

REQUEST FOR QUALIFICATIONS – PRAIRIE PLAYGROUND

City of Mason City, Iowa

The City of Mason City Iowa (Owner) is seeking highly qualified playground designers and builders (Bidder) to design and provide a playground facility (Facility) as outlined below in this request.

A. SCOPE OF PROJECT

1. **General.** The specifications below detail the components of a complete playground facility, with a budget not to exceed \$2,900,000. The Facility aims to be a destination-class attraction, attracting users from the region and providing an amenity for constituents. The outlined components include but are not limited to those detailed below.
2. The facility will be located within Mason City, Iowa near and within the current Prairie Playground. See Exhibit A for a site map. Installation is scheduled to take place during the 2027-2028 construction season.
3. The Facility will consist of and provide the following elements at a minimum:
 - a. Age diverse activities
 - b. Unique and creative features that are identifiable to Mason City
 - c. Inclusive and accessible play areas
 - d. Sensory stimulation aspects
 - e. Adult supervision areas
 - f. Flexible or turf surfacing
4. **Existing Site.** The existing currently is the location of the Prairie Playground. Prior to construction, the Owner will demolish the existing facility and provide a level surface for the playground installation.
5. **Site Drainage:** The proposed Facility shall include intentional surface level and/or underground drainage systems that accommodate a 10-year rainfall event for the Mason City region. Subsurface drainage improvements shall be coordinated with the Owner/Engineer for drainage outlet locations and design review.
6. **Site Restoration:** The awarded Bidder is responsible for restoring disturbed areas within their scope. Site restoration will adhere to Iowa SUDAS section 9010 specifications and include hydroseeding with native forbs and grasses mixes.
7. **Coordination.** The Bidder will coordinate design and installation with the Owner and any Owner designees.
8. **Marketing Requirements:**
 - a. Upon award, Bidder is required to announce contract award on their associated social media pages.
 - b. During construction, the Bidder is required to provide bi-weekly construction updates on their associated social media pages.
 - c. Upon acceptance of the project by the owner, Bidder is required to announce the completion of the project and announce opening date on their associated social media pages.
 - d. If requested, Bidder will make themselves available to various marketing outlets for interviews, including but not limited to Newspapers, journals, trade publications and others.

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B. QUALIFICATIONS

The successful Bidder shall at a minimum possess the following qualifications:

1. Mandatory requirement: The bidder must be a current member in good standing of the IPRA or NRPA.
2. Proven track record in designing and constructing playgrounds of similar scale and complexity within a northern climate context.
3. Minimum five (5) years of experience in playground construction.
4. Provide at least three (3) references from previous clients for whom the bidder has successfully completed playground projects.
 - a. Include an Iowa / Midwest client
 - b. Include a project over \$2,000,000
 - c. Include a custom project
5. Submit a comprehensive portfolio showcasing previous playground projects, including details on the scope of work, challenges overcome, and client satisfaction.
6. Clearly demonstrate a commitment to sustainable building practices, environmental conservation, and effective erosion control measures.
7. Outline the qualifications and experience of key personnel who will be actively involved in the project. This should encompass project managers, engineers, and construction crews.

C. SUBMITTALS

1. Design Narrative: Provide a brief narrative that describes the overall design intent, description of unique site features, functionality from a user's perspective, flow of the elements and why the layout and elements are being proposed.
2. Design Concept: Submit a scaled concept drawing indicating the placement of elements outlined in your design. Utilize the attached general site plan(s) as the foundation for this drawing.
3. Product data: Include construction details, materials, color descriptions, dimensions, 3D graphics, profiles, and functionality of all prefabricated components or products to be included in the design.
4. Shop Drawings: For any custom fabricated equipment, include plans, elevations, and sections, fabrication details, and attachments to other work (if applicable).
5. Coordination Drawings: Clearly indicate the positions of features requiring coordination with other elements of the project. Ensure these drawings facilitate seamless integration with the overall design.
6. Operation and Maintenance Data: Provide all operation and maintenance manuals for all individual components and the complete system. At minimum the manufacturer will provide the following:
 - a. Parts lists
 - b. Warranty information

