

**Nampa School District No. 131
Request for Proposals
Elementary School Playgrounds**

General Proposal Conditions & Requirements

1. Proposals will be accepted by Nampa School District No. 131, Idaho, until **3:00 pm local time, Wednesday, March 7, 2018** for **Elementary Schools Playground Replacement**. Proposals should be submitted to:

Clerk of the Board
Nampa School District No. 131
619 South Canyon Street
Nampa, ID 83686

All proposals should be submitted in a sealed envelope or other container. Such envelope/container should be clearly marked "**Proposals: Elementary School Playgrounds.**" A cut-out label is provided with this packet; respondent may or may not use this label at its own discretion. Proposals may also be submitted in person at the address listed. Respondents are encouraged to verify receipt by the District of any proposal.

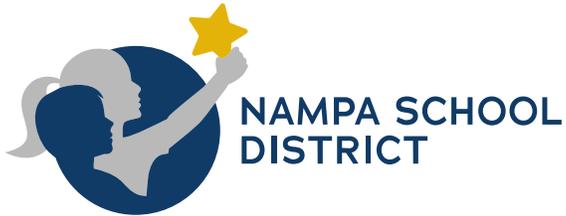
Proposals received after the stated date and time will not be considered and will be returned unopened to the sender. Proposals may be withdrawn or amended prior to the due date and time, either in person or by written request. No proposal may be withdrawn after the time of opening.

At the stated date and time, the proposals will be publicly opened. Initial written proposals will be evaluated and respondents submitting the three top-scoring proposals will be invited to make oral presentations to the evaluation committee on **Wednesday, March 21, 2018**, beginning at 9:00 am. Presentations will be scheduled in one-hour blocks to allow time for presentation, questions, and committee discussion. In the event three or fewer proposals are submitted, all submissions will qualify for formal presentation. Following formal presentations, a recommendation for each project award will be made to the Board of Trustees.

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2. Questions regarding proposal procedures or specifications must be received by **5:00 pm, Friday, March 2, 2018**. Questions may be submitted:

by email
bids@nsd131.org

by postal mail to:
Nampa School District No. 131
619 South Canyon Street
Nampa, ID 83686
Attn: Scott Jacobsen

Any inquiry should be clearly marked as pertaining to this request for proposals. Inquiries submitted after this time will not be considered.

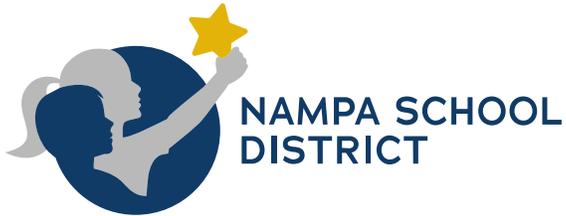
All submitted inquiries and subsequent responses will be publicly posted on the District's website as an addendum to the proposal specifications. This addendum may be found on the District website at <https://goo.gl/QfLjDJ> or may be acquired by contacting the District. Interested parties are encouraged to regularly check for addendum updates, as notification of updates will not necessarily be provided.

3. In submitting a proposal, the respondent represents that it has read and understands the requirements for the equipment and services being requested, including applicable laws and regulations. The failure of any respondent to examine any form, addendum, or other document shall in no way relieve the respondent from any obligations with respect to the proposal or any resulting contract.
4. All respondents should hold or intend to attain a valid Idaho Public Works license. Licensure shall not be a condition of proposal submission, but valid licensure and proof of such shall be provided by the winning bidder prior to the issuance of any work or supply agreement. Proof of licensure may be provided with proposal submission.
5. Each proposal should include all necessary materials, equipment, labor, permits, and support activities required to complete the project at each respective site. The proposal should include an estimate of the time required to fully complete each project, necessary cleanup and remediation work, and any "punch list" post-project work required to complete each project to the satisfaction of the District.
6. The proposal must be signed, in ink, by a representative of the respondent authorized to legally obligate the respondent.
7. The District reserves the right to negotiate pricing and included structures, materials, and labor costs with the respondent(s) submitting the winning proposals, following award of the projects.

