



CITY OF ROOSEVELT PARK REQUESTS FOR PROPOSALS

FORDHAM PARK PLAYGROUND REHABILITATION PROJECT

The City of Roosevelt Park, Michigan hereby invites individuals/contractors interested in providing services to design and install playground equipment at Fordham Park located in the City of Roosevelt Park.

The City of Roosevelt Park will receive sealed proposals at the City Clerk's Office, 900 Oak Ridge Road, Roosevelt Park, MI 49441 for the **FORDHAM PARK PLAYGROUND REHABILITATION PROJECT** by **WEDNESDAY MARCH 18TH at 10:00 AM.**

Please mark the sealed envelope as "*Fordham Park Playground Rehabilitation Project Bid.*" A complete Request for Proposal document may be obtained at:

City of Roosevelt Park
ATTN: City Clerk
900 Oak Ridge Rd.
Roosevelt Park, MI 49441
Phone 231-755-3721

Proposals will be publicly opened and read at 10:00 a.m. that day in the City Hall Council Chambers of the Roosevelt Park Municipal Building, 900 Oak Ridge Road, Roosevelt Park, Michigan.

CITY OF ROOSEVELT PARK-INVITATION TO BID

All Contractors must be licensed by the State of Michigan and submit proof of liability insurance acceptable to the City of Roosevelt Park (see Appendix B).

Before submitting a bid, each bidder shall; (1) examine the bid documents thoroughly; (2) visit the site to become familiar with local conditions that may in any manner affect cost, progress or performance of the work; and, (3) study and carefully correlate bidder's observations with the bid documents.

Modifications proposed by bidders may be considered; however, final determination as to the suitability and compliance with the technical specifications will be with the City.

Any bidder may withdraw his / her bid, either personally or by written request, at any time prior to the scheduled closing time for receipt of bids. Each bid shall be considered binding and in effect for a period of forty-five (45) days after the date of opening set forth in the invitation to bid.

An "agreement" between the City and contractor will be executed only after the required certificates of insurance and copies of valid licenses are submitted.

In accordance with Act No. 453, Public Acts of 1976, the City of Roosevelt Park does not discriminate against any employee or applicant for employment with respect to hire, tenure, terms, conditions or privileges of employment, or a matter directly related to employment, because of race, color, religion, national origin, age, sex, height, weight, marital status, or a handicap unrelated to an individual's ability to perform the job.

City of Roosevelt Park, hereinafter called the "City" reserves the right to reject any or all proposals and to waive any formality or technicality in any proposal in the interest of the City.

All **SEALED BIDS** must be received by 10:00 a.m. on WEDNESDAY MARCH 18th. The timeline for the completion of the scope of work will be mutually agreed upon as to disrupt as little of the neighborhood activities as possible. **SEALED BIDS** may be mailed or dropped off at City Hall at the below address

City of Roosevelt Park
c/o City Clerk
900 Oak Ridge Road
Muskegon, MI 49441

Please clearly label envelope or exterior of sealed bids with "**FORDHAM PARK PLAYGROUND REHABILITATION BID.**"

Questions or clarifications on this request can be directed to City Manager Jared Olson at 231-755-3721 ext. 1954 or via email at jolson@rooseveltpark.org (email preferred).

SPECIFIC PROJECT INFORMATION INTRODUCTION TO PROJECT

The City of Roosevelt Park is seeking proposals from interested companies/contractors to propose new playground equipment and installation at Fordham Park within the City of Roosevelt Park located at 3285 Fordham Road in Roosevelt Park, Michigan.

The city residents overwhelmingly passed a new seven-year recreation and parks capital millage in November of 2022, as a result, the City is seeking to overhaul the fifth of nine parks within that time frame. The millage allows for a total project budget of **\$45,000** for the Fordham Park Playground project and thus prospective bidders are encouraged to maximize the space, level of activities, and leverage the project costs to the maximum as to serve as an example of possible future installs and park projects.

