

MACON-BIBB COUNTY, GEORGIA

Request for Proposals (RFP)

FOR

Playground for Filmore Thomas Park

16-010-NT

650-12



MACON-BIBB COUNTY

ISSUE DATE: July 29 2015

DUE DATE: August 20, 2015

MBE/WBE/DBE Participation: Minority, Women Owned, and other Disadvantaged Business Enterprises are encouraged to participate in the solicitation process. Additionally, respondents are encouraged to use M/W/DBE sub-consultants where possible. Small and other disadvantaged businesses requiring assistance with the competitive process can contact Dr. James Louis Bumpus, Director of Small Business Affairs at (478) 951-2192 or jbumpus@maconbibb.us

1. GENERAL

A. Invitation

Notice is hereby given that Macon-Bibb County will receive responses to the Request for Professional Services (original **plus 3 copies**) in the Procurement Department, 682 Cherry Street, 8th Floor, Macon, Georgia 31201, until **12:00 o'clock NOON** at the time legally prevailing in Macon, Georgia on Thursday, August 20, 2015, for Playground for Filmore Thomas Park for Macon- Bibb County.

NO LATE RESPONSES WILL BE CONSIDERED

The names of responding firms will be publicly read on Thursday, August 20, 2015, at 2:00 P.M. in the Macon-Bibb County Procurement Department Conference Room, located on the 8th Floor of the Government Center Annex Building at 682 Cherry Street, Macon Georgia 31201.

B. Definitions

Wherever the term "Owner", "County", or "Macon-Bibb County" occur in this document, it shall mean Macon-Bibb County, a political subdivision of the State of Georgia acting through the Macon-Bibb County Board of Commissioners.

C. Solicitation Documents

Announcement of this Request for Professional Services may also be posted on the Macon-Bibb County website at www.maconbibb.us/purchasing and on the Georgia Procurement Registry website https://ssl.doas.state.ga.us/PRSapp/PR_index.jsp

D. Insurance Requirements

Insurance coverage shall be carried with an insurance company licensed to do business in the State of Georgia. All coverage should be written with insurance company with a Best Rating of A or better. Insurance shall be obtained prior to commencement of work and shall remain in force throughout the period of the contract. Macon-Bibb County shall be named as additional insured on the policy.

Workers' Compensation: Statutory (No Exemptions)

Commercial General Liability:

Each Occurrence Limit	\$1,000,000
Personal & Advertising Injury Limit	\$1,000,000
General Aggregate Limit	\$2,000,000
Products/Completed Ops. Aggregate Limit	\$2,000,000

Automobile Liability

Combined Single Limit	\$1,000,000
Umbrella Liability	\$2,000,000

E. Submittals

Responses must be sealed and identified on the outside of the package as and delivered to

"Playground for Filmore Thomas Park"
Macon-Bibb County Procurement Department
Attn: Nancy Tharpe
682 Cherry Street
8th Floor
Macon, Georgia 31201
Telephone: (478) 803-0550

Submissions may not be withdrawn for a period of one hundred and twenty (120) days after the deadline on date of closing. Macon- Bibb reserves the right to reject any and all submissions and to waive technicalities and formalities. Respondents shall carefully read the information contained herein and submit a complete response to all requirements and questions as directed. Submittals and any other information submitted by in response to the RFP shall become the property of Macon-Bibb County.

F. Responsiveness

In order to be considered “*responsive*” the submission must include completed copies of the following documents:

- Price Proposal Form
- Proposer Qualification Form
- List of Sub-Consultants
- Minority Participation Goal
- Financial & Legal Stability Statement
- Georgia Security and Immigration Compliance Act (E-Verify) Affidavit

G. Responsibility

In order to be considered “*responsible*” the submitting firm must meet the following minimum qualifications:

- Three (3) years of experience providing the services included herein
- Licensed to do business in the State of Georgia
- Financially and Legally responsible to perform the services included herein
- Not to exceed the budget amount of \$160,000.00 for this project.

H. Reservations

Macon-Bibb County will not provide compensation to Respondents for any expenses incurred by the Respondent(s) for submittal preparation or for any demonstrations that may be made, unless otherwise expressly stated or required by law.

Each submission should be prepared simply and economically, providing a straightforward, concise description of your firm’s ability to meet the requirements of this RFP. Emphasis should be on completeness, clarity of content, responsiveness to the requirements, and an understanding of the Owner’s needs.

Macon-Bibb County makes no guarantee that an award will be made as a result of this RFP and reserves the right to accept or reject any or all submittals, with or without cause, waive any formalities or minor technical inconsistencies, or delete any item/requirement from this RFP or contract when deemed to be in the Owner’s best interest.

Macon-Bibb County will consider only representations made within the submission in response to this RFP. Owner will not be bound to act by any previous knowledge, communication or submission by the firms other than this RFP.

Failure to comply with the requirements contained herein may result in the submission being deemed “non-responsive” or “non-responsible”. None responsive submissions will not be reviewed for potential award.

II. BACKGROUND

Playground design and installation is a proprietary product. There are many reputable companies that design and build playgrounds and all have different equipment for the Playgrounds. The companies that design and build Playgrounds are considered the experts in this area; therefore, a very general area of the site has been

designated Playground. This RFP is issued to solicit a proposal for a complete Playground that offers opportunity and fun for all ages within the budget specified for this project. For that reason, Macon-Bibb is requesting a complete proposal for the installation of a Playground at Filmore Thomas Park.

III. SCOPE OF SERVICES

Area for the Play Ground: There is a schematic site plan attached with this proposal package. The configuration of the playground area is flexible; however, please consider the grades for the project area and the surrounding proposed uses. The company is asked to recommend the ideal configuration for a playground for this setting. The only constraint is the budget that is available for the Playground. The contractor will be responsible for the Playground surface.

IV. SUBMITTAL FORMAT AND REQUIREMENTS

Submissions must be limited to a total of twenty (20) pages and must be organized in a manner to display the required information in easily accessible tabs labeled:

Firm's History / Background

- Letter of Interest
- History of the Firm (including years in business)
- Contact information (including address(es), telephone/Fax numbers, email, etc.)
- Attachment "A" – Required Submission Documents

Experience

- Resume(s) of key personnel
- Reference list
- List of projects with similar scope and size
- Include the contact information for at least two (2) points of contact with municipalities for which the company has installed a playground.

Project Approach

- Detailed plan for accomplishing the Playground for Filmore Thomas Park
- Specifications: a list of all materials proposed to be used for the playground. The list shall include model numbers that can be referenced to a catalogue. It is important that the composition of materials be available during the evaluation. For example – plastic parts vs metal parts. Quality and durability will be a consideration in the evaluation process.
- A proposed layout for the playground design. The layout should have references to the different playground items included in the proposal. Please include required separation of playground items, clear zones. If a company chooses to include several layouts that meet the budget, it is acceptable to present more than one layout.

Project Timeline

- Provide a project schedule outlining each identified deliverable

Price Proposal

- Include a detailed price breakdown of all services to be include in the completion of the playground installation.

V. SCORING (total possible number of points = 100)

Experience – Maximum 15 Points

Project Approach – Maximum 40 Points

Project Timeline – Maximum 20 Points

Price – Maximum 25 Points

VI. AWARD BASIS

Award will be recommended to the respondent whose submission best services the overall interest and meets the budget of Macon-Bibb County.

