

MASCONOMET REGIONAL SCHOOL DISTRICT

Artificial Turf Field Feasibility Assessment

INSTRUCTIONS TO PROPOSERS

I. **Receipt and Opening of Proposals**

Proposals must be **delivered** to the attention of **Susan K. Givens, Assistant Superintendent for Finance and Operations**, Central Office Building, 20 Endicott Road, Boxford, MA 01921, no later than May 30, 2019 at 9:00 AM. No proposals received after the time established for the closing will be considered regardless of the cause for delay.

II. **Vendor Conference**

Prospective Proposers are required to attend the Vendor Conference on the date and time specified in the "Invitation to Bid". At this meeting, the Assistant Superintendent for Finance and Operations and the Director of Operations will respond to written and/or oral questions if the information is available.

III. **Preparation and Submission of Proposals**

A. **Proposals** must be submitted in **sealed packages**. The **Price Proposal** and the **Technical Proposal** shall be submitted **separately**, and each shall be **clearly marked Price Proposal** and **Technical Proposal**. All proposals include properly filled out form(s) as provided. Both submissions must be appropriately identified and marked on the outside with the **Proposal Title** and the **Name and Address** of the Contractor.

B. All proposals submitted **MUST** contain the following documents, properly signed and executed, in order for a proposal to be considered responsive. The **Price Proposal** shall be submitted separately, all other submission documents should be submitted as part of the **Technical Proposal**.

1. **Deposit**

Each proposal must be accompanied by a certified or cashier's check in the amount of \$500.00 payable to the Masconomet Regional School District. This check will serve as security until a contract is entered into. This check should be included as part of the Technical Proposal, not the Price Proposal.

2. **Signed and completed Certification of Non-Collusion and Tax Compliance Form** ([Attached](#))

3. **Signed and completed Statement of Compliance with registration requirements for foreign corporations** ([Attached](#))

4. **Signed and completed RFP Summary Form** ([Attached](#))

MASCONOMET REGIONAL SCHOOL DISTRICT

Artificial Turf Field Feasibility Assessment

5. **Client References** - Provide a minimum of 10 current references from schools (preferably from Massachusetts and public) of similar size and similar projects within the past five (5) years. (Attached)
6. **Criteria Evaluation Data**- Provide answers/information requested on page 4 of the Specifications and Criteria section of the RPF (Experience, Team, Approach to Work, and Reports). The vendor must provide either eight (8) hard copies of this information or one (1) hard copy and a single, printable PDF as part of the technical proposal packet.
7. **Price Proposal Form**- Price proposals should be submitted in a sealed envelope that is clearly marked "price proposal". Price(s) must be typewritten or written in ink in the space(s) provided on the official **Price Proposal Form**. Price shall be construed to cover all costs incurred by the Contractor to furnish the assessments and reports described, in accordance with the criteria established in this RFP; including, but not limited to all labor, materials, and equipment, as well as travel and mileage, proper packing and the cost of delivery where applicable.

IV. **Modification of Proposals**

There will be no modification to this proposal unless done in conjunction with the Assistant Superintendent for Finance and Operations at least three (3) business days prior to the date of opening, and then will be done in the form of an "Addendum to the Specifications." All persons to whom specifications have been issued will be sent a copy of the Addendum. All Addenda so issued shall become a part of the RFP Documents and be so acknowledged.

V. **Interpretation of Contract Documents**

Prospective Proposers may submit **written** technical and contractual questions to the Assistant Superintendent for Finance and Operations. All written requests must be received no less than three (3) business days prior to the established hour for the Opening of Proposals, or they will not be considered. No oral interpretation shall be made to any single Proposer. Any interpretation made to a Proposer will be in the form of an addendum to the specifications and/or explained at the Vendor conference, when applicable. In the case of an addendum, all persons to whom specifications have been issued will be sent a copy of the addendum. All addenda so issued shall become a part of the RFP and be so acknowledged.

VI. **Withdrawal of Proposals**

Proposals may be withdrawn prior to the time established for the Opening of Bids only on written request to the Assistant Superintendent for Finance and Operations. No Contractor shall withdraw their proposal within a period of ninety (90) days after the date

MASCONOMET REGIONAL SCHOOL DISTRICT

Artificial Turf Field Feasibility Assessment

set for the Opening of Proposals.

