



## **Request for Proposals (RFP)**

### **For Design, Supply and Installation of a Playground at Friendship Park**

**150 Oklahoma Ave, Gahanna, OH 43230**

**Request Release Date: August 15, 2025**

**Submittals Due: September 4, 2025**

**Submit To:** Email “Friendship Park Improvements Submittal” [zac.guthrie@gahanna.gov](mailto:zac.guthrie@gahanna.gov)

**Purpose:** The City of Gahanna is seeking a contract with a professional services team for the planning and design of improvements at Friendship Park.

**Project Contact: Zac Guthrie, Park Operations Manager**

The City invites proposals from professional consulting firms with experience in the planning and design of playground improvements at Friendship Park. The specific improvements to be addressed through this project are as follows:

- Removal of existing playground
- New inclusive playground, installation of new surfacing, installation of site furnishings, grading, drainage, and miscellaneous site work. To include excavation, foundations, equipment, border, seating, and surfacing. Demolition, grading, drainage, site work, site furnishings, site concrete, poured in place rubber (PIP), tiled or Engineered Wood Fiber (EFW) play surface.
- Design to include inclusive elements meeting the requirements of the Americans with Disabilities Act (ADA), meet or exceeds standards of International Playground Equipment Manufacturers Association (IPEMA) and conforms with all playground related standards set by the American Society of Testing Materials (ASTM) and the U.S. Consumer Products Safety Commission (CPSC).

The scope of services for this project will include site survey, concept planning, detailed design, permitting, supply and installation/construction. This Request for Proposals (RFP) is intended to provide the information needed for interested firms to prepare a complete proposal.

#### **Attachments:**

- A. Project Area Figure
- B. Firmette – Friendship Park
- C. Geotechnical survey

## **1. PURPOSE**



The City of Gahanna is seeking a contract with a professional services team for the planning, design, supply and installation of improvements at Friendship Park.

## 2. OVERVIEW

The City of Gahanna is a community of roughly 36,000 residents and is proud to own over 800 acres of park land. The acreage is made up of developed parks designed for active recreational use including 2 aquatic facilities, a senior center, dog park, 3 athletic complexes, 9-hole golf course as well as over 20 miles of multi-purpose trails and over 200 acres of preservation and conservation properties. The Gahanna Parks and Recreation Department (GPRD) is charged with the stewardship and programming of these resources.

Friendship Park (150 Oklahoma Ave, Gahanna, OH 43230) has a total area of approximately 23 acres and features courts, a restroom facility, shelter houses, nature trails, community garden and a playground. The current playground was installed in 2007 and has reached the end of its service life and needs to be replaced. The improvements of this project are anticipated to require construction within Zone AE and Zone X flood hazard areas; no construction is anticipated within the regulatory floodway.

Anticipated Budget for completion of Task 5: \*\$750,000

\*The total project budget is anticipated to be funded with the City's capital improvement funds, pending approval for fiscal year 2026.

## 3. SCOPE OF SERVICES

The following is a scope of services that may be modified during contract negotiations with the selected Consultant. Any recommended modifications to this scope of services should be clearly defined and described in the Consultant's submitted proposal.

### Task 1. Site Survey

- a. Consultant will complete all necessary site survey using North American Datum 1983 (NAD83) State Plane Coordinates and North American Vertical Datum 1988 (NAVD88). In addition to base mapping information typical for the proposed improvements, the site survey shall also include the location and size of existing trees within anticipated construction limits (minimum 1.5-inch caliper).
- b. Consultant will obtain existing utility information within the project area as necessary for inclusion on design drawings.

