**REQUEST FOR PROPOSAL**

**FOR THE CITY OF KAUKAUNA, WISCONSIN**

**#5-25: STRASSBURG PARK PLAYGROUND**

**EQUIPMENT DESIGN AND INSTALLATION**

Issued: 2/19/2025 – 9 Pages Total

**1) Introduction**

The City of Kaukauna soliciting Proposals from qualified playground equipment manufacturers and/or vendors (Vendors) to design, provide, and install playground equipment at Strassburg Park, as detailed in this Request for Proposal (RFP). In general, the City is looking for unique play equipment with engaging features and high play value that will encourage physical activity and enhance motor skill development. Equipment design must meet the requirements of the Americans with Disabilities Act (ADA), and utilize International Playground Equipment Manufacturers Association (IPEMA) certified equipment that meets or exceeds all federal and state guidelines, and conforms to the playground-related technical standards set by the American Society of Testing Materials International (ASTM) and the U.S. Consumer Products Safety Commission. Universally accessible play equipment as well as making other accessibility improvements via universal design standards for playground orientation, access, surfaces. By considering the diverse needs and abilities of all throughout the design process, universal design creates products, services and environments that meet peoples' needs.

The selected Vendor will be required to coordinate the installation of the selected playground equipment with the City to minimize the duration of playground closures.

No more than two playground equipment designs per Vendor will be accepted.

**2) Scope of Work**

Selected Vendor will be responsible for the design, provision, and installation of play

equipment, within the designated budget for Strassburg Park. Budgets and desired equipment is summarized below and more specifically should be discussed in a meeting with Community Enrichment and Recreation Director.

1. Design for both ages 2-5 and 5-12 play areas and must be coordinated with the City’s Community Enrichment and Recreation Director
2. Design area is approximately 60’ x 120’
3. Must provide a well-balanced combination of usability, engaging play and interaction opportunities for all children. It should include a mix of climbing, agility, exploratory and sliding activities that provide opportunities for parallel play.
4. Incorporates principles of universal design are highly desired.
5. Meet all safety standards.
6. Play systems must meet and/or exceed all federal, ASTM, & IPEMA guidelines.
7. Must comply with the Americans with Disabilities Act (ADA) and the latest edition of ADA Standards for Accessible Design Materials.
8. A pour-in-place playground surface option must be listed as an alternative bid item.

**3) Mandatory Pre-Bid Meeting**

A mandatory pre-proposal meeting will be held with each interested Vendors. The meeting must be scheduled with Community Enrichment and Recreation Director Terri Vosters; 920.766.6335 or [tvosters@kaukauna.gov](mailto:tvosters@kaukauna.gov) . Site visits may be scheduled for the same meeting. Meetings may be in-person or virtual.

**4) Proposal Process**

The proposal process will consist of a written proposal, which shall include the following items:

1. An introduction containing the following information:
   1. A complete description of capability and history of the contractor.
   2. History of similar projects completed within the last three years, including cost and client contact information.
   3. A brief description of the proposed schedule including how the project would be organized and built.
   4. A list of sub-contractors to be used on the project (if applicable).
2. A list of not less than three (3) references including product or service provided, name of agency, contact person, phone number and/or e-mail.
3. Identify any Leveraged Procurement Agreements (LPAs) or other cooperative purchasing programs that Vendor participates in to provide favorable pricing on equipment. Such pricing is to be incorporated in the cost proposal.
4. Proposal Summary Form (Attachment 1)
5. Up to two (2) playground/equipment design proposals may be submitted for this location. For each design proposal, provide the following:
   1. A scaled site plan showing the proposed equipment and relationship to existing equipment (if applicable). For sand play area equipment, include any surfacing required for ADA compliance. No more than two playground designs will be accepted for each location.
   2. Drawings and manufacturer’s printed literature and specifications for each item or component of the modular equipment being proposed.
   3. A detailed breakdown of cost including, but not limited to:
      1. Design
      2. Equipment (inclusive of all structures, components, signage, hardware, equipment manuals and operations manuals)
      3. Installation
      4. ADA compliant surfacing in sand/mulch play areas (if necessary)
      5. Any other equipment-related improvements necessary to complete the project.
   4. Playground manufacturer warranties.
   5. Proof of Manufacturer's Product Liability Insurance
   6. Proof of installer factory certification
6. Anticipated lead time for equipment construction and delivery.

