

# City of Tonganoxie

## REQUEST FOR QUALIFICATIONS for 2025 CHIEFTAIN PARK PLAYGROUND RENOVATION PROJECT

### RFQ Overview

The City of Tonganoxie, in concert with the Tonganoxie Recreation Commission, seeks qualifications and information from qualified playground equipment manufacturers, or manufacturer representatives, to provide design, installation services, material sourcing and construction of custom play equipment as broadly defined herein. The project will be a design-build project delivery method. The proposed playground structures will be installed at Chieftain Park, located at 231 N. Main St. in Tonganoxie, Kansas, within an area of existing playground equipment which will be removed and potentially also in a portion of newly added playground space in the park (Figure 1-1). The project scope will include assistance with collection of public input, site field work as necessary for site improvements like drainage or surfacing, coordination with a small committee of local stakeholders tasked with aiding in the design process, presentation of proposed improvements to the Tonganoxie Recreation Commission and Tonganoxie City Council, sourcing selected equipment, and completion of installation of playground equipment and related improvements. Improvement plans for the park improvements have not been previously designed and will be developed as part of this project.

All information and images provided in this RFQ are for design intent only and creative solutions that provide the best updates to the space and create a functional play experience that helps level the playing field for children of all abilities is encouraged. The playground structure design may include architectural elements, historical references and social aspects from the local community. Figure 1-1 below shows the location and limits of the current playground area and possible expansion of the playground area.

Until the deadline of 1:00 PM on December 22, 2025, questions regarding the RFQ can be directed to Lindsay Huntington, City Clerk, at 913-845-2620 or [lhuntington@tonganoxie.org](mailto:lhuntington@tonganoxie.org). All questions and responses will be posted on the City's website ([tonganoxie.org](http://tonganoxie.org)) bid opportunities page by 3:00 PM on December 22, 2025.

### Background & Context

The development of Chieftain Park, located at 231 N. Main St., was originally completed in 2003. The City of Tonganoxie acquired land that used to operate as a mobile home park after flooding occurred in 1993. The land was progressively developed into what is now Chieftain Park. Most of the current playground equipment was installed from 2000 - 2003. Chieftain Park is the largest and most significant outdoor recreation asset in the community. Some current amenities in the park include the playground, basketball courts, tennis/pickleball courts, picnic tables, a shelter house, sand volleyball court, soccer fields, restrooms, horseshoe pits, and a perimeter pedestrian trail connecting to the adjacent Chieftain trail system and VFW Park trail. The Tonganoxie Recreation Commission operates and maintains Chieftain Park.

The City of Tonganoxie is partnering with the Tonganoxie Recreation Commission to complete this project to improve Chieftain Park. The City of Tonganoxie owns the park property and will maintain the contract with the selected vendor. The Tonganoxie Recreation Commission will be responsible for long term financing for the project and will lead the project design portion of the project. There is not currently any grant program or other specific type of financial requirement in place for this project, other than the key stipulation that design services costs cannot exceed 8% of the total contract cost. The maximum total project budget is \$1,000,000. The City of Tonganoxie will enable exemption from Kansas retailers' sales and compensating use taxes for the project via a [Project Exemption Certificate](#) obtained through the Kansas Department of Revenue. The City of Tonganoxie will remove existing playground equipment prior to the commencement of the construction phase of this project and will provide a level surface for site improvements and installation.

## Design Goals & Vision

Some of the design elements and targets desired as part of this project included the following, which are not listed in prioritized order:

- replacement of existing playground equipment with improved equipment with a variety of functions
- potential expansion of the playground space into other defined areas of the park
- inclusion of shade structures, especially in areas lacking natural or existing shade
- clear integration of the different project components
- improvement of playground surfacing material with product with high degree of longevity
- improvement of layout safety, particularly in terms of the interface between the playground area and the adjacent parking lot and walking trail
- adhere to all applicable equipment safety standards
- increased inclusivity and accessibility
- virtual and remote forms of public engagement with ability to distinguish between feedback of different user groups or stakeholders
- one major iconic feature or component with high degree of customization, with other elements anticipated to be selected targeting efficiency

## Planned RFQ & Project Schedule

**2025-12-04** - Release & advertise RFQ

2025-12-22 – Deadline for questions related to RFQ

**2025-12-30** - Deadline for Qualifications Submissions

**2026-01-05 through 2026-01-09** - Videoconference interview appointments with project committee (if necessary) & subsequent contract negotiation

