

# Memorandum



Date: March 19, 2026  
To: Buchanan City Commission  
From: Tony McGhee  
Subject: Recommendation for Purchase of Playground Equipment for Kathryn Park

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## **Background**

As outlined in the City's Request for Proposals for the Kathryn Park Playground Equipment and Safety Surfacing project, the City solicited proposals from qualified vendors to provide new playground equipment and engineered wood fiber surfacing within a project budget of \$100,000. The RFP requested up to two design options per proposer that could be delivered within the available budget.

The City received seven proposals, each containing two options. These proposals were reviewed by staff and narrowed down to three proposals with a total of five options that were presented to the Buchanan Area Recreation Board for consideration.

BARB reviewed and discussed the options at their March 19 meeting and unanimously selected Option One from Sinclair Recreation and GameTime as their recommended playground for the City Commission's consideration and approval.

The project will be installed using a community build approach. Under this model, the selected vendor will provide the equipment, installation plans, and on-site leadership, while City staff and community volunteers assist with the installation under the vendor's supervision. This approach allows the City to reduce installation costs, which in turn allows more of the project budget to be directed toward higher quality and more robust play structure elements. It also provides an opportunity for community involvement in the project, which has historically been a positive experience and helps build a sense of ownership in the park.

Kathryn Park has a long history as a community space, and this investment continues that tradition by providing updated, safe, and inclusive recreational opportunities for residents. The recommended design supports a range of ages and abilities and reflects the goals outlined in the RFP to deliver durable and accessible play equipment for the community.

If approved, staff will coordinate with Sinclair Recreation to move forward with final design details. This will include having a representative attend the BARB April meeting to select colors for the equipment and finalize the order so installation can occur this year.

### **Recommendation**

It is recommended that the City Commission approve the purchase of the Option One playground from Sinclair Recreation and GameTime in an amount not to exceed \$100,000.

**Attachment A: RFP for Kathryn Park Improvements**

**Attachment B: Recommended package for purchase from Sinclair Recreation**

# Attachment A



# Request for Proposals



**Project Name:** Kathryn Park Playground Equipment and Safety Surfacing

**Issue Date:** February 19, 2026

**Bid Due Date:** March 11, 2026 10:00AM EST

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## **PROJECT OVERVIEW**

The City of Buchanan, Michigan (the “City”) is requesting proposals from qualified playground equipment manufacturers and/or authorized distributors (“Proposers”) for the purchase of new playground equipment and engineered wood fiber safety surfacing for Kathryn Park.

The City intends to purchase playground equipment and safety surfacing using a community build installation approach, as described in this RFP. The City is seeking up to two design and equipment package options from each proposer that can be provided within the available budget.

## **BACKGROUND AND PROJECT NARRATIVE**

In 1844, 1.2 acres were purchased for a cemetery at the corner of Fourth Street and Moccasin Avenue. Burials took place into the late 1860s, and the area was referred to as the Old Burial Ground. In 1858, the Village of Buchanan was founded (incorporated). In 1868, Oak Ridge Cemetery was developed as the official cemetery for the Village of Buchanan, and in 1894 Circuit Court Judge Coolidge ordered the Old Burial Ground vacated at the request of the Village. By 1903, Village maps indicate that the Old Burial Ground was known as Moccasin Park.

In 1920, Kathryn Kingery, a private citizen, organized a committee of volunteers to complete significant cleanup of Moccasin Park to prepare it for a playground. She also launched a campaign to raise funds for playground equipment. In 1925, Kathryn’s vision was completed with the installation of play equipment, and the park was renamed Kathryn Park.

Today, Kathryn Park features a variety of playground equipment, a Little Free Library, and has been host to many community members and organizations. In 1932, the Buchanan

Lodges of the Independent Order of Odd Fellows Monument was built, and in 1941 the Kathryn Park entrance arch was constructed.

Kathryn Park continues to be a place for recreation for adults and children. In keeping with Ms. Kingery's gift to the community and her commitment to creating a space for children and families, the City of Buchanan is seeking to upgrade the playground equipment in Kathryn Park.