VII. **RFP Documents**

The documents comprising this RFP consist of: Invitation to Bid, Instructions to Proposers, Terms & Conditions, Specifications and Criteria, RFP Summary, Client List, Certificate of Foreign Corporation, Collusive Agreement and Tax Certification, Qualifications Summary (in your own format), Price Proposal Form, and any Addenda Provisions that may have been issued. The same documents will be incorporated into the contract documents.

VII. **Deposit**

Each proposal must be accompanied by a certified or cashier's check, in the amount of five hundred dollars (\$500.00) payable to the Masconomet Regional School District. This deposit will serve as a security until a contract is entered into. Any Contractor who fails to execute a contract after being awarded same will forfeit the deposit as liquidated damages to the Masconomet Regional School District. Upon award of contract, deposits will be returned to the unsuccessful Proposers.

MASCONOMET REGIONAL SCHOOL DISTRICT

Artificial Turf Field Feasibility Assessment

TERMS and CONDITIONS

Qualifications

The Consulting Agency must have been regularly engaged for at least five (5) years, prior to the date of this proposal, in the business of supplying the services described to schools similar in size and scope as is described in this RFP. Firms responding to this RFP must possess the following credentials.

- A. Massachusetts registration and licensing in all applicable disciplines.
- B. Thorough knowledge of the Massachusetts State Building Code.
- C. Sufficient levels of qualified staff to complete the project.
- D. Must be willing to work for a fixed fee.
- E. Key personnel must include: Project Manager and Landscape and/or similar type of Architect or related consultants required to evaluate the condition of our facilities, grounds.

Evaluation of Proposals

It is the intention of the Masconomet Regional School District to select the most qualified firm that meets the technical needs of the District. All proposals submitted in accordance with the requirements of this RFP will be reviewed for completeness and responsiveness. Proposals from Consultants that do not meet the standards for qualifications as defined in the criteria section as minimum requirements will be considered by the District to be non-responsive. The District, at its sole discretion will decide if the Consultant meets the standards.

All responsive proposals that satisfy the proposal submission requirements and the Minimum Criteria will be evaluated and will be ranked on the comparative criteria as follows:

Highly Advantageous
Advantageous
Acceptable

The District reserves the right to request additional documentation as well as on-site interview from Proposers.

Rule of Award

The Assistant Superintendent for Finance and Operations will be the Awarding Authority. After review and rating of all technical proposals, the price proposals will be considered. The contract will be awarded to the Consulting Agency who is deemed to offer the most advantageous proposal (technical and price). The notification of award shall be made in writing to the Consulting Agency submitting the most advantageous proposal. The Assistant Superintendent for Finance and Operations may exercise any or all of the options listed below before awarding the proposal.

MASCONOMET REGIONAL SCHOOL DISTRICT

Artificial Turf Field Feasibility Assessment

- A visit to the Consultant's place of business.
- Any or all Consultants may be requested to provide additional information to clarify their proposal.
- Consultants may be invited to make an oral presentation.
- Consultants may be requested to perform a demonstration of services and all costs for demonstration must be borne by the Consultant.
- At the discretion of the Assistant Superintendent for Finance and Operations, the oral presentation and the demonstration may be combined.

Action on the award of contract will be taken within 90 days after the opening of the proposals and any proposal submitted shall be binding for 90 days. All awards will be made in the best interest of the Masconomet Regional School District.

The Consulting Agency to whom the award is made must enter into a written contract with the Masconomet Regional School District, and the requirements set forth in the RFP documents shall become part of the contract and shall be considered binding.

The District reserves the right to cancel service at any time during the contract period if the Assistant Superintendent for Finance and Operations determines, in writing to the Consulting Agency, that service has not been performed in strict accordance with the contract requirements.

Breach of Contract

In the case of failure on the part of the Consulting Agency to execute the work as per the agreement, the Assistant Superintendent for Finance and Operations reserves the right to terminate the contract, satisfying its wants through another Consultant, and the School District shall collect from the Consulting Agency any difference in the price as a result of such failure on the part of the Consulting Agency.