### Task 2. Conceptual Plan Development

- a. Consultant shall develop three (3) conceptual plans reflecting the proposed improvements to be reviewed with City staff before advancing into Task 3 (detailed design). For each concept plan, Consultant shall prepare graphics / renderings suitable for public outreach meetings. Each conceptual plan shall be based on total budget of \$750,000



- Project Site Parameters
  - The playground is anticipated to be a minimum of 10,000 sf with either PIP or tiled surface with concrete curbing. EWF **may** be considered in high impact areas of play. Area of existing playground included Exhibit A. A slight variance in size is allowable to accommodate proposed play equipment.
- Design Goals
  - Design for different types of play and abilities with high play value that will challenge the user physically and cognitively.
  - Incorporate inclusive, accommodating equipment and spaces that will provide value for all users including active play, passive play, sensory play and imaginative.
  - Promote creativity, learning, development, and social interaction.
  - Utilize durable surfaces that require minimal maintenance and maximize the life cycle of the assets.
  - Incorporate shade, barrier fencing (3' or 4') and drainage.
- Desired Equipment and Surface:
  - Play structure for toddlers (under 2 years of age)
  - Play structure and amenities for ages 2-5, including multiple slides
  - Play structure and amenities for ages 5-12, including multiple slides
  - Provide accessibility and inclusivity throughout site to include equipment, pathways, transfer stations and signage.
  - **All** products shall bear the certificate seal of IPEMA and shall meet or exceed ADA Accessibility Guidelines for Play Areas.
  - All equipment shall conform to current playground-related ASTM and CPSC technical standards including, but not limited to:
    - **ASTM F1487** (Playground Equipment)
    - ASTM F1292 & ASTM F3313
    - CPSC Publication 325: Public Playground Safety Handbook
- b. Consultant shall assist the City in up to three (3) public outreach meetings to be held with project stakeholders to review conceptual alternatives. These stakeholders are anticipated to include, but are not limited to:
  - Gahanna school districts e.g. Gahanna **Jefferson** School District, Columbus Academy, Franklin County Board of DD, St. Matthew Church, Shep Nazarene
  - Camp Friendship Staff and **participants**
  - Surrounding property owners

### **Task 3. Detailed Design**

- a. Following the selection of a preferred concept plan, Consultant shall develop detailed project design plans suitable for construction and permitting (see Task 4).
- b. Consultant shall prepare construction drawings including title sheet, general notes, plan and profile views, typical sections, construction details, maintenance of traffic plans (as necessary) and erosion and sediment control plan.



- c. All project improvements shall be designed in accordance with applicable standards and requirements, including the American with Disabilities Act (ADA) design standards. Gahanna's stormwater design requirements are defined in Gahanna City Ordinances; Gahanna is not subject to City of Columbus standards for stormwater design.
- d. The current City of Columbus Construction and Material Specifications (CMSC) shall be the standard specifications for the construction of these improvements except for those work items that are not covered in the CMSC specifications. The Consultant will prepare any necessary supplemental specifications.
- e. Consultant shall meet with City staff at 50% design and 90% design stages. Consultant shall prepare updated design drawings based on review comments provided by the City.
- f. Consultant will provide an estimated construction cost at 50%, 90% and final design submissions.

#### **Task 4. Permitting**

- a. Consultant shall prepare all permit application materials required for construction of the designed improvements. These permits and approvals, are anticipated to include:
  - City of Gahanna Planning approval (minor development plan)
  - City of Gahanna floodplain permit
  - Ohio EPA General Construction Permit (if disturbed acre exceeds 1.0 acre)
- b. All permit application materials will be submitted by the selected Consultant; the Consultant will not be responsible for any permit application fees. Consultant will be responsible for any updates to the project plans or specifications required as a condition of permitting / City approval.
- c. As part of this task, Consultant shall prepare a final permit/approval summary memo that clearly documents all relevant permit/approval dates, expiration dates and any permit/approval closeout requirements.

#### **Task 5. Playground Supply, Installation, Equipment Purchase and Construction Services**

- a. Supplying of all equipment and materials, demolition of old structures, installation and construction shall be performed by Consultant through a cooperative program such as Sourcewell or Omnia.
- b. A preconstruction meeting shall be arranged between Consultant and the City of Gahanna.
- c. Vendors and their contractor(s) must be prepared to comply with all state, federal and local requirements for play structure equipment. Vendors are responsible for verifying site conditions. No allowances will be made if a Vendor fails to adequately examine a location before submitting a Proposal. All equipment shall be installed by a factory trained, insured, and certified installer.
- d. Following installation, a full and thorough audit of all newly installed play equipment will be performed by a Certified Playground Safety Inspector (CPSI). Vendor(s) will be required to address and resolve any identified deficiencies within seven (7) days of notification of the deficiencies by the City.
- e. Consultant shall prepare as-built drawings based on documentation obtained during construction (including survey coordinates).



