



Resolution 2004-026

A RESOLUTION OF THE SHERWOOD CITY COUNCIL ACTING AS LOCAL CONTRACT REVIEW BOARD AUTHORIZING ISSUANCE OF A REQUEST FOR PROPOSALS TO INSTALL AND CONSTRUCT TURF FIELDS

WHEREAS, the Sherwood City Council is duly constituted as the City's Local Contract Review Board as required by ORS 279.055; and

WHEREAS, the City wishes to construct and own through Inter-Governmental Agreement with the Sherwood School District two artificial fields at the High School and Middle; and

WHEREAS, the procurement of the artificial fields is a public contract for a public improvement as those terms are defined in ORS 279.011; and

WHEREAS, the technical nature of the required artificial surfaces requires that factors other than price, including time to completion, experience of the contractor, quality of the product and suitability of the fields for the desired use be considered when selecting the successful bidder; and

WHEREAS, in such cases, the applicable State of Oregon Administrative Rules at OAR 137-040-0550 allow procurement to proceed as a Request for Proposals, when authorized by the Local Contract Review Board,

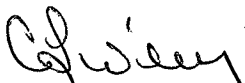
NOW, THEREFORE, THE CITY COUNCIL RESOLVES AS FOLLOWS:

Section 1. The procurement of two Artificial Turf Playing fields may be issued as a Request for Proposals. The City Manager is authorized to issue the Request in substantially the form as shown on the attached Exhibit A.

Section 2. This Resolution shall take effect immediately upon its approval and adoption.

Duly passed by the City Council acting as Local Contract Review Board on this ___ day of March, 2004.

ATTEST:



C.L. Wiley, City Recorder


Mark O. Cottle, Mayor



City of Sherwood

REQUEST FOR PROPOSAL

Artificial Turf Fields

- I. PROJECT Turf Fields for High School and Middle School
- II. PROJECT MANAGERS Ross Schultz, City Manager
City of Sherwood
20 NW Washington Street
Sherwood, Oregon 97140
Telephone: (503) 625-5522

III. BACKGROUND

The City of Sherwood is interested in upgrading two existing football fields within the City from grass to Artificial Turf. The fields are owned by the Sherwood School District and are located the High School on Meinecke Road and the Middle School on North Sherwood Blvd.

The City would like to get a price for each field if done separately and a price if both fields are done at once. Each response should include a price that includes all permits, engineering, clean up, labor and materials that would take the field from its current condition to being ready to play on a new synthetic field.

A similar field can be viewed at the City's Sunset Park location on Sunset Blvd.

School year timing will require that all work must be done between June 4th, 2004 and July 30th, 2004.

IV. SCOPE OF SOLICITATION

The City wishes to encourage creative proposals, however, the following are requirements for this solicitation;

- a. The surface installed must be guaranteed for 8 years minimum, for workmanship, installation defects and playability.
- b. A proposal's total price shall include all costs associated with converting the fields from their current condition to being "play ready," synthetic turf fields. Such costs include, but are not limited to: project management, engineering, permitting, drainage to meet Clean Water Services requirements, removal of existing soil as required and all equipment needed to take the fields as they are now and turnover to the City and School District artificial fields in ready to play condition.
- c. Both fields shall be striped for Football and for Soccer in different colors.
- d. All work must be completed by July 30, 2004.
- e. All surrounding Running Tracks, vegetation and other School Property items in the location of the work to be complete must be left in the same or better condition then at commencement of work.
- f. These fields are both located inside of existing Running Tracks. This bid requires that the proposal include all of the area inside the tracks as artificial surface.
- g. ORS Requirements for prevailing wages must be met.
- h. The School District (SD) will require documentation of an Employee Drug Testing Program and Safety Committee, plus adherence to the District's no smoking policy. The District will also require an insurance policy naming the SD as the insured
- i. Staging requirements should be specified.

V. PROJECT SCHEDULE

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| RFP issued | March 24, 2004 |
| Proposals due at Sherwood City Hall | April 9, 2004 |
| City and School District Review complete | April 16, 2004 |
| City and School District Approval | April 28, 2004 |
| Project Award | May 1, 2004 |
| Work to Commence after | June 4th, 2004 |
| Project Complete | July 30, 2004 |

VI. SUBMITTAL REQUIREMENTS

Three copies of your response to the RFP should be submitted to the City.

Proposals shall be submitted to City Hall, 20 NW Washington Street, Sherwood, Oregon 97140, by 5:00 p.m., April 9th, 2004. Proposals delivered later will not be considered for this project. Responses by FAX will not be accepted.

All responses to this request shall be addressed to the attention of the City of Sherwood, City Manager, and 20 NW Washington Street, Sherwood, OR 97140. All proposals shall be clearly marked "Artificial Turf Fields".

The City of Sherwood reserves the right to reject any or all proposals submitted or to waive any minor formalities of this request if in the judgment of the City Manager to be in the best interest of the City. Please address the following as applicable to your proposal;

Cover Letter

Describe why you or your firm should be considered for this proposal.

Capabilities and Qualifications

Provide the following information for your firm:

- Firm name, background, and history. Include number of years in business and scope of the business.
- List of recent project examples of similar work performed along with references and phone numbers. All projects listed should include the following:
 - a. Description of facility
 - b. List of major project components
 - c. Complexity
 - d. Schedule achieved
 - e. Current status of the facility

References & Examples

Provide references if available.

VII. SELECTION CRITERIA

The City will select the preferred development based on the following criteria;

1. Total Cost.
2. How well the proposal fits with City Business Operations.
3. Probability of a successful installation.
 - i. Stability of Contractor
 - ii. Other Project successes
 - iii. References from other projects
 - iv. Timeline of plan
4. City and School District requirements to accomplish the project.

VIII. OTHER INFORMATION

All questions on this proposal should be addressed to Ross Schultz, City Manager 503-625-4200. Only written (or E-mail) responses will be deemed official response. Contract Documents are available for inspection, upon request.

During evaluation of proposals, you may be contacted by staff for clarifications or other questions regarding this proposal.

DATED this 24th day of March, 2004.

CITY OF SHERWOOD

Ross Schultz, City Manager