

**REQUEST FOR PROPOSAL (RFP #3-21)**

**FOR**

**LIONS PARK PLAY SYSTEM**



**CITY OF CHEYENNE, WYOMING**

Issued by:

**Community Recreation & Events  
City of Cheyenne, Wyoming**

Proposal Statements due:

**3:00 P.M. (MDT)  
January 22, 2021**

at:

**City of Cheyenne  
Purchasing Division, Attn: TJ Barttelbort  
2101 O'Neil Avenue, Rm. 309  
Cheyenne, WY 82001  
(307) 773-1045**

**Request for Proposals  
RFP #3-21**

**Firms to submit proposals to provide a Play System (ages 5-12), safety surfacing, shipping, and installation for Lions Park, Cheyenne, Wyoming.**

The City of Cheyenne, Community Recreation and Events Department will review proposals and conduct interviews with firms interested in providing a Play system and safety surfacing in Lions Park, Cheyenne, Wyoming.

Firms submitting proposals shall be professional firms licensed to work in Cheyenne, Wyoming. If the firm submitting the proposal is an out-of-state corporation, the firm shall be registered with the Secretary of the State of Wyoming to do business in Wyoming.

Proposals shall be submitted in writing following the format listed below. The submittal shall address the selection criteria as listed herein and such other data as may be useful in evaluating the ability of the firm to perform the work required. Proposals are to be short and concise.

Information contained in the proposal and submitted shall be incorporated by reference into, and be considered part of the contract between the City of Cheyenne and the selected firm. The City of Cheyenne reserves the right to make modifications to this RFP. Firms obtaining this RFP will be notified of any modifications.

A pre-submittal meeting on this project will be held on **December 30, 2020 at 2:00 p.m.** at the site of the project, Lions Park, 4603 Lions Park Dr, Cheyenne WY. Project Site image included in Exhibit A. Interested firms should attend this meeting to ask questions about this project and receive any information not covered in this RFP.

**Proposal Submittal:**

To be considered, proposals (1 Hard Copy/1 Digital Format) must be received by the City at the following location before **3:00 p.m. (MDT) on January 22, 2021** at:

City of Cheyenne  
Purchasing Office  
2101 O'Neil Avenue, Room 309  
Cheyenne, Wyoming 82001  
Attn: TJ Barttelbort

Any proposal received after that time shall not be considered, but shall be returned unopened to the proposer. Telegraphic or fax submittals shall not be considered.

**Addenda:**

Any and all Proposers may make inquiries in writing to CITY at any time prior to **12:00 PM local time on January 6, 2021**. Any written question of a Proposer regarding the meaning or interpretation of the RFP, work scope, specifications, etc., must be submitted to the CITY prior to the above specified date. The City shall make reasonable efforts to ensure that clarifications given to any prospective Proposer shall

be similarly furnished to all prospective Proposer in summary form as an addendum to this RFP if the lack of such information could reasonably be considered prejudicial towards uninformed respondents. No technical assistance shall be given by the CITY to any Proposer in preparation of its response. Any verbal inquiries by Proposers, or verbal responses by the CITY shall not be binding. The City intends to respond to all questions and inquiries no later than, January 11, 2021 at 5:00 p.m.

Written inquiries shall be directed to:

**TJ Barttelbort, Purchasing Manager**

City of Cheyenne

2101 O' Neil Ave., Rm. 309

Cheyenne Wyoming 82001

Phone # 307-773-1045

E-mail: [tbarttelbort@cheyennecity.org](mailto:tbarttelbort@cheyennecity.org)

Any or all changes, additions, or clarifications in connection with this RFP shall be issued by the CITY in the form of written addenda. Oral comments, responses and/or representations shall not be binding upon the CITY.

The CITY will consider as incomplete any response in which all addenda are not acknowledged and this will be a basis for response rejection.

**Project Background:**

The City of Cheyenne is currently seeking a professional firm to provide the best possible Play system and safety surface solution for the Lions Park Playground. The existing play system will be removed by city staff following acceptance of a proposal for a new system.

The City of Cheyenne, Community Recreation and Events Department is looking for one firm to provide the best possible play system and safety surface including a warranty and price for the completion of this project.

**Scope of Work:**

The selected firm will be asked to provide the following:

- a. Perform all design and construction services, provide all material, equipment, tools and labor necessary to complete the work described in and reasonably inferable from the contract documents, including the attached exhibits, if any.

**Submittal Format (1 hard copy/1 digital copy required):**

Provide One (1) original copy of the technical proposal, bound together with all required attachments, and one (1) electronic copy in PDF format via USB Flash Drive. The submission included via USB Flash Drive shall be in PDF Format and shall contain only One (1) File. (Please merge all documents relating to your proposal into one single PDF document.) Information in each submittal shall be considered public information by the City of Cheyenne. Any information considered to be trade secrets, privileged or

confidential should not be revealed in the proposal. Contents of the proposals will be made public after the contract has been awarded and executed. The following sections are required in the submittal.

