



*"In the Spirit of Town Government"*

**Town of Buchanan**  
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### **Request for Proposals – Playground Equipment**

The Town of Buchanan is seeking proposals for purchase and installation of playground equipment at Springfield Park located at the intersection of Springfield Dr. and Just About Ln. See attached Master Plan.

#### **Schedule:**

1/18/24	Proposals Advertised
2/8/24	Proposals Due
2/13/24	Review and Recommendation at Park Committee Meeting
2/27/24	Approval at Town Board Meeting

#### **Contact Person:**

Any questions regarding this proposal or project can be directed to Michael J. D. Brown, Administrator, at 920-257-5845 or [michaelb@townofbuchanan.wi.gov](mailto:michaelb@townofbuchanan.wi.gov).

#### **Proposal Submittal and Closing Date**

All proposals are to be marked **Springfield Park RFP** and emailed to [michaelb@townofbuchanan.wi.gov](mailto:michaelb@townofbuchanan.wi.gov) as one PDF.

All proposals must be received by February 8, 2024 at 12:00 pm. Proposals will become part of the official files of the Town of Buchanan and cannot be returned. No late proposals will be accepted, no exceptions.

#### **Project Description**

##### A. Introduction

The Town of Buchanan is seeking proposals from qualified companies to furnish new playground equipment to be installed Springfield Park. The total budget for the project is \$325,000. All proposals shall include costs for new equipment, installation, installation materials, surfacing and labor. All work is to be completed by October 4, 2024.

Springfield Park is being redeveloped and the firm selected will be expected to work with and coordinate with the General Contractor that is selected for the overall development of the park as the General Contractor will be performing site grading/site prep so coordination will be important.

##### B. Project Objectives and Design Elements Requirements

- The playground area is 70' x 100'in size, all equipment/surfacing should fit within this area including safety fall zones.
- Equipment apparatus with elements for ages 2-5 and 5-12.
- Artificial Turf Surfacing to provide for fall zone protection.
- The equipment should incorporate the following and be of a more unique design, creativity is highly encouraged:
  - Climbers
  - Bridges
  - Decks
  - Slides
  - Gliders
  - Motion
  - Play Panels
  - Steps
  - Swings
  - Inclusive and Accessible equipment. Not all equipment needs to meet this requirement, the goal is to provide a few pieces that will allow for multi-sensory play experiences, equipment that supports both physical, mental and emotional needs and create welcoming social environments. The Parks Committee is interested in equipment related to spinning, swings, music, gliding, activity panel/insert.

#### C. Proposal Guidelines

- Each proposal should include a minimum of one (1) designs/layouts but no more than three (3)
- A 3-D color print of the proposed playground design and equipment as well as a 2-D site layout
- Summary of the company's qualifications
- References for similar projects
- Availability timeline for installation of the playground to be completed by October 4, 2024
- Any other information the proposer desires to include

#### D. Evaluation of Proposals

Proposals will be evaluated as soon as practical after the closing date. Proposals will be reviewed by staff and presented to the Park Committee on February 13, 2024 with a recommendation to the Town Board for consideration as early as February 27, 2024.

