

**JEFFERSON ELEMENTARY
SCHOOL**

**COMMUNITY SCHOOLYARD
DESIGN-BUILD SERVICES**

Business Service Department

**710 17th Street SW
Faribault, MN 55021
PHONE (507) 333-6059
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REQUEST FOR PROPOSAL #112222

**Due by 2:00 PM on Wednesday January 4, 2023
(Central Daylight Time)**

PART 1 – PROJECT INTRODUCTION

Faribault Public Schools, in partnership with Trust for Public Land (TPL), is seeking proposals from qualified and licensed design and construction firms capable of providing professional services, including schematic design, design development, construction documents, and turn-key construction of a nature-based, park-like schoolyard improvement project at Jefferson Elementary School in Faribault, MN.

GOAL AND OBJECTIVES

Faribault Public Schools, in partnership with Trust for Public Land (TPL), intends to build a 'Community Schoolyard.' A Community Schoolyard is an outdoor school space reimagined to address health, equity, and climate issues.

- Park-like Places: Community Schoolyards function like parks. They are packed with natural features, community gathering spaces, art, water management features, play and athletics, and outdoor learning facilities.
- Designed by the Community: Community Schoolyards are designed by the community, for the community, through a dynamic participatory design process.
- Designed with Intention: Community Schoolyards are designed in a manner that improves health, combats inequities, mitigates the impacts of climate change, and enhances learning.
- Welcoming to Everyone: Community Schoolyards are shared spaces that are open, accessible, and welcoming to the public.

SCOPE OF WORK

This RFP intends to identify qualified design and construction firms capable of designing and constructing a safe, accessible, innovative, easy-to-maintain, nature-based schoolyard space. The Scope of Services as outlined in this RFP may not include all services required to complete the Project. The Vendor shall be responsible for determining the extent of information needed to reach proper project completion.

Selected Vendor will be responsible for the design, provision, and installation of a new Community Schoolyard. Vendors are encouraged to be creative in their designs, maximize the role of unstructured play, and incorporate nature in their proposals.

Vendors should base their schoolyard design on meeting all accessibility and safety standards as well as the guidelines and specifications listed in this RFP. Quality of design, play value, learning value, environmental value, cost, and appropriateness to location and target demographic must be considered in the schoolyard's design.

BUDGET AND FUNDING

Funding is made possible through the support of the Legislative-Citizen Commission on Minnesota's Resources (LCCMR) through funding from the Environment and Natural Resources Trust Fund (ENRTF). Currently, the project budget is \$150,000. This includes all design, demolition/removal, freight, tax, installation, capital costs, and all other associated improvements.

Money from the ENRTF may be spent for:

- Enhancement of public education, awareness, and understanding necessary for the protection, conservation, restoration, and enhancement of air, land, water, forests, fish, wildlife, and other natural resources;
- Capital projects for the preservation and protection of unique natural resources;
- Activities that preserve or enhance fish, wildlife, land, air, water, and other natural resources that otherwise may be substantially impaired or destroyed in any area of the State;

Therefore, the focus of this schoolyard improvement project should be the improvement, enhancement, and incorporation of natural resources and outdoor education into the schoolyard. Additional details are provided in Part 2 of this RFP.

The Vendor must provide a design at all phases included in this Project, which should be built into the budget, including a 15% contingency. Cost considerations shall be used by the Vendor as a design management tool during design and at each of the design phases. All cost estimates shall be based on the Vendor's knowledge of recent similar work and the current local market. If the Vendor proposes a streamlined, cost-effective process, we may consider adjustments to the Project approach and phasing.

Trust for Public Land and school partners are actively fundraising for this Project. If additional funding is secured, the project budget may increase but is not anticipated to exceed an additional \$300,000. Based on funding availability, the team may consider expanded project scope. The following options for additional amenities shall be considered:

- Traditional playground equipment
- Sports, games, and turf (soccer is a community priority)

- Shade structure(s)
- Additional landscaping
- Public art
- Accessibility improvements

SELECTION

The design-build firm will be selected by the Faribault Public School Board, following a recommendation by a review team consisting of staff from Jefferson Elementary, Faribault Public Schools administration, and Trust for Public Land. Firms will be judged based on items including but not limited to:

- Project understanding
- Project approach, design, and creativity
- Past experience and references
- Propose timeline
- Purchase price/budget
- Warranty and warranty service history
- Non – Warranty and non-warranty service history

Faribault Public Schools is not committed to entering into an agreement or Contract regarding the scope of services included in the proposal request. Faribault Public Schools reserves the right to reject any and/or all proposals and to discontinue contract negotiations at any time without bias. Faribault Public Schools is not financially responsible for any costs incurred in the preparation of a proposal.

PROJECT PARTNER

Trust for Public Land (TPL), a national nonprofit, conserves land for people to enjoy as parks, gardens, and other natural places, ensuring livable communities and healthy environments for generations to come. Founded in 1972, our work grows from the belief that no American should live more than a 10-minute walk from an outdoor space to play, learn, grow, or experience nature. Today there is only one park for every 14,000 people in America, and as a result, an entire generation is growing up disconnected from nature and the outdoors. Trust for Public Land's Community Powered Parks program focuses on creating multi-benefit urban parks and green spaces in underserved communities.

For more than 25 years, and in communities across the country, TPL has partnered with schools to reimagine their outdoor spaces. TPL has completed 280 schoolyard projects around the country. In Minnesota, Jefferson Elementary and Brooklyn Center Elementary in Brooklyn Center, MN are the first two pilot sites of a growing statewide schoolyards program.

TPL is collaborating on this Project with the Faribault School District. The selected firm will be contracted directly by the School District, however, funds are being provided to the School as a sub-grant from TPL. Trust for Public Land will be closely involved with the Project providing engagement, communication, design, project management, and fundraising support. Faribault School District and Trust for Public Land are independent entities, and nothing in this RFP is intended or shall be deemed to create an association, joint venture, agency or employer-and-employee relationship between the two entities.

PART 2 – PROJECT BACKGROUND

PROJECT HISTORY

In the fall of 2021, Jefferson Elementary School staff applied to TPL's schoolyard support program. The competitive program, funded through support from the Minnesota Environment and Natural Resources Trust Fund (ENRTF), is intended to launch the pilot phase of the Minnesota Community Schoolyards program. Nine schools applied to the program, and Jefferson Elementary was selected.

Jefferson Elementary, as a community school, is well-aligned with the goals of the Community Schoolyard program. The School's front playground has reached its useful lifespan and requires replacement. Partners identified opportunities to improve the design, programming, and maintenance of the schoolyard to include community preferences better; address health, equity, and climate; and continue to serve as a recreational and educational hub of the community.

Thanks to existing funding, Faribault Public Schools pursued some outdoor improvements at Jefferson Elementary during the summer of 2022. In coordination with the City of Faribault, the school district undertook improvements to the School's parking and site circulation. Referred to as Project 1, this effort included the extension of Home Place through to 10th Street

SW, safety improvements to the intersection of Home Place and 10th St SW, parking improvements, landscaping, a new sidewalk, and improved parent/guardian drop-off and pick-up.

Project 2, funded through state environmental dollars, will improve portions of the front playground. Designs may consider potential improvements to the back playground if funding is available. This Project should focus on the following:

- Nature play
- Outdoor classroom/reading room and/or seating area
- Landscaping, particularly tree canopy improvement and habitat
- Hardscape removal
- Water management
- Educational signage and nature-centered art

Project 3 will consist of a more traditional playground, sports, and games improvement project and will take place when funding is available. Like Project 2, the focus of Project 3 will be the improvement of the front playground; however, some minor improvements may occur in the back playground. Project 2 improvements shall be designed to not interfere with and allow for the construction of Phase 3 with minimal, if any, disruptions.

Jefferson Park, owned and operated by the city, which sits adjacent to the School, is not included in this or any planned projects.

Project 1 – Completed Site Circulation and Parking

Project 2 – Schoolyard Natural Improvements and Outdoor Learning

Project 3 – Future Schoolyard Playground

COMMUNITY-POWERED DESIGN

Central to the Community Schoolyards program is the engagement and education of students, teachers, parents, and community members. Community Schoolyards are designed by the community, for the community, through a dynamic participatory design process centered on relationships, learning, and lived experiences. Community Schoolyards succeed with a robust, inclusive, and ongoing community engagement process. Projects involve the entire school community, from students and neighbors to staff and parents. Students play an active role in the Project by integrating schoolyard design, programming, and stewardship into school activities. And by engaging the broader community, the program can galvanize support, build momentum, and support long-term sustainability.

The "Student Leader Class" integrates the schoolyard project into classroom learning and activities for a 10-12 week period. Participating students explore topics related to health, equity, climate, and community; identify existing schoolyard issue areas; and share their vision and ideas for the future. At Jefferson Elementary in the Spring of 2022, the entire 3rd-grade class participated in this program. In the 2022-2023 school year, those students, now 4th graders, should be engaged in further planning, design, and celebration.

SCHOOLYARD QUALITIES AND BASIC REQUIREMENTS

The Community Schoolyard design should:

- Focus on improving, enhancing, and incorporating natural resources and outdoor education into the schoolyard
- Highly-durable and easy-to-maintain
- Unique, creative, and encouraging exploration, social and emotional learning, and physical skill-building. It is desired to have a variety of activities with a blend of challenge, risk, fun, and reward
- Orient towards younger students, specifically kindergarten through 2nd grade
- Allow supervision to be accomplished with ease. Signage should be included to inform users, supervisors, and parents of age-appropriate activities and the importance of proper supervision
- Assume no or minor grade changes will be made. Consideration of grade changes may be made to accommodate safety, stormwater management, or creative design. Additionally, it should be assumed there will be no drainage system below the schoolyard.
- Consider health and safety, including toxic chemicals, and should be in full compliance with the American Society for Testing and Materials (ASTM) and Consumer Product Safety Commission (CPSC) guidelines
- Must meet or exceed all local, State, Federal rules and regulations, including the Americans with Disabilities Act (ADA)

PROJECT OVERVIEW

Location: Jefferson Elementary School

Address: 922 Home Place, Faribault, Minnesota 55021

Grades: K-5

Enrollment: About 425

School Demographics:

81% of the student body is a person of color. The largest racial/ethnic groups are East African, Central American, and European/Caucasian.

82% of the student body receives free or reduced lunch

Community Demographics:

Approximately 1,980 people live within a 10-minute walk of the School. Of those, 23% are people of color, and 39% are low-income.

Statewide Assessment Ranking*: 230 out of 2,641 school facilities

*In 2020, using health, equity, climate, and park need data, TPL analyzed every school facility in Minnesota to better understand which schools would benefit most from park-like, accessible and welcoming schoolyard spaces. Data informed the creation of an index, which ranked schools relative to each other. The highest-ranking School is considered the highest-need School. Jefferson Elementary ranked in the top 10% of highest-need schools. To view the statewide maps and learn more about the data, visit <https://web.tplgis.org/healthy-community-schoolyards-a-discovery-map/>.

Play Area 1 – Front Schoolyard

Overview: The front schoolyard includes a large grass play space, mulched traditional playground space, a small paved area adjacent to the school building, and a grass area with some tree canopy. The site is fenced along 10th Avenue. The front schoolyard is the older of the two playgrounds, built over 25 years ago. Most equipment is past its useful life and in need of replacement. Due to limited funding for Project 2, equipment replacement will likely be deferred until Project 3. In the summer of 2022, a significant renovation of the School's site circulation, parking, and pick up/drop off was completed. This slightly increased the area for play, improved stormwater management, and addressed safety concerns (Project 1).

Primary user: Ages 4-8

Maximum users at one time: 90 students

Issues: Beyond outdated play equipment, the front schoolyard faces stormwater/ponding issues, wear and tear on the open field, a lack of shade, and safety concerns along 10th Avenue.

