

Request for Proposal

工程提案書

Primary Playground Design

and Construction

for the

Kaohsiung American School

Kaohsiung, Taiwan

高雄美國學校小學部遊樂場設計暨興建工程

October 4, 2023



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1.0 Introduction and Background

The Kaohsiung American School (KAS) is a premier international school in southern Taiwan with the mission to “*challenge students to achieve academic excellence and prepare them to be balanced individuals, independent learners, and global citizens.*”

KAS celebrated its 30th anniversary in 2019 and has been at the current location in Zuoying District since 2004. It is located on a 28,744 m² campus that is zoned for educational purposes. The land has been leased by the School Association from the municipal government for the purpose of running an expatriate school. The lease expires in July 2033 and includes a 20-year renewal promise.

Currently, about 775 students from ages 4 to 18 (PreK – Grade 12) from 15 nations attend the school.

KAS is governed by a nine member Board of Directors: seven are elected by the Parent Association for three-year terms, one is a Board-appointed position, and one appointed by the Director of the American Institute of Taiwan Kaohsiung Branch (AIT/K), which is the unofficial arm of the US Department of State for Taiwan.

1.0 介紹與背景

高雄美國學校 (KAS) 是台灣南部的一所卓越國際學校，其使命是“挑戰學生追求學術卓越，培養他們成為均衡的個體、獨立的學習者和全球公民”。

高雄美國學校於2019年慶祝成立30周年，並自2004年起搬遷至左營區現址。本校坐落在一個用於教育目的劃定的28,744平方公尺的校區上。本校已從市政府租賃了這塊土地，用於經營外籍學校。租約將於2033年7月到期，接續有一個20年的續租承諾。

目前，來自15個國家、年齡在4到18歲之間的約775名學生（幼稚園中班至高中12年級）在本校就讀。高雄美國學校是由九名董事組成的董事會管理：其中七名由家長協會選舉產生，任期三年，一名由董事會指定，一名由美國在台協會高雄分處 (AIT/K) 處長指派，該分處是美國國務院在台灣的非官方代表。

2.0 Purpose of Request

There are four primary buildings on our campus, completed in 2015 and 2016. Our current buildings are in excellent condition, with a minimum of 20–25 years of structural life. They were designed and built with certifications for LEED Silver (the two academic blocks) and LEED Gold (the Gym and cafeteria/dining). The campus is flat.

We want to **redesign and renovate, or add to our playground for our youngest learners, ages 4–7** with innovative modern play equipment which fully comply with local rules, environmental regulations and our programmatic needs. In our philosophy of education, early childhood learners need active, physical, collaborative and creative play every day for optimal development. The playground is an important venue for learning. There are about 150 students in the 4–7 age range. In general, no more than about 50 students are using the playground at the same time.

KAS is searching for a consultant or construction company in this sector who can provide a turnkey solution (design and build) for our international school, keeping in perspective the space constraints and other variables. This consultant will work with the KAS Head of School, the administration, the Board of Directors and other stakeholders in developing plans, technical specifications and installation of equipment appropriate for KAS.

Planning and preparation will take place in the next few months, and construction will begin in the spring or summer of 2024. The updated playground is expected to be ready for the first day of school in early August 2024.

2.0 徵求提案的目的

我們校園上有四座主要的建築，分別於2015年和2016年完工。我們現有的建築都處於良好狀態，結構壽命至少還有20至25年。它們設計和建造時已獲得LEED銀級認證（兩座教學大樓）和LEED金級認證（體育館和餐廳/餐飲區）。校園是平坦的。

我們希望重新設計、翻新或為年齡在4到7歲的學校最年幼的學生增設創新的現代遊樂設備，這些設備需要完全符合台灣本土法規、環境法規和我們的課程需求。根據我們的教育理念，幼兒階段的學習者每天都需要積極、身體活躍、合作和創造性的遊戲以實現最佳發展。遊樂場是重要的學習場所。4到7歲年齡段約有150名學生。通常情況下，不會有超過50名學生同時使用遊樂場。