**5) Selection Criteria**

The successful proposal will be chosen by City staff, based upon prior similar successful work experience, ability to complete the scope of work within the given timeline, and overall cost. Staff will review the written proposals and will determine the top Vendor.

Evaluation of the proposals will be conducted, based on the following:

1. Responsiveness to the RFP and the criteria
2. Proposed site equipment designs and concepts.
3. Originality and creativity
4. Safety
5. Accessibility
6. Overall play value of the proposed design and equipment
7. Durability and ease of maintenance of the proposed equipment
8. Ability to meet established budgets (when applicable)
9. Ability to put together a design and construction plan to perform all aspects of the project and meet insurance requirements.
10. Ability of proposed design to meet requirements and comply with

current ADA and ASTM guidelines.

Based on the proposal evaluations, staff will make a Vendor/design recommendation to the Board of Public Works who will make final recommendation to the City Council. City reserves the right to make minor changes to the selected design within the project scope and budget.

**6) Payment and Performance Bond**

Pursuant to California Civil Code Section 9550 et seq, any successful bidder for

cumulative work in excess of $25,000 shall furnish to the City at the time of execution of the contract a payment bond approved by the City in an amount equal to one hundred percent (100%) of the contract price. The successful bidder for cumulative work in excess of $25,000 shall also furnish to the City at the time of execution of the contract a faithful performance bond approved by the City in an amount equal to one hundred percent (100%) of the contract price. Bonds shall be provided on the forms attached to this RFP as Attachment 2.

**7) Proposal Deadline**

The deadline for receiving proposals is 4:00 p.m. central time on March 26, 2025. Proposals must be marked **"****RFP 5-25 Strassburg Playground** **Equipment Design and Installation"** and be submitted in a sealed envelope as outlined below, prior to the proposal deadline. Proposals should be signed by an authorized individual to bind the firm and must be valid for at least 60 days. An electronic copy of all submitted materials on a flash drive or similar is also requested.

Please submit proposals to:

City of Kaukauna - RFP

Attn. John Neumeier

144 W. 2nd Street

Kaukauna, WI 54130

**8) Tentative Schedule**

* RFP Issued/Advertisement: 2/19/2025
* RFP Questions due to the Department: 3/19/2025
* Proposals Submission Due date: 3/26/2025 at 4:00 PM
* Review Process: 3/27/2025- 4/9/2025
* Recommendation to Award - approximately 4/14 and 4/15
* Notice to Proceed / Letter Contract (if any) - approximately 4/17/2025

Questions regarding this request for proposal should be submitted in writing, via email, prior to end of business on 3/19/2026 to:

Terri Vosters, Community Enrichment and Recreation Director

[tvosters@kaukauna.gov](mailto:tvosters@kaukauna.gov)

and

John W. Neumeier, Director of Public Works/City Engineer

[jneumeier@kaukauna.gov](mailto:jneumeier@kaukauna.gov)

**ATTACHMENT A:**

**PROPOSAL SUMMARY FORM**

**PROPOSAL 5-25: STRASSBURG PARK PLAYGROUND**

**EQUIPMENT DESIGN AND INSTALLATION**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Item #** | **Description** | **Unit** | **Design #1 - Total Price** | **Design #2 - Total Price** |
| 1 | Furnish Final Design for Complete Playground site, to be approved by City | LUMP SUM | $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| 2 | Furnish and install playground equipment. | LUMP SUM | $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

**COMPANY NAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**(PLEASE PRINT)**

**Initials of Contractor’s Authorized Representative Submitting Bid:  \_\_\_\_\_\_\_\_\_\_** **Date: \_\_\_\_\_\_\_\_\_\_**

**ALTERNATE BID ITEMS**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Item #** | **Description** | **Unit** | **Design #1 – Unit Price** | **Design #2 - Unit Price** |
| A1 | Furnish and install pour in play rubber surfacing for the entirety of the playground. Approximately 7,200 square feet. | Per Sq. Ft | $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_/ sq ft | $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_/ sq ft |

**ATTACHMENT B:**

## PERFORMANCE AND PAYMENT BOND

**PROPOSAL 5-25: STRASSBURG PARK PLAYGROUND**

**EQUIPMENT DESIGN AND INSTALLATION**

Know all men by these presents, that, we, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_as Principal; and \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ as Surety, are held and firmly bond unto the City of Kaukauna, Wisconsin hereinafter called the Owner, in the penal sum of\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Dollars,

lawful money of the United States for the payment of which sum well and truly be made, we bind ourselves, our heirs, executors, administrators, successors and assigns, jointly and severally, firmly by these presents.