The City is open to different options for features, look, and design of the play structures and proposed equipment. The desired features should be youth specific and not intended for adults. Proposal and plans should consider accessibility in both new features and the City supplied final safety surfacing of playground safety rated wood chips at the required minimum depth (no solid rubber or poured base). All equipment and proposals must meet minimum ADA standards, and bidders are encouraged to exceed these minimum standards where practical. Proposals should also consider the existing use and age groups of the park. Proposals should include enough detailed information and visuals about the structures so that the City can make an informed decision.

The City will select the proposal determined to best fit the area, intended use, and overall value of amount, type, and uniqueness of equipment. Bids should be inclusive of all work including subcontracted items and project cleanup. Proposals should **NOT exceed \$45,000** for all total expenses.

Bidding contractors are encouraged to utilize:

- New-old-stock equipment or stock prebuilt equipment to maximize budget.
- A mix of large and small structures, equipment, and multiple locations to fit the topography of the current park and park amenities.
- Other outside the box presentations and park equipment items to meet the build out of the entire park property.

Bidding Contractors will be responsible for the following items of work:

- Basic site preparations, grading, base materials.
- Playground equipment and installation.
- Project finishing and site cleanup.

City of Roosevelt Park will provide the following items of work in advance of or in conjunction with the project:

- Removal of existing equipment.
- Preliminary site excavation.
- Secured storage yard for equipment and shipped items.
- Site closure signage, fencing, and misc. traffic/sidewalk control devices.
- Black dirt, grass seed, and landscape rehabilitation.

- Final grade depth engineered wood fiber.
- Other miscellaneous activities and assistance as agreed upon by contractor and DPW Superintendent.

City of Roosevelt Park will host site meetings upon request to answer questions and review the project site. Requests submitted to Ben VanHoeven via email (bvanhoeven@rooseveltpark.org) prior to March 4th will be accommodated prior to the bid opening. Requests received after that date will be accommodated pending staff availability.

Subcontractors, if any, must be approved by the Project Manager (DPW Superintendent) prior to acceptance of this contract and shall be bound by these specifications. It is the responsibility of the contractor to verify that the subcontractor meets all conditions. The contractor shall furnish any subcontractor's proof of insurance meeting City requirements. Construction shall be per applicable industry standards, the enclosed drawings/specifications, and any additional details provided via addenda.

CONTENTS OF PROPOSAL SUBMITTAL

At a minimum, each proposal shall include the following items:

1. Signed and Completed Proposal & Award Page.
2. Signed and Completed Bid Form with attached insurance certificates/contractor list.
3. Elevations and site design drawings and draft images.
4. Full schedule including ordering of equipment, delivery, installation, and final cleanup.
5. Thumb drive of all required documents in digital format sealed within envelope.

EVALUATION

City staff will review the submitted proposals and make a recommendation to the Parks and Recreation Commission, and ultimately, the City Council for award, in accordance with the City's current purchasing policies.

All prospective bidders are encouraged to think outside the box and **utilize the project budget not to exceed \$45,000** as judicially and effectively as possible. The City Council, City Recreation and Parks Commission, and City Staff will be reviewing all proposals based on the following criteria:

- Best use of the entire park space, including incorporation of existing play structure installed in 2017.
- Maximum **quantity** of equipment and **quality** activity features included while efficiently utilizing site preparation and wood fiber installation costs.
- Total cost and installation timeframe

TENTATIVE SCHEDULE FOR AWARD

Issue RFP-January 16th

Site visit and questions-Due to city staff by March 4th.

Proposal Due Date-10:00 am on March 18th.

Start date-Tentatively June of 2026

Total Project Completion-September 4th, 2026



**City of Roosevelt Park
Fordham Park Playground Rehabilitation
Proposal Form**

Please use this form to supplement your proposal.

Firm Name: _____

Address: _____

Phone Number: _____

BID MUST INCLUDE:

Total cost to design, install, and complete required site cleanup per included Request for Proposal specifications for the Fordham Park Playground Rehabilitation project.

Total Project Cost: \$ _____ (not to exceed \$45,000)

Estimated Install Date: _____

Estimated Project Completion Date: _____

USB Thumbdrive With Proposal Documents Included: _____

Attach additional pages for proposal requirements as outlined in RFP including all design plans, visuals, ADA standard project descriptions, or any additional information as you see fit. Please include a reference sheet listing a minimum of three (3) references with the appropriate contact info for similar municipal projects completed in the last three years.