Preferred Design Features: The front schoolyard will incorporate a mix of traditional and nature-based play features, separated into 'rooms' to accommodate different play styles, learning, relaxation, and recovery. The primary user group is children from kindergarten through second grade; however, the space should be designed as welcoming and accommodating to all and in a manner that will attract users both during and after regular school hours. Because current funding is limited, and improvements may need to take place over time, the schoolyard should be designed in a manner that utilizes some of the existing play equipment – for the time being – and in a manner in which future replacement would cause minimal disruption to improvements made during this phase. The emphasis of enhancements for this Project should be on the eastern half of the project playground.

Play Area 2 – Back Schoolyard

Overview: The back schoolyard includes a paved area for basketball and games, a mulched traditional playground space, a grassy forested area, and a large athletic field. Play equipment in the back schoolyard is approximately 15 years old. Within the last few years, an area to the north was renovated to better accommodate bus drop-off/pick-up.

Primary user: Ages 9-12

Maximum users at one time: 90 students

Issues: The back schoolyard has fewer issues but does lack sufficient shade and has some water ponding issues to the immediate west of the playground.

Preferred Design Features: Minimal, if any, improvements are anticipated in the back schoolyard. The addition of trees would be considered. If designers determine the best location for an outdoor classroom is the back schoolyard, project partners would be open to its consideration.

Applicants are strongly encouraged to review the Appendix for additional information and reference documents.

PART 3 – SCOPE OF SERVICES, QUALIFICATIONS, CAPACITY

GENERAL

The Vendor will furnish all labor, design services, engineering, construction, construction management, surveying, permitting, inspections, administration, materials, equipment, services, transportation, insurance and daily expenses to meet the requirements of this scope of work and specifications. Prices shall be inclusive of all costs.

The Project will be delivered in six (6) phases, two of which are complete. Respondents to this RFP should expect to deliver phases 3-6.

Phase 1 – Project Kick-off

Phase 2 – Concept Design

Phase 3 – Design Development

Phase 4 – Construction Documentation

Phase 5 – Site Preparation and Construction Administration

Phase 6 – Project Close-out and Stewardship

Faribault Public Schools and Trust for Public Land, with the support of the National Park Service, have completed Project 2 – Phase 1 and Phase 2.

Construction of Project 2 is scheduled to begin following the end of this school year in June 2023 and commence before the beginning of the next school year in September 2023. Phases 3-5 should plan according to that timeline.

Phase 1 – Project Kick-off

Regarding Project 1, the District's Vendor on the Project helped secure pertinent background information and site survey. The design of Project 1 helped to inform Project 2, including the available site area size, shape, and level of improvement. The completion of Project 1 slightly increased the size of the front playground and entryway.

Phase 2 – Concept Planning

This phase included the development of a Concept Plan, translating and articulating the vision for the schoolyard, and engaging students and the community. The plan, included later in this RFP, underwent review and comments by School District staff, teachers, students, and TPL.

The Concept Plan should be considered guidance for Project 2 and Project 3. The Vendor shall recommend and make any adjustments necessary to the design and phasing of work to meet project target costs. Cost estimates should outline specific costs for Project 2 and include general cost estimates for Project 3.

Phase 3 – Design Development

Key Deliverables:

- a. Draft Design Development Package
- b. Final Design Development Package
- c. Updated Cost Estimate

The design development phase involves the ongoing development and refinement of the approved Concept Plan. The Design Development package shall be developed in sufficient detail to ensure that the scope is fully met and the baseline schedule and costs are known with a high degree of certainty. The packages will include drawings and specifications progressed to 60% construction documentation. The draft package shall be submitted to the School District and TPL for review and comments. The Vendor shall integrate all comments from the School District and TPL into the final package.

The Design Development Phase shall conclude when the Vendor has obtained approval of the final design development package from the School District, City of Faribault, and any other approving authorities.

Phase 4 – Construction Documentation

Key deliverables

- a. Draft 90% Construction Documentation Package
- b. Final 90% Construction Documentation Package
- c. 100% Construction Documentation Package
- d. Final Cost Estimate
- e. Project Manual

This phase involves the preparation of a complete construction documentation package to the full extent of the scope area, suitable for construction. The three major submissions in this phase include a draft 90% Construction Documentation package for review by the School District and TPL; a final 90% package, which shall incorporate all School District and TPL comments on the draft package, and be reviewed and approved by School District, TPL, City of Faribault, and other necessary approval agencies; and finally, a 100% Construction Documents package, marked "For Construction" after final approval by the School District.

The packages will include drawings, specifications, all necessary approvals, and a maintenance manual. Prior to commencing construction, a detailed cost analysis and schedule of the proposed construction shall be provided to show the project construction budget and detailed timeline for the construction work schedule with milestones shown.

Phase 5 – Site Preparation and Construction Administration

Key Deliverables and Requirements:

- The Vendor shall prepare and submit for all required permits and approvals.
- The Vendor is responsible for overall project construction quality control, including protection and security of the site, providing directives to sub-Vendors, and attending scheduled on-site construction meetings.
- The Vendor should hold weekly construction meetings with the project team. Meeting minutes should be prepared and shared with the team.
- Additionally, the Vendor should conduct, at minimum, weekly site visits and create observation reports.
- Provide inspection/field condition reports as needed.
- Schedule inspections by all required agencies and officials.
- The Vendor shall locate all existing utilities prior to proceeding with work. The Vendor shall proceed with the utmost caution when constructing in the vicinity of existing utilities. Faribault Public Schools will locate any school-specific underground utilities prior to the start of fieldwork.
- The Vendor shall enclose the construction zone with a plastic mesh fence and metal posts to safely separate the construction activities from the adjacent active play areas. The Vendor shall maintain the fence for the duration of construction and shall remove the fence upon project completion.
- All playground equipment, site furnishings, and landscaping shall carry a warranty by the manufacturer or supplier. Equipment and furnishing shall carry a warranty of fifteen (15) years against structural failure, weather corrosion, and defects in materials or craft. Plants and landscaping shall carry a warrant of one (1) year.
- The Vendor is responsible for removing and legally disposing of all construction debris from the site at the Vendor's cost.
- All change orders must be approved by the School.

Phase 6 – Project Close-Out and Stewardship

Key Deliverables and Requirements:

- The Vendor will secure Substantial and Final Completion approval.
- The Vendor will provide as-built survey and engineered drawings, sealed by a registered Engineer or Landscape Architect in the State of Minnesota, and a boundary survey. Files should be shared in PDF and native format.
- Vendor will provide maintenance and operations guidelines required for the improvements.
- Vendor is welcome, but not required, to attend a grand opening celebration with the school community in the fall of 2023.
- Vendor to supply documentation of all prevailing wages paid

PART 4 – SCHEDULE

RFP ISSUE AND PRE-APPLICATION GUIDANCE

The release date for this Request for Proposals (RFP) is Tuesday, November 22, 2022.

There will be a mandatory in-person information session and site tour at Jefferson Elementary School on December 7, 2022 at 10 AM. Immediately following the information session, a site tour of the space will occur. Interested parties should

notify Principal Nick Jurrens at njurrens@faribault.k12.mn.us, if they plan on attending. **Prospective applicants are required to attend.**

All questions and requests for additional information concerning this RFP should be directed in writing to Scott Gerdes with "Jefferson Elementary Community Schoolyard" included in the subject line of the email. The deadline for submitting questions regarding this RFP is December 16, 2022. A list of all questions and responses shall be sent to all firms that request such material and indicate interest in the RFP by sending such a request to Scott Gerdes at sgerdes@faribault.mn.us. Responses shall be issued by email on or about December 22, 2022 (four business day after closing of questions). Telephone communication with project staff is not encouraged, and the School is not bound by any clarifications, interpretations, corrections or changes to the RFP that are made verbally or in any manner other than by written addendum. Interpretation or correction of the RFP will be made by addendum posted on the School's bid webpage and via email to registered bidders. Any addendum will be considered a part of the RFP and will be incorporated therein.

PROPOSAL DEADLINE

Sealed Proposals will be received at the Business Service Department of Faribault Public School Independent School District 0656, 710 17th Street SW, Faribault, MN 55021, until 2:00 PM Central Time on Wednesday, January 4, 2023, for the furnishing, delivery, and installation of a Community Schoolyard at Jefferson Elementary School in accordance with the specifications set forth herein and the "other" terms, conditions and instructions to the specifications. Proposals shall be delivered to the attention of Scott Gerdes.

All Proposals received after the time stated above will not be considered. The Vendor assumes the risk of any delay in the mail or in the handling of mail by school district employees. Whether the Proposal is sent by mail or by means of personal delivery, the Vendor assumes responsibility for having their RFP clocked in on time at the place specified. Telephone or faxed amendments will not be accepted at any time.

Proposals should be signed by an authorized individual to bind the firm and must be valid for at least 90 days.

TIMELINE OVERVIEW

The anticipated Project 2 schedule is outlined below. Dates are subject to change.

Request for Proposals Issued	November 22, 2022
On-Site Tour	December 7, 2022 10 AM
Written Questions Deadline	December 16, 2022
Written Questions Response	December 22, 2022
Proposals Due	January 4, 2023
Review of Responses	January 6, 2023
Interview, if necessary	January 10, 2023
Facilities Committee	January 12, 2023
Finance Committee	January 17, 2023
School Board Approval	January 23, 2023
Design and Planning	Late Winter-Early Spring 2023
Construction Target Begin Date	June 2, 2023 - Following Last Day of School
Construction Target End Date	August 25, 2023 – Day Before Start of School
End of Contract	December 31, 2023

*Vendor agrees to hold equipment and, upon notification from the School Representative, coordinate delivery and installation of furnishings and equipment. The date(s) for the installation of the furnishings and equipment will be determined by the General Vendor and School Representative. General Vendor and equipment Vendor, if different, are to coordinate activities to ensure that the schoolyard is closed for no more than six (6) weeks.

PART 5 – EVALUATION OF PROPOSALS

All responses are subject to a determination of "responsive" and "responsible" prior to award. The School District is the sole judge as to the proposer's "responsiveness" and "responsibility." The School District reserves the right to request additional information.

The School District will review all proposals and reserves the right to request necessary modifications, waive minor technicalities, reject all proposals, reject any proposal that does not meet mandatory requirement(s) or cancel this RFP, according to the School District's best interests. The Faribault Public Schools Project Committee will make a recommendation to the School Board of Faribault Public School District No. #0656 for final approval.

The District reserves the right to award this RFP by Project or to reject any or all design proposals, to waive any informality and to accept the Proposal deemed to be in the best interest of the District. No design change or alteration will be considered after the Proposal opening.

SELECTION CRITERION

Factor 1: Qualifications & Experience of the Company

Brief history and organization of the company, legal entity that will enter into the Contract, and the name and title of the person that is authorized to enter into a master contract agreement (must be an officer, partner or member of the company). List any sub-Vendors that will support your company, if any. Provide a narrative of your company's prior experience and qualifications as it pertains to the Scope of Work and provide a list of projects with similar scopes. Proposals must provide proof of direct authorization by the manufacturer to sell the equipment within two (2) business days.

Factor 2: Project Management Capacity, Approach to the Project, & Quality Control

Demonstrate project management capacity through a statement of your company's current workload and capacity to meet the project schedules. Outline your approach to the project and identify quality control methods that will be employed by your company. This section shall also include an organizational chart for each team member (including sub-Vendor supervisors) and list their roles with responsibilities.

Factor 3: References

Provide the name, address and telephone number of at least three (3) references familiar with the quality of work done by your company of similar nature as contained in the above Scope of Work. By submission of the references, you are authorizing the Faribault School District to contact these references.

Factor 4: Legal, Safety, Insurance, and Financial

The company's submittal shall provide documentation of any history of litigation associated with project performance or professional liability during the past ten years. A short statement of any safety problems the company may have encountered in projects designed or inspected. A statement or other information to describe the company's general financial standing and current insurance coverage.

Factor 5: Detailed Budget

Provide a detailed budget that includes all phases and work necessary to complete the Project per the approach described in your Proposal. An itemized list of equipment, amenities, and landscaping must be included with design. Evaluation will be made on the total sum of base items for the Project and will not include alternatives or add-ons. Review of the budget will consider generalized budget for Project 3, if included.