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8. The District reserves the right to accept or reject any and/or all proposals or portions thereof, and to waive any technicality should such be deemed in the best interest of the District.
9. Performance Bond and Payment Bond in an amount equal to 100% of the contract amount will be required within ten (10) business days after engagement of the awarded respondent by the District. These bonds shall be furnished and paid for by the contractor and shall remain in full force one (1) year following the date of substantial completion.
10. Respondent certifications: Proposal respondents shall offer certifications pertaining to particular, applicable laws or rules; certifications will be required regarding:
 - Byrd Anti-Lobbying Amendment
 - Anti-Collusion
 - National Sex Offender Registry
 - Addenda acknowledgement

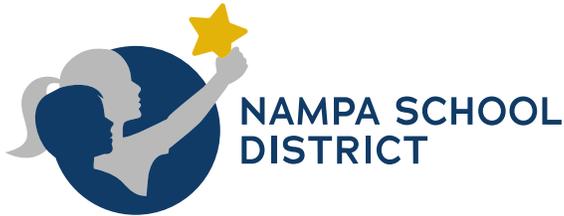
A Respondent Certification Form is included with this specification packet, detailing these requirements. This form must be completed and returned with submitted proposals; failure to complete and return the Respondent Certification Form may constitute grounds for disqualification of an offered proposal, and no project agreement will be issued without receipt of this form by the District.

11. Respondents should include one (1) original and (1) copy of each proposal submitted.
12. Objections to specifications or procedures or protests of award may be lodged as stipulated under Title 67, Chapter 28, Idaho Code. Written objections to specifications or procedures must be received by the Clerk of the Board no less than one (1) business day prior to the date and time at which proposals are due. A respondent who wishes to object to the project award must do so within seven (7) calendar days of the posting of the award. This objection should be submitted to the District's coordinating party as listed in the publicly posted proposal documents. This objection must set forth the express reasons(s) for the objection and why the award has been made in error. Upon receipt of a proper objection, the governing party for the proposal in question will stay its award decision and any procurement under the award until it has addressed the particular objection(s) submitted. This governing party will review its decision and will determine to (1) affirm the award, (2) modify the award, or (3) repeat the proposal process, setting aside its award, and will set forth the reasons therefor. After completion of the review process, the District may proceed as it deems in the best interest of the District.

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13. Idaho Code §18-8329 prohibits any person who is registered or required to be register under the Idaho Sex Offender Registration Act from being on school property if the person has reason to believe children under the age of 18 are present. In submitting this proposal, respondent certifies that it shall not allow persons subject to this rule to participate in company business that would require them to be on school property, as stated under the code. Respondent further accepts responsibility for cross checking such employees against the National Sex Offender Registry.

Project & Proposal Specifications & Requirements

1. Anticipated RFP and project timeline & relevant dates:

Mandatory site walkthroughs.....	February 23, 2018 @ 1:00 pm
Initial proposals due to the District.....	March 7, 2018 @ 3:00 pm
Initial proposal evaluations.....	March 8-9, 2018
Oral proposal invitations sent to finalists.....	March 10, 2018
Final proposal oral presentations.....	March 21, 2018 @ 9:00 am
Final evaluations.....	March 21-22, 2018
Project awards.....	April 10, 2018
Projected work date window.....	June 7 – August 20, 2018

2. Existing playground structures will be replaced at the following locations:

Centennial Elementary	522 Mason Lane	Nampa, ID 83686
Greenhurst Elementary	1701 Discovery Place	Nampa, ID 83686

Each site will be awarded as a single project; the District reserves the right to award both projects to a single respondent, or to award the projects separately.

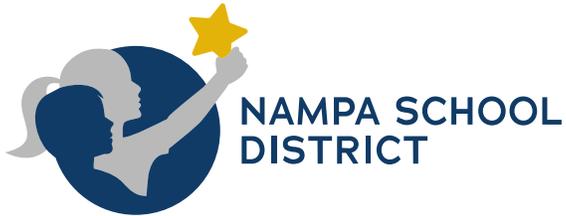
Overhead views of the current play areas, taken from Google Earth, are available on the District website at <https://goo.gl/QfLjDJ>. These overhead views include approximate measurements of the current play areas and are for general reference only; respondents are strongly cautioned against relying on the measurements shown for formulation of any proposal or portion thereof.

