



Coal Creek Canyon Park & Recreation District

Request for Proposal

To Furnish Materials and Labor for Installation of Artificial Turf Field with Opportunity to provide a quotation on one or more of the following components:

1. Supply and Installation of Artificial Turf
2. Supply and Delivery of Aggregate Material
3. Grading, Retaining Walls and Drainage
4. Fence Removal, Relocation and Installation

Proposals Due: March 1, 2012

Coal Creek Canyon Park & Recreation District
c/o Turf Project Administrator
11785 Nob Way, Golden, CO 80403

Email: mmmorrissgrimm@yahoo.com Phone: (303) 642-1622

1. Invitation

The Coal Creek Canyon Park & Recreation District (CCCPRD or “The District”) is seeking proposals from qualified contractors to provide material, labor and services to the District to upgrade an existing gravel soccer field to a 215’ x 117’ synthetic grass field. The project is being funded in part through a grant from Great Outdoors Colorado (GOCO) and is contingent upon in-kind donations from each vendor. The CCCPRD has thus far identified grants and donations totalling \$155,160 for this project and estimates an additional \$36,000 must be obtained from in-kind vendor donations to complete the project. The project will occur on land owned by and subject to an Intergovernmental Agreement with the Jefferson County School District (“The School District”).

This request for proposal consists of four categories, and contractors may provide a quotation on one or more of the four components, but each component bid on must be quoted separately.

The artificial turf shall be installed, cured and ready for use by August 1, 2012.

2. Background

The CCCPRD is located in unincorporated Coal Creek Canyon, Colorado, southwest of Boulder. The District is a Title 32 Colorado Special District which was created in May 2009.

The proposed project is at Coal Creek Canyon K-8 School, located at 11719 Ranch Elsie Rd. The school was built in 1962. The Jefferson County School District owns the land on which the synthetic turf will be placed, and all work on school property will be subject to Jefferson County

School District policies and the Intergovernmental Agreement between the CCCPRD and the School District. This includes bonding and worker background requirements. Copies of the IGA can be obtained from the Turf Project Administrator upon request. Access to the school (including restroom facilities, and water and electricity supplies) will not be available.

The school is accessible by tarred road and is less than 1 mile off of the main road (Hwy. 72) that runs through the District. The field site is located less than 150' from the school parking lot. The school is located at an altitude of approximately 8600' and snow can occur at any time of year, but is rare in the months June through August.

