

**TOWN OF VICTOR, ONTARIO COUNTY, NEW YORK  
REQUEST FOR PROPOSALS  
TO DESIGN, PROCURE AND INSTALL PLAYGROUND EQUIPMENT  
AND SAFETY SURFACING**

The Town Board of the Town of Victor, Ontario County, of New York is soliciting sealed proposals from qualified vendors having experience in providing services associated with the design, procurement and installation of children's playground equipment and safety surfacing as outlined in the SCOPE OF SERVICES section of this request.

**1. Objective**

The Town of Victor, a municipality in the State of New York, is seeking proposals from qualified playground equipment manufacturers and installers for the design and replacement of an existing playground and safety surfacing at Dryer Road Park with a new comprehensive playground for 2 – 12 year old children including those with disabilities. The Town will select one supplier to provide equipment and materials for the project as outlined in this request. Specific design elements and requirements are set forth below.

**2. Project Area**

Dryer Road Park is a 132-acre park located in the Town of Victor and is the largest of the Town and Village's seven parks. The park features the children's playground, athletic fields, a picnic shelter, year-round bathrooms, and a large multi-use trail system. The existing playground area is approximately 35' wide by 145' long. We fully understand that project proposals and recommendations may involve a design which exceeds the current footprint of the existing playground site.

**3. Scope of Services**

The Town is seeking a vendor team to provide the following services:

- The vision is to provide a new playground system and safety surface that enhances the general aesthetics of the park and accommodates young children inclusive of children with disabilities; and
- Work cooperatively with a stakeholder committee including residents, Department of Parks and Recreation staff and local officials to gather input in the design of the playground structure; and
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- Review existing conditions and deliver an analysis of these areas based on the wants, needs and desires of residents and stakeholder groups; and
- Aid the Department of Parks and Recreation staff and the Parks and Recreation Citizens' Advisory Committee in planning, designing and developing a proposed playground to meet the needs of children; and

- Playground manufacturers and suppliers shall provide a maximum of (2) designs for each Supplier represented for the park playground that meet the design element guidelines and play system specifications noted below; and
- Perform all such duties as are customarily performed by one undertaking the above described services.

#### **4. Procurement and Installation**

The project will entail procurement and installation of:

- Commercial grade playground equipment
- Equipment footings
- Regulatory and wayfinding signage
- Safety surfacing and fall zone material that is firm, stable and slip resistant and involves elements of synthetic grass or poured in place rubber.
- All equipment will be assembled and installed by the supplier or the supplier's certified representative.

The Town of Victor requires Suppliers to design a play system that meets or exceeds all current federal, State of New York and ADA requirements. The proposal shall include the costs of delivered play systems as designed, inclusive of the equipment structures, components, hardware, detailed plans and technical instructions as well as maintenance and operations manuals from the manufacturer and Supplier.

#### **5. Design Element Guidelines and Play System Specifications**

Suppliers should base their playground designs on meeting or exceeding all accessibility and safety standards as well as the guidelines and specifications listed in the RFP. Quality of equipment components, quality and creativity of design, play value, cost and appropriateness to location and target demographic must be taken into consideration in the design of the play system.

##### **Required Elements:**

- Play systems should have INCLUSIVE structures for ALL age groups.
- Shade structures, natural shade elements and heat management elements.
- Benches appropriately placed throughout the play systems.
- Varying levels of challenge which are inclusive of children with different ability levels.
- Opportunities for parallel play or group play.
- Accessibility to parking area, park bathrooms and picnic shelter.
- Mix of sensory input items.
- Purposeful color choices.
- Nature play, environmental importance or "tree house" related theming to match the vision, scope and spirit of the play experience.
- A safety surface that is comprised of either synthetic grass or poured in place rubber with appropriate landing pads where appropriate.

**Preferred Play System Qualities:**

- All play system elements must demonstrate the highest level of durability in materials and finishes selected in consideration of child health and safety.
- Structures and elements should be unique to the Dryer Road Park setting and shall resemble a “tree house,” forest or nature themed experience.
- Structures should provide a variety of built-in activity panels, a play experience which flows from one activity to the next and slides, swings, and climbers that enhance the play experience.
- The design should include elements that maximize the topography and landscape of the site to increase the potential scale of the project.

