

Outdoor Learning Environment

Request for Proposal 141-18



GuilfordChildDevelopment

1200 ARLINGTON STREET – GREENSBORO, NC 27406

PRE-PROPOSAL CONFERENCE DATE: JUNE 19, 2018 – 11:00 A.M.
505 HABERSHAM RD., HIGH POINT, NC 27260

REQUEST FOR PROPOSAL DUE DATE: JULY 19, 2018 – 3:00 P.M.

TIME SENSITIVE PROPOSAL

CONTACTS FOR THIS REQUEST FOR PROPOSAL

ASSISTANT HEAD START DIRECTOR – RASHAD RODAS (Rashad.Rodas@GuilfordChildDev.org)

DIRECTOR OF PROCUREMENT – SHERRY MURR (SherryM@GuilfordChildDev.org)

DIRECTOR OF ADMINISTRATIVE SERVICES – LARRY JONES (Larry.Jones@GuilfordChildDev.org)

MAINTENANCE SUPERVISOR – ANTHONY THOMAS (AnthonyT@GuilfordChildDev.org)

GUILFORD CHILD DEVELOPMENT
Outdoor Learning Environment
(Concept Designs available for review at GCD Central Office)
Request for Proposal for Materials and Installation
Proposal Issue Date: June 11, 2018

Objective of Request for Proposal

Guilford Child Development (GCD), a 501(c)3 organization is seeking proposals from qualified vendors to provide design and installation for an Outdoor Learning Environment for infant/toddlers and pre-school age children. Qualified vendors are invited to submit a proposal outlining their experience and qualifications in performing work directly related to the services detailed in this Request for Proposal (RFP) under the heading Scope of Work. Each proposed area will be age appropriate for the children it will serve, meeting the safety guidelines and regulations as provided by the NC Division of Child Development playground safety regulations.

Pre-Proposal Conference

A pre-proposal conference is scheduled for June 19, 2018 at 11:00 a.m. at the site: Hickory Chapel Woods Child Development Center located at 505 Habersham Rd., High Point, NC 27260. Vendors planning to attend should confirm with Sherry Murr, Director of Procurement by telephone (336) 369-5015 or email sherrym@guilfordchilddev.org no later than June 15, 2018.

Site Visits

Potential vendors are encouraged to visit the site prior to submitting a bid for this project. Vendors shall not be compensated for time/travel/fuel for the site visits. GCD's Maintenance Supervisor must be notified prior to contractors visiting the location and shall accompany contractors during the site visit. Concept designs are available for review at GCD Central Office, 1200 Arlington St., Greensboro, NC 27406 and will also be provided at the pre-bid conference.

Issuing Office

Guilford Child Development
1200 Arlington St.
Greensboro, NC 27406
RFP 141-18 Hickory Chapel Woods Outdoor Learning Environment
Attention: Sherry Murr
Director of Procurement

Closing Date and Submittal Information

Two (2) original signed proposals with terms and conditions made a part thereof must be received at the address specified above at or before 3:00 p.m. on July 19, 2018. Proposals shall not be accepted after the stated deadline; late proposals shall be returned to the vendor unopened and shall not be considered for the bid process.

Proposer shall put their name, address and RFP 141-18 Hickory Chapel Woods Outdoor Learning Environment on the outside of the envelope. It is the Proposer's responsibility to ensure that proposals are received prior to the stated closing time. Guilford Child Development shall not be responsible for the

proper identification and handling of any proposals submitted incorrectly. Late proposals, late modifications or late withdrawals shall not be considered after the stated bid closing date and time and shall be returned unopened. Facsimile and electronic (email) proposals will not be accepted.

Guilford Child Development reserves the right to:

- A. Reject any or all proposals not in compliance with public bidding procedures;
- B. Postpone award of the contract for a period not to exceed sixty (60) days from date of proposal opening;
- C. Waive informalities in the proposals; and
- D. Select the proposal which appears to be in the best interest of Guilford Child Development.

Scope of Work

The main objective of this contract is to ensure facilities of GCD are well maintained and of the highest caliber. All work performed shall be performed in a professional manner according to contract specifications and/or ASTM guidelines and NC Division of Child Development playground safety regulations, whichever is more stringent. **The following components shall be listed as itemized costs on a separate sheet.**

As part of this effort, we expect the successful contractor to provide GCD:

Infant/Toddler Outdoor Learning Environment Design and Installation

- A. Two-Seat Swings
- B. Climbing and pull up logs for small children to use
- C. Plant nontoxic, approved plants in the designated garden area. These plants should be free of thorns or prickly leaves and tacitly friendly for children. These may include ornamental grasses, shrubs, flowers, groundcover, trees and plants. Include variety and quantity
- D. Provide and install a storage shed suitable for outdoor play equipment.
- E. Install sod or sew Bermuda grass in the remaining open area.
- F. Install a four-foot (4') chain-link fence dividing the Infant/Toddler Playground from the Preschool Playground.