Factor 6: Schoolyard Design

Design should be creative. The review team will consider the value of opportunity for natural impact, play and physical activity, visual appeal, outdoor learning opportunity, community gathering benefit, variety of play elements, and compatibility with the site and alignment with community feedback. Design must include scaled two-dimensional drawings and colored three-dimensional drawings of the proposed site.

SCORING

The School District's evaluation team may elect to first rank proposals with a simple numeric score and then detail score only the top tier of proposals.

The School District will evaluate responses on a weighted evaluation system. The categories and points assigned for each category are below:

Qualifications:

- Experience with comparable projects.
- Financial and bonding capability.
- Managerial resources.
- Abilities of professional personnel.
- Capacity to meet time and budget requirements.
- Demonstrated ability to complete work in a timely and satisfactory manner.
- Recent, current and projected workload.

- Quality of sub-Vendors, if applicable.

Maximum Possible Score: 20

Technical:

- Compliance with requirements of Request for Proposal documents.
- Research and understanding of design and construction requirements.
- Outline specifications/proposed materials.
- Durability of materials, product specifications, warranty, insurance coverage.

Maximum Possible Score: 10

Approach:

- Ability to meet timeline, management plan/project schedule
- Acknowledgement of community feedback to date
- Willingness to incorporate additional community feedback into plans
- Creative approach to project collaboration and communication.

Maximum Possible Points: 20

Design:

- Creativity, use of unique play elements.
- Perceived natural value and number of natural elements.
- Perceived play value and number of play elements.
- Visual appeal.
- Compatibility with site.
- Compatibility with community input.

Maximum Possible Score: 50

Total Maximum Possible Score: 100

INTERVIEWS

The School District's evaluation team may elect to interview one or more proposing companies before making an award. Interviews will be conducted within the two weeks following the Proposal due date. These presentations will help the evaluation team help determine the contract award. If oral presentations are required, separate evaluation criteria will be provided along with the invitation.

The School District shall not reimburse the company for the costs associated with the interview process. The School District assumes no responsibility for costs incurred in responding to this RFP.

PART 6 - COMMERCIAL TERMS

DEFINITIONS

The term "District" means Faribault Public School Independent School District No. 0656 and any department or board of the school district.

The term "RFP" refers to this Request for Proposal.

The term "TPL" refers to Trust for Public Land.

The term "Vendor" means the person, firm, or corporation submitting to this Request for Proposal for consideration to furnish specified merchandise or services.

REQUESTS FOR PROPOSAL (RFP) #030123

Sealed RFPs will be received at the Business Service Department of Faribault Public School Independent School District 0656, 710 17th Street SW, Faribault, MN 55021 until 2:00 p.m. Central Time on Wednesday January 4, 2023 for the furnishing, delivery, and installation of Playground Equipment at Jefferson Elementary School in accordance with the specifications set forth herein and the "other" terms, conditions and instructions to the specifications.

All RFPs received after the time stated above will not be considered. The Vendor assumes the risk of any delay in the mail or in the handling of mail by employees of the school district. Whether the RFP is sent by mail or by means of personal delivery,

the Vendor assumes responsibility for having their RFP clocked in on time at the place specified. Telephone or faxed amendments will not be accepted at any time.

INSTRUCTION TO VENDORS

- A. All RFPs must be typewritten or printed in ink and submitted on the forms provided. A proposal form has been supplied in the last pages of these specifications. The proposal for all items and labor in these specifications **must not** exceed the budget amount set forth.
- B. Vendors must submit drawings, photographs or detailed descriptions of the proposed play structure.
- C. All RFP envelopes must bear the inscription, "SEALED REQUEST FOR PROPOSAL FOR PLAYGROUND AT JEFFERSON ELEMENTARY SCHOOL" and be addressed to: Scott Gerdes, Business Service Department, Faribault Public Schools Independent School District No. 0656, 710 17th Street SW Faribault, MN 55021
Questions regarding RFP: call Scott Gerdes @ (507) 333-6059. Questions regarding Specs: call Scott Gerdes @ 507-333-6059 or email sgerdes@faribault.k12.mn.us.
- D. Withdrawal of Vendors: An RFP once delivered to the formal custody of Independent School District #0656 may not be withdrawn until after the RFPs are opened and acknowledged; and no RFP may be withdrawn for a period of (60) sixty days from the acceptance thereof. Once Independent School District 0656 has received documents all documents become the property of Faribault Public Schools Independent School District #656. When documents are opened they become public information and any restrictions put upon the School District regarding the sharing of information or duplicating copies after opening will be grounds to reject those proposals.
- E. Collusion of Vendors: Collusion of Vendors is cause for rejection of all Vendors thus involved.

SECURITY, PERFORMANCE BOND, AND VENDOR'S LIABILITY INSURANCE

- A. **Bid and Performance Bond**: No payment or performance bonds will be required on this Project.
- B. **Insurance Requirements**: Vendor's liability insurance will not be written for less than the limits of liability specified in the contract documents or required by law, whichever coverage is greater. Coverage will be maintained without interruption from the date of commencement of the work until the date of final payment and termination.

Vendor will be required to maintain in full force and in effect the following types of insurance:

Worker's Compensation:	\$100,000/\$500,000/\$100,000
Comprehensive General Liability:	\$1,000,000 per occurrence
Bodily Injury Liability (Combined Single Limit):	\$300,000
Property Damage Liability (Combined Single Limit):	\$300,000
Automobile Bodily Injury Liability:	\$300,000
Automobile Property Damage Liability:	\$100,000

Each insurance policy to be furnished by the successful Vendor

Contract: Successful Vendor will be required to sign the Faribault Public Schools service contract, submit a certificate of insurance. No purchase order will be issued without all three of these documents in place.

COMPLIANCE WITH LAWS

All items must comply in quality, type of materials, and methods of manufacture with all applicable Local, State, and Federal laws pertaining thereof.

GENERAL ITEM SPECIFICATIONS

- A. Only new and first-quality equipment/materials will be supplied under this RFP, any existing equipment that meets the applicable safety requirements may be relocated or reused in RFP.
- B. The Vendor will provide a list of school districts in the area, which are using the equipment/materials being proposed.
- C. The Vendor must be prepared to demonstrate the quality of their equipment/materials in terms of these specifications within two (2) days after the Proposal deadline unless such literature is on file with the District Office.

PACKING AND DELIVERY

All items will be delivered, free on board (FOB) destination-no freight allowed. Cost of delivery of materials and supplies is included in prices and delivery shall be made only as called for on the Contract. The Vendor is responsible for all equipment until it has been installed and tested. This Project shall include all materials, equipment, labor, tools, permitting, and tax for a turn-key project. No additional payment will be allowed for failure to figure such items.

The Vendor at no additional charge to the District must remove packing material of installed items.

TAXES

MINNESOTA TAXES: Instrumentality's of the State of Minnesota are not subject to the State of Minnesota Sales Tax pursuant to Minnesota Laws of 1967, Extra Session, Chapter 32, Article XIII, Section 25, Subd 1, Para. (J).

PAYMENT

The District will not accept payment terms of less than 35 days or discounted payment terms of less than 10 days from date of receipt. "Date of receipt" means the completed delivery of the goods or services or the satisfactory installation, assembly or specified portion thereof, or the receipt of the invoice for the delivery of the goods or services, whichever is later (MN Statute 471.425).

Invoices shall be fully documented as to labor, materials, and site furnishings provided. Invoices should be mailed direct or delivered to the Business Service Department at the Faribault Public School District Office ATTN: Scott Gerdes, at 710 17th Street SW Faribault, MN 55021

DEVIATION FROM SPECIFICATIONS

Where certain makes, types and sizes of equipment are specified, it is not the intent to discriminate against any approved equal, but is intended to inform the Vendor of the function and general quality in which the District is interested. The Vendor may submit an RFP for any similar or equal equipment, which will meet and serve the purpose specified. All Vendors who wish to provide a product, which has not been approved by the School District as an equal to, that which is specified on the RFP Form must be accompanied by comparison data and/or sample of the item or equipment outlined in these specifications, which meet the District requirements. District reserves the right to request samples as it see fit.

PREVAILING WAGE RATE REQUIREMENT

Because the Contract is being financed in total or partially with State funds, the Contract will be in accordance with Minnesota Statutes 177.41 through 177.43 and Prevailing Wage Rates for Commercial Construction.

Any project with an estimated total cost of more than \$25,000.00 must be in accordance with Minnesota Statue 177.41-44, which is commonly known as The Little Davis-Bacon Act. It is the state public policy of Minnesota Statute 177.41 as follows: "It is in the public interest that public buildings and other public works be constructed and maintained by the best means and highest quality of labor reasonably available, and that persons working on public works be compensated according to the real value of the services they perform. It is, therefore, declared to be the public policy of this State that wages of laborers, workmen, and mechanics engaged in State projects would be comparable to wages paid for similar work in the community as a whole". Any wage determinations which are found not to be so promulgated do not relieve the Vendor from any responsibility for paying the prevailing wage rate of the trade in question. Additional classifications may develop between certifications by the Minnesota Department of Labor and Industry. Therefore, no inferences may be drawn from the omission of a classification that has local usage. Further, the State and Owner will not be liable for increased labor costs, errors or changes to the rates or classifications prior to the awarding of the Contracts. In addition, if the Vendor fails to comply with the prevailing wage provision of the Contract, they will pay the District 5% of the contract amount as liquidated damages.

WARRANTY

Vendor will guarantee equipment against any defect in workmanship and material as manufacturer's warranty may declare, and in any event not less than one (1) year from date of Substantial Completion. Vendor will perform any necessary adjustments and/or service calls necessary for peak performance of specified equipment at no additional cost to the District for a period of one (1) year from the date of substantial completion.

All components of the schoolyard shall carry a standard warranty by the manufacturer. Terms of the manufacturer's warranty must be submitted as part of the bid package. This is in addition to the Vendor's warranty.

INFORMALITIES

The Faribault Public School District reserves the right to reject any and all bids and to waive the informalities and technicalities and to enter in such Contract as it shall deem to be in the best interest of Faribault Public Schools District #0656.

QUALIFICATION STATEMENT

Submit a completed AIA 305 Qualification Statement if either or both applies:

- Vendor has not worked for ISD #0656 School District before;

- Vendor has worked for ISD #0656 School District before, but Vendor has experienced a change in company/business/leadership/operation after last Project with ISD #0656 within the last five years.

ALTERATIONS AND ERASURES

All bids must be typewritten or in ink.

As stated in the Minnesota Statute 123.37, a bid containing an alteration or erasure of any price contained in the bid which is used in determining the lowest responsible bid shall be rejected unless the alteration or erasure is corrected as herein provided: An alteration or erasure may be crossed out and correction thereof printed in ink or typewritten adjacent thereto and initialed in ink by the person signing the bid.

DISCRIMINATION

Faribault Public Schools strictly adheres to Minnesota State Statute 181.59 Discrimination On Account Of Race, Creed, or Color Prohibited in Contract for the contracts it enters.

SUBCONTRACT

Any subcontract must have the approval of the Director of Finance and Operations of the Faribault Public Schools. This situation must be approved before any items are sent to the individual schools.

SAFETY DATA SHEETS

Vendor shall supply all Safety Data Sheets (SDS), if applicable, as it relates to any and all products purchased by the Faribault Public Schools. Failure to submit SDS will result in delay of payment till such documents are received.

WITHDRAWAL OF VENDORS

A proposal, once delivered to the formal custody of Independent School District #0656, may not be withdrawn until after the proposals are opened and acknowledged; and no proposal may be withdrawn for a period of (60) sixty days from the acceptance thereof. Once Independent School District 0656 has received documents, all documents become the property of Faribault Public Schools Independent School District #656. When documents are opened, they become public information, and any restrictions put upon the School District regarding the sharing of information or duplicating copies after opening will be grounds to reject those proposals.

