REQUEST FOR QUOTES
MEMORIAL PARK
Dundas, MN 55019
FEBRUARY 2021

I. GENERAL INFORMATION

A. OBJECTIVE
The City of Dundas is challenging various playground manufacturers to use their professional expertise and creativity to develop a unique playground at Memorial Park. The purpose of this Request for Quotes is to obtain site plan design to include the following: purchase of playground equipment, swing set(s) and installation for the playground site at Memorial Park, South 1st Street (200 block). (see attached location map).

This Request for Quotes is made pursuant to Minn. Stat. §471.345, subd. 4, and is not a request for sealed bids or other bids. It is a method to get price quotations consistent with the specifications and requirements herein. Accordingly, the City of Dundas reserves the right to enter into a contract with the Contractor of its choosing in its sole discretion, to reject any and all quotes in whole or in part, and to waive any informality or technical defects, in the City’s judgment and discretion.

B. ISSUING OFFICE
The Request for Quotes is issued by the City of Dundas. All correspondence regarding the Proposal should be addressed to: Jenelle Teppen, City Administrator, PO Box 70 Dundas, MN 55019, 507.645.2852 or jteppen@dundas.us.

C. CONTRACT ADMINISTRATOR
All communications concerning the contract should be directed to Jenelle Teppen, City Administrator, 507.645.2852.

D. INCURRING COSTS
The City of Dundas is not liable for any cost incurred by the prospective Contractors prior to the signing of the contract. All expenses of preparing and presenting quotes are borne by the Contractor and not an expense of the City for which reimbursement will be made.

E. PROPOSAL
To be considered, each Contractor must submit a complete response to this Request for Quotes, using the specifications provided in Section II. Each Contractor may submit up to 2 proposals. The proposal must be signed in black or blue ink by an official authorized to bind the submitter to its provisions. The Contractor’s quote is required to be submitted under a condition of irrevocability for a period of 60 days after submission.

F. ACCEPTANCE OF THE PROPOSAL CONTENT
The content required herein must be incorporated into both the proposal and the quote, and will be included in any subsequent contract with the City.

G. EVALUATION
City Staff will review the Contractor’s response to the Request for Quotes, including either a model of the proposed project, a graphic artist’s rendition of the project, or a computerized drawing of the proposed project and determine if the proposal meets all specifications and criteria for consideration, and will award the contract. If necessary, an interview/informational meeting may be requested by staff.
The City seeks a proposal and quote below $53,000.00. The Contractor will be required to furnish all labor, materials, and equipment.

In evaluating the requested quotes and plans, the City is concerned with the following: Aesthetics (Site Suitability, Color Choices, Equipment Materials); Durability (Warranty and Maintenance); Play Value (Creativity and Challenge). The City encourages the responding Contractors to highlight these areas in their response.

Quotes must arrive at the City of Dundas with attention to Jenelle Teppen, City Administrator, PO Box 70, Dundas, MN 55019 on/or before 3:00 p.m., March 19, 2021.

H. OWNER
The City of Dundas is designated as Owner. All work shall be on public property. The Contractor shall confine his/her operation at all times staying within the limits of the property. Any repairs or restorations required outside the property limits due to the Contractor's carelessness shall be repaired by the Contractor at their expense. All spoil/excess material shall be hauled away by contractor.

The Contractor’s quote shall be predicated upon acceptance of the terms herein and to be memorialized by contract with the City, attached hereto.

I. TAXES
The Contractor shall pay all sales, consumer, use and other taxes required to be paid by them in accordance with the law of the place where the work is to be performed.

J. TEMPORARY ENCLOSURE, BARRICADES AND FENCES
The Contractor shall provide and maintain all necessary temporary enclosure and barricades to adequately protect the work and materials from the elements and persons not involved with construction. The Contractor shall remove all temporary enclosures, barricades and fences upon completion of the work.

