



THE UNIFIED GOVERNMENT OF
ATHENS-CLARKE COUNTY (ACCGov)

DATE: May 23, 2023

TO: Inclusive Playground Design and Installation Services Firms

SUBJECT: RFP #01099 Sandy Creek Park Beachside Playground Replacement, SPLOST 2011 Project 14 Sub-Project 7

You are invited to submit a Proposal to the Unified Government of Athens-Clarke County (ACCGov), Owner, to provide an inclusive playground design and installation services as described herein for the Sandy Creek Park Beachside Playground Replacement Project. This project will replace the existing beachside playground at Sandy Creek Park (400 Bob Holman Rd.) with an inclusive playground. The existing beachside playground is approximately 26 years old and is one of the oldest in the park system. This capital construction project is being funded through the Special Purpose Local Option Sales Tax Program, SPLOST 2011, Project 14.

The intent of this proposal is to select an inclusive playground design, once the design is selected ACCGov shall work with the selected vendor to adjust the design as necessary. The proposal scope shall include site work, design, procurement and installation of a barrier free playground system within the playground established boundaries at Sandy Creek Park. Playground installation shall provide commercial grade playground equipment, equipment footings, landing mats, and accessible fall zone material and a delineating fence/barrier. All equipment will be assembled and installed by the Vendor. Vendor shall provide no less than two (2) designs for the park playground. For each design vendor shall provide cost proposal and design provided shall be within the budget limit established by the ACCGov.

Inquiries regarding proposals should be made to Toro Holt, Senior Buyer 706-613-3068, or accbids@accgov.com. Technical questions may be directed to Mike Kajder, ACCGov SPLOST Program Administrator at 706-613-3025 or email: mike.kajder@accgov.com.

There are two mandatory pre-proposal site visits to respond to all inquiries with regards to this project. The first site visit will be held at **10:00 AM ET, Wednesday, May 31, 2023**, at Sandy Creek Park's beachside playground, located at 400 Bob Holman Rd., Athens, Georgia 30607. The second opportunity will be at **9:00 AM ET, Tuesday, June 6, 2023** at the same location and address. Potential offerors are required to attend one of the two site visits.

This is a reverse bid with the pricing for the project set at an all-inclusive value of **\$850,000**.

Attached hereto is the Request for Proposal (RFP) instruction document. The written requirements contained in this RFP shall not be changed or superseded except by written addendum from the Unified Government of Athens-Clarke County Purchasing Division of the Finance Department. Failure to comply with the written requirements for this proposal may result in rejection of the proposal by the Unified Government of Athens-Clarke County.

Two (2) USB Flash drives with a copy of the Full Design Proposal with all proposal forms.

Proposals are to be sealed, marked with the Offeror's name and address and labeled, “**RFP #01099 SANDY CREEK PARK BEACHSIDE PLAYGROUND REPLACEMENT, SPLOST 2011 Project 14 Sub-Project 7**” and delivered to:

The Unified Government of Athens-Clarke County
Finance Department, Purchasing Division
375 Satula Avenue
Athens, Georgia 30601

Not later than **3:00 P.M. ET, Tuesday, June 20 2023**

A qualified interpreter for the hearing impaired is available upon request at least 10 (ten) days in advance of the proposal opening date. Please call (706) 613-3088 for more information. This service is in compliance with the Americans with Disabilities Act (ADA).

Hand delivered copies may be delivered to the above address ONLY between the hours of 8:00 a.m. and 5:00 p.m. E.T., Monday through Friday, excluding holidays observed by the Unified Government of Athens-Clarke County.

The Unified Government of Athens-Clarke County reserves the right to reject any and all proposals, to waive any technicalities or irregularities, and to award the contract based on the highest and best interest of the Unified Government of Athens-Clarke County.

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SECTION I - REQUEST FOR PROPOSAL SUBMISSION INSTRUCTIONS

ALL PROPOSALS RECEIVED WILL BECOME A PART OF THE OFFICIAL CONTRACT FILE AND MAY BE SUBJECT TO DISCLOSURE.

A complete signed proposal must include the documents listed below:

PROPOSAL FORMAT: Offerors are expected to examine the specifications, price schedule, and all instructions. Failure to do so will be at the Offeror's risk. Each Offeror shall furnish the information required by the solicitation. *The proposal and price schedule must be signed by an officer of the company, who is legally authorized to enter into a contractual relationship in the name of the Offeror.*

All proposals received will become a part of the official contract file and may be subject to disclosure.

All proposals are to be provided on USB flash drives.

All proposals are to be in pdf format and bookmarked to the first page of each the sections listed below. All pdf files are to be titled with the 5 digit RFP number followed by the first 8 letters of the Company name and the words either "Proposal" or "Pricing" (e.g. 01018 ABC Desi Proposal or 01018 ABC Design Pricing).

All references to a page(s), shall mean a single sided 8.5"x11" page, if printed. Font style or size is not specified. However, no font styles or sizes should be used that when printed at 8.5"x11" that are smaller than Times New Roman 12 pt. No margins shall be smaller than 0.5" in any direction.

WRITTEN PROPOSAL CONTENT: All proposals should include the information outlined below and **in the following order**, as presented below:

1. **Cover Letter:** A brief cover letter of introduction and interest.
2. **Table of Contents:** Including all sections and subsections with hyperlinks to the first page of each section.
3. **Mandatory Documents:** This section should include the Section V - Mandatory Proposal Forms A-D noted in the Table of Contents.
4. **Business Information (Two page limit for this section):** State the full name and address of your organization and the branch office or subordinate element that will perform the services described in this

proposal. Include a telephone number, the point of contact and official signature of an authorized company representative. Indicate whether you operate as a single proprietorship, partnership, or corporation. Include the state(s) in which you are incorporated and/or licensed to operate.

- 5. Qualifications and References:** Include an organization chart and summary resumes of key personnel proposed for the project, including designations of the team leader, the consultant responsible for design, the project architect/landscape architect, the person responsible for all proposed communications with the owner and all proposed sub-consultants and a description of their roles. Resume Requirements - Only provide information for personnel that are actually proposed to specifically work on this specific project. Provide their intended role for this project on their resume. No more than one single sided page resume for any one person. Any corporate staff or executives that will not be specifically working on the project shall be limited to one paragraph resumes.