## **PROJECT GOALS**

The City's goals for this project include:

1. Upgrade playground equipment to provide safe, modern recreational opportunities.
2. Provide play features that support multiple ages and abilities.
3. Provide durable equipment suitable for high use and Michigan weather conditions.
4. Ensure the playground meets applicable safety and accessibility expectations.
5. Deliver a project that can be installed efficiently using a community build model.

## **BUDGET AND PRICING STRUCTURE**

The City has \$100,000 available for the purchase, delivery, and installation of playground equipment and engineered wood fiber (EWF) safety surfacing.

Each proposal must include up to two options that can be delivered within the available budget:

- Option 1: Base package that maximizes value within the budget
- Option 2: Alternate package with different equipment mix or layout, still within the budget

Each option must include all costs, including but not limited to:

- Equipment cost
- Freight and delivery
- Engineered wood fiber surfacing
- Containment/border system (if required or recommended)
- Installation support and oversight under the community build approach
- Any required hardware, footings, or accessories
- Any vendor provided inspection or certification services

## COMMUNITY BUILD APPROACH (INSTALLATION MODEL)

The City intends to use a community build installation approach for this project. Under this approach:

- The selected vendor will provide the playground equipment, surfacing materials, installation plans, and on site installation leadership.
- The City will coordinate volunteers and City staff to assist with assembly and installation under the direction and supervision of the vendor's installation lead.
- The vendor must identify what tasks can be completed by volunteers versus tasks that must be completed by vendor staff or qualified contractors.
- The vendor must provide a recommended volunteer count, estimated hours, and tools or equipment needed.
- The vendor must provide a schedule and sequencing plan that supports safe and successful installation.
- All existing equipment and two trees in the planned installation area will be removed by City Staff prior to the delivery of equipment.

The City understands that certain tasks *may* require professional installation or specialty subcontractors. Proposers should clearly identify any such requirements.

## MINIMUM EQUIPMENT REQUIREMENTS

Each proposal option must include, at a minimum:

1. One multi use play structure
2. One swing set

Proposers are encouraged to include additional features within the budget such as:

- Inclusive play elements
- Ground level activities
- Climbers, spinners, balance elements
- Shade elements or site furnishings (optional if budget allows)

The City encourages designs that provide a mix of physical play, imaginative play, and inclusive features. The play areas do not have to be connected by safety surfacing and can be separate play areas within the designated playground development area.

## **SAFETY SURFACING REQUIREMENTS**

Safety surfacing for this project shall be Engineered Wood Fiber (EWF).

Proposals must include:

- EWF depth requirements based on fall height
- Total square footage and cubic yardage included
- Recommended containment/border system
- Drainage considerations and base preparation requirements

## **SITE INFORMATION AND PROJECT AREA**

The available installation area is shown in Attachment A to this RFP. Proposers shall base their proposed layouts on the available space and site conditions. Installation area is approximately 45' x 70' and will be cleared of any existing equipment or trees prior to installation.

The City recommends that Proposers conduct a site visit prior to submitting a proposal. If a site visit is not completed, Proposers shall clearly state assumptions used in developing the proposed layout.

## **DRAWINGS AND DESIGN SUBMITTALS**

Each proposal must include the following for each option:

- Plan view drawing showing equipment layout, fall zones, and surfacing footprint
- Elevation drawings for the primary structure(s)
- Equipment cut sheets/specifications for all major components
- Recommended age range(s) served (example: 2 to 5, 5 to 12, or combined)

## **PROPOSAL RESPONSE REQUIREMENTS**

To be considered complete, proposals must include the following sections in the order listed:

### A. Cover Letter

Include:

- Proposer's primary contact information
- Confirmation of ability to meet project timeline
- Summary of what is being proposed
- Any exceptions or clarifications

## B. Firm Background and Qualifications

Include:

- Company background and years in business
- Manufacturer relationship (if distributor)
- Relevant experience with municipal playground projects
- Any certifications, licenses, or credentials relevant to playground work
- Confirmation that equipment is commercial grade and intended for public use

