



**Request for Proposal for Design, Permitting, and Installation  
of Playground Equipment and Related Infrastructure for  
City of Crystal River, FL Future Playground Projects  
24-RFP-14**

**Due by 11:00 A.M. on June 19, 2024**

**MAYOR AND CITY COUNCIL MEMBERS:**

**JOE MEEK, MAYOR  
CINDI FRINK, VICE MAYOR  
KEN BROWN  
ROBERT HOLMES  
MINDI MULVIE-HASTINGS**

**INTERIM CITY MANAGER:  
TROY SLATTERY**

**CITY ATTORNEY:  
ROBERT W. BATSEL JR., ESQ.**

**CITY OF CRYSTAL RIVER  
DEPARTMENT OF PUBLIC WORKS  
915 N. SUNCOAST BLVD  
CRYSTAL RIVER, FLORIDA 34429  
(352) 795-4216  
(352) 795-6245 (fax)**

# **PUBLIC NOTICE**

## **Request for Proposal for Design, Permitting, and Installation of Playground Equipment and Related Infrastructure for Crystal River FL Future Playground Projects Solicitation No. 24-RFP-14**

**PUBLIC NOTICE IS HEREBY GIVEN** that the City of Crystal River (“City”) is requesting proposals (RFPs) and will receive submittals until **11:00 A.M. on June 19, 2024**. Responses will be publicly opened in Temporary City Hall Chambers at 11:05 A.M. on June 19, 2024.

The City of Crystal River reserves the right to accept any responses deemed to be in the best interest of the city, to waive any minor irregularities, omissions, and/or technicalities in any responses, or to reject any or all responses and to re-advertise for new responses. The responsibility for submitting a proposal before the stated time and date is solely and strictly that of the proposer. The city is not responsible for any delayed, late, or mis-delivered proposals, no matter the cause.

### **Submittal Requirements:**

Responses to the RFP shall include a description of the intended use (program) for the facility and how it will achieve the city’s goals as outlined in the RFP, as well as other information as requested in the RFP.

Submittal Requirements: Responses shall include One (1) signed original and five (5) photocopies submitted in one sealed package, clearly marked on the outside. Also, One (1) USB drive with the digital copy of the submittal.

“Sealed Response to Solicitation No. 24-RFP-14, Request for Proposal for Design, Permitting, and Installation of Playground Equipment and Related Infrastructure for Crystal River FL Future Playground Projects” and addressed to:

**CITY OF CRYSTAL RIVER  
Mia Fink, City Clerk  
915 N. SUNCOAST BLVD  
CRYSTAL RIVER, FL 34429**

All documents may be examined at Temporary City Hall at no charge, downloaded for free on the city website ([www.crystalriverfl.org](http://www.crystalriverfl.org)), or picked up at Temporary City Hall for no charge. Respondents who utilize the City website for the documents are advised to check the website regularly for updates and addenda. RFP packages may be picked up at the Temporary Crystal River City Hall, at the address above, between the hours of 8:30 am and 4:30 pm Monday through Friday. The contact person is Theresa Krim, 352-795-4216, ext.314 or [tkrim@crystalriverfl.org](mailto:tkrim@crystalriverfl.org)

City of Crystal River  
Troy Slattery  
Interim City Manager

## City of Crystal River Solicitation No. 24-RFP-14

The City of Crystal River ("City") is requesting proposals (RFPs) and will receive submittals until **11:00 A.M. on June 19, 2024**. Responses will be publicly opened in Temporary City Hall Chambers at 11:05 A.M. on June 19, 2024.

**Synopsis:** The City of Crystal River is embarking on a long-term phased playground project, to revitalize its parks. This will start with Copeland Park and extend into other community spaces. Copeland Park is located at 850 NE 3rd St. Crystal River, FL 34429. Following recent natural events including floods and tornadoes, this initiative aims to rejuvenate our recreational areas. Our parks, cherished by the residents, particularly the younger population, have weathered the years but are in need of modernization.