Signature of Authorized Person: _____

Printed Name: _____

Title: _____ **Date:** _____

Phone: _____ **Email Address:** _____

Appendix A

CERTIFICATIONS AND ASSURANCES

**THIS FORM MUST BE COMPLETED AND RETURNED WITH YOUR PROPOSAL
FAILURE TO SUBMIT THIS COMPLETED FORM MAY RESULT IN DISQUALIFICATION**

Firm Name: _____

I/we make the following statement of assurances as a required element of the proposal to which it is attached, understanding that the truthfulness of the facts affirmed here and the continuing compliance with these requirements are conditions precedent to the award or continuation of the related contract(s):

1. The prices and/or data have been determined independently, without consultation, communication, or agreement with other proposers for the purpose of restricting competition. However, I/we may freely join with other persons or organizations for the purpose of presenting a single proposal or bid.

2. The attached proposal or bid is a firm offer for a period of 30 days following receipt, and it may be accepted by the City of Roosevelt Park without further negotiation (except where obviously required by lack of certainty in key terms) at any time within the 30-day period.

3. In preparing this proposal or bid, I/we have not been assisted by any current or former employee of City of Roosevelt Park whose duties relate (or did relate) to this proposal, bid, or prospective contract, and who was assisting in other than his or her official, public capacity. Neither does such a person nor any member of his or her immediate family have any financial interest in the outcome of proposal bid. (Any exceptions to these assurances are described in full detail on a separate page and attached to this document.)

4. I/we understand that City of Roosevelt Park will not reimburse me/us for any costs incurred in the preparation of this proposal or bid. All proposals or bids become the property of City of Roosevelt Park, and I/we claim no proprietary right to the ideas, writings, items, or samples, unless so stated in this proposal.

5. Unless otherwise required by law, the prices and/or cost data which have been submitted have not been knowingly disclosed by the proposer and will not knowingly be disclosed by him/her prior to opening, in the case of a proposal directly or indirectly to any other proposer or to any competitor.

6. No attempt has been made or will be made by the proposer to induce any other person or firm to submit or not to submit a proposal for the purpose of restricting competition.

7. I/we agree that submission of the attached proposal constitutes acceptance of the solicitation contents and the attached sample contract and general terms and conditions. If there are any exceptions to these terms, I/we have described those exceptions in detail on a page attached to this document.

8. I/we acknowledge communication of any kind regarding my/our proposal directed to parties other than the Project Administrator may result in my/our disqualification.

9. I/we warrant that no conflict of interest knowingly exists for any member of the project team that contributed to this proposal or prospective contract.

Signature

Date

Title

APPENDIX B

Issued: January 16th, 2026

Subject: Minimum Insurance Requirements for Contractors

Summary Statement

The provision of adequate insurance by persons and businesses working for the City of Roosevelt Park or on street right-of-way is essential to protect the public from the costs of injury or damage and to protect the City of Roosevelt Park from unnecessary liability resulting from the acts of persons and businesses working for the City of Roosevelt Park. Minimum insurance requirements are needed to provide this protection.

Memo

Persons or businesses which provide professional services to the City of Roosevelt Park under the terms of a written contract or provide labor and/or material to accomplish work for the City of Roosevelt Park or for others on or over street right-of-way or other City of Roosevelt Park property shall carry insurance and bonds to protect the public and the City of Roosevelt Park from exposure to unnecessary financial risks.

Prior to signing of contracts, issuance of purchase orders or permits, or other authorization to begin work; certificates of insurance evidencing the purchase of insurance in amounts not less than required by this Administrative Memo or bid specifications, whichever is greater, shall be filed with the **Clerk** for the City of Roosevelt Park.

Such certificates shall:

- a. Show that the insurance is currently in force and termination date of each policy.
- b. State the limits of liability of the policies covered by the certificate.
- c. Be issued to the City of Roosevelt Park as the certificate holder.
- d. Provide that the City of Roosevelt Park will receive not less than ten (10) days written notice of the cancellation of any listed policy.
- e. Be issued in the name of an insurance company authorized to conduct business in the State of Michigan.

