

REQUEST FOR PROPOSAL (RFP)

Baseball and Softball Field Renovation

The Town of East Granby is soliciting proposals from qualified landscaping companies (“Companies”) to repair and renovate the East Granby High School’s Baseball and Softball athletic fields. Companies are invited to submit formal proposals that detail the scope of work and budget.

The request for proposal (RFP) is available at: [WEBSITE](#)

All questions must be submitted by noon on [Friday, February 17, 2023](#) in order to receive consideration. A response to all relevant questions will be provided prior to noon on [Friday, February 24, 2023](#) via addendum that will be posted on the Town of East Granby website at: [WEBSITE](#)

Interested and qualified consultants are to send their proposal electronically to Raymond Engle at rengle@eastgranby.k12.ct.us with the subject line reading “Town of East Granby Baseball & Softball Field Renovation RFP.” Only electronic copies will be accepted. Hard copies will not be considered. Submissions must be received no later than noon on [Tuesday, February 28, 2023](#). No responses to this RFP will be accepted after the date and time specified.

After reviewing the RFP submittals and interviewing selected respondents, the Town of East Granby Board of Selectman will identify its preferred candidate and enter negotiations relating to a final contract agreement. The Town of East Granby reserves the right to accept or reject, without prejudice, any or all submissions or to waive any irregularities therein, or to accept the submission deemed to be in the best interest of the Town of East Granby.

Questions regarding this RFP should be directed to the East Granby Public Schools Business Manager, Raymond Engle, at rengle@eastgranby.k12.ct.us.

Purpose

The Town of East Granby is soliciting proposals from qualified consultants to repair and renovate its high school baseball and softball fields. The deliverable should identify the repairs needed to make the fields playable in 2023 and the potential costs associated with the improvements and the follow-on maintenance program.

The athletic fields are located at 95 South Main Street, East Granby, Connecticut. The Town of East Granby will not be liable for costs incurred in the preparation of the response to this RFP or in connection with any presentations relating thereto.

Background

The East Granby High School is located in north central Connecticut and maintains one ninety-foot varsity baseball field and one sixty-foot varsity softball field. A third field (also a sixty-foot softball diamond) is not the subject of this RFP.

Qualifications

Respondents to the RFP shall submit the following as part of their statement of qualifications:

- A. Cover Letter: Letter of introduction providing a narrative describing the nature size, background, and qualifications of the firm, the names and background of all personnel who will be working on the contract from all firms, including subcontractors. Identification of lead professionals and key personnel in each field of expertise.
- B. Resumes: Resumes of the principals and staff, lead professionals and key personnel in each field of expertise including any sub consultants. Include resumes of all personnel who will be working directly on the meetings, inventories, plans, reports, site inspections, preservation recommendations and other work or directly overseeing any of such work.
- C. References: A minimum of three (3) firm or individual references including name, title, agency, address, phone, and email.
- D. Firm Interests: Names and addresses of all partners, if a partnership: of all officers, directors, and all persons with an ownership interest in more than five per cent in the proposer if not a partnership.
- E. Professional Registrations: Indicate any professional registrations (i.e., FCLD, FCLF, NALP, etc.) for all participants and applicable staff accordingly.
- F. Municipal Experience: A narrative indicating that your firm has relevant and similar experience with providing parks and recreation planning services similar to those requested in this RFP. Summarize at least three (3) planning projects of similar scope for which at least one team member was primarily responsible within the last five (5) years. This experience should include knowledge of and success in planning park and recreation facilities. A discussion of the challenges faced, and solutions developed are highly recommended. Proposer shall explain the teams experience in conducting public meetings and the method proposed for soliciting public input. The proposer may include any additional literature and product brochures.

Scope of Work

The Town is seeking the following services:

1. Baseball Field Renovation
 - a) Strip sod from entire infield (5 feet around each baseline, and 5 feet around the perimeter arc of field). Dump and dispose of approximately 13,000 square feet of green waste.
 - b) Remove all infield lips and provide and install approximately 60 yards of topsoil to areas where there are low spots and depressions to correct the grade.
 - c) Provide and install and Laser Grade 80 Tons of Premium Dura Edge infield clay to support positive drainage runoff of field at .5-1% slope pitched towards outfield.
 - d) Install 13,000 sq feet of new Kentucky bluegrass sod.
 - e) Rebuild of pitcher's mound- price includes demolition of existing mound, bringing in new mound packing clay, turface clay bricks, and topped with conditioner.
 - f) Re- Set and install new bases, home plate, and pitcher's rubber, including new concrete base anchors.
 - g) Install approximately 25 tons of stone dust in batting cage, compact and level.
 - h) Purchase and install 90 by 90 SOD blanket to cover entire infield sod, to support growth of new sod in March and have field playable by April 10th.
2. Softball Field Renovation
 - a) Sod Cut out Perimeter of field approximately 5 feet, along baselines and entire field.
 - b) Install topsoil along field and grade and install new sod to create a new edge. 5 feet around entire field
 - c) Scarify and weed the entire field.
 - d) Purchase and install 50 Tons of Dura edge infield clay. Laser grade field with .5-1% slope pitching towards outfield.
3. Maintenance Plan
 - a) Provide recommendations and cost estimates for any additional equipment needed to maintain fields (e.g., tarpaulins).
 - b) Provide plan and cost estimates for regular maintenance of renovated fields.

Submission & Deadline

The Town of East Granby is soliciting proposals from qualified landscaping services to repair and renovate its high school baseball and softball athletic fields. Companies are invited to submit formal proposals that detail the scope of work and budget.

Responses to this Request for Proposal must be received by noon on February 24, 2023. Complete electronic proposals clearly marked "Town of East Granby Baseball & Softball Field Renovation" shall be

sent to Raymond Engle at rengle@eastgranby.k12.ct.us. Only electronic copies will be accepted. Hard copies will not be considered. No response to this RFP will be accepted after the date and time specified.

Questions regarding this RFP should be directed to East Granby Public Schools Business Manager, Raymond Engle, at rengle@eastgranby.k12.ct.us. In order to receive consideration, all questions must be submitted by noon on **Friday, February 17, 2023**. A response to all relevant questions will be provided prior to noon on **Friday, February 24, 2023** via addendum that will be posted on the Board of Education website at: <https://www.eastgranby.k12.ct.us/contact/boe-office/>

Proposals shall indicate specific tasks and members of the Company's team. Weight for the selection for the award of the project will be given, among other considerations, to the appropriateness of the personnel to the task, similar experience, and proposed tasks which are unique to the project's needs. Each task's time for completion shall be identified, along with any additional optional tasks which the Company considers advantageous to the final Scope of Work. An itemized fee shall be provided for each task in the Scope of Work, along with fees for any optional tasks.

Selection Criteria, Evaluation and Award

The Town of East Granby will evaluate submissions based on factors such as background and experience in providing similar services; the specific background, education, qualifications, and relevant experience of key personnel to be assigned to the project; references; technical understanding of the scope of services to be provided; proposed schedule for project completion; proposed fees; and other relevant criteria. The Town reserves the right to award the work to a respondent other than that with the lowest cost if it is in the best interests of the Town. The Town reserves the right to reject any or all submissions or parts thereof for any reason, and to waive any informalities or minor inconsistencies with this RFP. The Town will award the contract to the respondent it determines best qualified to perform the required services.

Timeline

The anticipated RFP schedule is as follows:

Process	Date
RFP Issued	February 10, 2023
Questions Due	February 17, 2023
Response to Questions Posted	February 24, 2023
Statement of Qualifications Due	February 28, 2023
Select Respondent	March 7, 2023
Commencement of Services	March 21, 2023
Completion of Project	April 10, 2023

The Town reserves the right to modify this timeline following receipt of RFP responses.

Insurance and Indemnification

The selected Consultant will be required to furnish certificates of insurance, including general liability, umbrella liability, automobile, and workers compensation with the following minimum limits: General Liability: \$1,000,000 Umbrella Liability: \$5,000,000 Auto Liability: \$1,000,000 Professional Liability:

\$1,000,000 Worker's Compensation: Statutory Employer's Liability: \$1,000,000 Contractor coverage shall be primary and non-contributory.

The Town of East Granby shall be named as additional insureds on the general liability, umbrella liability and automobile liability policies. Each policy shall include a waiver of subrogation in favor of the Town of East Granby. All policies shall be kept in force throughout the duration of the project, with an extended reporting period of 36 months after the agreement terminates. To the fullest extent permitted by law, the consultant shall indemnify, defend and hold harmless the Town of East Granby, and their agents and employees from and against all claims, damages, losses and expenses, including reasonable attorney's fees to the extent caused by the negligent acts, errors or omissions of the consultant, or those for whom the consultant is legally responsible in the performance of the work.