

**CITY OF BRUNSWICK, GEORGIA**

**March 2021**

**HOWARD COFFIN PARK**

**PAVILION STRUCTURES**

**REQUEST FOR PROPOSALS**



## HOWARD COFFIN PARK PLAYGROUND STRUCTURE

### 1. Invitation to Vendors:

The City of Brunswick, Georgia (the City) will receive proposals for two (2) Pavilion Structures at Howard Coffin Park in Brunswick until Monday, April 12 at 10:00 a.m. EST for the above referenced equipment which is described in the attached specifications. The City invites vendors to submit proposals responsive to the specific requirements set forth in this request for proposals (RFP). The envelopes containing the proposal **must be sealed**, and addressed to:

Tim Nelson  
Department of Engineering & Public Works  
City of Brunswick  
525 Lakewood Ave  
Brunswick, Georgia 31520  
[tnelson@cityofbrunswick-ga.gov](mailto:tnelson@cityofbrunswick-ga.gov)

All proposals must be marked **“Howard Coffin Park Pavilion” RFP**. The envelope must bear on the outside the name and address of the vendor. No proposal may be withdrawn or modified in any way after the deadline for proposal openings, and no faxed proposals will be accepted. Proposals may also be submitted electronically via email to [tnelson@cityofbrunswick-ga.gov](mailto:tnelson@cityofbrunswick-ga.gov). The subject line of the email shall include **Howard Coffin Park Pavilion RFP**.

Questions regarding this request for proposals should be submitted in writing to Tim Nelson, Capital Projects Manager, at [tnelson@cityofbrunswick-ga.gov](mailto:tnelson@cityofbrunswick-ga.gov), prior to 5:00 p.m. on Friday, April 2, 2021. Responses to any questions will be posted to the City of Brunswick’s website by Tuesday, April 6, 2021.

Proposals will be reviewed and evaluated by an evaluation committee from the City of Brunswick Department of Engineering and Public Works. The committee will select a preferred vendor from the proposals submitted within 7 days of the proposal due date. Proposals must be valid for sixty (60) days following the opening date.

### 2. Project Description:

The City is interested in installing two (2) new pavilion structures at Howard Coffin Park for hosting picnics, birthday parties, and other family gatherings. The pavilions shall be approximately 20’ x 30 ft in size to accommodate three picnic tables (not included in proposal). The pavilions shall include a concrete slab floor (minimum 4” thickness) and concrete foundations. The roof of the pavilions shall be covered with fiberglass shingles. The project shall include furnishing and installation of all materials necessary for completion of the structures. The proposal package shall include construction drawings to illustrate plan and elevation views of the proposed structures, as well as material specifications.

The proposed pavilion structures shall be located to the north of the existing tennis court, and to the east and west sides of a proposed playground. It is anticipated that the playground will be installed by the time of construction of the pavilions.

### **3. Minimum Specifications:**

The following, at a minimum, will be included in the proposed design:

- Pavilion roof covering shall be a minimum of 20 ft by 28 ft (illustrated on proposal drawings)
- Clear span width of structure shall be a minimum of 16 ft
- Columns and roof structural components (beams) shall be glued laminated timber components (glulam)
- Manufacture of glulam components shall conform to manufacturing requirements of the American Institute of Timber Construction Standards and Standard Specifications for Glued Laminated Timber, AITC 117.
- Laminating lumber shall be #1 grade kiln-dried (max. 15% moisture content) Southern Yellow Pine graded to meet the requirements of Standard Specifications for Structural Glued Laminated Timber, AITC 109
- All treated components must be treated prior to gluing with Chromated Copper Arsenate (CCA) at 0.6 lbs per cubic ft.
- Roof deck shall be two-inch (nominal) #1 Grade, tongue and groove Southern Yellow Pine
- Fascia shall be 2" x 6" pressure-treated Southern Yellow Pine
- Roof covering shall be Class A fire-rated fiberglass shingles (30-year warranty) over a single layer of #30 felt.
- All nails shall be galvanized.
- All steel connections and hardware to have a shop coat of primer. Hardware is to be electrostatic zinc plated
- Structures must be designed to sustain actual dead loads plus 30 psf live load or 20 psf wind load, whichever combination is critical.
- Exposed faces of glulam members shall receive at least one (1) coat of factory-applied clear penetrating sealer
- Vendor/contractor must provide a full set of show drawings to illustrate necessary details of structures.
- Material stored at project site shall be stored on blocks off the ground and covered with moisture-resistant covering. Material must be handled with non-marring slings.
- Concrete slab shall be a minimum 4-inch thickness, 3000 psi, fiber-reinforced concrete.
- Proposal shall include all costs for materials, shipping, delivery, installation, and construction of all items

#### **Alternate Items**

Vendor may also choose to bid and price separately any add-ons for materials, equipment, warranties, maintenance agreements or maintenance equipment that will be beneficial to the proposed project.

Vendor shall list and describe any variations or differences from minimum specifications listed above.

#### **4. Addenda:**

If the City determines that an amendment is required to this RFP, the City Representative will post a written addendum on the City Website at <http://www.brunswickga.org> (the “City Website”) and upon posting will be deemed to form part of this RFP. No amendment of any kind to the RFP is effective unless it is posted in a formal written addendum on the City Website. Upon submitting a Proposal, Proponents will be deemed to have received notice of all addenda that are posted on the City Website.

#### **5. Proposal Requirements**

All proposals shall include vendor’s full specifications, itemized cost, and total costs including shipping, installation, and any applicable fees.

Proposals shall include sketches, plan view drawings, elevation drawings, and other renderings of the proposed structures.

Vendor shall include any applicable service and maintenance schedules, as well as any vendor-provided service and maintenance options.

Proposals shall include the itemized cost of the proposed structures and any accessories or add-ons deemed important by the vendor. These shall all be itemized and listed separately.

Proposals shall include warranty information on the proposed products and materials.

Proposals shall include a tentative date of material delivery and installation schedule.

Submittals shall also include references of three previous customers.

Proposals will be evaluated on:

- Proposal’s meeting minimum requirements listed in this RFP;
- Cost of the project;
- Value added accessories, warranties, or other items in addition to the base structures;
- References from previous customers;
- Date of delivery and proposed construction schedule.

#### **6. Conflict of Interest:**

Vendors shall disclose any potential conflicts of interest and existing business relationships they may have with the City. If requested by the City, vendors should provide all pertinent information regarding ownership of their company at the City’s request.

#### **7. Negotiations and Contract award:**

The City is under no obligation to accept any Proposal submitted. The City reserves the right in its sole discretion to waive informalities in, or reject any or all Proposals, or to accept any

Proposal deemed most favorable in the interest of the City, or cancel the competition at any time without award. Thereafter, the City may issue a new Invitation / Request, sole source or do nothing.

-End of This Section