

NORTH PENN SCHOOL DISTRICT
Lansdale, PA 19446

NORTH PENN SCHOOL DISTRICT
REQUEST FOR PROPOSAL
FOR
PROFESSIONAL PLAYGROUND ASSESSMENT

The North Penn School District is soliciting proposals from professional firms to provide an assessment of its thirteen (13) elementary school playgrounds. The elementary school playgrounds to be assessed include:

Bridle Path Elementary
200 Bridle Path Road
Lansdale, PA 19446

Gwyn-Nor Elementary
139 East Hancock Road
North Wales, PA 19454

Gwynedd Square Elem
1641 Supplee Road
Lansdale, PA 19446

Hatfield Elementary
1701 Fairgrounds Road
Hatfield, PA 19440

Inglewood Elementary
1313 Allentown Road
Lansdale, PA 19446

Knapp Elementary
698 Knapp Road
Lansdale, PA 19446

A. M. Kulp Elementary
801 Cowpath Road
Hatfield, PA 19440

Montgomery Elementary
1221 Stump Road
North Wales, PA 19454

General Nash Elementary
1560 Liberty Bell Drive
Harleysville, PA 19438

North Wales Elementary
201 Summit Street
North Wales, PA 19454

Oak Park Elementary
500 Squirrel Lane
Lansdale, PA 19446

Walton Farm Elementary
1610 Allentown Road
Lansdale, PA 19446

York Avenue Elementary
700 York Avenue
Lansdale, PA 19446

PLAYGROUND DESCRIPTION

All of the North Penn Elementary Schools have playgrounds that include various types and ages of equipment, hard surface play areas and soft surface play areas. The existing playground equipment has been funded by either original building construction funds, renovation funds, capital funds, or funds raised by Home & School organizations. Through the years there has been a slight disproportionate installation of equipment building by building. This disproportionality is a concern and the District wants to plan to have the appropriate playground opportunities for all students District wide. In addition, the District would like to plan to have more diverse playground opportunities for special needs students and students of all abilities.

The assessment must utilize all Federal, State and Local agency guidelines, laws, recommendations, or ordinances as it relates to playgrounds, playground equipment, accessibility, and safety.

See Attachment A for images of the building sites and equipment.

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SCOPE OF SERVICES

The playground assessment must include the following:

1.0 Site Inspection and Playground Meetings

The inspections must include:

- a. Inspection of the existing hard and soft surface playgrounds
- b. Inspection of all existing playground equipment in both hard and soft surfaces
- c. Inspection of surrounding areas around the playgrounds
- d. Meet with the Facilities Department to assess historical playground information
- e. Meet with Administration to assess global playground needs
- f. Meet with each Principal to assess playground usage, concerns, and future desires

2.0 Playground Surface Assessment

The surface assessment must include:

- a. Outlining key parameters of different potential surfaces
- b. Advantages and disadvantages of each type of surface
- c. Estimated cost to install the surface in a new installation and retrofit situation
- d. Provide required maintenance and expected lifecycle of the surface

3.0 Playground Equipment Matrix

The assessment must include a matrix outlining the types of playground opportunities that are available per building. The matrix must include a comparison rating of the different types of equipment and playground opportunities. See Attachment B for examples. The intent of the Playground Equipment Matrix is:

- a. The Playground Equipment Matrix will indicate the number and types of play opportunities and equipment that are existing at each school on the hard and soft playground surfaces
- b. A Playground Equipment Matrix must be provided for primary aged (2 to 5 years of age) equipment and secondary aged (5 to 12 years of age) equipment
- c. The Playground Equipment Matrix is to provide a rating system that compares the existing equipment per building in an effort to show any disproportionality of equipment school by school
- d. The Playground Equipment Matrix must take into consideration the enrollment of the school in comparison of the playground opportunity

4.0 Playground Safety

The playground assessment must include recommendations to improve safety, including:

- a. Evaluation of all playground equipment in both hard and soft surface areas
- b. Evaluation of the hard and soft surfacing and surrounding lawn areas
- c. Evaluation of playground perimeters

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5.0 ADA, Accessibility, and Inclusivity

The playground assessment must include recommendations for accessibility and inclusivity including:

- a. Evaluate the access routes to the play areas for ADA compliance
- b. Evaluation of all playground’s ADA requirements in accordance with Federal and State requirements
- c. Evaluation and recommendations to improve accessibility and inclusivity of the playgrounds
- d. Provide equipment recommendations to provide more diverse playground opportunities for all students