Provide a minimum of three references for contracts/work of recent work, less than three years ago, for similar type projects as described in the RFP; preference is for public sector references and/or similar project references, if possible. Include the name, address, and telephone number of the point of contact. Provide a brief description of the specific work and/or responsibility the Offeror provided for each referenced project and when such work was completed.

- 6. Understanding of the Project:** Provide Statement of the firm's understanding of the project and proposed approach for providing requested services. The response shall include all of the items identified in the proposal from playground equipment site work, planning, design and construction through handover. Incorporate the timeline anticipated for each major step and the mechanisms in place to ensure a quality installation. If material delivery is expected to be an issue provide details on what delays are expected. Address access and job needs for completion while occurring within an open park; identify any concerns or requirements of the park operations staff including access to water, parking, staging, noise, heavy equipment, etc. Furnish evidence of the firm's fit to the project, any special or unique qualifications for the Project, or unique approaches to this Project.
- 7. Design Proposal:** Provide no less than two unique design proposals for the installation of Inclusive Playground, based on the firm's understanding of the project requirements from provided scope of work. The design proposals shall include a feasible extent of items identified as minimum requirements in the basic required services with combination of supplementary items based on the provided Project Items Priority List (Attachment E) and budget limit. Each design proposal must include a summary list of elements provided with each design option, drawings, renderings, product datasheets and other information to illustrate the vendor's design intent. Proposed designs shall be readable as a pdf and printable at size of 11x17. Vendor shall provide the warranty information and warranty time period for each equipment included in the Design Proposal.
- 8. Price Proposal:** This is a Reverse bid project; in lieu of a total project price. Vendors are to offer the design proposal options that shall include maximum number of items identified in Section III F as minimum requirements with supplementary items, that can be provided within the given budget limit.

Provide pricing for all the basic required services that is identified in the RFP. That includes pricing for labor and equipment including but not limited for design, permitting, demolition, fabrication, delivery, site work and providing an all new inclusive playground with surfacing, site furnishings, grading, drainage, and miscellaneous site work within the playground boundary for each design proposal option. All equipment must be individually priced that shall include installation and material costs. Each design proposal is not to exceed the provided project budget limit. Along with each design proposal option, supplementary items shall be included if the budget permits after including all the minimum requirement items. Since the vendor is required to submit multiple design proposals with pricing, ACCGov reserves the right to mix and match components from an individual vendor's proposals to customize an overall preferred playground design.

SUBMITTAL FORMAT: ALL proposal USBs must be submitted in a sealed envelope or container with the **OUTERMOST** container stating the company name, address, telephone number, the RFP number, and TITLE (RFP #01099 Sandy Creek Park Beachside Playground Replacement, SPLOST 2011 Project 14 Sub-Project #7)

If you have an ACCGov Vendor Number please include it on the sealed envelope or container. If you do not know your vendor number, please call **706-613-3088** or email: purchasing@accgov.com If you do not have a vendor number, please fill out a bid list application found at [Bid List Application \(https://www.athensclarkecounty.com/DocumentCenter/View/45180\)](https://www.athensclarkecounty.com/DocumentCenter/View/45180) so one may be issued to your company **The ACCGov Vendor Number is not required to submit a Bid but we encourage companies to apply.**

Two (2) USB Flash drives with a copy of the Proposal, Design, and with Price Proposal

Proposals are to be sealed, marked with the Offeror's name and address and labeled, "**RFP #01099 Sandy Creek Park Beachside Playground Replacement, SPLOST 2011 Project 14 Sub-Project 7**".

Offerors are responsible for informing any commercial delivery service, if used, of all delivery requirements and for ensuring that the required address information appears on the outer wrapper or envelope used by such service. No responsibility shall attach to the Unified Government of Athens-Clarke County for the premature opening of a proposal not properly addressed and identified, and/or delivered to the proper or improper address. **Proposals via facsimile will NOT be considered.**

ALL PROPOSAL DOCUMENTS SUBMITTED ON USB FLASH DRIVES MUST BE IN A SINGLE PDF FILE

**THE UNIFIED GOVERNMENT OF ATHENS-CLARKE COUNTY
REQUEST FOR PROPOSAL RFP #01099 SANDY CREEK PARK BEACHSIDE PLAYGROUND
REPLACEMENT, SPLOST 2011 PROJECT 14 SUB-PROJECT 7
ATHENS, GEORGIA**

SECTION II - REQUEST FOR PROPOSAL OVERVIEW AND PROCEDURES

A. INTRODUCTION

PURPOSE

The Unified Government of Athens-Clarke County desires to solicit competitive proposals from responsible vendors to provide design and installation of an inclusive playground as described herein for the Sandy Creek Park Beachside Playground Replacement Project.

This capital construction project is to be funded through the Special Purpose Local Option Sales Tax Program, SPLOST 2011, Project 14 Sub-Project 7.

The contractor will provide services per the scope of services as indicated in Section III of this request for proposal (RFP).

B. RFP TIMETABLE

The anticipated schedule for the RFP and contract approval is as follows:

Proposal Documents Available	May 23, 2023
Pre-proposal Conference	10:00 AM, May 31, 2023 or
.....	9:00 AM, June 6, 2023
Deadline for submission of questions	3:00 P.M. ET. June 9, 2023
Deadline for receipt of proposal	<u>3:00 P.M. ET, Tuesday, June 20, 2023</u>
Proposal Evaluation Period	June 30, 2023
Shortlist Interviews	July 17, 2023
Proposals are valid until	August 17, 2023

C. CONTACT PERSON

Inquiries regarding proposals should be made to Toro Holt, Senior Buyer 706-340-1742, or accbids@accgov.com. Technical questions may be directed to Mike Kajder, ACCGov SPLOST Program at 706-613-3025, or email: mike.kajder@accgov.com.

Offerors are encouraged to contact only the contact persons stated above to clarify any part of this RFP. Any such unauthorized contact shall not be used as a basis for responding to this RFP and also may result in the rejection of the Offeror's submittal.

D. MINIMUM PROPOSAL ACCEPTANCE PERIOD

Proposals shall be valid and may not be withdrawn for a period of sixty (60) days from the date specified for receipt of proposals.

