

Town of Westport, CT  
RFQ 18-916T  
Request for Qualifications  
Design services for Synthetic Turf Fields and Running Track Replacement

Release Date: April 19, 2018

Deadline for Submission of Responses: May 11, 2018

Contact Person for Additional Information:  
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Purchasing Officer Town of Westport  
203-341-1047  
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## 1. OVERVIEW OF PROJECT

The Town of Westport (the “Town”) is seeking responses from qualified firms for engineering design services for the replacement of four (4) synthetic turf fields and the replacement of one (1) running track.

Facility	Location	Age	Usage
Staples High School Stadium and Running Track	Staples High School	12 years	Football, Boys & Girls Lacrosse, Field Hockey, Rugby, Running Track
Wakeman B Field	Wakeman Park	12 years	Soccer, Lacrosse
Ginny Parker Field	Staples High School	11 years	Field Hockey, Girls Lacrosse
PJ Romano Field	Saugatuck Elementary School	11 years	Football, Boys Lacrosse

The replacement of the Staples High School Stadium Field and Track and the replacement of the Wakeman B Field are scheduled for the summer of 2019 with the replacement of the Ginny Parker and PJ Romano Fields scheduled for either the summer of 2019 or 2020, depending on circumstances, cost and funding.

## SCOPE OF SERVICES

### PHASE I – Assessment, System Selection, Design Development and Bidding

The selected Consultant will perform, but not be limited to, the following basic services for all four (4) fields:

1. Meet with key staff of the Town and Board of Education to review and acquire necessary information regarding the use and the current condition of the fields.
2. Review, test as necessary, and document the current base conditions of each field.
3. Hire a health and safety expert with expertise in school ballfields who will provide an independent assessment of various infill products.
4. Provide an assessment of a variety of fabrics/systems including pros/cons of each and general related costs with each option.
5. Provide input on various types of infill as it pertains to any associated health risks and performance in Northeast conditions.
6. Present options and provide recommendation for system to be utilized.
7. Assist in the selection of the system that best meets the needs of each field.
8. Provide field specific recommendations.

9. Provide schematic design for field striping, logos, drainage improvements (if required) and any other site improvements.
10. Provide probable construction costs.
11. Prepare final plans and technical specifications.
12. Assist Town in review of construction bids and selection of contractor.

The selected Consultant will perform, but not be limited to, the following basic services for the replacement of the running track and fencing:

1. Meet with key staff of the Town and Board of Education to review and acquire necessary information regarding the use and the current condition of the fields.
2. Review, test as necessary, and document the current base conditions.
3. Recommend best material for running track surface.
4. Provide schematic design for lane striping and event markings.
5. Provide probable construction costs.
6. Prepare final plans and technical specifications.
7. Assist Town in review of construction bids and selection of contractor.

#### PHASE I – Deliverables

- A. Topographic/existing conditions survey of the four fields
- B. Prepare a base map to be used as a basis of the project design
- C. Prepare a report summarizing various system options along with the potential costs and provide recommendations for turf, infill and shock pad systems (if necessary).
- D. Prepare a schematic design illustrating the layout of the field(s) striping, logos, drainage improvements (if required) and any other site improvements.
- E. Prepare final plans and technical specifications.
- F. Provide recommended staging plan for construction.
- G. Prepare a report (if necessary) that summarizes any unexpected cost impacts that exceed normal processes for field replacement.
- H. Provide recommended phasing of construction, particularly as it pertains to the Staples track and field.
- I. Your submitted cost for the project must be broken out by specific field and track.

Additional Information:

- Firms should factor into their cost 8 committee/board meeting/presentations, and quote an hourly rate by project member for any additional meetings required.
- The Town of Westport is exempt from paying any excise, transportation, and sales taxes imposed by the Federal Government and/or the State. Such taxes must not be included in prices.

PHASE II – Construction Engineering, Survey, and Inspection

Upon completion of Phase I, the Town may require none, some or all of the following services from the Consultant:

1. Under the general supervision of the Westport Town Engineer or his designee, perform Construction Engineering, Survey and Inspection of the project in accordance with the current standards.
2. Provide all construction survey work with the exception of that included in the construction contract to be done by the construction contractor.
3. Provide checking of all construction operations and layout staking performed by the contractor.
4. Provide inspection of all construction work, including work performed by the contractor.
5. Provide on and off the job testing and sampling of materials as may be necessary. All testing of materials to be performed by a NIST-NVLAP accredited Testing Agency.
6. Prepare and certify all construction orders, and all partial, monthly, and final construction contractor's pay estimates.
7. Maintain an ongoing revision of the contract plans to the facility "as-built", to be provided to the Town at project completion.
8. Conduct all other operations which become necessary to inspect properly the work of the construction contractor to determine compliance with the plans and specifications. All inspection personnel assigned either full time or part time to the project must be a Licensed Professional Engineer in Connecticut, or hold a NICET level 3 inspector certification.

