



PUBLIC WORKS DEPARTMENT

REQUEST FOR PROPOSALS

PLAYGROUNDS EQUIPMENT

REPLACEMENT

PROJECT NO. WP22026

Issued by:

City of Stockton Public Works Department
Parks Division, 1465 S. Lincoln St, Stockton, CA 95206

MANDATORY JOB WALK: N/A

Date Issued: March 1, 2023

Date Proposals Due: March 22, 2023, by 12 p.m.

LATE SUBMITTALS WILL NOT BE ACCEPTED

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1.0 INTRODUCTION

The City of Stockton Public Works Department is requesting proposals from qualified firms to complete design, provision and install multi-component, modular playground structures at four parks throughout the City. Vendors are invited to submit proposals for all of the playground locations identified in this RFP. Please submit 1-2 designs for each site. The City may select one Vendor for all eight locations, or the City may select separate Vendors for each location.

The selection criteria listed within this RFP shall be used to measure how well each vendor has met the desired requirements and qualifications. The award will be based on evaluation of all selection criteria. The City will conduct negotiations with the highest ranked firm based upon the selection criteria as outlined in this RFP.

2.0 BACKGROUND

The City of Stockton is looking to install four replacement playgrounds at several city parks: **Brooking Park, Panella Park, Sandman Park, and Weber Park**. The desired type of equipment varies by location. In general, the City is looking for unique, fun play equipment with engaging features and high play value that will encourage physical activity and enhance motor skill development.

3.0 PROJECT DESCRIPTION

The objective of this RFP is to solicit proposals that will result in the award of 1-4 contracts for turnkey installation of replacement playgrounds at each of four sites. The inclusive, all-accessible playground at Sandman Park will be designed for children of all physical abilities.

4.0 SCOPE OF SERVICES

Scope of Services includes, but is not limited to:

1. Assess needs and design criteria with City's parks maintenance team.
2. Provide a consistent project design team through the full length of the design process.
3. Provide schematic drawings, colored elevations, colored perspective, and other suitable material depicting the components to be evaluated.
4. Apply value engineering/analysis to alternatives including advice on "constructability" and "vandal-resistant" decisions. Provide information on the trade-offs between alternatives as to the initial costs, life cycle costs, and construction schedule.
5. Design development and installation document stages of the project. Provide feedback on the budget, schedule, and make recommendations to the City.
6. Ensure the equipment fits within the site for all use zones.
7. Arrange for equipment to be delivered on site by installer. Secure equipment if delivered early.
8. Secure the work site during installation and until final safety certification is received by City.
9. Following installation, a full and thorough audit of newly installed play equipment is required. This 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 the City.

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Demolition and disposal of existing playground equipment will be necessary at Brooking Park only. Vendor will not be expected to or required to disassemble existing equipment (other than engineered wood fiber surfacing) at the other three empty playground sites.

4.1 DESIGN CRITERIA

See [Attachment A](#) for park locations and details.

To be considered for selection, equipment included in a proposed design must meet the following criteria.

1. All designs should be shown using the color palette of tan, brown and green. Actual colors of ordered playgrounds will vary depending on location and will be determined with the successful vendor(s). Failure to provide schematic drawings in the requested colors may result in the dismissal of the proposal.
2. Designs should include proposed location for benches, and pricing should include bench purchase and installation. Bench locations may be outside of the existing playground footprint.
3. Pricing should include certified surface installation. All sites, with the exception of inclusive, all-accessible playgrounds, should use engineered wood fiber playground mulch. Inclusive, all-accessible playgrounds should include poured in place surfacing.
4. Play structures and amenities must be age appropriate with proper signage.
5. Design must be compatible with and enhance current park amenities.
6. All equipment and surfacing must conform to current playground-related standards.
 - a. Including but not limited to:
 - i. All guidelines of the U.S. Consumer Products Safety Commission (CPSC).
 - ii. All American Society for Testing and Materials (ASTM) standards for public play equipment.
 - b. The proposal must include signed, written certification of same from the manufacturer or its representative.
7. All equipment proposed to be furnished in response to this RFP shall meet the following minimum requirements:
 - a. Main upright platform posts on units designed for ages 2-12 require a minimum 5-inch O/D galvanized steel or aluminum, powder-coated posts, or acceptable alternative.
 - b. Decks/Ramps
 - i. Vinyl-coated expanded metal; or vinyl-coated punched steel or aluminum. No plate steel or wooden decks.
 - ii. Must be multi-post supported and maintain a minimum area of 12 square feet each. Can be square, rectangular, or multi-sided.
 - c. Swings (if included)
 - i. All swings shall be arch style swings.
 - ii. A combination of belt, toddler, companion, and accessible swings should be included.
 - iii. Minimum of two bays per unit should be included.
 - d. All equipment furnished under this proposal shall be designed and constructed in such a way that the equipment can be installed with conventional, poured-in-place concrete footings.
 - e. No fiberglass, wood, or polished stainless-steel parts, components (such as slide