E. ADDITIONAL INFORMATION/ADDENDA

The Unified Government of Athens-Clarke County will issue responses to inquiries and any other corrections or amendments it deems necessary in written addenda issued prior to the proposal due date. Offerors should not rely on any representations, statements or explanations other than those made in this RFP or in any addendum to this RFP. Where there appears to be a conflict between the RFP and any addenda issued, the last addendum issued will prevail.

Request for additional information or clarifications must be made in writing, to purchasing@accgov.com and copied to mike.kajder@accgov.com, no later than the date specified in the RFP Timetable. The request must contain the Offeror's name, address, phone number, and fax number, and email address.

Offerors must acknowledge any issued addenda. Proposals which fail to acknowledge the Offeror's receipt of any addendum will result in the rejection of the proposal if the addendum contained information which substantively changed the Owner's requirements.

Offerors who obtain this Request for Proposal from [Georgia Procurement Registry](#) or [Athens Clarke County/Purchasing](#) (<https://www.athensclarkecounty.com/Bids.aspx>) or from sites other than the Purchasing Division are **advised to re-visit the above websites to obtain any addenda which may be issued prior to the proposal closing date.** The Unified Government of Athens-Clarke County assumes no responsibility for Offerors' failure to acknowledge any addenda issued.

F. LATE PROPOSALS, WITHDRAWALS, MODIFICATIONS AND REJECTIONS

Proposals shall not be modified, withdrawn, or canceled by the Offeror for a period of **sixty (60) days** following the time and date designated for the receipt of proposals, and each Offeror so agrees in submitting his proposal. Negligence on the part of the Offeror in the preparation of his proposal shall not be grounds for the modification or withdrawal of a proposal after the time set for proposal closing. Proposals received after the proposal due date and time are late and will not be considered. Modifications received after the proposal due date are also late and will not be considered.

G. PROPOSAL CLOSING

Proposal schedule prices will not be opened or read aloud publicly. A list of names of firms providing proposals may be obtained from [Georgia Procurement Registry](#) or [Athens Clarke County Bids](#) or via email request to E-Mail: purchasing@accgov.com after the proposal due date and time stated herein. A tabulation of prices may be obtained upon award.

H. NON-COLLUSION AFFIDAVIT

By submitting a proposal, the Offeror represents and warrants that such proposal is genuine and not sham or collusive or made in the interest or on behalf of any person not therein named and that the Offeror has not directly or indirectly induced or solicited any other Offeror to put in a sham proposal, or any other person, firm or corporation to refrain from proposing and that the Offeror has not in any manner sought by collusion to secure to that Offeror any advantage over any other Offeror.

By submitting a proposal, the Offeror represents and warrants that no official or employee of the Unified Government of Athens-Clarke County has, in any manner, an interest, directly or indirectly in the proposal or in the contract which may be made under it, or in any expected profits to arise therefrom.

I. GEORGIA SECURITY AND IMMIGRATION COMPLIANCE ACT AFFIDAVIT

By submitting a proposal and executing the attached Affidavits, the Offeror verifies its compliance with O.C.G.A. §13-10-91. The Offeror further agrees to maintain records of such compliance and shall provide a copy of each such verification to Unified Government of Athens-Clarke County, at the time the subcontractor(s) is retained to perform such services.

J. COST INCURRED BY OFFERORS

All expenses involved with the preparation and submission of proposals to the Unified Government of Athens-Clarke County, or any work performed in connection therewith shall be borne by the Offeror(s). No payment will be made for any responses received or for any other effort required of or made by the Offeror(s) prior to the commencement of work as defined by a contract approved by the governing body of the Unified Government of Athens-Clarke County.

K. MINORITY BUSINESS ENTERPRISE POLICY STATEMENT

It is the policy of the Athens-Clarke County government that no person or business shall be excluded from participation, denied the benefits of, or otherwise discriminated against in relation to the award and performance of any contract or subcontract on the grounds of race, color, creed, national origin, age, or sex.

L. HOLD HARMLESS AND INDEMNIFICATION

The Offeror agrees, insofar as it legally may, to indemnify and hold harmless the Unified Government of Athens-Clarke County, its officers, employees and agents from and against all loss, costs, expenses, including attorneys' fees, claims, suits and judgments, whatsoever in connection with injury to or death of any person or persons or loss of or damage to property resulting from any and all operations performed by Offeror, its officers, employees, and agents under any of the terms of this contract.

M. SITE VISIT:

Offerors are urged to inspect the site where services are to be performed, to satisfy themselves regarding all general and local conditions that may affect the cost of contract performance, to the extent that the information is reasonably obtainable. In no event, shall failure to inspect the site constitute grounds for a claim after contract award.

If the offeror does not attend the scheduled pre-proposal meeting, or wishes to return, the park must be called prior to any drop-in visits. The current playground is open to the public and frequently used by school groups during the week. Out of respect for these groups, any visits must be scheduled, through one of the Park Supervisors. They can be contacted at 706-613-3631. Site Visits will be scheduled for times with the existing playground is not scheduled to be in use by another group. Even at these times, the playground may still be used by other park guests whom have priority to the facility. **The park hours are 7:00 am – 8:30 pm and closed on ALL Mondays. Access will not be allowed on a day the park is closed.**

N. AWARD OF CONTRACT

This is a past performance/technical/price trade-off source selection in which competing Offeror's past and present performance history, playground design, and technical ability will be evaluated on a basis approximately equal to price. Award will be made to the responsible Offeror whose proposal represents the best value after evaluation in accordance with the factors listed in Section IV herein. The Unified Government of Athens-Clarke County may reject any or all proposals if such action is in the Unified Government's interest.

O. QUALIFICATION OF OFFERORS

The Unified Government of Athens-Clarke County may make such reasonable investigations as deemed proper and necessary to determine the ability of the Offeror to perform the work and the Offeror shall furnish to the Unified Government all such information and data for this purpose as may be requested. The Unified Government reserves the right to reject any proposal if the evidence submitted by, or investigations of, such Offeror fails to satisfy the Unified Government that such Offeror is properly qualified to carry out the obligations of the contract and to complete the work contemplated therein.