Preschool Outdoor Learning Environment Design and Installation

- G. Install a bike path to meander through the Preschool area. The bike path should be made of concrete or asphalt and have the appearance of a divided roadway. The bike path shall have sod or Bermuda grass on either side.
- H. Provide and install 'tree cookies and logs' that will be utilized as pathways, seating areas and define play areas. The pathways should provide a sensory experience utilizing non-toxic plants and groundcover such as ornamental grasses, shrubs and flowers planted along the pathway. The plantings must be nontoxic, free of thorns or prickly leaves and tacitly friendly for children.
- I. Design and install an area for a Recycling Garden that will be defined by a low wall and provide soil that is free of rock, debris and insects.
- J. Provide and install a storage shed suitable for outdoor play equipment.
- K. Provide and install an open concept playhouse that will allow for children to be visible to teachers at all times.
- L. Provide and install three (3) raised planting beds suitable for flowering plants and/or vegetables. The soil must be free of rocks, debris and insects.

- M. GCD has determined there is an issue with drainage in the playground and leading to the existing building. The current landscaping allows water to run underneath the building; additionally the rainwater from the gutters on the sidewalk canopy combines with the runoff from the playground causing a problem underneath the existing building. Vendors shall quote installation of channel drains and the piping out excessive water that runs under the existing building. It is a requirement to quote this as specified. If a vendor wishes to offer an alternate solution, it must be submitted separately.
- N. Contractor shall furnish GCD's Director of Procurement within 10 calendar days after award the following items:
 - a. Phone numbers for emergency contacts for the Contractor.
 - b. Certificates of insurance coverage. Please indicate all coverage(s) i.e. commercial general liability, worker's compensation, automobile liability insurance.
 - c. Material Safety Data Sheets (MSDS) for each hazardous chemical/compound offered to complete the services of this contract.
 - d. An up-to-date list of personnel designated as crew leader(s).

PROPOSER'S SPECIAL INSTRUCTIONS

SECTION 2

A. PROPOSAL TIMELINES

June 11, 2018	Advertisement and Release of Proposals
June 19, 2018 – 11:00 a.m.	Pre-Proposal Conference 505 Habersham Rd., High Point, NC 27260
July 19, 2018 – 3:00 p.m.	Deadline for Submission of Proposals
July 25, 2018	Award of Contract by Guilford Child Development
October 15, 2018	Completion of Work – Time Sensitive

NOTE: Guilford Child Development reserves the right to modify this schedule at its discretion. Proper notification of changes in the proposal will be made to all interested parties.

B. GENERAL

By submitting a proposal, the Proposer certifies that the Proposal has been arrived at independently and has been submitted without any collusion designed to limit competition.

REFERENCES

A minimum of three (3) current customers and two (2) former customers shall be provided to the Director of Procurement. References must include names and phone numbers of the references.

C. PROPOSAL SUBMITTAL

The proposal and all amendments must be signed and submitted no later than July 19, 2018 at 3:00 p.m. to the address below. Each proposal must be submitted in a sealed envelope and designated with **Proposal Number RFP 141-08**. To assure that your proposal receives priority treatment, please mark as follows:

Hickory Chapel Woods Outdoor Learning Environment
Proposal Number RFP 141-18
Guilford Child Development
Attention: Director of Procurement
1200 Arlington Street
Greensboro, North Carolina 27406

Due: July 19, 2018 – 3:00 p.m.

D. PROTEST OF SCOPE OF WORK OR TERMS

Protests must be as specific as possible and identify the RFP section number and title, as well as a description and rationale for the objection. Any such protest shall include the reasons for the protest and shall detail any proposed changes to the scope of work or terms. The Director of Procurement shall respond to any protest and, if necessary, shall issue any appropriate revisions, substitutions, or clarification via addenda to all interested Proposers. A protest may be submitted via facsimile or electronic mail (email).

It is GCD's intent that this Request for Proposal (RFP) permits competition. It shall be the offeror's responsibility to advise the Director of Procurement in writing if any language, requirement, specification, etc., or any combination thereof, inadvertently restricts or limits the requirements stated in this RFP to a single source. A proposer who believes any details in the scope of work or terms detailed in the proposal packet are unnecessarily restrictive or limit competition may submit a protest in writing to the Director of Procurement. Such notification must be received by the Procurement Director not later than fifteen (15) days prior to the date set for acceptance of proposals.

To be considered, protests must be received at least fifteen (15) days before the proposal closing date. Guilford Child Development shall not consider any protest against award due to the content of proposal scope of work or contract terms submitted after the established protest deadline. All protests should be directed to Director of Procurement and be marked as follows:

RFP Specification/Term Protest
RFP 141-18 Hickory Chapel Woods Outdoor Education Environment
Guilford Child Development
Director of Procurement
1200 Arlington Street
Greensboro, North Carolina 27406

If a protest is received in accordance with section above, the proposal opening date may be extended if necessary to allow consideration of the protest and issuance of any necessary addenda to the proposal documents.