## C. Project Understanding and Approach

Include:

- Summary of your understanding of the City's goals
- Design approach and philosophy
- Approach to inclusivity, durability, and safety
- Any value added features or recommendations

## D. Proposed Playground Options (Two Options Requested)

For each option include:

- Description of equipment included
- Plan view and elevation drawings
- Safety surfacing area and depth
- Age range served
- Estimated lead time and delivery timeline

## E. Installation and Community Build Plan

Include:

- Description of installation approach and sequencing
- Vendor role versus City/volunteer role
- Number of vendor staff on site and qualifications
- Recommended number of volunteers and skill level
- Estimated installation duration (days/hours)
- List of tools required and who provides them

- Safety procedures and volunteer supervision plan

## F. Pricing and Cost Breakdown

Provide a detailed cost proposal for each option including:

- Equipment cost
- Freight/shipping
- Surfacing materials
- Border/containment (if included)
- Installation and on site supervision
- Any subcontracted work
- Any optional alternates
- Total proposed cost

Proposals must clearly state:

- Any assumptions or exclusions
- Payment terms
- Pricing validity period (minimum 60 days preferred)

## G. Warranty and Maintenance Information

Include:

- Equipment warranty terms
- Surfacing warranty or expected life
- Installation warranty
- Recommended maintenance schedule
- Replacement part availability and typical lead times

## H. Safety and Compliance

Include:

- Confirmation equipment meets applicable safety standards
- Any certifications available (manufacturer certifications, compliance statements, etc.)
- Statement regarding ADA considerations for the play area

## I. References

Provide at least three references for similar projects completed within the last five years, preferably for municipalities or public agencies, including:

- Organization name
- Contact person, phone number, and email

## **STANDARD TERMS AND CONDITIONS**

The following standard clauses shall apply to all Requests for Proposals (RFPs) issued by the City of Buchanan, State of Michigan. Submission of a proposal constitutes acknowledgment and acceptance of these terms.

### **Right to Reject or Accept Proposals**

The City reserves the right to accept or reject any or all proposals, to waive any informalities or irregularities in the proposals received, and to award the contract in whole or in part to the proposer deemed to be in the best interest of the City.

### **No Obligation to Award**

Issuance of this RFP does not obligate the City to award a contract, and the City shall not be liable for any costs incurred by proposers in the preparation, submission, or presentation of proposals or in anticipation of award.

### **Proposal Costs**

All costs associated with the preparation, submission, and presentation of a proposal shall be borne solely by the proposer. The City shall not be responsible for any costs or expenses related to this process.

### **Right to Negotiate**

The City reserves the right to negotiate with one or more proposers deemed most responsive and qualified, to request additional information or clarification, and to conduct interviews or presentations as necessary.

### **Proposal Validity**

All proposals shall remain valid and binding for a period of not less than ninety (90) days following the proposal due date unless otherwise specified in the RFP.

### **Addenda and Modifications**

Any interpretation, correction, or change to this RFP will be made by written addendum issued by the City. Only those communications identified by formal written addendum shall be binding.

### **Disclosure and Public Record**

Proposals submitted in response to this RFP become public records subject to disclosure under the Michigan Freedom of Information Act (FOIA), MCL 15.231 et seq., following award or rejection of all proposals.

### **Award and Contract Execution**

The successful proposer shall be required to enter into a written agreement with the City in

a form acceptable to the City Attorney. The City reserves the right to accept or reject proposed contract terms and to make modifications in the best interest of the City.

## **Compliance with Laws**

The proposer shall comply with all applicable federal, state, and local laws, ordinances, codes, and regulations, including but not limited to those governing non-discrimination, safety, and employment.

## **Reservation of Rights**

The City reserves the right to:

- Reject any proposal deemed non-responsive or non-responsible;
- Withdraw or cancel the RFP at any time without obligation;
- Negotiate with one or more proposers;
- Postpone proposal submission or opening dates; and
- Consider any other factors deemed to be in the City's best interest.