PROPERTY OF THE SCHOOL DISTRICT

All proposals received from proposers in response to this RFP will become the property of Faribault Public Schools and will not be returned to the proposers. In the event of contract award, all documentation produced as part of the Contract will become the exclusive property of the School.

CRIMINAL BACKGROUND CHECKS

The Vendor understands and acknowledges that, if selected for this Project, the Vendor must certify that it performs criminal background checks for background check crimes, as defined in Minnesota Statutes, section 299C.61, subdivision 2, on all employees, Vendors and volunteers who have or may have access to a child as part of this Project and as required by ENRTF.

PART 7 – PROPOSAL SUBMITTAL

PROPOSAL FORMS

All proposals must be typewritten or printed in ink and submitted on the forms provided. A proposal form has been supplied in the last pages of these specifications. The Proposal for all items and labor in these specifications **must not** exceed the budget amount set forth.

DRAWINGS

To understand, on a preliminary basis, the potential design approach, project extent, and creativity of applicants, please submit drawings, photographs or detailed descriptions of the proposed schoolyard. No more than two design alternatives, including a scaled site plan showing the proposed furnishing, landscaping, and site improvements and relationship to existing layout and equipment, should be shared.

SUBMITTAL

All proposal envelopes must bear the inscription, "SEALED PROPOSAL FOR PLAYGROUND AT JEFFERSON ELEMENTARY SCHOOL" and be addressed to:

Scott Gerdes, Business Service Department
Faribault Public Schools Independent School District No. 0656
710 17th Street SW Faribault, MN 55021

Proposals should be no longer than 40 pages, excluding Sheets 1-3.

Five (5) printed copies of the Proposal should be submitted.

In addition to paper copies, Vendors should submit files electronically via flashdrive. Flashdrives will not be returned to applicants.

PROPOSAL CHECKLIST

The below list should guide your Proposal but by no means should limit it.

- Narrative: Project understanding
- Narrative: Project approach
- Narrative: List of similar projects
- Narrative: Project team and organization chart
- Narrative: Identify any cooperative purchasing programs that Vendor participates in to provide favorable pricing on furnishings and equipment
- Narrative: List of proposed amenities
- Narrative: Estimated annual maintenance and operations costs
- Narrative: Expected life-cycle of the proposed improvements
- Narrative: Legal, Safety, Insurance, and Financial
- Narrative: Vendor and Manufacturer Warranty
- Images: Proposed Design(s) (no more than two)
- Images: Illustrative or Benchmark Pictures of Proposed Amenities
- Sheet 1: Price Proposal/Project budget
- Sheet 2: References
- Sheet 3: Acceptance

Jefferson Elementary School
Community Schoolyard
RFP #112222

Company: _____

Item 1 – Design Development \$ _____

Item 2 – Construction Documents & Permitting \$ _____

Item 3 – Construction \$ _____

Item 4 – Construction Administration \$ _____

Total Price \$ _____

Alternates Add-Ons/Options

Item 5 – Traditional Play Structure(s) \$ _____

Item 6 – Multi-sport Field \$ _____

Item 7 – Public Art \$ _____

Item 8 – Natural Resource Maintenance/Establishment \$ _____
(First three seasons)

Item 9 – Recommended Add-Ons

A. _____ \$ _____

B. _____ \$ _____

C. _____ \$ _____

These items can be expanded to an additional page.

Will you accept the district purchasing card for the payment of this Project? _____ Yes _____ No Different Terms, if Proposed: _____

PROJECT SCHEDULE:

We anticipate the Project will be awarded by January 2023. Please indicate below the project timeline/completion schedule. The completion date must be no later than mid-August.

ANTICIPATED START DATE: _____

COMPLETION DATE: _____

(This form must return with the Proposal)

SHEET 2 - REFERENCES

This information may be requested before any award is made. Please list the name, contact person, address, and phone number of three Companies' that you have furnished and installed similar playground equipment for in the past 2 years. Faribault Public Schools may contact these contacts at the discretion of the Owner

References:

1.) Company Name

Contact Person

Address

City, State, Zip

Email

Phone Number

2.) Company Name

Contact Person

Address

City, State, Zip

Email

Phone Number

3.) Company Name

Contact Person

Address

City, State, Zip

Email

Phone Number

(This form must return with the Proposal)

SHEET 3 - ACCEPTANCE

I, the undersigned, hereby certify that I am a duly authorized agent of _____ to submit this Proposal for consideration and acknowledge that all pages of the Proposal document for COMMUNITY SCHOOLYARD PROJECT 2 at the Jefferson Elementary School have been received and agree to the terms contained therein.

SIGNED: _____

NAME: _____
(print or type your name)

VENDOR
NAME: _____

ADDRESS: _____

EMAIL ADDRESS _____

PHONE #: _____ FAX #: _____

INCORPORATED IN STATE OF: _____

Addenda:

Receipt of the following Addenda to the RFP Documents and their costs being incorporated in the Proposal is acknowledged:

Addendum No. _____ (date)

Addendum No. _____ (date)

Addendum No. _____ (date)

The following documents must be submitted for a complete Proposal package:

_____ RFP Form (in duplicate)

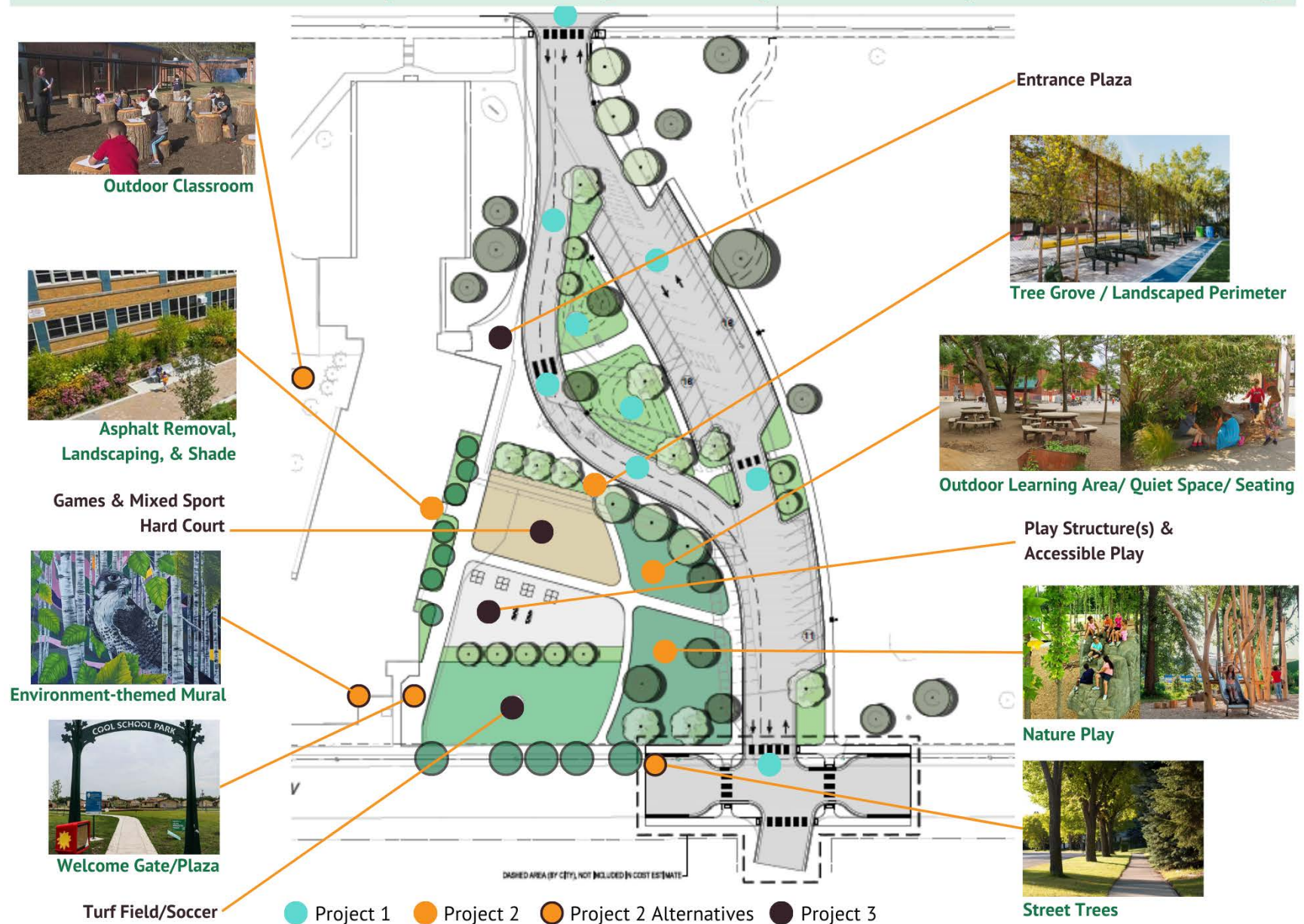
_____ References

_____ Signed Acceptance

_____ Submit or Review AIA 305 status

APPENDICES

Jefferson Elementary Community Schoolyard Concept Plan & Phasing



Jefferson Elementary Community Schoolyard Community Feedback Report



Students

Design Your Schoolyard

Students were asked to draw their vision for the schoolyard. Themes included:

- Challenging/Extreme: bright colors, tall height, equipment like trampolines, slides, and zip lines
- Contemplative: reading room, quiet areas, caves
- Nature: trees, flowers
- Unique: forts, tree houses, splash pads, bright colors

Classroom Conversations and Site Analysis

Students conducted a site analysis of the front and back playgrounds.

Front Playground:

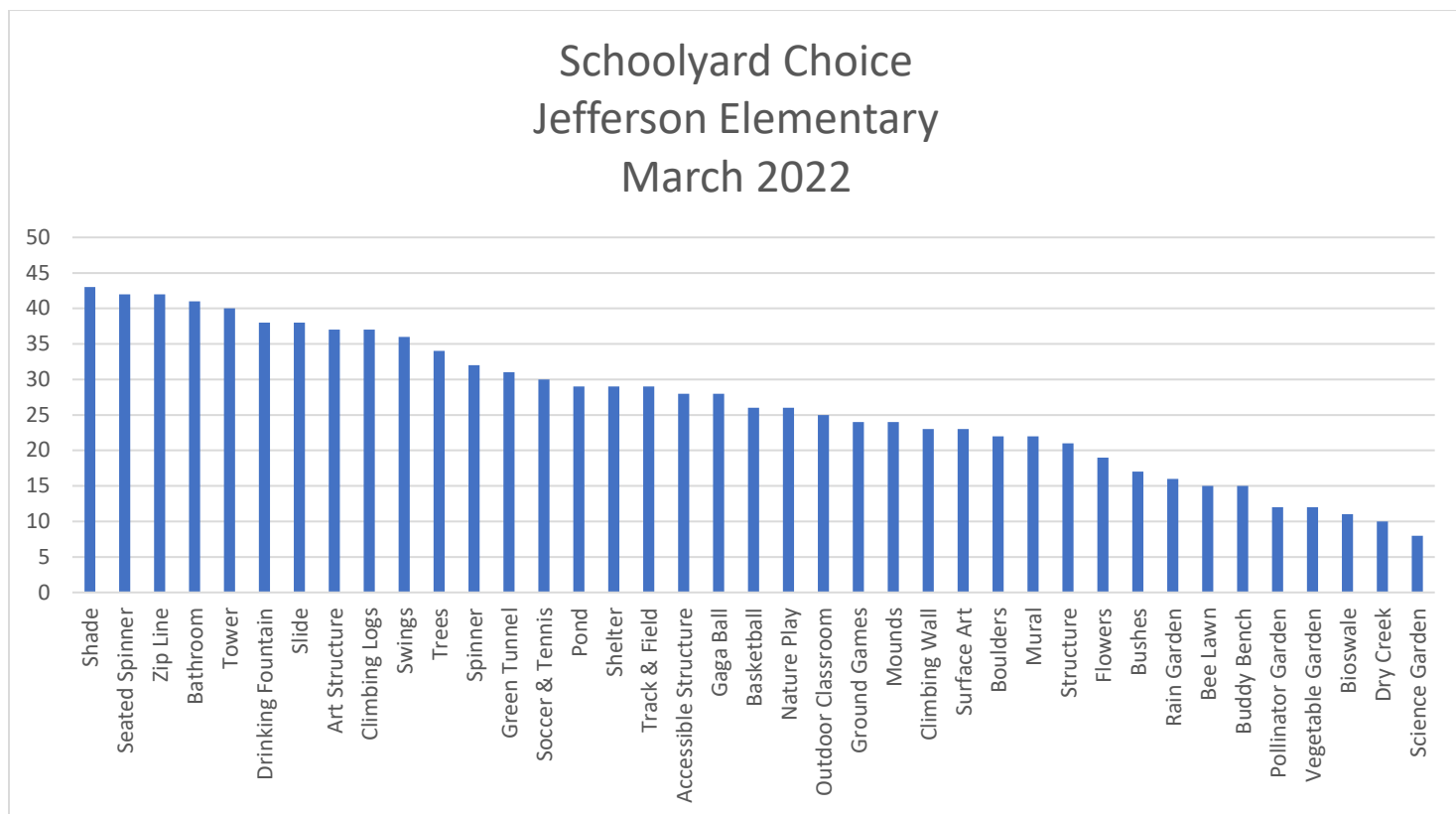
- Grass and mulched areas are often too muddy, icy, or have standing water
- The area gets a lot of sun and can be hot
- The fence is necessary to keep balls and kids inside the playground
- A tree fell down after a storm
- Playground equipment is old

