



Request for Proposals
Play Structure/Equipment for
Moorhead Community Center Public Library
Moorhead, MN

Due by December 28, 2023 at 2:00 PM Central Time

**City of Moorhead, MN
ATTN: Community Center Library
500 Center Avenue
Moorhead, MN 56561-0779**

Email: LibraryCC@moorheadmn.gov



1. SUMMARY INFORMATION

The City of Moorhead, Minnesota (the “City”) is requesting proposals to provide design and manufacturing services for the play structure planned within the new Community Center Public Library to the City, as requested herein.

On November 8, 2022, Moorhead voters approved a 0.5% local option sales tax for a new Lake Agassiz Regional Library and Community Center in the City (the “Community Center Library”). The Community Center Library will be located in downtown Moorhead. Construction on the project is anticipated to start in Spring of 2024 with project completion anticipated in Fall of 2026.

2. SCOPE OF WORK

The City is issuing this Request for Proposals (“RFP”) to identify a company to complete the design and manufacturing for a play structure within the Community Center Library. The purpose of this RFP is to identify quality companies and select the company that is deemed the best fit for this project. The design for the play equipment shall be:

- ~ Custom design that is unique to Moorhead and specific to the space, compliment to building interior and exterior design, incorporate features that will resonate with Moorhead residents.
- ~ Schematic square footage for designated indoor play area is 2,100 SF with 17’-0” to 19’-6” of clear headroom/ceiling height. For reference, see Attachment 1 - preliminary design drawings.
- ~ Include natural and unique building elements (exp: wood and non-toxic materials)
- ~ Offer design-specific options to be further developed by a design team (exp: options for themed elements like trees, animals, etc.) anticipated to be for individuals between age 1-11
- ~ The timeline for design and construction completion is as outlined below:
 - o Design Development: November 2023 – February 2024
 - o Construction Documents: February 2024 – May 2024
 - o Project Construction: Summer 2024 to Winter 2026
 - Play Equipment Installation: Spring 2025
- ~ Along with the design team, play structure design consultant shall abide by Minnesota Building Code, including but not limited to, Section 424 – Children’s Play Structures.

The anticipated budget for this project is \$500,000 - \$750,000 – which shall include design, manufacturing of equipment, and installation.

Teams submitting shall indicate scope of services offered. For example: Design, Manufacturing of Equipment, and Installation, OR Design and manufacturing only.

The timeline for this project is:

- **Design completion: May 2024**
 - o The selected team will be required to align design services with the project scheduled noted above and will work as a design team member with the full architectural and engineering design team.
- **Manufacturing completion: Spring 2025**



3. SUBMITTAL REQUIREMENTS

Submittals shall include the following (7 page maximum – this excludes a front/back cover):

✓ **Section 1: Company information (1 page maximum)**

- Business name and address
- Contact name, address, phone and email
- Brief statement outlining the key reasons why the applicant should be considered for this special project
- A copy of the standard contract you utilize for services (*this standard contract is not included in the maximum page count*)

✓ **Section 2: Proposed design/work scope (2 page maximum)**

Scoring: 40/100

- What is your process for working with a local design team to select the theme and proposed play structures for a space?
- Do you offer options for unique, project-specific, play structure options? (¹exps: a play structure mimicking the Moorhead Hjemkomst ship, local species of tree play structures, Red River theme play structures, etc.)
- Once you have designed and manufactured a play structure – what is your process for delivery and installation?
- Do you offer warranties on your play structures? If so, please include.
- Will your process be within budget and able to meet the building timeline?
- Teams submitting shall clearly indicate scope of services offered (design, manufacturing, installation). Teams are not required to offer installation services but shall clearly indicate how that impacts your scope of services and costs.

✓ **Section 3: Cost and Schedule (1 page maximum)**

Scoring: 20/100

- Will your proposed design and project costs be within the budget of \$500,00 - \$750,000?
- Time is of the essence – can you complete design by May 2024 and construction/production/delivery of the play equipment by March 2025?

✓ **Section 4: Three Example Projects (3 page maximum)**

Scoring: 40/100

- Name of project (interior and/or exterior project examples are acceptable)
- Project should exemplify a similar collaborative design process, creative theming and be similar in scope and budget
- Date completed
- Bid price and final total cost
- Project owner's name, address and phone number

¹ The design/theme for the structure has not been selected, these are intended as examples of Moorhead-specific amenities and design ideas



SUBMITTAL REQUIREMENTS OVERVIEW:

- ✓ Company Information (1 page maximum)
- ✓ Copy of Standard Contract (no maximum page count)
- ✓ Proposed Design/Work Scope (2 page maximum) Scoring: 40/100
- ✓ Cost and Schedule (1 page maximum): 20/100
- ✓ Three Examples Similar in Scope and Budget (3 page maximum) Scoring 40/100

4. SELECTION PROCESS

**Responses must be received no later than
2:00 PM Central Time on December 28, 2023.
Submit a PFD Copy to: Email: LibraryCC@moorheadmn.gov**

Proposals will be reviewed by a Community Center Library design team. Upon review of the proposals, City staff may consult with an applicant regarding submissions received by the City. The City may request additional information or request that the applicant provide additional documentation. The City, at its sole discretion, may reject any or all submissions and change timelines.

5. EVALUATION CRITERIA

The City's selection is based on documented experience of designing and manufacturing memorable and unique play structures that provide long lasting memories for users. Consideration will be included, but not be limited to, the following factors:

- a. Approach for designing and selecting what will be manufactured for the space;
- b. Experience in producing similar projects; and
- c. Ability to meet timeline and budget.

6. QUESTIONS

Questions regarding this RFP shall be submitted in writing, by email, to LibraryCC@moorheadmn.gov. Questions must not contain confidential or proprietary information. Questions may be submitted through December 20, 2023. Answers to questions received will be posted online at www.cityofmoorhead.com/about-the-city/regional-library-community-center. The City does not guarantee that questions received after December 20, 2023 will be answered.

7. CONFIDENTIALITY

All information included in this RFP is subject to disclosure according to the Minnesota Government Data Practices Act.



8. INCURRED EXPENSES

There is no express or implied obligation for the City to reimburse applicants for any costs or expenses incurred in preparing proposals in response to this RFP. The City will not reimburse applicants for such costs or expenses, nor will the City pay any subsequent costs associated with the provision of any additional information or documentation requested by the City, or for the applicants' costs to develop or procure a contract for services. The City is not responsible for any cost(s) incurred by an applicant in preparing and/or submitting qualifications.

9. DISCLAIMERS

THIS IS A REQUEST FOR PROPOSALS ONLY. The information in this RFP is subject to change and is not binding on the City. The City has not made a commitment to procure any of the items discussed, and release of this RFP is not to be construed as such a commitment or as authorization to incur cost for which reimbursement would be required or sought. All submissions become the City's property and will not be returned. The City maintains the right to reject any and all submissions.

10. HELPFUL REFERENCES:

- More to Moorhead Development Area: <https://www.moretomoorhead.com/>
- 2020 Downtown Master Plan: www.dtmoorhead.org/
- 2022 Onward Moorhead! Comprehensive Plan: www.cityofmoorhead.com/onwardmoorhead
- Community Center Library Project: www.cityofmoorhead.com/about-the-city/regional-library-community-center#ad-image-5 and <https://www.yes56560.com/>
- Moorhead Public Library: <https://larl.org/locations/moorhead/>



ATTACHMENT 1

Preliminary Design Drawings – Subject to Change