高雄美國學校正在尋找在這個領域提供統包方案（設計和建設）的顧問或建築公司，考慮到空間限制和其他變數。這位顧問將與高雄美國學校校長、管理團隊、董事會及其他相關人士合作，制定適用於高雄美國學校的計劃、技術規範和設備安裝。

規劃和準備工作將在接下來的幾個月內進行，將於2024年春季或夏季開始建造。更新後的遊樂場預計將在2024年8月初的開學第一天準備就緒。

3.0 Scope of Project

This project is to develop a thorough Site Plan and Design of the playground spaces, and provide manufacturer's product details for all new components or materials that are to be added to the playground. Then, to implement the design and construct the new playground for safe play. KAS will expect the Site plan to consider or to address, but not be limited to, details such as:

- Several large age-appropriate toys or spaces for groups of children (ages 4–7) to develop gross motor skills in collaborative, physical play, such as:
 - a. Slides
 - b. Jungle Gym (Climbing, Bridges, Tubes Or Tunnels, Etc.)
 - c. Horizontal Climbing Wall
 - d. House for Role Play
 - e. Seesaws
 - f. Sand Play Areas
 - g. Water Play Areas
 - h. Rubber Ball Hoops
 - i. Tricycles

- j. In-Ground Trampoline
- Playground surfaces such as rubber, concrete or tarmac, artificial turf, etc. (with consideration of the renovation of walls between KAS and Da-Yi Junior High)
- Shade sails attached to the building and extending to cover some of the play areas
- Drainage for the site
- Water/Sewer/other utility lines and services already underground

3.0 工程項目範圍

本項工程的目標是制定遊樂場空間的全面規劃和設計，並提供所有新組件或材料的製造商產品詳細資訊，這些組件或材料將添加到遊樂場。然後，實施設計並構建新的遊樂場，以確保安全遊玩。高雄美國學校期望工程規劃考慮或解決以下細節，但不僅限於以下內容：

- 針對4-7歲兒童的多個適齡玩具或區域，以協同、身體活動為特點，發展運動技能，例如：
 - a. 溜滑梯
 - b. 攀爬結構 (攀爬架, 行走橋, 爬行管或涵洞等)
 - c. 橫向攀岩牆
 - d. 扮家家酒的房子
 - e. 翹翹板
 - f. 玩沙遊戲區
 - g. 玩水遊戲區
 - h. 橡膠球投籃框
 - i. 三輪車
 - j. 地面跳床
- 遊樂場場表面，如橡膠、混凝土或柏油、人工草皮等（必須考量高雄美國學校和大義國中之間的牆壁可能的翻新工程）
- 連接到建築物並延伸覆蓋部分遊戲區域的遮陽帆布
- 場地排水
- 地下水管/污水管/其他公用事業管線

3.1 Design

The Design scope will be limited to providing conceptual sketches, drawings, and 3-dimensional renderings of the new or renovated facilities for the playground area. Our teachers and administrators will provide feedback or ask for clarification or changes in the design process.

3.1 設計 設計範圍將僅限於為遊樂場區域的新建或翻新設施提供概念草圖、圖紙和3D透視圖。我們的教師和校長們將提供反饋意見，或要求在設計過程中進行詳細說明或更改

3.2 Construction

This is a turnkey design and build project, so the proposal should include details on the timeline and construction process, and all costs associated with the project implementation.

3.2 施工 這是一個統包的設計暨興建工程，因此提案應包括有關時間表和施工過程的詳細資訊，以及與項目實施相關的所有費用。

4.0 General

4.1 Project Title

The project title is:

**Primary Playground Design and Construction
for the Kaohsiung American School, 2023–2024**

All consultants submitting proposals shall read all the documents carefully and submit their proposals accordingly. All proposals and correspondence should reference the project title.

4.1 工程名稱:

高雄美國學校2023-2024年度 小學遊樂場設計暨興建工程

送交提案的所有公司都應仔細閱讀所有文件，並根據項目名稱提交提案。所有提案和函件應參考項目名稱。

4.2 Procurement Timetable

The following dates are set forth for informational and planning purposes. KAS reserves the right to change the dates.