## **2. MINIMUM QUALIFICATIONS**

In order to be considered for selection, Consultants must:

- Have particular experience and expertise in design of synthetic turf fields and running track replacement projects in the Northeast corridor.
- Demonstrate at least three (3) previous successful synthetic turf field replacements and three (3) previous successful running track replacements.
  - Demonstrate widespread knowledge and past experience in the design and construction of synthetic turf fields utilizing a variety of different infills, methods and systems.
  - Identify an individual project manager who has a Connecticut Professional Engineer license. The project manager must have had principal control over at least two previous similarly sized projects.
  - Have the various engineering and scientific disciplines (Civil Engineering, Structural Engineering, School and Recreational facility design, Surveying)
  - Have a minimum of five (5) years professional consulting/design experience in the area of synthetic turf fields and running track design and replacement.
  - Be a firm which can provide adequate support and personnel when necessary at critical times.
  - Include a list of key personnel, with descriptions of their roles and responsibilities, qualifications and experience within the firm's operating structure.
  - Include a statement that it maintains insurance policies meeting or exceeding the requirements indicated in Exhibit A and will furnish evidence of insurance to the Town upon request.
  - Include a statement that no conflict of interest issues would exist if contracted to perform these services, while under contract with the Town.

## **3. COMPANY BACKGROUND**

Consultants must provide a complete company profile. Information submitted shall include the following.

- Description of company ownership structure (professional corporation, sole proprietor, partnership, etc.).
- Corporations and limited liability companies must identify the state and date of incorporation/organization.
- Dun and Bradstreet number.
- Federal Tax Identification Number (EIN).

- Description of any significant prior or ongoing contract failures (actual or alleged), contract breaches, any civil or criminal litigation or investigation pending which involves the Consultant or in which the Consultant has been judged guilty or liable.
- Location(s) of all company offices and location of the office that will provide the services described in this RFQ.
- Number of employees both locally and nationally.
- Location(s) from which employees will be assigned to the Project.
- Name, address and contact information of the project manager responsible for the Project.
- Names, addresses and contact information of all consultants and subcontractors who will be performing services in connection with the Project, including a brief description of their roles and responsibilities.
- Description of the Consultant's background/history and explanation as to why the Consultant is qualified to provide the services described in this RFQ.
- Length of time the Consultant has been providing services described in this RFQ to the public and/or private sector. Provide a brief description, including approximate number and geographic location of projects.
- Statement as to whether or not the Consultant has ever been engaged under contract by any Town agency. Provide a brief description of each engagement.
- A list of all proposed persons including consultants and subcontractors who will be assisting in the performance of the services who are currently employed or have ever been employed by the Town or Schools.
- Resumés of the project manager and key staff that will be responsible for performance of work on the Project.

#### **4. REFERENCES**

Consultants must provide a minimum of three (3) references for similar projects preferably performed for state and/or local government clients within the last three years. Please include the following:

- Client name
- Project description
- Project dates (starting and ending)
- Staff assigned to work on the project who will also work on this Project
- Client project manager name, telephone number, fax number and e-mail address

## 5. GENERAL INSTRUCTIONS

- A. The Town will only accept questions, in writing, via e-mail regarding this RFQ until May 2, 2018. Please provide company name, address, phone number, e-mail address and contact person when submitting questions. Questions regarding the RFQ shall be received via e-mail, and submitted to:

Richard Kotchko  
Purchasing Officer Town of Westport  
203-341-1047  
[rkotchko@westportct.gov](mailto:rkotchko@westportct.gov)

- B. Delivery of Responses. Each response must be enclosed in a sealed envelope which is clearly marked with a reference to this RFQ 18-916T. The envelope shall then be placed in an outer envelope which shall be securely sealed and addressed to the Finance Department, Room 313, Town Hall, 110 Myrtle Avenue, Westport, CT 06880. It shall bear the name and address of the Consultant and the designation of this RFQ.

- i. The response shall be signed by an authorized official. The response shall also provide name, title, address, telephone number, fax number and email address for the individual, or individuals, with authority to negotiate and contractually bind the Consultant, and for those who may be contacted for the purpose of clarifying the information provided.
- ii. Responses shall be received on Friday, May 11, 2018, no later than 11:00 a.m., at:

Finance Department  
Town Hall, Room 313  
110 Myrtle Avenue  
Westport, CT 06880

No responses will be accepted after said hour.

- iii. E-mail or electronic attachments are not acceptable means of submitting a response and will be rejected as non-conforming.
- iv. Responses will be opened immediately after the submission deadline in a Town Hall conference room. No decisions will be made at that time.