## **SCHEDULE**

In order to be considered, the proposal must be received at the City of Buchanan, 302 N Redbud Trail, Buchanan MI 49107, on or before **March 11, 2026 10:00AM EST**. All proposals shall be in a sealed package marked: ATTN: BID – Cleaning Services

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Please submit your sealed bid by **March 11,**

**2026 10:00AM EST** to:

Kalla Langston-Weiss, City Clerk

302 North Red Bud Trail

Buchanan, MI 49107

For any questions regarding the project,  
please contact:

Tony McGhee, City Manager

[tmcghee@cityofbuchanan.com](mailto:tmcghee@cityofbuchanan.com)

269-695-3844 ext. 15

**REFERENCES**

Please list three (3) references (Municipal Government) wherein your company has provided similar services of this type being proposed for the City of Buchanan. Failure to list references may result in your company being disqualified.

**CLIENT** \_\_\_\_\_  
ADDRESS \_\_\_\_\_  
CONTACT PERSON \_\_\_\_\_  
PHONE NUMBER \_\_\_\_\_  
EMAIL \_\_\_\_\_

**CLIENT** \_\_\_\_\_  
ADDRESS \_\_\_\_\_  
CONTACT PERSON \_\_\_\_\_  
PHONE NUMBER \_\_\_\_\_  
EMAIL \_\_\_\_\_

**CLIENT** \_\_\_\_\_  
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CONTACT PERSON \_\_\_\_\_  
PHONE NUMBER \_\_\_\_\_  
EMAIL \_\_\_\_\_