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- bedways), or structures will be accepted.
- f. Tunnels, tubes, slides, or cubes shall be constructed of rotationally molded polyethylene materials with ultraviolet light stabilizers and color molded in.
8. Multi-component, modular play units can be designed in a semi-compact fashion, linear or spread out forms. Area must allow for the manufacturer's recommended and state-required safety zones on all sides of the actual play unit.
9. Accessibility
- a. Sandman Park replacement (Project 1 in [A](#)): The replacement playground design must be fully inclusive/all-accessible. This site should include poured-in-place surface for access and fully inclusive/all-accessible play features.
 - b. All other projects (Projects 2-4 in [Attachment A](#)): The following criteria have been developed as guidelines for the manufacturers and suppliers responding to this RFP:
 - i. Equipment that is proposed as "ADA Compliant or ADA Accessible" must be as accessible as possible to all children from able-bodied to those with a wide range of disabilities. The equipment should in no way be designed so that the play value to able-bodied children is reduced.
 - ii. Additional play events attached to the deck structures may be included at ground level as part of accessibility requirements.
 - iii. It is the intent of the City of Stockton that all new playgrounds shall be accessible to a range of children with many levels of physical ability. Manufacturers are strongly encouraged to respond to this intent.
 - iv. All play equipment will be as vandal-proof as possible.

SECTION 1 - SPECIFICATIONS AND PLANS

1.1 Specifications

The work described herein shall be done in accordance with the current City of Stockton, Department of Public Works Standard Specifications and Plans and these Special Provisions.

In case of conflict between these Special Provisions and the City Standard Specifications and Plans, or Caltrans Specifications, the Special Provisions shall take precedence.

1.2 Terms and Definitions

Wherever in the Standard Specifications, Special Provisions, Notice to Contractors, Proposal, Contract, or other contract documents the following terms are used, the intent and meaning shall be interpreted as follows:

City or Owner	City of Stockton
CA-MUTCD	2014 California Manual on Uniform Traffic Control Devices
Director	Director of Public Works, City of Stockton
Standard Specifications	City of Stockton Latest Standard Plans and Specifications

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and any amendments and revisions thereto

Caltrans Specifications	Current and Latest State of California, Dept. of Transportation, and any amendments or revisions thereto
Department	Department of Public Works, City of Stockton
Deficiency	Where work has not been performed in accordance with these Special Provisions and Standard Specifications and/or any subsequent superseding contract or contract change order as determined by the Contract Administrator.
Correction	An item or area of maintenance that requires attention for any unanticipated or unscheduled maintenance or corrective repairs, such as an irrigation line break or cleanup from vandalism, graffiti, or other event.
Contract Administrator	Public Works Department representative(s) who oversee(s) this maintenance contract.
Project Manager	Contractor's appointed person responsible for performance of the work.
Contractor	Company having contracted with the City for work as described herein.