3. Mandatory pre-proposal site walkthroughs will be conducted on **Friday, February 23, 2018** starting at 1:00 pm. The walkthrough meeting will convene at Centennial Elementary, 522 Mason Lane, Nampa, ID 83686. Attendees will have the opportunity to examine existing installations, school grounds, and take measurements or other relevant data. This will be the only scheduled, public site examination; individual bidders may schedule subsequent private walkthroughs to verify site conditions, but such appointments will be subject to availability of appropriate District personnel. Any additional walkthroughs will be open to any interested party.

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4. Projected time window for full completion of project is June 7, 2018 – August 20, 2018.

Sites will be available to the winning respondent(s) for work no later than Thursday, June 7, 2018. On-site preparatory work not interfering with school operations may be performed prior to this date only with the explicit approval of the District. Any individuals performing preparatory work on school sites while school is in session will be required to check in with the school site administrative office prior to performing any work, and will be required to have and display proper visitor's credentials while on school property.

Target date for the completion of all work, including post project "punch list" items and cleanup will be August 20, 2018.

5. Proposal cost limits and requirements: The total cost of each individual project may not exceed \$150,000. Proposals should include all site preparation, equipment, materials, labor, site remediation, site security, and other items necessary to full project completion.

In the interest of encouraging parent, student, and staff participation, the District requests that respondents include an "ala carte" list of structures, either free-standing or attachable to the main play structure, with an installed price for each item. To accomplish this end, respondents should set aside a sum of the total stated budget allowance that may be used to fund those items selected by the participating parties. Prior to issuance of a purchase order, the participating parties will select their preferred items from the list, up to the cost limit established by the proposal.

The playground footprint and surface(s) suggested by each proposal should take into account these potential additional items, and be sized so as to accommodate the selections.

6. Proposed play structures should include:
 - a. Mixture of overhead activities
 - b. Mixture of ground activities
 - c. Slide(s)
 - d. Swings

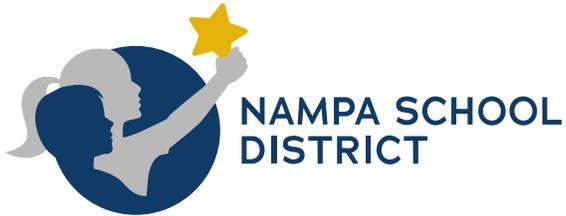
The particular mix of structures requested may vary by location; please refer to the Site Specific Conditions & Requirements section within this document.

Proposed slides should not utilize stainless steel or other metal surface.

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The proposed play structure may utilize a “stock” play set or model offered by the contractor’s chosen equipment manufacturer or an “ala carte” play set comprised of individual pieces, or any combination thereof.

7. The District would like to consider multiple surfacing options; respondents are requested to offer, as a baseline proposal, a playground area featuring an “engineered” wood fiber surface, including any necessary excavation, under-surface preparation and materials, and appropriate containment structure/devices. The surface and installation should be recessed into the ground so that the play area surface is reasonably on-grade with surrounding surfaces, as dictated by actual site conditions at each location. Curbs and other border structures and devices may be at grade or extend above, at the discretion of the respondent. All installations should adhere to access requirements under the Americans with Disabilities Act.

Respondents are further requested to propose alternatives to the baseline, featuring alternative surfaces, including, but not limited to, bonded rubber, pour-in-place materials, artificial turf, or any combination thereof. Proposals should not utilize rubber mulch or tile type soft surfaces.

The total area of the playground and its surfacing should contemplate the possible inclusion of freestanding items that may be offered under Project & Proposal Specifications & Requirements Section 5.

8. Respondents may submit multiple proposals, up to a limit of three (3) in excess of the required baseline proposal requested in Project & Proposal Specifications & Requirements Section 7; each proposal must adhere in and of itself to these complete specifications. Each submitted proposal will be considered and evaluated on its own merits, and no individual proposal shall garner advantage for award consideration stemming from the submission of multiple discrete proposals.
9. New playground installations may approximate existing footprints and locations. Where siting of the new play structures will not fully overlay those areas currently in use, the contractor will be expected to completely remove existing retaining structures, including any footings, plastic border barriers where used, and engineered wood fiber ground cover.

