



TOWN OF WILLIAMSPORT

REQUEST FOR PROPOSALS 2025 – 03

Byron Memorial Park Playground Improvement Project

The Town of Williamsport hereby solicits formal proposals from qualified and experienced firms for the comprehensive design, deconstruction, construction, and installation of a new playground within Byron Memorial Park. This Request for Proposals (RFP) is issued to promote transparency, accountability, and the prudent stewardship of public funds in the execution of municipal projects. In accordance with the Town Charter, the selection of the successful firm will involve direct participation and approval by the Town's elected officials.

The Town of Williamsport reserves the right to request clarification of ambiguous submissions, to correct evident clerical or technical errors, and to reject any proposal that introduces terms or conditions beyond those delineated in the original Scope of Work. Furthermore, the Town retains full discretion to reject any or all proposals or to waive minor informalities when such actions are determined to be in the best interest of the municipality.

DOCUMENTS REQUIRED FOR SUBMISSION AND CONSIDERATION

- ☐ Cover letter including information on the firm's mission statement, vision statement (if applicable), brief history, completion of similar government projects, identifying the primary point of contact (name, address, phone, email), and current workload of primary point of contact.
- ☐ Proposal Submission Form: Request for Proposals 2025-03 Byron Memorial Park Playground Improvement Project
- ☐ Company provided breakdown of all costs associated with the Lump Sum Cost of the project
- ☐ 10 copies of a visual rendering of the Proposed Project in a sealed canister or other similar delivery method
- ☐ 3 References (Preferably Government)
- ☐ If applicable; a signed copy of all advertised addenda

REQUEST FOR PROPOSALS

2025-03 BYRON MEMORIAL PARK PLAYGROUND IMPROVEMENT PROJECT

The Town of Williamsport (Town) invites the submittal of responses to this Request for Proposals from qualified individuals or firms (Contractor) interested in the design, deconstruction, construction, and installation of a playground in Byron Memorial Park.

I. Overview

The Town of Williamsport hereby invites the submission of proposals from qualified firms possessing the requisite expertise, resources, and administrative capacity to furnish all labor, materials, equipment, and ancillary services necessary for the proper installation of playground structures, interactive fixtures, and poured-in-place rubber surfacing. The Town seeks proposals from firms and/or individuals demonstrating professional competence and organizational capability to fulfill the comprehensive scope of services as delineated in this official Request for Proposals (RFP) package, which is available on the Town's website at www.williamsportmd.gov/request-for-proposals/.

This solicitation is issued to promote continued excellence in public service delivery and to uphold the Town's commitment to fiscal responsibility in the stewardship of taxpayer resources. In accordance with the Town Charter, the selection of the successful firm will involve active participation and approval by the Mayor and Town Council.

II. Proposal Submission Schedule

- **Pre-Submittal Meeting**: Wednesday, December 3, 2025, at 10:00 AM, in the Planning Office at Town Hall. Any potential firm not in attendance at the Pre-Submittal Meeting will be provided a copy of an addendum based on discussion at the Pre-Submittal meeting and may schedule a time to meet with the Town Manager and complete an on-site visit, if desired. Information is also available at www.williamsportmd.gov/request-for-proposals/.
- **Sealed Proposals**: All proposals must be received by Monday, January 5, 2026, no later than 12:00 p.m. (EST). Sealed envelopes and canisters shall be clearly labeled "Request for Proposals 2025-03" and addressed to:

Dr. Chad P. Rooney
Town Manager/Clerk/Treasurer
Town of Williamsport
2 North Conococheague Street
Williamsport, MD 21795

Submissions may be delivered in person or by mail; however, all proposals must be physically received by the stated deadline. Late submissions will be outright rejected by the Mayor and Town Council and will not be considered. The Town of Williamsport reserves the right to reject any or all proposals, to waive minor informalities, and to act in the best interest of the Town.

ANY SEALED PROPOSAL RECEIVED AFTER 3:30PM ON THE DUE DATE WILL BE REJECTED OUTRIGHT AND SENT BACK TO THE SUBMITTING FIRM

- **Proposal Opening:** All submitted proposals will be opened at the January 5, 2026, Work Session of the Mayor & Town Council. The Town Manager will unseal and read aloud all required documents for each submitted proposal. The meeting day and time are subject to change.
- **Proposal Award:** The Mayor & Town Council will be able to consider each proposal and may make a formal decision no earlier than the January 12, 2026, Regular Session of the Mayor & Town Council or a meeting thereafter. The Town Manager will contact the awardee and provide a letter to unsuccessful submitters within seven days of the approval. The meeting day and time are subject to change.
- **Commencement of Service:** It is the intent of the Mayor and Town Council to initiate the project promptly upon formal approval of the selected proposal. The specific commencement and completion schedule shall be determined collaboratively between the Town Manager and the designated representative of the approved firm. The Town's objective is to ensure that the playground is completed and open for public use no later than May 25, 2026 (Memorial Day).