K. PROTECTION OF EXISTING FACILITIES
The Contractor shall provide for and be responsible for protection of existing pavements, utilities, fencing, etc. Any existing facilities which are affected by the work, including turf, shall be repaired and restored to original condition prior to payment.

L. SHIPMENT OF MATERIALS
Before making any shipment of materials to the site, Contractor shall ascertain whether the site is in a condition to receive the shipment. Where this provision is neglected and material is delivered to the site when the latter is not in condition to receive it, such materials shall be properly stored elsewhere at the Contractor's expense and adequate insurance coverage provided for off-site storage.

M. STORAGE OF MATERIALS ON OR OFF-SITE
1. Contractor shall provide storage as required to protect and preserve all materials stored at the site. Materials are not to be stored directly on the ground. Storage of materials are to be confined to areas designated by the City. City will not sign for or be responsible for materials delivered to the site.
2. Equipment which is delivered in advance of the installation week can be stored at the Dundas Public Works Garage. Contractor will be responsible for equipment and insurance of equipment stored at the Public Works Garage site. Contractor will also be responsible for the unloading and loading of the equipment at the Public Works Garage. In addition, supplier will be responsible for delivery of the
equipment to the installation site and clean up of packaging materials/debris from the loading/staging location.

3. Equipment delivered early will not be paid in full. Contractor is welcome to invoice City for up to 50% of playground structure expense if stored on-site at the Public Works Garage. Payment for final 50% of structures, swings, independent play items, and installation will be paid when installation is complete and approved by Public Works Director.

N. WORKING HOURS
Working hours shall be from 7:00 a.m. until 6:00 p.m., Monday through Friday unless approval has been made with Public Works Director, to work otherwise.

O. CLEANUP
All work areas shall be returned to a condition equal to or better than was in existence at the beginning of the project. All construction debris, including excavated soil, shall be removed and disposed of in a manner satisfactory to the City.

P. WARRANTY
Contractor shall provide the City with a warranty for the work (i.e., site preparation, labor, installation, turf restoration) for 1-year against any defect.

Q. INVOICES
Invoices are required for work completed and will be paid following review by the City, including inspection of the work completed and verification of materials. Upon review, the invoice will be paid following approval by the City Council. If periodic payments are to be made, the City will retain 5% of each payment until final payment is approved.

R. LIQUIDATED DAMAGES
Bidder/Contractor agrees to pay to the City, the sum of $100.00 per day as liquidated damages for each day the project is not fully completed past the required completion date. The City may, at its option, apply to deduct such amount from any remaining balance to be paid under the contract.

II. EQUIPMENT SPECIFICATIONS

A. Structure shall meet and comply with all ADA Legislation (Public Law 101-336) and ASTM F1487.

B. A tot and elementary structure will be required. All equipment must meet age related design criteria suitable for two to five-year olds (tots), and five to twelve-year olds (elementary), and be IPEMA certified.

C. Play area shall include a one-bay, 8-foot high swing set with at least one infant seat, one strap seat, and one ADA seat.

D. Main structure frame can be single pole center staging area or a multi-vinyl coated deck system structure with a minimum of one canopy deck. Poles shall be a minimum of 5.0 inches in diameter and made of galvanized steel, for the five to twelve-year olds (elementary) structure and 3.0 inches for two to five-year olds structure (tots), and be capped at the top end.

E. Amenities shall include, but not be limited to: plastic slides, climbing walls/units, ladders, play panels, transfer deck, fire pole, spring riders, etc.
F. The site for the play structure is to replace an existing play structure in Memorial Park.

G. Site shall have signage information appropriate to the structure area.

H. All plastic and coating products must be UV and color stabilized to resist fading.

I. Supplier must be able to provide a cleaning solution to remove graffiti markings that may occur on equipment.

J. All metal decks must be manufactured from sheet steel conforming to ASTM specification A-569 and be finished with a vinyl coating.

K. All connecting hardware used must be zinc plated steel, free of protrusions, vandal resistant and have a tamper proof design. Service kit for tamper proof fasteners must also be provided.