6.0 Priority and Estimated Cost Matrix

Provide a 10 year capital plan matrix that would be a dynamic document outlining a menu of prioritized improvements with estimated costs:

- a. The North Penn School District utilizes a current capital priority matrix which includes a 5 point rating system with 5 categories including:

Rating	Safety	Condition	Educational Impact	Age	Life Expectancy
1	No Safety Hazzard	Excellent	No disruption	Less Than One Year	Over 20 Years
2	Safe - Will need work in the future	Acceptable	Minor disruption	Two to Five Years	Ten to Twenty Years
3	Safe - Should be Budgeted	Poor - should be budgeted	Moderate disruption	Five to Ten Years	Five to Ten Years
4	Not Unsafe - Needs Attention Soon	Very Poor - Address Soon	Serious Disruption	Ten to Twenty Years	Two to Five Years
5	Unsafe - Needs Immediate Attention	Critical - Need Immediate Attention	Critical - may close school	Over 20 Years	Less Than One Year

7.0 Site Plans

- a. Prepare existing topographic site plans of the play areas for all elementary schools indicating playground locations and equipment
- b. Prepare site plans to indicate the playground recommendations

End of Section

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PROPOSAL REQUIREMENTS

(Submit 3 hard copies and 1 electronic flash drive)

- Company Overview – Provide brief background and experience of firm. Include location of office to provide services. Minimum Requirements: firm shall have experience assessing public school or public playgrounds and must show evidence of insurance coverage meeting minimum requirements as described below.
- Experience – Provide description of similar projects within the past seven years.
 - Including client, location, and services provided
 - Indicate if the project was directly contracted with the owner or if you were a sub-consultant working through another entity
 - Include project scope and completion date
 - Include information regarding other projects and history working with the client
- Project Team – Identify all key positions and associated level of effort and function. Include an organization chart and resumes for all persons identified to take part in the project. Indicate if any member of the team is an a National Recreation and Park Association (NRPA) Certified Playground Safety Inspector (CPSI) or has another recognized certification.
- Project Approach – Provide a brief description of the project approach and an estimated duration for completion of the assessment and final report.
- Unique, Innovative, or Creative Services – Provide a description of any unique, innovative, or creative services your firm is able to provide that may not be typical services provided by firms performing this assessment. Explain how these services may benefit the project and provide any additional fee on the proposal form.
- References – Provide at least five (5) K-12 school district or public references with contact name, address, telephone number and email address.
- Litigation – Provide information regarding legal proceedings or litigation.
 - Identification of any legal proceedings filed by an owner against the firm on any project for which the firm provided construction management services during the last five (5) years. Legal proceedings should include, but are not limited to, arbitration, complaints, or court action.
- Contract – Provide a sample of the contract the firm intends to use if selected.
- Non-Collusion Affidavit – Complete and provide the attached affidavit.
- The professional firm to provide insurance as follows (Include an example of a COI with the response):
 - Professional liability and errors and omissions insurance – minimum \$3,000,000 per occurrence and in the aggregate
 - Commercial general liability - minimum \$2,000,000 in the aggregate and \$1,000,000 per occurrence
 - Automobile liability – combined single limit coverage of at least \$1,000,000

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- Umbrella coverage – minimum \$5,000,000
- Workers’ compensation insurance at statutory limits
- North Penn School District named as additional insured
- Certificate of insurance showing above as well as evidence that policies won’t be cancelled without a minimum 30 days’ prior written notice to District

- Fee (Fixed fee) – the Fee and invoices shall include a breakdown of the phases of the project including:
 - Kick-off meeting
 - Site visits
 - Principal meetings (13)
 - Administration meetings (3)
 - Report preparation
 - Final presentation (3 hard copies and electronic version)

- Reimbursable expenses (Not to exceed amount) – Shall include the following:
 - Travel expenses and tolls
 - Phone calls
 - Reprographics, copying, and duplicating
 - Mail and overnight courier

- Reimbursable Expenses (Additional) – Provide addition reimbursable expenses for the following:
 - Additional meetings to meet with groups or administration (per hour fee)
 - Evening or day virtual meetings (per hour fee)
 - In person evening meetings with the School Board (per hour fee)

- All on-site personnel are subject to interviews, review and acceptance by Owner.

- All on-site personnel must provide up to date background checks

- Additional Services as agreed to by Owner and Professional. No Additional Services shall be provided without prior written authorization.

