



# Request for Qualifications & Proposal

Playground Equipment  
Provider

For

**West Park Elementary School**

New Playground Project

Submittal Deadline:  
December 9, 2015  
Time: 4:00 PM

Provided by:

**N | V | 5**

# West Park Elementary School – Playground Equipment Request for Qualifications & Proposal

## 1.0 Introduction

---

On behalf of the Lake County School District (Owner), NV5 (Owner’s Representative) is pleased to invite your firm to submit your qualifications to provide and install the playground equipment, for the West Park Elementary School Playground Improvement.

Proposals are due no later than:

**4:00PM (MT) on December 9, 2015**

Please provide 1 copy of your proposal submittal in electronic format to Colleen Kaneda ([Colleen.Kaneda@NV5.com](mailto:Colleen.Kaneda@NV5.com)), and a Cc to [btaylor@lakecountyschools.net](mailto:btaylor@lakecountyschools.net). In addition to the electronic submission, please also provide 4 original copies of qualifications in a sealed package delivered by the deadline addressed to:

Lake County School District  
Dr. Wendy Wyman, Superintendent  
107 Spruce Street  
Leadville, CO 80461

**To prevent biased evaluations and to preserve the competitiveness and integrity of the proposal process, proposers are to direct all communications regarding this proposal via email to Colleen Kaneda ([Colleen.Kaneda@NV5.com](mailto:Colleen.Kaneda@NV5.com)) and Cc [btaylor@lakecountyschools.net](mailto:btaylor@lakecountyschools.net) at the same addresses above. Candidates should not contact any team members or any individual associated with the Owner or the Colorado Department of Education (CDE) regarding this RFQP for this project.**

## 2.0 Project Information

---

### 2.1 Project Team:

The selected Playground Equipment Provider will be an integral part of the project team, currently comprised of the following key organizations:

1. Lake County School District - Owner
2. NV5 – Owner’s Representative
3. Lake County Build a Generation – GOCO Grantee
4. Norris Design – Project Architect

### 2.2 Owner Background

Please visit <http://www.lakecountyschools.net> for more information about the Owner.

### 2.2 Project Description

West Park Elementary School’s Playground has been identified by the Owner and community as a facility in need of improvement. A collaborative effort by the Owner, Lake County, community members, parents, staff and students have secured grant funding from Great Outdoors Colorado (GOCO) for the playground improvement. The playground has been designed by Norris Design and their design documents are included in Exhibit A.

# West Park Elementary School – Playground Equipment Request for Qualifications & Proposal

## 2.3 Scope of Services

The Playground Equipment Provider's scope of work will generally consist of the following:

1. Scope of Work – Programming
  - a) Please provide a low, medium, and high price option for each piece of equipment listed below and included in the playground design:
    - i. Minimum of 6 swing seats in a minimum of 3 bays
    - ii. A slide or climber with slide
    - iii. Rope climber(s) with net feature
    - iv. Climber feature to develop upper body strength (monkey bar type feature)
    - v. Tire swing or spinner
    - vi. Outdoor musical instrument(s)
  - b) Participate in a meeting with District representatives to review proposed equipment options and submit a revised proposal noting applicable changes if any.
  - c) Successful vendor will be expected to attend two (2) Design Advisory Group (DAG) meetings, which will be held in the evening at West Park Elementary in Leadville in January.
  - d) Successful vendor will be expected to attend two (2) User Group Meetings, which will be held on the same day as the DAG meetings in Leadville.
2. Submittals
  - a) Submit brochures for final product selection
  - b) Submit copies of Operation and Maintenance Manuals. This manual should contain narrative on operation of any equipment, preventive maintenance including, cleaning, adjustment, and lubrication schedules (if required). The manual should also contain a copy of the manufacturer's warranty and service agreement.
  - c) Submit Materials Safety Data Sheets (MSDS), as applicable.
  - d) Submit certification that, to the best of the manufacturers and contractors knowledge, no asbestos containing materials have been incorporated into this project.
3. Delivery and Installation
  - a) Schedule delivery of products according to School District timeline
  - b) Coordinate freight, warehousing with vendors and delivery and installation with the District's representatives
  - c) Provide all labor, material, equipment, and supervision to acquire, deliver, set up, and install products as a turnkey system onsite. This includes all cords, accessories, and hookups needed for fully functional equipment
  - d) Provide all debris containment, debris storage, and debris removal as well as provide a clean site at the end of each working day as required by District
  - e) Inspect all deliveries for shortages or damage and in conjunction with District, and document this on a punch list with photos and dates as necessary.
  - f) Conduct a final walkthrough, inspection, and acceptance of project with District representatives.
4. Please refer to the following for additional information:
  - a) Exhibit A: Norris Design's Design Documents

