



CITY OF ROCKWALL

**385 SOUTH GOLIAD
ROCKWALL, TX 75087
972-771-7700**

REQUEST FOR PROPOSAL

FIELD RENOVATION SERVICES FOR YELLOW JACKET AND HARRY MYERS INFIELDS

SUBMITTALS due 2:00 PM CST, November 25, 2024

To

**Misty Farris, Purchasing Agent
City of Rockwall**

**CITY OF ROCKWALL
REQUEST FOR PROPOSAL
DESIGN-BUILD SERVICES
Public Notice**

The City of Rockwall invites the submittal of responses to this RFP from qualified firms interested in providing field renovation services in connection with the Yellow Jacket (Fields 1-3) and Harry Myers (Fields 1-2). Responses are solicited for this service in accordance with the terms, conditions and instructions set forth in the RFP guidelines.

The City will receive responses to this RFP at the office of Misty Farris, Purchasing Agent, 385 S. Goliad, Rockwall, Texas 75087 until **2:00 pm, November 25, 2024**. The Request for Proposal document may be obtained on the City's website at www.rockwall.com/finance/asp. Request for Proposal document will be emailed upon request; however, the City is not responsible to ensure timely delivery of emailed RFP documents. Bid, Performance, Payment bonds, liability and statutory worker's compensation insurances are required for this project. Pre-bid meeting begins at 10:00AM on November 19, 2024 at Yellow Jacket Park .

Receipt of responses does not bind the City to any contract for said services, nor does it guarantee that a contract for the Project will be awarded. For additional information contact Misty Farris at mfarris@rockwall.com and Travis Sales, Director of Parks and Recreation, at tsales@rockwall.com.

Publish Dates:

October 31, 2024
November 1, 2024
November 7-8, 2024

REQUEST FOR PROPOSAL (RFP) DESIGN-BUILD SERVICES

I. PURPOSE OF RFP

The City of Rockwall, Texas (City) invites the submittal of responses to this Request for Proposal (RFP) from qualified firms interested in providing field renovation services for Yellow Jacket and Harry Myers Park athletic practice fields. The contract will be awarded to the proposal providing the **BEST VALUE** to the City of Rockwall as determined by the evaluation criteria as stated herein.

II. OBJECTIVES

The City proposes to retain a highly qualified, capable firm to act as the Respondent during the design and construction of the Project for a fixed price. The firm who participates in this RFP process may be referred to as “Respondent”. The City will give prime consideration to the Respondent with significant, current experience in the development, design, and construction of similar projects. The City reserves the right to negotiate with one or more parties and is not obligated to enter into any contract with any Respondent on any terms or conditions.

III. SCOPE OF WORK

Yellow Jacket and Harry Myers baseball fields: infield renovation including additional clay, laser level, compaction and install new infield equipment

Harry Myers Park, 815 E. Washington Street, Rockwall, Texas, 75087

Yellow Jacket Park, 995 E. Yellow Jacket Lane, Rockwall, Texas, 75087

General Project Synopsis

This project is for the renovation of (5) five baseball infields at (2) two different park locations listed above. This process is an all or nothing proposal and a best value to the City of Rockwall. Budget not to exceed \$100,000.00

This is an active park that will remain open during construction and the contractor shall be responsible for providing a safe and secure job site at all times. The fields can be locked while working on fields, but park will remain open.

LABOR AND SUPPLIES PROVIDED BY ROCKWALL PARKS AND RECREATION

- PARD will remove all base anchors, bases, pitching rubbers and home plates prior to construction
- PARD will supply new bases, anchors, pitching rubbers and home plates to contractor
- PARD will sod radius on fields, as needed as of a result of the infield radius work and contractor shall leave radius ready to receive sod for a smooth transition from clay to turfgrass
- PARD will supply and install new DuraEdge Proslide and Playball conditioners at project completion

REQUIRED SPECIFICATIONS PER INFIELD

- Supply and install DuraEdge Classic Infield Mix – 25 to 75 Bulk Tons per field based on field needs to accomplish leveling (No Substitutions)
- New clay incorporated and blended in through (mechanical rototilling) with existing clay
- Laser level existing skin to create uniform base with mirror image of finished skin
- Flood field
- Vibratory roll field to compact
- Install new infield hardware (anchors at predetermined distances, home plates, pitching rubbers) at final elevation
- Provide and install 20 bags of dura pitch mound clay on mound and batters boxes
- All fields will drain differently through existing topography that cannot be changed
- Goal is to flow water off of infields to prevent standing water to reduce rainouts following existing flow topography

IV. SELECTION PROCESS

The City will review and evaluate the statements of qualification and price proposal received, and may invite firms to be interviewed before making a final selection of a firm for this project. If the City desires to interview a firm, that firm will receive notification of the date and time of the interview.