SECTION 2 - BLANK

SECTION 3 - BLANK

SECTION 4 - BEGINNING OF WORK, TIME OF COMPLETION AND LIQUIDATED DAMAGES

4.1 Beginning of Work

At no time shall work begin without receiving a Notice to Proceed from the Contract Administrator that the contract has been approved by the City Attorney or an authorized representative.

The Contractor shall diligently prosecute all work items throughout contract term.

Full compensation for any additional costs occasioned by compliance with the provisions in this section shall be considered as included in the negotiated contract, and no additional compensation will be allowed.

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4.2 Award of Contract

Award of the Contract will be made only to proposers possessing the ability to perform all aspects of this contract successfully, which will be determined by considering such matters as Contractor integrity, compliance with public policy, record of past performance (including default on a project), financial, labor and technical resources.

4.3 Time of Completion

Upon approval of the contract by the City Council for said work and the furnishing of said materials, the performance period of six months shall commence.

4.4 Liquidated Damages

Work shall commence from the effective date of the Notice to Proceed, unless otherwise approved by the City. Full compensation for any costs required to comply with the provisions in this section shall be considered as included in the prices paid for the various contract items of work, and no additional compensation will be allowed.

4.5 Termination Clause

The City may terminate the resultant contract for convenience by providing a thirty (30) calendar day notice unless otherwise stated in writing.

If, in the opinion of the Public Works Director, the Contractor fails to diligently prosecute this contract, the City reserves the right to terminate this contract with a thirty (30) day written notice. Within the 30-day period after the Contractor has been given a notice of termination the City may hire an interim Contractor. The City reserves the right to recall the Contractor's contract security and/or withhold any payment which may be due as may be necessary to offset all costs of hiring such interim Contractor.

SECTION 5 - PROJECT AND PROPOSAL GENERAL INFORMATION

5.1 Proposal Submissions

Proposals shall be submitted and received no later than **12:00 p.m. on March 22, 2023**, to:

ATTN: KATRINA COOPER
CITY OF STOCKTON
1465 S. LINCOLN STREET
STOCKTON, CA 95206

The proposal should be firmly sealed in an envelope which will clearly be marked on the outside with "**PLAYGROUNDS EQUIPMENT REPLACEMENT - PROJECT NO. WP22026**". The Cost Proposal must be in a sealed envelope separate from the proposal. Late Proposals will not be accepted.

5.2 Acceptance or Rejection of Proposal

The City reserves the right to negotiate an agreement with the firm submitting the highest-ranking proposal. Also, the City reserves the right to reject any and all proposals or to waive

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any irregularity in a proposal if it is deemed to be in the best interest of the City. Failure to submit all requested information could be grounds to reject the proposal.

5.3 Proposal Questions and Requests for Clarification

Any question or request for clarification shall be submitted in writing to:

susan.christy@stocktonca.gov; Requests for clarification shall be submitted by Wednesday, March 14, 2023, at 4:30 p.m. (Pacific Standard Time). If a response warrants an addendum to the RFP, such addendum will be emailed at least two days prior to the proposal due date. It is the proposer's responsibility to include a copy of such email response with his/her proposal. The response will also be emailed to the other proposers.

5.4 Causes for Disqualification

Any of the following may be considered cause to disqualify a proponent without further consideration:

- A. Evidence of collusion among proponents;
- B. Any attempt to improperly influence any member of the evaluation panel;
- C. Any attempt to communicate in any manner with a City of Stockton elected official during the RFP process will, and shall be, just cause for disqualification/rejection of proponent's proposal submittal and considered non-responsive.
- D. A proponent's default in any operation of a professional services agreement which resulted in termination of that agreement; and/or
- E. Existence of any lawsuit, unresolved contractual claim, or dispute between proponent and the City.
- F. No person, firm, or corporation shall be allowed to make or file or be interested in more than one proposal for the same supplies, services, or both; provided, however, that subcontract bids to the principal bidders are excluded from the requirements of this section: Section 3.68.120 of the Municipal Code.
- G. Any exceptions to the insurance requirement may result in a non-responsive proposal.