Interested firms should submit three (3) hard copies and (1) electronic copy of their proposal by 4:00 pm on Thursday, February 29, 2024 to:

North Penn School District
401 E Hancock Street
Lansdale, PA 19446

Please note that the electronic version of the proposal should be on a flash drive and must be in a pdf format and accessible for copy. Any proprietary or confidential information, included in the proposal, must be clearly marked as such as all proposals and information received are subject to Right to Know requests and must be made public upon request.

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All questions can be directed, via email to:

Thomas Schneider, Director of Facilities & Operations
630 W 8th Street
Lansdale, PA 19446
(215) 853-1140
schneit@npenn.org

The deadline for all questions shall be 4:00 PM Friday February 23, 2024. All questions will be answered and posted on the District's website at www.npenn.org/bidspec.

SELECTION PROCESS SCHEDULE

- January 29, 2024 Issue RFP
- February 15, 2024 Pre-Proposal Meeting – 10:00AM - Support Services Center (SSC),
630 W 8th Street, Lansdale, PA 19446
- February 29, 2024 Due Date – 4:00 PM – ESC, 401 E. Hancock St, Lansdale, PA 19446
- March 6, 2024* Firm Interviews – SSC, 630 W 8th Street, Lansdale, PA 19446
- March 21, 2024 Award Contract

*Firms will be notified if they were selected for an interview on Friday March 1, 2024.

SELECTION CRITERIA

It is understood that the NORTH PENN SCHOOL DISTRICT reserves the right to reject any or all proposals, or part thereof or items therein, and to waive technicalities required for the best interests of the NORTH PENN SCHOOL DISTRICT. Omission of any information may be sufficient cause for rejection of the proposal. It is further understood that some of the items that will be considered in selecting a firm include, but are not limited to:

Cost:	30 points
K-12 Experience	25 points
Other experience:	10 points
Innovative Services:	5 points
References:	30 points

It is finally understood that by requesting this proposal, the OWNER is not incorporating the public bidding process into this solicitation and nothing contained herein shall create any contractual rights or obligations by and between the OWNER and any person or entity responding hereto.

End of Section

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PROFESSIONAL PLAYGROUND
ASSESSMENT SERVICES

PROPOSAL FORM

Please submit this form indicating your fee for the scope of work as defined in the RFP.

Playground assessment

Services	Fee
Kick-off Meeting	\$
Site Visits	\$
Principal meetings (13)	\$
Administration meetings (3)	\$
Report Preparation	\$
Final Presentation	\$
<hr/>	
Total Assessment Fee (Fixed fee)	\$

Reimbursable Expenses

Expenses	Fee
Reimbursable Expenses (Not to exceed)	\$
Reimbursable Expenses (In-person meetings per hour fee)	\$ per hour
Reimbursable Expenses (Virtual meetings per hour fee)	\$ per hour
Reimbursable Expenses (Evening meetings per hour fee)	\$ per hour

Unique, Innovative, or Creative (UIC) Services

Services	Fee
	\$
	\$

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CERTIFICATION OF PROPOSAL DOCUMENTS

The provider certifies by signing this document that they:

1. Have carefully read and fully understand the information in the RFP.
2. Have the capability to successfully undertake the scope of work herein and complete the responsibilities and obligations of the proposal being submitted.
3. Represent that the information contained in the proposal is true and correct.
4. Did not, in any way, collude, conspire or agree, directly or indirectly, with any person, firm, corporation, review committee member, NPSD employee or another proposer in regard to the amount, terms or conditions of this proposal.
5. Acknowledge that the NPSD has the right to make any inquiry it deems appropriate to substantiate or supplement information supplied by the proposer.

Company Name: _____

Signature: _____

Printed Name: _____

Title: _____

Date: _____

Phone: _____

Email: _____

End of Section

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Non-Collusion Affidavit

Instructions:

1. This Non-Collusion Affidavit is material to any contract awarded pursuant to this proposal. According to the Pennsylvania Antibi-d-Rigging Act, 73 P.S. 1611 et sec., governmental agencies may require Non-Collusion Affidavits to be submitted together with proposals.
2. This Non-Collusion Affidavit must be executed by the member, officer or employee of the firm who makes the final decision on prices and the amount quoted in the bid.
3. Proposal rigging and other efforts to restrain competition, and the making of false SWORN statement in connection with the submission of proposals are unlawful and may be subject to criminal prosecution. The person who signs the Affidavit should examine it carefully before signing and assure himself or herself that each statement is true and accurate, making diligent inquiry, as necessary, of all other persons employed by or associated with the firm with responsibilities for the associated approval or submission of the proposal.
4. In the case of a proposal submitted by a joint venture, each party to the venture must be identified in the proposal documents, and an Affidavit must be submitted separately on behalf of each party.
5. The term "Complementary Proposal" as used in the Affidavit has the meaning commonly associated with that term in the proposal process, and includes the knowing submission of proposals higher than the proposal of another firm, any intentionally high or non-competitive proposal, and any other form of proposal submitted for the purpose of giving a false appearance of competition.
6. Failure to file an Affidavit in compliance with these instructions may result in disqualification.

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Non-Collusion Affidavit

Proposal for: Professional Playground Assessment – North Penn School District

State of _____ County of _____

I state that I am _____ of _____
(Title) (Name of my Firm)

and that I am authorized to make this affidavit on behalf of my firm, and its Owners, Directors, and Officers. I am the person responsible in my firm for price(s) and the amount of this bid.

I state that:

1. The price(s) and amount of this bid have been arrived at independently and without consultation, communication or agreement with any other contractor, bidder or potential bidder.
2. Neither the price(s) nor the amount of this bid, and neither the approximate price(s) nor approximate amount of this bid, have been disclosed to any other firm or person who is a bidder or potential bidder, and they will not be disclosed before bid opening.
3. No attempt has been made or will be made to induce any firm or person to refrain from bidding on this contract, or to submit a bid higher than this bid, or to submit any intentionally high or non-competitive bid or other form of competitive bid.
4. The bid of my firm is made in good faith and not pursuant to any agreement or discussion with, or inducement from, any firm or person to submit a complementary or other non-competitive bid.

5. _____, its affiliates, subsidiaries, officers, directors, and employees
(name of my firm)
are not currently under investigation by any governmental agency and have not in the last four years been convicted or found liable for any act prohibited by State or Federal Law in any jurisdiction, involving conspiracy or collusion with respect to bidding on any public contract, except as follows:

I state that _____ understands and acknowledges that the above
(name of my firm)
representations are material and important, and will be relied on by North Penn School District in awarding the contract for which this bid is submitted. I understand and my firm understands that any misstatement in this affidavit is and shall be treated as fraudulent concealment from the North Penn School District of the true facts relating to the submission of bids for this contract.

(Name)
and

(Company Position)

SWORN TO AND SUBSCRIBED

BEFORE ME THIS _____ DAY

OF _____, 20_____.

SIGNATURE OF NOTARY

Printed Name Notary Public

My Commission Expires

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Compliance with Policy/Law

The contractor shall comply with all policies, procedures, and regulations of the District as established and amended from time to time as well as all applicable state and federal laws and regulations, including but not limited to the provisions of the Pennsylvania Right to Know Law, 65 P.S. 67.101 et seq., regarding possession of public records by agency contractors. In the event the District receives a request for access to a public record that is in the possession of Contractor, the District shall notify the Contractor of the request and the Contractor shall provide the District with the requested record in a timely manner so as to enable District compliance with the Pennsylvania Right to Know Law.

(A) District Termination for Cause and for Convenience

Under 2 CFR Part 200, and specifically § 200.327 and Appendix II, contracts for more than \$10,000 must address Termination for Cause or for Convenience by the District, including the manner by which it will be affected and the basis for settlement.

In addition to other terms stated in the Contract, District reserves the right by written notice to terminate the Contract effective on a future date specified in the notice, with or without cause. Cause means violation or breach of any Contract terms. If the Contract is terminated without cause, the District shall pay the Vendor for any product, services, or other item Vendor is required to deliver and which has been satisfactorily delivered prior to termination. This term shall apply without regard to the Contract amount.

Does Vendor agree? YES _____ Initials of Authorized Representative of Vendor

(B) Debarment and Suspension

Under 2 CFR Part 200, and specifically § 200.327 and Appendix II, a contract award (see 2 CFR 180.220) may not be made to parties listed on the governmentwide exclusions in the System for Award Management (SAM), in accordance with the OMB guidelines at 2 CFR 180 that implement Executive Orders 12549 (3 CFR part 1986 Comp., p. 189) and 12689 (3 CFR part 1989 Comp., p. 235), "Debarment and Suspension." SAM exclusions contain the names of parties debarred, suspended, or otherwise excluded by agencies, as well as parties declared ineligible under statutory or regulatory authority other than Executive Order 12549.

