

Request for Proposal

Park Playground Equipment for Sutton Place Park

301 Sandpiper Lane
Norman, OK 73071
(Budget \$185,000)

RFP 2526-18

The City of Norman Parks and Recreation Department is seeking written proposals for the design, supply and installation of playground equipment, synthetic turf and a playground shade structure at Sutton Place Park. Please consider the following information in the preparation of your proposal.

This park is located adjacent to a community pool/clubhouse in a residential neighborhood. This will be a replacement project for an older playground at the site in the same place as the current equipment (an area surrounded by trees). All existing play equipment and borders will be removed and the site will be graded flat by the Norman Parks and Recreation Department prior to installation of the new equipment by the selected vendor. The new playground will be designed according to the specifications included in this RFP, including all excavation for the new equipment and drainage system for the project, described below. The new playground will be designed to generally fit in the same area in a manner that preserves the existing trees. The total budget for the project is indicated above, unless otherwise noted in this RFP or any future addenda.

Proposals will be due to the Parks and Recreation Department office by 5:00 pm on Thursday, December 18, 2025. A non-mandatory pre-bid meeting will be held at the park at 11:00 am on Monday, December 8th, 2025.

Park furnishings (benches, picnic tables, trash cans, etc.) and any sports equipment will be bid for this park at a later date. Do not include such items in this proposal.

1. It is the intention of the City of Norman to provide a complete playground system, including one or more play apparatus surrounded by synthetic turf safety surfacing, as well as a shade canopy structure over the majority of the play equipment, excluding swings, with a concrete border- as per the specifications provided by the bidder. Additional specifications are included, below. The contractor shall provide all necessary design, materials, incidentals, methods and labor necessary to furnish a complete play area ready for use. All material shall be new and free from defects, meet all current ASTM, CPSC, ADAAG guidelines, be IPEMA certified and be constructed by the successful bidder's installation contractor in a manner that will assure all of the equipment and surfacing manufactures' full warranties on all parts and labor are in effect, post- installation.
2. Playground equipment shall be placed for best use of the area based on safety, accessibility and play value. Parks and Recreation Staff will be available to visit the site and answer questions about product location (see pre-bid meeting date, above). All equipment bid herein shall include those play features in their design along with their designated use zones, which will be used in calculating the safety surfacing required for this project.
3. All equipment at this park is to be placed inside a concrete-bordered safety surface area. Include at least one wheelchair-accessible transfer point on any/all modular play unit structures. The

safety surface around all equipment shall consist of a ***synthetic turf safety surface system which shall include a 10 foot fall height rating for the entire playground.*** It is our intent to have the play equipment in an area that is excavated to a depth that produces a play area with its perimeter border finished elevation to be at-existing-grade. The bidder must include a cross-section of the surfacing system for the new playground area, which indicates how the area will drain water away from the playground in order to avoid the accumulation of rain water in the playground area. A French drain or series of sub-surface gravel drain pits shall be installed if necessary, depending on site soil conditions. The surfacing system shall be designed and installed as-per manufacturer's specifications to provide positive, sheet flow surface drainage at this park. The bidder must also identify the turf manufacturer and method of installation (i.e., method used to attach to the concrete border and sand infill type).

4. All designs shall be documented to meet or exceed the most current CPSC guidelines, ASTM F 1487-18 and all applicable ADA regulations (the latest editions thereof). Playgrounds that have high play value while incorporating safety, low maintenance and IPEMA certification will be given preference.

**The City of Norman is requesting all proposals for equipment include at minimum:
Sutton Place Park--One (1) modular play structure for 5-12 year olds**

One, 1-Bay tot swing structure

One, 1-bay belt swing structure (10' height).

Stand-alone play features for various ages (2 or more, see #6, below).

One (1) shade structure to be installed over the new playground modular unit, with an edge height that is a minimum of 8' above the tallest play deck on any modular unit. The goal is to reduce opportunity to climb onto the shade structure from the play equipment by adults/teens.

(NOTE: Swings do not need to be covered by a shade structure.)