5.5 Licensing Requirements

- Contractor shall possess and maintain professional certifications or licenses that may be required to perform the work as described
- Contractor shall possess a valid City of Stockton Business License prior to starting work. Contractor shall possess a A, B or C-61/D-34 specialty license issued by the State of California Contractors State License Board in order to submit a proposal for this work. Department of Industrial Relations (DIR) registration is required.

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- The proposer must obtain and maintain the required insurance. Proposer should review Attachment B, Instructions to Proposers for information regarding insurance, indemnification, Disadvantaged Business Enterprises, prevailing wages, etc. Failure to comply with the Instructions to Proposers may be grounds for rejection.

5.6 Department of Industrial Relations

Please refer to Attachment B, Instructions to Proposers, for registration requirements with the Department of Industrial Relations.

5.7 REQUIRED PROPOSAL CONTENT

See SECTION 10. The proposal shall contain the following, at a minimum:

- Cover Letter
- Executive Summary
- Project Team
- Examples of experience with similar types of work
- References
- Playground Designs
- Schedule
- **Cost Proposal (in separate sealed envelope)**

The body of the technical proposal shall not exceed 20 pages with a minimum font size of 10. Proposer shall submit three bound sets of the proposal and one PDF on a flash drive. The maximum allowable length is exclusive of any folder, cover, or section dividers. Proposals shall be no more than 25 pages, including resumes and the cover letter.

5.8 Schedule

Provide an estimated time schedule for the shipment of materials and subsequent installation.

5.9 Cost Proposal

Proposer shall submit a cost proposal as part of their overall proposal. Please provide a summary of charges for each site's complete playground installation, including surfacing.

The cost proposal must be in a sealed envelope separate from the other required proposal content.

5.10 Product Ownership

Any documents resulting from the performance of work in the contract will become property of the City.

5.11 Contract Bonds

See "Instructions to Proposers." This job requires registration with the Department of Industrial Relations and prevailing wage.

5.12 Project Appearance

The Contractor shall maintain a working zone that is fenced off and neat and clean at the end of each workday. Fencing shall remain around playground until successful CPSI safety inspection

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is complete and the City has received the safety inspection documentation.

Full compensation for conforming to the provisions in this section shall be considered as included in the prices paid for the various contract items of work involved, and no additional compensation will be allowed.

5.13 Indemnification and Insurance

See "Instructions to Proposers."

5.14 Start of Work Meeting

The City project manager will schedule a pre-start of work meeting with the Contractor following award of the contract and prior to issuing the Notice to Proceed, which will follow the final execution of the Contract. This meeting will be held online or in the City of Stockton.

5.15 Inspections

Representative(s) from the Public Works Department will manage/administer this contract and inspect the Contractor's work. The Contract Administrator has the authority to act on behalf of the Public Works Department and City.

5.16 Contractor Qualifications

Contractor acknowledges it is an independent contractor and shall not for any purpose be deemed to be an employee, agent, or other representative of the City. Contractor shall not assign, sublet, transfer or otherwise substitute its interest in this work, or any of its obligations, without the prior written consent of the City.

5.17 Contractor Responsibilities

Contractor will provide an adequate number of staff able to perform work at the highest standards of playground design and installation to deliver this project in conformance of these specifications.

5.18 Damage to Improvements

Contractor is responsible for any and all damage to any improvement which is a result of Contractor's actions and/or inaction. Contractor shall notify City within 24 hours of any damage to any City or private amenities/improvements, or property caused by Contractor. Contractor shall repair or replace any damaged improvement to the Contract Administrator's satisfaction at no cost to the City.

5.19 Safety

Contractor shall be solely responsible for the safety and welfare of all Contractors' personnel performing work under this contract. Contractor is solely responsible for advising and educating all personnel to the health hazards associated with this work prior to personnel commencing work under this contract.

All work shall be performed with the utmost concern for safety of both the workers and the public. Where necessary, contractor shall barricade or temporarily close to the public those areas that are being serviced.