In the proposal, provide a list of the components proposed for the Dryer Road Park playground project. Include structure and component model numbers, materials, color choices and recommendations, protective area requirements, target age ranges and developmental levels, target play type or activity, and estimated lifetime of equipment including manufacturers warranty and other relevant descriptive information.

**6. Compensation**

The Town of Victor desires to enter into a purchase agreement. The price proposal should include any New York State municipal grants or discounts available to the purchaser. The total budget allocated to the project is \$700,000 and will be subject to Town Board of the Town of Victor approval.

The selected consulting firm will be compensated by the Town once the playground system and safety surfacing have been fully installed. All requests for payment are to be submitted to the Director of Parks and Recreation for his review and will also be subject to review by the Director of Finance and Town Board of the Town of Victor prior to payment.

**7. Terms of Agreement**

It is intended that this agreement will begin by October 27, 2025 and continue until the play system is fully installed, but no later than July 3, 2026.

**8. Assembly / Installation and Inspection**

**Installation and Assembly:** The play system assembly and installation will be provided and managed by the Supplier. The Supplier must provide direct supervision from the manufacturer or supply a qualified and certified representative familiar with playground installation. All tools and equipment required to install play equipment shall be provided by the Supplier. It is the requirement of this RFP that Suppliers shall provide and pay for equipment installation.

**Post Installation Inspection:** A representative of the Supplier is required to conduct a post installation inspection of equipment upon completion to insure the proper installation of the equipment. If not properly installed, modifications must be submitted in writing to the Town of Victor, Director of Parks and Recreation and remedied immediately. Co-inspection with the Supplier's representative of assembly and installation work will be conducted by the Town following installation. The Supplier shall submit to the Town the manufacturer's certification of compliance and warranty following completion.

**Warranty:** Upon completion of installation, the Supplier must provide documentation attesting the equipment has been installed meeting all specifications thereby warranted by manufacturer. Additionally, it is the Supplier's responsibility to provide to the Town the manufacturer's warranty of installed equipment and safety surfacing materials.

## **9. Compliance**

All equipment must meet or exceed all federal and New York State guidelines. Documentation of compliance must be provided to the Town with the Supplier's proposal. All equipment must comply with the Americans with Disabilities Act (ADA). The designs submitted by the Supplier must incorporate either a transfer platform or ramp in each design where required.

## **10. Professional Liability Insurance**

The Supplier shall, at its sole expense, acquire, continuously maintain during the period in which the Supplier is performing services, and provide the Town with acceptable proof of professional liability insurance coverage with an annual aggregate of not less than \$2,000,000 per occurrence, covering acts, errors, or omissions of a professional nature committed or alleged to be committed by the Supplier or any of its subcontractors as a part of its performance of designing and installing the Dryer Road Park playground. The Consultant shall agree to maintain in full force and effect during the term of the contract Workers Compensation Insurance.

In addition, the Supplier agrees to indemnify and hold harmless the Town against all liabilities, claims and demands for personal injury or property damages or other expenses suffered or arising out of or caused by any negligent acts or omissions of the Supplier, its subcontractors, agents, or employees incurred in the performance of its services.

## **11. Proposal Submittal and Content**

Sealed proposals must be submitted to the Town of Victor Department of Parks and Recreation by July 25, 2025, 4:00 P.M., and must be addressed as follows:

Dryer Road Park Playground Replacement Project  
Attn: Brian Emelson, Director of Parks and Recreation  
7891 Lehigh Crossing Road  
Victor, New York 14564

Your proposal must contain the following information:

- Cover letter describing the proposers' experience in designing, procuring, and installing similar play structures as well as the main points of contact for the project.
- Complete designs / drawings / pictures for each design including components and structures.
- A price proposal or project budget including the cost of the playground equipment, the cost for the proposed safety surfacing, signage, benches, shade structures and the cost of installation separately.

All delivery, assembly, installation and supervision costs must be included in the proposal. Payment for equipment and materials will be sent within thirty (30) days after delivery, assembly and installation and invoicing of the playground system.