#### E. Award Criteria

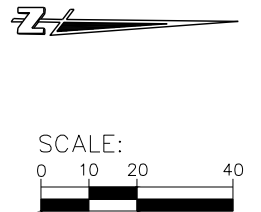
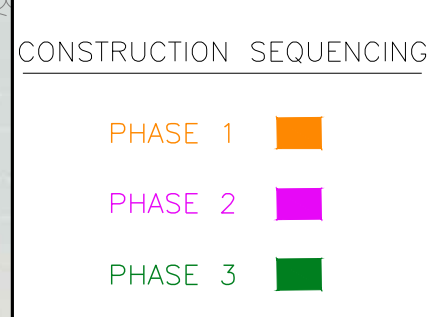
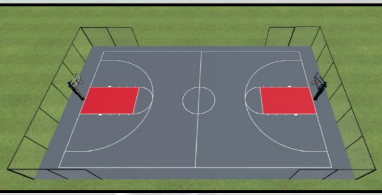
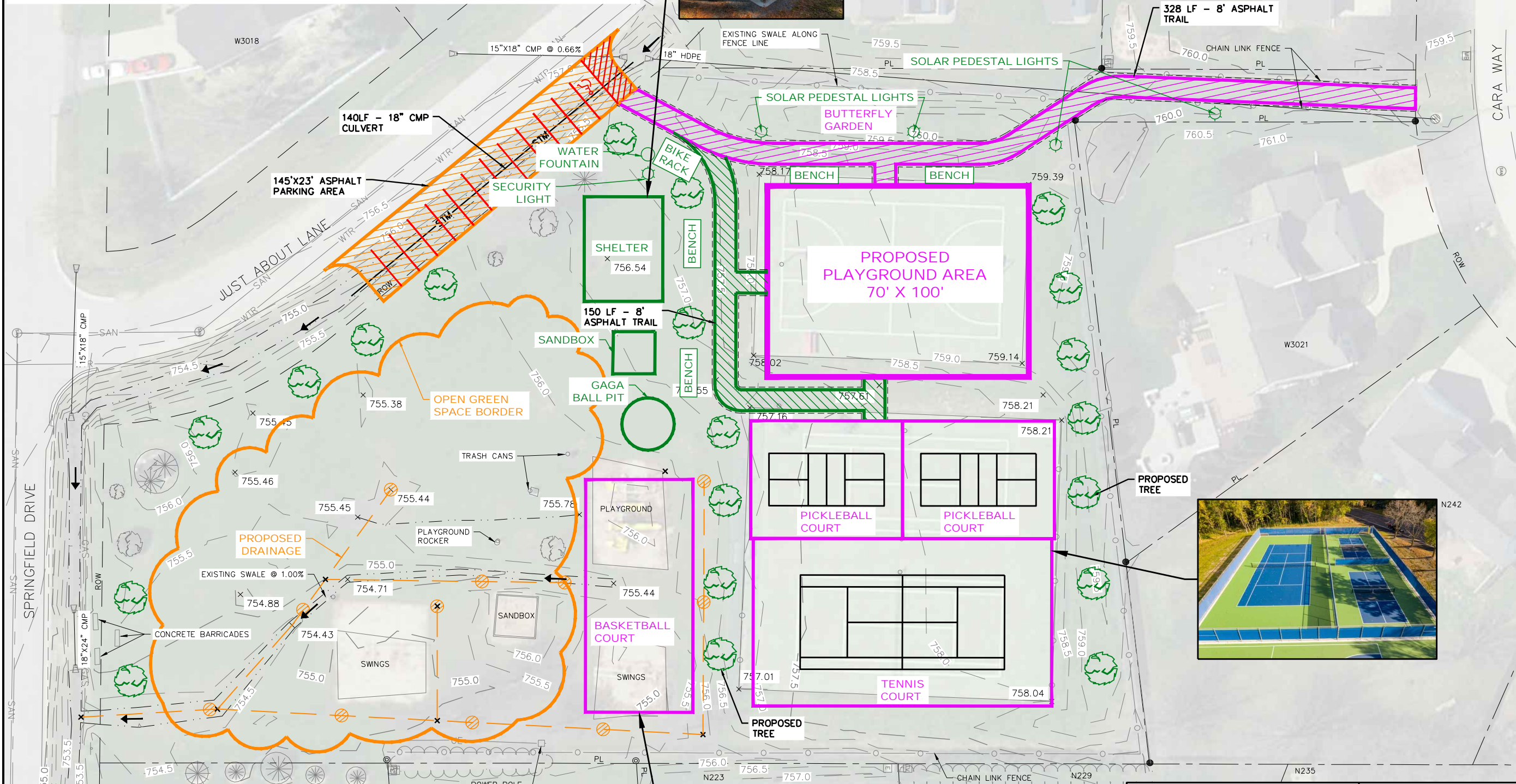
Proposals will be evaluated and the project awarded based on the following considerations:

- Responsiveness to Request for Proposals
- Professional creativity in providing maximum play elements, size and design within the stated budget
- Qualification of the firm
- Qualifications and experience of staff assigned to the installation
- References
- Ability to meet the desired timeframe

The Town of Buchanan reserves the right to reject any and all proposals, make alterations to these specifications, and to accept the proposal deemed most advantageous to the Town of Buchanan.

**NOTES:**

- 0.5' CONTOURS DISPLAYED ON PLAN.
- UTILITY LOCATIONS SHOWN ON THE PLAN WERE PROVIDED BY THE UTILITY OWNER. FIELD LOCATIONS MAY VARY AND ADDITIONAL UTILITIES MAY EXIST.
- ALL PROPERTY LINES SHOWN ARE ESTABLISHED FROM OUTAGAMIE COUNTY GIS FILES. PROPERTY LINES MAY NOT REFLECT ACTUAL LOT LINE LOCATIONS AND ARE FOR INFORMATIONAL PURPOSES ONLY.
- PROPOSED PARKING SPACES SHALL BE DONE IN CONJUNCTION WITH THE ROAD URBANIZATION.



JOB NO.	4916-087
BOOK NO.	
DRAWN BY	JDB
CHECKED BY	JJK
DATE	1/18/2024
REVISIONS	
REFERENCE FILE	
DRAWING FILE	

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**TOWN OF BUCHANAN  
SPRINGFIELD PARK MASTER PLAN**

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