# West Park Elementary School – Playground Equipment Request for Qualifications & Proposal

## 2.4 Firm’s Responsibilities

Firm shall perform work in accordance with good trade practice and in a neat manner to the satisfaction of the School District and its Owner’s Representative.

Inspection of the work or materials shall not relieve the firm of any obligation to fulfill the contract as prescribed. Work and materials not meeting specifications shall be corrected at firm’s expense and unsuitable work or materials may be rejected.

The selected firm is expected to coordinate with the Architect, Owner, and Owner’s Representative. The Architect will review all shop drawings and submittals from the firm. Only equipment approved by the Architect will be installed.

Firm will be responsible for providing a clean and safe environment surrounding the work area at all times including, if necessary, fencing of equipment, storage, and work area. Firm shall furnish all required personal safety equipment. Firm will be responsible for all trash removal and site cleanup. The buildings and property of the school district shall be left in an acceptable “as found” condition.

It will be the responsibility of the firm to make arrangements with the shipping firm, their driver, and their union hall (if applicable) for timely delivery. Any and all freight damage is the responsibility of the firm as well as miss-scheduled deliveries and arrivals on site. The District is exempt from the responsibility of replacement and costs of freight damage.

Firm and any subcontractors performing labor are required to meet insurance requirements of the school district, including listing Lake County School District as an additional insured.

## 3.0 Selection Process

---

### 3.1 Anticipated Selection Schedule

|                             |   |
|-----------------------------|---|
| <b>November 25, 2015</b>    | Issue Playground Equipment RFQP   |
| <b>December 3 @ 5 PM</b>    | Deadline for clarification questions AND confirmation to NV5 of interest in submitting response to RFQP                   |
| <b>December 4, 2015</b>     | Response to clarification questions sent to all candidates meeting the previous deadline for confirming intent to submit. |
| <b>December 9 @ 5:00 PM</b> | <b>Qualification &amp; Proposal responses due from candidates</b>   |
| <b>December 14, 2015</b>    | Interview invitations sent to short-listed candidates if interviews will be held, or notification of successful candidate |
| <b>December 16, 2015</b>    | Interview shortlisted candidates, if interviews are held  |
| <b>December 17, 2015</b>    | Successful candidate notified of selection if interviews are held   |
| <b>December 17, 2015</b>    | Decision memorandum sent to unsuccessful candidates   |

## West Park Elementary School – Playground Equipment Request for Qualifications & Proposal

December 18, 2015

Notice to Proceed

January 8, 2015

Contract formally approved by Board of Education

### 3.2 Proposal Requirements & Scoring Criteria

Include the items listed below with the Qualifications & Proposal Package:

- a) Provide a low, medium, and high price option for each piece of equipment in the Architect's design.
- b) Include photos and shop drawings for each equipment option.
- c) Provide an equipment list including detailed unit pricing with a break out for all costs including but not limited to shipping and other freight charges, delivery and installation, etc.
- d) Include a list of all school projects installed in the last five years as well as owner references for each project.
- e) Provide warranty information for each piece of equipment.

### 3.3 Interview

As noted above, if the Owner desires, the top candidates will be invited to interview with the selection committee. The shortlisted candidates will be provided additional information including final scoring/ranking criteria for interviews.

### 3.4 Award of Contract

The District plans to award the contract to the firm that best demonstrates the ability to provide the requested scope of services, provides competitive pricing, and is able to provide strong owner references.