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5.20 TRAFFIC CONTROL AND LANE CLOSURES

Attention is directed to Part 6 of the California MUTCD, Sections 7-1.03, "Public Convenience", 7-1.04, "Public Safety", and 12, "Temporary Traffic Control", of the Caltrans Specifications, and Section 10-1.01, "Order of Work", of these Special Provisions. Nothing in these Special Provisions shall be construed as relieving the Contractor from the responsibilities specified in these sections.

The Contractor shall furnish, and maintain in good working order, all barricades and flashers, and provide flaggers as necessary to protect pedestrians, bicyclists, and vehicular traffic.

The Contractor shall provide adequate and continuous ingress and egress for all adjacent properties; except for the limited period of time it is necessary to perform work at a specific property. The Contractor shall diligently prosecute all work directly impacting businesses to completion.

5.21 Traffic Control Plan

The Contractor shall submit to the City Engineer a detailed "Traffic Control Plan" for review and approval, if anything further than lane closures become necessary for this work. The "Traffic Control Plan" at least 3 working days prior to commencing any work which requires implementation of any component of the "Traffic Control Plan". The plan shall be approved by the Engineer prior to its implementation by the Contractor.

5.22 Traffic Lane and Sidewalk Closures

Lanes and sidewalks may be closed only as indicated in this section, "Maintaining Traffic", of these Special Provisions. Except for work required under Section 7-1.03 "Public Convenience" and Section 7-1.04, "Public Safety" of the Caltrans Specifications, work that interferes with public traffic shall be performed only as indicated. Traffic lane and sidewalk closures shall conform to the following requirements:

Lane closure, a maximum of one lane in each direction of travel, not less than twelve (12) feet wide, shall be permitted only between the hours of 9 a.m. and 3:30 p.m. Any lane closures other than specified shall be approved by the Engineer.

Standard working hours pertaining only to this section shall be 9 a.m. to 5 p.m. Any extended working hours require the approval of the Engineer.

Personal vehicles of the Contractor's employees shall not be parked on the traveled way or shoulders, including any section closed to public traffic.

Adequate ingress and egress shall be maintained throughout the project limits for fire, police, and other emergency vehicles. The Contractor shall provide adequate ingress and egress for residences, property owners, and abutting business owners to their respective properties except when performing work at their specific locations.

Also, the Contractor shall provide adequate signing, barricades and flashers or portable flashing beacons, flaggers, and other equipment and personnel necessary to adequately control and direct traffic in a safe manner. The Contractor shall maintain all barricades, flashers and detour

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signs 24 hours a day, including covering signs during non-construction hours. The Contractor shall also provide the City with the names and telephone numbers of three representatives available at all times.

Except as otherwise allowed by the City Engineer, "long term" and temporary closures shall be removed, and the full width of the traveled way shall be open for use by public traffic when construction operations are not actively in progress during the working period or successive working periods.

The contractor shall provide for pedestrian and wheelchair access to at least one intersection corner within each block and the abutting sidewalk facilities along each block, at all times. Simultaneous closure of both intersection corners to pedestrian traffic within the same block is not allowed.

The contractor shall maintain at least one north/south crosswalk and one east/west crosswalk open to pedestrian and wheelchair access, where exists, at each intersection at all times.

Whenever Contractor's vehicles or equipment are parked within six feet of a traffic lane, the area shall be closed with fluorescent traffic cones or portable delineators placed on a taper in advance of the parked vehicles or equipment and along the edge of the traffic lane at 25-foot intervals to a point not less than 25 feet past the last vehicle or piece of equipment. A minimum of nine cones or portable delineators shall be used for the taper. A W20-1 (Road Work Ahead) sign shall be mounted on a portable sign stand with flags. The sign shall be placed where directed by the Engineer.

Contractor is responsible for the cost of all traffic control. No consideration will be given to the claims of extra costs for traffic control operations.