Insurance shall meet or exceed the following requirements. Exceptions to recognize more or less hazardous operations and financial risks should be considered, and with approval of the City of Roosevelt Park, may be made in specifications or contract requirements prior to awarding contracts or issuing purchase orders.

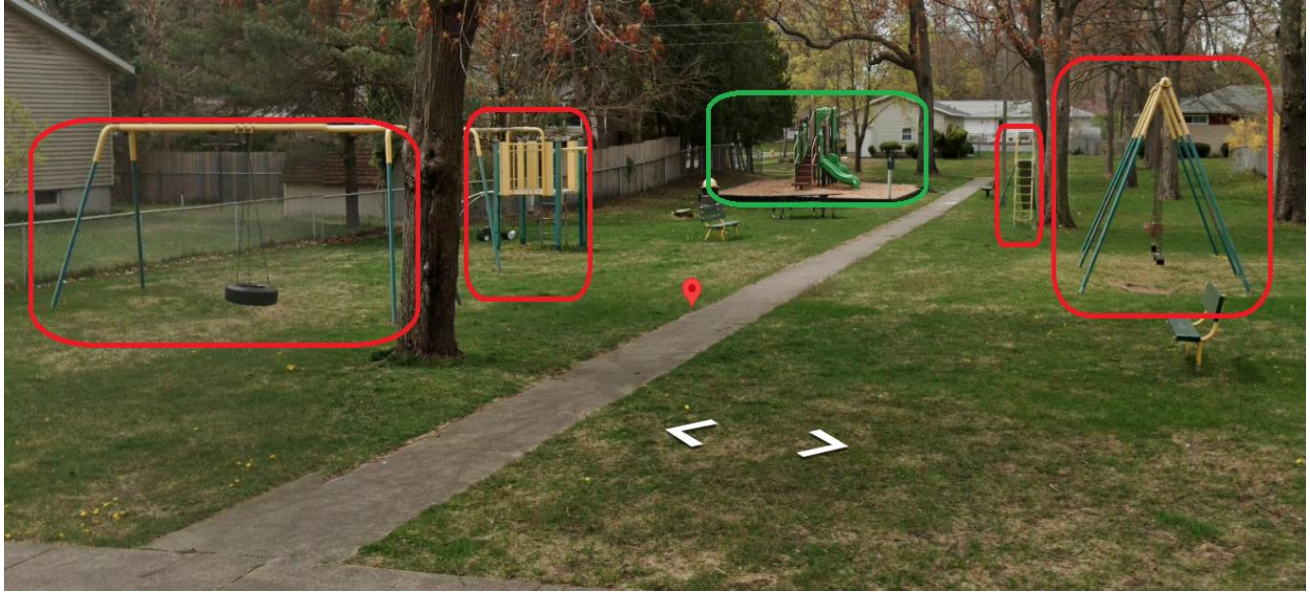
INSURANCE REQUIREMENTS

The limits of liability for the insurance required shall provide coverage for not less than the following amounts or greater where required by Laws and Regulations:

	<u>MINIMUM LIMITS(000s)</u>
1. <u>WORKERS COMPENSATION</u>	
a. Part One: Compensation	Statutory
b. Part Two: Employees Liability:	
Accident	\$1000
Disease	\$1000
Aggregate disease	\$1000
2. <u>GENERAL LIABILITY</u>	
a. Combined Single Limit Each Occurrence Limit	\$1,000
b. Combined Single Limit Aggregate Limit	\$1,000
3. <u>COMPREHENSIVE AUTOMOBILE LIABILITY</u>	
a. Combined Single Limit No Fault Statutory	\$1,000
4. <u>OWNERS AND CONTRACTORS PROTECTIVE LIABILITY</u>	
a. Combined Single Limit	\$1,000
5. <u>UMBRELLA or EXCESS LIABILITY</u>	\$1,000
6. The Owners and Contractors Protective Liability Insurance shall include the following persons or entities as insured's:	
a. THE CITY OF ROOSEVELT PARK	

EXHIBIT A

**Fordham Park
3285 Fordham Road,
Roosevelt Park, MI 49441**



All original metal equipment in park will be removed prior to installation team arrival (outlined in red). The playset, boundary border, and ramp installed in 2017 will remain in the park (green outline).