

Town of Carbondale
511 Colorado Avenue
Carbondale, CO 81623

REQUEST FOR PROPOSAL
COVER SHEET

Date: February 6, 2024

Proposal Title: North Face Park Pickleball Court Excavation Project.

Proposals will be received until: February 27, 2024
4:00 p.m., MDST
Town Hall
511 Colorado Avenue
Parks & Recreation Director's Office
Carbondale, Colorado 81623

Goods or services to be delivered to or performed at: Town of Carbondale

For more information please contact Eric Brendlinger: 970-510-1277 (office)
Email Address: ebrendlinger@carbondalecto.net

Documents included in this package: Request for Proposal Cover Sheet
Request For Proposal Document

Appendix:
-site location and conceptual plan
-Site Plans

If any of the documents listed above are missing from this package, they may be picked up at Carbondale Town Hall, 511 Colorado Avenue, Parks & Recreation Department.

North Face Park Pickleball Court Excavation Project

The undersigned hereby affirms that (1) he/she is a duly authorized agent of the vendor, (2) he/she has read all terms and conditions and technical specifications which were made available in conjunction with this solicitation and fully understands and accepts them unless specific variations have been expressly listed in his/her offer, (3) that the offer is being submitted on behalf of the vendor in accordance with any terms and conditions set forth in this document, and (4) that the vendor will accept any awards made to it as a result of the offer submitted herein for a minimum of ninety calendar days following the date of submission.

PRINT OR TYPE YOUR INFORMATION

Name of Company: _____

Address: _____ City/State: _____ Zip: _____

Contact Person: _____ Title: _____ Phone: _____

Authorized Representative's Signature: _____ Phone: _____

Printed Name: _____ Title: _____ Date: _____

Email Address: _____

NOTICE OF REQUEST FOR PROPOSALS

Carbondale, Colorado North Face Pickleball Courts Excavation Project

INTRODUCTION

The intent of this REQUEST FOR PROPOSAL (RFP) is to obtain proposals from qualified persons, firms, or Corporations, hereafter referred to as "Contractor", to provide excavation and earthwork services in the North Face park to construct the subsurface for a pickleball court so that a separate court contractor can build a post tensioned concrete slab with a pickleball court overlay and perimeter fencing for the North Face Pickleball complex for the Town of Carbondale, Colorado.

The proposal shall also include the relocation of an underground water line as shown in Exhibit A, built to town standards per the Town of Carbondale Utilities Manual.

The Town of Carbondale intends to enter into a contract with the selected Contractor to allow for excavation and earthwork services for the relocation of the waterline and subgrade for the pickleball court facility. Specific services include but will not be limited to construction surveying; removal and disposal of sod, excavation and disposal of the existing topsoil to Town storage on the eastern perimeter of the Bill Hanks Baseball field; import, placement and compaction of Class 6 ABC; and grading to within the specified tolerances. The selected Contractor will be required to enter into a standard Town of Carbondale contract for this work.

Available Site location information is a preliminary "Site Plan" where the pickleball facility will be constructed in the exhibits attached to this RFP. A spot elevations plan is in production and will be provided to the successful bidder.

The delivered subgrade product square foot size is 7,035 square feet 67'x 105' for the fenced perimeter with a 10-foot construction zone limit allowing for site excavation size to be up to 8,855 square feet (77'x115').

The specifications for the subgrade are detailed in the scope of work below.

INQUIRIES

All inquiries relating to this request should be made to: Eric Brendlinger, Parks & Recreation Director, at (970) 510-1277 or at: ebrendlinger@carbondalecto.net

SUBMITTAL DATE & LOCATION

All proposals must be received by Eric Brendlinger, Parks & Recreation Director, Town of Carbondale, 511 Colorado Avenue, Carbondale, CO 81623 prior to 4:00 p.m. MST, February 27, 2024. Proposals must be submitted or mailed in a sealed envelope plainly marked "REQUEST FOR PROPOSAL -NORTH FACE PICKLEBALL COURTS EXCAVATION PROJECT" to Town Hall (511 Colorado Ave, Carbondale, CO 81623) and one copy sent by e-mail with the same language in the subject line to ebrendlinger@carbondalecto.net.

CONDITIONS OF PROPOSAL SUBMITTAL

All proposing Contractors will comply with all conditions, requirements, and specifications contained herein; any departure may constitute sufficient cause for rejection of the proposal. A duly authorized official of the proposing Contractor submitting the proposal must sign the proposal. All aspects of the proposal shall be valid for a period of ninety (90) days following the deadline for the receipt of the proposals.