Payments

No payments shall be made without a purchase order signed by the awarding authority (Assistant Superintendent for Finance and Operations). Payments shall be made upon presentation of an invoice in triplicate noting the PO number, and any other documentation as stated in the RFP. Payments will be made in conformance with the District's warrant schedule.

Reports

The Consulting Agency or their operator shall make a written report to the Assistant Superintendent for Finance and Operations, within three (3) hours, of all accidents in which his equipment may become involved while on school property. In the event the accident involves injury or death of any person, a verbal report shall be made at once in person or by telephone,

MASCONOMET REGIONAL SCHOOL DISTRICT

Artificial Turf Field Feasibility Assessment

after notification to the police, and rendering assistance to the injured.

Cancellation of Proposal

The Awarding Authority, at or for the District's convenience, reserves and retains the right to cancel this RFP at any time prior to a contract having been approved and executed, for any reason or for no reason at all, in which event, all proposals received in response to this request will be rejected.

Responses

All proposals and related documents submitted in response to this RFP are subject to the Massachusetts Freedom of Information Law, M.G.L. Ch. 4, s.7, subsection 261, regarding public access to such documents. Statements or endorsements inconsistent with those statutes will be disregarded, unless a Consulting Agency submits information marked "CONFIDENTIAL"

All materials submitted by Consulting Agency become the irrevocable property of the School District which shall be under no obligation to return any proposal or materials submitted by a Consultant in response to this RFP.

No cost or expense incurred by Consulting Agency in responding to this RFP, in participation in this procurement will be borne by the District.

The Assistant Superintendent for Finance and Operations reserves the right to use any and all ideas, concepts or configurations presented in a Consultant's proposal, whether or not the proposal is selected.

All news releases must be approved by the Assistant Superintendent for Finance and Operations prior to their release.

Any questions regarding this proposal should be directed to: Jeannie Gioioso or Susan Givens, Office of the Superintendent, 20 Endicott Road, Boxford, MA 01921, Tel. (978) 887-2323 x 61030.

MASCONOMET REGIONAL SCHOOL DISTRICT

Artificial Turf Field Feasibility Assessment

OVERVIEW

Masconomet Regional School District (MRSD) is a campus that consists of (1) High school and (1) Middle school covering approximately 400,000 square feet in total with the schools connected by a 1-story “link.” The campus also includes an administrative central office, a waste water treatment plant, a field house, a small pump house, a press box and eleven natural grass athletic fields and common grounds totaling about 22 acres. The total population of the combined Middle and High school in fiscal year 2020 is projected to be 1794.

Turf-Up Masco, a private group, has brought a proposal to MRSD to privately raise funds via individual and organizational donations to replace some existing grass fields with synthetic turf multipurpose fields, as well as add some additional related buildings. A Masconomet team has developed several possible field configurations (See accompanying design document). The intent of the RFP is to hire a professional services firm with extensive experience in athletic facilities design & planning to assess the feasibility of building the field(s) and the long-term costs of each of these field configurations upon MRSD and the three sending communities of Boxford, Topsfield, and Middleton (“Tri-Town”). The purpose of this procurement is to hire a firm to help us (MRSD) better understand the issues associated with constructing, maintaining, and replacing the artificial turf fields and related facilities proposed by the “Turf-Up Masco” organization. Given the specific characteristics of our campus and the surrounding area, we want to know “Where is it feasible and/or practical to install turf field(s), and how would it have to be done?” Additionally, we want to know “What are the likely long-term costs associated with this project?” The concern is that while accepting a very generous gift to MRSD today may be advantageous, we do not want to create a significant unknown future liability for maintenance, major repair or replacement to MRSD and Tri-Town taxpayers.