Existing play areas that are neither fully incorporated into new areas nor partially overlain by new areas will be deemed “Not in Project” and shall not be subject to these specifications and requirements except as detailed in Project & Proposal Requirements & Specifications Sections 18 and 19.

10. Project proposals for unique sites will be considered individually and project awards made on the basis of individual sites. As such, the proposals should be organized and totaled by site.

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11. The colors of equipment will be at the discretion of the respondent, but should be selected with consideration of the school colors of each unique site; the proposal may also consider the mascot of each site, though no particular or related theme is specifically required at any site:

<u>School</u>	<u>Colors</u>	<u>Mascot</u>
Centennial Elementary	Red, white, blue	Patriots
Greenhurst Elementary	Green, blue	Grizzlies

12. Proposed play structures should not include any fabric shade pieces, or any other material or attachment requiring removal and storage during the winter/cold weather season or during inclement weather.

13. Proposed play structures should consider age ranges of students expected to use the respective structures at each school. The proposal may utilize fully separate structures for discrete age groups, separate structures connected via bridge, climber, or other apparatus, or a single structure designed to accommodate the full expected age range of users.

14. Proposal summaries should be organized so as to list specific details:

- Total cost of the proposed installation
- Total number of overhead activities
- Total number of ground-based activities
- Number and configuration of swings, if included
- Surface(s) included in the installation
- Manufacturer's rating for number of users
- Manufacturer's recommended age range of users
- Time between purchase order submission and receipt of all materials by the bidder/installer.

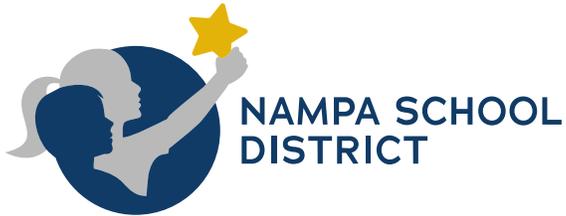
15. Individual proposals will be evaluated on:

- The number and type of activities offered
- The number of users accommodated by the play set(s)
- Adherence to proposal specifications
- Cost of ownership/maintenance projections
- Student/parent/school staff feedback and preference
- Respondent's ability to meet the completion deadline
- Proposal cost

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16. Respondents should submit with their proposal packets copies of:
 - Equipment manufacturer’s written warranty
 - Surface manufacturer’s written warranty, where applicable
 - Installer’s warranty

17. Proposals should include the contact information for three reference customers for which the respondent’s organization has completed similar project(s), within the last three years. Such reference organizations may be school districts; city, county, state, or other municipalities; or private organizations. Particular inquiries will include, but are not necessarily limited to:
 - The organization’s experience with the planning and execution of the project by the respondent
 - The organization’s experience with the particular brand of equipment
 - The organization’s post-project experience with the respondent

18. Proposals should include copies of the manufacturer’s suggested maintenance schedule for all equipment and surfacing; in the absence of a proper manufacturer’s recommended maintenance schedule, the proposal should include the installer’s suggested maintenance schedule.

Proposals should detail where equipment or site maintenance is included following installation as part of proposal, listing inclusions, exclusions, and the period of time during which any included maintenance is effective.

19. Project winners will be solely responsible for receipt and storage of all play set equipment and playground materials prior to the installation of said equipment and materials. The District shall accept no responsibility for the security of any such items that may be stored on the work site prior to its actual installation.

