



**TOWN OF STRATFORD  
PURCHASING DEPARTMENT  
STRATFORD, CONNECTICUT**

**REQUEST FOR PROPOSAL**

RFP No. 2011-098

Issued : December 13, 2011

Subject : Design Services for Synthetic Turf at Penders Field

The Town of Stratford through the Office of the Purchasing Agent, will receive proposals in accordance with the instructions, conditions and reservations that follow:

**A. CLOSING DATE:**

Proposals will be received until 3:00 pm January 4, 2012 in the Office of the Purchasing Agent, Room 202, Town Hall, 2725 Main Street, Stratford, CT 06615.

Any proposal may be withdrawn prior to the above-scheduled time for receiving proposals or authorized postponement thereof. Any proposals received after the date and time specified shall NOT be considered.

**B. INSTRUCTIONS:**

Proposals are to be submitted (**EIGHT COPIES**) in a sealed envelope/box and clearly marked with the bid number and description on the outside of the envelope, including all outer packaging (DHL, FedEx, UPS, etc).

Proposals must be delivered to:

Purchasing Department  
Stratford Town Hall – Rm 202  
2725 Main Street  
Stratford, CT 06615

**C. CONDITIONS:**

**Taxes:** The Town of Stratford is exempt from all State and Federal taxes. Do not include these amounts in your quotation.

**Addendums:** All addendums will be posted on the town website, [www.townofstratford.com](http://www.townofstratford.com). It is the responsibility of the proposer to check the website for any addendums before submitting their proposal.

**F.O.B. Destination:** All prices quoted must be net delivered to destination.

**Conflict of Interest:** No public official or employee shall, while serving as such, have any financial interest or engage in any business, employment, transaction or professional activity or incur any obligation of any nature which is in substantial conflict with the proper discharge of his/her duties or employment in the public interest.

**D. RESERVATIONS:**

The Town of Stratford may consider informal any proposal not prepared and submitted to the Town in accordance with the provisions herein stated. The Town of Stratford reserves the right to reject any or all proposals or parts of proposals; to waive defects in same proposals; or to accept any proposal or part thereof deemed to be in the best interests of the Town of Stratford.

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Michael Bonnar, Purchasing Agent

**SPECIFICATIONS:** See next page.

**RFP 2011-098**  
**DESIGN SERVICES FOR SYNTHETIC TURF**  
**AT PENDERS FIELD**  
**Outline scope of work**

1. The project will consist of replacing the grass playing fields at Penders Field with synthetic turf for both the football and baseball field south of Glendale Ave. Currently, both playing fields share the area. Meet with Parks Superintendent, Recreation Supervisor, SHS Athletic Director and other Town staff to review uses and needs of the various departments.
  2. Town aerial 100 scale digital topographic maps are available for preliminary planning. For design, perform a complete topographic survey of the site. Provide horizontal and vertical control points for use in construction and lining the fields.
  3. Investigate utilities and show all utilities on plan to avoid construction conflicts. There are drainage and sewer facilities in proximity of the site. The field has underground conduit for lighting athletic field lighting.
  4. Conduct soils evaluation for drainage and field support. The town can provide a backhoe for test pits.
  5. Prepare a pre-bidding vendor cost and qualification submittal of preferred synthetic turf products. Evaluate and recommend a turf for use at these fields.
  6. Evaluate 2 alternative design schemes to determine if the current field layout is the optimal design or if a different layout is desirable. In the alternate layout, evaluate impacts/benefits to pedestrian access, parking potential, field lighting, bleacher placement, as well as the costs to perform the work. Review with the public works committee prior to proceeding to the design phase.
  7. Design the turf field, drainage, and amenities (ie fencing, gates, landscaping, etc) for bidding and construction including plans, details, specifications, bidding documents, etc.
  8. Provide an alternate fee proposal for electrical engineering should alterations be necessary to the field lighting as required by the new project.
  9. As part of the design, determine and design what is necessary to continue the practice of locating the portable visitor bleachers in the outfield of the baseball field during football games. Determine how the field markings on the football field would affect play on the baseball field, or what markings would be permanent and what would be temporary and which sports should be marked in addition to football (i.e. Lacrosse, Field hockey, HS Soccer, U11 Soccer, etc). Provide in the plan a design for a water tap so water is available for watering turf or clay features as necessary.
  10. Coordinate with the Town Conservation Officer to apply for and obtain the necessary Inland Wetland permit for inclusion in the contract. Prepare wetland application and attend meetings of the Inland Wetland commission, making the necessary revisions to the plans to satisfy the requirements. In addition, if required, prepare registration for DEEP stormwater general permit.
  11. Present the plan to the Planning Commission for a mandatory 8-24 review at Feb 28<sup>th</sup> meeting.
  12. Attend monthly meetings (3rd Monday each month, 8:00pm) of the public works committee during design and construction phase.
  13. Assist the town with standard services throughout the bid phase.
  14. Perform standard Construction Administration services.
  15. Perform Construction Inspection on an hourly basis.
- The proposal shall include insurance coverage and language identified on the attached documents. Identify if a schedule can be met to complete the design for bidding by March 2012 and begin construction following the 2012 baseball season.

