



Litchfield Recreation Commission

2 Liberty Way, Litchfield, NH 03052

REQUEST FOR PROPOSALS
By
Town of Litchfield, NH Recreation Commission
For
PROJECT# LRC-2016-01
Jeff Lane Baseball Complex

Responses due by: 3:00 PM EST on Friday, August 26, 2016

Contact: Litchfield Recreation Commission, 2 Liberty Way, Litchfield, NH
Email: recreation@Litchfield-NH.Gov

I. Intent

This document is intended to provide interested parties with sufficient information to prepare and submit proposals for the Project Goals listed herein associated with the current field project on Jeff Lane, Litchfield, NH.

II. Oversight

The RFP issuance and selection process will be administered by the Litchfield Recreation Commission (hereafter referred to as "LRC") of the Town of Litchfield, New Hampshire (hereafter referred to as the "Town").

IV. Overview

The Fields are located on Jeff Lane, in Litchfield, NH. The specific purpose of this Request For Proposals is to seek a contractor to erect fencing in specified areas and to construct softball backstops and dugouts. See below for specifics.

In July, this project's first phase began with clearing of approximately 1 acre of trees. In September 2016, field grading, leveling, infield mix installation, and sprinkler/lawn work are scheduled to be completed.

V. Project Goals

General Goal of this Request for Proposals are listed below.

Two complete systems for a 60' and a 70' baseball diamond field. Each field will include:

- a. A backstop consisting of three sections,
 - i. The first section will be 15' in length, the second section will be 20' in length, and the third section will be 15' in length.
 - ii. The three sections will be connected at 45 degree angles such that the two 15' sections are parallel to each corresponding baseline at a distance of 25', and the middle section shall be no closer than 25' to home plate at any point.
 - iii. All three sections will extend 14' from the ground, then have a 6' overhang at an angle of 45 degrees.
 - iv. The bottom 7' of all three sections shall be constructed of 6 gauge galvanized chain link fence, the top sections will consist of 9 gauge galvanized chain link fence.
- b. Two dugouts
 - i. 24' by 8' concrete pad enclosed by 8' fencing with the exception of an opening on each 24' side away from home plate
 - ii. Vertical posts must extend 18" above fence line on the 24' side of the dugout abutting the field, and 6" on the other 24' side. Each 24' side will consist of no less than 6 posts - These posts must be a distance no more than 6' on center from each other and must be able to support a roof constructed of 2" by 6" boards / plywood and shingles.
 - iii. Each dugout shall have a wooden or aluminum bench 16' in length centered in the dugout and anchored to the concrete pad.
- c. Each field must be contained by a 4' fence that extends 200' from home plate parallel to each foul line with a distance of 20' from the foul line and a 4' fence connecting the ends of those two runs that forms an arch that is 200' from home plate (approximately 364')
 - i. Perimeter fencing system of 4' galvanized chain link fencing
 - ii. 12' double swing gate must be put in the or near the center of the outfield arch for emergency vehicle access.

It is desired that the completion of these Goals occur on or before October 1, 2016. This schedule is subject to change as practicalities dictate and per LRC decisions.

VI. Bidders Conference and Tour of Grounds

A Bidder's Conference and tour of the grounds will be held on Tuesday, August 16, 2016, from 6:00 PM until 7:00 PM at the Jeff Lane Fields. Attendance by Bidders is optional. This is the only planned Bidders Conference for this project. There is no intent to take minutes of this Bidder's Conference. The Park is open for inspection during daylight hours, and Bidders may enter the grounds for necessary information gathering purposes, subject to the restriction that they not interrupt or interfere with any recreational uses or construction work in progress.

VII. Submission Guidelines

Bidders must submit an original proposal along with one (1) additional complete copy of all materials of their proposal in sealed envelopes by 3:00 PM, Friday, August 26, 2016 to:

PROJECT# LRC-2016-01
Town of Litchfield Recreation Commission
2 Liberty Way
Litchfield, NH 03052

Proposals must be received in the above office by the specified time stated above. All proposals will be time-stamped when accepted. E-mail responses and faxes will not be accepted. Proposals received after the deadline will be returned unopened.

SPECIAL NOTE: Bidders must provide a performance bond for 100% of the proposed costs ONLY IF any payments will be required from the Town in advance of work performed, project task completion, or delivery of items. Proposals submitted without a performance bond, regardless of any proposed terms to the contrary, shall be considered as unconditionally agreeing that no payments shall be made by the Town in advance of work, task completion, or delivery of items under this RFP.