The selected Respondent then may negotiate with the City on fee and contract conditions. If a reasonable fee cannot be achieved with the Respondent of choice, in the opinion of the City, negotiations will proceed with the second choice Respondent until a mutually agreed contract can be negotiated.

V. EVALUATION

City Staff will evaluate the submittals and make a recommendation to the City Council for formal selection of the Respondent with which contract negotiations may be initiated.

VI. ADDITIONAL INSTRUCTIONS, NOTIFICATIONS AND INFORMATION

- A. No Gratuities** – Respondents will not offer any gratuities, favors, or anything of monetary value to any official or employee of the City for the purpose of influencing this selection. Any attempt by a Respondent to influence the selection process by any means, other than disclosure of Proposal and credentials through the proper channels, will be grounds for exclusion from the selection process. Accordingly, contacts with those involved in the selection process should not be initiated.
- B. All Information True** – By submitting a response, Respondents represent and warrant to the City that all information provided in the response submitted shall be true, correct and complete. Respondents who provide false, misleading or incomplete information, whether intentional or not, in any of the documents presented to the City of Rockwall for consideration in the selection process may be excluded.
- C. Interviews** – After the initial evaluation of the statements of Proposal, Respondents may be interviewed to discuss the Respondent’s program approach and design professionals who would be directly involved in the Project.
- D. Inquiries** – Do not contact the City to make inquiries about the progress of this selection process. Respondents will be contacted when it is appropriate to do so. Process inquiries should be directed to Ms. Misty Farris, Purchasing Agent for the City, 972-772-6415 or mfarris@rockwall.com.
- E. Cost of Responses** – The City will not be responsible for the costs incurred by anyone in the submittal of responses.
- F. Contract Negotiations** – This RFP is not to be construed as a contract or as a commitment of any kind. If this RFP results in a contract offer by the City the specific scope of work, associated fees, and other contractual matters will be determined during contract negotiations. To ensure that the appropriate staff is assigned to the Project, the City intends to make the inclusion of a “key persons” clause a part of the contract negotiations.
- G. No Obligation** – The City reserves the right to: (1) evaluate the responses submitted; (2) waive any irregularities therein; (3) select candidates for the submittal of more detailed or alternate Proposal; (4) accept any submittal or portion of submittal; (5) reject any or all Respondents submitting responses; or (6) cancel the entire process.
- H. Non Discrimination** – The Respondent shall not deny employment to any person on the basis of race, creed or religion and will insure that all Federal and State laws pertaining to salaries, wages and operating requirements are met or exceeded.
- I. Bonds and Insurance** – The Respondent shall provide bid, performance and payment bonds for this project. Liability and statutory worker’s compensation insurances are required, adding the City of Rockwall as an additional insured on the liability policy.

VII. SUBMITTAL INSTRUCTIONS

Sealed submittals are required. Submittals must be delivered to Ms. Misty Farris, Purchasing Agent, City of Rockwall, at the address set forth below at or before **2:00 pm on November 25, 2024**. All submittals must be labeled on the outside with the Respondent's name, the name of the Project "Athletic Infield Renovations RFP". Late submittals may not be considered.

Provide three (3) copies of the response delivered to:

Ms. Misty Farris, Purchasing Agent
City of Rockwall
385 S. Goliad
Rockwall, TX 75087

To enable the City to efficiently evaluate the responses, it is important that Respondents follow the required format in preparing their responses. **RESPONSES THAT DO NOT CONFORM TO THE PRESCRIBED FORMAT MAY NOT BE EVALUATED.**

Pre-Bid Meeting – 10 AM to 11 AM Yellow Jacket Park, 995 E. Yellow Jacket Lane, Rockwall, Texas, 75087

Staff will be available to answer questions regarding this project.

VIII. CONTENT OF SUBMITTAL

Each response shall be submitted as outlined in this section. The first page shall be a letter transmitting the response to the City and stating that the Proposal set forth in it remains effective for a period of 60 calendar days. At least one copy of the transmittal letter shall contain the original signature of a partner, principal, or officer of the Respondent.

A. General Company Information

1. General Information

Firm name, address, and telephone number;
Names of principles in the firm;
Primary contact

2. History and Experience

How many years has your organization been in business?

Please describe the last five renovation construction projects of a similar scope that your organization has recently completed, giving the name and location of project, name of the entity, and date of completion.

B. References

Please provide references for at least three (3) similar projects completed within the last five (5) years.