- Issue RFP: October 4, 2023
- Deadline For Submitting Written Request For Clarifications: October 18, 2023
- Last Response To Questions Issued: November 1, 2023
- Present Conceptual Design And Estimate Cost to Resource Committee: November 15, 2023
- Closing Date For Receipt Of Bid Proposals: November 29, 2023
- Select Firm: December 13, 2023
- Award Contract: January 26, 2023
- Expect Completion Of Renovations And Installation: Spring/Summer 2024
- Primary Contact for questions: Lawrence Yuan, Director for Finance and Operations

4.2 時間表 以下日期僅供資訊和規劃之用。高雄美國學校保留更改日期的權利。

- 公告工程提案書：2023年10月4日
- 提交書面澄清的截止日期：2023年10月18日
- 最後回答問題的日期：2023年11月1日
- 向資源委員會提報概念設計及成本估算：2023年11月15日
- 投標截止日期：2023年11月29日
- 選定公司：2023年12月13日
- 簽訂合約：2023年1月26日
- 預計翻修暨設備安裝完成：2024年春季/夏季

4.3 Proposal Details

4.3提案細節

4.3.1 Acknowledgement

The consultant shall submit a letter within five working days, acknowledging the receipt of the invitation to submit RFP documents and their intent to submit a proposal. The acknowledgement letter may be sent via e-mail to campusplanning@kas.tw. Primary contact for questions is the Director for Finance and Operations, Lawrence Yuan.

4.3.1 確認 顧問公司應在五個工作日內提交一封信，確認收到本校送交工程提案書的邀請以及他們打算送交提案的意向書。確認函可透過電子郵件發送至campusplanning@kas.tw。主要聯絡人是本校財務暨營運長, Lawrence Yuan。

4.3.2 Proposal Validity

All proposals shall be valid for one hundred and twenty (120) calendar days after the date fixed for the submission of the RFP.

4.3.2 提案效期 所有提案應在工程提案書提交截止日期後的一百二十（120）個日曆日內有效。

4.3.3 Proposal Submission Requirements

The proposal shall be in two separate sealed packages. Both packages shall be completed fully in accordance with all the requirements contained herein in this RFP. One package shall be the Technical Proposal (Package A) and the other shall be the priced Financial Proposal (Package B).

- Package A will include the Site Plan and Design documents, renderings, technical documentation regarding the surfaces and equipment proposed (sizes, required layouts and space requirements, numbers of children served, safety certifications for each item of equipment as well as the overall space, etc.), project timeline, supervision plan, and completion schedule, etc.
- Package B shall contain the schedule of quantities and all costs associated with the project, with the totals for materials and equipment, installation, labor, necessary permits, terms of payment, and so on totaled on one page for ease of reference.

The consultant must ensure that each package is securely assembled in envelopes sealed with tape and clearly marked with the following:

- Project Title
- Contents of package (i.e. A or B)
- The consultant's name and address.

The proposal submission is to be addressed and submitted via secure online submission to campusplanning@kas.tw or by courier services on or before **11:59 pm on November 29, 2023** to:

**Head of School
Kaohsiung American School
889 Cueihua Road, Zuoying District
Kaohsiung Taiwan 81354**

The consultant shall be responsible for examining, with appropriate care, all parts of the documents forming this RFP, including all addenda, and shall be responsible for informing himself/herself with respect to all conditions which might in any way affect the cost or performance of the consultancy services. Failure to do so shall be at the sole risk of the consultant, and no relief or additional reimbursement will be given for any error or omission by the consultant.

The consultant shall make its own interpretation of any and all information included in the documents provided. Neither KAS nor its designated representatives shall be responsible for the accuracy or completeness of such information or interpretation.