*Project Team:* Identify the project team members and their positions within, or relationship to, the firm. Provide member resumes as part of each description.

*Approach to Project:* The submitting firm should provide a brief synopsis of their overall philosophy towards plays system design and installation applicable to this project. The submitting firm should also provide a detailed description of proprietary options and why they should be used on this project.

*Schedule:* The submitting firm should provide an anticipated schedule, beginning with the estimated date of contract execution, to perform the work listed under Scope of Work above. This schedule should show a start date, product delivery date, final completion date, and any other information the submitting firm feels is appropriate.

*Project Location:* The submitting firms should show briefly and concisely their familiarity with the project area.

*Similar Experience/References:* The submitting firms should list similar project experience detailing project(s) description, location, budget, etc. Submitting firms should also provide a comprehensive list of references.

*Product Specifications:* The submitting firms should list the product specifications for all items required for this project, including alternates.

*Warranty Information:* The submitting firms should outline implied warranties for labor and materials.

*Other Information:* Provide any information which may be beneficial to the project, or unique qualities/ideas that will improve the project or provide additional value.

*Not Exceed Price:* In a **separate** sealed envelope, provide a menu style price list with a not to exceed price.

### **Selection Information:**

The selection of the successful firm will be made by a committee, appointed by the Community Recreation and Events Department, using a Proposals Based Rating System universal to all interviews, copy attached. Rating forms will be made public after the contract has been negotiated, awarded and executed.

The City of Cheyenne retains the right to reject any and all submittals with or without cause. The City also reserves the right to consider and rely upon factors other than pricing in its selection process. In the event, after 30 days, negotiations are unsuccessful with the selected firm, the City of Cheyenne may enter into negotiations with the alternate firms submitting proposals according to rank obtained from the Proposals Based Rating System.

**Contractual Obligation:**

The successful firm will be required to conform to contractual obligations required by the City during subsequent contract negotiations which may include, but are not limited to, Worker's Compensation Act, Americans with Disabilities Act, Drug Free Workplace, and Indemnification of the City of Cheyenne and proof of professional liability or other insurance required by statute.

**Project Contact:**

Jason Sanchez, Deputy Director  
City of Cheyenne Community Recreation and Events Department  
2101 O'Neil Avenue, Room 302  
Cheyenne, WY 82001  
Office: (307) 638-4358  
Cell: (307) 287-7383  
email: jsanchez@cheyennecity.org

**Project Schedule:**

12/17/2020	RFP Issued
12/30/2020	Pre-Submittal Meeting, Project Site Location, 2:00 PM
1/6/2021	Question Submittal Deadline
1/11/2021	Addendum Response Deadline
1/22/2021	Proposals Due (1 hard copy), to be filed with the Purchasing Department, 2101 O'Neil Avenue, Room 307, Cheyenne, WY 82001. Proposals are due no later than 3:00 p.m.
1/27/2021	Notification of interview, if required
2/1/2021	Interviews, if required
2/8/2021	Notification of Selection/Agreement Negotiation
3/8/2021	Start of Project
6/30/2021	Project Completion (Weather Permitting)

**REQUEST FOR PROPOSALS / LIONS PARK PLAY SYSTEM**  
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**Proposals Rating System – Must be filled out completely.**

**Name of Firm:**

**Firm Rating:**

<i>Criteria</i>	<i>Description</i>	<i>Rating (1-10)</i>		<i>Weight</i>		<i>Score</i>
Applicable Experience	Quantity and type of experience with similar work.		<b>X</b>	7	=	
Approach to Project	Methods of identifying, understanding and addressing project.		<b>X</b>	8	=	
Cost Saving Innovations	Presentation of cost saving ideas for the project.		<b>X</b>	7	=	
Technical Expertise	Expertise in dealing with the technical issues related to the project		<b>X</b>	8	=	
Adequate Resources	Sufficient staff, equipment and systems in place to complete proposed work with in the requested time frame		<b>X</b>	7	=	
Project Innovations Proprietary Info	Ideas or suggestions to improve the quality/schedule of project including proprietary options.		<b>X</b>	9	=	
Performance on Past Projects	Success on previous projects of a similar nature		<b>X</b>	9	=	
Familiarity of Project	Knowledge of project background, needs, goals, limitations and special considerations.		<b>X</b>	8	=	
Proposal Quality	Readability, completeness, brevity and organization of written proposal, quality of oral presentation		<b>X</b>	5	=	
<b>Total Score Maximum (680)</b>						

**Scoring Instructions**

1. Rate each interview criteria from 1 to 10. 1 is the lowest, 10 is the highest any certain criteria could be rated.
2. Multiply each rating by listed weight and place figure in score box.
3. Add scores and place figure in Total Score box (max.680).
4. Rank each interview and assign points as follows: 3 = First Choice, 2 = Second Choice, 1 = Last Choice (#'s could change depending on amount of interviews conducted). Place figure next to Firm Rating.
5. At conclusion of interviews compare scores and rating from committee, make selection of firm to provide services.

# Lions Park south playground Exhibit A

