

REQUEST FOR PROPOSALS

OAK PARK HIGH SCHOOL
ATHLETIC TRACK RESURFACING



Proposal Due Date: March 28th, 2024 at 1:00 P.M.

Issued By:

Dan Phillips – Chief Operations Officer
Oak Park School District
13900 Granzon
Oak Park, MI 48237

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SECTION 1: GENERAL INFORMATION

INTRODUCTION

Responses to this Request for Proposals (RFP) will be used by the Board of Education to select a qualified contracting firm to remove the existing high school track surface, patch any deficiencies in the existing asphalt subsurface, and install a new track surface. The desired outcome is to provide Oak Park School District a complete replacement of the high school track surface that is competition ready, within the specified time frame.

Oak Park School District (“OPSD”) is hereby soliciting sealed proposals for the purpose of selecting a qualified contractor to complete this project.

PRE-PROPOSAL MEETING

A pre-proposal meeting will be held on Wednesday, March 13th, 2024 at 3:00 pm at the Oak Park High School Track located at 13700 Oak Park Boulevard, Oak Park, MI. 48237. Attendance at this meeting is recommended, but not required. No individual appointments subsequent to this meeting will be held. The purpose of this meeting is to discuss the requested proposal with prospective Respondents and to answer any questions concerning this RFP. Questions regarding the RFP process, after the date of the Pre-Proposal meeting, will be handled as stated below.

QUESTIONS OR CLARIFICATIONS OF RFP REQUIREMENTS

Emailed questions and inquiries will be accepted from any and all prospective Respondents in accordance with the terms and conditions of this RFP.

All questions shall be submitted on or before Wednesday, March 20th, 2024 by 4:00 pm and should be submitted via e-mail to the Issuing Officer, Dan Phillips, Oak Park Schools Chief Operations Officer, at the following email address: Daniel.Phillips@OPSK12.org. All questions submitted via email must have the following in the subject line: OPSD Track RFP.

Interested firms or teams are to communicate solely with the individual listed above. **No contact is to be made with any other official or consultant of the school system unless specifically directed by the Issuing Officer. The Issuing Officer shall act as the sole point of contact between any interested parties and the School District on all communications.**

Should any prospective Respondent be in doubt as to the true meaning of any portion of this Request for Proposal, or should a prospective Respondent find any ambiguity, inconsistency or omission therein, the Respondent shall make a written request for an official interpretation or correction. Such requests must be submitted via email to Daniel.Phillips@OPSK12.org.

ADDENDUM

Any changes or corrections, as well as any additional RFP provisions that OPSD may decide to include, will be made only as an official addendum that will be posted to the State of Michigan SIGMA website and the OPSD web site www.oakparkschools.org for all parties to download.

It shall be the Respondent’s responsibility to ensure they have received all addendums before submitting a proposal. Any addendum issued by the OPSD shall become part of the RFP and will be incorporated in the proposal.

Each Respondent must, in its response, to avoid any miscommunications, acknowledge all addenda which it has received, but the failure of a Respondent to receive, or acknowledge receipt of; any addenda shall not relieve a Respondent of the responsibility for complying with the terms thereof.

PROPOSAL SUBMISSION

All Proposals are due and are to be delivered to the Oak Park Schools Administration building on or before 3:00 pm, Thursday, March 28th, 2024.

Each Respondent must submit one (1) original Proposal, and one (1) additional Proposal copy, and proposals are also to be submitted on a USB Drive. All submitted Proposals must be clearly marked: Oak Park High School Track Resurfacing Bid, and list Respondents name and address.

Proposals must be addressed and delivered to:

***Oak Park School District
Attn: Dan Phillips, COO
13900 Granzon
Oak Park, MI 48237***

All Proposals received on or before the due date will be considered but will not be opened publicly. No immediate decisions will be rendered as all proposals must be reviewed and evaluated prior to a decision being made.

Hand delivered Proposals will be received by the receptionist at the address above. Normal business hours are 8:00 a.m. to 4:00 p.m. Monday through Friday, excluding holidays. OPSD will not be liable to any Respondent for any unforeseen circumstances, delivery or postal delays. Postmarking on the due date will not substitute for receipt of the Proposal. Each Respondent is responsible for submission of their Proposal.