## 4.0 *Owner Selection and Contracting Provisions*

---

**4.1 Right to Reject any and All Proposals** – Failure of the candidate to provide any information requested in the RFQP may result in the disqualification of the submitted proposal. Owner reserves the right to select any or reject any and all submissions in its best interest. The Owner also reserves the right to pre-qualify any or all proposers or reject any or all proposers as unqualified, including without limitation, the right to reject any or all nonconforming, nonresponsive, unbalanced, or conditional, qualifications. Likewise, the Owner also reserves the right to re-solicit, waive all informalities not involving price, time, or changes in the work, and to negotiate contract terms with the apparent successful candidate.

**4.2 Verification of Information** - Candidates are hereby notified that the Owner will rely on the accuracy and completeness of all information provided in making its selection. As such, candidates are urged to carefully review all information provided to ensure clarity, accuracy and completeness of such information. As the Owner deems necessary and appropriate in its sole discretion, the Owner reserves the right to make any inquiries or other follow up required to verify the information provided. The Owner reserves the right to select any or reject any and all submissions in their best interest.

**4.3 Disclosure of Information** - All submissions and other materials provided or produced pursuant to this RFQP may be subject to the Colorado Open Records Law, CRS 24/72/201 ET. Seq. As such, candidates are urged to review these disclosure requirements and any other exceptions to disclosure of information furnished by another party and, prior to submission to the Owner, appropriately identify materials, which are not subject to disclosure. In the event of a request by the Owner for disclosure of such information, the Owner shall

## West Park Elementary School – Playground Equipment Request for Qualifications & Proposal

advise the candidate of such request to give the candidate an opportunity to object to the disclosure of designated confidential materials furnished to the Owner.

- 4.4 Discrimination in Employment** - In connection with the performance of work on this project, the selected Service Provider agrees not to refuse to hire, discharge, promote or demote, or to discriminate in matters of compensation against any person otherwise qualified, solely because of race, color, religion, national origin, gender, age, military status, sexual orientation, marital status, or physical or mental disability; and the Service Provider further agrees to insert the foregoing provision in all subcontracts hereunder.
- 4.5 Applicable Laws** - This selection process and the performance of any selected shall be subject to, governed by and construed in accordance with applicable Federal Laws, the laws of the State of Colorado, and other applicable regulations as the same may be amended from time to time.
- 4.6 Cost of Developing Qualifications** - Any costs associated with developing qualifications, preparing for and attending an interview is the sole responsibility of the Service Provider. The Owner assumes no liability for any costs incurred throughout the entire selection process.
- 4.7 Qualification Ownership** - All qualifications, including attachments, supplementary materials, sketches, etc. shall become the property of the Owner and will not be returned to the candidate.
- 4.8 Addenda** - As the Owner may require, addenda may be issued to supplement this RFQP. All candidates who attend the mandatory pre-qualification site meeting and are in receipt of the RFQP are considered registered. The list of registered participants will be used to issue all communications regarding this RFQP, including formal addenda and date changes. It shall be conclusively presumed that each candidate submitting a response has received all subsequent communications relating to the project. Candidates will be responsible for all such information issued by this method.
- 4.9 Contract** - The successful Playground Equipment Provider will be required to enter into a written contract with the Owner in a form acceptable to the Owner.
- 4.10 Assignment** - The successful Candidate is prohibited from assigning or subcontracting the whole or any part of the contract without the prior written consent of Owner.

Thank you for your time and interest in this project.

Sincerely,

Colleen Kaneda  
NV5

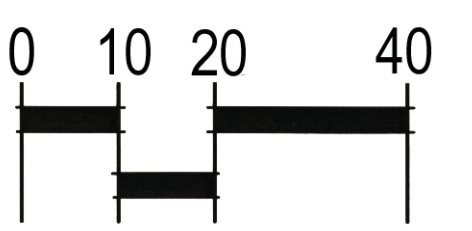
- End of Request for Qualifications and Proposal -



# Exhibit A



NORTH



SCALE: 1" = 20'

Design is conceptual and subject to change.

October 29, 2015

## WEST PARK ELEMENTARY SCHOOL PLAYGROUND // SCHEMATIC DESIGN

Lake County School District  
Leadville, Colorado

310 Main Street, Suite F  
P.O. Box 2320  
Frisco, Colorado 80443  
P: 970.368.7068  
www.norris-design.com