L. Installation of play structures, and swing set(s) must be completed by paid professional staff. Any deviation from the use of paid professional installers must be approved by the City Administrator.

III. RESPONSE FORMAT

A. QUOTE FORMAT
The Contractor will be responsible for submitting a written quote listing each piece of equipment and cost, delivery, labor, and installation. Any Contractor taking exception to any part or section of this Request for Quotes shall indicate such exception on a separate page of their submission. Failure to indicate any exceptions shall be interpreted as the Contractor's intent to fully comply with all requirements as written. Explanation must be made for each item for which exception is taken, giving in detail the extent of the exception and the reason for which it is taken, in order for consideration to be given to the Contractor's submission.

B. FEE QUOTATIONS
The fee quote **NOT TO EXCEED $53,000** for the project will include all costs associated with the project, including all equipment, structures, delivery, site preparation, grading, labor, installation, site restoration, taxes and service charges. Each Contractor is requested to provide the maximum amount of play activities for that fee.

C. SUBMITTAL REQUIREMENTS
Each of the following items shall be considered an integral part of the Contractor’s proposal and shall be submitted to the City on or before the date and time as stated on the Proposal Form:
1. Cover page including local contact name, e-mail, telephone number, and license number.
2. Executive Summary and list of all equipment included in the plans, with quantities and unit prices
3. One copy of a play area equipment layout drawing to scale showing layout, safety zones, accessibility, border and outside dimensions. Each Contractor is responsible to design a plan that follows the equipment list enclosed.
4. One bound notebook or plain size sheet of all components and features specific to the project.
5. One complete copy of all warranty information for the proposed equipment.
6. The contractor shall indicate all deviations from the specifications.
7. Provide a letter from the manufacturer or an independent consulting firm stating all equipment meets the current American Standards for Testing and Materials (ASTM) F1487 standards, Americans with Disabilities Act (ADA) requirements, and compliance with Consumer Product Safety Commission (CPSC) and International Play Equipment Manufacturers Association (IPEMA) standards.
8. Documentation that all equipment proposed is covered by product liability insurance.

D. SITE REVIEW
Contractors submitting bids are welcome to visit the site and should contact Duane Meliza, Public Works Director, at 507.645.5082 for directions or questions. It is the responsibility of the Contractor to verify site conditions prior to submittal and to ensure that its proposal and quote reflect the conditions of the site and any necessary preparation, grading, and improvements thereto necessary for the installation of proposed equipment.

E. REGULATORY COMPLIANCE
1. All equipment provided and all areas around and between equipment must comply with most current Consumer Product Safety Commission (CPSC) guidelines and The American Society for Testing and Materials (ASTM) standards. It is the responsibility of each bidder and manufacturer to be aware of these guidelines. As recommended by CPSC, a project specific maintenance manual shall be provided at the end of the project.
2. Playground structure, independent play items and swing set(s) must meet the current requirements of the Americans with Disabilities Act (Public Law 101-336) and ASTM F1487.
3. All equipment must be IPEMA certified.
4. Safety is important and is the responsibility of the Contractor and the City requires OSHA standards are followed while working in the community.
5. Once installation is complete on all equipment, supplier must provide a formal safety audit of the installed equipment. Audit must document that equipment meets all current standards listed above. Final one-half payment for structure and installation will not be processed until after the safety audit inspection and document is completed and delivered from a certified playground inspector.
6. Supplier must invoice City for all payments.

F. TIMETABLE
1. Proposal submittal deadline – Friday, March 19, 2021 on or before 3:00p.m.
2. Review by staff by end of fourth week of March.
3. Notification of quote acceptance by the end of April.
4. Delivery and Installation of playground late Spring/early Summer.
5. Installation of playground structure at Memorial Park must be completed by July 30, 2021.

G. CITY RESPONSIBILITY TO PROJECT
1. Demo and dispose of old playground equipment.