Additional time will not be granted to a single Respondent; however, additional time may be granted to all Respondents when OPSD determines that circumstances warrant it.

PROPOSAL TERMS AND REQUIREMENTS

OPSD reserves the right to reject any and all proposals, to waive or not waive informalities or irregularities in the response procedures, and to accept the terms, or conditions of any proposal determined by OPSD to be in the best interest of OPSD. All agreements resulting from negotiations that differ from what is represented within the RFP or in the Respondent's response shall be documented and included as part of the final contract.

The original Proposal must be signed in ink by an official authorized to bind the Respondent to its provisions for at least a period of one hundred eighty (180) days from the due date of this RFP. Failure of the successful Respondent to accept the obligation of any subsequent contract may result in the cancellation of any award.

In the event it becomes necessary to revise any part of the RFP, addenda will be provided. Deadlines for submission may be adjusted to allow for revisions.

Proposals should be prepared simply and economically providing a straightforward, concise description of the requested information included in this document. The Proposal shall be no more than **20 pages total** in length (front of page only). Proposals should not include any plastic covers, binders, or other non-recyclable materials. All envelopes for the formal Proposal must be clearly marked "**Oak Park High School Track Resurfacing Bid**".

All proposals become the property of OPSD once reviewed, whether awarded or rejected.

To be considered, each Respondent must submit a response to this RFP using the format provided in this document. No other distribution of proposals is to be made by the Respondent. Respondents must submit one (1) original and one (1) copy of the Proposal and one (1) USB Drive containing Proposal. Price Quotations stated in the Fee Proposal shall be valid through

the anticipated start of the project, which is June-July 2024. Fees other than those stated in the Fee Proposal will not be allowed unless authorized by contract.

All information in a Respondent's Proposal is subject to disclosure under the provisions of the "Freedom of Information Act." This act also provides for the complete disclosure of contracts and attachments thereto except where specifically exempt.

The selected Respondent will be required to provide OPSD an IRS form W-9 before a purchase order can be issued.

OPSD is tax exempt from all taxes. The Respondent, if awarded a contract for this work, shall be responsible for all "sales taxes" and "use taxes" as applicable to this work.

SELECTION PROCESS

The Board of Education will use the following process to select a firm to perform the services outlined in this Request for Proposal. The Board of Education or its designee reserves the right to disqualify any Respondent at any time prior to final action by the Board of Education.

A. Part 1: Qualification Document Evaluation

1. The qualification requirements are specified in the Document Submission section at the end of this document.
2. The replacement track specifications recommended by contractors will be reviewed and scored by the District and will determine the final ranking of all submissions. The lowest responsive and responsible bidder as determined by OPSD will be determined by comparing the proposed product and the associated cost.
3. Based on the combination of final ranking of the proposal qualification documents and the cost proposal, the committee shall determine which contractor shall be selected.

By responding to this RFP, Respondents accept the evaluation process and subsequently acknowledge and accept that the determination of the successful contractor may require certain subjective judgments by the owner. Proposers waive the right of protest on grounds of subjectivity of judgment. All proposals, submissions and/or follow-up documentation shall become the property of the Owner.

The Owner at its sole discretion reserves the right to the following:

1. To reject any Proposal and waive any formalities, informalities and/or technicalities therein.
2. To change and/or cancel in part or in its entirety any elements of this RFP.
3. To extend or change the submission deadline and/or schedule, to divide the project into multiple parts, to reject any and all proposals and re-solicit for new proposals, or to reject any and all proposals.
4. To request additional information, interviews and/or clarifications from any or all Respondents to this RFP, and to visit the Respondents place of business or other projects, to contact any references, and to collect any other information required during the evaluation process.
5. To contact any Respondent and allow a Respondent to correct any and all formalities and technicalities that may be in in the best interest of the Owner.