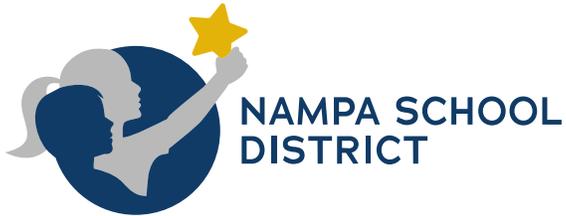
20. It shall be the sole responsibility of the contractor to locate any and all underground piping and other installations that may be encompassed within the work zone. Costs of necessary relocation and/or rerouting of any such installations may be included with the proposal cost. Damage to any such installations and all costs arising from repair and remediation of the damage will be the sole responsibility of the contractor. Should any damage “allowance” be included in the project proposal, such cost will be considered as part of the original proposal cost. Any recoup of costs under such an allowance may only be made upon submission of supporting materials to the District.

21. Where site access with vehicles or equipment may only be made by crossing landscaped areas, the contractor and any subcontractors engaged should take reasonable precautions to protect such landscaped areas, and remediate any damage caused by failure to properly and adequately do so.

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Site-Specific Specifications and Requirements

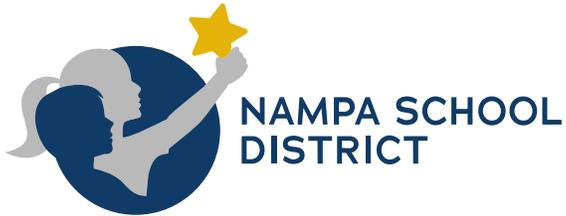
Centennial Elementary

1. Existing swing set in large play area to south of the building is to be reused and should be incorporated into the proposal layout.
2. Existing playsets occupy two separate spaces; the proposed solution may utilize both spaces. Should the proposal incorporate only one of these areas, the large play area to the south of the building shall be utilized.
3. Existing swing set area to east of building is not in project.

Greenhurst Elementary

1. Play area borders and surface retention devices/structures should account for surface grade of the property and particular area on which the play area is to be located.
2. Proposed play sets may utilize any or all of the multiple spaces now in use, in any combination of locations and sizes.





Respondent Certifications

1. **Byrd Anti-Lobbying Amendment**—In submitting this proposal, we certify our company will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant or any other award covered by 31 U.S.C. 1352.
2. **Anti-Collusion**—In submitting this proposal, we certify it was developed and prepared without any collusion with any competing respondent or District employee; the content of this proposal has not been disclosed to any competing or potentially competing respondent prior to the proposal due date and time; and that no action has been taken to persuade any potential respondent to submit or withhold a proposal.
3. **National Sex Offender Registry**--Idaho Code §18-8329 prohibits any person who is registered or required to register under the Idaho Sex Offender Registration Act from being on school property if the person has reason to believe children under the age of 18 are present. In submitting this proposal, we certify that our company will not allow persons subject to this rule to participate in company business that would require them to be present on school property, as stated under the code. We further accept responsibility for cross checking such employees against the National Sex Offender Registry.
4. **Specification and Addenda Acknowledgement**—In submitting this proposal, we certify that we have read and understand the requirements and specifications of this Request for Proposal, including any and all addenda, if issued, as stated under General Proposal Conditions & Requirements Section 3.

Signed: _____

Printed Name & Title: _____

Company: _____

Date: _____

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Sealed Bid Label—Cut Out

This label may be cut out along its border and affixed to the sealed envelope/package, to assist the bidder with the proper submission of its sealed bid. Use of this label is not required, it is provided as a convenience to bidders. If the label is not used, bidders should take care to see that the envelope or container is clearly marked with its company name and return address, properly addressed for delivery, featuring the title of the proposal being submitted as well as the words “Sealed Proposal – Do Not Open” prominently marked on the container.

Should the sealed envelope or other container be enclosed within a shipper’s container, the outside of said shipper’s container should be marked with “Sealed Proposal Enclosed”.

No responsibility will attach to the school district or any district employee for the pre-opening of, post opening of, or the failure to open a proposal not properly addressed and identified.

<p><i>Bidder Name & Address</i></p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>SEALED PROPOSAL – DO NOT OPEN</p> <p>Proposal: Elementary School Playgrounds, February 2018</p> <p>Opening date/time: March 7, 2018 at 3:00 pm</p> <p>Tammy Wallen, Clerk of the Board</p> <p>Nampa School District</p> <p>619 S. Canyon Street</p> <p>Nampa, ID 83686</p>
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