III. Guidance and Scope of Work

BUDGET NOT TO EXCEED \$249,448.00

- The Town of Williamsport's Public Works Department will remove and dispose of all existing equipment, mulch, and other debris. The work area may not be considered to be construction ready and some pre-construction work may need to be done by the successful firm prior to installation. The Town will make every attempt to work with the successful firm to have the work area as close to construction ready as possible.
- The Town of Williamsport does not have a specific design, nor selection of equipment to include in the proposal. Rather, the town was granted \$229,448.00 and it is understood that a proposal should be designed not to exceed this amount. This is the maximum amount of funding available for this project and any change orders will be heavily scrutinized prior to judgement.
- Project Requirements:
 - Poured in place rubber is required for this project. The coloration shall match equipment within the scope of this project with a preference of it not contrasting poured in place rubber matting and equipment in other playground areas within Byron Memorial Park. The color will not be a cause for a submission to be outright rejected, but will likely be an item of consideration by the Mayor & Town Council in determining the successful submission.

- 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 (Impact Attenuation of Playground Surfaces)
 - CPSC Publication 325: Public Playground Safety Handbook
 - 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.
 - Following installation, a full and thorough audit of all newly installed play equipment will be performed by an independent Certified Playground Safety Inspector (CPSI) hired by the Town. Vendor(s) will be required to address and resolve any identified deficiencies within seven (7) days of notification of the deficiencies by the Town.
- Project Preferences:
 - The equipment included in all submissions should include play items allowing for use by those ages 5 to 12.
 - Play structure and amenities for ages 5-12, including slides.
 - Wheelchair accessibility, play for all abilities.
 - Play structures and amenities must be age appropriate with proper signage.
 - All products shall bear the certificate seal of IPEMA and shall meet or exceed ADA Accessibility Guidelines for Play Areas.

INTENTIONALLY LEFT BLANK

PROJECT AREA

Project Area is approximately 80 feet by 45 feet

Project Area is outlined with white paint

Each Firm is encouraged to determine their own exact measurements



IV. Proposal Submission

Prospective proposers are advised to review the Request for Proposals (RFP) package thoroughly to ensure possession of all required documents, including any referenced addenda. Elements of this RFP, together with portions of the successful proposer's submission, may be incorporated by reference into the final Agreement and become binding contractual obligations. Failure by the selected proposer to honor these obligations may result in revocation of the award and termination of the contract.

The Town of Williamsport reserves the right to request clarification of ambiguous or incomplete entries, to permit the correction of evident clerical or technical errors, and to reject any submission containing terms or conditions not expressly solicited within the original Scope of Work. Furthermore, the Town reserves the right to reject any or all proposals, in whole or in part, and to waive minor informalities when such actions are determined to be in the best interest of the municipality.

The Town also reserves the right to:

- Conduct pre-award discussion and/or pre-award negotiations with any or all responsive and responsible Proposer(s) who submit proposals determined to be reasonably acceptable of being selected for award; conduct personal interviews or require presentations of any or all Proposer(s) prior to selection.
- Request that Proposer(s) furnish additional information as the Town may reasonably require.
- Process the selection of the successful Proposer without further discussion.
- Accept or reject qualifications or proposals in part or whole.
- Limit and/or determine the actual contract services to be included in a contract.
- Engage outside experts to assist staff in evaluating the merits and viability of each Proposer.
- Obtain information for use in evaluating submittals from any source.
- Verify the information received in the proposal. If a proposer knowingly and willfully submits false information or data, the Town of Williamsport reserves the right to reject that proposal. If it is determined that an Agreement was awarded because of false statements or other data submitted in response to this Request for Proposals, the Town of Williamsport reserves the right to terminate the Agreement.
- Waive any irregularity in any proposal, or reject any or all submittals, should it be deemed in the best interest of the Town of Williamsport to do so.
- The Town shall be the sole judge of the proposer's qualifications.