The successful Supplier shall furnish approved Performance and Payment Bonds, each in the amount of one hundred percent (100%) of the Bid amount. Worker's Compensation, Disability and Comprehensive General Liability insurance certificates shall be provided by the successful Supplier.

No proposal may be withdrawn for a period of sixty (60) days after the submission of proposals or the deadline date for responses to this RFP.

The Town of Victor 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 direction of the Town of Victor.

**The Town of Victor Department of Parks and Recreation and the Dryer Road Park Playground project stakeholder committee may request an interview of potential Suppliers' to aid in the selection process.**

The award will be made to the qualified Supplier whose proposal is deemed most advantageous to the Town; all factors considered.

Any questions regarding specifications must be filed in written form with the Director of Parks and Recreation prior to 4:00 p.m. July 18, 2025 at [bemelson@townofvictoryny.gov](mailto:bemelson@townofvictoryny.gov).

**Acceptance of Proposal Content.** The contents of the proposal of the successful proposer may become contractual obligations if the Town of Victor wishes to execute a contract based on the submitted proposal. Failure of the successful proposer to accept these obligations in a contract may result in cancellation of the award and such proposer may be removed from future solicitations.

**Contract.** The contracted firm will be required to sign a contract with the Town relating to the work to be performed. A sample contract can be made available upon request.

**Response Material Ownership.** The material submitted in response to the RFP becomes the property of the Town of Victor and will only be returned to the contracted firm at the Town's option. Responses may be reviewed by any person after the final selection has been made. The Town of Victor has the right to use any or all ideas presented in reply to this request. Disqualification of a proposer does not eliminate this right.

**Acceptance of Proposal Content.** The contents of the proposal of the successful proposer may become contractual obligations if the Town of Victor wishes to execute a contract based on the submitted proposal. Failure of the successful proposer to accept these obligations in a contract may result in cancellation of the award and such proposer may be removed from future solicitations.

**Reference Checks.** The Town of Victor reserves the right to contact any reference or any client listed in the documents for information which may be helpful to the Town in evaluating the proposer's performance on previous assignments.

### **General Conditions of RFP**

- The Town reserves the right to reject any and all proposals, to waive any informality, to request interviews of Proposer(s) prior to award and to select and negotiate the Contract services in the best interest of the Town.
- the Proposer shall guarantee to perform the services offered and the total price of the proposal for a period of no less than 60 days from the deadline for submission of proposals.
- The Town reserves the right to accept all or part of any proposal and to negotiate a contract for services and cost with the selected Proposer.
- The Proposer shall provide all necessary personnel, materials, and equipment to perform and complete all work under this proposal.
- The Proposer shall be unbiased and vendor neutral.
- The Director of Parks and Recreation intends to recommend the award of a contract to the Town Board of the Town of Victor for the requested services. The Proposer shall be prepared to commence work immediately upon execution of a contract with the Town.
- Unless otherwise stated, invoices are to be submitted to the Department of Parks and Recreation upon delivery of service to the Town. The invoice must include an itemization of all services provided, including unit list price, net price, extensions total amount(s) due, and amounts which may have been previously paid.
- Unless otherwise stated, payment will be made within thirty (30) days of the completion of the service, in an acceptable fashion, to the Town, and receipt of invoice, whichever is later.
- This contract will be for the services described in the RFP response; however, this agreement should not be considered exclusive. As deemed necessary, the Town reserves the right to obtain these services from any other vendor.
- Unless otherwise specified all costs listed are firm for the term of the contract.
- Neither party shall be liable for any inability to perform its obligations under any subsequent agreement due to war, riot, insurrection, civil commotion, fire, flood, earthquake, storm or other act of nature.
- Notification of the parties shall be considered to have been constructively received when it is mailed via the United States Postal Service or delivered in hand to the parties as stated in the contract.

- Proposal shall also mean quotation, bid, offer, qualification/experience statement, and services. Proposers shall also mean vendors, proposer's, bidders, or any person or firm responding to a Request for Information.

## **12. Conflicts of Interest**

As part of your submission, please list any potential conflicts your firm might have due to work being done for outside parties. This should include, but not limited to, other work being done by your firm with others doing business in the Town of Victor, 85 East Main St., Victor NY 14564