The vendor certifies that it is not listed on the governmentwide exclusions in SAM, and is not debarred, suspended, or otherwise excluded by agencies or declared ineligible under statutory or regulatory authority.

Does Vendor agree? YES _____ Initials of Authorized Representative of Vendor

(C) ADDENDUMS

If the need arises for an addendum to the specifications the District will post the clarification to www.npenn.org/bidspec no later than **February 26, 2024**. It is the responsibility of vendors submitting bids or proposals to ensure all addendums have been reviewed prior to submission of the proposal.

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Attachment A
Site Images
&
Equipment

Bridle Path Elementary



Bridle Path Elementary



Bridle Path Elementary



Gwyn Nor Elementary



Gwyn Nor Elementary



Gwyn Nor Elementary



Gwynedd Square Elementary



Gwynedd Square Elementary



Gwynedd Square Elementary



Hatfield Elementary



Hatfield Elementary



Inglewood Elementary



Inglewood Elementary



Inglewood Elementary



Knapp Elementary



Knapp Elementary



Knapp Elementary



Knapp Elementary



Kulp Elementary



Kulp Elementary



Kulp Elementary



Kulp Elementary



Montgomery Elementary



Montgomery Elementary



Montgomery Elementary



Montgomery Elementary



Nash Elementary



Nash Elementary



Nash Elementary



North Wales Elementary



North Wales Elementary



North Wales Elementary



North Wales Elementary



Oak Park Elementary



Oak Park Elementary



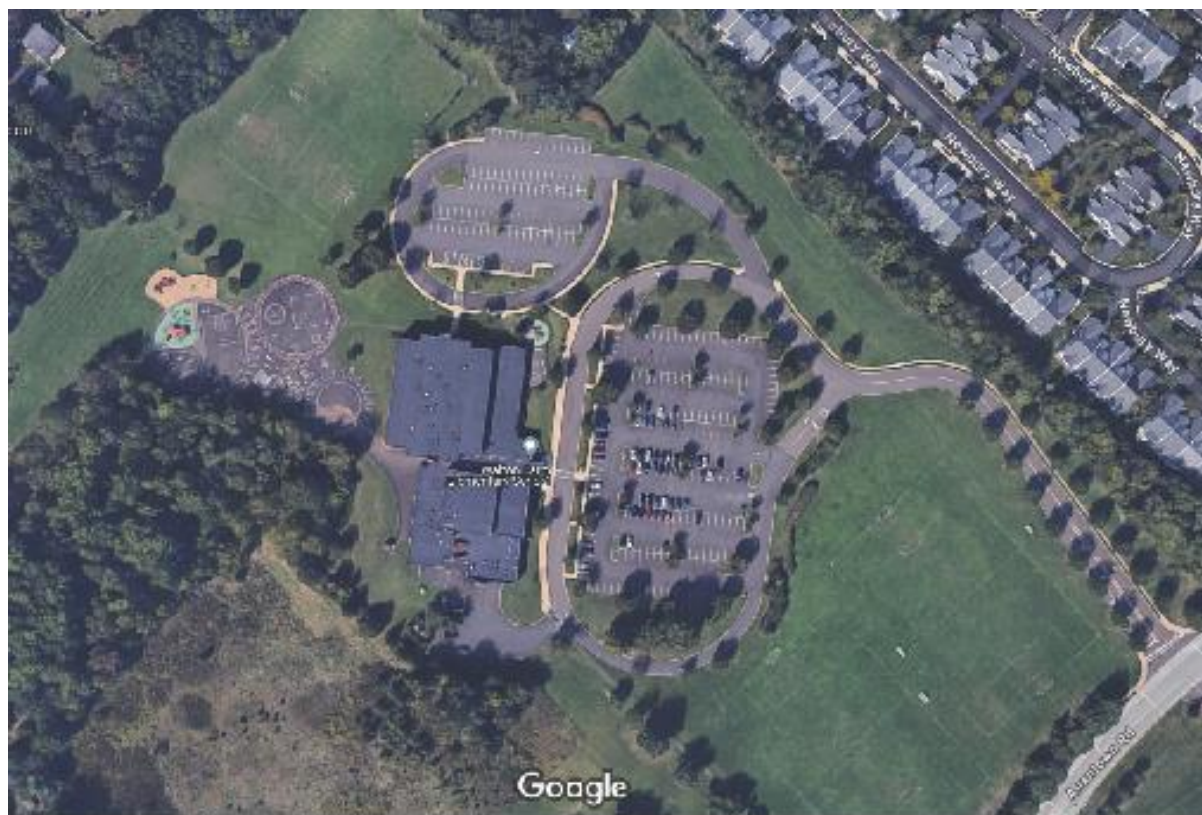
Oak Park Elementary



Oak Park Elementary



Walton Farm Elementary



Walton Farm Elementary



Walton Farm Elementary



York Ave. Elementary



York Ave. Elementary



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Attachment B
Playground Equipment
Matrix

Deviance from the average

	AMK	BP	NASH	G-N	GS	ING	KN	MO	NW	OP	WF	YORK	AVERAGE