**NOTE**  
Previous experience and performance may be a factor in making the award.

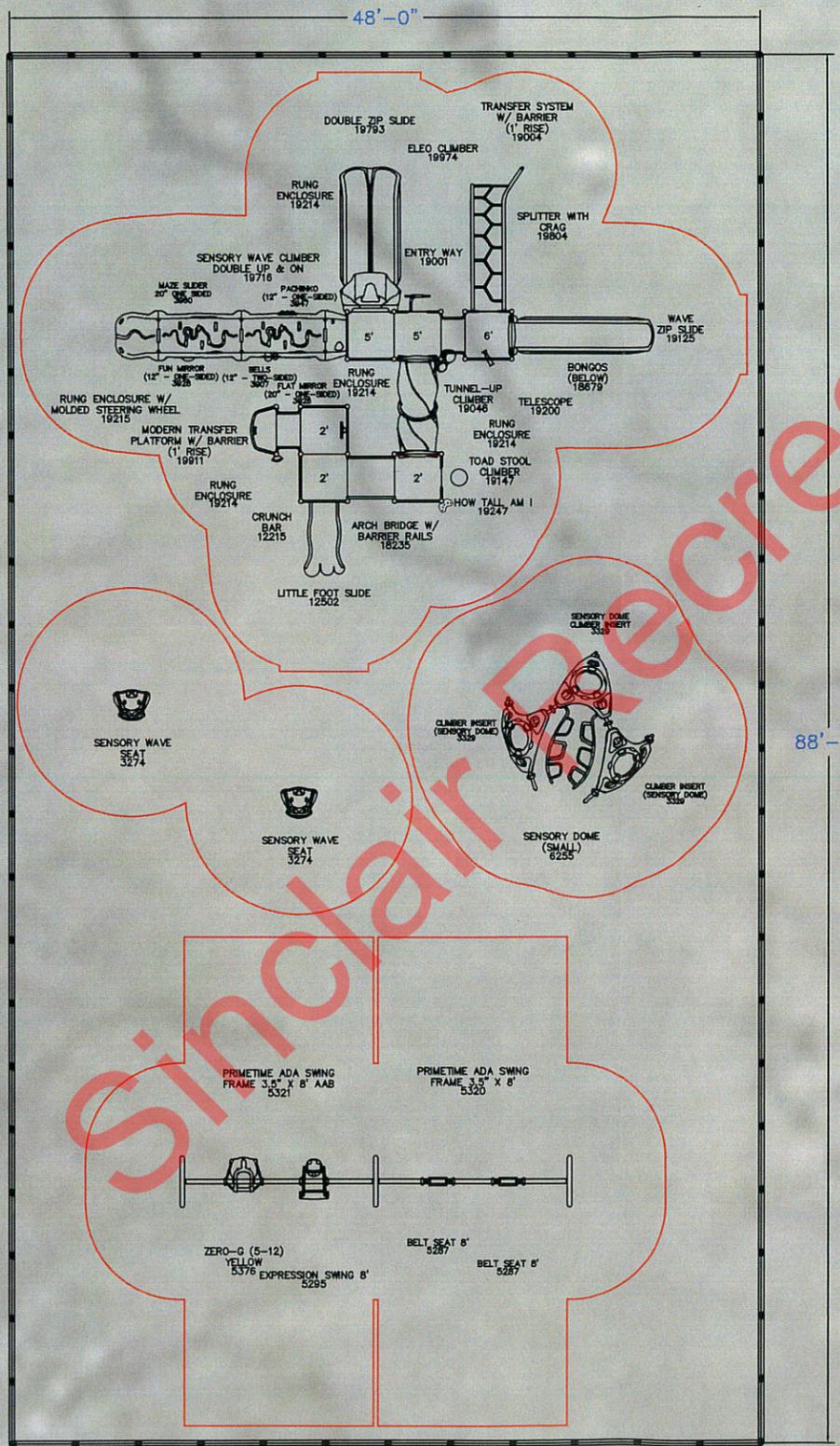


# Attachment B



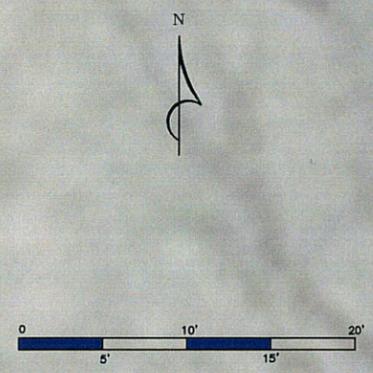


**IMPORTANT:** Soft resilient surfacing should be placed in the use zones of all equipment, as specified for each type of equipment, and at depths to meet the critical fall heights as specified by the U.S. consumer Product Safety Commission, ASTM standard F 1487 and Canadian Standard CAN/CSA-Z-614



4224 SF EWF

88'-0"



Minimum Area Required:

This play equipment is recommended for children ages 2-5 and 5-12

DRAWING NO: Buchanan - City of Buchanan - Kathryn Park

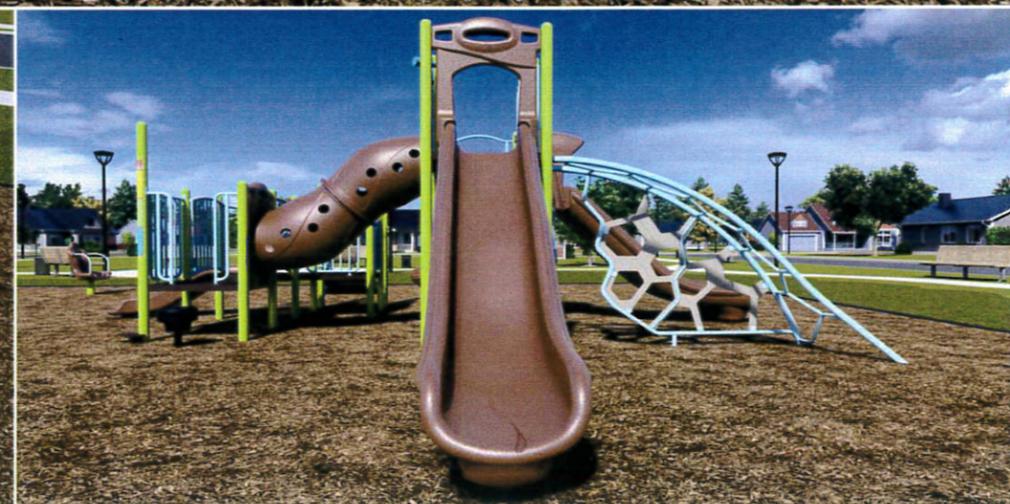
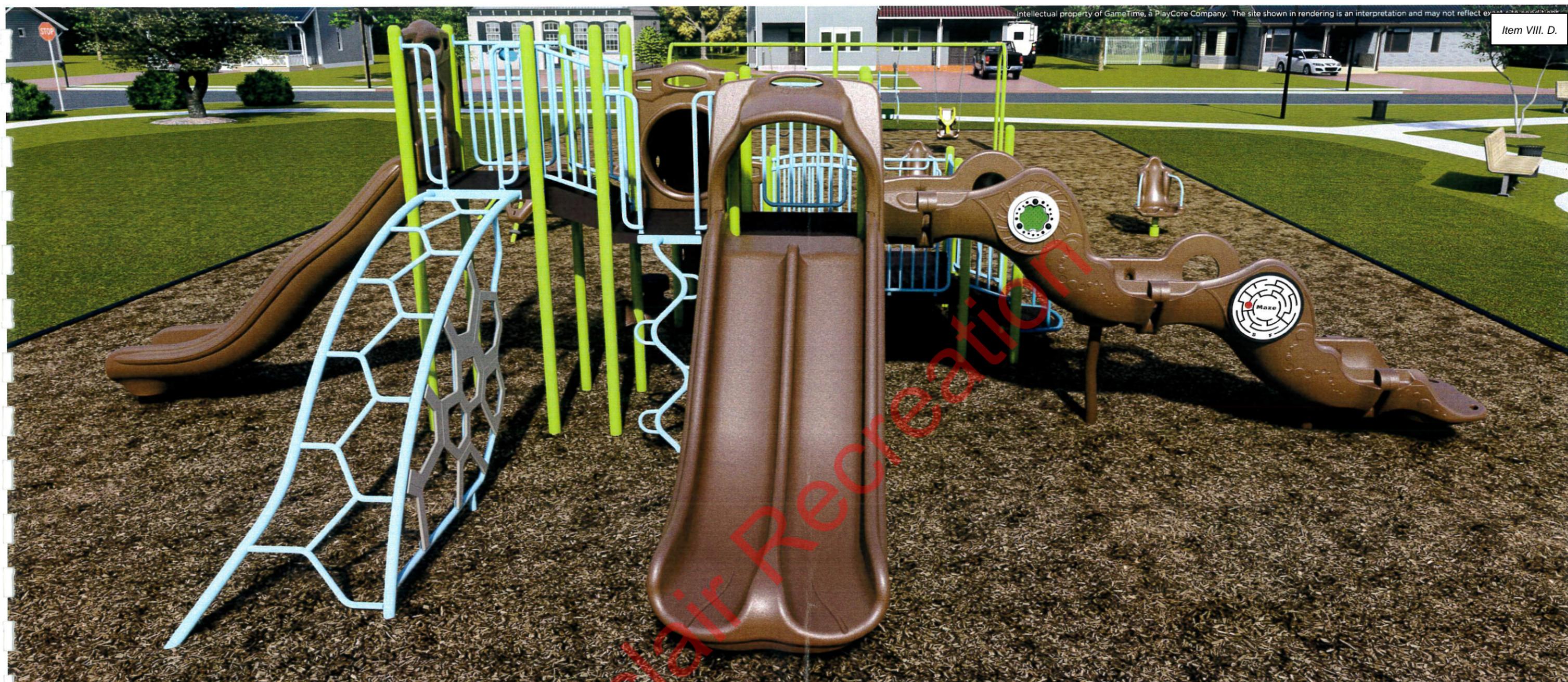
DATE: 03/09/2026

