

**REQUEST FOR INFORMATION (RFI)**  
**AD HOC PLAYGROUND COMMITTEE OF**  
**THE LAKE BACROFT ASSOCIATION, INC. (LBA)**

**July 9, 2018**

**DATE ISSUED:** July 9, 2018

**DATE DUE:** July 23, 2018 no later than 9:00 AM

**PLEASE SUBMIT FIVE (5) PAPER SUBMISSIONS TO:**

LBA AD HOC PLAYGROUND COMMITTEE  
PO BOX 1085  
FALLS CHURCH, VA 22041

**AND ONE (1) ELECTRONIC SUBMISSION TO:**

Janet Kerley at [jkerley\\_22041@yahoo.com](mailto:jkerley_22041@yahoo.com)

**INSTRUCTIONS TO RESPONDENTS:**

Please answer all questions listed below and reference any supporting documentation by question number. If your firm cannot answer a question please indicate the reason why, including any additional information your firm requires to answer the question. If your firm has any questions about the RFI, please submit those questions electronically *to Janet Kerley at [jkerley\\_22041@yahoo.com](mailto:jkerley_22041@yahoo.com) no later than July 18<sup>th</sup>.*

Please keep in mind this is a request for information and not a request for proposal (RFP), which will potentially be forthcoming using the information obtained from the responses to questions below. ***This RFI in no way constitutes a commitment on behalf of the LBA to issue a Request for Proposal and subsequent award of work and respondents will not be compensated for responses to this request.***

The Ad Hoc Playground Committee strongly encourages respondents to focus on providing detailed responses to questions through whatever means necessary (e.g. including attachments). While there is no limit to the amount of information respondents may provide, it is also encouraged that responses adhere as much as possible to the questions being asked. Members (and or designees) of LBA may follow-up with respondents for additional clarifying information if necessary.

The LBA Board will hold a vendor conference to answer questions and make its proposed sites available to the respondents for further evaluation on ***Monday, July 16<sup>th</sup> beginning at 1:00 PM*** at Beach 3 [6411 Waterway Drive (cross streets: Stoneybrae Drive and 6400 Block of Waterway)]. If your firm intends to participate in vendor conference and site visit, please contact Janet Kerley at [jkerley\\_22041@yahoo.com](mailto:jkerley_22041@yahoo.com). Please note that visiting the sites is not required to submit a reply to this RFI, however attending the vendor conference and site visit is highly recommended.

## BACKGROUND:

Lake Barcroft, Virginia ([www.lakebarcroft.org](http://www.lakebarcroft.org)) is a neighborhood of approximately 1,045 homes and families in Fairfax County, Virginia established in 1955. Lake Barcroft is a Home Ownership Association (HOA) neighborhood with a long and proud history of self-governance in compliance with all Commonwealth of Virginia and Fairfax County laws and regulations. Governance, including the establishment of neighborhood covenants and bylaws, is performed by the Lake Barcroft Association, Inc. Board of Directors (LBA Board) a group of property owners annually elected by fellow property owners. The LBA Board is solely responsible for decisions (within applicable local, state, and Federal regulations) related to common property owned and maintained by the community, which includes five (5) beaches and surrounding areas.

The LBA Board was approached by a volunteer group of residents in early 2017 with a primary goal of enhancing individual playground and other recreational equipment installed approximately 15 years at Beach 3 [6411 Waterway Drive (cross streets: Stoneybrae Drive and 6400 Block of Waterway)]. Beach 3 features four stand-alone pieces of equipment and some of the other beaches also include limited playground equipment (namely swing sets). The volunteer group, the Barcroft Families for Playground Awesomeness (BAFAPA), has undertaken community engagement and fundraising to build a more integrative recreational playground that may also include some additional exercise equipment that can serve a multi-generational population. BAFAPA is not a legal entity and operates in the capacity of assisting the LBA in its evaluation of recreational equipment enhancement options through a designated ad hoc committee of the LBA Board and will ultimately donate to the Lake Barcroft Association, Inc. any funds raised for this effort to enhancements approved by the LBA Board. The purchaser of any equipment will be the Lake Barcroft Association, Inc.

Members of the LBA Ad Hoc Playground Committee and BAFAPA are working cooperatively and have convened in recent weeks to further study playground and other recreational equipment enhancements, including to determine whether the broader property owner community (the Community) supports any new recreational equipment and if so, where in the community it should be located. Important considerations (not in priority order) include:

- **Age of Equipment Users:** The primary age range under consideration for the potential equipment enhancements are children between the ages of 2 and 12; but the LBA Board, Playground Sub-committee, and BAFAPA would also like to explore some multi-generational equipment enhancements (e.g. outdoor exercise equipment) or complimentary pieces (e.g. benches, chess tables) to promote use by all members of the community regardless of age.
- **Lake Community:** The land comprising the Lake Barcroft neighborhood includes a lake (Lake Barcroft) that abuts five beaches and other community property areas. This may require special consideration of ground covering and land slope, water safety and environmental issues (see next bullet)
- **Resource Protected Areas:** Portions of these areas, and surrounding land, are protected by a state designated Resource Protection Area (RPA) for Chesapeake Bay and other

environmental conservation and enhancement; requiring special consideration of the natural environment, and permits for removing trees, and for the installation of structures.

