

CITY OF BRUNSWICK, GEORGIA

October 2023

**HOWARD COFFIN PARK
FIELD TURF REPLACEMENT**

REQUEST FOR PROPOSALS



HOWARD COFFIN PARK FIELD TURF REPLACEMENT

1. Invitation to Vendors:

The City of Brunswick, Georgia (the City) will receive proposals for Howard Coffin Park Field Turf Improvements until Tuesday, November 21, 2023 at 2:00 p.m. EST for the above referenced equipment which is described in the attached specifications. The City invites vendors to submit proposals responsive to the specific requirements set forth in this request for proposals (RFP). The envelopes containing the proposal **must be sealed**, and addressed to:

Tim Nelson
Capital Projects Manager
525 Lakewood Ave
Brunswick, Georgia 31520
tnelson@cityofbrunswick-ga.gov

All proposals must be marked **“Howard Coffin Park Field Turf Improvements” RFP**. The envelope must bear on the outside the name and address of the vendor. No proposal may be withdrawn or modified in any way after the deadline for proposal openings, and no faxed proposals will be accepted.

Questions regarding this request for proposals should be submitted in writing to Tim Nelson, Capital Projects Manager, at tnelson@cityofbrunswick-ga.gov, prior to 5:00 p.m. on Friday, November 10, 2023. Responses to any questions will be posted to the City of Brunswick’s website by Tuesday, November 14, 2023.

A pre-proposal meeting will be held on Wednesday, November 8, at 9:00 a.m. at Howard Coffin Park in the administration building (1402 Sonny Miller Way). This meeting is not mandatory, but all interested vendors are encouraged to attend.

Proposals may also be submitted electronically via email where they will remain unopened until the deadline has passed. The subject line of the email shall include **Howard Coffin Park Field Turf Replacement” RFP**.

Proposals will be reviewed and evaluated by an evaluation committee from the City of Brunswick Department of Engineering and Public Works, City of Brunswick Finance Department, and Howard Coffin Park staff. The committee will select a preferred vendor from the proposals submitted within 7 days of the proposal due date. Proposals must be valid for sixty (60) days following the opening date.

2. Project Description:

The City is interested in installing new natural grass playing surfaces at the baseball/softball and football/soccer playing fields at Howard Coffin Park in Brunswick. There are four (4) baseball/softball fields located in the northern portion of the park. The football/soccer fields are located in the southern portion of the park. The location of the playing fields is shown in the map included in Appendix A.

The baseball/softball fields currently consist of grassed outfield areas and dirt infields. The outfield areas are a mixture of Bermuda grass overtaken by various weeds. The City is interested in removing the existing outfield grass and replacing it with TifTuf Bermuda field sod. Some grading will be necessary in order to remove the “lip” at the perimeter of the infield areas, and additional minor grading may be necessary to help promote positive drainage throughout each field. Soil amendments may be necessary in order to help promote field drainage and/or growth of the field turf. Each field is currently equipped with an irrigation system.

The “competition” soccer field currently consists of Bermuda turf and an existing irrigation system. The city wishes to replace the current field turf with TifTuf Bermuda field sod. Field grading will be necessary in order to improve drainage conditions in the southeast corner of the field and to remove minor surface irregularities. Soil amendments may be necessary to promote drainage and/or growth of the field turf.

The “practice” soccer/football fields are currently in poor shape regarding the field turf. An existing irrigation system covers the northern half of the area, and the southern portion is not irrigated. The City wishes to expand the irrigation system to cover the entire practice field area (as shown on the attached maps). Some field grading will be required in order to remove significant surface irregularities as well as improve drainage conditions. Soil amendments may also be necessary to improve drainage and turf growing conditions.

This project will include soil analysis to determine a need for any type of soil amendments. The scope will also include expansion of the irrigation system to cover the southern portion of the soccer practice fields. Removal of the existing field grasses as well as field grading and addition of soil amendments (if necessary) are included in the scope along with installation of new TifTuf Bermuda sod.

3. Minimum Specifications:

The following, at a minimum, will be included in the proposed project:

- Removal of existing grass and ground cover on all playing fields;
- Soil amendments if determined necessary;
- Grading and surface preparation of field areas;
- Grading and drainage improvements at soccer field;
- Installation of irrigation system expansion at soccer practice field;
- Installation of new turf on all playing fields

Alternate Items

Vendor may also choose to bid and price separately any add-ons for additional warranties or other ancillary items that will be beneficial to the proposed project.

Vendor shall list and describe any variations or differences from minimum specifications listed above.

4. Proposal Requirements

All proposals shall include vendor's full specifications, itemized cost, and total costs including shipping, installation, and any applicable fees.

Proposals shall include:

- plan view of proposed irrigation layout;
- plan of proposed drainage improvements at soccer field;
- itemized cost of all project tasks, including removal of existing turf, new materials and labor costs;
- warranty information, if included;
- date of delivery, installation schedule and planned project completion date;
- references of three previous customers

Proposal shall include any vendor-provided service, care, or maintenance options.

Proposals shall include the itemized cost of the proposed equipment/material and any accessories or add-ons deemed important by the vendor. These shall all be itemized and listed separately.

Proposals shall include any warranty information on the proposed products and equipment.

Proposals will be evaluated on:

- Proposal's meeting minimum requirements listed in this RFP;
- Total Cost of the field turf replacement;
- Value added accessories, warranties, or other items in addition to the base equipment/product;
- Date of delivery and proposed installation schedule;
- References from previous customers.

5. Conflict of Interest:

Vendors shall disclose any potential conflicts of interest and existing business relationships they may have with the City. If requested by the City, vendors should provide all pertinent information regarding ownership of their company at the City's request.

6. Addenda:

If the City determines that an amendment is required to this RFP, the City Representative will post a written addendum on the City Website at <http://www.brunswickga.org> (the "City Website") and upon posting will be deemed to form part of this RFP. No amendment of any kind to the RFP is effective unless it is posted in a formal written addendum on the City Website. Upon submitting a Proposal, Proponents will be deemed to have received notice of all addenda that are posted on the City Website.

7. Negotiations and Contract award:

The City is under no obligation to accept any Proposal submitted. The City reserves the right in its sole discretion to waive informalities in, or reject any or all Proposals, or to accept any

Proposal deemed most favorable in the interest of the City, or cancel the competition at any time without award. Thereafter, the City may issue a new Invitation / Request, sole source or do nothing.

-End of This Section

Howard Coffin Park

Baseball/Softball Fields

Field 1

Field 2

Field 3

Field 4



Howard Coffin Park

Football/Soccer Fields

Approximate area of
existing irrigation

"Competition"
Soccer Field

Football/Soccer
"Practice" Field

