

REQUEST FOR PROPOSALS
“PARK ON CLARK” PLAYGROUND PROJECT
FOR CITY OF ALBION, NEBRASKA

Proposals will be received by the City of Albion, Nebraska, at the office of the City Clerk, 420 West Market Street, Albion, NE 68620 until 2:00 pm CST on November 20, 2025, for the furnishing of all labor, materials, equipment and performing all work necessary on:

**“Park on Clark”
Playground Project**

Proposal instructions and submission are listed on Page 3 of the Request for Proposal document. Failure to comply with the prescribed format may result in disqualification.

Andrew Devine
City Clerk

PUBLISH: September 17, 2025
 September 24, 2025
 October 1, 2025

Request For Proposal (RFP)

Playground Structure and Safety Surfacing

Date of Issue: September 17, 2025

The City of Albion, Nebraska is requesting proposals from qualified playground equipment companies in order to establish a contract to provide new playground equipment, safety surfacing, and installation of the “Park on Clark” Project at Fuller Park, Albion, Nebraska

Background

The “Park on Clark” property is a 3/4-acre park that is an aging and underserved recreation area located in the northwest residential area of Albion. The project is intended to enhance an underserved residential neighborhood while complimenting the recently constructed Eli Porter Memorial Playground Structure at Albion’s “Flagship Park” - Fuller Park.

Approximately 5,250 square feet are available, but not necessary to utilize all space.

Approximate budget: \$350,000

General Equipment Requirements

The proposed playground must meet the following:

1. Vertical deck and supports posts must have a minimum diameter of 5 inches
2. Hardware should be rust resistant, stainless steel or carbon steel hardware is preferred

Safety Standard Requirements

All playground equipment must meet the most current requirements in the following and documentation must be provided to that effect.

1. American Society for Testing and Materials (ASTM) Specifications for Playground Equipment for Public Use.
2. Consumer Product Safety Commission (CPSC) Public Playground Safety Handbook
3. International Play Equipment Manufacturers Association (IPEMA) Certified
4. American Disabilities Act (ADA) Accessibility Guidelines

Note: Appropriate age signage is required in proposal.

Site Preparation

Vendor will be responsible for all site work which includes grading of selected site. The design space available including safety zones is approximately 75' x 70'

Play Element Guidelines

Target Ages: The playground structure should be designed for ages 5-12 to meet CPSC requirements but should include some elements for ages 2-5.

The following are suggested elements and are not limited to:

1. Decks or platforms of various heights
2. One small slide not to exceed 6 feet in height
3. Multiple climbing elements; rock/log climbers, stumps, nets, ropes and/or ladders
4. Swings (stand alone or integrated)
5. Canopy Shade Structure for main play structure.
6. Benches and Trash Cans.

Safety Surface Material

Poured rubber surfacing with concrete edging.

Project Budget

The maximum cost allocated for all playground equipment, safety surface, installation, and shipping is **\$350,000.**

Warranty Requirements

It is the responsibility of the supplier to provide the City of Albion a copy of the manufacturer's warranty of the proposed equipment. Warranty information must accompany the proposal.

Vendor Services

1. Meet with City staff prior to submitting the final order to confirm color, attributes, and layout of equipment.
2. Respond to inquiries from City staff concerning equipment and/or installation.
3. Coordinate installation of equipment with City staff when applicable.
4. Be responsible for providing safety precautions in connection with contracted installation work.
5. Upon completion of equipment installation, conduct an onsite audit to confirm that the equipment was installed according to manufacturer's specifications and provide written documentation of the audit to the City of Albion.

Project Completion Date

Project must be completed by August 1, 2025

Proposal Content

Each proposal shall include:

1. Verification that manufacturer/vendor participates in SourceWell Cooperative Purchasing contracts.
2. One (1) original and Five (5) copies.
3. A single total project cost including a detailed itemized breakdown of all charges.
4. Minimum 11x17 color rendering of the design.
5. Plan sheets showing entire design with dimensions. Minimum size of 11x17.
6. List of design components.
7. Copy of manufacturer's warranty and liability coverage.
8. Contractor information that will be providing professional installation services.
9. Accessibility summary.
10. List of 3 references with contact information.
11. Installation date and schedule.

Proposal Submittal

Interested firms must submit their proposal by **2:00pm on Thursday, November 20, 2025**. An incomplete proposal will not be considered. Proposals received after this deadline will not be considered. Proposals should be hand delivered or mailed to:

City of Albion, Nebraska
Attn: Andrew Devine
420 W Market Street
Albion, NE 68620

NOTE: Please mark your envelope "PARK ON CLARK PROJECT"

1. It shall be understood that any costs incurred by the firm in responding to this request are at the firm's own risk and expense as a cost of doing business and the City of Albion is not liable for reimbursement to the firm for any expense so incurred regardless of whether or not the proposal is accepted.
2. Any inquiries or requests for explanation in regards to the project requirements should be made to Andrew Devine, City Clerk. The names of any persons or firms submitting questions, clarifications, or requests will not be disclosed until after the deadline for submission.
3. At the discretion of the City, one or more firms may be asked for more detailed information or an interview.

Selection Process

The Review Committee will consist of the City Administrator, Mayor, and Shelby Kelley, Economic Development Director. The committee will make a recommendation to the City Council for formal approval.

Project Schedule

RFP Issued: September 17, 2025

Proposals Due: November 20, 2025 by 2:00 pm

City Review Process: November 20 – December 4, 2025

Council Approval: December 9, 2025

Installation Start: Spring 2025

Installation Completion: By August 1, 2025

***Firms that are not selected will be notified via US Postal Mail.**