



**Unified School District No. 445**

**Coffeyville**

615 Ellis, Coffeyville, KS 67337

[www.cvilleschools.com](http://www.cvilleschools.com)

620-252-6400

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## **Request for Proposals**

Community Elementary School (CES) Playground Structures Project

### **RFP Available**

September 26, 2023

### **Deadline for Submission**

October 31, 2023, 2:00 pm

### **Contact Information**

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## **Project Overview**

Unified School District No. 445, Coffeyville, is seeking proposals for additional play structures and education opportunities for students at our Community Elementary School (CES). Additional playground structures will offer new and exciting learning opportunities for all grade levels and classes at CES.

## **Project Background**

The district has been given federal funds as well as a substantial amount from local parent groups and private donations to make updates and improvements to the playground at Community Elementary. Federal funds are associated with the ESSER funding and are in conjunction with methods to alleviate the spread of the COVID-19 virus and to help prevent the continuation of the pandemic.

Instead of a pre-determined design, Unified School District No. 445, Coffeyville has decided to pursue a Request for Proposal to allow the playground experts and vendors to design and develop the best layout, design and equipment selection base on set criteria that the district has stated. Various parent, staff and student groups were surveyed and asked what they wanted to see in the playground opportunities. These groups met off and on for the first year, looking for ideas and designs as to what they wanted to see. At the same time, the very real opportunity for not only fresh air and physical activity for elementary students, is also the learning opportunities that are associated the interactions of students while on the playground.

Playground design elements should not only incorporate physical, but also develop challenging mental components as well. Additionally, different and new ways students may interact with each other should be included. Information regarding site areas and design ideas are indicated in the additional information section.

## **Project Funding Sources and Amount**

The district is utilizing federal funds for approximately half of the overall funding for this project. Local donations and school district funds are making up the remaining portions. The district is anticipating approximately \$285,036 in combined funds to be used on this project. All proposals must ensure compliance with all federal funds and EDGAR requirements.

## Project Specifications

The overall design, layout, and equipment selection is being left up to the individual vendor/installer. This will allow for the creative aspect of the playground design while maximizing social distancing for grade level/classroom as well as providing cohort group interactions of students. A typical individual classroom has approximately 22 students. A typical grade level has approximately 125 students. The elementary building is the largest elementary in the state of Kansas with over 900 students in attendance. The Kindergarten students currently have an adequate and separate playground area, but sometimes utilize the 1<sup>st</sup>-3<sup>rd</sup> grade play space as well. As there are different manufactures of various playground equipment, a specific manufacturer type is not being specified. However, please make sure to see the Project Submittal Requirements as well as the Project Proposal Scoring Criteria for additional information.

On October 4, 2023 at 9:30 am, the district will host a planned onsite visit to the playground area at Community Elementary School, 102 S. Cline Rd., Coffeyville, KS 67337, for the purpose of answering any questions and allowing for potential bidders/proposals to have a first-hand look at the areas identified, including terrain criteria situations that must be maintained. The onsite visit is voluntary and not required for project proposal submission, but is highly recommended and encouraged as designs may be affected due to size and scope of the playground area as well as the terrain of the current space.

Each potential bidder may submit up to three (3) different proposals for consideration. This will allow for flexibility in design and options available, but as there are a substantial number of play structure options, will limit down the endless possibilities that could be submitted and reviewed. Each proposal should be submitted utilizing an appropriate wood chip fall surface for all play structure areas as required/needed. Additionally, an option for each of the submitted proposals may include a cost and/or equipment adjustment for a proposed poured or turf fall surface. As a poured or turf fall surface is a substantial cost it is listed as a third priority and not required to be included at all if so desired.

The elementary building currently uses “zones” on the playground which are included in the “Additional Information” section. This “zones” are currently how some of the grade level of students’ class moves around during the recess time, staying within their own cohort group. Some grade levels do not utilize this and allow the students to move about in all areas. The current practice is for an entire grade level to go to recess at the same time. There are currently seven classes per each grade. The students stay within each of their cohort class while at recess, moving from “zone” to “zone”. This information is provided to you, but design plans may be submitted incorporating this or not, but are not required to be included. Under no circumstances should this be considered a priority, used to exceed or circumvent the artistic and design elements of a

cohesive playground experience for the students. This is simply provided as information of current practice.

The district has determined some item ideas that should be included in a submitted proposal to some degree. The requested specifications are stated in three categories, “First Priority”, “Secondary Priority” and “Third Priority”. The “First Priority” items are the items that must be included in the design layout of the overall project. The “Secondary Priority” are the thoughts of the committees that we would like to see incorporated, but are not required. “Third Priority” items are listed simply as things that were indicated by various people and not considered a definite design need. Please note the information outlined in the “Additional Information” section that shows existing structures and available areas for playground development.