4.3.3 提案提交要求 提案應分為兩個獨立密封的文件。兩份文件應完全按照此工程提案書中包含的所有要求填寫。一份文件應為技術提案（文件A），另一個應為工程價款的財務提案（文件B）。

- 文件A將包括場地規劃和設計文件、透視圖、有關所提出的表面和設備的技術文件（尺寸、所需佈局和空間要求、兒童數量、每個設備的安全認證以及整體空間等）、項目時間表、監督計劃和完成時間表等。
- 文件B應包含與項目相關的所有費用的數量表和時間表，包括材料和設備、安裝、勞務、必要許可證、付款條款等，並附一頁總表以便參考。

顧問公司必須確保每份文件都安全的裝在用膠帶密封的信封中，並清楚標明以下資訊：

- 項目名稱
- 文件內容（文件A或B）
- 顧問公司名稱及地址。

提案必須經由安全連線提交至 campusplanning@kas.tw 或透過快遞服務於 **2023年11月29日晚上 11:59** 之前寄送17至：

**總校長
高雄美國學校
81354高雄市左營區翠華路889號**

顧問公司應以謹慎的態度，負責檢查本工程提案書的所有文件，包括所有附錄，並應自行負責任何可能會影響此服務的成本或性能之各種狀況。不能這樣做的風險應由顧問公司自行承擔，本校將不會因顧問公司的任何錯誤或遺漏，而給予任何救濟或額外補償。

顧問公司必須自行對所提供文件中，包含的任何及所有資訊做出解釋。高雄美國學校及其指定代表均不對此類資訊或解釋的準確性或完整性負責。

4.3.4 Authorized Signatory

Each consultant shall show its full legal name and business address, and the proposals shall be signed and/or stamped by the usual signature/stamp of the person authorized to bind the consultant and shall be duly witnessed and dated.

4.3.4 授權簽署人 每位顧問公司應詳細提供其全名和營業地址，並且提案應由被授權代表公司簽署和/或蓋章，並且應由適當的證人證明並標註日期。

4.4 Clarifications and Communications

All questions or requests for clarification regarding the documents provided shall be submitted in an email, no later than 5:00 pm on November 1, 2023. Questions should be addressed to Mr Lawrence Yuan at campusplanning@kas.tw.

KAS is not responsible for responding to questions not received, and is not obliged to respond to questions received after the deadline. Responses to all questions will be sent to all consultants who have acknowledged interest in submitting a proposal.

4.4 說明和溝通 所有有關所提供文件的問題或說明請求，應在2023年11月1日下午5:00之前透過電子郵件提交。問題應發送至campusplanning@kas.tw，並標明寄給Lawrence Yuan先生。

高雄美國學校對未收到的問題不負責回答，並不負義務回答截止日期後收到的問題。將向所有已確認有意送交提案的顧問公司發送所有問題的答案。

4.5 Miscellaneous

4.5 其它事項

4.5.1 Site Visit

A site visit is not mandatory for the consultants prior to submitting the proposals. However, KAS can make arrangements for any of the consultant's representatives to visit the site or to request a video tour if so desired. Expenses for any such visits will be borne by the consultant submitting the proposal.

4.5.1 現場場勘 在提案之前，顧問公司不需要強制性進行現場勘估。但是，如果願意，高雄美國學校可以安排任何顧問代表場勘現場，或要求進行影片導覽。任何此類勘估的費用將由送交提案的顧問公司自行承擔。

4.5.2 Rights of Selection

KAS shall not be bound to accept any proposal in the event that it is considered that the requirements of the RFP have not been met. KAS shall not be bound to accept the proposal with the lowest cost proposal for the services or any other proposal, nor shall it be bound to assign any reason for the rejection of a proposal received.

4.5.2 選擇權 如果認為不符合要求，高雄美國學校沒有義務接受任何未達到學校要求的工程提案書。高雄美國學校沒有義務接受最低價格的提案或任何其他提案，也沒有義務說明拒絕收到的提案的任何理由。。

4.5.3 Agreement

The selected consultant shall be required to enter into a consultancy agreement with KAS for both the site development plan and for the construction phase of implementation. This is a turn-key project.

4.5.3 協議 選定的顧問公司應與高雄美國學校簽署一份包括設計暨施工的工程合約。這是一項統包工程。

4.5.4 Contract Price

The agreed contract price for these services, including all rates for periodic services, shall not be amended except by authorized variations in writing by KAS or its designated representative, issued in accordance with the terms of the agreement.