The Unified Government of Athens-Clarke County contractors/vendors must have a current Athens-Clarke County business license if they are physically located in Athens-Clarke County or if they perform a service in Athens-Clarke County.

Proposals from any Offeror that is in default on the payment of any taxes, license fees, or other monies due to the Unified Government will not be accepted.

P. ALTERNATE PROPOSALS

Alternate proposals or proposals that deviate from the requirements of this solicitation will not be considered. Offerors shall not insert in their proposal any written statement which will have the effect of making any material change or changes in the Scope of Services or in any contract between the parties covering subject matter thereof.

Q. OPEN RECORDS

In accordance with OCGA Section 50-18-72(a)(34) Any trade secrets obtained from a person or business entity that are required by law, regulation, bid, or request for proposal to be submitted to an agency. **An entity submitting records containing trade secrets that wishes to keep such records confidential under this paragraph shall submit and attach to the records an affidavit affirmatively declaring that specific information in the records constitute trade secrets pursuant to Article 27 of Chapter 1 of Title 10.** If such entity attaches such an affidavit, before producing such records in response to a request under this article, the agency shall notify the entity of its intention to produce such records as set forth in this paragraph. If the agency makes a determination that the specifically identified information does not in fact constitute a trade secret, it shall notify the entity submitting the affidavit of its intent to disclose the information within ten days unless prohibited from doing so by an appropriate court order. In the event the entity wishes to prevent disclosure of the requested records, the entity may file an action in superior court to obtain an order that the requested records are trade secrets exempt from disclosure. The entity filing such action shall serve the requestor with a copy of its court filing. If the agency makes a determination that the specifically identified information does constitute a trade secret, the agency shall withhold the records, and the requester may file an action in superior court to obtain an order that the requested records are not trade secrets and are subject to disclosure;

SECTION III - SCOPE OF SERVICES

The contractor shall provide all personnel, equipment, tools, materials, supervision, and other items and services necessary to install an inclusive playground at Sandy Creek Park as per the scope of services outlined below:

A. INTRODUCTION AND PURPOSE

The Unified Government of Athens-Clarke County (ACCGov) is a unified city/county government located in the northeast section of the state of Georgia and is approximately sixty (60) miles northeast of Atlanta, Georgia. The Unified Government of Athens-Clarke County (the government's official name) was formed in 1991 by a referendum which required the combining of The City of Athens and Clarke County. ACCGov serves an area population of approximately 130,000 with annual growth projected at 1% per year. ACCGov provides a multitude of local and state-funded services, which includes, but is not limited to, Public Safety, Utility, Courts, Corrections, Tax and Fire Services. ACCGov employs approximately 1,900 people.

On November 2, 2010 the citizens of Athens-Clarke County approved a Referendum to continue a Special Purpose Local Option Sales Tax (SPLOST) to provide funding for specific capital improvements for Sandy Creek Park located at 400 Bob Holman Rd., Athens Georgia.

The Unified Government of Athens-Clarke County desires to solicit competitive Proposals from responsible vendors to provide an inclusive playground design and installation services as described herein for the Sandy Creek Park Beachside Playground Replacement Project.

B. GENERAL PROJECT DESCRIPTION

The objective of this project is to replace the existing beachside playground at Sandy Creek Park (400 Bob Holman Rd.) with an inclusive playground. The park consists of a visitor center, amphitheatre, athletic field, beach, boat ramp, dog park, picnic shelters and playgrounds.

The existing beachside playground is approximately 26 years old and is the oldest in the system. The play items from the existing playground that needs replacement includes slides, climbers, and swings. These play items are to be removed to aid in the placement of the new equipment. The Park Map and Existing Beachside Playground Layout are included as Attachment C & Attachment D. Beachside Existing Playground Area and Equipment to be removed and properly disposed of as part of this scope.

Existing playground area – 4,502.2 SQFT

Slides and Climber area – 2,865 SQFT

Swing area – 1,637 SQFT

Number of swing set – 2 sets (4 swings)

Number of slides set – 2 sets

This is a Reverse bid; in lieu of a total project price, vendors are to offer the design proposal that includes maximum number of the minimum requirements, including the supplementary requirements, that can be provided within the given budget limit, while meeting their offered warranties, timelines, and equipment specifications.

New Playground Design Goals:

- a. Playground design shall provide options for users of different ages and abilities.
- b. Playground design shall promote creativity, learning, development, and social interaction.

- c. Playground design shall encourage physical exercise.
- d. Playground design shall include nature based theme with natural color usage.
- e. Playground design shall utilize surfaces support barrier-free play for children of all abilities.
- f. Playground design shall utilize surfaces and materials to maximize life and minimize maintenance needed and life-cycle costs.

C. GENERAL REQUIREMENTS

- 1. Physical Security: The contractor shall safeguard all ACCGov property provided for contractor use. At the close of each work period, vehicles, facilities, support equipment, and materials shall be secured.
- 2. Access Control: The site is open for work on Tuesday – Sunday from 8:00 am to 6:30 pm. Work must be completed within these hours. Evening and weekend hours are only permitted with permission.
- 3. Contract Performance Period: Contract performance period shall be from the date of Notice to Proceed for 90 calendar days unless terminated by either ACCGov by written notice of termination. Termination by the ACCGov can be immediate upon contractor failure to comply with any of the terms.
- 4. Hours of Operation: The park facility will be open from 7:00 am to 8:30 pm, Tuesday through Sunday.
- 5. Warranty: Upon completion of installation, the Contractor must provide documentation attesting the equipment has been installed meeting all specifications thereby warranted by manufacturer. Additionally, it is the Contractor's responsibility to provide the manufacturer's warranty of installed equipment.
- 6. Invoicing and Payment: In accordance with the terms of the Agreement performance will be ordered by issuance of a purchase order for the period of performance. Payment for work performed shall be paid upon completion of work. Monthly progress payments will be made, as needed, based on completed task during the prior month.

D. ADDITIONAL REQUIREMENTS: (See Sections 00500 thru Section 00828)

- 1. Independent Contractor: The Contractor shall not be an employee of the Unified Government of Athens-Clarke County, but shall be an independent contractor. Nothing in this agreement shall be construed as authority for the contractor to make commitments which shall bind the Unified Government or to otherwise act on behalf of the Unified Government, except as the Unified Government may expressly authorize in writing.