The Town of Carbondale reserves the right to reject any and all proposals or any part thereof. The right is reserved to waive any formalities or informalities contained in any proposal, and to award the proposal to the most responsive and responsible proposing Contractor as deemed in the best interest of the Town of Carbondale. The Town of Carbondale will not return proposals, or other information supplied to the Town, to proposing Contractors.

All proposals become public record and become subject to inspection. All materials submitted regarding this solicitation become the property of the Town of Carbondale. The Town shall have the right to use all ideas and adaptations of ideas contained in proposals received. Expenses incurred in preparation, submission and presentation of this RFP are the responsibility of the submitter and can't be charged to the Town of Carbondale.

EVALUATION OF PROPOSALS

Administrative staff of the Town of Carbondale, and representatives from the Roaring Fork Pickleball Association will evaluate all proposals. Proposals will be evaluated based on the Evaluation Criteria noted herein. The evaluation will include a review of the proposal submitted, including a fee schedule for all aspects of the project, and the final bid amount. The Contractor selected for the award will be chosen based on the apparent greatest benefit to the Town regarding the sub-grade of the pickleball facility.

PROPOSAL SUBMITTAL REQUIREMENTS

Proposals submitted should contain all information as requested herein and any additional information necessary to summarize the overall benefit of the proposal to the Town of Carbondale.

Proposal submittals should include the following:

1. Cover letter shall be provided stating the name, address, and telephone number of the proposing Contractor, and must bear the signature of the person having the authority to make the proposal for the Contractor and bind the Contractor in a formal contract with the Town.
2. List of excavation and subgrade projects completed by the Contractor.
3. A complete schedule of costs shall be submitted on the attached sheet.
4. Timeline/schedule detailing the project milestones you would anticipate reaching by which date, outlining the specific tasks to be accomplished during the course of the project.
5. List of what portions of the work, if any, will be subcontracted out locally or otherwise.
6. Standard General Contractor warranty information and guarantees for a project of this nature.
7. Resumes of key personnel, including anticipated Site Foreman, Project Manager, and any other key individuals.
8. A list of at least (3) three references in the past two years for which similar subgrades and precision grading services have been provided by the Contractor. Include contact names, addresses and telephone numbers.
9. Any other optional information deemed necessary or important to note by the proposing Contractor.
10. Please provide two (2) copies of the proposal. One hard copy dropped off or mailed and one e-mailed. See above for addresses.

SCOPE OF WORK

It is the intent of the Town of Carbondale that the selected Contractor provides all construction services, including all surveying, materials, labor, implements, parts, supplies and equipment for the site preparation and grading for the pickleball courts in accordance with the contents of this RFP. The minimum scope of work is outlined below.

Project tasks include: Surveying, Excavation, and Subgrade Construction, Compaction and relocation of waterline.

WATERLINE RELOCATION

Waterline relocation shall include all work necessary to abandon the existing waterline at the connection to the water main, removal of at least 3' of the existing line adjacent to the main (the remainder of the existing line can be abandoned in-place), a new tap on the existing main as shown on the plans, excavation, installation, bedding, backfilling and compaction of the new line, connection to the existing hydrant, pressure and BacT testing. All materials, labor and equipment necessary to abandon the old line and install the new line shall be included in the Waterline Relocation bid item. All work shall conform to the Town of Carbondale Public Works Manual.

SITE PREPARATION: Tree removal and replanting. Removal and disposal of sod turf layer. Removal of topsoil and relocation of this soil to the east perimeter of the Bill Hanks baseball field. The site shall be excavated and filled so as to provide the grades necessary to allow for the construction of a 2" leveling course and 5" post tensioned concrete slab to the finished grades shown on the plans (i.e. top of finished subgrade should be 0.58' below the finished grade elevations shown on the plans.) The top of the finished subgrade must be between 0.66' and 0.58 feet below the finished grade elevations shown on the plans. This is to be achieved by the following methods: Excavation and disposal of topsoil down to suitable subgrade material (The Contractor is responsible for contacting the Town once they believe they have removed all of the topsoil. In no case shall the Contractor excavate more than 1.5 feet below existing ground surface without first contacting the Town). Import Class 6 ABC and compact in place. Fill material where required, shall be Class 6 ABC and shall be placed in layers not exceeding six inches (6") each in thickness and compacted to ninety-five percent (95%) standard density at optimum moisture.

