

Town of Scarborough, Maine

Request for Proposal

Artificial Turf and Track Surface Improvements

Department of Community Services

RFP # 082020

Notice and Specifications

The Town of Scarborough, through its Community Services Department (Town) will be accepting proposals for the selection of an Artificial Grass Field and Track Resurfacing Supplier for the Kippy Mitchell Sports Complex with an anticipated project start date around June 15, 2020.

Sealed proposals will be received at Town Hall, Purchasing Office Room 305, 259 U.S. Route One, Scarborough, Maine 04074, until **10:00 a.m. on Wednesday, August 21, 2019** at which time they will be publicly opened in the Town Manager's Conference Room. It is the sole responsibility of the proposer to ensure that their proposal is physically deposited at the Purchasing Office prior to the date and time specified. Late, unsigned proposals or proposals submitted electronically shall not be accepted. All proposals shall be held open to acceptance for ninety days from opening.

Copies of the above documents will be available at the Purchasing Office, Room 305, Town Hall, 259 U.S. Route One, Scarborough, ME 04074. Each prospective bidder will be required to obtain from the Town each copy of the proposal form and each set of plans; e-mail kmorrision@scarboroughmaine.org.

Proposals are to be submitted in a sealed envelope plainly marked with the Request for Proposal's title and number. Six (6) complete copies/sets of the proposal shall be submitted. An original copy, so marked, shall be signed with the firm's name and bear its corporate seal and the handwritten signature of an officer or employee having authority to bind the company to a contract by his or her signature.

PRE-PROPOSAL MEETING

There will be a **mandatory** pre-proposal meeting to review the Town's request and to examine the site **at 10:00 am, Thursday, August 8, 2019**, at the Mitchell Sports Complex, located at 11 Municipal Drive. Town representatives will conduct a tour of the site and will be available to answer questions at this time. The Town of Scarborough disclaims any and all responsibility for injury to proposers, their agents, or to others while examining the athletic facilities or at any other time. Only firms represented at this meeting will be allowed to submit a proposal for this contract

QUESTIONS

Questions regarding this RFP must be submitted in writing to the Purchasing Office no later than five working days prior to the scheduled opening date. They may be emailed to the Purchasing Specialist, Kim Morrison, kmorrison@scarboroughmaine.org. Any changes to this RFP will be made by the Purchasing Office only, and will be posted to the Town's website, <http://www.scarboroughmaine.org/departments/finance/purchasing>. The Town shall not be responsible for any oral interpretation given by Town employees, other than in the Purchasing Office, concerning this procurement until a selection has been made.

INSURANCE and INDEMNIFICATION

The successful proposer(s) shall agree to defend, indemnify and hold the Town harmless from all losses, damages, and costs which arise as a result of the performance of this contract, to the extent it is caused by the Contractor, its subcontractor or anyone for whose act it may be liable. The obligation of indemnification shall not be limited by the availability of insurance. The firm shall be responsible for any and all injury or damage as a result of any services rendered under the terms and conditions of the contract. The firm also agrees to hold the Town harmless for any negligent act or omission committed by any subcontractor or other person employed by, or under the supervision of, the firm under the terms of the contract. The Town disclaims any and all responsibility for injury to consultants, their agents or to others while examining the job site or at any other time. The selected consultant will reimburse the Town and hold it harmless from the cost of any losses for which the consultant is responsible.

The successful proposer, before signing the contract, shall produce evidence satisfactory to the Town and they have secured Commercial General Liability and Automobile Liability insurance coverage in the amount of not less than \$1,000,000, combined single limit for bodily or personal injury, death and property damage, protecting the proposer and naming the Town as an additional insured from such claims, and also has secured Worker's Compensation Insurance.

BACKGROUND INFORMATION

The Town of Scarborough installed the artificial surface at the complex in 2006. Due to the turfs' age the Town is interested in replacing the synthetic/artificial turf and track surface for this facility. The Town has determined that along with the effort to resurface the field, that it will be equally efficient to replace the 6 lane outdoor track and amenities concurrently with the field resurfacing. The new synthetic surface system for the multi-purpose athletic field and new track surfaces will need to provide optimal playability for safe competitive high school and college athletic sports, such that it may withstand a high frequency of use and endurance and maintain a high standard of appearance for tournament events.

