



Landscape Services

Sports Field Renovation and Maintenance

The City of Sherwood Parks Division of the Public Works Department is responsible for maintenance of soccer, baseball, softball and multipurpose fields in Sherwood, OR. The intent of the contract is to work in partnership with a contractor to renovate on an annual or bi-annual basis the sports fields to ensure playability and improve customer service.

The Parks operations staff will continue to conduct ongoing maintenance activities including fertilizing, mowing and irrigation maintenance. However, that does not preclude the City from seeking assistance with renovations tasks including but not limited to slice seeding, top dressing, aerating, deep-tine vertidrainage and laser leveling of the sports fields. These services are for all phases of possible work in the design, maintenance and repairs to those fields, irrigation systems and related systems at all City sites on an as needed basis.

Schedule of Request for Proposal Events

Proposal Issue Date	May 29, 2019
Proposal Due Date	June 12, 2019 at 2:00 PM
City Council Resolution for Contract	June 18, 2019
Contract Award	July 1, 2019

Official Contact

For specific questions relating to this proposal, contact

Darren Caniparoli
Operations Supervisor
15527 SW Willamette Street
Sherwood, OR 97140
(503) 925-2334

caniparolid@sherwoodoregon.gov.

Proposal Due Date

Two (2) copies of the proposal must be delivered to Darren Caniparoli, Operations Supervisor, City of Sherwood, 15527 SW Willamette Street, Sherwood, OR 97140 no later than June 12, 2019 at 2:00 PM, local time. Facsimile or electronically transmitted proposals will not be accepted. Late proposals will be kept by the City, but not considered for award.

The City reserves the right to waive any non-material irregularities or information in the RFP in any proposal. The City is not liable for any costs incurred by a proposer in the preparation and/or presentation of a proposal.

Public Record

All proposals and information submitted by proposers are not open for public inspection until after the Notice of Intent to Award a contract is issued. Except for exempt materials, all proposals and information submitted by proposers will be available for viewing after the evaluation process is complete and the Notice of Intent to Award is sent to all participating parties. Proposals that contain information that meets the definition of trade secrets or

otherwise can be considered a public record exempt from disclosure under Oregon's Public Records Law shall be clearly identified and kept separate by the proposers.

Sample work or documents illustrating previous work experience will be returned to proposers after the evaluation and award process.

Equal Opportunity Policy for Contractors

The City of Sherwood requires all proposers to comply with equal opportunity policies. The City of Sherwood's programs, services, employment opportunities, and volunteer positions and contracts are open to all persons without regard to race, religion, color, national origin, set age, marital status, handicap, or political affiliation.

Recyclable Products

Proposers shall use recyclable products to the maximum extent economically feasible in the preparation of the proposal and in the performance of the work set forth in this RFP.

Other Governmental Agency Participation

Pursuant to ORS Chapter 279A.200–225 other public agencies may participate in the solicitation and resulting contract award.

The service provider submitting a proposal agrees to extend identical prices and services under the same terms and conditions to all regional public agencies. Each participating agency will execute its own contract or purchase order with the provider, binding only their agency with NO liability to the City of Sherwood.

Limitations for Participation

The service provider may increase costs to other agencies participating in this RFP due to additional shipping costs, quantity or other legitimate reasons. Any limitations MUST be listed on a separate sheet of paper and attached to the proposal.

Proposal Form and Content

Proposals shall be prepared simply and economically, providing a straightforward, concise description of the proposer's capabilities to satisfy the requirements of the RFP, and should be easily reproducible. Emphasis should be on completeness and clarity of content and cost effectiveness of the proposal. All pages of the proposal shall be numbered consecutively. The proposal shall not exceed **15** pages in length. The proposal must be organized in accordance with the list of proposal contents. Unless otherwise noted, items should fall within the maximum page count.

Proposers should include the following items in their proposals.

- Cover letter identifying company contact.
- Project understanding
- Project approach
- Project schedule
- Qualifications of the firm, project manager, and the project team including resources, workload and performance history:
 - Must be bonded for at least \$25,000.
 - Must have a minimum of 7 years of continuous landscaping experience

- Must have a demonstrated knowledge of the scope (section IV)
- Must have a commercial spraying license
- Must be licensed and continue to be licensed pursuant to ORS 671
- Project cost by scope item
- Certification Statement
- References
- Statement agreeing to or declining to offer identical services and prices to other governmental agencies.

Proposers are encouraged to improve upon the tasks, work items or other elements described in the request for proposal. However, prior to basing a proposal on those improvements, proposers should check with the City's project manager to ensure that the City views the changes as desirable improvements.

Length of Contract

The length of this contract will be for one (1) year with the option to extend an additional four (4) years upon agreement between the City and the proposer, pending budget approval each year. The total contract term shall not exceed five (5) years.