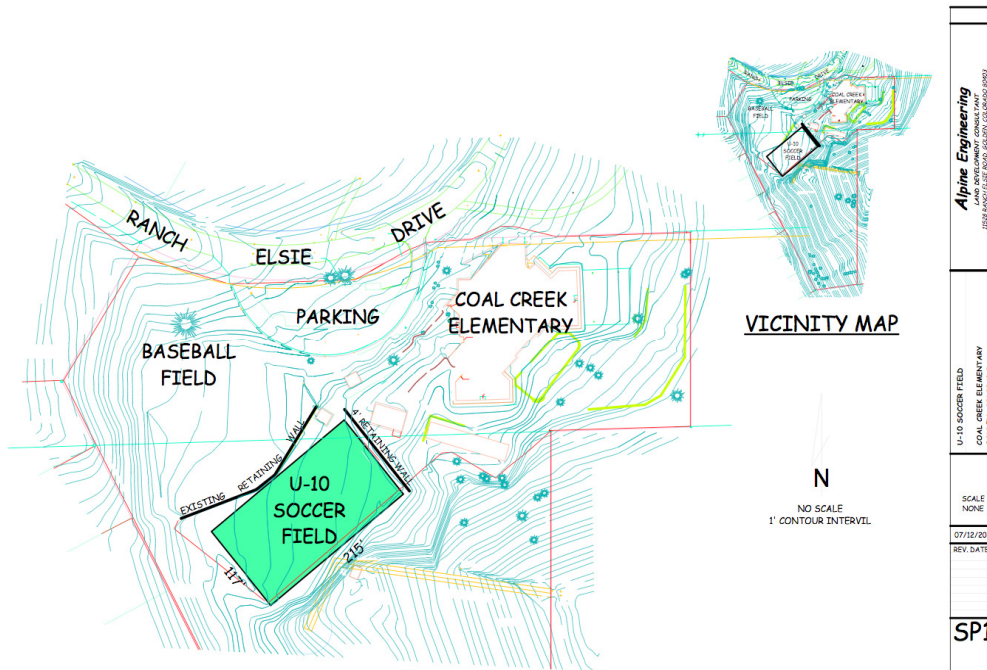


Fig. 1: Site map of the proposed project site, the campus of Coal Creek Canyon K-8 School. The blue lines are contour lines denoting the topography of the land. The multipurpose field (green rectangle, U-10 field) is situated adjacent to the baseball field, parking lot and school building. The red lines define property boundaries.

The existing soccer field is a gravel area partially enclosed by a fence with two permanent metal goal posts (see Fig. 2, p. 3). The field is not well-defined length-wise and limited in width (112') by a retaining wall and fence. The field is a rough dirt/gravel/rock surface and roughly leveled with road construction fill. The soccer field was constructed over 25 years ago with cemented-in goals posts that are 6-inch diameter and made of metal.

The field abuts a designated ecology site, and is above a pond that supplies water for household and farm animal use, so earthworks must include a strong plan for erosion control.

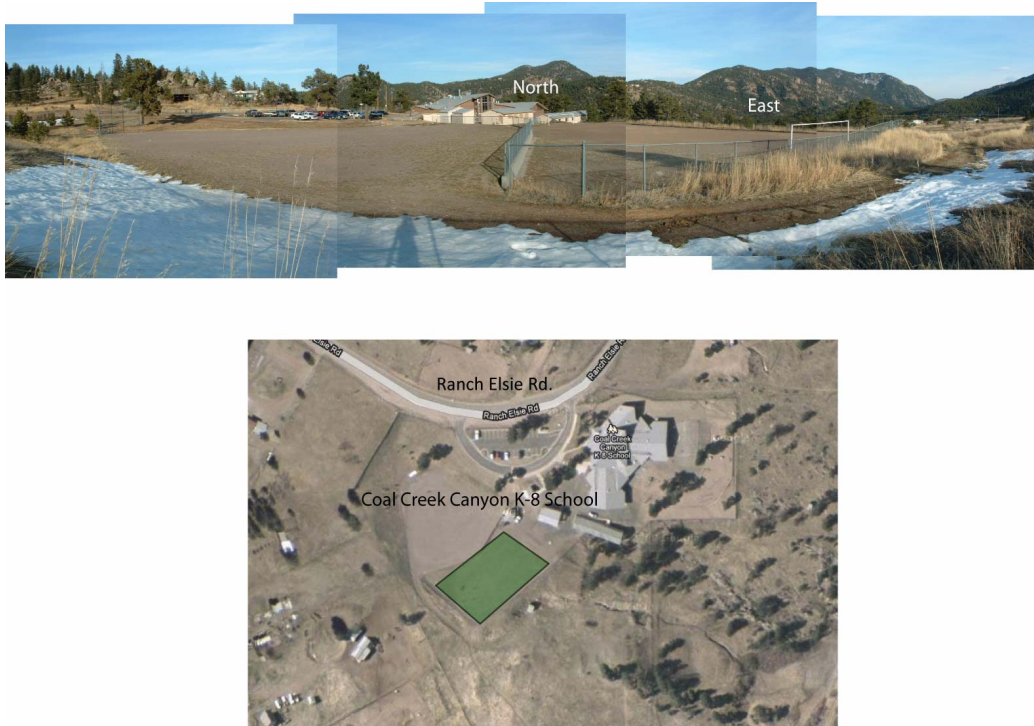


Fig. 2: Top photo shows the existing dirt/gravel/rock soccer field at the local school. The project proposes to improve the field by installing a synthetic grass surface. The bottom photo is an aerial view of the school property with a colored rectangle to show the field area. Note there is no grass field.