Field uses include high school football, soccer, lacrosse for female and male players, and field hockey, as well as numerous recreation programs. In addition the Town will explore the potential for the facilities to act as a venue for other public events such as but not limited to concerts or other artist/performance events. Consideration will be expected that turf systems selected will be able to maintain performance standards even after such events which may temporarily require the field to be covered by protective barriers or mats.

It is the Town's objective to have the field and track surfaces replaced, complete and operational no later than August 1, 2020 to be available for the first eligible day of fall athletics.

This RFP sets forth the minimum requirements for the Synthetic Turf and Track surface improvements. In order to accommodate various potential artificial synthetic turf or track surface systems, this RFP requires each bidder to submit surface layout plans, detailed materials specifications, installation description, warranties, service information, expected maintenance and life cycle costs, costs to remove and recycle existing surfaces, components which can be reused/recycled, list of references of fields or tracks with same surface as being

proposed, and other information that will assist the Town in evaluating a best value for a field and track surface system.

As indicated in the selection criteria, the Town will be making a selection based upon several factors and not price alone. However, price will be given the greatest weight (%) in the decision making process. During the Town's evaluation of the field turf and track surfacing submittals, the Town may ask the individual proposers for additional information of clarification of submittal items and may hold interviews if deemed necessary.

SCOPE OF SERVICES

The Town of Scarborough is seeking proposals for the removal of existing athletic artificial field, track surface/base material, long jump pits, netting, furnishing and installation of a new athletic artificial field, track surfacing/base material at the Kippy Mitchell Sports Complex located at 11 Municipal Drive. The field turf and track replacement surface project is to include fees for, site work and all materials and labor required to furnish and install a new replacement athletic field and track surface per the attached concept plan and specifications. As part of this proposal, Proposers will be required to provide information specific as described in this RFP. This information will be used to compare the difference between the varieties of surfacing systems that are available. The scope of services shall include all necessary site work for the proper removal of the existing field turf and track surfaces and the installation of the new artificial field turf, track surfaces and curbing. The bidder will also be required to provide all layout design and installation work necessary for a complete multipurpose field to include line types for various sports as outlined in this RFP. The track surface will require a layout to match the existing lanes and track and field layouts as provided by the attached layout plans. The bidder shall be solely responsible for completing all necessary improvements for a complete surface system ready for play.

Summary of Minimum Project Requirements

Turf Field Requirements:

- Expected field use will include high school soccer, football, lacrosse and field hockey. The selection of the proposed turfs fiber shall meet FIFA requirements, as well as provide for superior athlete traction. In addition the fiber height and turf system shall reduce fly-out or splash of infill material.
- The turf shall be a durable monofilament, polypropylene or polymer material which shall be attached by tufted or woven weave or bunching. Fibers of mixed shapes or enhanced turf binding are preferred for natural appearance and feel.
- The contractor shall remove all existing infill from the facility, and provide new infill material to provide suitable density to assure safe footing and traction. A third party G-max test shall be conducted on the field prior to final inspection and shall fall within an allowable range between 120- 150.
- Line types for sports should be sewn in. The following lines must be provided: See attached Diagram
- Football -5 yard lines except 45 yd. lines, end lines and sidelines ---- all white (alternate pricing shall be provided for hash marks. Coaches' box lines shall not be installed.
- Soccer end lines, sidelines, goal box-----all yellow. (dimensions to match existing)
- Men's Lacrosse goal crease shall have an orange dot installed to locate the center of the crease.
- Women's lacrosse goal crease shall have a black dot installed to locate the center of the crease.
- Women's Field hockey lines - all black