- **Neighborhood Preference:** The LBA Board, Ad Hoc Playground Committee, and BAFAPA all understand that the Community would prefer a less visible playground that conforms to a strong neighborhood ethic and long-standing culture of respecting the natural environment. This may require special consideration of the equipment's site, color and material composition; ground covering; tree and limb removal, and durability. Additionally, it is the preference of the neighborhood that volunteer labor perform as much of the installation as possible without creating a liability for the responder, and without invalidating warranties. We assume that maintenance can be performed by the Maintenance Committee of the LBA Board, or its contractors. If that is not true, please specify what maintenance must be performed by the responder.
- **Budget:** The anticipated budget for this project (if approved) is to be determined and this RFI seeks a range of commercial-grade equipment and installation options, and price ranges offering the best value up to \$50,000 (but the final amount may be significantly less than this, thus providing different options at different price points is preferred). For example, the LBA Board, Playground Sub-committee, and BAFAPA will consider options that require professional installation and those that can be self-installed or constructed.

Respondents should keep the above considerations in mind when responding to this RFI and the answers to specific questions below.

## QUESTIONS:

Please answer the questions below per the instructions above and include appropriate written references that clearly indicate for which question information may be attached (e.g. if a diagram is provided in response to Question #2, please make sure the file name or zip file of the attachment and/or the attachment itself includes "Question #2" in writing).

### Structure/Equipment

1. Please provide a catalog/website with detailed product information (including dimensions and pictures) and pricing information for the types of equipment available for installation; and corresponding recommendations for types of equipment that may be suitable for the targeted age range (ages 2-12). Please also provide any recommendations for recreational equipment suitable for ages 12+ through to advanced adulthood that would conform well with the equipment for the targeted age range.

In making recommendations, please keep in mind ongoing maintenance expenses and other considerations. Pictures of similar, completed types of projects (particularly in northern Virginia) would be very helpful.

2. Please describe how equipment suitable for different age ranges is integrated in one site. In your firm's experience, is it necessary to physically separate such equipment by distance

and/or structure? If so, what is the typical distance and mechanism your firm recommends to separate age-appropriate equipment and what is the added cost (estimated percentage of overall installation cost is suitable to respond to this question)? Are there any regulations in Fairfax County, Virginia requiring physical separation of certain types of equipment for different age ranges (and do these apply to playgrounds built on private property)?

3. Please describe the capacity of the equipment in terms of number of simultaneous users (by age range if possible) and any recommended guidelines for ensuring the equipment can reliably and safely meet community needs (e.g. the recommended equipment can safely serve up to XX children between the ages of 2 and 12 playing simultaneously).
4. Please provide any recommendations (type, depth, proximity to equipment, Americans with Disabilities Act requirements) for associated ground covering to maximize the safety of your firm's recommended equipment pieces.
5. Please provide any recommendations for reducing the overall visibility of the equipment from the street and any nearby homes, including equipment configuration/layout.
6. Can equipment be added incrementally over multiple installations if the Community expresses a desire to expand the recreational equipment at a later date?

#### Installation & Removal

7. Please provide the estimated installation costs either as a percentage of the total project or an estimated dollar amount given the likely budget provided above.
8. In your firm's experience, how long does the average project install (in the community's budget range) typically take? Please provide this timeline beginning from the date of award and/or signed contract, including the timelines for equipment order fulfillment, heavy equipment rental, permitting, and any other requirements that may impact the schedule.
9. The LBA has access to skilled labor (e.g. carpenters) operating as employees or vendors as well as volunteer labor. Can this labor be used for the installation and ongoing maintenance of the playground? If so, please provide a detailed description of the specific activities and the cost savings as a result.
10. The LBA has access to some heavy construction equipment. Please list any heavy construction equipment typically required for the installation of the recommended equipment pieces (from Question #1 above).
11. The LBA Board may choose to remove some existing playground equipment Beach 3, particularly if it is necessary to clear room for the new, enhanced equipment. Does your firm remove and haul away equipment? If so, please provide an estimated cost based on the picture below.



**Exhibit 1: Picture of playground equipment that may need to be removed**



### Maintenance

12. Please detail the typical annual maintenance activities and associated costs (estimated percentage of overall installation cost is suitable to respond to this question). Any total cost of ownership estimates for your firm's recommended equipment would be very helpful.
13. Please detail the care instructions and typical cleaning and operational activities and associated costs (e.g. power washing) for your firm's recommended equipment.
14. Does your firm perform maintenance of your equipment? If so, how is this maintenance priced? Any price estimates/sheet of maintenance services for your firm's recommended equipment would be very helpful.
15. Please provide any warranty information for your firm's recommended equipment.

### Other

16. Does your firm prepare local government permits for approval and submission by the appropriate entity (in this case the LBA Board)? If so, is this permitting included in the installation costs? If not, what is the cost to prepare the necessary permit.
17. What recommendations of the U.S. Consumer Product Safety Commission Public Playground Safety Handbook (<https://www.cpsc.gov/s3fs-public/325.pdf>) do you recommend customers to follow and why? What are the cost estimates of following these recommendations?
18. Please provide any other relevant information the LBA Board and the Ad Hoc Playground Committee should consider in its evaluation of potential recreational equipment enhancements, including (but not limited to) the Americans with Disabilities Act.

### Previous Experience

19. Does your firm have prior experience installing recreational and playground equipment in Fairfax County, Virginia? If possible, please provide the name of the client, date of installation, location, and any pictures. Please describe any unique challenges or considerations from these projects that the LBA Board and Playground Sub-committee should consider.
20. Does your firm have prior experience with Resource Protected Areas (RPAs)? If so, please describe your experience and how you worked with the customer to meet the requirements of installing equipment in a RPA.
21. Does your firm have prior experience requiring permitting associated with fire safety hazards (specifically, installing equipment in range of where fireworks are launched)? If

so, please describe your experience and how you worked with the customer to meet the requirements of installing equipment in a manner safe from fire hazard.

22. Please indicate if your firm has any pending lawsuits or product recalls concerning any equipment sold, including the installation of the equipment.