The feasibility considerations to be analyzed should include (at a minimum, not intended to be comprehensive):

- MRSD campus leach field
- Ipswich River watershed
- Flooding
- Boxford zoning
- Environmental
- Health & Safety
- Athletic program impact of turf vs. grass (pros and cons)

The financial considerations to be analyzed should include (at a minimum, not intended to be comprehensive) various one-time, periodic, and recurring costs, such as:

MASCONOMET REGIONAL SCHOOL DISTRICT

Artificial Turf Field Feasibility Assessment

- Construction
- Equipment
- Maintenance
- Use
- Removal
- Replacement
- Personnel
- Utilities
- Snow removal
- Parking

Timeline:

| | |
|------------------------------|----------------|
| RFP Published: | 15 May 2019 |
| Vendor Conference: | 20 May 2019 |
| Proposals Due: | 07 June 2019 |
| Contract Award: | 01 July 2019 |
| Deliverables Due: | 29 August 2019 |
| Presentation/Public Hearing: | September |

Deliverables:

- Executive summary (1-2 pages): The executive summary should answer the following questions:
 - “Where is it feasible and/or practical to install turf field(s), and how would it have to be done?” (Please include one or more maps showing locations.)
 - “What are the likely costs associated with this project that MRSD and Tri-Town taxpayers will experience over the next 20 years?”
- Feasibility Analysis: Given the specific characteristics of our campus and the surrounding area, and the various environmental considerations, tell us where it is feasible and/or practical to build turf fields. (Please include one or more maps showing locations.) Additionally, please tell us if it would have to be done in a special way in any of the possible locations. Please provide detailed discussion of any concerns regarding a particular location, and what would have to be done to mitigate them.

Cost Analysis: For each field configuration, what costs will MRSD be reasonably expected

- to encounter over the next twenty years (including initial construction, material choice, maintenance, use, additional equipment, replacement, snow removal, etc.)?
- For both the feasibility and cost analyses, please show what you believe is the most likely set of conditions MRSD will encounter and why. The report must document all assumptions made in the analysis. This must include a detailed discussion of the various risks that this project would face, and describe the steps MRSD should take to minimize the impact of those risks. This should also include a detailed discussion of what has and

MASCONOMET REGIONAL SCHOOL DISTRICT
Artificial Turf Field Feasibility Assessment

has not worked for other entities that have done this type of project before us, including any unforeseen positive and negative outcomes.

- Presentation of findings and approach in a public setting/hearing (tbd), including pdf.

MASCONOMET REGIONAL SCHOOL DISTRICT

Artificial Turf Field Feasibility Assessment

Evaluation Criteria

The evaluation criteria are divided into two parts; minimum requirements and evaluative criteria. All Proposals must be able to meet all the minimum criteria in order to be considered for further evaluation. Once we have determined that a Proposal meets the minimum criteria, we will then compare and contrast the services and experience in relation to the evaluative criteria provided in this section. To evaluate and rate the various services and experience, we will review information provided, contact and interview local schools who have engaged in similar services as requested in this RFP, and interview representatives who will be engaged in the services set forth in this RFP.

Selection Rating Factors used in evaluating each proposal will be categorized as: Highly Advantageous; Advantageous; or Acceptable

Minimum Requirements

1. Vendors must have been regularly engaged for at least five (5) years, prior to the date of this proposal, in the business of providing athletic facilities design & planning analysis, including operational impact analysis.
2. Vendors must be able to provide all of the requirements and services described in the specifications.
3. Vendors must have the credentialed staff described in the qualifications section.
4. Vendors must have performed and be able to demonstrate similar assessments for public sector entities in the past.

Criteria Evaluation Data

All interested parties must include the following information in their **Proposal**.

1. **Experience:** Describe recent prior experience performing athletic facilities design & planning analysis, with a similar scope of services and list all current and past projects of a similar nature, including the name and telephone number of all clients during the past five (5) years. Specific experience with turf fields.
2. **Team:** Describe and list by name and function all staff Consultants and related specialists that will be used on this project, whether in-house or outsourced. This shall include resumes and a list of their licenses and certifications where applicable. A project manager must be identified as well. This person shall remain in this position for the duration of the project (as long as he/she is employed by the chosen firm). This individual's resume will also be

MASCONOMET REGIONAL SCHOOL DISTRICT

Artificial Turf Field Feasibility Assessment

included with the proposal. The Masconomet Regional School District reserves the right to interview and approve this individual.