3. Project Description

The project involves upgrading the existing gravel soccer field to a 215' long and 117' wide synthetic grass field that will be used for community activities that include youth soccer practices and games, adult soccer in short-sided games and other athletic activities. The artificial turf shall be installed, cured and ready for use by August 1, 2012.

This request for proposal consists of four categories, and contractors may bid on one or more of the four components, but each component bid on must be quoted separately.

1. Supply and Installation of Artificial Turf cover for the field
2. Supply and Delivery of Aggregate Material
3. Grading, Retaining Walls and Drainage
4. Fence Removal, Relocation and Installation

4. Scope of Work

Component 1: Supply and Installation of Artificial Turf cover for the field

The **tasks** are to include, but are not limited to:

1. Furnish and install a synthetic grass cover that is 215' long and 117' wide.
2. Turf will include white lines that define field boundaries and mid-field.

3. Liaison and consultation with, and provision of specifications to, the earthwork contractor selected by CCCPRD, to ensure that the field surface is prepared adequately and in a timely manner for installation of the artificial turf.

Notes:

- Contractor will be responsible for providing any required infrastructure support (including but not limited to restroom facilities, water and electricity).
- Contractor is responsible for removal of all waste and unused material from the site upon completion of the project.

Other **deliverables** are to include:

1. Details on any proposed in-kind donation from the contractor to the turf field project. The CCCPRD project has budgeted an in-kind donation from the turf field installer of at least 20%
2. Details on the proposed artificial turf
3. Information of the manufacturer's warranty for the proposed artificial turf
4. Maintenance guidelines for the proposed turf surface
5. Information on any warranty provided by the field installer
6. Information on any maintenance supplies or equipment that will be provided with the field (e.g. additional rubber filler, turf off-cuts and glue for minor repairs, solvents for stain removal, Freon spray cans for gum removal etc.)
7. Quote for additional cost to install penalty box lines is requested.
8. Quote for additional cost to install mid-field circle and corner kick quadrant lines is requested.
9. Quote for additional cost to install two covered post holes (e.g. for volleyball net posts) is requested.

Component 2: Supply and Delivery of Aggregate Material

Supply and deliver the 3/8" asphalt fines material required for final drainage sub layer. We estimate that we will require 356 tons of material, but please quote:

1. Material: 3/8" Asphalt Fines per ton
2. Haul rate for trailer transport per ton
3. Haul rate for tandem transport (unloaded directly on the field) per ton

Other **deliverables** are to include:

1. Details on any proposed in-kind donation from the aggregate supplier to the turf field project. The CCCPRD project has budgeted an in-kind donation from the aggregate supplier of at least 20%.

Component 3: Grading, Retaining Walls and Drainage

Level, grade and extend the existing field to dimensions up to 235' x 127', installing retaining walls, runoff containers and field access for pedestrians and maintenance equipment. Laser grade crusher fines.

Contractors bidding on this component are strongly advised to set up a planning meeting with the Turf Project Administrator (email: mmmorrissgrimm@yahoo.com) to view the site and fully understand the scope of the project and the site layout before submitting bids.

The existing field has a 9 ft elevation difference along the length and is at a 1-2% grade along the width. The preferred drainage for the field will be from west to east along the width that has the appropriate grade. The elevation difference along the length of the field will be corrected to level the field by cutting/lowering half the field 4.5 ft and filling/raising the other half 4.5 ft.

The timing of the construction work must be coordinated with the contractor selected by the CCCPRD for turf field installation and is expected to be in May/June 2012.

The field abuts a designated ecology site, and is above a pond that supplies water for household and farm animal use, so earthworks must include a strong plan for erosion control.