#### **4. TIMELINE**

The following is the RFP and project timeline. The City reserves the right to modify the RFP timeline dates and times.

August 15, 2025: Request for Proposal released

August 27, 2025: Deadline for questions

September 4, 2025, 2:00 pm: Submittal deadline

September 19, 2025: Notice to Proceed to Selected Consultant (Anticipated)

January 5, 2026: Construction Planning Phase to begin

May 8, 2026: Construction to be completed

#### **5. PROPOSAL SUBMITTAL**

Consultants shall email their Proposal in pdf format (no hard-copies will be accepted), **no later than September 4, 2:00pm to zac.guthrie@gahanna.gov.**

Submittals are not returnable and will become the property of the City. Please be advised that once submitted, the Final Proposal will become “public record” and will be available to all for inspection and copying, upon request. Consultants are solely responsible for examining the complete RFP including all documents, instructions, reports, and any addenda to these documents and for responding in full compliance with these instructions.

All questions pertaining to information within or related to this RFP shall be submitted via email to Zac Guthrie by no later than **August 27, 2025**. The City may, in its sole discretion, extend the RFP due date if such action is deemed necessary by the City, to satisfy the requirements of the process.

#### **6. PROPOSAL CONTENT AND FORMAT**

Proposals shall be formatted in accordance with the structure presented below. Excluding Sections F and G.

##### Section A: Letter of Transmittal

The Letter of Transmittal shall include: Prime Firm’s Name and Address, Point of Contact Name, Title, telephone number, and e-mail address. The letter shall be signed by a duly authorized representative of the Consultant submitting the Proposal.

##### Section B: Approach and Methodology

Describe the proposed approach for the Project as described in the Detailed Scope of Services of this RFP. The Consultant shall also include a discussion of any recommended alternative approaches to the Project and/or Scope of Services and any other relevant information concerning your firm’s qualifications for the Project. Explain work/communication process with any sub-consultants and how sub-consultants will be managed. Explain preferred work/communication process with City staff.



**Section C: Proposed Project Timeline** Propose a project schedule depicting the timing of all work activities starting from the Notice to Proceed. Consultants shall assume a (tentative) Notice to Proceed date of September 19, 2025. This schedule should contain project milestones for deliverables. Identify any assumptions used in developing the schedule.

**Section D: Project Team**

Submit an organizational chart illustrating the project team members and any subconsultants or subcontractors (including names, titles and office location(s)). Clearly identify the proposed Project Manager and the roles/responsibilities/participation levels of all members of the project team.

**Section E: Project Experience**

Submit three (3) Each project description shall include the following:

- General description of services,
- Project award date,
- Consultant contract value,
- Client contact information (including phone and email address),
- Role(s) of proposed project team members on the submitted project.

**Section F: Proposed Pricing**

Submit a complete Pricing Schedule along with a billing rate schedule. The submitted Pricing Form shall include total Consultant hours per task, total Consultant fee per task, Subconsultant fees per task (if any). The City will take all necessary affirmative steps to assure that minority businesses, women's businesses enterprises, and labor surplus area firms are used when possible. For guidance, staff members may refer to minority-owned, women-owned, and socially and economically disadvantaged businesses approved by the Ohio Department of Administrative Service (DAS).

**Section G: Team Member Resumes**

Submit resumes for any proposed staff shown on the Project Team Organizational Chart. On each submitted resume, describe experience with projects of a similar nature.

**7. EVALUATION CRITERIA**

Each Proposal will be evaluated based on the Team's responses to the RFP based on team experience and approach to project.

**8. SHORTLIST SELECTION**

Upon reviewing and scoring all submitted Proposals, the City reserves the right to shortlist qualified Teams for advancement. Presentation/Interviews may be required for shortlisted project teams.