2. **Safety:** The contractor shall take every precaution at all times for the protection of persons and property, including the Unified Government of Athens-Clarke County's employees and property and its own. The contractor shall be responsible for initiating, maintaining and supervising all safety precautions and programs in connection with the work under this contract.

The contractor shall maintain an adequate safety program to ensure the safety of contractor employees, subcontractor employees, and all other individuals working under this contract. In addition, the contractor must also provide the Unified Government of Athens-Clarke County with a written safety program that he intends to follow in pursuing work under this contract. No work under this contract will be permitted until the Unified Government is assured that the contractor has an adequate safety program in effect.

3. **Subcontracts:** No portion of the work shall be subcontracted without the prior written consent of the Unified Government of Athens-Clarke County Purchasing Division. If a portion of the work is approved for subcontracting, the contractor shall remain fully liable and responsible for the work to be done by the subcontractor(s) and shall assure compliance with all requirements of this contract.
4. **Changes:** Changes in the terms and conditions of this contract may be made only by written agreement of the parties.
5. **Insurance:** See Section 00828

E. DEFINITIONS

1. ACCGov – The Unified Government of Athens-Clarke County, inclusive of all designated representatives and staff to manage the Project. The “Owner” on this Project.
2. Contractor – used interchangeably in this RFP and resulting contract with the term vendor.
3. Evaluation Committee – This Committee shall be composed of qualified persons approved by ACCGov to review and evaluate respondent firms’ statements of qualifications and other submittals, statements of proposals, and interview qualified finalist firms. The Committee shall be comprised of qualified representatives or stakeholders of ACCGov.

F. BASIC REQUIRED SERVICES

The overall work scope includes working with ACCGov’s site design professional to provide an optimized permit and construction package, including, but not limited to, design, permitting, demolition, site work, fabrication, delivery, and providing an all new inclusive playground, with surfacing, site furnishings, grading, drainage, and miscellaneous site work. ACCGov will employ a Professional Engineer to provide a survey and site design and obtain any necessary permits.

All play system elements must demonstrate the highest level of durability in materials and finishes selected in consideration of child health and safety. All metal surfaces of structure must be industry approved finishes. Colors will be finalized by the ACCGov after final design selection whereas, Colors used shall be based on nature theme. Playground design complies with all current and applicable ASTM (F1487,

F1292, F2223, F2479, F1951, F1816, F2049, F1918), Consumer Product and National Playground Safety and ADA standards and guidelines.

Design Proposals must include these **minimum requirements** for each of the submitted playground design. Playground items shall be included based on the Project Items Priority List as provided in Attachment E. Priority shall be given from highest to the lowest ranked items.

1. Surfacing must support barrier-free play for children of all abilities. Proposals can be a creative combination of surfacing options for visual aesthetics and user functionality; with the exception of NO wood, wood fiber, or similar mulch is to be used. The ACCGov reserves the right to add or remove surface type quantities as part of the final accepted proposal.
2. Providing shade throughout the playground, existing tree canopy can be considered as part of the shade for equipment that is under the tree canopy.
3. Provide misting and/or small cooling water stations as part of the design.
4. Sensory areas specific to sounds, include pieces that allows brain to interpret and recognize tones in low and high range stimuli which induces cause and effect learning. (Example: Xylophone, Drums, Bells, etc.)
5. The playground should provide an inclusive play experience. An inclusive play experience provides:
 - a. Parallel play areas for children of different abilities to play and learn alongside.
 - b. Equipment that provides interactive play for children of all abilities.
 - c. Inclusive play equipment that are to be included: Wheel chair accessible Swings, Slides, Merry go around, playhouse structure and Standard Swings.
 - d. Inclusive equipment should be designed to safely accommodate large numbers of participants with all levels of abilities. Extra consideration will be placed on equipment designed for the ability of a person to stay in a wheelchair to use a play feature.
 - e. Where possible, equipment and access to equipment should include any mobility devices and not require transfer from items like a chair. The use of ramps is also preferred.
6. Provide a pathway to access adjacent facilities and the existing paved surfaces. Also provide curbing at downhill side of the playground and an appropriate drainage plan.
7. The design must include Standard Perimeter Fence that complies ASTM standards that will symbolically enclose the vendor designed playground area. For the playground layout see the Attachment D. Additionally, it shall include dispersed caregiver seating around the perimeter of the playground with an extension for kids with assistive devices.
8. The design shall include smaller kid play area for 2-5 age group with separate set of equipment.
9. Playground shall feature a panel-sized communication board, either integrated into the play structure, or free standing near the structure and easily accessible to users of all ages and abilities. Ex: <https://mykidlist.com/lester-community-park-downers-grove/>

Design proposals shall include supplementary items in combination of minimum requirements if the given budget permits. Inclusive play equipment that shall be included in combination with the minimum requirements equipment: Climbing structures, zip line/glider with glider bucket seat with harness option, accessible swings that are transferable, toddler swings, saucer swing, see-saw, and tables with built in checkers.

SECTION IV - SELECTION PROCESS AND EVALUATION CRITERIA

The Unified Government of Athens-Clarke County intends to evaluate proposals and award a contract after conducting discussions with Offerors whose proposals have been determined to be within the competitive range. If it is determined that the number of proposals that would otherwise be in the competitive range exceeds the number at which an efficient competition can be conducted, the Unified Government may limit the number of proposals in the competitive range to the greatest number that will permit an efficient competition among the most highly rated proposals. Therefore, the Offeror's initial proposal should contain the best information about Offeror's of abilities, experience, and technical standpoint.

Proposals that rank highest upon completion of the scoring process will be designated as short-listed. Those Offerors of short-listed Proposals will be invited to a formal interview with the Evaluation Committee to address specific questions and discussion as determined by the Evaluation Committee. Upon completion of the interview process, the Evaluation Committee will re-score the shortlisted firms based on the additional information obtained from the interviews.

The selection of a responsible Offeror for recommendation of contract award will be based on the determined best value to ACCGov after evaluation, interviews, and price evaluation. The Unified Government of Athens-Clarke County may reject any or all Proposals if such action is determined in the interest of the Unified Government.