4.5.4 合約價格 同意的合約價格，包括定期服務的所有費率，不得修改，除非根據協議條款由高雄美國學校或其指定代表以書面形式授權變更。

4.6 Technical Proposal (Package A) Requirements

The following information should be submitted for the Technical Proposal - Package A.

4.6 技術提案 (文件A) 要求 應提交以下文件內容。

4.6.1 Title Page

Identify the RFP name, submission closing date, firm name, address, telephone number, email address, and the name and contact details of the firm's contact person.

4.6.1 首頁 標注工程提案書名稱、提交截止日期、公司名稱、地址、電話號碼、電子郵件地址，以及公司聯絡人的姓名稱謂和聯絡方式。

4.6.2 Letter of Introduction

Two pages maximum, introducing the firm and the proposal, and signed by the person(s) authorized to sign on behalf of and bind the company to statements made in the proposal. Provide a narrative summary statement identifying the success factors in similar projects, differentiations, and unique aspects of your team and the proposals.

4.6.2 簡介信 最多兩頁，介紹公司和提案，由授權人代表公司簽署，並將公司約束於提案中所做陳述。提供一份簡要自述聲明，證明自家公司承攬過類似項目的成功因素，不同之處，以及您的團隊和提案的獨特面。

4.6.3 Company Profile and Personnel Experience and Qualifications

4.6.3 公司簡介和人員經驗

4.6.3.1 Capabilities

Indicate the qualifications and capabilities of the firm. Include past projects having similar requirements to the one being proposed. When listing similar projects, provide a project description, scope of respondent's work, start and completion dates, construction costs, respondent's fee and list of key personnel who worked on the project.

4.6.3.1 能力

顯示公司的資格和能力。包括過去施作過類似本校要求的項目。在列出類似項目時，提供項目描述、工作範圍、開始和完成日期、施工費用、律師費用以及參與施工項目的主要人員名單。

4.6.3.2 References

Consultants are requested to provide three client references for recent projects that have involved major participation of key personnel on the consultant's team.

4.6.3.2 參考資料

請提供近期顧問公司團隊主要工作人員曾參與過的三個主要工程客戶的參考資料。

4.6.6 Methodology

- Discuss consultant's understanding of the key issues for developing an age-appropriate playground facility with best practices in childhood development in mind
- Methodology of how the design will be developed including data gathering, stakeholder input, options, etc.

4.6.6 方法

- 討論顧問公司對開發適合年齡的遊樂場設施的關鍵問題的了解，同時考慮到兒童發展的最佳作法。
- 討論設計如何制定，包含數據收集、學校社區共同利益相關者的參與、選項等的方法。

4.6.7 Project Schedule

Submit a tentative schedule separately for the design and construction phases highlighting each stage, client review time frames, and key project deliverables.

4.6.7 時間表 單獨提交一個暫時時間表，顯示每個階段、客戶審查時間範圍及主要項目交付時間表。

4.7 Financial Proposal (Package B) Requirements

The following information should be submitted for the Financial Proposal Response - Package B.

4.7 財務提案 (文件B) 要求

應提交以下文件內容-財務應變提案。

4.7.1 Title Page

Identify the RFP name, submission closing date, firm name, address, telephone number, email address, and the name and contact details of the firm's contact person.

4.7.1 首頁 標識工程提案書名稱、提交截止日期、公司名稱、地址、電話號碼、電子郵件地址，以及公司聯絡人的名稱和聯絡方式。

4.7.2 Proposal Format

Submit a financial proposal in the consultant's preferred format. The proposal must be clear and concise and must include all fees, reimbursable expenses, unit prices, etc. that are requested per this RFP. Totals for all major subdivisions (design, labor, materials, equipment, etc.) should be provided on a single page for ease of reference.

