



**Request For Proposals
for
Primary Grades Playground Project**

by
Eminence Community Schools

October 26, 2023

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Primary Grades Playground Project

(Eminence Community Schools)

<u>Date</u>	<u>Action Item</u>
October 26, 2023	School Board approves advertisement for Request for Proposals (RFP) for a Primary Playground Project
November 16, 2023	RFP is advertised in two local paper(s)
November 30, 2023	RFP is advertised a second time in two local paper(s)
December 18, 2023	Proposals are received at Administration Building 2pm EST (a minimum of 30 days after the last advertisement)
December 21, 2023	Board selects the best Provider as recommended by the Facility Review Committee (FRC)
TBD	The FRC and selected Provider finalize / prioritize the desired scope of work, preferred contractors and equipment suppliers
TBD	The Provider designs and bids the selected scope of work
TBD	Subcontractor and equipment pricing quotes are received and reviewed with the FRC / desired contractors, equipment and scope are selected
TBD	School Board approves the project as recommended by the FRC and enters into a contract with the selected Provider
TBD	Work Commences
TBD	Substantial Completion

**Request For Proposals
for
Primary Grades Playground**

Notice is hereby given that the Eminence Community Schools shall receive proposals for a Primary Grades Playground until 2:00 p.m. EST on December 18, 2023, at the Office of the Administration located at 6764 State Road 42 North, Eminence, IN 46125. A copy of the RFP will be available at <http://www.eminence.k12.in.us/corporation> on and after November 16, 2023. For more information contact Wes Hammond, Superintendent at (765) 528-2101.

All Bids must include a proposal with the content and in the format described within the RFP.

The Board reserves the right to terminate this project prior to bids being received, to reject any and all proposals and to be the sole judge of the value and merit of the proposals offered.

Board of School Trustees
Eminence Community School Corporation
Holly Webb, Secretary

PUBLISH IN: INDIANAPOLIS STAR
MARTINSVILLE REPORTER TIMES

Dates: November 16, 2023
November 30, 2023

I. PROPOSAL CONTENT & FORMAT

Eminence Community Schools (the Owner) requests Proposals for the creation of a new primary grades playground serving up to 50 students ages 4-7, including surface material that supports student safety, edging, and necessary drainage. The Owner's objectives in issuing this Request for Proposals are to provide a competitive means in which to select a single Provider to perform the playground design and installation. The contract shall follow IC36-1-12.5 and RFP guidelines. Providers must submit six (6) hard copies of their proposals and one (1) electronic copy. The cost of preparing a response to this request, including site visits and engineering analysis will not be reimbursed by the School Corporation.

Proposals must be submitted in the format outlined in this section. For each proposal a checklist will be used in reviewing the proposal to determine if it is complete prior to actual evaluation. The Owner reserves the right to eliminate from further consideration any proposal deemed to be substantially or materially unresponsive to the requests for information contained herein.

1) Table of Contents

A. Responses shall include a table of contents properly indicating the section and page numbers of the requested information.

2) Executive Summary

A. Responses shall include a concise abstract stating the respondent's understanding of the project contained on no more than three pages.

3) Company Qualifications

A. Company Profile:

- 1) Provide general information on the responding firm including: company name, address, telephone number, contact person(s) for this project.
- 2) Where is the company's headquarters located?
- 3) How many years has the company operated in Indiana?

B. Project Team:

- 1) List the lead personnel employed by the Provider involved in this project.

Eminence Community Schools

- 2) *Legal Grievances:* The Provider shall describe in detail any litigation related to any construction projects, past or present, with an Indiana public school entity.

C. References:

- 1) Past performance is a critical component in the selection process of this project. Each Provider must have completed a minimum of five (5) similar projects) with public schools to be considered for this project. References will not be considered for projects performed by the Provider’s employees while working with a different employer. Include the following detailed information on the five (5) contracts with Indiana School Corporations.
 - a. School name, contact, telephone number
 - b. Description of scope of work
 - c. Start & completion date of the installation phase of the project

D. Insurance Certificate

- 1) The Provider shall include a certificate of insurance in the Proposal indicating its insurance coverage, and the Provider shall maintain such insurance in full force and effect at all times until the Work has been completed, in the following minimum amounts:

<u>COVERAGES</u>	<u>LIMITS OF LIABILITY</u>
General Liability	\$1,000,000
General Aggregate	\$2,000,000
Product & Completed Operations Aggregate	\$2,000,000
Personal & Advertising Injury	\$1,000,000
Each Occurrence	\$1,000,000
Workman’s Compensation	\$1,000,000
Umbrella Policy in addition to individual coverage	\$10,000,000

4) Technical Approach

Section 4 should contain the following information about the respondent's technical approach to meeting the Owner's needs and timelines.

A. Needs & Solutions:

Include a “Needs & Solutions” section explaining playground needs and solutions the Provider recommends for all proposed improvements. The Provider needs to demonstrate a clear understanding of the existing conditions of the playground.

- New playground built in an area that is fenced in, but currently just grass. Needs to include swings, slides, and a main climbing area. Should

prioritize safety, balance, gross motor development, independence, and fun.

- B. **Engineering Approach:**
Include a detailed explanation of how services will be implemented. This explanation should include the people, specific services, timeline and any external forces that could affect this project.
- C. **Project Management:**
Describe your firm’s approach to managing the proposed project from contract award through substantial completion. Include in your proposal an implementation plan, including completion dates, describing how the Provider intends to execute the project based on an December 21, 2023 contract award.
- D. **Owner Training:**
Explain the Provider’s plan for providing training and support services to the Owner. Describe the range of services being offered by your firm, such as maintenance, training, follow-ups, etc.
- E. **No Change Orders – Guaranteed Maximum Price:**
The contract shall state that the Provider shall not submit any change orders to the Owner for payment unless the Owner requests a change in the scope of the project after the contract is executed by the Owner, and the contract shall be a guaranteed maximum price contract with no changes in the contract unless there is a change in the scope of the project requested by the Owner.
- F. **Additional Information:**
Additional information about the Provider's technical approach to the project may be included in this section of the proposal.

5) Financial Aspects

Section 5 should contain the financial components of the proposed work as identified below.

- A. Provide the installed cost for the playground and related work.

II. EVALUATION CRITERIA

The Owner will likely reject any proposal that does NOT meet the minimum criteria described in this RFP. For proposals meeting or exceeding the minimum criteria, the Owner will rate each proposal based on the weighted scoring criteria shown below. The Owner intends to award a contract to the Provider offering the best value proposal. The best value proposal will be the proposal with the highest score.

A. Ability to Successfully Complete Project (50 points)

1. Reputation of the Provider for implementing projects with scopes of work similar to those being considered for this project
2. References of the company and people responsible for implementing the project

Preference will be given to respondents demonstrating strong in-house capabilities, experience, and reputation with other Indiana schools with similar scopes of work.

C. Technical Approach (35 points)

1. Depth, breadth, quality, creativity, and detail of the firms proposed solutions
2. Understanding of the current needs within the district

B. Other Financial Consideration (15 points)

1. Pricing structure and process to be utilized to bid and price the proposed work
2. Company's past performance related to playground installation for Indiana schools