EVALUATION CRITERIA (for the Shortlisting of firms): Based on the proposal format and the required sections of the proposal as outlined in Section II, the evaluation criteria are as follows:

1. **PROPOSAL FORMAT**: In this section the evaluation will be on the overall look of the proposal and how well the Offeror followed the instructions of the proposal format provided in Section I. For example, evaluators will be looking for completeness of the pdf file (bookmarks, tabs, hyperlinks, file names, etc.), spelling, typographical errors, page counts, correct project and client names referenced. **(Weighting Factor 0.5)**
2. **EXPERIENCE & REFERENCES**: In this section the evaluation will be on the proposed individual staff and sub consultants assigned to the project and experience with similar projects. Assesses list of past project references along with customer satisfaction with the vendor on prior projects. References should be requested for validation of the information provided by the vendor. **(Weighting Factor 1.5)**
3. **UNDERSTANDING OF THE PROJECT**: In this section the evaluation will be on apparent understanding of the project and project approach. Assesses whether the Offeror has given sufficient evidence of having fully understood the requirements of the entire project stated in the scope of work and referenced attachments. **(Weighting Factor 1.5)**
4. **DESIGN PROPOSAL**: In this section evaluation will be on the unique and innovative design approach of the Offeror in including maximum number of minimum requirements with supplementary items in the design proposals. Assesses the creativity of the design within the footprint of the playground, the mix and functionality of equipment pieces provided. Assesses the number of minimum requirements with supplementary items included in each design proposal. Assesses the quality of the design, quality of the play equipment and overall value. Assesses whether the value of equipment offered is reasonable and in concert with industry standards and

whether the firms have a good understanding of the scope of work and the project requirements. All design proposal submitted shall include cost for each piece of equipment and all costs related to services provided by the Offeror from site work to final completion. **(Weighting Factor 4.5)**

ADDITIONAL EVALUATION CRITERIA FOR THE SHORTLISTED FIRMS: Firms that are shortlisted and interviewed with have the additional scoring criterial:

5. **INTERVIEW/PRESENTATION:** In this section the evaluation will be on the how well the team presents its understanding of the project and design proposals. The interview will be used to reconsider all of the information from the written proposal and whether the interview provides additional clarity to the written proposal or detracts from the written proposal. The interview will assess the interaction between the evaluation committee members and those that will be performing the work. **(Weighting Factor 2.0)**

SECTION V – PROPOSAL FORMS

A: PROPOSAL FORM

Proposal of _____

(Hereinafter called "Offeror"), organized and existing under the laws of the State of

_____, *doing business as* _____*.

In compliance with your RFP, the Offeror hereby proposes and agrees to perform and furnish all work for the requirement known as **RFP #01099 SANDY CREEK PARK BEACHSIDE PLAYGROUND REPLACEMENT, SPLOST 2011 Project 14 Sub-Project 7** in strict accordance with the Proposal Documents, within the time set forth therein, and at the price proposed.

By submission of this Proposal, the Offeror certifies, and in the case of a joint Offer, each party thereto certifies as to its own organization that:

1. The Offeror has examined and carefully studied the Proposal Documents and the Addenda, receipt of all of which is hereby acknowledged at Section V-B.
2. The Offeror agrees that this proposal may not be revoked or withdrawn after the time set for the opening of proposals but shall remain open for acceptance for a period of sixty (60) days following such time.

Company:			
Contact:			
Address:			
Phone:		Fax	
Email:			

By checking this box, I acknowledge that I have read all insurance requirements and will meet requirements listed in RFP #01099 SANDY CREEK PARK BEACHSIDE PLAYGROUND REPLACEMENT, SPLOST 2011 Project 14 Sub-Project 7 if awarded.

Authorized Representative/Title
(print or type)

Authorized Representative
(Signature)

Date

Company Name (printed): _____



SECTION V – PROPOSAL FORMS

B: ADDENDA ACKNOWLEDGEMENT

The Offeror has examined and carefully studied the Specifications and the following Addenda, Receipt of all of which is hereby acknowledged:

Addendum No.		dated		Acknowledgement	
Addendum No.		dated		Acknowledgement	<i>Initial</i>
Addendum No.		dated		Acknowledgement	<i>Initial</i>
Addendum No.		dated		Acknowledgement	<i>Initial</i>
Addendum No.		dated		Acknowledgement	<i>Initial</i>
					<i>Initial</i>

Offerors must acknowledge any issued addenda. Proposals which fail to acknowledge the Offeror's receipt of any addendum will result in the rejection of the proposal if the addendum contained information which substantively changes the Owner's requirements.

SECTION V – PROPOSAL FORMS



C: GEORGIA SECURITY & IMMIGRATION COMPLIANCE (GSIC) AFFIDAVIT

The Unified Government of Athens-Clarke County and Contractor agree that compliance with the requirements of O.C.G.A. § 13-10-91, as amended, and Rule 300-10-1-.02 of the Rules of the Georgia Department of Labor are conditions of this Agreement for the physical performance of services.

The Contractor further agrees that its compliance with the requirements of O.C.G.A. § 13-10-91, as amended, and DOL Rule 300-10-1-.02 is attested to on the executed Contractor Affidavit and Agreement attached hereto.

If employing or contracting with any subcontractor(s) in connection with this Agreement, Contractor further agrees:

- (1) To secure from the subcontractor(s) an affidavit attesting to the subcontractor's compliance with O.C.G.A. § 13-10-91, as amended, and DOL Rule 300-10-1-.02; such affidavit being in the form attached hereto; and

The failure of Contractor to supply the affidavit of compliance at the time of execution of this Agreement and/or the failure of Contractor to continue to satisfy the obligations of O.C.G.A. § 13-10-91, as amended, and DOL Rule 300-10-1-.02 as set forth in this Agreement throughout the contract period shall constitute a material breach of the contract. Upon notice of such breach, Contractor shall be entitled to cure the breach within ten days, upon providing satisfactory evidence of compliance with the terms of this Agreement and State law. Should the breach not be cured, Athens-Clarke County shall be entitled to all available remedies, including termination of the contract and damages.