The city desires to contract a qualified playground manufacturer/builder to design and install contemporary themed play areas in our playgrounds, beginning with Copeland Park. The city will select the most qualified bidder based on the proposals submitted. Once selected, the city and the contractor will jointly develop a final design, negotiate a final total cost and contract for approval by the City Council. Items to be included in the Proposal are the following:

- **Equipment and Products:** The Proposal shall include the data necessary to evaluate and determine the qualifications of the Proposer and the quality of the following items for the Copeland Park location. Design must include the following:
  - Boundless play equipment/features for children 2-12 years of age.
  - The city is open to ideas for theming but wishes for the playground to blend in with what most identifies us as a city.
  - Playground material: preferable surface is engineered wood fiber or equivalent.
  - Playground surfacing: preferable surface is poured in place rubberized flooring. However, the city recognizes the high cost of rubberized flooring and to meet the project budget, this is open to other options, such as mulch.
  - Please conform to all established standards for accessibility and public accommodations by the Florida Building Code and/or ICC.
  
- **Design Layout:**
  - Provide a preliminary site layout plan depicting the location of all proposed equipment, components, fencing, sidewalks, and other appurtenances. The layout shall be shown on an attached site plan.

- Project Cost:
  - The Proposal shall include the total costs, which shall include all cost in connection with the proper and successful completion of the items listed in the Proposal; including but not limited to, design, permitting, furnishing all materials, potential removal of old equipment, supplies, and appurtenances; providing all construction equipment and tools; and performing all necessary labor and supervision to fully complete the work presented in the Proposal.
  - All transportation charges shall be included in the total cost. The city is exempt from payment of all federal, state, and local taxes in connection with this solicitation. Said taxes shall not be included in the Proposal or Proposal prices. The City will provide tax exemption certificates upon request. This provision does not represent or warrant that the Proposer will be relieved from the responsibility to pay all applicable taxes for goods, services, and labor acquired in the performance of this Project.
  - Costs shall include all finish grading to provide a level site to meet the installation requirements of the proposed materials.
  - Costs shall include sod (or other ADA approved surfacing) for all exposed areas within the work boundary of the Project not designated for other surfacing.
  
- Project Schedule
  - Provide a schedule for completion of the Project as presented in the Proposal.
  - The Proposal shall include an introduction which clearly demonstrates a comprehensive understanding on the part of the Proposer of the objective and scope of this RFP.
  - The Proposal shall include informational data pertaining to the Proposer's ability to perform the type of work and/or service required in a responsive and continuing manner, including at least five references, preferably at least two (2) from Florida).
  
- Future Projects
  - This solicitation may serve to select a single vendor/team for potential future projects as may be designated by the city. In this case, the selected vendor will be requested to provide the City with a preliminary design/cost for negotiations into a full contract. The selected vendor will be eligible to perform projects in this manner for no longer than five years from the posting date of the RFP.

The Proposer must be authorized, or have the ability, to transact business in the State of Florida. Each Proposer is responsible for full compliance with all applicable local, state and federal laws, ordinances and regulations that bear on the RFP and the Project. The Proposer shall have and must provide all applicable insurance, permits, licenses, etc. which may be required by federal, state or local law which may bear on the RFP and the Project. Proposer is solely responsible for such compliance, regardless of whether such laws, rules, or ordinances are specifically set forth in this RFP.

The primary city point of contact with the selected Proposer will be Paul Wammack (the “Project Manager”). The Project Manager will be responsible for the direction, review, and approval of all work on the Project as well as the administration of the contract for compliance with and interpretation of scope, schedule, and budget. The Project Manager will remain with the Project throughout the term of the contract. In carrying out these functions, the Project Manager will utilize the various departments and personnel of the city and coordinate with other governmental agencies as required to ensure a successful project.

Services needed include Proposers specializing in playground procurement and installation; specifically, but not limited to, municipal projects. The selected Proposer will be required to participate in meetings with city staff.

The Proposer shall identify all companies anticipated as having major and minor roles in the Project.

All documents may be examined at Temporary City Hall at no charge, downloaded for free on the City website ([www.crystalriverfl.org](http://www.crystalriverfl.org)), or picked up at Temporary City Hall for no charge. Respondents who utilize the City website for the documents are advised to check the website regularly for updates and addenda. RFP packages may be picked up at the Temporary Crystal River City Hall, at the address above, between the hours of 8:30 am and 4:30 pm Monday through Friday. The contact person is Theresa Krim, 352-795-4216, extension 314 or [tkrim@crystalriverfl.org](mailto:tkrim@crystalriverfl.org)

The City reserves the right to reject any or all submittals, to waive any irregularity, and to take all submittals under advisement for a period of sixty (60) days.

1. **Proposals must be received no later than 11:00 a.m. (local time) on June 19, 2024.** Proposals will be publicly opened in Temporary City Hall Chambers at 11:05 A.M. on June 19, 2024. Any proposals received after the above-noted time will not be accepted under any circumstances. Any uncertainty regarding the time a qualification package is received will be resolved against the Respondent. It shall be the sole responsibility of the Respondent to have the proposals delivered to Temporary Crystal River City Hall by U.S. mail, hand delivery, or any other method available to them. Delay in delivery shall not be the responsibility of the City. Proposals received after the deadline shall not be considered and shall be returned unopened. Any request to withdraw a proposal must be addressed in writing and must be received by the City prior to the deadline of the submission.
2. The City will receive questions regarding the RFP only through written inquiries, preferably emailed to the attention of Paul Wammack, Project Manager, [pwammack@crystalriverfl.org](mailto:pwammack@crystalriverfl.org)

3. **Deadline for receipt of written inquiries will be close of business June 18, 2024.** Potential Respondents shall not contact City staff (with the exception of the aforementioned) or other City consultants or City Council for information regarding this RFP before the project award date.
4. The City reserves the right to accept or reject any or all RFPs, to waive formalities, technicalities or irregularities, to request clarification of information submitted in any RFP, or to re-advertise a new RFP. The City Council shall be the final authority in the selection process.
5. The successful Respondents shall be required to execute a contract in form and content acceptable to the City, indemnifying and holding harmless the City, its officials, officers, employees, and agents from all claims.
6. **CONVICTED VENDOR LIST (PUBLIC ENTITY CRIME):** A person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a proposal on an award to provide any goods or services to a public entity, may not submit a proposal on an award with a public entity for the construction or repair of a public building or public work, may not submit proposals on leases of real property to a public entity, may not be awarded or perform work as a Contractor, Supplier, Subcontractor, or Consultant under an award with any public entity, and may not transact business with any public entity in excess of the threshold amount provided in section 287.017 for Category Two for a period of 36 months from the date of being placed on the convicted vendor list. [See Florida State Statute 287.133 (2) (a)]
7. **FLORIDA PUBLIC RECORDS LAW:** In accordance with Chapter 119 of the Florida Statutes, and, except as may be provided by Chapter 119 of the Florida Statutes and other applicable State and Federal Laws, all Respondents should be aware that the proposal and the responses thereto are in the public domain and are available for public inspection. Respondents are requested, however, to identify specifically any information contained in their proposal which they consider confidential and/or proprietary and which they believe to be exempt from disclosure, citing specifically the applicable exempting law. All proposals received in response to this request of proposal become the property of the City of Crystal River and will not be returned. In the event of an award, all documentation produced as part of the contract will become the exclusive property of the City.
8. **INSURANCE TERMS AND CONDITIONS:**
  - a. **Commercial General Liability Insurance.** Commercial general liability coverage with limits of liability of not less than \$1,000,000 per Occurrence combined single limit for Bodily Injury and Property Damage. The liability insurance shall include Completed Operations and Product Liability coverages and eliminate the exclusion with respect to property under the

care, custody and control of Contractor. The General Aggregate Liability limit and the Products/Completed Operations Liability Aggregate limit shall be in the amount of \$2,000,000 each. Name City as additional insured. Include Waiver of Subrogation.

- b. Workers Compensation and Employer's Liability Insurance. Workers' compensation and employer's liability insurance, to apply for all employees for statutory limits as required by applicable State and Federal laws. The policy(ies) must include Employer's Liability with minimum limits of \$1,000,000 for each accident. Include Waiver of Subrogation.
- c. Business Automobile Liability Insurance. Business automobile liability insurance with minimum limits of \$1,000,000 per Occurrence combined single limit for Bodily Injury and Property Damage.

## 9. SELECTION PROCESS

A selection committee comprised of City of Crystal River staff members and stakeholders will conduct an evaluation of the RFPs. Respondents may be requested to make one or more oral presentations, possibly in front of the City Council. The RFPs will be evaluated based on achieving the stated goals and what is in the best interest of the City. Based upon the consensus of the committee, a recommendation will be made to the Crystal River City Council to begin development of a final design and negotiated price, and contract for approval by the City Council.