5. Designs shall be submitted with a scale drawing (one plan view and any number of section views, including shade structure) and written descriptions of the components. Also include factory warranties and product liability information on all components. Please submit 3 contacts where similar equipment has been installed. If available, submit locations within the OKC metropolitan area. Final color selections for all playground elements (posts, decks, slides, climbers, swing frames, etc.) shall be determined with successful bidder only; however, bidders can incorporate digital renderings and other color graphics, as-needed, in order to convey the design intent for this project. *Color renderings are not a requirement.*
6. Because of the wide range of play equipment available, vendors are allowed to submit more than one proposal for this playground. Each proposal shall be delivered in separately labeled envelopes, and contain all of the requested information. All bidders shall use the attached bid form and sign the accompanying affidavits for each proposal submitted. Other forms showing pricing from the bidder may be included in any proposal; but the City of Norman Bid Form shall be the sole document used to compare proposals and add-alternates (if any). All submittals are expected to be designed **to expend all of the funds budgeted in this RFP** to cover cost to provide and install all equipment, surfacing and shade structure components. ***Preference will not be given to any proposal that comes in under this budgeted amount.***

Each proposal shall include at least two (2) stand-alone ground-level play features that are fully accessible to children in a mobility device (wheelchair). Inclusion of other play features designed to accommodate other disabilities (vision, hearing, sensory) are encouraged, but this is not intended to be an all-inclusive playground.

NOTE: All slides shall have plastic decks and/or tubes (i.e., NOT metal)

NOTE: All non-plastic components shall have a powder coat finish. (Colors TBD)

7. The City of Norman reserves the right to reject any and all proposals and re-bid the project at a later date. The vendor with the successful proposal will be required to enter into a Contract with the City of Norman and execute all necessary bonds (***Statutory, Performance, and Maintenance***) and provide proof of insurance as well as to comply with all appropriate city, state and federal codes and ordinances. A bid bond is not required for this project.

(Please direct any questions to Megan Phelan—Park Planner, at 405-366-5475

OR at megan.phelan@normanok.gov)

Deadline for proposals will be 5:00 p.m. on December 18, 2025. Send all proposals to:

City of Norman

Parks and Recreation Department

P.O. Box 370

Norman, OK 73070

(405) 366-5475

(Please label all proposals “Sutton Place Park Playground RFP #2526-18”)

SUTTON PLACE PARK SITE MAP



SUTTON PLACE PARK

301 Sandpiper Lane
Norman, OK 73071



**PLEASE SIGN AND FAX THIS PAGE
BACK TO
NORMAN PARKS AND RECREATION
AT
405-366-5470**

Or Scan and return to megan.phelan@normanok.gov

AS CONFIRMATION THAT YOU RECEIVED

RFP-2526-18

**FOR
SUTTON PLACE PARK PLAYGROUND**

PRINT COMPANY NAME _____

PRINT NAME _____

SIGNATURE _____

CONTACT NUMBER _____

E-MAIL _____

BID AFFIDAVITS

The following affidavits are to accompany the bid:

A. **Non-Collusion Affidavit**

STATE OF _____)

COUNTY OF _____)

_____, of lawful age, being first duly sworn on oath says that (s)he is the agent authorized by the bidder to submit the attached bid. Affiant further states that the bidder has not been a party to any collusion among bidders in restraint of freedom of competition by agreement to bid at a fixed price or to refrain from bidding; or with any government official or employee as to quantity, quality, or price in the prospective contract, of any other terms of said prospective contract; or in any discussions between bidders and any government official concerning exchange of money or other thing of value for special consideration in the letting of a contract; that the bidder/ contractor has not paid, given or donated or agreed to pay, give or donate to any officer or employee of the City of Norman (or other entity) any money or other thing of value, either directly or indirectly in the procuring of the award of a contract pursuant to this bid.

SIGNED: _____

Subscribed and sworn to before me this _____ day of _____ 20_____.

Notary Public

My Commission Expires:

B. Business Relationships Affidavit

STATE OF _____)

COUNTY OF _____)

_____, of lawful age, being first duly sworn, on oath says that (s)he is the agent authorized by the bidder to submit the attached bid. Affiant further states that the nature of any partnership, joint venture, or other business relationship presently in effect or which existed within one (1) year prior to the date of this statement with the architect, engineer, or other party to the project is as follows:

Affiant further states that any such business relationship presently in effect or which existed within one (1) year prior to the date of this statement between any officer or director of the bidding company and any officer or director of the architectural or engineering firm or other party to the project is as follows:

Affiant further states that the names of all persons having any such business relationships and the positions they hold with their respective companies or firms are as follows:

(If none of the business relationships herein above mentioned exist, affiant should so state.)

