



## **Request for Proposal**

### **SPORTS COMPLEX INFIELD RESURFACING**

**Project Number: 208538-610009**

**RFP Due Date:** April 4, 2019, 10:00 A.M., M.T.

**Submit Sealed Proposals to:** Louisville City Services  
Attn: Dean Johnson  
739 S. 104<sup>th</sup> Street  
Louisville, CO 80027

*Proposals received after the above specified due date and time or are not prepared and filed in accordance with the terms and conditions for this Request for Proposal will not be considered for evaluation or award of this RFP.*

## **I. GENERAL DESCRIPTION**

The City of Louisville, Parks and Recreation Department is seeking proposals for the resurfacing of four infields at the Louisville Sports Complex, located at 1200 Courtesy Road.

## **II. OVERVIEW**

The selected contractor will resurface four infields with a 2 inch cap of stabilized infield mix. This project will include laser grading the existing subgrade and repairing/regrading of infield lips to ensure proper drainage.

## **III. TIMELINE FOR IMPROVEMENTS**

Due to current scheduled activates, construction cannot occur until mid-July and must be completed by mid-August.

## **IV. PROPOSAL GUIDELINES**

1. Contractor should bid this project based on the following specifications:
  - Infield lips will be repaired and regraded to a uniform arc, including sod removal and replacement as need.
  - Existing infield will be tilled and laser graded before installation of new surfacing. Owner is expecting material onsite to balance.
  - A two inch cap of new red infield mix consisting of 73.9% sand, 14.3% clay, 11.7% silt, with stabilizer will be installed, rolled, and laser graded to ensure proper drainage to outfield.
  - All base anchors and home plates will be reinstalled to preexisting distances.
  - Any irrigation adjustments and or repairs due to contractor damage to be included.
  - Any damages to the areas outside of the project zone caused by entering and exiting the site will be the sole responsibility of the contractor to repair. Damages to be determined by City representative.
  - As part of this RFP, per unit pricing is requested and should be detailed in the proposal for installation with an estimated grand total.'

## **V. EVALUATION CRITERIA**

Proposals will be evaluated by the Parks and Recreation Department on the following main criteria. List may not be all inclusive. The Department may shortlist the companies for interviews.

1. Fee Proposal: Within the proposal, fees should be identified for each project phase and include an estimated grand total.
2. Experience with Similar Projects: Provide references (with contact names and telephone numbers) for projects completed within the last five years.
3. Summarize the experience and qualifications of any sub-consultants that may be included.
4. General Understanding of the Scope of Services.

## **VI. STANDARD TERMS AND CONDITIONS**

When preparing a proposal for submission in response to this RFP, contractors should be aware of the following terms and conditions which have been established by the City of Louisville:

1. This request for proposals is not an offer to contract. The provisions in this RFP and any purchasing policies or procedures of the City are solely for the fiscal responsibility of the City, and confer no rights, duties or entitlements to any party submitting quotes. The City of Louisville reserves the right to reject any and all proposals, to consider alternatives, to waive any informalities and irregularities, to abandon the project for this RFP at any time, and to re-solicit proposals.
2. Contractor acknowledges that any potential expenditure incurred by selected firm outside the current fiscal year is contingent upon appropriation, budgeting, and availability of specific funds for such proposed expenditure. The current fiscal year ends on December 31, 2019.
3. The City of Louisville reserves the right to conduct such investigations of and discussions with those who have submitted proposals or other entities as they deem necessary or appropriate to assist in the evaluation of any proposal or to secure maximum clarification and completeness of any proposal.
4. The successful proposer shall be required to sign a contract with the City in a form provided by and acceptable to the City and provide proof of insurance.
5. The City of Louisville assumes no responsibility for payment of any expenses incurred by any proponent as part of the RFP process.
6. All responses to this RFP become the property of the City upon receipt and regardless of selection or rejection, and will not be returned, except that the City

may return late responses submitted after the response deadline. Any trade secrets or confidential commercial or financial information submitted with any response is subject to potential disclosure, and submitting it constitutes proposer's waiver of any recourse against the City in respect to disclosure and proposer's agreement to indemnify the City for any costs, legal fees or expenses incurred in relation to any proceeding concerning disclosure of such information. Any trade secrets or confidential commercial or financial information submitted with a response shall be clearly segregated and marked; provided; however, that neither cost information nor the total RFP will be considered proprietary. The City will notify the vendor of any request for disclosure of information so segregated and marked that may be subject to nondisclosure, and it will be the responsibility of the vendor to object and to pursue any legal actions pursuant to Colorado law. A vendor shall notify the City within 24 hours of notification by City of request for disclosure of the vendor's objections to disclosure and the vendor's intent to pursue lawful protection under Colorado law.

2. The City of Louisville shall not reimburse any firm for costs incurred in the preparation and presentation of their proposal.
3. The City reserves the right to reject any and all proposals.

## **VII. Proposal Submittal Requirements**

Proposals must be received by **April 4, 2019, 10:00 A.M., M.T.** Proposals must be submitted in hard copy. Please submit three (3) hard copies. Proposals will not be accepted after the specified due date and time.

For questions pertaining to this RFP, please contact Dean Johnson, Parks Superintendent at [deanj@louisvilleco.gov](mailto:deanj@louisvilleco.gov). Questions must be received in writing not later than: March 26, 2019. An Addendum will be issued on March 28, 2019, if necessary, to include all questions and City responses and will be posted on the City website, <http://www.louisvilleco.gov/business/bidding-opportunities> under the heading, "Bidding Opportunities/Requests for Proposals".

It is the offeror's responsibility to ensure the addendum(s) issued is acknowledged with the proposal. Failure to acknowledge may result in a disqualification of respective submittal.

All proposals must be sealed and marked, "Sports Complex Infield Resurfacing RFP".

Proposals are to be submitted to:

Mail:           Louisville City Services  
                  Attn: Dean Johnson

739 S. 104<sup>th</sup> Street  
Louisville, CO 80027