SEE AFFIDAVIT ON FOLLOWING PAGE

Company Name (*printed*): _____

SECTION V – PROPOSAL FORMS

D: PROJECT COST SUBMITTAL

(Must be submitted separately in a sealed envelope)

For the total project price of up to \$850,00, we will design, furnish and install all equipment as outlined in the design proposals.

We further agree to the payment milestones as outlined in the table below:

Item	% Payment	
Complete Engineering Package Submitted & Approved by Owner	Up to 5%	
All Local Permits Issued	Up to 5%	
Playground installation monthly progress payments based on percent complete	Up to 60%	
Substantial Completion (open for use)	Up to 10%	
Permits Closed, as-builts and O&M manuals	Up to 10%	
Final Completion – including warranty documentation	Up to 10%	
TOTAL PROJECT COST:		

The total number of calendar days required to complete all phase of the project are proposed to be _____ calendar days from the date of Notice to Proceed. (On-site construction activities cannot begin before Labor Day 2023 and should be completed no later than May 21, 2024.)

By checking this box, I acknowledge that the cost listed above is the total turn-key cost for RFP #01099 SANDY CREEK PARK BEACHSIDE PLAYGROUND REPLACEMENT without project additions.

Authorized Representative/Title
(print or type)

Authorized Representative
(Signature)

Date

SECTION V – PROPOSAL FORMS



E: CONTRACTOR AFFIDAVIT & AGREEMENT UNDER O.C.G.A. § 13-10-91(b)(1)

By executing this affidavit, the undersigned contractor verifies its compliance with O.C.G.A. § 13-10-91, as amended, stating affirmatively that the individual, firm or corporation which is engaged in the physical performance of services on behalf of The Unified Government of Athens-Clarke County, Georgia, has registered with, is authorized to use, and uses the federal work authorization program commonly known as E-Verify, or any subsequent replacement program, in accordance with the provisions and deadlines established in O.C.G.A. § 13-10-91, as amended.

Furthermore, the undersigned will continue to use the federal work authorization program throughout the contract period and the undersigned contractor will contract for the physical performance of services in satisfaction of such contract only with subcontractors who present an affidavit to the contractor with the information required by O.C.G.A. § 13-10-91(b). Contractor hereby attests that its federal work authorization user identification number and date of authorization are as follows:

_____ Date of Authorization
Federal Work Authorization Company Identification Number

Name of Contractor: _____

Name of Project: **SANDY CREEK PARK BEACHSIDE PLAYGROUND REPLACEMENT, SPLOST 2011 Project 14 Sub-Project 7**

Name of Public Employer: **The Unified Government of Athens-Clarke County**

I hereby declare under penalty of perjury that the foregoing is true and correct.

Executed on _____, _____, 202__ in _____.

Signature of Authorized Officer or Agent

Printed Name and Title of Authorized Officer or Agent

SUBSCRIBED AND SWORN BEFORE ME ON THIS THE
____ DAY OF _____, 20__

Notary Public
My Commission Expires: _____

SECTION VI – OPTIONAL FORMS

A. BID LIST APPLICATION

We would like for this form to be turned in a minimum of four (4) days prior to bid

If you have an ACCGov Vendor Number please include it on the sealed envelope or container.

If you do not know your ACCGov Vendor Number, please call 706-613-3088 or email: accpurchasing@accgov.com

If you DO NOT HAVE an ACCGov Vendor Number, please fill out the bidder's list application attached below.

SECTION VII DOCUMENTS CHECKLIST:

PROPOSAL DOCUMENTS CHECKLIST:

- 1. Cover Letter
- 2. Table of Contents
- 3. Mandatory Documents
- 4. Business Information
- 5. Qualifications and References
- 6. Understanding of the Project
- 7. Design Proposal
- 8. Price Proposal

MANDATORY PROPOSAL FORMS (SECTION V) Offeror must complete, execute and include with the proposal the following mandatory documents:

- A. Proposal Form
- B. Acknowledgement of Addenda
- C. Georgia Security & Immigration Compliance (GSIC) Act Affidavit
- D. Contractor Affidavit & Agreement

OPTIONAL FORMS (SECTION VI)

- A. Bidder's List Application

ATTACHMENT A

What Your Business Needs to Know about Georgia's E-Verify Requirements

(Effective July 1, 2013)

E-Verify Contractor Requirements

Georgia law, **O.C.G.A. § 13-10-91**, requires **all businesses** that contract with a public employer for **labor or services** by bid or by contract in which the labor or services **exceed \$2499.99** to sign an affidavit attesting that they are registered for and use E-Verify **unless** 1) the contractor has **no employees** (in which case they must present an approved state issued identification card/drivers' license from an approved state as provided on the [Attorney General's website](#)) or, 2) the contract is with an individual licensed under Title 26, Title 43, or the State Bar of Georgia who is in good standing and that individual is performing that service. Anyone your business subcontracts with for labor and services, as well as the subcontractors of your subcontractors, in furtherance of that contract is also subject to this requirement. E-Verify Contractor, Subcontractor, and Sub-Subcontractor affidavits can be found [here](#).

E-Verify Private Employer Requirements

Georgia law, **O.C.G.A. § 36-60-6**, requires all businesses, **with more than 10 employees** that are seeking an occupation tax certificate/business license or other document required to operate a business with a county or city to sign an affidavit attesting that they are registered for and use E-Verify. Businesses with **10 or fewer employees** are required to sign an affidavit attesting that they are exempt from this requirement. Once a business has provided this affidavit to the county, all subsequent renewals can be provided with the submission of the E-Verify number, as long as it is the same number as provided on the affidavit, or assertion that your business is exempt. The county will provide the format in which renewal information is collected. E-Verify Private Employer and Exemption Affidavits can be found [here](#).

What Is E-Verify?

E-Verify is a federal Web-based system that electronically verifies the employment eligibility of newly hired employees. It works by allowing participating employers to electronically compare employee information taken from the I-9 Form (the paper-based employee eligibility verification form used for all new hires) against records in the Social Security Administration's database and the records in the Department of Homeland Security immigration databases.

Where Do I Find My E-Verify Number?

The Human Resources Department for your business should have that information, if you have registered. The E-Verify number, which consists of four to six numerical characters, is located directly below the E-Verify logo on the first page of the memorandum of understanding (MOU) entered into between your business and the Department of Homeland Security (DHS) to use E-Verify.