Back Playground

- Similar issues with mud, ice, and water on the track field
- An area is needed for soccer, with fencing to keep balls from going in the street
- The tree-covered area adjacent to the school building is underutilized
- There are blank walls that could be good for art and color
- There's more shade in the back than the front, although it can still get hot
- The back is windier than the front

Pre-Curriculum Student Survey

A survey was conducted during the Student Leader Class' first session. The use of the survey tool was twofold. First to gauge student interest in specific design solutions, and second to inspire students to think broadly about what the future could hold for the schoolyard. In our observations, when asked about their vision initially, students tend to think of play equipment and athletics – essentially what they know a schoolyard to be. This is compounded by group dynamics that tend to favor more outspoken students. When allowed to choose from a wide variety of design solutions, including natural, artistic, and community- and equity-centered design, the responses tend to shift.



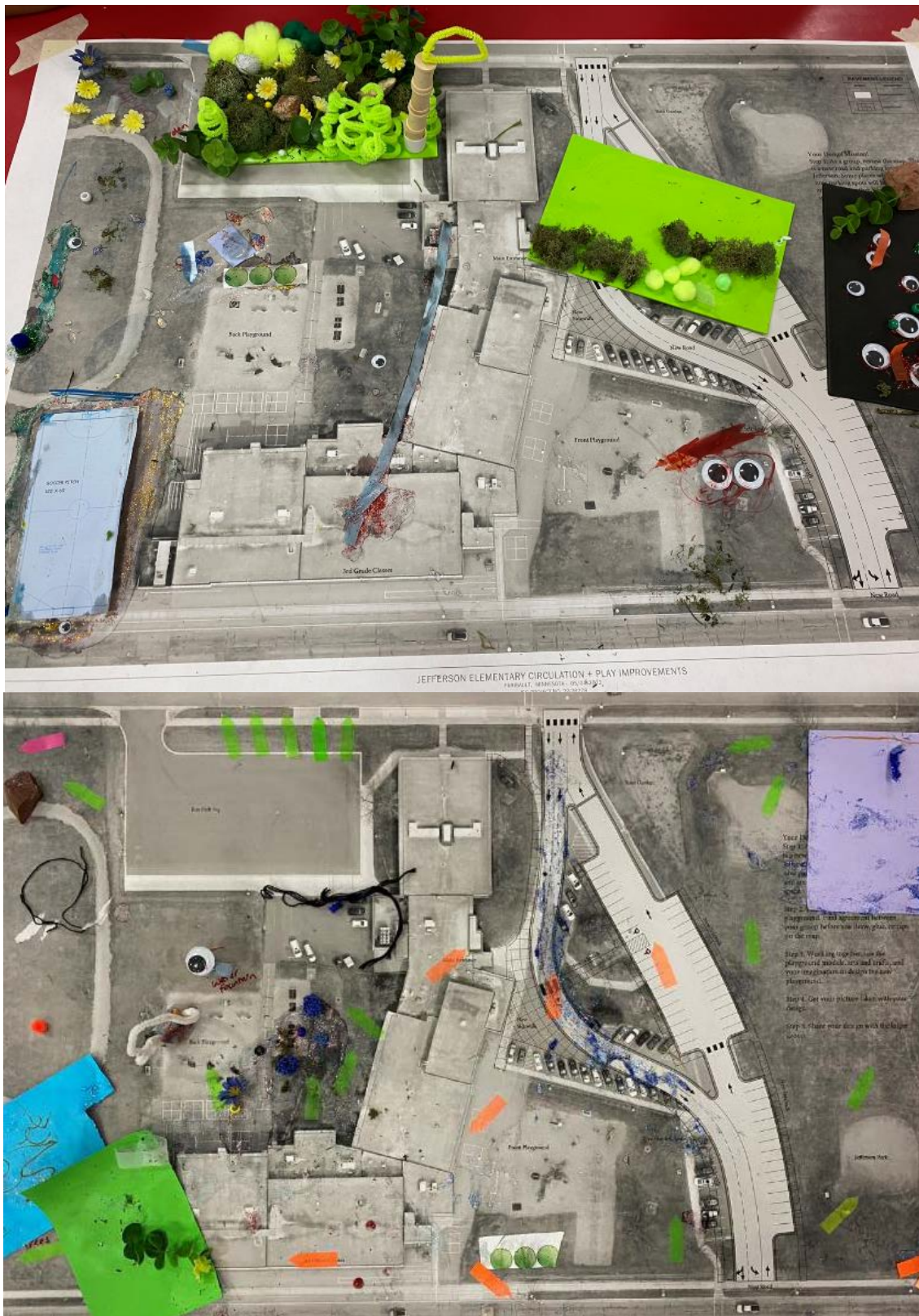
Student Leader Class Design Workshop Group Worksheets

In May of 2022, the four Student Leader Classes participated in a design workshop over two days. Students were divided into small groups. TPL staff and Jefferson faculty supported the groups of students.

The first week, students were given instructions and asked to consider issues of heat, habitat, health, equity, etc. We found students struggled to negotiate, focus, and consider all options without further guidance. This prompted us to create a worksheet we implemented in the second week. Before jumping into the design exercise, each group was tasked with completing a design worksheet to identify at least one and up to three design solutions to nine different site issues. The table below outlines the solutions identified by the students.

Habitat	Heat	Water	Health	Community/Gathering
Flowers/Garden - 7	Gazebo/Shelter - 6	Drinking Fountain - 5	Fitness Equipment - 4	Benches - 3
Bird House - 3	Trees - 4	Splash Pad - 4	Monkey Bars - 2	Bleachers - 2
Trees - 3	Game Table	Hills/Grade Change	Ampitheatre	Tables - 2
Shelter for Animals - 2	Sun Shade	Drains	Rock Climbing	Turf Field
Green Roof	Outdoor Fans	Pond	Obstacle Course	Picnic Table
Field		Irrigation	Water Fountain	Big Field
Pond		River/Stream	Turf Field	Shelter
		Rain Garden	Apple Tree	Pet Area
		Bathroom	Medicine	Ping Pong
			Spinners	Stage
			Zip Line	
			Air Filter	
Art/Culture	Play	Learning	Accessibility	
Bells	Swings - 3	Outdoor Classroom - 4	Chill/Reading Area	
Ampitheatre	Trampoline - 2	Book Tent	Grass Lawn	
Stage	Game Tables	Hopscotch Math	Trees	
Color Seal	Ping Pong	Games	Ramps	
Art Table	Basketball Court	Storage Shed	Bathroom	
Nature Play	Zip Line			
Chalk Area	Spinner			
Mural	Jungle Gym			
Soccer Field	Soccer			
	Hopscotch			
	Tree House			
	Climbing Rope			