VIII. Proposal Content

Each proposal shall, at a minimum, contain:

A. Bidder Information

1. Provide the legal name, mailing address, telephone number, e-mail address and fax number of the Bidder and a statement as to whether or not it is a sole proprietorship, a partnership, a corporation or any other legal entity. A proposal by a corporation shall also give the state of incorporation, identify the principal place of business and any local office including address and telephone numbers. Each proposal shall be signed by a person legally authorized to bind the Bidder. Proposals should also identify any partners, persons or firms who will participate in or are parties to the development proposal and any other parties who may act on behalf of the Bidder or who have the authority to legally bind the Bidder.
2. Briefly describe the Bidder's experience and capabilities in similar recent projects.
3. An original or certified copy of proof of insurance for the Bidder for an amount of not less than \$1,000,000 in liability and workman's compensation coverage. If such coverage does not extend to subcontractors that the Bidder plans to engage for any portion of the proposed work, then similar proof of insurance must be furnished for each subcontractor.

B. Project Description

1. Provide a general overview of the proposed work.
2. Provide individually itemized costs for the proposed work, including payment schedule and terms. **NOTE:** Costs as proposed must remain

effective for at least 90 days after the bid closing date.

3. Provide a proposed schedule for the proposed work, including any contingencies or conditions necessary for the proposed work, or that would preclude or delay that work.
4. If desired, bidders may submit additional information as appropriate in order to fully describe the proposed scope of work and methods of completion.

C. Other information:

1. List any anticipated necessary State or federal approvals, permits or licenses expected by the Bidder to carry out the proposed work. NOTE: Since the LRC has jurisdiction over recreational properties, other Town permits or approvals are not anticipated.
2. Identify any present or anticipated facts known to the Bidder that might reasonably be expected to adversely affect its ability to perform the proposed work, including any present or pending legal claims faced by the Bidder.

D. Proposed Contract Terms: Bidders should include their desired set of contract terms for consideration by the LRC. Note: Contract terms that are contrary to the provisions listed in this Request for Proposals, or which in the opinion of the LRC would increase the financial or legal liability or risk to the Town, may result in rejection of the Bidder's proposal.

1. While it is the intent of the LRC that bills for properly-completed work be paid in a timely manner (within 30 days of bill receipt), all Bidders must agree not to assess late fees of any sort on balances less than 90 days old or on balances in dispute.
2. The LRC shall have the authority to suspend or cancel the contract(s) awarded under this Request for Proposals at any time at its discretion, and without obligation or penalty beyond payment for work already performed and itemized non-returnable materials and goods, ordered and/or delivered prior to the cancellation/suspension date. All materials and goods will become the sole property of the Town once paid for by the Town.
3. In all matters of work and construction evaluation, the LRC shall be the final authority. Should a contractor wish to dispute any decision made by the LRC, said dispute shall first be submitted in writing to the LRC, and which shall be reviewed by the LRC at its next planned official meeting. A written response from the LRC will be provided within 30 days after said meeting.

IX. Evaluation Criteria

The LRC will evaluate proposals based on the information submitted in the responses to this Request For Proposals, any associated background or reference checks, proposed costs compared to available funding sources, and proposed schedules of work. The LRC may require interviews with Bidders to clarify certain aspects of any proposal if necessary. The LRC reserves the right to reject any and all submissions, and to make awards in the manner it deems in the best interests of the Town.

X. Miscellaneous Terms

- A. Any questions or concerns regarding the RFP must be submitted in writing (e-mail preferred) to:
- Town of Litchfield, Recreation Commission
2 Liberty Way, Litchfield, NH 03052
rc@litchfieldrec.com
- B. Bidders are expected to raise any exceptions, or additions they have concerning the RFP document or terms prior to the submittal deadline or within their response. If a Bidder discovers any significant ambiguity, error, or other deficiency in this RFP, the Bidder should notify the LRC and request modification or clarification of the RFP.
- C. Bidders may withdraw a proposal in writing at any time up to the proposal closing date and time. If a proposal is withdrawn before the proposal due date, the Bidder may submit modifications or another proposal at any time up to the proposal closing date and time. All proposals shall become the property of the LRC and the Town of Litchfield.
- D. The LRC reserves the right to accept any proposal, in whole or in part, to negotiate further regarding any terms of the proposal to achieve the best proposal as determined by the LRC at its sole discretion and to reject any or all proposals for any reason whatsoever, should it be deemed in the best interests of the Town to do so.
- E. The LRC reserves the right to include in the contract for services other tasks and conditions not specifically set forth here, including, but not limited to, terms and conditions required by available funding sources and additional work which may be necessary subsequent to the starting date of the contract.
- F. The LRC reserves the right to waive or disregard any informality, irregularity or deficiency in any proposal received.
- G. Any and all expenses incurred by the selected Bidder in developing a response to this Request for Proposals shall be the Bidder's responsibility.