Refer to cross section on the grading plan to comply with site prep outside of pickleball court footprint for the 5' gravel area and the 4' base material for the concrete sidewalk on the north, east and south side of the courts, and the 6' base material for the concrete sidewalk on the west side of the courts.

MATERIALS: Contractor will be responsible for supplying and compacting of CDOT Class 6 aggregate. All water necessary for compaction shall be supplied by the contractor and shall not be compensated for directly but shall be included in the Contractor's price for Class 6 aggregate. Payment will not be made for any Class 6 aggregate placed more than 10" outside of the 67'x105' court footprint.

CONSTRUCTION LIMITS: The construction limits are ten feet (10') outside of the 67'x105' subgrade area on all sides. The RFPA shall be responsible for sod and irrigation system repair and modifications within the construction limits after the project is complete. The Town requires RFPA to conduct the replacement and repair of the previously functioning irrigation system according to Town irrigation specs. A licensed and insured irrigation contractor will need to contract with the Town. Payments, invoicing and change orders will go through the Town and RFPA agrees to re-imburse the Town for all expenditures related to the replacement of the irrigation system charged to the Town by the sub-contractor. The Excavation Contractor shall be responsible for prepping the sidewalk and 5' gravel area and the subsurface of the proposed concrete sidewalks as detailed in the cross section of the grading plan. The contractor shall be responsible for any repairs to the adjoining pickleball courts on the Northeast side and the adjoining sidewalks due to damage from the Contractor's operations.

SLOPE REQUIREMENT: Following construction of the new subgrade, an as-built survey shall be provided to the Town showing that all excavating, filling, compacting, grading, and leveling work required here under was performed so that the surface of the newly constructed subgrade slopes between 1.00% and 1.08% on a true plane, downward toward Meadow Wood Drive, along the 102' axis of the courts, and that there is less than 0.08' deviation in grade, from one side to the other, along any line perpendicular to the 102' axis of the courts.

CONTRACTOR RESPONSIBILITIES:

1. Obtain all required permits and contractor licenses (Town of Carbondale permit fees waived).
2. Construct the facility according to the construction documents.
3. Provide all required surveying, construction observation, and testing services.
4. Complete closeout of the project including punch list development. A written warranty shall be provided to the Town of Carbondale at the completion of the contract.

EVALUATION & SELECTION CRITERIA

The Selection Committee may consist of the Parks & Recreation Director, Public Works Director, Representatives from the Roaring Fork Pickleball Association. The Selection Committee will review the responses to the RFP and will rank the proposers based on the criteria set forth in this section. The criteria that will be used to evaluate the qualifications of each RFP received include, but is not limited to, the following, in no particular order of importance:

1. Qualifications and experience of the Contractor, as indicated by prior successful completion of similar projects.
2. Qualifications and experience of the key individuals who will be assigned to this project, as indicated by prior involvement in similar projects.

3. Ability of the General Contractor to self-perform the majority of the work.
4. Demonstrated ability to complete the work in a timely manner.
5. Detailed warranty information and quality of warranty.
6. Responsiveness to the needs of the Town both in service cost and in the scope of the services offered.
7. The degree to which the proposal meets or exceeds the terms of the Request for Proposal.

The Town of Carbondale reserves the right to accept or reject any or all submittals received in response to this solicitation, with or without express reasoning. The Town also reserves the right to waive any informalities and/or minor irregularities in submittals received, if deemed to be in the best interests of the Town of Carbondale. Finally, the Town of Carbondale reserves the right to communicate with any bidders in order to clarify any aspect(s) of their submittals.

INSURANCE

The Contractor agrees to procure and maintain in force during the term of the contract the following coverage:

1. Worker's Compensation Insurance, as required by the Labor Code of the State of Colorado and Employer's Liability Insurance.
2. Commercial General or Business Liability Insurance (\$2,000,000 minimum) with the Town of Carbondale listed as additional insured.
3. Proof of automobile liability, general liability, and umbrella liability must be provided.
4. A Certificate of Insurance shall be completed by the Contractor's insurance agent(s) as evidence that policies providing the required coverage, conditions, and minimum limits are in full force and effect, and shall be subject to review and approval by the Town of Carbondale prior to the commencement of any services. The completed Certificate of Insurance will be filed with the Town Clerk.
5. Payment and Performance Bond required. This is detailed during the contractual stage after the contractor has been selected to perform the work.