Inquiries: Technical questions may arise as firms are preparing their proposals. The Town will accept written inquiries regarding this Request for Proposals until seven (7) calendar days prior to the Request for Proposals due date. Questions received after that time will not be given a response. Answers to questions that warrant the attention of all the potential proposers will be distributed in the form of a written addendum.

**Please direct written inquiries to
Dr. Chad Rooney, Town Manager, by e-mail at crooney@williamsportmd.org.**

Rejection Rights: The Town of Williamsport reserves the right, at any time, to modify, waive or otherwise vary the terms and conditions of this Request for Proposals including, but not limited to, the deadlines for submission and submission requirements. The Town further reserves the right to reject any or all submittals, to cancel or withdraw this Request for Proposals at any time and to negotiate with any party prior to or after submittal of proposals. Selection is also dependent upon the negotiation of a mutually acceptable contract with the successful proposers.

Cost of Proposal Preparation: No reimbursement will be made by the Town of Williamsport for any costs incurred in the preparation of the proposal or presentation.

Proposals to be in Effect: Each proposal shall state that it is valid for a period of not less than 120 days from the date of receipt.

PROPOSAL SUBMISSION FORM
REQUEST FOR PROPOSALS 2025-03:
BYRON MEMORIAL PARK PLAYGROUND IMPROVEMENT PROJECT

Proposal of _____, hereinafter referred to as the
“CONTRACTOR,” a firm organized and existing under the laws of the State of
_____, doing business as _____,
for the Town of Williamsport, Maryland (hereinafter referred to as the “OWNER”).

In full compliance with the terms, conditions, and specifications set forth in the Request for Proposals (RFP) 2025-03 issued by the Town of Williamsport, the **CONTRACTOR** hereby proposes to furnish all labor, materials, equipment, supplies, and administrative services necessary to execute the Byron Memorial Park Playground Improvement Project, in strict accordance with the Contract Documents, and at the lump sum price stated in the accompanying Proposal Submission Form.

By submission of this PROPOSAL, the **CONTRACTOR** certifies, and in the case of a joint proposal, each party thereto certifies with respect to its own organization, that this PROPOSAL has been developed independently and without consultation, communication, or agreement concerning any aspect of pricing, intention to submit, or terms of the proposal with any competing **CONTRACTOR** or entity.

The **CONTRACTOR** further agrees to commence work under this Contract on the date specified in the Notice of Award / Notice to Proceed and to achieve full and satisfactory completion of the PROJECT within the time period mutually established by the OWNER and the **CONTRACTOR**, subject to any approved extensions granted in accordance with the Contract Documents.

Upon acceptance of the proposal and award of contract, the **CONTRACTOR** agrees to execute a formal agreement with the OWNER at the lump sum amount specified herein and to ensure full completion of all work in accordance with the established schedule, scope, and quality standards.

The **CONTRACTOR** affirms that it possesses adequate personnel, financial resources, and technical capacity to perform the work efficiently and to the satisfaction of the OWNER. The **CONTRACTOR** further warrants that it has thoroughly reviewed the scope and requirements of the project; has had the opportunity to seek clarification of any uncertainties; and has based its proposal and pricing upon an independent examination of the site conditions, technical specifications, and contractual obligations.

The **CONTRACTOR** agrees to perform all work necessary to fully and properly execute the Byron Memorial Park Playground Improvement Project — including, but not limited to, the installation of playground structures, interactive elements, surfacing, and related site improvements — in strict conformity with the Contract Documents and for the total amount indicated in the attached Cost Proposal Form.

Respectfully submitted by:

Contractor Printed Name

Date

E-Mail Address

Title

Street Address

City

State

Zip

License # (if applicable)

Phone Number

SEAL IF A
CORPORATION

AUTHORIZED SIGNATURE: I, _____ do hereby
(Print Name)

declare that I have read and fully understand the Request for Proposals documents, including the General Conditions and the Scope of Work, and that I am duly authorized to sign and submit this Proposal.

I further understand the Town reserves the right to reject any and all Submittals, to waive informalities, and to accept any Submittal or parts thereof, in its sole discretion as it determines what is in the best interest of the Town.

Signature

Date

**ALL SUBMISSIONS MUST INCLUDE A SIGNED COPY OF EACH ADVERTISED
ADDENDUM ISSUED IN CONNECTION WITH THIS REQUEST FOR PROPOSALS.**

**FAILURE TO INCLDUE A SIGNED COPY OF EACH ADVERTISED ADDENDA
WILL RESULT IN THE REJECTION OF THE SUBMITTED PROPOSAL.**