First Priority

- Grades 4<sup>th</sup>-6<sup>th</sup> large play structure (variety climbing, physically challenging), could be multiple smaller units
- Grades 1<sup>st</sup>-3<sup>rd</sup> large play structure (slides, climbing wall) could be multiple smaller units with different options
- Gaga pits (permanent placement) for both 1<sup>st</sup>-3<sup>rd</sup> and 4<sup>th</sup>-6<sup>th</sup> age groups
- Table/bench for group of students to sit at.
- Shade structure over the table/bench

Secondary Priority

- Medium to small interactive/sensory playground pieces should be used and placed to augment educational and motor skills.
- Fixed elevated P-6 ball structure (4<sup>th</sup>-6<sup>th</sup> grades)
- Small bench for sitting
- Small shade awning strategically located to provide relief

Third Priority

- Basketball goal (1<sup>st</sup>-3<sup>rd</sup> grades)
- Poured in place or turf fall surface (see bid notes above)

**Project Timeline**

Request for Proposal Sent .....	September 26, 2023
Onsite (CES) Visit Day .....	October 4, 2023 (9:30 am)
Last day/time for questions to be submitted ...	October 25, 2023 (2:00 pm)
Request for Proposal Due Date .....	October 31, 2023 (2:00 pm)
Board Presentation & Approval .....	November 13, 2023 (4:00 pm)
*Contracts Signed .....	November 15, 2023
Installation Start (TBD).....	After signed contracts

Total Project completion date..... July 31, 2024  
Final Project payout..... August 15, 2024

*\* Contract documents may be signed once official notice of certificate of liability has been submitted listing USD 445 Coffeyville as an additional insurer on the vendor/installer insurance liability policy.*

## **Project Proposal Inclusions**

Submitted project proposals must include the following items:

- Cover letter stating the vendor name, project name, and primary contact information.
- Introduction letter documenting vendor and/or installer qualifications for this project indicating previous or similar projects that have been completed.
- Signed Assurances page (located in the “Additional Information” section) acknowledging and verification the submitted proposal meets all EDGAR federal funds requirements.
- Acknowledgement of all questions and responses being viewed on the website by the individual/company submitting the proposal.
- Acknowledgement of guaranteed completion date.
- Graphic design layout of the proposed improvements
- Individual item description/information including a picture of the proposed equipment
- Overall project cost including installation
- Breakdown of expenses show cost of each item as well as installation costs (installation cost for the project may be combined, but listed on a separate line item)
- Individual item warranty for equipment and installation
- Plan/timeline of proposed project installation, including date equipment is ordered, start date and expected completion date.
- Additional information you would like to share and/or be considered in the evaluation process.

## **Project Submittal Methods**

Project proposals are due no later than October 31, 2023 by 2:00 pm.

- Printed proposals may be mailed or dropped off at 615 Ellis, Coffeyville, KS. 67337. Please make sure to mark them with “Attention: Michael Speer, CES Playground Proposal”.
- Emailed proposals may be sent to [michael.speer@cvcilleschools.com](mailto:michael.speer@cvcilleschools.com) with “CES Playground Proposal” in the subject line of the email. An email will be sent back verifying the proposal has been received.

## Project Questions

The final day to submit questions will be October 25, 2023 at 2:00 pm. Questions regarding the project or proposal may be emailed to [michael.speer@cilleschools.com](mailto:michael.speer@cilleschools.com). Acknowledgement of the questions received will be sent.

Questions submitted will be answered with both the question and the answer being posted on the district's website by going to [www.cilleschools.com](http://www.cilleschools.com), clicking on Departments > Facility Management > RFP / RFQ Projects or by following the link at <https://www.cilleschools.com/domain/23>.

The company/vendor asking the question will not be posted on the website.

## Proposal Evaluation Criteria

Evaluation Committee: Each proposal that is submitted (up to two (2) proposals per bidder) will be given to an evaluation committee consisting of the following personnel: Director of Maintenance, Building Principal, Business Manager, one (1) teaching staff member and one (1) parent of a student currently at the elementary building. A rubric will be used to score each proposal and a total tally will be created to determine the overall best submitted proposal.

Criteria: The evaluation committee will utilize the following scoring criteria to evaluate each proposal. Proposals must be submitted on time and complete to be considered.

- Completeness of project proposal ..... 5%
- Overall project design and layout and completeness ..... 20%
- Play structures incorporated ..... 25%
- Variety & type of interaction/sensory options for students ..... 25%
- Equipment/product look and feel ..... 10%
- Project Cost ..... 10%
- Warranty information ..... 5%

Evaluation results will be shared with each bidder after the board has accepted and approved the winning bidder and not before.

The results of the committee's evaluation of the proposals will be shared with the school board at the November 13, 2023 Board of Education meeting for final approval and authorization. Presentation will include the overall design of the winning bidder and examples of the equipment and layout of the playground proposal.

Thank you for your consideration and participation in the RFP process.