5.23 Protection of Property

The Contractor shall take every precaution to protect all public and private property during the performance of this contract. Some parks are bounded by, back up to or are in immediate proximity of private property. Contractor shall use the utmost caution so as not to damage any private property. Any damages caused by Contractor's personnel or equipment must be immediately reported to the Contract Administrator. Contractor will be responsible for the costs to restore the damaged amenity to the condition existing before the damage or for replacement, as determined by City. City reserves the right to select or approve the person/company doing the repair and the materials used. To the greatest extent practicable, Contractor shall not enter private property.

Upon completion of service at a site, Contractor is responsible for securing all areas.

5.24 Standards of Performance

All other portions of these special provisions notwithstanding, it is intent of these special provisions that the Contractor provide a level of service that will present the community with a safe and enjoyable playground.

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Contractor shall comply with all local, County, and State laws and regulations governing playground installation work applicable to the type of work and individual locations being developed.

5.25 Workmanship

Contractor shall perform work contemplated herein in a good and workmanlike manner to the satisfaction of the Contract Administrator. The Contractor shall cooperate with the Contract Administrator to enable determination of contract compliance. The Contract Administrator shall be the sole judge as to whether Contractor's work conforms to the intent of these Special Provisions. If any work is not performed to the satisfaction of the Contract Administrator, the Contractor will be responsible for correcting such deficiencies.

5.26 Quality Control

Contractor shall perform quality control on all work performed under this contract. An inspection of each playground at completion by a third-party Certified Playground Safety Inspector is required. Each playground must remain fenced off to the public until the completed inspection from a qualified third party is received by the City of Stockton.

SECTION 6 - BLANK

SECTION 7 - MEASUREMENT AND PAYMENT

7.1 General

Full compensation for disposal of materials found routinely on-site and generated from performing the work in these Special Provisions become the property of the Contractor who shall be responsible for its proper disposal which shall be included in the prices paid for the various contract items of work, and no additional compensation will be allowed.

7.2 Payments

Payment requests shall be submitted after the end of each site installation is complete and CPSI safety inspection documentation is received. Payment requests received earlier than that will not be processed until these items are confirmed and until the certified payroll is submitted.

SECTION 8 – BLANK

SECTION 9 – DESCRIPTION OF WORK

It is the intent of these special provisions that the Contractor provide a level of quality playground equipment professionally installed that presents Stockton residents with safe playgrounds with play value and vandal-resistant features.

9.1 HOURS AND DAYS OF WORK

All installation work is expected to be performed between the hours of 7 a.m. and 5 p.m. Contractor shall not use equipment powered by internal combustion engines within 50 feet of a residence before 8 a.m.

Contractor shall provide a schedule of installation dates as soon as identifiable, based on

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incoming shipments of playground components.

SECTION 10 - SUBMITTALS

Proposals will be accepted until **Wednesday, March 22, 2023, at 12:00 p.m.** See Section 5, Item 5.0

Proposals will be opened at the date and time specified and each firm responding will be recorded as a respondent. Proposal content will be kept confidential until after an award is approved. Once the award recommendation is made, and has been approved, information in proposals will become public record and can be released at that time.

The City may reject any proposal not in compliance with all prescribed public bidding procedures and requirements, and may reject any or all proposals. These are minimum requirements. The City reserves the right to waive any requirement or condition of the Request for Proposals upon finding that it is in the public interest to do so.

Playground designs may be vetted through a public approval process.

Proposals will be reviewed by a Selection Committee tasked with evaluating each proposal according to the selection criteria outlined in the RFP. The Selection Committee will be comprised of staff members of the City. The firms deemed most qualified and responsive may be asked to attend an interview session to further present their approach to the services requested. Vendors will not be compensated for participation in this process.

All RFP requirements must be met, or be capable of being met, by the responding firm or the submittal may be disqualified as being nonresponsive. The firm deemed most qualified by the committee will be recommended for contract award to the Stockton City Council.

10.1 EVALUATION AND SELECTION PROCESS

The successful vendor will be selected in accordance with the City of Stockton's selection procedure for architectural and engineering services. Selection will be made based on qualifications and any other relevant considerations.