3. **Approach to Project:** Describe and submit an expected scope of services for all work required with time frames for work completion and with evidence of the Consultant's capacity and ability to meet target dates as outlined.
4. **Reports:** Describe and submit examples of previous work of a similar nature, including any sample reports.

Comparative Evaluation Criteria

1. Breadth of Experience/References:

Highly

Advantageous:

Ten (10) references of projects successfully completed within the last five (5) years, most of which may have been within a public sector setting; ten (10) years of turf field experience, where clients provide outstanding references based on their experience

Advantageous:

Five (5) years or more references of projects successfully completed within the last five (5) years, most of which may have been within an educational setting; five (5) years of turf field experience, where clients provide outstanding references based on their experience

Acceptable:

Less than five (5) years of references of projects successfully completed within the last five (5) years, or none of which may have been within an educational setting; less than five (5) years of turf field experience, where clients provide outstanding references based on their experience

2. Team Composition:

Highly

Advantageous:

Project Manager has more than (10) years of experience in athletic facilities design & planning. Other team members are listed and each member's experience is clearly demonstrated by way of resume and listed qualifications. A clear indication (either by listing or graphical representation) of the team members who will work on each part of deliverable, accompanied by their resumes to demonstrate their expertise in that specific assessment area.

MASCONOMET REGIONAL SCHOOL DISTRICT

Artificial Turf Field Feasibility Assessment

Advantageous: Project Manager has (5 – 10) years of experience in athletic facilities design & planning. Other team members have the (5-10) years of experience in sports facilities analysis that the Project Manager lacks. Other team members are listed and each member's experience is clearly demonstrated by way of resume and listed qualifications.

Acceptable: Project Manager has less than (5) years of experience in sought areas. Other team members are listed and each member's experience is clearly demonstrated by way of resume and listed qualifications.

3. Project Approach:

Highly

Advantageous: A well-articulated, start-to-finish project plan showing timeline for scope of services, including milestones and meetings. Project plan shows what will happen, when, by whom it will be accomplished, and details. Ability to meet our ideal timeline is convincingly demonstrated.

Advantageous: A well-articulated project plan showing timeline for scope of services, including milestones and meetings. Project plan shows what will happen, when, by whom it will be accomplished, in a clear and concise way. Ability to meet a "reasonable" timeline (that is close to our ideal) is convincingly demonstrated.

Acceptable: A well-articulated project plan showing timeline for scope of services, including milestones and meetings. Project plan shows what will happen, when, and by whom it will be accomplished. Ability to meet a "reasonable" timeline (that is close to our ideal) is suggested but perhaps not convincingly demonstrated.

4. Quality of Sample Report:

Submission of one executive summary and accompanying detailed analysis for review that would best exemplify the work of which you are capable. Quality will be determined by factors such as readability, usability, organization, and clarity of analysis and conclusions.

This report sample would include many elements: A table of contents, continuous page numbering so report can be referenced easily, and data designed using a pyramid approach (summary information followed by more detailed levels of information). Each section is clearly titled for ease of use.

MASCONOMET REGIONAL SCHOOL DISTRICT

Artificial Turf Field Feasibility Assessment

The sample report would include field, facility, and building layouts, pictures and other graphics used to assist in communicating relevant information. This report would be provided in electronic (PDF) format and hardbound version. Please refer to the “Deliverables” section above for a fuller description of what each deliverable must include.

Highly

Advantageous:

The three key elements of the report (executive summary, financial analysis, and detailed analysis) are all from work the bidder has completed within the ten (10) years for a single client.

Advantageous:

The three key elements of the report (executive summary, financial analysis, and detailed analysis) are all from work the bidder has completed within the ten (10) years for different clients.

Acceptable:

The three key elements of the report (executive summary, financial analysis, and detailed analysis) are not all from work the bidder has completed.

PER SUMMARY FORM

said work would have been revealed if a proper examination was performed.

be free from defects.

Number of years Company has been providing this service _____

other wise so noted clearly, and repeatedly in the technical proposal.

Company Name_____

Address _____

Telephone _____ Fax _____

Email _____

By _____ Title _____
please print

Signed _____ Date _____

MASCONOMET REGIONAL SCHOOL DISTRICT

Artificial Turf Field Feasibility Assessment

Client List

List the exact name of your firm.