E. PROPOSAL SUBMISSION AND SIGNING

All requested forms and attachments (Signature Page, Acknowledgement Addendum, Statement of Proposal, etc.) must be submitted with the Proposal and in the required format. The submission and signing of a proposal shall indicate the intention of the firm to adhere to the provisions described in this RFP.

F. COST OF PREPARING A PROPOSAL

The RFP does not commit Guilford Child Development to paying any costs incurred by the Proposer in the submission or presentation of a proposal, or in making the necessary studies for the preparation thereof.

G. INTERPRETATIONS AND ADDENDA

All questions regarding this project proposal shall be directed to the Procurement Coordinator. If necessary, interpretations or clarifications in response to such questions will be made by issuance of an "Addendum" to all prospective Proposers within a reasonable time prior to proposal closing, but in no case less than 72 hours before the proposal closing. If an addendum is necessary after that time, Guilford Child Development, at its discretion, can extend the closing date.

Any Addendum issued, as a result of any change in the RFP, must be acknowledged by submitting the "Acknowledgment of Addendum" with proposal. **Only questions answered by formal written addenda will be binding.** Oral and other interpretations or clarifications will be without legal effect.

H. FEDERAL TAX ID REQUIRED

Upon award of proposal Guilford Child Development requires contractor to complete a W-9 form.

I. CONFORMATION WITH DAVIS-BACON ACT

Contractor shall make available to Deputy Director for Administration and/or Procurement Coordinator subcontractor and employee wages ensuring compliance with Davis-Bacon Prevailing Wages Act. The Wage and Hour Division of the U.S. Department of Labor determines prevailing wage rates to be paid on federally funded or assisted construction projects.

J. STATE/FEDERAL NONCOMPLIANCE NOTICE

The contractor shall comply with all laws, rules and regulations of any Federal, State, County, or City government, bureau or department applicable to the operations of GCD.

K. PROPOSAL VALIDITY PERIOD

Each proposal shall be irrevocable for a period of sixty (60) days from the Proposal Opening Date.

L. FORM OF CONTRACT

The contract will incorporate the terms and conditions from this RFP document and the successful proposer's response documents. **Firms taking exception to any of the contract terms shall submit a protest or request for change in accordance with Section 2.D. "Protest of Scope of Work or Terms" or their exceptions will be deemed waived.**

M. TERM OF CONTRACT

The work shall be completed in a timely manner with completion no later than October 15, 2018. Due to grant cycle, this project is time-sensitive; therefore Liquidated Damages of \$100.00 shall be levied for each day beyond the completion deadline notwithstanding Acts of God and inclement weather.

N. TERMINATION

The contract may be terminated by mutual consent of both parties or solely by Guilford Child Development at its discretion with a 30 days written notice. If the agreement is so terminated, Proposer shall be paid in accordance with the terms of the agreement.

O. NON-COLLUSION

Proposer certifies that this proposal had been arrived at independently and has been submitted without collusion designed to limit independent bidding or competition.

P. PUBLIC RECORD

All material submitted by bidder shall become the property of Guilford Child Development and is public record unless otherwise specified. A bid that contains any information that is considered trade secret should be segregated and clearly identified as such. This information will be kept confidential shall not be disclosed except in accordance with the North Carolina Public Records Law. The above restrictions may not include cost or price information, which must be open to the public.

Q. CONTRACT AWARD

If a contract is to be awarded as a result of this Request for Proposal, it shall be awarded to proponent who is responsible and whose proposal provides the best potential value to GCD. Responsible means the capability in all respects to perform fully the contract requirements and the integrity and reliability to assure performance of the contract obligations. Notice in writing to a proponent and subsequent execution of a written agreement shall constitute the making of a contract. No proponent shall acquire any legal or equitable rights or privileges whatever until the contract is signed.

R. PROVISIONS

The contract shall contain the relevant provisions of this Request for Proposal and of the successful proposal, as well as such other terms as may be mutually agreed upon, whether arising from the proposal or as a result of any negotiations prior or subsequent thereto. In the

event of any inconsistency between this Request for Proposal and the ensuing contract, the contract shall govern.

S. CANCELLATION

GCD has the right to cancel this Request for Proposal at any time and to reissue it for any reason whatsoever without incurring any liability and no proponent shall have any claim against GCD as a consequence.

T. REVIEW

An evaluation committee shall review each proposal. GCD reserves the exclusive right to determine the qualitative aspects of all proposals relative to the evaluation criteria. The proposal and accompanying documentation submitted by the proponents are the property of GCD and shall not be returned.

EVALUATION CRITERIA

Total Cost	35 pts.
References	30 pts.
Years of Experience	15 pts.
Small Minority Woman Owned Business	20 pts.