- Other lines: Common mid field line in white.
- Alternate pricing to be included for artistic logos, lettering (center field or end zones)
- Final layout selection shall be determined by the Town, and all selections of colors, artwork, logos, etc shall be reviewed by plan, provide color samples, and approved by the Town before any installation.
- The contractor shall remove existing turf, and retain existing drainage. The contractor shall be responsible for damaged anchoring curb or drains occurring from removal activities. Prior to removal the Town shall assess the sections which are previously damaged, and will provide an allowance for those agreed sections to be replaced or repaired. The contractor will provide a unit cost for replacement or repaired sections on a LF basis.
- New turf shall be anchored to the existing edging(if possible) such that the transition from field to curbing is seamless. No protrusions, raised turf or elevated humps will be tolerated which are considered a tripping or safety hazard. The Town inspector or engineer shall have final determination when question of safety is questioned.
- New turf shall perform to eliminate standing water on field during normal precipitation events. The new field surface will be expected to perform with a minimal infiltration rate of 12 inches/hour. The installation subcontractor shall verify the condition of the existing base material’s drainage characteristics, cleanliness, and general condition prior to installation of new turf. Drainage plans of the existing field will be provided. It shall be the contractors’ responsibility to assure that drainage performance is met with the turf system and the existing drainage system in place. Any improvements necessary shall be included with the contractor’s base price.
- The contractor shall provide manufacturer testing results of the selected turf for the following categories and ASTM or other standards:

| | |
|------------------------------|-----------------|
| Yarn Density | ASTM D 1907 |
| Yarn Breaking Strength | ASTM D 2256 |
| Pile Height, weight | ASTM D 5848 |
| Primary Backing Weight | ASTM D 5848 |
| Coating weight | ASTM D 5848 |
| Stitches per inch | ASTM D 5848 |
| Turf Bind | ASTM D 1335 |
| Grab Tear Strength and width | ASTM D 5034 |
| Impact Attenuation (G-max) | ASTM F 355 |
| Permeability with infill | ASTM DIN 18-035 |
| Flame Resistance | ASTM F 1551 |

Track Surface Requirements:

- The contractor shall supply and install an outdoor track system for replacement of the existing track and field areas, with material system that meets IAAF standards over an existing pavement base (if base is usable). Preferred systems include Plexipave, Beynon or other equal product. All products must be IAAF approved and must be able to pass IAAF in situ testing requirements for Class 1 certification.
- The accurate surveying and layout of the specified work program, including the painting of lines and event markings on a synthetic running track surface and adjacent areas shall match those that exist or as proposed and provided in layout plans. All lines shall meet requirements of the IAAF.

- The contractor shall utilize the existing infield drain which abuts the artificial turf field. The contractor or installation subcontractor shall visit the site and examine existing conditions, sub-pavement and drainage infrastructure and document that which is in need of replacement prior to construction. All infrastructures damaged during construction as a result of poor workmanship or failure to protect will be replaced at the contractor's expense.
- During the track installation, the contractor or certified installer shall protect the synthetic turf field on the track oval infield from contamination and damages from processes of work.
- The site shall be completed to include a full site clean-up, to include cleaning or sweeping of surfaces from all residues, sediment, and removal of all excess materials, or products.
- All track materials shall include warranties for various products. The Town will request maximum warranties, but will consider all products and grades of material with the representative industry standard warranties.
- Final layout selection shall be determined by the Town, and all selections of colors, artwork, logos, etc shall be reviewed by plan, provide color samples, and approved by the Town before any installation

General Product requirements:

- All construction documents to be stamped by the applicable professional (i.e., engineer) registered in the State of Maine.
- All products are stored at the facility are at the contractors risk. All products shall be stored and kept clean, undisturbed such that the product cannot be harmed, vandalized, such that it compromises its use on the new field. Conditions such as tears, rips, cutting, abrasions, chemical burn, or other activity which deforms the products as a result of delivery or storage will require inspection and approval by the Town inspector or engineer. Failed products will be the responsibility and at the contractors expense to replace. Turf rolls shall be no less than 15 foot widths.
- The Contractor shall be responsible for all site construction improvements required for all areas in an immediate proximity of the field and track improvement areas. This shall include, but not limited to, excavation, trenching, backfilling, subgrade/subbase preparation, dewatering, compaction, gradations, conduit installation, material testing, rough and finish grading, restoration of all disturbed areas, loam, seeding and mulching. Contractor is responsible for providing all equipment and materials for project work. The contractor shall be responsible for maintaining clean working conditions, and shall sweep or clean access ways to the field such that there is no tracking, sedimentation, or dust impacts as a result of construction activity.
- The existing field shall be protected during the installation of the new turf or track system. Any damage to the field and/or the facility due to the execution of this project shall be repaired or replaced (determined by the Town) at the Proposer's expense.
- Any administrative or support work should be considered the responsibility of the proposer. Administrative services in support of any project undertaken, may include, but not be limited to: community relations, attendance at meetings to include weekly site meetings, word processing services and administrative support, field data acquisition, preparation of drawings, specifications, reports, recommendations, submission of samples, and shop drawings, and other documents.
- All work shall conform to the requirements of local, state or federal laws, as well as any other governing requirements, whether or not specified in this RFP and attached plans and specifications. The Contractor is

responsible for securing all required permits in a timely manner that are applicable to the scope of work outlined here and attached plans and specifications.

- Complete installation of the turf and track system (must be fully operational) no later than August 1, 2020.
- All other work specified, implied and required in the RFP and contract drawings.

PROPOSAL SUBMITTAL REQUIREMENTS

1. **Letter of transmittal:** This letter shall summarize in a brief and concise manner, the proposing company's understanding of the scope of the project and make a positive commitment to perform the work in a timely manner and ability to meet Town deadlines for final completion. The letter must name all persons authorized to make representations for the company, including titles, addresses and telephone numbers of persons.
2. **Qualifications and experience** of the firm/individual(s) that will provide the services. Provide a summary of the company's experience in athletic field surface and track design and installation; the manufacturing, supply, and installation of, as well as including the firm's history and references (attach letters of recommendation). Include a **complete listing** (with owner point of contact information) of all athletic field and track installations completed in the past 60 months. Additionally, submit detailed information regarding at least five (5) projects similar in nature (i.e., climate, uses, etc.) completed in the past 60 months in the northeastern United States. Installers must provide reference lists for all projects listed with contact information. Fiber/fiber supplier used must a recent successful history of 100+ installations.
3. **Provide sufficient specifications, construction detailing, scaled drawings** (i.e., cross section/elevation drawings) that explain and/or illustrate the proposed Athletic Field or Track Systems proposed cross sectional view. Drawings to include materials, thickness, elevations, infiltration rates, which indicate all pertinent information (i.e., dimensions, drainage capabilities, connections/ fastenings, adhesives, hardware, etc.). Specifications shall be suitable for construction and for the Town to evaluate the proposal.
4. **Additional information** to include an itemized list of the type of services and equipment you intend to provide, and any innovative ideas or approaches. Pictures, layouts and other appropriate information necessary to convey the nuances of your proposal may accompany the proposal.
5. **Provide a timeline outlining the lead-time for ordering, delivery and installation.** Time is of the essence on this project, and the vendor must be committed to adhering to the timelines reflected within the proposal. It should be assumed that the installation date provided is not flexible.
6. **Provide a total cost for the project.** Provide a separate itemized cost breakdown covering the entire scope of the project (poles, footings, electrical improvements; site work, conduit, installation, 1 life cycle costs, replacement costs, etc.), including all services, labor, materials, equipment, delivery costs and other components of the system.
7. **Provide performance guarantee** including a written commitment to undertake all corrections required to meet the performance requirements noted in these specifications at no expense to the owner. The Town desires a guarantee covering an 8-year period from the date of installation for Synthetic turf and 5 years for track surfaces.
8. **Manufacturer shall provide** written definition and composition of materials and indicate percentages of recyclable materials which are being used. They will also provide examples of materials or products requiring MSDS sheets for hazardous content.

9. **Provide recommended maintenance procedures** to extend the life of field or track such that warranties will not be terminated. The manufacturers shall provide recommendations for all annual maintenance to protect the field and adhere to warranty conditions. Maintenance plans shall indicate routine periods, machinery/equipment used, and products required for the specific surface application. Also included will be cleaning recommendations for materials spilled on surfaces, along with cleaning processes recommended for incidental contents spilled, or entered over playing surfaces.

10. **Complete and submit all required proposal pages.**

SELECTION

The selection committee will evaluate written proposals based on the following selection criteria.

- Cost of Project Services** **40%**
- Material price
 - Removal of existing materials cost
 - Installation Costs
 - Proposed pricing methodologies

- Product Quality and Durability** **30%**
- Quality of materials, manufacturing quality control
 - Durability, weather and chemical-resistance
 - Maintenance requirements
 - Recyclability of new product
 - Extent and length of warranty
 - Drainage capabilities
 - Suitability and aesthetics for a multi-purpose athletic field/track
 - Performance and injury occurrences/playability factors
 - Order lead times/ deliverables
 - Ability to meet Town RFP objectives

- Qualifications and Experience** **30%**
- Comparable projects (quantity, quality, size, complexity, use)
 - Vendor/Installer experience (locations, successful techniques, personnel history)
 - Responsiveness
 - References
 - Managerial techniques
 - Coordination and Site Management

Interviews and/or site visits may be held with selected companies that best meet the above criteria. Re-evaluation will be done following the interviews and/or site visits.

EQUAL EMPLOYMENT OPPORTUNITIES

Vendor shall comply fully with the Nondiscrimination and Equal Opportunity Provisions of the Workforce Investment Act of 1998, as amended (WIA, 29 CFR part 37); the Nontraditional Employment for Women Act of 1991; title VI of the Civil Rights Act of 1964, as amended; section 504 of the Rehabilitation Act of 1973, as amended; the Age Discrimination Act of 1975, as amended; title IX of the Education Amendments of 1972, as amended; and with all applicable requirements imposed by or pursuant to regulations implementing those laws,

including but not limited to 29 CFR part 37 and all other applicable laws, including the Maine Human Rights Act, ordinances and regulations regarding equal opportunity and equal treatment.

All materials and equipment used as well as all methods of installation shall comply at a minimum with any and all Federal, OSHA, State and/or local codes, including applicable municipal ordinances and regulations.

RESERVATION OF RIGHTS

The Town of Scarborough reserves the right to evaluate the submitted proposals, waive any irregularities therein, select the candidate(s) with whom to interview and/or negotiate a contract and to reject any or all proposals that it seems in its best interest so to do.

This R.F.P. does not commit the Town to award a contract or to pay any costs incurred in the preparation of a response, including costs incurred by the vendor in preparing for or conducting any site visitations.

Pursuant to Scarborough Town Code, the Town reserves the right to cancel any contract immediately for cause, or for convenience on thirty days prior written notice to the contracted firm. The Town also reserves the right to include in the contract for services other terms and conditions not specifically set forth herein, including but not limited to terms and conditions required by non-Town funding sources.

The Town reserves the right to waive informalities in proposals, to accept any proposal and to reject any or all It is the custom of the Town of Scarborough, Maine to pay its bills 30 days following equipment delivery and acceptance, and following the receipt of correct invoices for all items covered by the purchase order. In submitting bids under these specifications, bidders should take into account all discounts; both trade and time allowed in accordance with this payment policy and quote a net price. The Town is exempt from the State's sales and use tax as well as all Federal excise taxes.

Pursuant to Town procurement policy and ordinance, the Town is unable to contract with businesses or individuals who are delinquent in their financial obligations to the Town. These obligations may include but are not limited to personal property taxes and sewer user fees. Bidders who are delinquent in their financial obligations to the Town must do one of the following: bring the obligation current, negotiate a payment plan with the Town's Revenue office, or agree to an offset which shall be established by the contract which shall be issued to the successful bidder.

The Town reserves the right to waive informalities in proposals, to accept any proposal and to reject any or all proposals should it be deemed in the best interest of the Town. The Town reserves the right to substantiate bidders' qualifications, capability to perform, availability, past performance record and to verify that proposing organizations are current in their obligations to the Town.

July 24, 2019

Larissa Crockett
Assistant Town Manager & Purchasing Agent

PROPOSAL PAGE

***THIS PAGE MUST BE INCLUDED ***

The UNDERSIGNED hereby declares that he, she or they are the only person(s), firm or corporation interested in this proposal as principal; that it is made without any connection with any other person(s), firm or corporation submitting a bid for the same.

The UNDERSIGNED hereby declared that they have read and understand all conditions as outlined herein, and that the proposal is made in accordance with the same.

The UNDERSIGNED hereby declared that any person(s) employed by the Town of Scarborough, Maine, who has direct or indirect personal or financial interest in this proposal, or in any profits that may be derived therefrom, has been identified and the interest disclosed by separate attachment. (Please include in your disclosure any interest which you know of. An example of a direct interest would be a Town employee who would be paid to perform services under this proposal. An example of an indirect interest would be a Town employee who is related to any officers, employees, principals or shareholders of your firm or you. If in doubt of status or interest, please disclose to the extent known).

The UNDERSIGNED acknowledges the receipt of Addenda numbered _____
(if applicable)

COMPANY NAME: _____

AUTHORIZED SIGNATURE: _____ DATE: _____

PRINT NAME AND TITLE: _____

ADDRESS: _____

DAYTIME PHONE NUMBER: _____

TYPE OF ORGANIZATION – INDIVIDUAL, PARTNERSHIP, OTHER, CORPORATION

STATE OF INCORPORATION, IF APPLICABLE: _____

FEDERAL TAX ID/SOCIAL SECURITY NUMBER: _____

NOTE: Proposals must bear the handwritten signature of a duly authorized member or employee of the organization submitting a proposal.

ATTACH THIS SHEET TO THE ORIGINAL COPY OF YOUR PROPOSAL

ITEM LIST A

ITEM 1. PROVIDE AND INSTALL TWO DUAL LONG JUMP PITS OR FOUR SINGLE PITFORM STYLE PITS WITH ASSOCIATED MARKINGS AND COVERS

\$ _____

ITEM 2. REMOVE EXISTING AND PROVIDE AND INSTALLATION OF DISCUS CAGE WITH RING

\$ _____

ITEM 3. REMOVE EXISTING AND PROVIDE AND INSTALLATION OF SAFETY NETTING THE WIDTH OF THE SOCCER FIELD AT BOTH ENDS OF THE TURF

\$ _____

ITEM 4. REMOVE EXISTING AND PROVIDE AND INSTALL A PAIR OF FOOTBALL FIELD GOALS

\$ _____

ITEM 5. PROVIDE AND INSTALL POWER OUTLETS WITHIN THE TRACK OVAL

\$ _____

ITEM 6. REMOVE EXISTING AND PROVIDE AND INSTALL BLACK VINYL 4 FOOT FENCE WITH GATES AROUND THE TRACK OVAL AND SPRINTING LANES

\$ _____

***THIS PAGE MUST BE INCLUDED WITH YOUR PROPOSALS ***

ITEM 1. TOTAL PRICE FOR REMOVAL OF EXISTING ATHLETIC FIELD TURF AND REPLACE WITH NEW SYNTHETIC TURF AND CURBING FOR THE KIPPY MITCHELL SPORTS COMPLEX PROJECT

\$ _____

ITEM 2. TOTAL PRICE FOR REMOVAL OF EXISTING ATHLETIC TRACK AREA AND REPLACE WITH NEW TRACK SURFACE FOR THE KIPPY MITCHELL SPORT COMPLEX PROJECT

\$ _____

ITEM 3. TOTAL PRICE FOR ATHLETIC FIELD TURF STRIPING, ALT, COLORS, AND LOGOS

\$ _____

ITEM 4. TOTAL PRICE FOR EACH ITEM AND INSTALLATION OUTLINED IN ITEM LIST A

\$ _____

TOTAL OF ITEMS #1 – 4

\$ _____*

*Note: This is the figure that will be used in calculating the total points awarded with regard to price. Proposer is also required to submit a separate detailed breakdown of all component costs in spreadsheet format.

DELIVERY TIME OF PRODUCT AFTER AUTHORIZATION TO PROCEED IS GIVEN BY THE TOWN.

CALENDAR DAYS: _____

SYNTHETIC TURF WARRANTY: _____

(Attach mfg.'s. written statement)

REPLACEMENT TRACK SURFACES WARRANTY: _____

(Attach mfg.'s. written statement)

NOTE: Any omission of required information may be grounds for rejection of the proposal as being non-responsive.

Diagram A