4.7.2 提案格式

以顧問公司首選的格式提交財務提案。提案必須清晰簡明，必須包括根據此工程提案書要求的所有費用、可退還費用、單位價格等。所有主要分項（設計、勞務、材料、設備等）的總計應提供總表以便參考。

5.0 Scope of Work

5.0 工作範圍

5.1 Playground Site Plan

The deliverables shall contain the following types of documents and drawings:

5.1 遊樂場規劃

應包括以下類型的文件和圖說:

5.1.2 Playground Layout

The site drawings shall show the overall layout of the playground as actually placed or located in the space. This should include types of surface materials proposed, and equipment to be installed or that will rest in different areas of the playground. Include any fixtures (such as benches, shade sails or frames, climbing walls, etc.) that are attached to the buildings, etc. Provide adequate number of drawings to ensure that clear and explicit layouts are produced indicating the following:

- A description of existing that is kept in the future plan, and future playground equipment
- Adjacency diagrams illustrating the 'key' relationships between play spaces
- Indicate areas that will be shaded from the hours of 9 AM to 2 PM
- Rain water drainage plan
- Any requirements for maintenance or safety inspection, lifecycle maintenance or replacement schedule for each material surface or piece of equipment or fixture, etc.

5.1.2 遊樂場設計

現場圖應顯示遊樂場的實際設計或位置。這應包括建議的表面材料類型，以及將安裝或安放在遊樂場不同區域的設備。包括附在建築物上的任何固定設備（如長凳、遮陽布或框架、攀爬牆等）。提供足夠數量的圖說，顯示以下內容以確保有清晰和明確的設計，：

- 計劃保留的現有設施內容，以及新增的遊樂設備
- 顯示遊戲區域之間的“關鍵”關係的鄰接圖
- 顯示上午9點至下午2點之間有陰影的區域
- 雨水排水計畫
- 每種材料表面或設備或設備的維護或安全檢查、生命周期維護或更換計畫等的需求

5.1.5 Renderings

Prepare and submit a set of renderings showing the playground from various angles and perspectives. Equipment, surfaces, existing trees and buildings should be shown.

5.1.5 透視圖

準備並提交一組設計透視圖，顯示遊樂場的各種角度和視角。應顯示設備、表面、現有樹木和建築物。

5.1.8 Access and Traffic Plans

If the proposed plans require changes to the playground access, the proposal must include a plan showing the access to the playground. The access plans must comply with all statutory and security/safety guidelines.

5.1.8 出入口和交通規劃

如果工程提案需要更改遊樂場的出入口，提案必須包括顯示遊樂場出入口的規劃。出入口規劃必須符合所有法規和安全指南。

5.1.9 Utilities

If the proposed plans require changes to corridors or electric, fire and water lines, storm drainage or other utilities, the proposal must include layout drawings showing them.

5.1.9 水電管路規劃

如果工程提案需要更改走廊或電氣、消防和水路管線、雨水排水或其他管線，提案必須包括顯示這些設計的圖樣。

5.1.13 Detailed Specifications and Standards for Playground Facilities

Provide certifications for materials and equipment for local or international safety regulations and standards.

5.1.13 遊樂設施的詳細規格和標準

為本地或國際安全法規和標準的材料和設備提供認證。

5.1.16 Execution Plan

Before commencing work, provide an Execution Plan indicating the project milestones and dates pertaining to the deliverables. Please note that this is a running school on a single campus, and the construction and renovation will need to be carefully planned for access and safety. The execution should include safety arrangements for equipment and materials on campus.

5.1.16 執行計劃 在工程開始之前，提供一份施工計畫，顯示與交付物相關的項目里程碑和日期。請注意，這是一所單一校園且學生正在上課中的學校，建設和翻新需要精心規劃，以確保出入和安全。施工計畫應包括校園內設備和材料的安全安排。

5.2 Design (Conceptual Design Development)

5.2 設計 (概念設計開發)

5.2.1 Schematic Design

Based on the approved playground site plan and any adjustments authorized by KAS in the program, the Consultant shall prepare *schematic drawings* and other documents to fix and describe the size and character of all new elements added to the existing KAS playground, including location, size, materials, colors and other elements as may be appropriate.

