



TOWN OF COLUMBIA

REQUEST FOR PROPOSALS

CONSTRUCTION AND BID DOCUMENTS FOR SOFTBALL FIELD

SOLICITATION NUMBER 2018-1

General Information

1. Purpose: The Town of Columbia is requesting proposals from qualified firms or individuals for professional services to prepare construction and bid documents for a new softball field at Columbia Recreation Park.
2. Background: The Town began developing a recreation park in 1968 with several additions and changes over the years. Recognizing the need to develop a long-range plan to meet current and future usage needs for Columbia Recreation Park, a master plan was completed in 2017. One component of the master plan is to convert an existing little league field into a fully fenced-in girls' softball field.
3. Data available: The following data will be available to the firm selected to use as base data:
Topographic and Wetland Survey Route 66 and Hennequin Road depicting Existing Conditions Topographic Survey and Wetlands Boundaries, Prepared by Rob Hellstrom Land Surveying LLC, November 24, 2014, Scale 1" = 100'.
4. Inquiries: All inquiries about this RFP should be sent to the Town Administrator Mark Walter via email at townadministrator@columbiact.org. Responses to inquiries will be posted on the Town's website at ColumbiaCT.org under RFPs/RFQs/Bids.

Scope of Services

1. Meet with Town representatives to review the planned layout of the park and to understand any design changes based on Town review or comments.
2. Prepare a set of final design drawings for a natural turf softball field based on relevant industry standards. Sheets should include existing conditions, demolition plan, layout plan, drainage and grading plan, erosion and sediment control, specifications, notes and details.
3. Meet with Town representatives to review design drawings, make any necessary modifications for construction and incorporate construction notes.
4. Prepare contract documents for competitive bidding purposes. Provide three (3) paper sets of the contract documents. Also provide the contract documents in pdf, and CAD.

Consultant Selection

1. Review: All proposals will be reviewed by a committee consisting of the Town Administrator, Public Works Director and Town Planner.
2. Criteria: Proposals will be evaluated based on what is deemed to be in the best interests of the Town, including such factors as the bidder's experience, price and availability.
3. Interviews: No interviews are planned at this time.
4. The Town reserves the right to reject any or all proposals, in whole in part, and to waive any or all informalities and technical defects, if it is deemed by the Town to be in its best interest.

RFP Submission

Six (6) copies of each of the following items must be submitted not later than the date and time specified in this Request.

1. Consultant's Experience: Information concerning the background and experience of the Consultant.
2. Ability to Perform: Examples of previous work on similar projects to demonstrate the Consultant's understanding and familiarity with projects of this type. Firms shall list all comparable projects that have been completed in the last five years.
3. Personnel to be Assigned: Resumes of the professionals to be assigned to this project, including information regarding the qualifications of all proposed subcontractors.
4. Project Fee: A proposed fee should clearly be outlined for a specific scope of services.
5. References: Previous and current contracts which are similar to this project. The list shall include the following
 - Dates of contract duration
 - Services performed and fees for services
 - Name and contact information of clients who may be contacted for verification

Submission

Submittals are due no later than **4 p.m. on Thursday April 12, 2018** at the Town Administrator's office, 323 Route 87, Columbia, CT 06237. All submittals shall be clearly marked "RFP to Prepare Construction and Bid Documents for Softball Field"

Project Schedule and Completion

The selected firm or individual will be required to complete the project within six (6) months of the contract agreement signing, unless an extension is approved by the Board of Selectmen.

Selection Criteria

The following criteria will be used in evaluating qualification statements:

- Previous experience in the services required and overall qualifications of the consultant, including the relevant experience of key personnel to be assigned to the project,
- Quality and applicability of previous master plans,
- Ability to perform the work in a timely manner, and
- Reasonable proximity to the town to avoid undue travel costs.

Nondiscrimination

The Contractor shall agree and warrant that it will not discriminate or permit discrimination against any person or group of persons on the grounds of sex, race, color religion, age, marital status, ancestry, national origin, past history of mental disorder, mental retardation or physical disability or other basis in any manner prohibited by the laws of the United States, the State of Connecticut, or the Town of Columbia.