Evaluation

Proposal evaluation involves an assessment of both the quality and responsiveness of the proposals and the ability of the firm to fulfill the requirements of the RFP. The proposals will be evaluated to ensure that all material requirements of the RFP are met. **Any proposals that are not organized in the manner outlined under "Proposal Format" will be rejected prior to distribution to the evaluators.**

Selection Process

The following selection process will occur:

1. Proposals will be reviewed by a selection committee made up of City staff.
2. The selection committee will review and evaluate proposals and may conduct interviews with qualified firms of interest.
3. The City is under no obligation to enter into a contract.

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4. There will be no disclosure of contents to competing firms until the contract is awarded. All proposals will be kept confidential during the negotiation process. Once the contract has been awarded, all proposals will be open for public inspection, except for trade secrets and confidential information which the firm identifies as proprietary. Firms may submit “public copies” and redact all such information.
5. All costs associated with proposal preparation, including any necessary travel, are the responsibility of the submitting firm. Submitted proposals shall remain the property of the City of Stockton. Any questions regarding this RFP shall be submitted to the Purchasing Division as outlined in the Inquiries section of this RFP.

10.2 SELECTION CRITERIA

Proposals will be evaluated through a comprehensive approach that balances the firm’s demonstration of the below competency areas:

- **Quality of Proposal (10%)** | Completeness of proposal, adequately responded to all items outlined in the proposal format section, and is easy to understand.
- **Overall Play Value (25%)** | Proposed equipment/design includes engaging features and high play value that will encourage physical activity and enhance motor skill development.
- **Safety & Accessibility (25%)** | Proposal designed to meet or exceed standards for safe play and accessibility for children of all abilities.
- **Site Compatibility (10%)** | Design fits with the feel of the park and is appropriately scaled.
- **Design & Functionality (20%)** | Demonstrates an understanding of project vision and of considerations of durability and ease of maintenance.
- **Project Timeline (10%)** | Provides a clear design schedule including pertinent milestones to aid in the development or an overall project schedule.

Proposers should submit complete renderings of each playground, with a description of each.

10.3 PROPOSAL FORMAT

Respondents must supply the following information in the order listed below. Each section should be clearly labeled with numbered pages and correspond to the number and titles below. Failure to include all listed items, in the order outlined below with the associated headings, may result in a rejection of the proposal.

1. **Cover Letter** Provide a cover letter indicating your firm’s philosophy, areas of concentration, and how the design of the Playgrounds Equipment Replacement project aligns with the firm’s expertise. The letter must be brief and formal and provide information regarding the firm’s interest in and ability to perform the requirements of this RFP. The letter shall be signed by an individual who is authorized to enter into an agreement with the City of Stockton, including contact information.
2. **Firm Background** Provide number of years in business under present name, and provide the name and address of each office and location including the office location where the majority of the work will actually be performed.
3. **Qualifications** Please respond to the below qualification items.

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- a. Demonstrate the firm's qualifications and experience in the design of playgrounds and provide examples.
 - b. Demonstrate an understanding of relevant codes and regulations applicable to projects of similar size, form, and function.
 - c. Provide examples of cost-control strategies and cost-sustainability strategies.
4. **Project Team** Please provide a detailed description of your assigned project team, including:
- a. Identify the project principal and project manager/primary contact. Demonstrate their experience and qualifications related to playground design, construction, and applicable professional registrations or certifications.
 - b. Demonstrate the organization of the proposed design team and outline their respective roles and responsibilities.
 - c. Describe any sub-consulting firms for this project; include their background, experience, and an outline of the services that they will perform. Be sure to include the name and years of experience of the installer.
 - d. Show the percentage of the contract that will be subcontracted to DBE sub-consultant firms.
5. **References** Provide at least three (3) and no more than five (5) references of similar projects (besides projects at the City of Stockton) that your company provided services for. For each reference, please include the below information:
- a. Project name and location
 - b. Name and address of client
 - c. Contract start date and duration of project
 - d. Type and size of contract
 - e. Photograph of completed project
 - f. Describe the firm's role in the project
6. **Ongoing & Completed Projects** Provide a list of ongoing and completed projects.
- a. Provide a list of similar projects completed by the project manager. Include the construction amount for each project and the current status of the project.
 - b. Provide a statement that your firm and the assigned project manager have the capacity to complete the project in the required timeframe and according to the timeline set forth by the City of Stockton.
7. **Customer Experience** Describe your firm's philosophy on customer/client experience.
- a. Describe the on-site availability to the City in terms of communication, meetings, and fieldwork.
 - b. Describe any proximity issues and how you will ensure that there are no disruptions to response times for critical matters pertaining to this project.
 - c. Describe your customer experience philosophy after the project is complete.
8. **Project Approach** Provide your firm's approach to the development and completion of design.
9. **Anticipated Design Schedule** Provide design schedule including pertinent milestones

