergoing site improvements. The date(s) for the installation of the playground equipment will be determined by the General Contractor or City Representative. **General Contractor and equipment Vendor are to coordinate activities to ensure that no park location is closed for more than four (4) weeks.** Once installation at a project location is ordered by the General Contractor or City Representative, Vendor shall have two (2) weeks to deliver and complete installation of all equipment at that location.



## **ADDITIONAL INFORMATION**

All requests for clarification or additional information must be submitted in writing via e- mail to the City's Owner Representative, Katie Aholt at [katie@navigatebuildingsolutions.com](mailto:katie@navigatebuildingsolutions.com). Requests for clarification must be received no later than April 16, 2021 at 5 p.m.

Telephone communication with City staff is not encouraged, and the City is not bound by any clarifications, interpretations, corrections or changes to the RFP that are made verbally or in any manner other than by written addendum. Interpretation or correction of the RFP will be made by addendum posted on the City bid webpage and via email to registered bidders. Any addendum will be considered a part of the RFP and will be incorporated therein.

## **Attachments**

### **Attachment 1 – Design Criteria for Park Playground Equipment**

**Exhibit A - Location 1: Indian Meadows Park**

**Exhibit B - Location 2: Irv Zeid Park**

**Exhibit C - Location 3: Villa Park**

## **Reference Documents**

**Parks Master Plan**

**Parks Conceptual Design Plans**

## **ATTACHMENT 1**

### **DESIGN CRITERIA FOR PARK PLAYGROUND EQUIPMENT**

Exhibit A - Location 1: Indian Meadows Park

Exhibit B - Location 2: Irv Zeid Park

Exhibit C - Location 3: Villa Park

**DRAFT**

**DRAFT**