

**Request for Proposals
Ballfield Fence Design Services
City of Louisville, Colorado**

I. GENERAL DESCRIPTION

The City of Louisville, Parks and Recreation Department is seeking proposals for design services to develop conceptual ballfield fencing layout options for consideration. After a concept plan is selected, the Consultant will then prepare construction drawings and details.

II. OVERVIEW

Funding has been awarded by City Council to replace the ballfield fence at Miners Field Park in 2020. In planning for construction, City staff would like to move forward with design and the preparation of the construction drawings.

The current layout of the ballfield fencing maximizes the outfield at this site. Because the park site lacks uniformity, the outfield fence lacks uniformity. Staff would like to install the new fence, not in the current location, but one that will mirror more of a traditional outfield arc. Included with the outfield arc, the fencing layout concepts should also include fencing options for first and third base fence lines, tying it into the backstop.

As part of the fencing project, a new scoreboard will be installed. Included with the fencing design concepts, staff would like to see options as to where the scoreboard could be installed.

Lastly, as part of the conceptual component, staff would like to investigate netting options along South Street and Highway 42; the intended purpose being, the future determent of foul balls from hitting vehicles.

After a conceptual layout plan is selected, the Consultant will prepare construction drawings for all of the conceptual items, minus the netting.

III. PROPOSAL GUIDELINES

-
- # NOTES
1. THE BOUNDARY OF THE MINER'S FIELD IS SHOWN BY THE DASHED LINE.
 2. THE BOUNDARY OF THE MINER'S FIELD IS SHOWN BY THE DASHED LINE.
 3. THE BOUNDARY OF THE MINER'S FIELD IS SHOWN BY THE DASHED LINE.
 4. THE BOUNDARY OF THE MINER'S FIELD IS SHOWN BY THE DASHED LINE.
 5. THE BOUNDARY OF THE MINER'S FIELD IS SHOWN BY THE DASHED LINE.
 6. THE BOUNDARY OF THE MINER'S FIELD IS SHOWN BY THE DASHED LINE.
 7. THE BOUNDARY OF THE MINER'S FIELD IS SHOWN BY THE DASHED LINE.
 8. THE BOUNDARY OF THE MINER'S FIELD IS SHOWN BY THE DASHED LINE.
 9. THE BOUNDARY OF THE MINER'S FIELD IS SHOWN BY THE DASHED LINE.
 10. THE BOUNDARY OF THE MINER'S FIELD IS SHOWN BY THE DASHED LINE.
- ## LEGEND
- EXISTING BOUNDARY TREE
 - ⊙ EXISTING FENCE - 100 FT
 - ⊙ EXISTING LAND COUNCIL FOUND
 - ⊙ EXISTING TELEPHONE - POLARIS
 - ⊙ EXISTING WATER TANK
 - ⊙ EXISTING WATER METER
 - ⊙ EXISTING POWER POLE
 - ⊙ EXISTING SIGN
 - ⊙ EXISTING FIRE HYDRANT
 - ⊙ EXISTING FENCE
 - ⊙ EXISTING LAND-OWNED WATER METER
 - ⊙ CITY WELLS
- AS-BUILT MAP
MINER'S FIELD
LOCATED IN THE SE 1/4
SECTION 8, T10S, R69W,
OF THE 6TH P.M.
LOUISVILLE, COLORADO
- | | | | |
|---|--|--|---|
| SCOTT, COX & ASSOCIATES, INC.
1000 10TH AVENUE, SUITE 100, DENVER, CO 80202 | | | |
| Drawn by: JSC
Date: 10/1/88
Checked by: JSC | Title: AS-BUILT MAP
Scale: 1" = 20'
Date: 10/1/88 | Project: 1000 10TH AVENUE, SUITE 100, DENVER, CO 80202
Sheet: 1 | Drawing No.: 1000 10TH AVENUE, SUITE 100, DENVER, CO 80202
Date: 10/1/88 |

City of Louisville | RFP for Ballfield Fence Design Services 2

Proposals will be evaluated by the Parks and Recreation Department on the following main criteria. List may not be all inclusive. The Department may shortlist the companies for interviews.

1. Fee Proposal: Within the proposal, fees should be identified for each project phase and include an estimated grand total.
2. Work Plan and Project Schedule: Work plan should be included within the proposal and include a schedule for the project, identifying key milestones and activities involved under major tasks.
3. Consultants Experience with Similar Projects: Provide comprehensive information regarding the track record of the firm/team in providing services similar to the proposed project. Provide references (with contact names and telephone numbers) for projects completed within the last five years.
4. Proposed Staff Experience and Qualifications: Summarize the relevant experience and qualifications of key personnel.
5. Summarize the experience and qualifications of any sub-consultants that may be included.
6. Proposed Methodology and Management: Provide a description of your approach to performing the proposed services.
7. General Understanding of the Scope of Services.

V. STANDARD TERMS AND CONDITIONS

When preparing a proposal for submission in response to this RFP, contractors should be aware of the following terms and conditions which have been established by the City of Louisville:

1. This request for quotes is not an offer to contract. The provisions in this RFP and any purchasing policies or procedures of the City are solely for the fiscal responsibility of the City, and confer no rights, duties or entitlements to any party submitting quotes. The City of Louisville reserves the right to reject any and all quotes, to consider alternatives, to waive any informalities and irregularities, to abandon the project and this RFP at any time, and to re-solicit quotes.
2. Contractor acknowledges that any potential expenditure incurred by selected firm outside the current fiscal year is contingent upon appropriation, budgeting, and

availability of specific funds for such proposed expenditure. The current fiscal year ends on December 31, 2019.

3. The City of Louisville reserves the right to conduct such investigations of and discussions with those who have submitted quotes or other entities as they deem necessary or appropriate to assist in the evaluation of any quote or to secure maximum clarification and completeness of any quotes.
4. The successful proposer shall be required to sign a contract with the City in a form provided by and acceptable to the City and provide proof of insurance.
5. The City of Louisville assumes no responsibility for payment of any expenses incurred by any proponent as part of the RFP process.
6. All responses to this RFP become the property of the City upon receipt and regardless of selection or rejection, and will not be returned, except that the City may return late responses submitted after the response deadline. Any trade secrets or confidential commercial or financial information submitted with any response is subject to potential disclosure, and submitting it constitutes proposer's waiver of any recourse against the City in respect to disclosure and proposer's agreement to indemnify the City for any costs, legal fees or expenses incurred in relation to any proceeding concerning disclosure of such information. Any trade secrets or confidential commercial or financial information submitted with a response shall be clearly segregated and marked; provided; however, that neither cost information nor the total RFP will be considered proprietary. The City will notify the vendor of any request for disclosure of information so segregated and marked that may be subject to nondisclosure, and it will be the responsibility of the vendor to object and to pursue any legal actions pursuant to Colorado law. A vendor shall notify the City within 24 hours of notification by City of request for disclosure of the vendor's objections to disclosure and the vendor's intent to pursue lawful protection under Colorado law.
6. The City of Louisville shall not reimburse any firm for costs incurred in the preparation and presentation of their proposal.
7. Proposals must be received by **3:00 p.m., March 8, 2019**. Proposals may be submitted in either hard copy or electronic format (PDF format). If submitting in hard copy format please submit three (3) copies.

For questions pertaining to this RFP, please contact Dean Johnson, Parks Superintendent at deanj@louisvilleco.gov . Questions will be answered up to 1 week prior to submittal date.

Electronic or hard copy proposals are acceptable:

Email: deanj@louisvilleco.gov

Mail: Louisville City Services
 Attn: Dean Johnson
 739 S. 104th Street
 Louisville, CO 80027