OTHER REQUIREMENTS

The selected contractor will be responsible to provide all the following items related to the sub-grade preparation as a part of their base proposal:

1. Verifications of existing conditions for conflicts prior to beginning work.
2. Verifications of site dimensions.
3. All layout by a person qualified to guarantee dimensions.
4. All trenching backfills and compaction to the required specifications.
5. Unloading, hoisting and spotting of all materials supplied under the contract including the furnishing of any equipment required to do so.
6. Clean-up and disposal of trash daily into a contractor-supplied dumpster.
7. Temporary fencing for contractor owned materials and equipment, a perimeter temporary fence will be for work site safety and security.

The Town of Carbondale will enter into contract negotiations with the highest ranked proposer. However, the Town of Carbondale reserves the right to terminate negotiations with that proposer at any time. The Town additionally reserves the right to negotiate or suspend with one or more proposers at any given time and to reject any or all the proposers, should such action be deemed to be in the Town's best interest. The Town of Carbondale will negotiate a fee for which the selected Contractor shall perform the Project Scope of Work, and the work shall be performed in accordance with the Town of Carbondale's contract documents.

PROJECTED TIMELINE FOR PROJECT

Release Request for Proposal: February 5, 2024

Deadline for Proposals: February 27, 2024 at 4:00 p.m.

Evaluation of Proposals by Administrative Staff: February 28 & 29, 2024

Interviews of prospective bidders (if needed): March 1, 2024

Approval & Award of Project by staff and stakeholders March 4, 2024

Approval & Award of Contract by Town Board of Trustees: March 12, 2024

Notice to Proceed & Pre-Construction Meeting: Week of March 12, 2024

Court Construction Earliest start date: March 13, 2024

Project Completed By: April 15, 2024 (depending upon weather)

Note: All dates are preliminary and are subject to change.

The Town of Carbondale would like to thank all respondents in advance for the time and energy they will give to submitting a Proposal for the North Face Pickleball Courts Excavation project.

North Face Pickleball Courts Excavation Project

Schedule of Costs

Item	Unit	Estimated Quantity	Unit Cost	Total Cost
Mobilization	LSUM	1		
Surveying	LSUM	1		
Excavation	CUYD	400		
Class 6 ABC	TONS	650		
Waterline Relocation	LSUM	1		
Tree Removal & Replanting	LSUM	1		
			TOTAL PROJECT COST:	

Quantities listed for Excavation and Class 6 ABC are estimated quantities. Compensation will be based on actual amount of Excavation performed and the actual amount of Class 6 ABC used. These six items will be the basis of final payment to the contractor. All materials, labor, equipment and other costs necessary to complete the project as specified, which are not specifically listed, will not be compensated directly and should be included in the unit costs above. Discrepancies between the Total Cost listed and the mathematical product of the Unit Cost times the Estimated Quantity listed will be resolved to the favor of the mathematical product of the Unit Cost times the Estimated Quantity.

Company: _____

Address: _____

Phone: _____

Name: _____

Title: _____

Signature: _____

By signing and submitting this schedule of costs, the above-named individual certifies that they are authorized to submit this form on behalf of the above-listed company.