**2026-01-20** - City Council consideration of recommendation of award and draft contract with selected vendor

**2026-01-21 through 2026-04-30** - public input collection, site field work as needed, and preparation of initial design

**2026-05** - planned final decision for equipment selection

**2026-11 through 2027-03** - targeted construction & installation period

**2027-05-01** targeted substantial completion date

## Qualifications Submission Instructions

All submissions of qualifications must be completed and received by the City no later than 1:00 p.m. on December 30, 2025, at the following location:

City of Tonganoxie  
Attn: Lindsay Huntington, City Clerk  
P.O. Box 326 (mailed delivery) or 526 E 4th St (in-person delivery)  
Tonganoxie, Kansas 66086

All submissions will be opened and reviewed at 1:15 P.M. on December 30, 2025, in the Tonganoxie Council Chambers facility located at 303 Bury Street, Tonganoxie, KS 66086.

## Submittal Requirements

To be considered complete, each submittal of qualifications shall include the following:

1. Introduction of responding firm and all proposed subcontractors for participation in the project with definition of roles and responsibilities and summary of professional qualifications & competence.

Include reference to the responding firm's employer identification number, a brief statement of ability to provide the project services (maximum of 12 pages).

2. No more than two preliminary project design concepts as evidence of potential for design and plan documents production and to demonstrate range of potential project outcomes. The content of each preliminary design shall include 1 color rendering and 1 site plan depiction including the identification of playground equipment displayed contextually within the project area, identification of other contemplated site improvements, identification of playground surfacing materials, and other relevant information to the evaluation criteria. Each preliminary design shall include a summary budget projection associated with the concept containing the following information.

Component	Cost Estimate	Notes
Design Professional Services	\$	
Site Evaluation (surveying)	\$	
Surfacing Procurement	\$	
Equipment Procurement	\$	
Site Construction & Full Installation	\$	
Other (as needed)	\$	
<b>Total Project</b>	<b>\$</b>	

3. Summary of proposed equipment/product manufacturers and applicable warranties (for each concept)
4. Summary of proposed project schedule and timing for final delivery (for each concept)
5. References: Including project name, client name, client contact name, and client contact phone number of three (3) previous customers with projects occurring within the previous 7 years that can demonstrate relevant project experience
6. Preferred contact information (name, phone, and email) for future communications with the City
7. Confirmation of potential and any preferred 45-minute videoconference interview availability for project contact at listed interview opportunities

Date	Time Span (CST)	Responding Firm's Availability Response/Notes
January 6, 2026	11 A.M. – 5 P.M.	YES / NO / notes -
January 7, 2026	11 A.M. – 4 P.M.	YES / NO / notes -
January , 2026	11 A.M. – 4 P.M.	YES / NO / notes -

### Required Submission Format and Contents –

Each submission shall include one (1) sealed envelope containing an external USB format drive containing digital records of all submission information (PDF format preferred) and one (1) printed color copy of all submission materials.

### Qualifications Evaluation Criteria & Process

Each submission of qualifications will be evaluated for consideration according to the following criteria. No criteria prioritization is contemplated.

- Qualifications of key personnel, including subcontractors
- Understanding of the project and the services to be provided
- Demonstration of ability to complete the work in the timeframe required
- Creativity, ability to provide a unique set of play features, use of space, and compatibility with the surrounding environment
- Alignment with project design goals & vision described in the RFQ
- Quantity & quality of play value – ability to both quantitatively and qualitatively provide play value for 2-12 year olds offering features that facilitate social, cognitive, and physical development in as many ways and challenge levels as possible within the allowed budget parameters.

Following evaluation by the project committee and the potential completion of interviews, the project committee and Tonganoxie Recreation Commission will make a recommendation of award and advance negotiation of a contract between the firm and the City of Tonganoxie which will become effective upon approval by the Tonganoxie City Council.