Subscribed and sworn to before me this _____ day of _____ 20__.

Notary Public

My Commission Expires:

CERTIFICATE OF NONDISCRIMINATION

In connection with the performance of work under this contract, the contractor agrees as follows:

- A. The contractor agrees not to discriminate against any employee or applicant for employment because of race, creed, color, sex, national origin, or ancestry. The Contractor shall take affirmative action to insure that employees are treated without regard to their race, creed, color, sex, national origin, or ancestry. Such actions shall include, but not be limited to the following: employment, upgrading, demotion or transfer, recruiting or recruitment, advertising, lay-off, or termination, rates of pay or other forms of compensation and selection for training, including apprenticeship. The Contractor and Subcontractor shall agree to post in a conspicuous place, available to employees and applicants for employment notices to be provided by the City Clerk of the City of Norman setting forth provisions in this section.

- B. In the event of the Contractor's noncompliance with this nondiscrimination clause, the contract may be canceled or terminated by the City Council. The Contractor may be declared by the City Council ineligible for further contracts with the said agency until satisfactory proof of intent to comply shall be made by the Contractor.

- C. The Contractor agrees to include this nondiscrimination clause in any subcontracts connected with the performance of this agreement.

I have read the above stated clause and agree to abide by its requirements.

Contractor

ATTEST:

SECRETARY

NOTICE TO BIDDERS / RFP RECEIPTIANTS

When submitting bids or responses to RFPs, corporate entities are required to comply with State law regarding authorized signatures.

State statute requires that bids/RFPs “be signed by the chair or vice chair of the Board of Directors, or the President, or by a Vice President, and attested by the Secretary or an Assistant Secretary; or by officers as may be duly authorized to exercise the duties....” 18 O.S. § 22

However, if some other official with the corporation, such as a secretary signing a document, such signature needs to be accompanied by a certificate or a copy of a resolution adopted by the Board setting forth the authority of that individual to execute a contract.

With respect to limited liability corporations, every manager is an agent of the company for the purpose of business and binds the limited liability company. Therefore, instruments and documents shall be valid and binding upon the limited liability company if executed by one or more of its managers. 18 O.S. § 32

As set forth above when submitting bids and RFPs, certification adhering to the state statutes should accompany documents being turned in for review.

NOTICE TO BIDDERS

Notice is hereby given that the City of Norman, Oklahoma, will receive sealed bids in the Office of the Park and Recreation Division, 225 N. Webster Ave., Norman, Oklahoma 73069, until 5:00 p.m. on **18 December 2025**, for the following project:

SUTTON PLACE PARK PLAYGROUND

Bids shall be made in accordance with the Notice to Bidders, Requirements for Bidders, Request for Proposals, and Bidders Proposal Form, which are on file and available for examination at the Office of the Park and Recreation Division and are made a part of this notice as though fully set forth herein, a copy of which may be obtained from the Office of the Park and Recreation Division. All bids shall remain on file at least forty-eight (48) hours thereafter before a contract shall be made and entered into thereon.

Bids received more than ninety-six (96) hours, excluding Saturdays, Sundays, and holidays, before the time set for opening of bids, as well as, bids received after the time set for submitting bids, will not be considered and will be returned unopened.

A non-mandatory pre-bid conference will be held at the Sutton Place Park Site, 301 Sandpiper Lane, Norman, Oklahoma at 11:00 am on Monday December 8, 2025.

The City Council of the City of Norman reserves the right to reject any and all bids and to waive any or all formalities of the bidding process.

City of Norman

REQUIREMENTS FOR BIDDERS

In accordance with State Law, the following documents must be included in the bid proposal packet submitted for consideration in the **SUTTON PLACE PARK PLAYGROUND**. Failure to submit all of the items called for may render the bid proposal incomplete and thus eliminate the bidder from further consideration. They are:

1. Complete Bid Proposal
2. Bid Affidavits
 - a. Non-Collusion Affidavit
 - b. Business Relationship Affidavit
 - c. False Information Affidavit
3. Certificate of Non-Discrimination

*If no subcontract is anticipated for this project, the forms above pertaining to subcontractors need not be submitted.