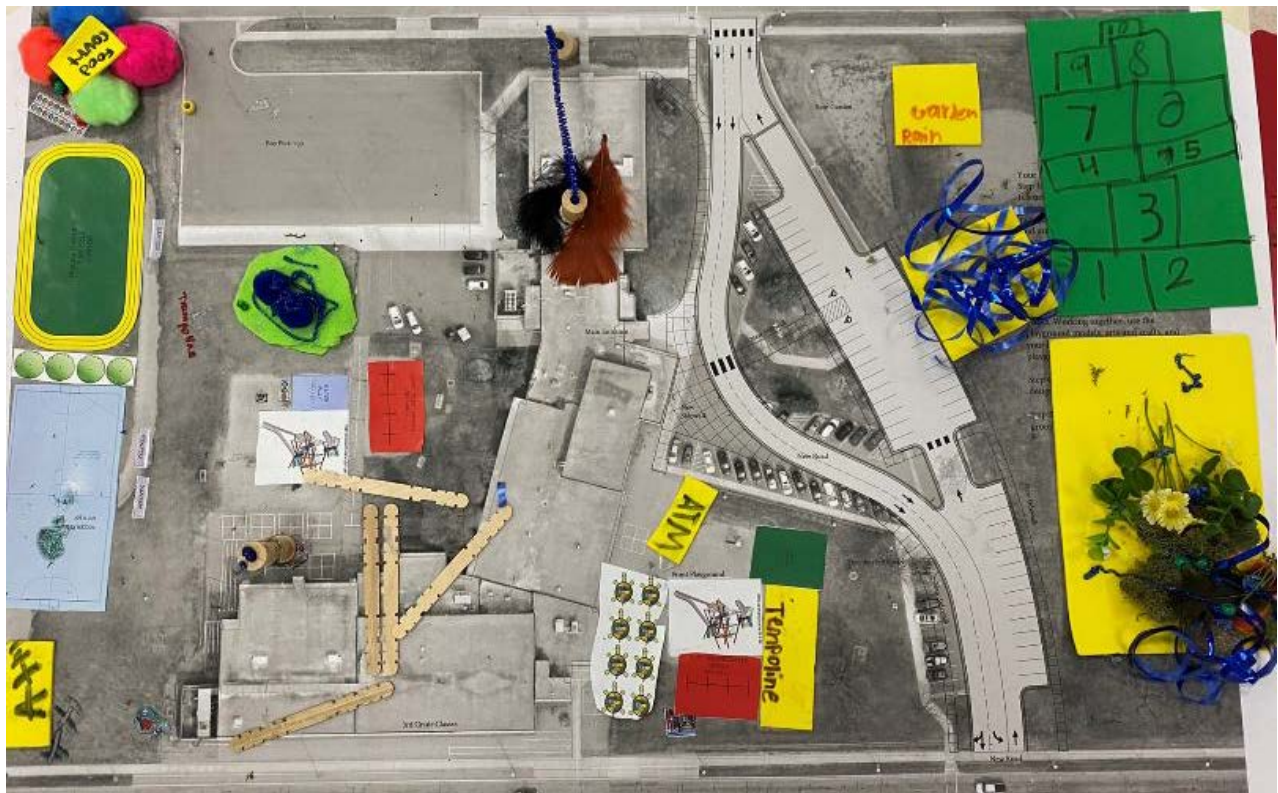




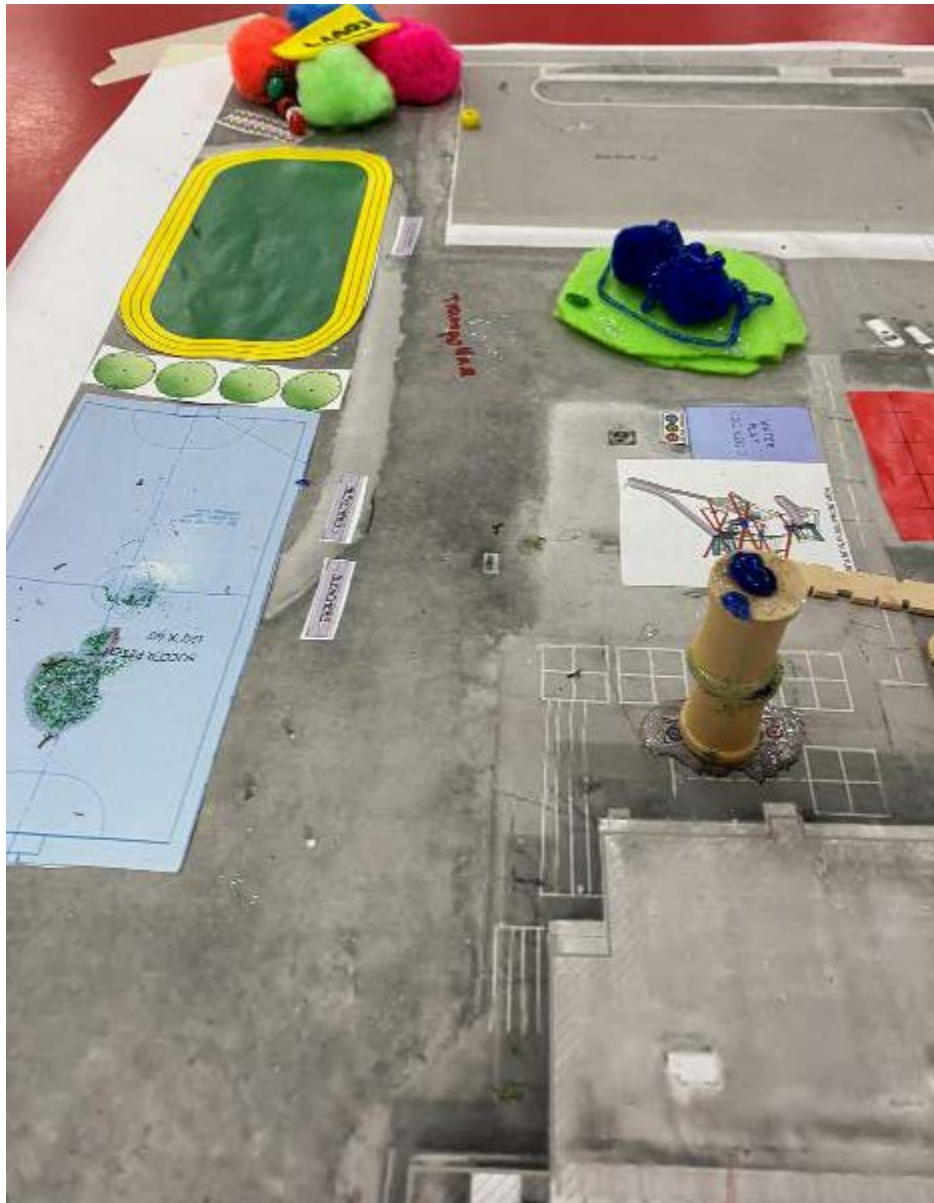




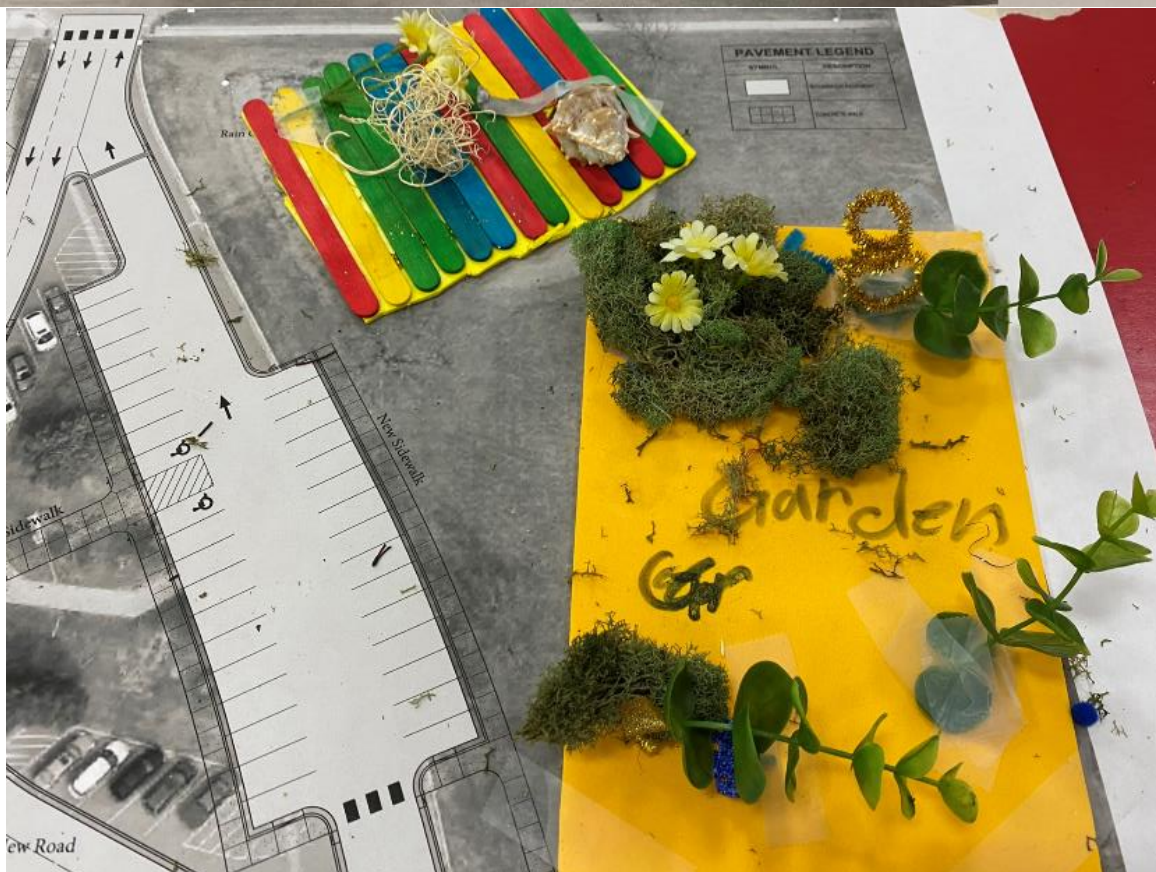
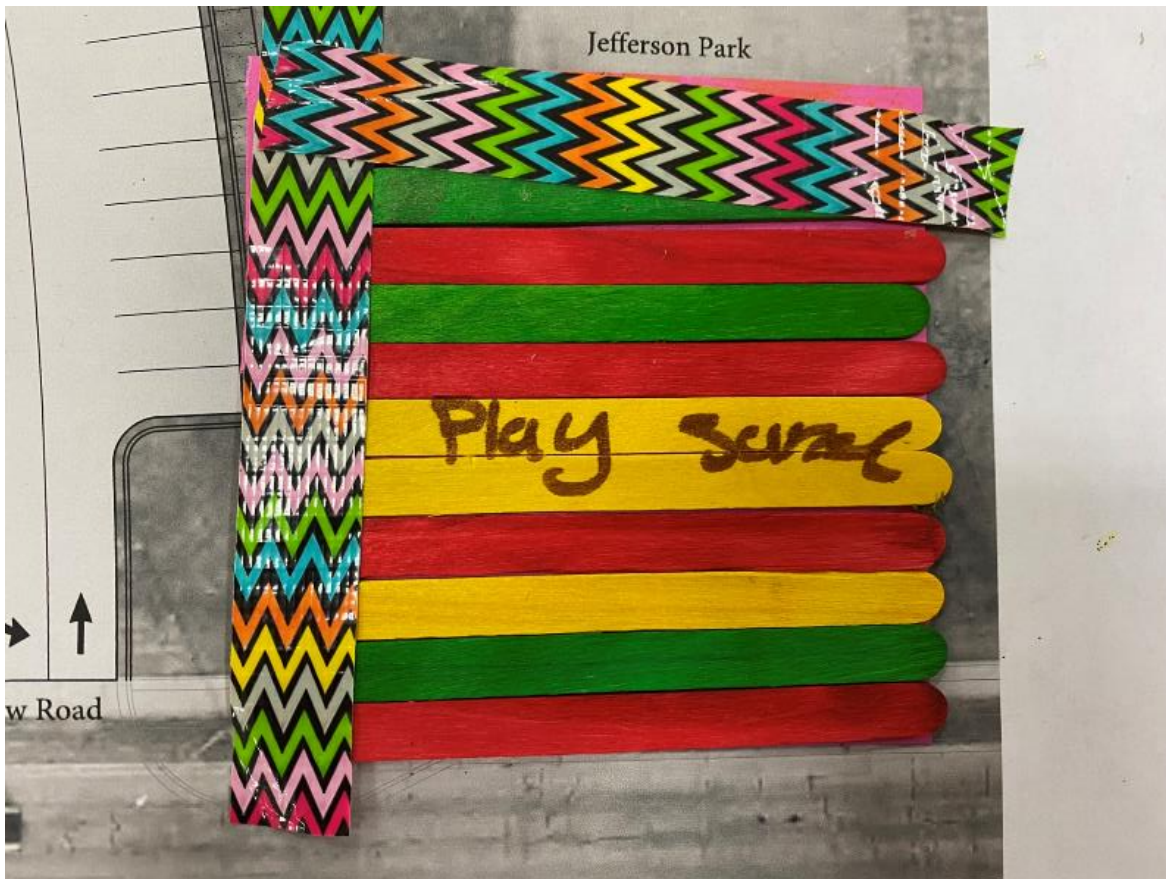


