5.2.1 示意設計

基於經批准的遊樂場規劃和高雄美國學校在方案中授權的任何調整，顧問公司應準備示意圖和其他文件，以確定和描述添加到現有高雄美國學校遊樂場的所有新元素的大小和特徵，包括位置、尺寸、材料、顏色和其他適當的元素。

5.2.2 Supplementary Requirements

Materials, equipment and furnishings are to be selected using relevant Taiwan/International/ US Codes, according to the code that applies the most stringent regulations.

5.2.2 附加要求

應使用相關的台灣/國際/美國法規來選擇材料、設備和家具，並需適用最嚴格的法規。

5.3 Insurance

The selected firm must have Contractors' All Risks Insurance coverage, including errors and omissions, and professional liability insurance.

5.3 保險

選定的公司必須具有營造綜合險，含括任何過失和遺漏，以及專業責任保險。

6.0 Selection Criteria

The following will be considered in making the selection of the consulting firm:

6.0 選擇標準

選擇顧問公司時將考慮以下因素：

6.1 Qualifications and Experience (Package A)

- k. Experience in the planning, design and construction of school or public playground facilities, and experience building in operating public spaces, including the arrangement and management of issues associated with projects of this type.
- l. Experience in the role of a "Consultant" to a School.
- m. Experience in programming, planning and designing educational playground facilities.
- n. Knowledge of construction regulations, and basic codes and standards applicable in Taiwan.

- o. Ability, as based on evidence of prior work, to meet the budget and schedule constraints.
- p. Past performance, size and capability of firm, location, current and projected workload of the firm.
- q. References in support of the qualifications outlined above.
- r. Other factors at the discretion of the selection committee.

6.1 資格和經驗 (文件A)

- a. 規劃、設計和建造學校或公共遊樂場設施方面的經驗，以及在仍使用中公共空間的建造經驗，包括處理與此類項目相關的問題的安排和管理。
- b. 擔任學校“顧問”角色的經驗。
- c. 規劃和設計教育性遊樂場設施方面的經驗。
- d. 熟悉台灣適用的建築法規和基本規範。
- e. 基於以前工作的證據，具備滿足預算和進度管制的的能力。
- f. 公司的過去業績、規模和能力、地點、當前和預期的工作負載。
- g. 支持上述資格的參考資料。
- h. 委員會自行決定的其他因素。

6.2 Proposed Work Plan (Package A)

- a. Proposed staffing, including CVs for all key team members highlighting their qualifications in educational facilities planning and design.
- b. Timeline and details of activities proposed by the consultant.

6.2 提案工作計劃 (文件A)

- a. 提案的人員編制，包括所有關鍵團隊成員的簡歷，特別突顯他們在教育設施規劃和設計方面的資格。
- b. 顧問公司提議的時間表和工作細節。

6.3 Fee Proposal Structure (Package B)

- a. The fee proposal shall be a lump sum. The lump sum fee shall include all services required to perform the activities proposed by this consultant,
- b. No expenses or costs shall be billed unless specifically included in the RFP.
- c. The Professional and Technical personnel comprise the following: Project Managers, Project Designers, Structural and MEP engineer/consultant as needed.
- d. The fee proposal, rounded to the nearest \$1,000 shall be submitted as Package B in a separate sealed envelope.

6.3 經費提案結構 (文件B)

- a. 應以單總和費用方式提案，此總和費用應包括執行該顧問公司提議的所有服務。
- b. 在工程提案書中未明確提及之項目，不應列計任何費用或成本。
- c. 專業和技術人員包括以下人員：項目經理、項目設計師、結構和機電工程師/顧問（如有需要）。
- d. 經費提案應四捨五入至最接近的千元整數為單位，並與文件B一起送交，放入一個單獨的密封信封中。

Appendix A. List of Documents

A-1. [Playground layout with legends](#)

A-2 [Playground layout with suggestions and requirements](#)

附錄A. 文件清單

[A-1. 遊樂場佈局附圖說](#)

[A-2. 遊樂場佈局附簡易建議及需求](#)