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D. QUALITY ASSURANCE

1. Skilled workers, specializing in their assigned craft, will execute the designated tasks.
2. Playground prefabricated or custom constructed equipment shall be new, specifically designed for use in playgrounds, and comply with relevant standards and regulations.
3. Salvaged equipment may be incorporated into the design process for creative purposes for specific unique rideable features. Bidder must indicate how and where salvaged/unique equipment will be incorporated into the design and shall be approved by Owner prior to installation.
4. The manufacturer of prefabricated playground elements must currently supply playground equipment of similar size and complexity. The manufacturer should provide documented evidence of supplying playground equipment for a minimum of five (5) years, demonstrating experience in projects with comparable size and complexity.
5. The manufacturer must furnish engineering design data related to playground equipment. This includes, but is not limited to, structural design, safety information, and operation and maintenance details.
6. The engineering design information should be clearly presented in final schematic, installation, and detailed shop drawings, illustrating the correct installation of the manufacturer's equipment. These drawings are an integral part of the bike park equipment package. Preliminary drawings are not acceptable for installation purposes.
7. Before commencing the construction of the playground facility and equipment, a pre-installation conference will be conducted at the project site. This conference aims to ensure all stakeholders are aligned on project details and expectations, fostering a smooth and well-coordinated construction process.

E. WARRANTY

1. Playground Equipment Warranty:
 - a. Manufacturer's standard form in which manufacturer agrees to repair or replace components or equipment that fail in a materials or workmanship within specified warranty period.
 - b. Warranty Period:
 - i. Three (3) Years Minimum from a substantial completion against corrosion and materials, and
 - ii. Workmanship will be warranted for not less than three (3) years
2. Playground Surfacing Material Warranty:
 - a. Manufacturer's standard form in which manufacturer agrees to repair or replace material that has failed due to workmanship within the specified warranty period.
 - b. Warranty Period:
 - i. Two (2) years Minimum from final acceptance by owner.
3. Warranty Exclusions:
 - a. The warranty does not cover damages caused by natural disasters, extreme weather conditions, vandalism, negligence, or improper maintenance by the Owner.

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- b. Any alterations or modifications made to the equipment or surfacing by parties other than the Bidder void the warranty for affected elements.
- 4. Warranty Claims:
 - a. The Owner shall promptly notify the bidder in writing of any issues or failures within the specified warranty period.
 - b. The Bidder shall inspect the reported issue within a reasonable time frame after receiving the claim.
 - c. Upon verification that the problem falls within the scope of the warranty, the Bidder shall replace or repair the affected elements as necessary, at no additional cost to the Owner.

F. INSURANCE

- 1. The Bidder shall secure and maintain such insurance from an insurance company authorized to write casualty insurance in the State where the work is located as will protect himself, his sub bidders and which shall indemnify and save harmless the Owner and the Architect/Engineer and their officers, agents, and employees from and against all claims for bodily injury, death or property damage which may arise from the Bidder's operations under this contract, whether such operations be by himself or by any sub bidder or by anyone directly or indirectly employed by the Bidder and Sub bidder.
- 2. The Bidder shall not commence work under this Contract until he has obtained all insurance required under this section and shall have filed the certificate of insurance with the Owner and a copy with the Owner's attorney. Each insurance policy shall contain a clause assuring the insurance company will not cancel the insurance without thirty days written notice to the Owner, the Owner's attorney, and the Architect/Engineer of intention to cancel. The amounts of such insurance shall be not less than the following, or greater if required by law:
 - a. Commercial General Liability (Including Premises- Operations; Independent Bidders' Protective; Products and Completed Operations; Broad Form Property Damage):
 - i. Name Owner as additional insured:
 - (a) \$1,000,000 Each Occurrence
 - (b) \$1,000,000 Bodily Injury and Property Damage (Each Occurrence)
 - (c) \$1,000,000 Personal & Advertising Injury
 - (d) \$2,000,000 General Aggregate
 - (e) \$2,000,000 Annual Aggregate
 - ii. Products and Completed Operations to be maintained for two years after final.
 - iii. Property Damage Liability Insurance shall provide X, C, or U coverage as applicable.
 - iv. Contractual Liability to be included.
 - b. Comprehensive Automobile Liability
 - i. Bodily Injury:
 - (a) \$1,000,000 Each Person
 - (b) \$1,000,000 Each Accident
 - ii. Property Damage:

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- (a) \$1,000,000 Each Accident
 - (b) Or, Combined Single Limit
 - (i) \$1,000,000 CSL (Bodily Injury and Property Damage)
- c. Umbrella Excess Liability:
 - i. Excess Liability:
 - (a) \$2,000,000 Each Occurrence
 - (b) \$2,000,000 General Aggregate
- d. Worker's Compensation and related policies:
 - i. State - Statutory Limits
 - ii. Applicable Federal - Statutory Limits
 - iii. Foreign voluntary workers' compensation (employer's responsibility coverage), if applicable: Statutory
 - iv. Jones Act (if applicable)
 - (i) Bodily Injury by accident: \$1,000,000 Each Accident
 - (ii) Bodily Injury by disease: \$1,000,000 Aggregate
 - v. Employer's Liability
 - (a) \$1,000,000 Each Accident
 - (b) \$1,000,000 Each Employee
 - (c) \$2,000,000 Policy Limit
 - vi. Stop-gap Liability Coverage
 - (a) For Work performed in monopolistic states, stop-gap liability coverage must be endorsed to either the worker's compensation or commercial general liability policy with a minimum limit of: \$1,000,000
- e. Contractor's Professional Liability
 - i. \$2,000,000 Each Claim
 - ii. \$2,000,000 Annual aggregate
- f. Contractor's Pollution Liability
 - i. \$1,000,000 Each Claim

G. REQUIRED DOCUMENTS

1. Bidding/'proposal required documents:
 - a. Bid bond in the amount of 10% of the proposed construction is required to accompany Contractor's bid response to this solicitation.
 - b. Bidder Status Form
 - c. DBE Requirements
2. Upon Award bond value requirements are as follows:
 - a. Provide bonds on a standard surety bond form.
 - b. Provide a 100 percent Performance Bond.
 - c. Provide a 100 percent Payment Bond.
 - d. Deliver bonds within (7) days after execution of the Contract.
 - e. Certificate of Insurance

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H. PROPOSAL SUBMITTAL AND CONTENT

Sealed Proposals must be submitted to City Hall by 10:00 a.m. CST, NOVEMBER 4, 2026 and must be addressed as follows:

Proposal for Prairie Playground - Mason City, IA
Attn: Aaron Burnett, City Administrator
10 1st Street NW
Mason City, Iowa 50401

Proposals must include complete drawings and specifications, forms, insurance, and performance and payment bonds. Bids must list the cost of the equipment, freight, and installation separately. The City reserves the right to reject all proposals with or without cause, and to accept proposals, which it considers most favorable.

1. Payment for the project will be provided as follows:
 - a. 50% of the equipment total will be provided upon order arrival for materials on hand
 - b. the remaining 50% of the equipment cost and freight costs will be provided upon delivery and installation of the equipment.
 - c. 100% of the installation cost will be paid upon final installation /completion of the scope of work.
2. All proposal amounts shall be guaranteed for ninety (90) days after the proposal submittal deadline date.
3. No proposal may be withdrawn within a period of sixty (60) days after the bid opening date. Prices shall include delivery f.o.b., freight paid by the Bidder to the jobsite.
4. The Supplier must submit two (2) hard copies and one (1) electronic copy of the proposal to the address listed above. All Proposals must comply with the specifications and guidelines provided in this document.
5. The City of Mason City reserves the right to negotiate an agreement based on fair and reasonable compensation for the scope of work and services proposed, as well as the right to reject any and all responses deemed unqualified, unsatisfactory or inappropriate at the sole discretion of the City.

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I. EVALUATION AND SELECTION PROCESS

Proposals will be evaluated based on the following Criteria

Evaluation Criteria	Points
Proposal addresses guidelines and specifications	0 to 10
Design Quality	0 to 15
Uniqueness of Design	0 to 25
Bidder / Key Staff Experience	0 to 25
Recent Project Experience	0 to 25
Total Possible Points	0 to 100

J. QUESTIONS

1. Questions during the proposal process should be submitted to:

Brian Pauly
Director of Parks, Recreation and Facilities
Bpauly@masoncity.net

2. Questions are due no later than October 16, 2026
3. Responses to questions will be posted no later than October 23, 2026.

K. NOTICE OF AWARD AND TENTATIVE CONSTRUCTION SCHEDULE

1. City Council will tentatively award contract during their meeting on November 17, 2026.
2. Construction to begin on or before April 1, 2027.
3. Substantial completion shall be on or before August 1, 2028.
4. Final Acceptance shall be September 15, 2028.
5. Final schedule to be determined based on discussion with the selected Bidder.

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EXHIBIT A