This condition of obligation is such that whereas the Principal has executed attached agreement dated \_\_\_\_\_\_\_\_\_\_ for \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Now therefore, if the attached Agreements is executed on behalf of the Owner, and if the Principal shall well and truly perform and fulfill all the undertakings, covenants, terms and conditions of said Agreement that may hereafter be made, shall promptly make payment to all persons supplying the Principal with labor and materials in the prosecution of the work provided for in said Agreement and any such authorized extension or modification thereof then, this obligation is to be void; otherwise remain in full force and virtue.

And the said Surety, for value received, hereby stipulates and agrees that no change, extension of time, alteration or addition to the terms of the Agreement or to the work to be performed thereunder on the specifications accompanying the same shall in any way affect its obligations on this bond, and it does hereby waive notice of any such changes, extension of time, alternation or addition to the terms of the Agreement to work or to the specifications.

In witness thereof the above bonded parties have executed this instrument in \_\_\_\_\_\_\_\_\_\_\_\_ original counterparts, under their several seals this \_\_\_\_\_\_ day of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, the name and corporate seal of each corporate party being hereto affixed and those presents duly signed by its undersigned representative, pursuant to authority of its governing body.

In the presence thereof:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**(Contractor)**  **(SEAL)**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**(Business Address)**

**BY: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**(Corporate Officer)**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**(Surety)**

**Attest:**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**(Attorney in Fact)**  **(Affix Corporate Seal)**

**CITY OF KAUKAUNA**

**Approved** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, 20\_\_\_\_\_\_\_\_\_\_.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Anthony J. Penterman, Mayor**

NOTE: This bond must be approved and the approved date in every case (refer to Section 779.14, Wisconsin State Statutes 1981 -1982). The Title of the person signing must be indicated and his Power of Attorney attached.

## ATTACHMENT C:

## INSURANCE AND LIABILITY

The Contractor shall not commence work under a contract until the has obtained all insurance required under this paragraph and has filed certificate thereof with the Owner, the Contractor shall not allow a subcontractor to commence work until all similar insurance required has been so obtained and filed.

A. Workers Compensation Insurance Statutory coverage as required by Chapter 102 of the Revised Statutes of the State of Wisconsin, for the 1971, and all acts amendatory thereof and supplementary thereto, for all employees of the Contractor. All subcontractor and materialmen shall furnish to the Contractor and the Owner evidence of similar insurance for all their respective employees unless such employees are covered by the protection afforded by the Contractor.

B. Comprehensive General Liability and Property Damage Insurance - Coverage to include operation, contractor’s protective insurance, products coverage and completed operations, contractual coverage, underground coverage; all subject to the following limits:

Bodily Injury . . . . . . .. . . . . . . . . . . . . . . . $1,000,000 per Person

$1,000,000 per Occurrence

$2,000,000 per Aggregate

Property Damage . . . . . . . . . . . . . . . . . . . $250,000 per Occurrence

$250,000 per Aggregate

C. Comprehensive Automobile Liability and Property Damage - Operation of owned, hired and non-owned motor vehicles.

Automobile Liability and Property Damage . . . . .$1,000,000 Combined Single Limit

1. Umbrella Policy

Umbrella . . . . . . . . . . . . . . . . . . . . .. . . . . . $1,000,000 Each Occurrence

1. The Contractor shall file a certificate of insurance containing a ten (10) day notice of cancellation. Further, the City of Kaukauna shall be named as an additional insured on the policies per paragraph “B” and the umbrella policy as per above. Said insurance shall provide additional insured coverage on a primary and non-contributory basis. **Endorsement for additional insured shall be attached.**