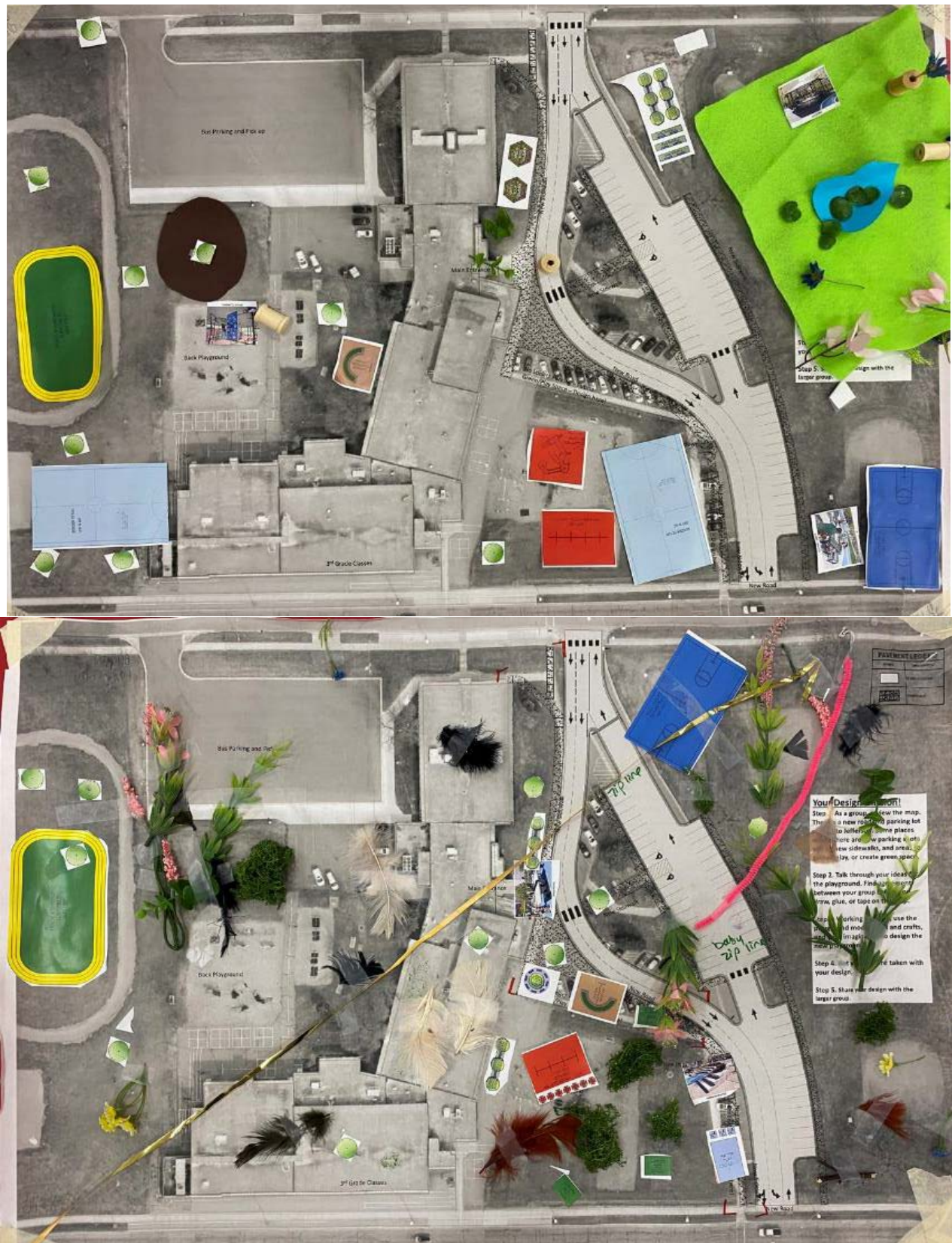


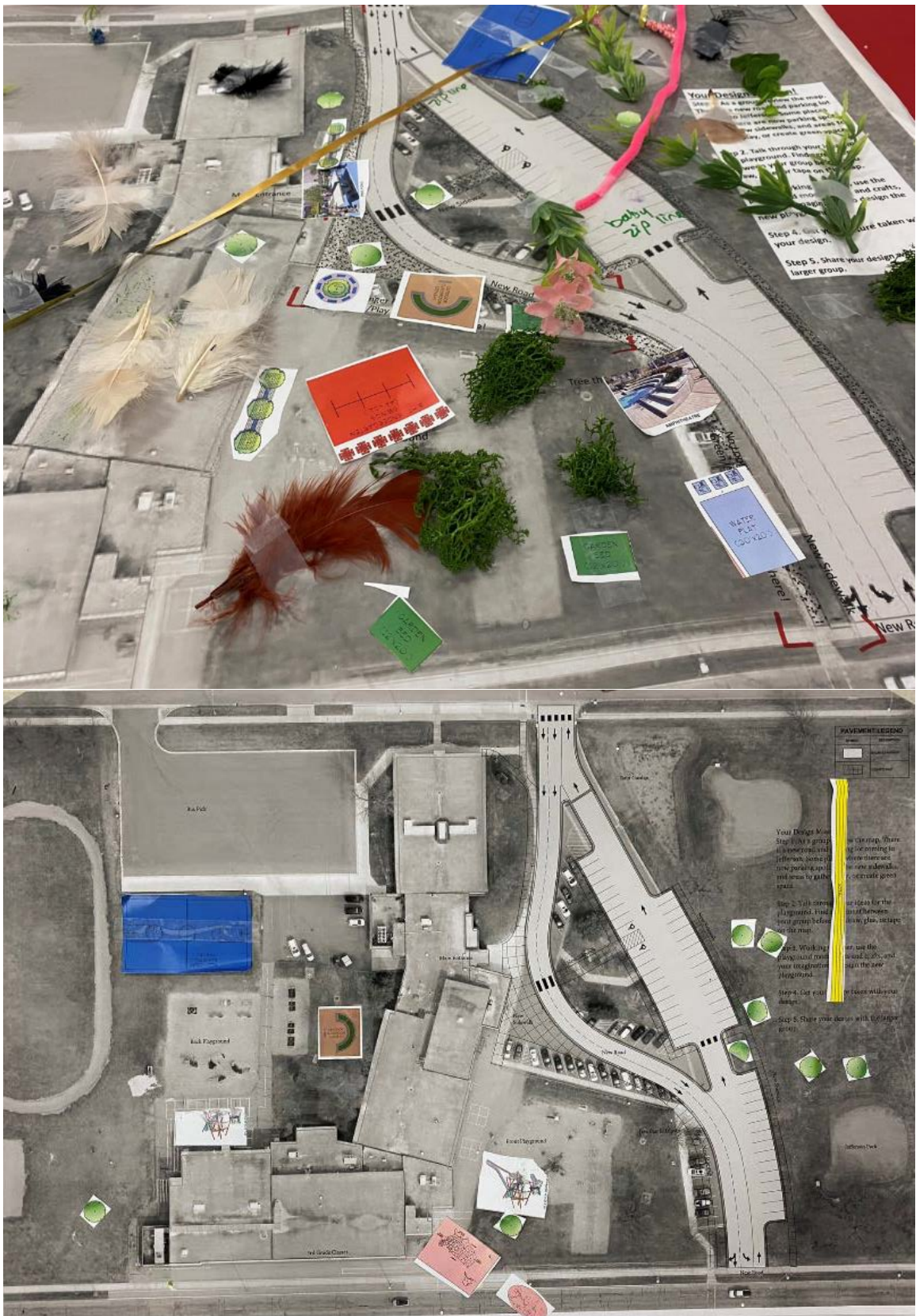












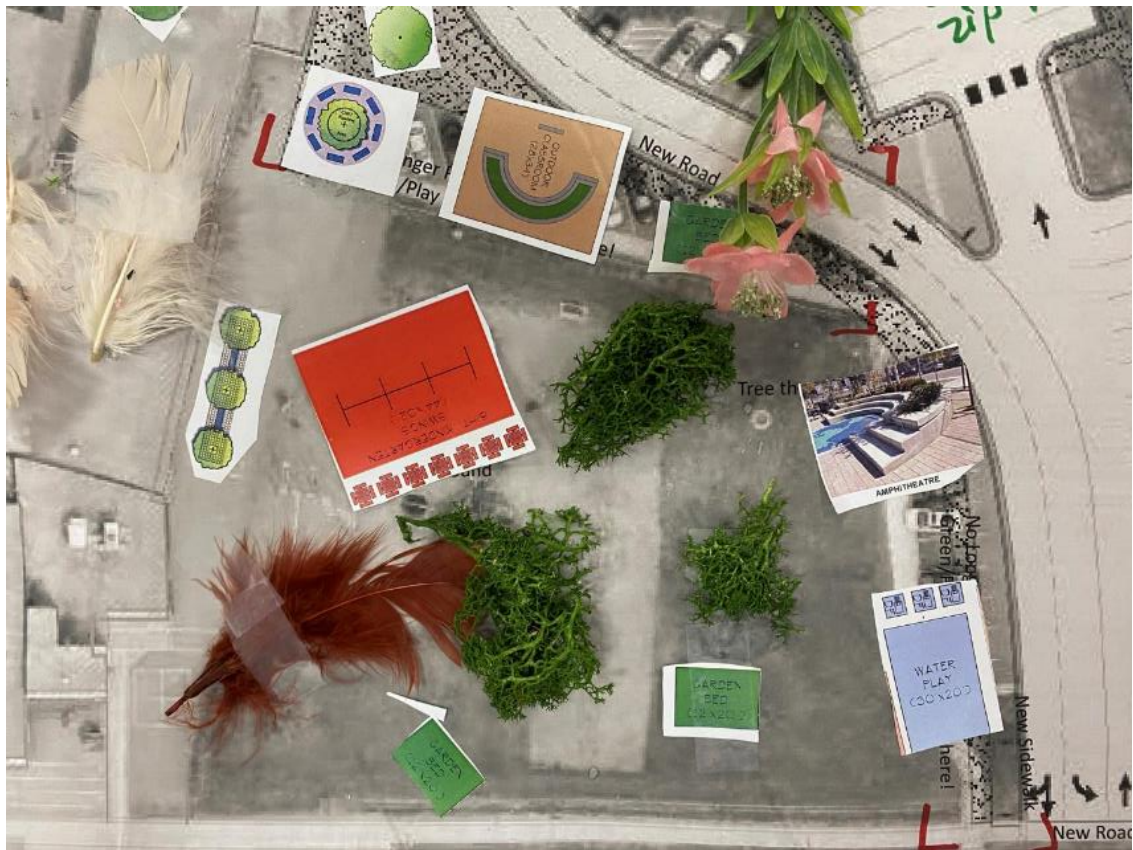










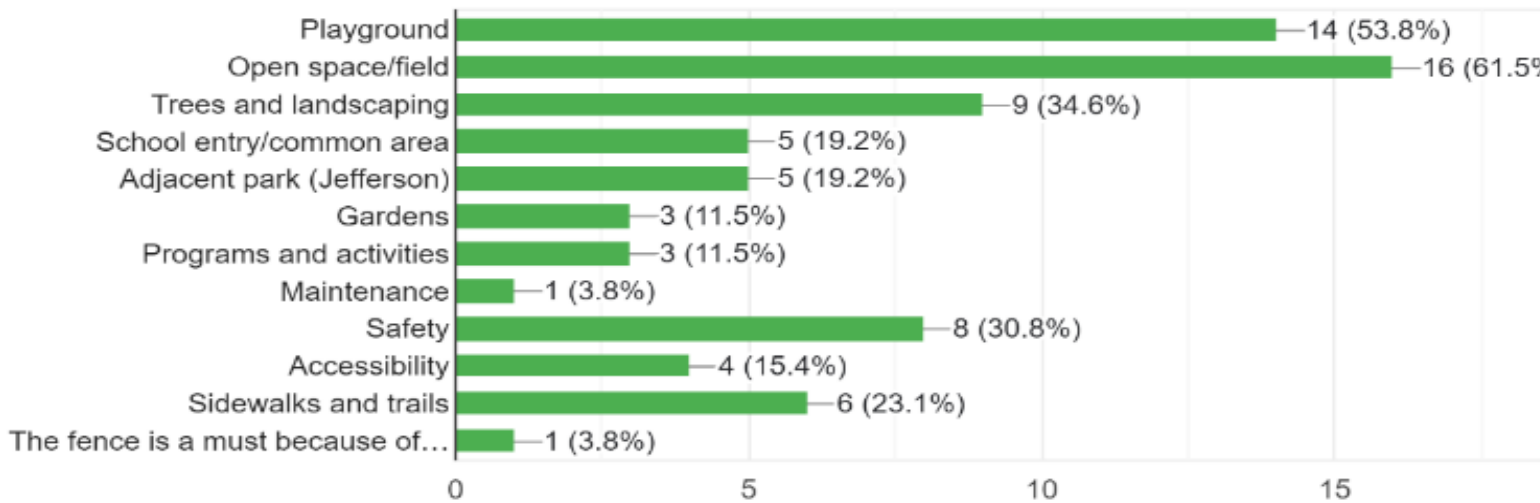




Teachers and Community Survey

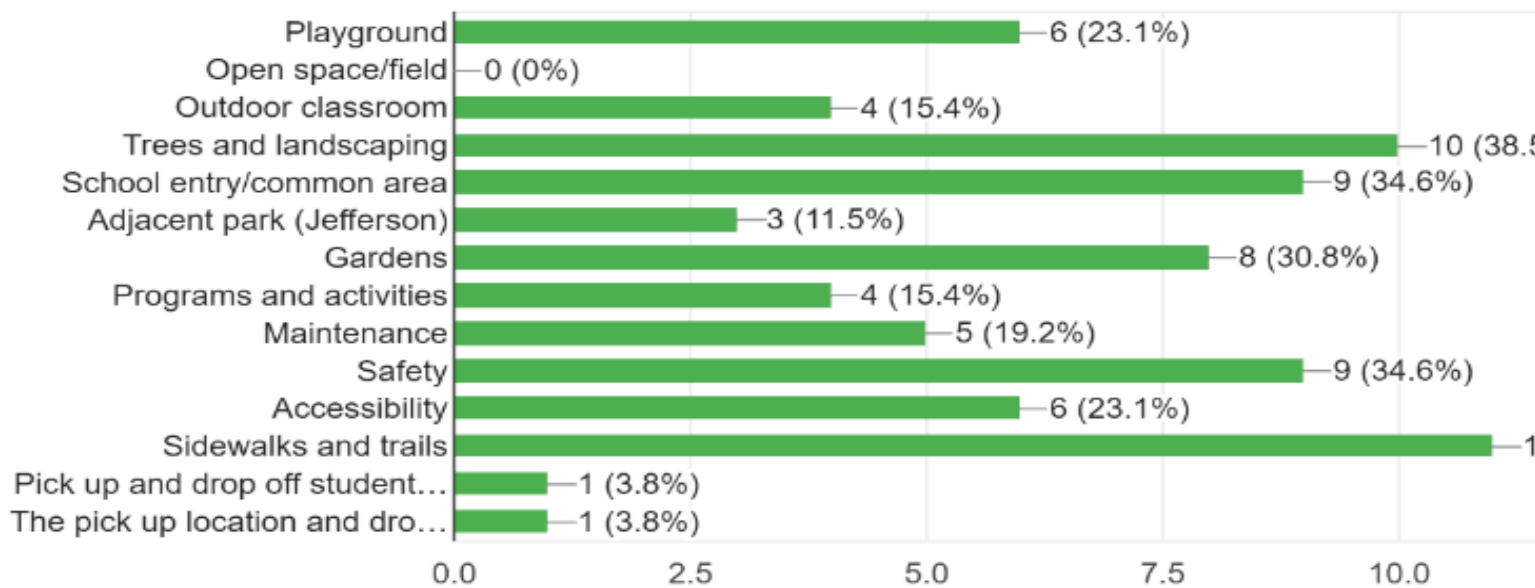
What about the existing schoolyard works well?

26 responses



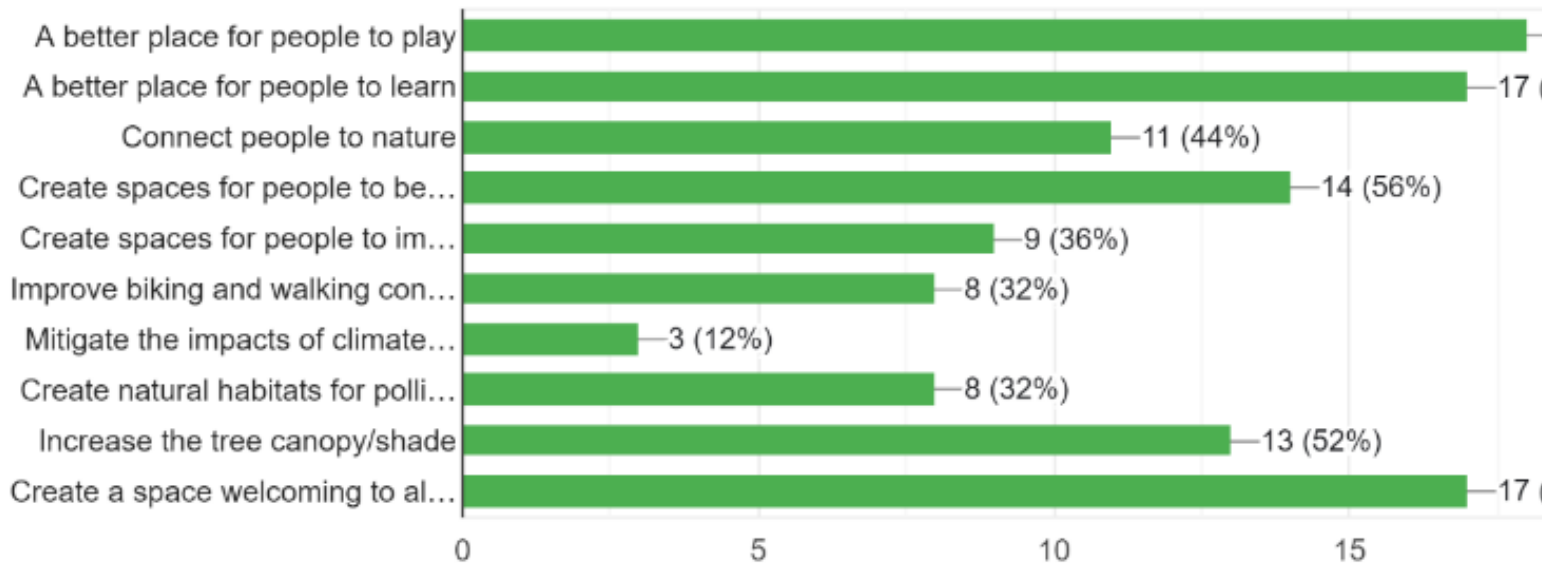
What about the existing schoolyard DOES NOT work well?

26 responses



What are your key priorities for the schoolyard? (Pick up to 5)

25 responses

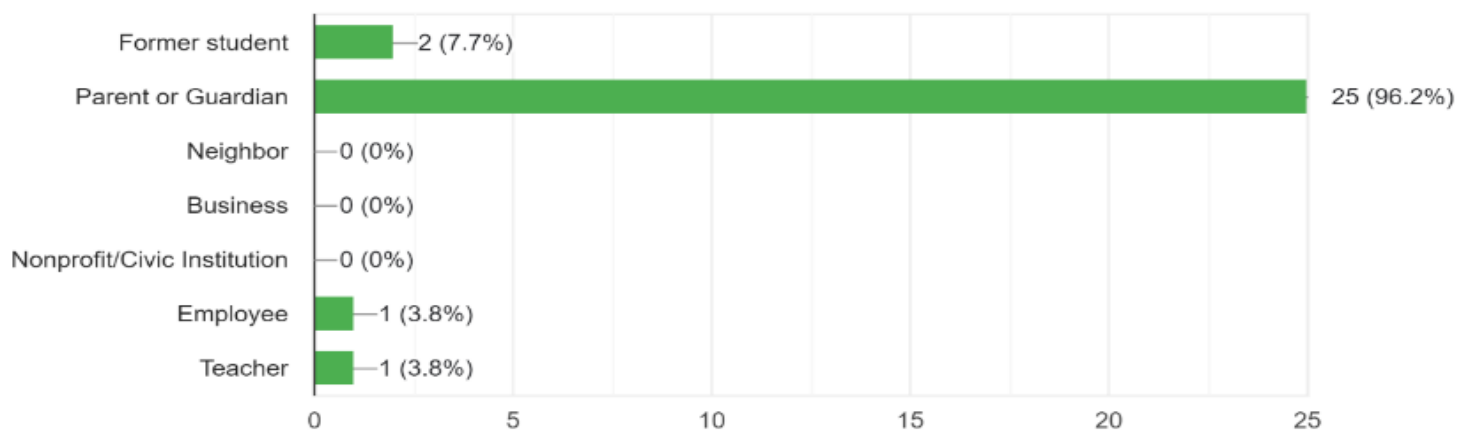


What are your Big Ideas for the schoolyard? The sky is the limit, what are your dreams?

- Outdoor classroom, three slides/tunnels, monkey bars, etc
- She would like more benches for families to sit at. More slides, basketball hoop, and such for the park.
- More benches/places to sit
- My Big Idea is to send my children a safe place where they can have fun and learn at the same time. I would like to see more trees planted on the side walks so that in the summer parents can rest on the shades. I would like to see chairs for parents to sit when waiting to pick up their children.
- Updated front and back playground for the entire school. Area for wheelchair accessible. Parking for all staff and parents.
- Waiting benches / place area for parents to wait and pick up their children.
- Accessible for all. All signs posted should be in English, Somali, and Spanish.
- The playground now is you small for my tall 4th grader. I wish there was equipment made for the bigger kids as well as the smaller kids.
