

TOWN OF OCEAN VIEW
DELAWARE

REQUEST FOR PROPOSAL (RFP) NO. 2021-01

OUTDOOR EXERCISE EQUIPMENT
IN JOHN WEST PARK

TOWN OF OCEAN VIEW

Delaware

REQUEST FOR PROPOSALS (RFP) – 2021-01

Outdoor Exercise Equipment – John West Park

NOTICE

The Town of Ocean View will accept **sealed proposals** for RFP 2021 – 01, **Outdoor Exercise Equipment for John West Park**, mailed or emailed to our Administrative Office located at 201 Central Avenue, Ocean View, Delaware, 19970 **until 2:00 p.m., Wednesday, March 10, 2021.** Email submission shall be sent to chouck@oceanviewde.com.

To obtain electronic copies of the RFP document, contact the Town Manager at 302-539-9797 or visit OceanViewDE.com.

TOWN OF OCEAN VIEW
Delaware

RFP – 2021-01

Outdoor Exercise Equipment – John West Park

A. PURPOSE AND INTENT

The Town of Ocean View is seeking proposals for the installation of outdoor exercise equipment (non-static or passive units) for placement along its walking path in **John West Park (32 West Avenue, Ocean View, Delaware)**.

There are 4 existing octagonal concrete slabs that will be utilized, and two identical slabs and their access will be added by the Town in advance to the project start.

Eight different exercise units are desired requiring two of the octagonal slabs to house two exercise options. The units should include a variety of options to allow for a full body exercise opportunity for the members of our community. Current static exercise stations elsewhere in the park will also be relocated to the walking path area at a future date by the Town.

B. SCOPE OF SERVICES

The scope of services required by the Town in connection with this RFP covers the provision of approved units from the successful company, installation, maintenance training, and restoration of any disturbed areas. It is desired that the units proposed include options similar to the following:

4-person	Lower Body Combo
2-person	Air Walker
2-person	Cross Country Ski
2-person	Back and Arms Combo (with wheelchair use option)
1-person	Recumbent Bike
1-person	Elliptical Cross Trainer
1-person	Rowing Machine
1-person	Leg Extension

NOTE: Equipment should meet ASTM F3101 - 15 Standard Specifications for Unsupervised Public Use Outdoor Fitness Equipment with appropriate signage as

recommended by successful company.

C. QUALIFICATIONS

The written **proposal** shall, at a minimum, include the following information:

1. Provide the company name and contact person, together with the address, telephone number, facsimile number, and email address, of the proposer. Corporate office information shall also be provided, if applicable.
2. Evidence that the company is authorized to do business in the State of Delaware as well as that of any installation company to serve as a subcontractor.
3. A description of the services you are capable of providing, and information confirming the completion of similar installation work or that of any subcontractors for installs of proposed equipment. In addition, a rendering of the units, with descriptions and recommended locations at our site shall be included.
4. A listing of municipal engagements, specifically within the State of Delaware, if applicable.
5. A list of references the Town may contact to assist in the evaluation of the proposers past performance and that of any subcontractor for installation. For each reference listed, the information provided should consist of the following:
 - (1) Name and mailing address
 - (2) Name, email and telephone number of contact person.
6. Proof of liability insurance and workers compensation insurance for any installation company to serve as a subcontractor.
7. Any additional information that you feel will be beneficial to the Town in evaluating your qualifications to complete this project.

D. GENERAL INFORMATION

1. Questions - Any questions concerning this RFP should be directed to Town Manager Carol Houck at 302-539-9797 or chouck@oceanviewde.com. A pre-bid walkthrough should be scheduled to ensure your full understanding of the site and desired outcome.
2. Award - The Town Manager along with the Planning and Development Director and Public Works Manager will review each of the proposals submitted and make a recommendation to the Town Council on the disposition of the submissions. The Town shall have the full authority to award this project to the company who best meets the specifications and conditions of this RFP. This project will not be awarded based on pricing alone.
3. Rejection of Proposals - The Town reserves the right to reject any or all proposals if deemed to be in the best interest of the Town to do so and to waive any

irregularities or defects where the best interest of the Town would be served.

4. Hold harmless – The successful company and any subcontractor for installation will hold the Town of Ocean View, De harmless during the period they are working on this project, overseeing the project or visiting site for any reason in direct association with this project.
5. The Town reserves the right to enter a contract with more than one company to achieve its desired outcome for its park and the outdoor fitness opportunity.
6. Revisions to RFP/Addendum - In the event it becomes necessary to revise any part of the RFP, revisions will be provided to all firms that has made their interest in the project known to the Town or whom the Town proactively sent a notice. Companies are encouraged to confirm receipt of all addendum prior to proposal submittal.
7. Assignment – The successful company shall not assign any interest in any awarded contract and shall not transfer any interest in the same without the prior written consent of the Town.
8. Acceptance of Proposal Content - The contents of the proposal of the successful company will become part of any agreement entered as a result of this RFP.
9. Termination of Contract - If through any cause, the company selected shall fail to fulfill the obligations agreed to in a timely and efficient manner, the Town shall have the right to terminate the contact by specifying the date of termination in a written notice to the firm, to the address provided in the proposal, at least five (5) days before the termination date.
10. Ownership of Material - All documents prepared, shared and distributed pursuant to this RFP or resulting contract shall be the property of the Town upon submittal and will be subject to staff and public review and discussion in association with our public bidding and formal proposal process. Any information or documents deemed proprietary shall be so marked at time of submittal and limited to detail where the disclosure of contents could be prejudicial to competing offerors during the process of negotiation, and any commercial or financial information of a privileged or confidential nature.
11. Approval – In the event that Town Council is required to approve the award of a contract based on this RFP, the selected company may be required to attend the Council Meeting to address any questions. Costs for attendance shall be incorporated in the bid. Currently our Council meetings are being held by zoom.
12. Advertisements - Any company submitting a proposal will not use the name of the Town in any advertisement without first obtaining the written consent of the Town Manager.
13. Business Licenses/EOE - The bidder shall possess all required business or other licenses and shall be a fair and equal opportunity employer.
14. Non collusion - The bidder shall not, either directly or indirectly, enter into any

agreement, participate in any collusion, or otherwise take any action in restraint of free competitive bidding in connection with the contract.

15. Time of Completion and Liquidated Damages – The Town will work with the selected company to establish an agreed upon time schedule for the completion of this project in advance to the provision of a notice to proceed. Liquidated damages of \$100 a day will accrue after the date of agreed completion unless otherwise approved in writing by the Town.
16. Laydown area and contractor parking for materials will be provided at the Town.
17. Time of construction activities shall take place during daylight hours and on weekdays only unless otherwise approved by the Town in writing.

E. PROPOSAL REQUIREMENTS/EVALUATION CRITERIA

Proposals will be evaluated according to the following criteria. The Town of Ocean View reserves the right to reject any/all proposals received and to award the contract for project services to the company which the Town believes will offer the best value and product.

1. Reputation and experience of the firm(s) in connection with services related to the scope of work.

Point Range: 0-15

2. Qualifications of those assigned to complete installation. Type and years of experience will be considered, as derived from the detail shared in the written proposal.

Point Range: 0-25

3. Responsiveness of the proposal in that it responds to the interests of the Town for its outdoor exercise offering.

Point Range: 0-25

4. Function, maintenance requirements and durability observed of the proposed units.

Point Range: 0-35

Maximum Points: 100

F. SEALED PROPOSAL AND PRICE SUBMISSION

In a sealed envelope, the firm shall provide its lump sum cost to complete the work associated with this RFP and its associated drawings and detail (**including photos, brochures, detail sheets, signage requirements, life expectancy, etc.**) to best represent the units, their functionality, your installation plan, and anticipated time of installation (no. of weeks) if award is made in March of 2021.

H. EVALUATION COMMITTEE

The proposals will be evaluated by a Committee comprised of the Planning and

Development Director, Public Works Manager, and the Town Manager.

I. DEADLINE FOR SUBMISSION of QUALIFICATIONS

The deadline for submission is **by 2:00 p.m., Wednesday, March 10, 2021**; to the Town of Ocean View, DE, Atten: Town Manager – 201 Central Ave. Ocean View, DE, 19970. Labeled RFP 2021-01 Outdoor Exercise Equipment – John West Park.

J. ATTACHMENTS

The Town provides the following for your awareness and to assist in preparation of your proposal:

- Park existing features drawing depicting the existing concrete slabs and trail
- Photo of the existing concrete slabs (tables will be removed in advance and repurposed)

* Two new slabs and access to be added

Existing Slabs