The **tasks** are to include, but are not limited to:

1. Removal and disposal of two existing metal goal posts.
2. Removal and disposal of 24 fence posts.
3. Install temporary silt fence and hay bales during grading operations to prevent run off of loose soil.
4. Level and grade the field to a dimension up to 235' x 127' with a slope draining to the east side of the field. This can be accomplished by relocating existing material, providing additional fill and/or removing existing material.
5. Build retaining walls as necessary to contain the leveled field (estimated 3ft along north end of the field). Recommend retaining wall material and structure for best efficiency of cost.
6. Compact the field, which will require water to reduce the dust and assist in the compaction process.
7. Re-shape the drainage ditch around the field to direct run-off from the baseball field away from the new field.
8. Build or grade ramp access (6 ft wide with a slope no greater than 1:12) for maintenance equipment access to the west side of the north end of the field.
9. Install (but do not supply) a drainage sub layer of 3" crushed fines. Total material is estimated at 356 tons and will be hauled to the field on tandem trucks. Grade the crusher fines to approximately 1-2% grade from west to east as required for the field with final grading to laser quality.
10. Liaise with the artificial field installer selected by CCCPRD (Component 1) to ensure that field is prepared to the complete specifications required for installation of the artificial turf.
11. Liaise with the provider of crushed aggregate selected by CCCPRD (Component 2) to ensure that material is delivered at the correct time in the correct amounts.

Notes:

- Contractor will be responsible for providing any required infrastructure support (including but not limited to restroom facilities, water and electricity).
- Contractor is responsible for removal of all waste and unused material from the site upon completion of the project.

Other **deliverables** are to include:

1. Details on any proposed in-kind donation from the contractor to the turf field project. The CCCPRD project has budgeted an in-kind donation from the earthworks contractor of at least 20%.

2. A written erosion control plan that shall include anticipated erosion effects and how these are to be mitigated.

Component 4: Fence Removal, Relocation and Installation

The existing fence only encloses the field on three sides. The side closest to the school (north) is only partially fenced. The west and south side fences will remain as they are. The north side will require a new fence that will completely enclose the field (with 5 ft around the field perimeter for throw-ins and team space), to prohibit access of motorized vehicles yet allow easy access for walk-through visitors and maintenance equipment. To increase the width of the field, the east fence will be moved 5 feet to the edge of a hill. Fence material from the east side will be reused, but new fence posts will be required. The amount of new galvanized fence material will be 140 ft for the north side along with new fence posts and top rail, and 20 ft of new fence material for the east side along with new fence posts and top rail for the entire length of the east side. Demolition of the existing fence will be performed by community volunteers.

The timing of the fence work must be coordinated with the contractor selected by the CCCPRD for turf field installation to ensure completion before turf installation, and is expected to be in June 2012.

Please quote for

1. Install a new 6 ft tall galvanized steel fence along the north side (140 ft) with a 6 ft wide gap at the top of the ramp split by a removable locking bollard for controlled access for maintenance vehicles.
2. Supply 35 ft of new 6' tall galvanized steel fence (including top rail and fence posts); Supply fence posts for an additional 200 ft of fence along the east side; install fencing for the entire 235 ft re-using existing top rail and fabric from the existing 200ft fence

Notes:

- Contractor will be responsible for providing any required infrastructure support (including but not limited to restroom facilities, water and electricity).
- Contractor is responsible for removal of all waste and unused material from the site upon completion of the project.

Other **deliverables** are to include:

1. Details on any proposed in-kind donation from the fence supplier/installer to the turf field project. The CCCPRD project has budgeted an in-kind donation from the fence supplier/installer of at least 20%.

5. Progress Reporting

The contractors and the District's Project Manager shall communicate with each other as often as necessary, but in no case less than once per month until final acceptance of the project. The Project Manager shall schedule the meetings, as necessary, at key times during construction.