**THE TOWN WILL REJECT RESPONSES WHICH ARE SUBSTANTIALLY INCOMPLETE, AND WILL NOT ALLOW THE SUBMISSION OF ANY ADDITIONAL WRITTEN INFORMATION AFTER THE RFQ DEADLINE.**

**THE TOWN RESERVES THE RIGHT TO WAIVE ANY DEFECTS AND INFORMALITY IN ANY RESPONSE, TO REJECT ANY OR ALL RESPONSES FOR WHATEVER REASON AND TO ACCEPT THAT RESPONSE DEEMED TO BE IN THE BEST INTEREST OF THE TOWN.**

**THE TOWN RESERVES THE RIGHT TO REJECT ANY RESPONSE IF THE EVIDENCE SUBMITTED BY OR INVESTIGATION OF THE CONSULTANT FAILS TO SATISFY THE TOWN THAT THE CONSULTANT IS PROPERLY QUALIFIED TO PERFORM THE SERVICES.**

## **6. RFQ TIMELINE**

<u>Description</u>	<u>DATE/TIME</u>	
Deadline for submitting questions	5/2/18	4:30 p.m.
Answers to all questions submitted available by	5/4/18	3:30 p.m.
Deadline for response	5/11/18	11:00 a.m.

The above dates represent a tentative schedule of events. The Town reserves the right to modify the above dates at any time, with appropriate notice to prospective Vendors.

## **7. ADDITIONAL RESPONSE REQUIREMENTS**

- Provide one (1) signed original, two (2) identical hard copies and one electronic version.
- Responses must be received at the address indicated above no later than date and time indicated above. Vendors may deliver their responses any time prior to the deadline.
- Responses that arrive after the time and date indicated above or are submitted to an office other than the one indicated below **WILL NOT BE ACCEPTED** by the Town.
- The Town will not be held responsible for envelopes mishandled as a result of not being properly prepared. Responses may be modified by written notice provided such notice is received prior to the RFQ submission deadline.
- Responses are to be prepared in such a way as to provide a straightforward, concise delineation of capabilities to satisfy the requirements of this RFQ. Emphasis should be concentrated on conformance to the RFQ instructions, responsiveness to the RFQ requirements, and on completeness and clarity of content.

## **8. EVALUATION AND AWARD PROCESS**

- The Town will select one or more Consultants to be interviewed by representatives of the Town's selection committee for this project. The number of Consultants interviewed will be solely within the discretion of the Town.
- Each Consultant selected for an interview will be required to submit on or before the interview date a detailed written fee proposal including the following information.
  - For PHASE I, the fee shall be indicated as a fixed dollar amount.



- For PHASE II, the fee shall be indicated as a fixed dollar amount
- The evaluation of the responses by the prospective Consultants will be performed by representatives of the Town's selection committee for this project which will conduct interviews with selected prospective Consultants and make recommendations to the Board of Selectmen.
- The Town's selection of a Consultant will be based on the qualifications of the firm, the experience of the key personnel, consultants and subcontractors with similar projects, the fees and other considerations as the Town deems appropriate.
- At the conclusion of the interview process, the Town will rank the top three interviewed Consultants in priority order. The Town will attempt to negotiate with the first ranked Consultant a fair and equitable fee consistent with the scope of the professional services required for the Project. If a fee cannot be agreed upon with the first ranked Consultant, the Town will terminate the negotiations and repeat the notification and negotiation process with the second ranked Consultant on the priority list. If a fee cannot be agreed upon with the second ranked Consultant, the process will be repeated with the third ranked Consultant. If a fee cannot be agreed upon with the third ranked Consultant, the Town will review the history of the negotiations and make appropriate determinations, including program adjustments so as to lead to a negotiated contract with one of the interviewed Consultants. Renegotiation with the Consultants will be carried out in the original priority order. The negotiation process will continue until a fee has been agreed to by the Town and one of the interviewed Consultants.

## **EXHIBIT A**

### **INSURANCE REQUIREMENTS:**

#### **A. Workers Compensation:**

Vendor shall provide workers compensation insurance required by law with employer's liability limits for at least the amounts of liability for bodily injury by accident of \$500,000 each accident and bodily injury by disease of \$500,000 each employee and a policy limit by disease of \$500,000.

#### **B. Commercial General Liability Insurance:**

Vendor shall provide a commercial general liability insurance policy with an edition date of 1986. Limits should be at least: Bodily injury and property damage with an occurrence limit of \$500,000: Personal and advertising injury limit of \$500,000 per occurrence: General aggregate limit of \$1,000,000.

#### **C. Commercial Automobile Insurance:**

Vendor shall provide a commercial automobile insurance for any owned autos (symbol 1 or equivalent) in the amount of \$1,000,000 each accident covering bodily injury and property damage on a combined single limit basis. Such

coverage shall also include hired and non-owned automobile coverage.

**D. Professional Liability Insurance:**

Successful respondent shall provide a Professional Liability policy with limits of \$1,000,000 per occurrence and a \$3,000,000 aggregate.

As to the insurance required, the insurer(s) and/or their authorized agents shall provide the Town with certificates of insurance naming the Town as an additionally insured party prior to execution of the agreement.