Please submit **eight** copies of this proposal to the purchasing agent by 3:00 pm January 4, 2012 for our review. The proposal should include a brief qualifications statement with examples of similar work completed, resume of personnel that will work on the project, references for completed projects, a detailed scope of work and a fee breakdown.

**Town of Stratford  
Insurance Requirements for Vendors and Contractors**

Vendors and Contractors are required to carry the following insurance coverage:

- Commercial General Liability**  
Bodily injury and property damage coverage with limits of \$1,000,000 for each occurrence with an annual aggregate limit of \$2,000,000 using ISO form CG 0001 or its equivalent. The Town of Stratford shall be named as an additional insured utilizing form CG2010 and CG2037. Such insurance shall include sexual abuse and molestation coverage. In addition, such insurance shall include coverage for the negligent acts of its subcontractors.
- Commercial Automobile Insurance**  
Bodily injury and property damage limit of \$1,000,000 each accident to cover all owned, hired and non-owned automobiles.
- Workers Compensation**  
Connecticut statutory coverage with employers liability limits of \$500,000 per accident, \$500,000 each employee by disease and \$500,000 disease policy limit
- Umbrella Liability**  
Bodily injury and property damage limit of \$1,000,000 each occurrence with an annual aggregate limit of \$3,000,000 covering, without limitation or restriction, commercial general liability, commercial automobile and workers compensation insurance.
- Professional Errors & Omissions Liability**  
\$1,000,000 per occurrence for each wrongful act with an annual aggregate limit of \$1,000,000. Any deductibles must be noted on the certificate of insurance.

The vendor or contractor shall procure and pay for the insurance coverage described above and must maintain the indicated insurance for a period of two (2) years after completion of the contract. A current certificate of insurance and copy of the endorsement or policy wording naming the Town of Stratford as an additional insured must be in the Town's possession prior to commence of the work and for each subsequent renewal for a period of two (2) years after completion of the work. In addition, the subcontractors of the vendor and/or contractor must shall similar evidence of insurance.

The vendor or contractor shall, at all times, save, indemnify and hold harmless the Town of Stratford, its officers, agents, employees and servants from liability of any nature or kind, including costs and expenses for or on account of, any patented or copy righted equipment, materials, articles, or processes used in the performance of this contract, or on account of any and all claims, damages, losses, litigation expense and counsel fees arising out of loss or injuries (including death) sustained by or alleged to have been sustained by the public or any persons affected by the vendor and/or contractor, or by any subcontractor, or anyone directly or indirectly employed by them while engaged in the performance of their duties in connection with this contract.

### **COMPLIANCE WITH LOCAL ORDINANCE:**

No changes in the terms, conditions or scope of contract that increase the cost of the contract shall be made without the approval of the Stratford Town Council. The architect or engineer's attention is directed to Chapter 8, an ordinance regarding change orders. Specifically, the following sections shall be made part of this contract.

#### 8-4 Definitions

CONTRACTOR- Any individual or entity that performs work either as a subcontractor or contractor for the Town.

#### 8-5 Additional non-contracted Work

Any contractor who does work for the Town of Stratford and needs to perform work not included in the contract for proper completion of the project must immediately inform the project Architect or the Town Engineer or his/her designee in the absence of an architect before work not included in the contract is commenced.

### **INDEMNIFICATION**

The Architect and Engineer agrees to indemnify and hold harmless the Town of Stratford; it's agents and employees from any and all claims or demands for damages or injuries to either person or property, which arise out of the performance of this contract.