Name

Telephone

Address

City/State/Zip

Indicate below at least ten (10) current references of similar size and complexity (preferable public schools):

Client Name

Client Name

Address

Address

City/State/Zip

City/State/Zip

Telephone

Telephone

Contact

Contact

Client Name

Client Name

Address

Address

City/State/Zip

City/State/Zip

Telephone

Telephone

Contact

Contact

MASCONOMET REGIONAL SCHOOL DISTRICT

Artificial Turf Field Feasibility Assessment

Client Name

Address

City/State/Zip

Telephone

Contact

Client Name

Address

City/State/Zip

Telephone

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Client Name

Address

City/State/Zip

Telephone

Contact

Client Name

Address

City/State/Zip

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City/State/Zip

Telephone

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Client Name

Address

City/State/Zip

Telephone

Contact

MASCONOMET REGIONAL SCHOOL DISTRICT
Artificial Turf Field Feasibility Assessment

CERTIFICATE OF FOREIGN CORPORATION

The undersigned hereby certifies that it has been duly established, organized, or chartered as a corporation under the laws of:

_____ (Jurisdiction)

The undersigned further certifies that it has complied with the requirements of M.G.L. c. 30, & 39L, and with the requirements of M. G. L. c. 181 relative to the registration and operation of foreign corporations within the Commonwealth of Massachusetts.

Name of person signing proposal _____ -

Title _____

Signature of person signing proposal

Date _____

Name of Business (Please Print or Type)

City _____ State _____ Zip Code _____

Corporate Seal Here (if applicable)

MASCONOMET REGIONAL SCHOOL DISTRICT
Artificial Turf Field Feasibility Assessment

**CERTIFICATION OF NON-COLLUSION
AND
CERTIFICATION OF TAX COMPLIANCE**

As required under **Chapter 687 of the Acts of 1989**, all bidders must certify to the following by signing this page in the space indicated below.

CERTIFICATION OF NON-COLLUSION

Pursuant to **M.G.L. Ch.30B, s10**, the undersigned hereby certifies, under penalties of perjury, that this bid or proposal has been made and submitted in good faith and without fraud or collusion with any other person. As used in this certification, the word "person" shall mean any natural person, business, partnership, corporation, union, committee, club, or other organization, entity, or group of individuals.

CERTIFICATION OF TAX COMPLIANCE

Pursuant to **M.G.L. Ch.62C, s49A**, I hereby certify, under penalties of perjury that to my best knowledge and belief that the undersigned bidder has filed all state tax returns and paid all state taxes required by law.

Social Security Number

or

Federal I. D. Number

Company Name _____

Business Address _____

Email _____

Telephone Number _____

Representative _____ **Title**
(please print)

Signature _____ **Date**

MASCONOMET REGIONAL SCHOOL DISTRICT
Artificial Turf Field Feasibility Assessment

PRICE PROPOSAL – ARTIFICIAL TURF FIELD FEASIBILITY ASSESSMENT RFP

The Proposer's signature on this form represents that this bid will remain in effect for 90 days, that the bid is made in compliance with the various provisions contained in said documents; and that they have informed themselves fully with regard to the specifications and has made their own examination and estimates and from them makes this bid. A Consulting Agency's failure to visit the site and acquaint themselves fully with the conditions and equipment shall in no way relieve the contractor from obligation with respect to the bid. No claim for additional compensation will be entertained for work required to be done which preliminary examination at the site would be revealed as necessary to accomplish the purpose intended as described herein.

Total Cost \$_____

Company Name _____

Business Address _____

Email Address _____

Telephone Number _____

Representative _____ **Title**
(please print)

Signature _____ **Date**

MASCONOMET REGIONAL SCHOOL DISTRICT

Artificial Turf Field Feasibility Assessment



MASCONOMET REGIONAL SCHOOL DISTRICT

Artificial Turf Field Feasibility Assessment



MASCONOMET REGIONAL SCHOOL DISTRICT

Artificial Turf Field Feasibility Assessment



MASCONOMET REGIONAL SCHOOL DISTRICT

Artificial Turf Field Feasibility Assessment