What if I cannot locate or do not have access to my MOU?

If the HR director/program administrator for E-Verify from your business has taken the E-Verify tutorial, you may obtain your company ID number by: 1) Logging in to E-Verify with your assigned user ID and password; 2) From 'My Company,' select 'Edit Company Profile;' 3) The Company Information page will display the company ID number. If your HR director/ program administrator has not completed the tutorial, you must contact E-Verify Customer Support at 888-464-4218 or at E-Verify@dhs.gov for assistance.

Is the Federal Tax Identification Number/Employer Identification Number (EIN) the same as the E-Verify Number?

No. While you will be required to provide the Federal Tax Identification Number/EIN for your business to DHS in order to register for E-Verify, a separate number, which consists of four to six numerical characters, will be provided as the E-Verify number for your business by DHS, which will be located on the MOU.

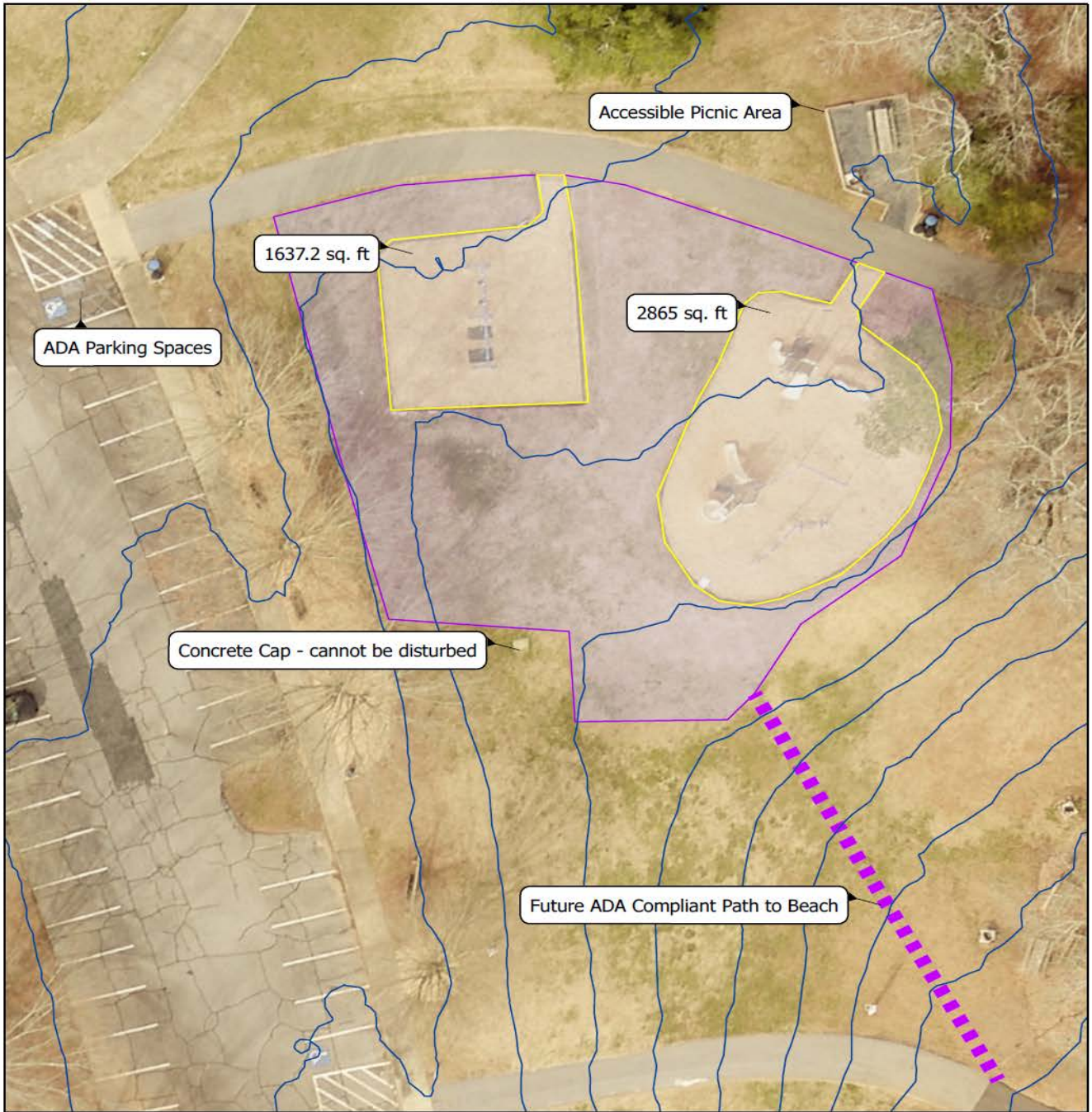
How Do I Register for E-Verify? To register for E-Verify, please visit the [DHS website](#). If you need assistance in completing the registration process or need additional information relating to E-Verify, call their customer service number at 1-888-464-4218, email them at E-Verify@dhs.gov or visit their website at <http://www.dhs.gov/e-verify>.

ATTACHMENT C: SANDY CREEK PARK MAP



ATTACHMENT D: BEACHSIDE PLAYGROUND LAYOUT MAP

Sandy Creek Park Beachside Playground



Legend

Existing
4,502.2 sq. ft

Potential
12,753.4 sq. ft

2ft Contours

0 12.5 25 50
Feet



ATTACHMENT E: PROJECT ITEMS PRIORITY LIST

Item	Rank
Shade structure	1
Wheelchair accessible surfacing	1
Parallel Play	2
Caregiver seating	2
Wheelchair accessible swing	2
Sound Garden/Sensory area	3
Slide accessible to wheelchair users	3
Merry go round accessible to wheelchair users	3
Playhouse structure accessible to wheelchair users	3
Language/Communication board	3
Standard Swings	3
Misting station	4
Access to the Playground	4
Smaller kid play area	4
Aesthetic Perimeter Fence	4
Climbing structures	5
Communal space	6
Zip line / glider	6
Outdoor ping pong tables	6
Accessible swing that requires transfer	6
Toddler Swings	6
Saucer Swing	6
See-saw	7
Tables with built in checkers	7

Yellow shaded are the minimum requirement items