New Pickleball Court Location





REGRADE AND RETAIN THIS AREA

EXISTING TENNIS AND PICKLEBALL COURTS

EXISTING SKATE PARK

PROPOSED MULTI-COURT PICKLEBALL COURT

FOOTBALL OR SOCCER

Rearing Fork Ave

Carpenter Way



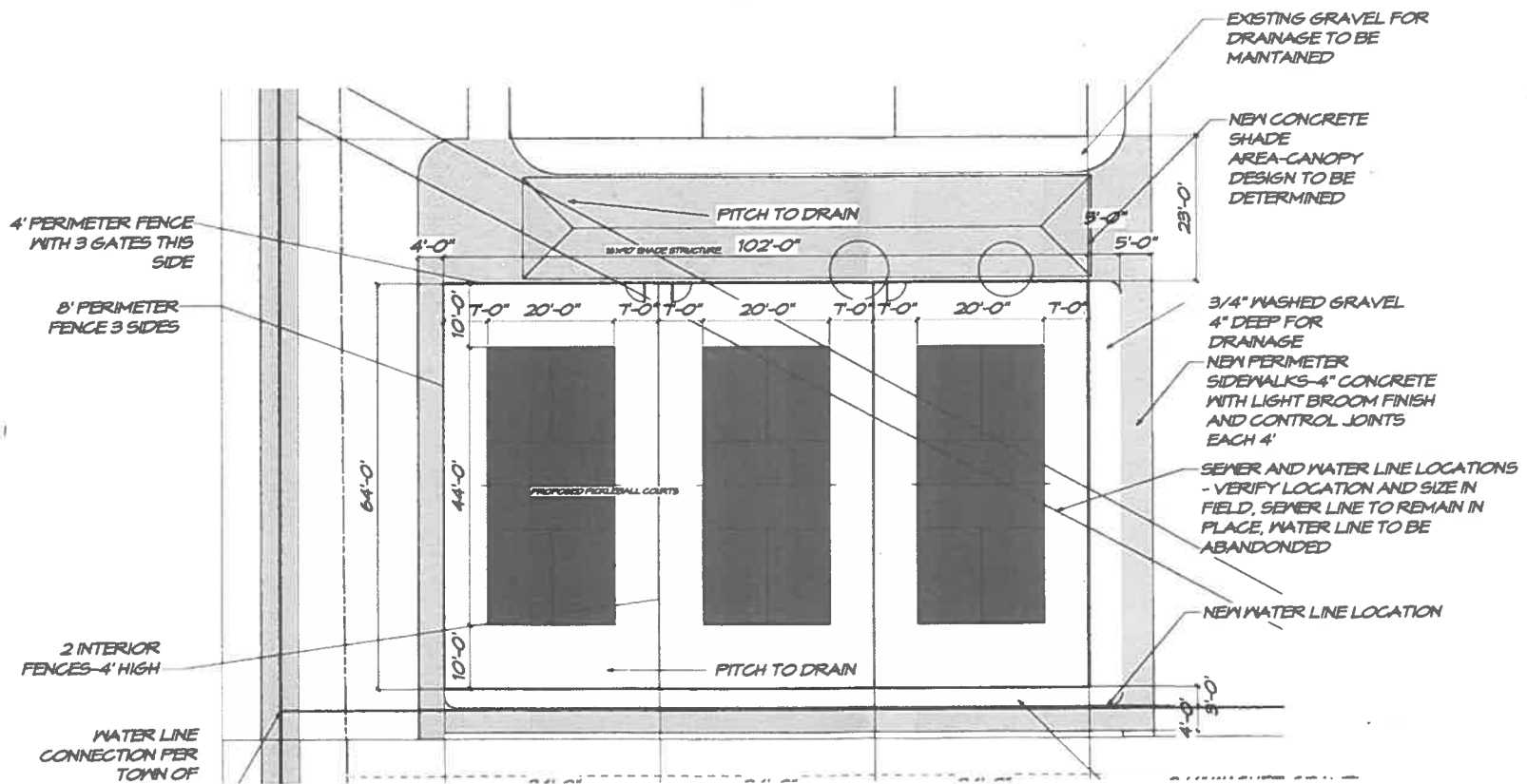
82 WEANT BLVD, CARBONDALE, COLORADO 81623
 J. J. JENSEN
 4875242, or
 (970) 963-0114 - PIONEER FAX, BIOSPAC@SCPRIS.NET - EMAIL

NORTH FACE COURTS EXPANSION
 NORTH FACE FIELDS
 CARBONDALE, CO

SHEET NAME
 SITE PLAN

DATE:
 1/30/23

A1.1



EXISTING GRAVEL FOR DRAINAGE TO BE MAINTAINED

NEW CONCRETE SHADE AREA-CANOPY DESIGN TO BE DETERMINED

FITCH TO DRAIN

4' PERIMETER FENCE WITH 3 GATES THIS SIDE

8' PERIMETER FENCE 3 SIDES

3/4" WASHED GRAVEL 4" DEEP FOR DRAINAGE

NEW PERIMETER SIDEWALKS-4" CONCRETE WITH LIGHT BROOM FINISH AND CONTROL JOINTS EACH 4'

SEWER AND WATER LINE LOCATIONS - VERIFY LOCATION AND SIZE IN FIELD, SEWER LINE TO REMAIN IN PLACE, WATER LINE TO BE ABANDONED

NEW WATER LINE LOCATION

2 INTERIOR FENCES-4' HIGH

WATER LINE CONNECTION PER TOWN OF

FITCH TO DRAIN

81 VIBRANT BLVD, CARBONDALE, COLORADO 81623
 NORTH FACE PICKLEBALL COURTS
 CARBONDALE, CO
 (970) 963-0114 • PHONE/FAX 810CFPAC@OPPLA.NET • EMAIL

NORTH FACE COURTS EXPANSION
 NORTH FACE PICKLEBALL
 CARBONDALE, CO

SHEET NAME: