



CITY OF RENSSELAER

PLANNING AND DEVELOPMENT



CITY HALL, 62 WASHINGTON STREET

Planning (518) 462-4839 | Building (518) 465-1693

**REQUEST FOR PROPOSALS
TO
PROVIDE AND INSTALL PLAYGROUND EQUIPMENT
AND
POUR IN PLACE SAFETY SURFACE MATERIAL
AT ONE OR TWO CITY PARKS IN RENSSELAER, NEW YORK**

RFP Issue Date	April 3, 2025
RFP Deadline	April 24, 2025 at 10:00AM
Point of Contact	Thomas E. Hulihan, Planning Director City of Rensselaer 62 Washington Street Rensselaer, New York 12144 thomas.hulihan@rensselaerny.gov 518-462-4839 x 3

The City of Rensselaer is seeking proposals to provide and install off the shelf (i.e. catalogue designs) playground systems at one or two city parks. The parks are easily accessible and the area of playground installation is relatively flat.

We are seeking a playground system intended for children aged 2 to 12 years old with a capacity of approximately 45 to 65 children and a variety of ADA compliant play features (elevated play activities, ground level play activities, slides, climbers, etc.). The use zone is expected to be within 35 feet by 40 feet. Respondents to this RFP may propose an array of playground equipment options at various price points.

Pour-in-place play ground surfacing will be installed throughout the use zone of the playground equipment installed and must have a critical fall height of at least 6 feet.

All equipment and surfacing will be delivered, assembled and installed by the supplier and may occur at one or both of the following locations (as determined by the City of Rensselaer):

8 th Street Park 1800 8 th Street Rensselaer, NY 12144	Eastland Park 101 Lakeview Avenue Rensselaer, NY 12144
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Proposals from Disadvantaged Business Enterprise (DBE), Minority-Owned Business Enterprise (MBE), Women-Owned Business Enterprise (WBE), and Service Disabled Veteran-Owned Business (SDVOB) are strongly encouraged.

PROPOSAL SUBMITTAL AND CONTENT

Proposals must be submitted to as follows:

Playground Proposal
Attn: Planning Department
Rensselaer, NY 12144
or by email to
thomas.hulihan@rensselaerny.gov

Proposals must include:

- Cover letter describing the proposers experience in designing, procuring, and installing similar play structures. Cover letter shall include information on the proposer's main point of contact for the project.
- Images for each design and colors available.
- A per park bid price for each design presented. Bids must list the cost of the equipment, the cost for the fall zone material, and the labor separately.
- References. Please include three professional references for similar projects completed.

All delivery, assembly, installation, and supervision costs must be included in the proposal.

Workmen's Compensation, Comprehensive General Liability, and Transportation Insurance and insurance certificates shall be provided by the successful Supplier.

Prices shall include delivery, freight paid by the bidder to the jobsite.

The City of Rensselaer reserves the right to negotiate an agreement based on fair and reasonable compensation for the scope of work and services proposed, as well as the right to reject any and all responses deemed unqualified, unsatisfactory or inappropriate at the sole discretion of the City.

An interview may be requested to aid in the selection of a Supplier. The award will be made to the qualified Supplier whose proposal is deemed most advantageous to the City after all factors are considered.

Acceptance of Proposal Content. The contents of the proposal of the successful proposer may become contractual obligations if the City of Rensselaer wishes to execute a contract based on the submitted proposal. Failure of the successful proposer to accept these obligations in a contract may result in cancellation of the award and such proposer may be removed from future solicitations.

The selected firm will be required to sign a contract with the City relating to the work to be performed.

Response Material Ownership. The material submitted in response to the RFQ becomes the property of the City of Rensselaer and will only be returned to the contracted firm at the City's option.

Responses may be reviewed by any person after the final selection has been made. The City of Rensselaer has the right to use any or all ideas presented in reply to this request. Disqualification of a proposer does not eliminate this right.

Reference Checks. The City of Rensselaer reserves the right to contact any reference or any client listed in the documents for information which may be helpful to the City in evaluating the proposer's performance on previous assignments.

General Conditions of RFP

- The City reserves the right to reject any and all proposals, to waive any informality, to request interviews of Proposer(s) prior to award and to select and negotiate the Contract services in the best interest of the City.
- The City reserves the right to accept all or part of any proposal and to negotiate a contract for services and cost with the selected Proposer.
- The Proposer shall provide all necessary personnel, materials, and equipment to perform and complete all work under this proposal.
- The City intends to recommend the award of a contract to the City Council for the requested services.
- Unless otherwise stated, invoices are to be submitted upon delivery of service to the City. The invoice must include an itemization of all services provided, including unit list price, net price, extensions total amount(s) due, and amounts previously paid.
- This contract will be for the services described in the RFP response; however, this agreement should not be considered exclusive. As deemed necessary, the City reserves the right to obtain these services from any other vendor.
- Unless otherwise specified all costs listed are firm for the term of the contract.
- Neither party shall be liable for any inability to perform its obligations under any subsequent agreement due to war, riot, insurrection, civil commotion, fire, flood, earthquake, storm or other act of nature.
- Notification of the parties shall be considered to have been constructively received when it is mailed via the United States Postal Service or delivered in hand to the parties as stated in the contract.
- Proposal shall also mean quotation, bid, offer, qualification/experience statement, and services. Proposers shall also mean vendors, proposer's, bidders, or any person or firm responding to a Request for Information.
- This solicitation is for a grant application to the NYS Office of Parks, Recreation and Historic Preservation. The awarding of a contract is contingent upon the receipt of grant funds.