Towers (high points with cover)	6	2	2	3	4	2	3	3	2	0	1	5	2.8
Swings	0	0	0	8	0	6	8	0	12	12	0	0	3.8
Straight Slides	3	4	3	6	3	5	7	0	1	2	3	3	3.3
Spiral Slides	0	3	2	3	1	1	0	3	2	1	1	0	1.4
Tunnel Slides	0	1	0	1	0	1	1	0	0	0	1	0	0.4
Step Sections	7	10	4	6	6	6	5	5	6	3	7	4	5.8
Rope/Chain Climbers	1	0	0	1	1	2	1	2	1	0	0	0	0.8
Ladder (Vertical) Climbers	7	5	5	6	6	3	12	14	6	6	4	2	6.3
Obstacle (non vertical) Climbers	8	4	1	3	4	1	6	3	4	2	2	4	3.5
Infinity Climb Sections	6	1	6	11	1	7.5	1	0	5	5	1	5	4.1
Platforms	11	14	9	10	7	6	9	9	7	7	8	5	8.5
Bridges	4	1	1	2	1	0	3	0	0	1	1	2	1.3
Balancing Equipment	4	0	0	0	0	0	1	1	0	0	1	1	0.7
Interactives / Games	9	5	2	4	3	0	8	0	3	3	4	4	3.8
Monkey Bars	4	3	3	3	1	1	4	6	2	3	2	2	2.8
Riders	1	0	0	0	2	0	0	0	0	1	0	0	0.3
Fireman Pole	0	1	2	0	0	0	3	4	1	0	1	0	1.0
Chin Up Bars	0	3	0	0	0	2	3	0	2	0	1	0	0.9

Key
Within 1 from average
Within 2 from average
Within 3 from average

Most Common Equipment

	Equipment Count												% of schools with equipment
	AMK	BP	NASH	G-N	GS	ING	KN	MO	NW	OP	WF	YORK	
Towers (high points with cover)	6	2	2	3	4	2	3	3	2	0	1	5	92%
Swings	0	0	0	8	0	6	8	0	12	12	0	0	42%
Straight Slides	3	4	3	6	3	5	7	0	1	2	3	3	92%
Spiral Slides	0	3	2	3	1	1	0	3	2	1	1	0	75%
Tunnel Slides	0	1	0	1	0	1	1	0	0	0	1	0	42%
Step Sections	7	10	4	6	6	6	5	5	6	3	7	4	100%
Rope/Chain Climbers	1	0	0	1	1	2	1	2	1	0	0	0	58%
Ladder (Vertical) Climbers	7	5	5	6	6	3	12	14	6	6	4	2	100%
Obstacle (non vertical) Climbers	8	4	1	3	4	1	6	3	4	2	2	4	100%
Infinity Climb Sections	6	1	6	11	1	7.5	1	0	5	5	1	5	92%
Platforms	11	14	9	10	7	6	9	9	7	7	8	5	100%
Bridges	4	1	1	2	1	0	3	0	0	1	1	2	75%
Balancing Equipment	4	0	0	0	0	0	1	1	0	0	1	1	42%
Interactives / Games	9	5	2	4	3	0	8	0	3	3	4	4	83%
Monkey Bars	4	3	3	3	1	1	4	6	2	3	2	2	100%
Riders	1	0	0	0	2	0	0	0	0	1	0	0	25%
Fireman Pole	0	1	2	0	0	0	3	4	1	0	1	0	50%
Chin Up Bars	0	3	0	0	0	2	3	0	2	0	1	0	42%

Key

75% or higher