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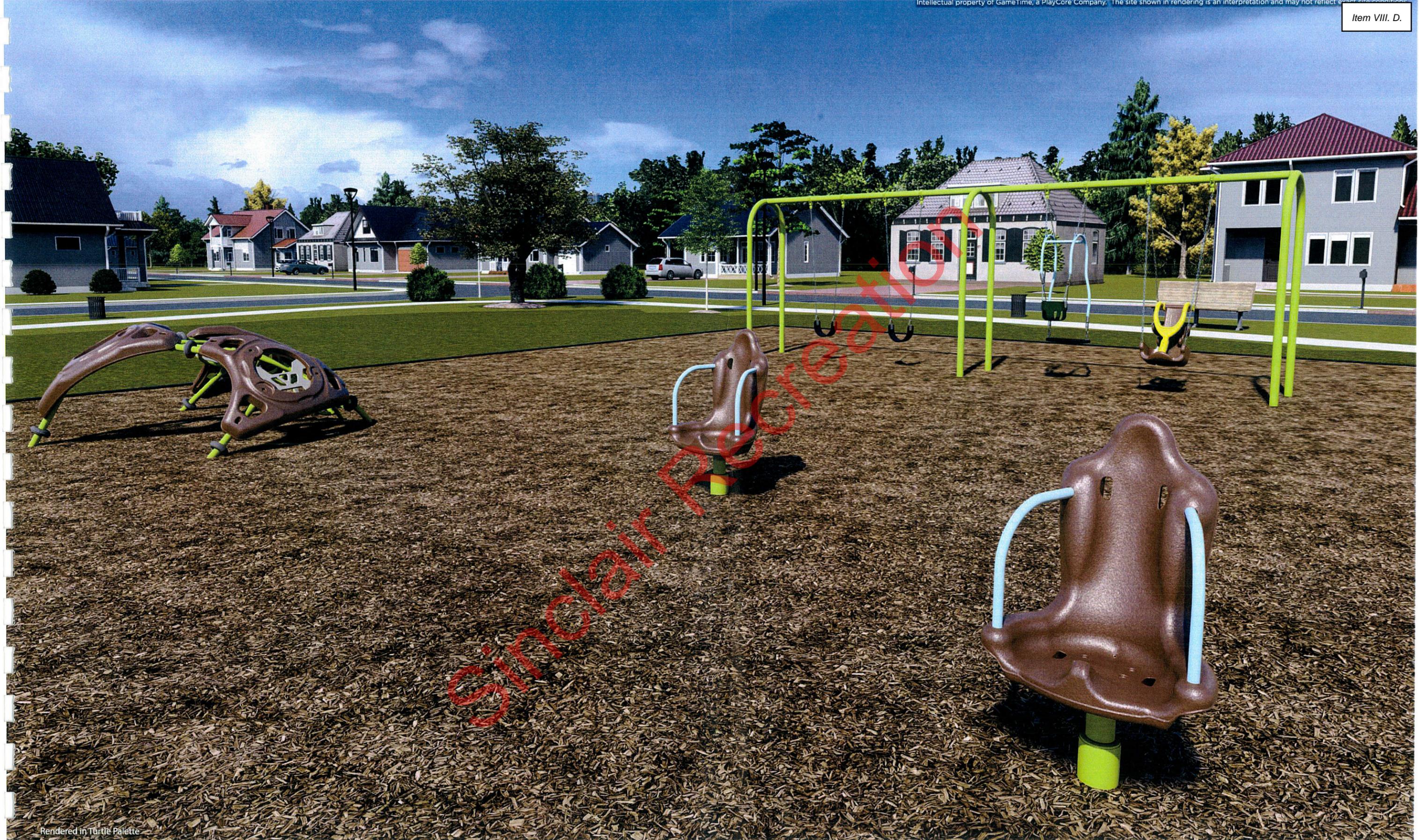
PROJECT TITLE:  
Buchanan - City of Buchanan - Kathryn Park  
Option 1  
Buchanan, MI

REPRESENTATIVE:  
Sinclair Recreation

SHEET NO:  
Jeremy



Rendered in Turtle Palette



Rendered in Turtle Palette



A PLAYCORE Company

www.gametime.com

City of Buchanan  
Kathryn Park



www.sinclair-rec.com