**PAGE 1 OF 3 (RFP 2526-18)
BID PROPOSAL**

DATE: _____

PROJECT: Sutton Place Park Playground

Proposal From: _____
Company Name (Printed)

Company Address (Printed)

LOCATION: Sutton Place Park // 301 Sandpiper Lane// Norman, Oklahoma

Proposal of _____
(hereinafter called "Bidder") a corporation/partnership/an individual (strike out inapplicable terms) doing business in the state of _____

To: The City of Norman, Oklahoma

To Whom it May Concern:

The undersigned, as the Bidder, declares that before preparing his/her bid, (s)he read carefully the instructions to bidders, the Request For Proposals, examined the form of the contract and the several bonds and the information blanks to be submitted, and that (s)he is familiar with all the provisions of the same and with all the requirements of the complete contract to be entered into and bonds to be executed; that (s)he has carefully examined the specifications for the proposed work on file with the City Controller and Director of Parks and Recreation, that (s)he has visited the site of the work, has examined carefully all local conditions, has informed himself/herself by his/her independent research and soundings of all the difficulties to be encountered, has judged for himself/herself of the accessibility of the work, and the quantities and character of the materials to be encountered or excavated and all attending circumstances affecting the cost of doing the work and the time required for its completion and that this bid is made with full knowledge of the difficulties that may be encountered and the kinds, quantity and quality of the plant work, and materials required or to be encountered, and with full knowledge of all specifications and estimates and all provisions of the contract and bonds, gained by the independent research of the Bidder.

Said Bidder proposes and agrees that if his/her proposal is accepted, (s)he will enter into a contract with the City of Norman, within ten (10) days after the acceptance of his/her bid, for the furnishing of all necessary equipment (including rentals), tools, all work necessary to erect, construct and install the structure and appurtenances complete in place in the manner and under conditions required by the contract and by the specifications therefore, on file in the Office of the City Controller and Director of Parks and Recreation, Norman, Oklahoma for the following amounts:

The Bidder agrees that this bid shall be good and may not be withdrawn for a period of thirty (30) calendar days after the scheduled closing time for receiving bids.

Upon receipt of written notice of the acceptance of this bid, Bidder will execute the formal contract and bonds for the project within ten (10) days.

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BID PROPOSAL

Total price for the base bid is as follows:

BID PROPOSAL

SECTION 1: SUTTON PLACE PARK PLAYGROUND

<u>Item Description</u>	<u>Unit</u>	<u>Qty</u>	<u>Unit \$</u>	<u>Total Cost</u>
1. Design and installation of the equipment listed in item #4 of the RFP 2526-18; including synthetic turf safety surfacing as described in item #3of RFP 2526-18.	1	L.S.	\$ _____	\$ _____
Total Base Proposal			\$ _____	_____
Total Base Proposal in words:			\$ _____	_____

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BID PROPOSAL

The Contractor hereby agrees to commence work within ten (10) days following issuance of a written NOTICE-TO-PROCEED from the Project Manager and to complete same within One Hundred Twenty (120) consecutive calendar days.

STATE OF _____)

COUNTY OF _____)

_____ of lawful age, being first duly sworn, upon his/her oath deposes and says: That (s)he executed the accompanying proposal on behalf of the bidder therein named for the construction of the above improvement in the City of Norman, Oklahoma, and that (s)he had lawful authority to do so and said bidder has not directly nor indirectly entered into any agreement, expressed or implied, with any bidder or bidders, having for its object the controlling of the price or amount of such proposal or proposals, the paying to anyone any money for promotion to any bidder or bidders or other persons of any part of the contract or any part of the subject matter the proposal or proposals of the profits thereof, and that (s)he has not and will not divulge the sealed proposal on such public improvements to any persons whatsoever, except those having partnership or other financial interest with him/her in said proposal or proposals, until after the said sealed proposal or proposals are opened.

SIGNED: _____

COMPANY NAME: _____

COMPANY ADDRESS: _____

Incorporated under the laws of:

State

Subscribed and sworn to before me, a Notary Public, in and for the State of _____,
County of _____ this _____ day of _____, 20____.

Notary Public

My Commission Expires: _____

Commission Number _____