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to aid in the development of an overall project schedule.

10. **Drawings** Provide drawings or renderings of proposed designs.
 - a. Proposals should include drawings of playground with fall zones indicated.
 - b. Submissions should include 11" x 17" drawings (digital file is OK) of playground designs (without company name/logo that can be used to solicit public feedback.) Color scheme for drawings is listed under Design Criteria (see Section 4).
11. **Pricing** Provide an estimated project budget.
 - a. Prices shall include the total cost of playground systems, including delivery to the park location in Stockton, California and installation of equipment. Prices shall apply through when ordering will be complete.
 - b. Proposals should include detailed pricing of elements including but not limited to labor, equipment (benches, signage, play equipment), surfaces, etc.
 - c. Each project shall be designed and configured so that it does not exceed a total delivered and installed price, including safety surface of the above listed budgets.

10.4 PROPOSAL EVALUATION

The Contractor Selection process is anticipated to follow the timeline shown below.

<u>Event</u>	<u>Date</u>
Post Request for Proposals	March 1, 2023
Written Questions submitted by	March 14, 2023 at 4:30 p.m.
Response to Written Questions	March 17, 2023
Proposals Due	March 22, at 12 p.m.
RFP Review begins	March 27, 2023
Negotiations	March/April 2023
City Council Approval	July 2023

Proposal Evaluation

The selection committee will evaluate all proposals. Ranking will be in accordance with the attached Evaluation Scoring Worksheet (See Attachment C). Cost will be a factor in the evaluation, but selection is predominantly qualifications based on qualifications and how well the Contractor fits within the City's objectives for playground design and installation.

Cost proposals will not be opened until after other categories have been evaluated. Local preference will also be a factor, so Stockton firms are encouraged to propose. Also, non-Stockton firms should make an effort to use Stockton contractors whenever possible. Points will be weighted based on the amount of work being performed by the local contractors and/or businesses.

Negotiations

City staff will begin negotiations with the highest ranked firm. If an agreement cannot be reached after a reasonable period of time, as determined by the City, then the City will terminate negotiations with the number one ranked firm and negotiations will be opened with the second ranked firm. The compensation discussed with one prospective Contractor will not

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be disclosed or discussed with another Contractor.

The selected contractor will be expected to enter into a Construction Contract with the City. Proposers should direct their attention to Attachment B, Instructions to Proposers for the most current insurance and indemnification language. It is expected that the successful proposer will accept these terms without modification.

The contract shall not be in force until the Council approves the contract and the City manager signs it. Work performed before the issuance of a Notice to Proceed cannot be paid by the City.

10.5 CONTRACT COMPLETION SUBMISSIONS

A third party CPSI inspection report for each playground must be received by the City of Stockton prior to removing fencing at any playground site.

10.6 Certified Payroll

Monthly certified payroll reports must be filed with the California Department of Industrial Relations under the provided project number. An electronic copy of these certified payroll reports must also be received by the Contract Administrator in the Parks Division, as well as the designated compliance person in the Public Works Operations and Maintenance office.

ATTACHMENTS:

- Attachment A – Playground Sites
- Attachment B – Instructions to Proposers
- Attachment C – Evaluation Scoring Sheet