- It's not big but would love a fence along the busy road (Prairie). If the sky is the limit, it would be great to see a natural habitat similar to what they utilize by the middle school but obviously on a smaller scale. Also more tree coverage.
- Gazebo, tables with umbrellas, and more benches.
- More swings more slides
- Our drop off and pick up area is not safe and we would like to get an entry spot to the school parking lot on where we can pick up our students. We would suggest that we make a cross walk for the students and parents. One cross walk will not work.
- Soft turf for the ground, low maintenance, weather enduring equipment, balanced well in a nature setting.
- We need a green space that our students can play and have on it at the same time.
- My dreams is to have a safe place for our kids to learn and to play.
- We would love to see a waiting area for the parents to pick up their children specially winter time and when climate changes. We don't have a safe space to park our cars during pick up.
- safe place for our children to learn and play.
- Keep adding native plants and update playground equipment.
- Our school yards don't have enough equipments for our kids to play. We need soccer nets and basketball hoops that are safe and kids can play on it. We don't have a waiting area for parents.
- We the parents would like to have a waiting area to pick up our children and there is no place to hide from the rain or climate weather.

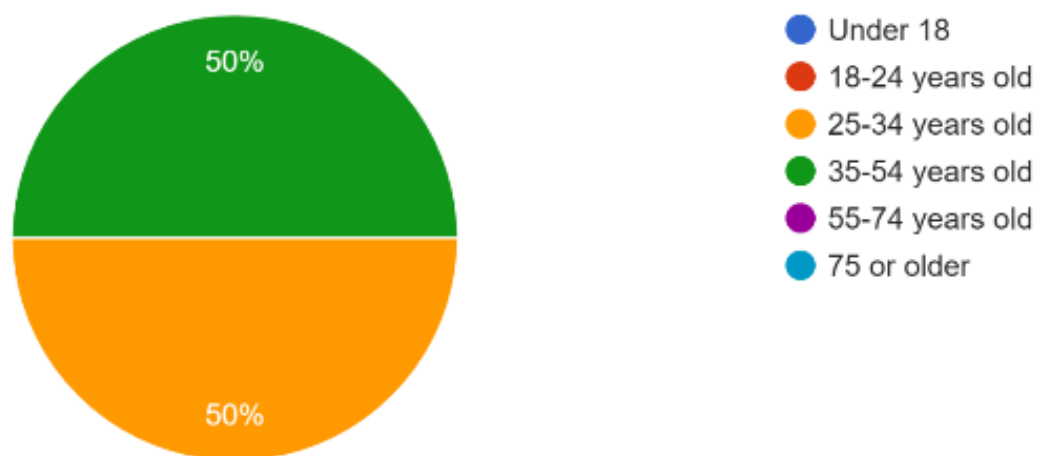
What's your relationship to Jefferson Elementary

26 responses



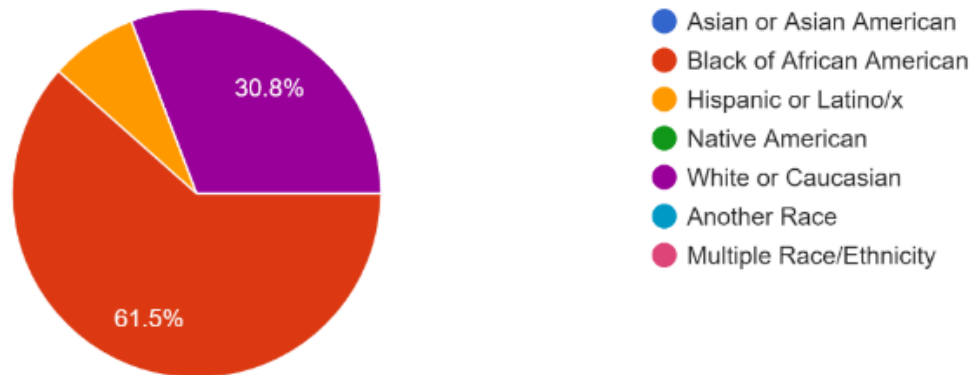
What is your age range?

26 responses



What best describes your background?

26 responses



How long have you lived in Faribault

26 responses