6. Items to be provided by the Coal Creek Canyon Park & Recreation District

1. A CCCPRD Project Manager. This volunteer will act as liaison between the contractor and the CCCPRD board of directors. The Project Manager will manage activities on behalf of the CCCPRD.

7. All consultant proposals should include the following background information:

1. A Letter of Submission which shall include the name address and telephone number of the person(s) who is authorized to legally represent the firm. Any confidential material contained in the proposal shall be clearly indicated and marked as "Confidential."
2. Background on the firm and its experience in the execution of similar projects. References for work of a similar nature are recommended.
3. Identification of subcontractors to be assigned to this project.
4. A proposed timeline implementation of the project.
5. A summary of state and county required insurance coverage the firm maintains.

8. Proposal Response

The proposal response submitted shall contain all information as requested herein, and any additional information necessary to summarize the overall benefit of the proposal to the CCCPRD. Proposing firms should submit both a digital (via email) and one hard copy of the proposal no later than 5 p.m. M.S.T. on March 1st, 2012.

Hard copy submittals should be directed to:
Turf Project Administrator
Coal Creek Canyon Park & Recreation District
11785 Nob Way, Golden, CO 80403

Email submittals should be directed to:
mmmorrissgrimm@yahoo.com

The submittal of a proposal shall be taken as prima facie evidence that the proposing individual/firm has full knowledge of the scope, nature, quality, and quantity of the project to be performed and the detailed requirements and conditions under which the project is to be performed.

This solicitation does not commit the Coal Creek Canyon Park & Recreation District to award a contract, to pay any cost incurred with the preparation of a proposal, or to procure or contract for services or supplies. The CCCPRD reserves the right to accept or reject any or all proposals received in response to this request, to negotiate with any qualified source, or cancel in whole or part this proposal process if it is in the best interest of the District to do so. Subsequent to contract negotiations, prospective consultants may be required to submit revisions to their proposals. All proposers should note that any contract pursuant to this solicitation is dependent upon the approval of the CCCPRD Board of Directors.

9. Preliminary Project Schedule

The tentative schedule is anticipated for selection, contract negotiations and contract award.

RFP issued	February 1, 2012
Proposals Due	March 1, 2012
Evaluation of Proposals	March 2 - 16, 2012
Contract Awards	March 19, 2012

The entire project is scheduled to be completed by August 1, 2012.

10. General Requirements of the Selected Proposing Firm

1. Enter into a contract with the District. (These documents and proposal submittals become part of the contract)
2. Maintain state and county required insurance coverage for the duration of the contract period
3. Prohibited from assigning or subcontracting the whole or any part of the contract without the prior written consent of the District
4. Provide affidavit meeting state and county requirements regarding hiring of legal residents.
5. Shall not hire, discharge, promote, demote or otherwise discriminate in matters of compensation, terms, conditions or privileges of employment against any person otherwise qualified solely because of race, creed, sex, national origin, ancestry, physical or mental disability, color or age
6. Contractor shall be in compliance with the applicable provisions of the Americans with Disabilities Act of 1990 as enacted and from time to time amended and any other applicable federal, state, or local laws and regulations. A signed, written certificate stating compliance with the Americans with Disabilities Act may be requested at any time during the life of this Agreement or any renewal thereof
7. Operate as an independent contractor and will not be considered employee(s) of the CCCPRD
8. The contract must include a Firm-Fixed Price model for compensation as the GOCO award cannot be increased and the CCCPRD cannot ensure additional funds will be available for cost overages.
9. Successful contractors will be paid upon receipt of grant disbursements from GOCO.

11. Evaluation Criteria

Selection of the successful contractor with whom negotiations shall commence will be made through an evaluation process based on the following criteria:

<u>Percent</u>	<u>Component</u>
25	Project Proposal
15	Past Project Experience and Client References
50	Cost Estimate and in-kind donation
10	Project Schedule