



343 Ocean House Road • Cape Elizabeth, ME 04107 • 207-799-2868 • Fax 207-799-1841

TOWN OF CAPE ELIZABETH
REQUEST FOR
PLAYGROUND DESIGN SERVICES

The Fort Williams Park Committee completed a Master Plan Update for Fort Williams Park in the fall of 2021. One recommendation from the Master Plan was the relocation of a playground to the grassy area abutting the Children’s Garden. This Request for Proposals (RFP) invites responses from qualified, experienced professional design consultants to develop a universally accessible (UA), ADA compliant and inclusive playground design. The Town of Cape Elizabeth is soliciting bids to include a conceptual/design layout, the playground equipment, installation requirements, and installation cost. The Fort Williams Park Committee would like to explore various creative concepts that identifies the best use of space and establishes the multi-age use of the playground.

Proposals shall be submitted in a sealed envelope, plainly marked “FWP Playground Design” and addressed to Kathleen Raftice, Director Cape Elizabeth Community Services and Fort Williams Park, Cape Elizabeth, Maine 04107. No late, unmarked, facsimile, or electronic bids will be accepted.

Sealed bids shall be received until **2:00 PM on Tuesday, November 19, 2024** at which time they will be publicly opened and read in the Town Council Chambers at Town Hall. Questions regarding this bid should be directed to Kathleen Raftice, Director of Community Services and Fort Williams Park at 207-799-2868 or via email at Kathleen.Raftice@capeelizabeth.org.

The Town of Cape Elizabeth expects to award this bid to the lowest bidder for the services requested however the Town shall award the contract to the proposal that best accommodates the various project requirements. The Town of Cape Elizabeth reserves the right to waive any informality in the bids, to accept any bid and to reject any or all bids, should it deem in the best interest of the Town to do so.

Scope of Services

The work will include, but not be limited to, the following scope of services:

1. Analysis, Assessment and Site Walk with representatives from Fort Williams Advisory and Friends of Fort Willams committees.
2. Work with the FWPC to discuss options and prioritize equipment and future enhancements to the playground area. We are looking for the greatest play value and your creativity primarily targeted toward children 5 – 12 years of age with one or two features designed for children 2 – 5 years.
3. Present a preliminary plan of next steps, including a conceptual plan and layout for this space.
4. Play system design shall safely fit in the playground area. Vendors are encouraged to be creative in their designs and to maximize the role of unstructured play in their proposals. Vendors may submit proposals from non-traditional type playground structures, if desired, in whole or as components of the overall playground design. Vendors should base their playground equipment designs on meeting all accessibility and safety standards. Quality of equipment components,

quality of design, play value, cost, and appropriateness to location and target demographic must be taken into consideration in the design of the play system.

5. Attend meetings of the FWPC and other Town boards as requested.
6. Produce documents and plans for review and submission to the Planning Board, the Town Council and/or any applicable Town/State/Federal agency.
7. Ability to provide documents and plans in preparation for competitive bidding procedures.

This list is intended to assist design professionals in understanding the scope of the project, however, the FWPC is very interested in receiving advice from interested professionals that may not include or is not limited to the list above.

Conflict of Interest

- The firm selected shall disclose to the Town Manager any previous (or current) relationship with clients, with proposals before the Town.
- At times when a conflict of interest is possible the Town of Cape Elizabeth may seek other services for specific project review and/or oversight.

Criteria for Firm Selection

1. Relevant experience of principles and key staff.
2. Firm's history of performance on previous relevant projects.
3. Adequacy of personnel and support services (in-house and/or contracted) to perform work.
4. Completeness of proposal.
5. Fee schedule.
6. Recommendations and opinion from firm's previous clients.
7. A record of achievement utilizing historical, environmental and passive recreation measures in parks/recreation projects.
8. Other factors deemed pertinent by the FWAC and Town staff.

Information Requested

1. Firm History
2. Resumes of personnel who will work with the FWPC and Town staff.
3. The names of companies utilized for services not provided by the submitting firm.
4. Identification of key contact and person you wish identified as the Fort Williams Park Committee "Liaison" in the firm.
5. List of representative clients
6. Current fee schedule

Regards,

Kathleen Raftice

Director Cape Community Services and Fort Williams Park