## **Contract Terms Information**

The City of Tonganoxie maintains a standard contract template planned for utilization for this project but will consider requests from the selected firm to provide comments or edits subject to the approval of the City Attorney and City Council. The final contract is anticipated to be a scope of work including a progressive design-build project delivery method including early termination protocols and assigning the City with rights to and ownership of design and other project deliverables produced prior to the point of termination. The contract scope of services for the playground project is intended to provide a complete and usable facility and equipment for the City of Tonganoxie which can be utilized immediately after acceptance by the City. The scope of services includes all aspects of design and construction, including but not limited to:

### **Playground Design**

- Completion of virtual public input collection in coordination with Tonganoxie Recreation Commission.
- Incorporate community feedback from virtual input collection into playground design.
- Produce a detailed playground plan that includes age-appropriate play structures and equipment compatible with targeted age groups, ADA compliant features, safety infrastructure to be provided to the playground area (fencing or barriers) and any other site furnishings (benches, trash cans, etc.).
- Site plan document preparation & submittal to the City Planning Commission (in person meeting attendance) for approval as required.

### **Site Assessment and Preparation**

- The City of Tonganoxie, prior to site work completed by the contractor, will remove the existing playground equipment and underground concrete base for the existing equipment prior to commencement of the contractor's construction services. The project site will not have any playground equipment remaining in place at the commencement of construction.
- The contractor or firm will conduct an initial site visit of the existing playground and evaluate the current conditions.
- Contractor will perform site survey and analysis of conditions as necessary.
- Contractor will coordinate with regulatory agencies as needed, including stormwater permitting.
- Contractor will be responsible for all safety signage, traffic control, and site security measures.
- Contractor will grade and prepare the existing site for the new equipment installation.
- Contractor will coordinate with utility companies any utility locates and any required permits before the work can begin.
- The City of Tonganoxie will provide any necessary temporary or permanent construction easements and coordinate with utilities for any necessary relocations.

### **Equipment and Materials**

- Furnish and deliver all equipment and materials for the playground installation.
- All equipment must meet the minimum standards and guidelines of ASTM / CPSC requirements.
- All ADA-accessible equipment or components must be inspected and meet or exceed standards.

### **Installation**

- Coordinate and ensure performance of the delivery and installation of the equipment and materials
- Install all equipment based on the manufacturer's requirements & safety guidelines
- All vertical members extending into the ground shall have concrete footings per manufacturer's specifications
- Installer must be certified by the NPSI or an equivalent organization and follow the installation guidelines set forth by that organization
- Construction & installation safety fencing and all other safety requirements are the responsibility of the contractor.
- The contractor shall be responsible for materials and completed work until construction is accepted.
- The project site shall be kept as clean, neat and orderly as possible.
- The contractor will be responsible for all damages to roads, sidewalks, trails, curbs, ditches, embankments, bridges, culverts and other property damaged in the course of installation.

- Immediately after construction operations are completed all equipment, debris and other materials shall be completely removed from the site

### **Project Management and Scheduling**

- Prior to beginning the project, a specific project schedule shall be submitted to the City including the anticipated start and completion dates.
- Contractor will coordinate with the Project Manager and City of Tonganoxie and provide regular updates of progress through the project.
- Contractor will ensure that the work is completed within the agreed timeline and budget that will be provided prior to work being started.
- Contractor will schedule and participate in the final inspections with the City of Tonganoxie.
- Contractor will correct any issues or concerns that are identified during the final walk through.
- Contractor will provide the City of Tonganoxie with a copy of all documentation for the playground equipment, including maintenance requirements, equipment warranties, safety certifications and final walk-through completion documents to the City of Tonganoxie in advance of processing of the final pay application for the project.
- Contractor will be required to provide a completed Form W-9 and copy of effective workers compensation insurance coverage or a completed waiver regarding the coverage.
- Pay applications will be provided to the City on a regular basis and processed inclusive of a 5% retainage.

### **Disclaimers & Other Information**

The City reserves the right to choose whether to interview all respondents to the RFQ and to confer with any responding party to obtain more detailed information regarding the submittal.

The City reserves the right, in its sole discretion, to reject at any time any or all qualifications, to withdraw the RFQ, and to negotiate with one or more respondents, including the ability to make counterproposals.

All determinations as to the completeness or compliance of any submissions or as to the eligibility of any respondent will be within the sole discretion of the City.

All responding firms agree to bear all costs and expenses of their provisions of qualifications and there shall be no reimbursement for any costs and expenses relating to the preparation of qualifications and submittal materials submitted hereunder or for any costs or for expenses incurred during contract negotiations.

### **Attachments**

Figures 1-1, 1-2, and 1-3.



Figure 1-1 – Project Site





Figure 1-2 – Park Area Overview





**Figure 1-3 – Park Playground Area Aerial Depiction**