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*End of RFP*



## Additional Information

### Assurances Acknowledgement of Federal Funds Project

#### **Appendix II to Part 200 - Contract provisions for Non-Federal Entity Contracts Under Federal Awards**

All contracts made by the non-Federal entity under the Federal award must contain provision covering the following:

- Administrative, contractual, or legal remedies in instances where contractors violate or breach contract terms, and provide for such sanctions and penalties as appropriate (for contracts over \$250,000)
- Termination for cause and for convenience (contracts over \$10,000)
- Equal Employment Opportunity (41 CFR Part 60)
- Davis-Bacon Act, as amended (40 U.S.C. 3141-3148)
- Contract Work Hours and Safety Standards Act (40 U.S.C. 3701-3708)
- Rights to Inventions Made Under a Contract or Agreement
- Clean Air Act (42 U.S.C. 7401-7671q.) and the Federal Water Pollution Control Act (33 U.S.C. 1251-1387), as amended
- Debarment and Suspension (Executive Orders 12549 and 12689)
- Byrd Anti-Lobbying Amendment (31 U.S.C. 1352)

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*Company Name*

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*Printed Name of Authorized Signer*

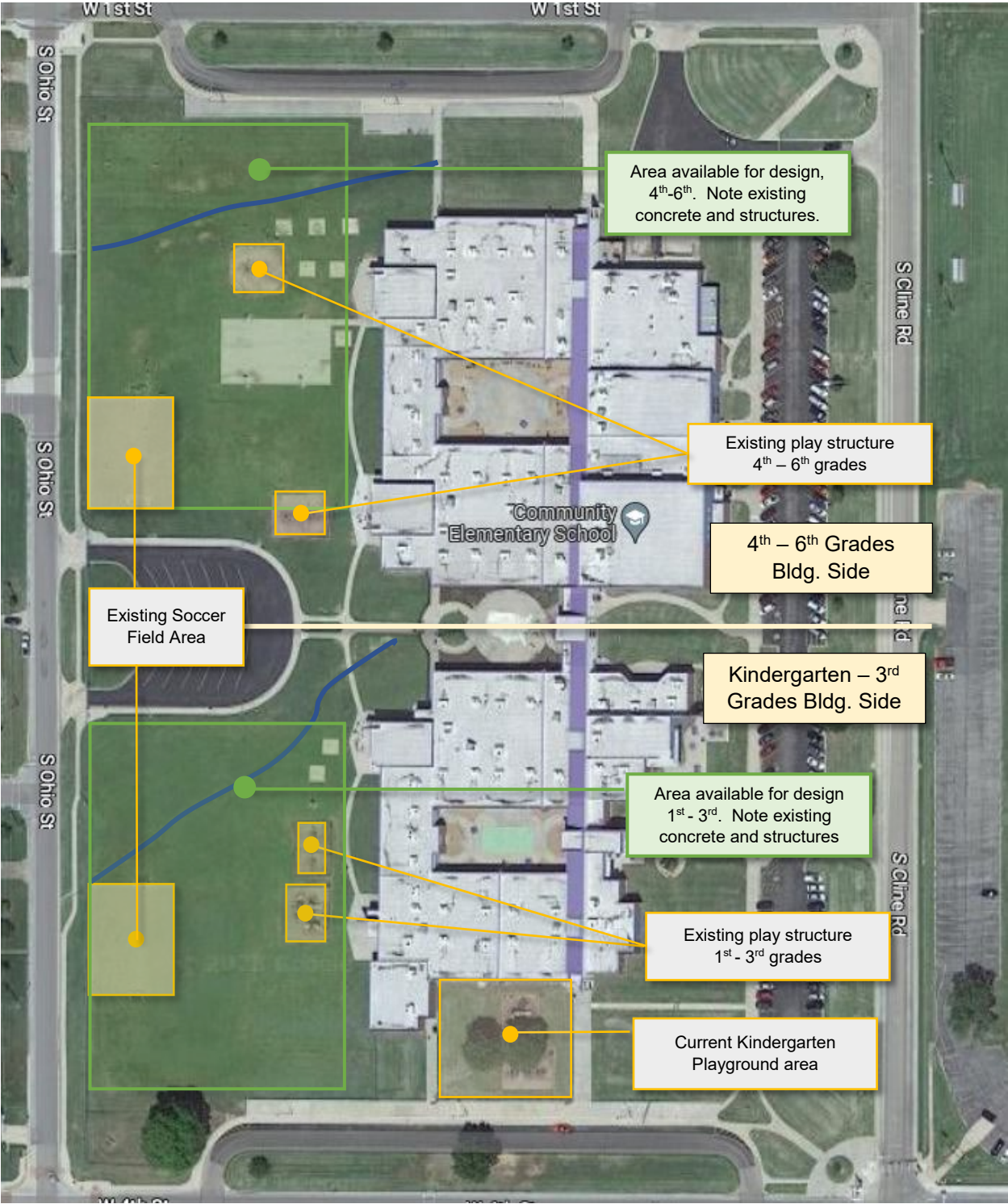
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*Signature of Authorized Signer*

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*Date*

**Site Area Current Layout**



**Current "Zones" of Recess Rotation to Maintain Cohorts**