Scope of Work

The selected proposer shall furnish all labor (including subcontractors), transportation, tools, equipment and materials as necessary to execute and complete all the work assigned. Examples of work could include, but is not limited to, the following:

1. Design, install and/or repair of landscape/field irrigation systems
2. Design and construction of natural turf sports fields to include dirt area and laser grading of infields
3. Aerate formal lawn, sports fields, play fields and clean up cores
4. Deep tine vertidrain
5. Slice seed
6. Top dressing
7. Thatching of grass areas
8. Pre-seeder
9. Fertilize large playing fields
10. Soil testing
11. Machine for drill and fill
12. Irrigation management - Knowledge of Calsense is preferred.
13. Wetland management to include but is not limited to bio-swales, retention/ detention ponds
14. Design and installation of sports field drainage system
15. Other landscape related work as may be required that can be provided/ performed by the contractor
16. Certified/accredited G-Max testing of surfaces to include synthetic and natural turf sports fields. In accordance with ASTM Standard F335-A and ASTM specification F1936.

Locations

Archer Glen Elementary School	16155 SW Sunset Boulevard
• Combination Field	Square Feet 170,234
Edy Ridge Elementary School	21472 SW Copper Terrace
• South Combination Field	Square Feet 171,484
Hopkins Elementary School	21920 SW Sherwood Boulevard
• Baseball Complex	Square Feet 234,535
Middleton Elementary School	23505 SW Old Highway 99W
• Upper and Lower Fields	Square Feet 207,865
Laurel Ridge Middle School	21416 SW Copper Terrace
• East Combination Field	Square Feet 202,408
• Football Field	Square Feet 100,212
Sherwood Middle School	21970 SW Sherwood Boulevard
• Football Field	Square Feet 94,734
• Baseball/Soccer	Square Feet 172,031
Sherwood High School	16956 SW Meinecke Road
• Soccer	Square Feet 71,849
• Softball Fields	Square Feet 173,026
• Varsity Baseball	Square Feet 117,659
• JV Baseball / Football	Square Feet 180,997
• Football (artificial turf)	Square Feet 76,598
Snyder Park	15365 SW Sunset Boulevard
• Soccer/Lacrosse Field	Square Feet 75,432
• Baseball Field (sod)	Square Feet 81,619
• Baseball Field (artificial turf)	Square Feet 23,932

Definitions

Formal Lawns will be areas described as follows:

- Areas located within the proximity of the building structure and are irrigated
- Grass areas that are visible from frontal and side streets and are irrigated
- Grass areas that are irrigated and located in the stadium areas

Sports Fields will be described as follows

- All fields primarily used for athletic sports programs
- Fields include baseball, softball, soccer, lacrosse and football. Includes main fields and practice areas.

Play Fields will be areas described as follows:

- General use fields for a variety of activities
- Includes artificial turf and playgrounds

Evaluation

Pricing Page: As state previously in this proposal, the square footages listed above are the City's best estimates. We are asking for a price per school based on the information provided. The successful proposer shall have the opportunity to verify the City's measurements. If the City measurements are understated, a price adjustment may be made. If the City measurements are overstated, the successful proposer should bring that to the attention of the City for a deduction in pricing. The difference in measurements must be 10% or more before adjustments will be considered. The City reserves the right to utilize this contract in its entirety or for partial service as needs require. Please anticipate when pricing that some of this work will be completed at a single site where others may be grouped such as sports fields.

Methodology: All proposers shall also state the type of application or work that will be performed. All proposers should provide a narrative of how they plan to provide these services. If any subcontractors are going to be used, the names of these subcontractors must be clearly identified in this proposal. Resumes of personnel that are planned to be used should also be submitted within the proposal.

References: Each proposer shall submit references from other public entities (of similar size is possible) for whom work has been done. Current contact information shall be supplied including Agency Name, Address, Contact Name and Phone Number. A minimum of five references shall be submitted. For each reference, please describe the work performed, the number of locations, and the approximate acreage at each site.

Additional Services: The City may choose to use this contract for work not specified as additional value-added services. Please list any other additional services that you could provide that would be value added to the City.

Ranking and Selection

The proposals shall be subjectively evaluated by a committee comprised of three to five staff members with points assigned based upon desirable features. Those proposals submitted that do not meet mandatory requirements will not be considered.

The role of the evaluation committee shall include a complete review of all documents submitted and rank proposals and if necessary, schedule interviews with the top ranked proposers. Interviews may also bear on the firms' rankings in the selection process, as will data obtained from references. The committee will make a recommendation to the Public Works Director. The City will select the firm's proposal that best meets the needs of the City.

All proposals from qualified firms providing all the minimum required qualifications and have submitted proposals in conformance with these specifications will then be evaluated by, but not limited to, the following criteria:

Price	25 points
Methodology	35 points
References	15 points
Additional services	25 points

CERTIFICATION STATEMENT

All proposals must include this certification statement signed by a duly constituted official legally authorized to bind the applicant to both its proposal and cost schedule.

- A. Proposal may be released in total as public information in accordance with the requirements of the laws covering the same. Any proprietary information has been clearly marked.
- B. Proposal and cost schedule shall be valid and binding for sixty (60) days following the proposal due date and will become part of the contract that is negotiated with the City.
- C. The proposer has not and will not discriminate against a subcontractor in the awarding of a subcontract because the subcontractor is a minority, women or emerging small business enterprise.
- D. Proposer's Federal Taxpayer Identification number _____
- E. The proposer certifies that this proposal has been arrived at independently and has been submitted without collusion designed to limit independent bidding or competition.

Name of Proposer

Proposer's Signature

Date

Print Name

Title