PROPOSAL QUALIFICATION DOCUMENT INFORMATION

All submissions shall address the following items in the order listed below and shall be designated A. through G in the submission document:

- A. Interest Statement – Briefly describe the particular or main interest the Respondent has in performing the services outlined in this RFP.
- B. Description of Firm and Experience – Provide an overview regarding the size of your business, location, proof of licensure and insurance to perform work of this type in the State of Michigan, years in business, staffing capabilities, and specialized in-house expertise in projects of this size and scope.
- C. Project Schedule – Describe your firms’ ability to meet the restrictive schedule associated with this project.
- D. Project Specification Recommendations – Identify the specific replacement track products that your firm is recommending. This information shall include any and all information that support the recommended product, warranty information, certification/authorized installer information, and an explanation as to why the product should be considered.
- E. References – Please provide a minimum of three (3) professional references, with greater preference given to those references that are associated with public school projects successfully executed in Michigan.
- F. Other - Provide any additional information on firm’s resources or experience that may be pertinent to this RFP.
- G. Fee Proposal - The Fee Proposal must be submitted in a separate sealed envelope at the time of proposal submission. The fee proposal form (ATTACHMENT A) included in this document should be the format in which proposals are submitted.

TYPE OF CONTRACT

The successful contractor will be required to prepare a standard Agreement (see attached) and submit the proposed contract to the issuing officer.

COST LIABILITY

OPSD assumes no responsibility or liability for costs incurred by a Respondent prior to the execution of a contract. The liability of OPSD is limited to the terms and conditions outlined in the subsequent contract. By submitting a proposal, the Respondent agrees to bear all costs incurred or related to the preparation, submission and selection process for the proposal.

SCHEDULE

The following is the solicitation schedule for this procurement:

Activity/Event	Anticipated Date
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Pre-Proposal Meeting	March 13 th , 2024 @ 3:00PM
Proposal Due Date	March 28 th , 2024 @ 1:00PM
Contractor Selection/Negotiation Process	March 28 th – April 1 st , 2024
Board Reading / Board Award	April 8 th / April 17 th

AWARD PROTESTS

All Proposal protests must be in writing and filed with the OPSD Chief Operations Officer within five (5) business days of the award action email. The Respondent must clearly state the specific reasons for the protest.

DEBARMENT

Submission of a Proposal in response to this RFP is certification that the Respondent is not currently debarred, suspended, proposed for debarment, and declared ineligible or voluntarily excluded from participation in this transaction by any State or Federal departments or agency. Submission of a proposal to this RFP also serves as confirmation that the Respondent holds all of the necessary licenses, certifications and the necessary insurance to perform the work specified in this document, and that OPSD will be notified of any changes in this status.

INDEPENDENT FEE DETERMINATION

- By submission of a proposal, the Respondent certifies, and in the case of joint proposal, each party thereto certifies as to its own organization, that in connection with this proposal:
 - They have arrived at the fees in the proposal independently, without consultation, communication, or agreement, for the purpose of restricting competition as to any matter relating to such fees with any other proposal Respondent or with any competitor.
 - Unless otherwise required by law, the fees which have been quoted in the proposal have not been knowingly disclosed by the Respondent and will not knowingly be disclosed by the Respondent prior to award directly or indirectly to any other prospective Respondent or to any competitor.
 - No attempt has been made or shall be made by the proposal Respondent to induce any other person or firm to submit or not submit a proposal for the purpose of restricting competition.
 - Each person signing the proposal certifies that she or he is the person in the proposal Respondent's organization responsible within that organization for the decision as to the fees being offered in the proposal and has not participated (and will not participate) in any action contrary to 1.a), b), or c) above.

SECTION 2: SCOPE OF WORK

SUMMARY

Oak Park School District (OPSD) is requesting proposals from capable contracting firms that have demonstrated experience in the technical requirements associated with the resurfacing of a high school track. The services required include removal of existing track surface, repairing of the asphalt subsurface if/where necessary, preparing the asphalt subsurface to receive final track

surface, then the subsequent installation of the accepted track surface.

SCHEDULE

The stadium area will be available to the selected contractor after the conclusion of the school year, which will be on or around June 17th, 2024. The entire project shall be complete by August 23rd, 2024. If this goal is not attainable, please provide the earliest date this project can be completed by.

GENERAL PROJECT REQUIREMENTS

The contractor shall be responsible for all labor, materials, and equipment to provide the following:

- Remove the existing track surface, and expose the asphalt base, and clean the exposed asphalt base, which shall then be inspected by the Owner (and Owners representative) and Contractor.
- Locate and fill all existing cracks in the current asphalt base on all areas of the track. Cracks should be repaired by filling and then taping (utilizing pavement fabric) to prevent reflecting through the subsequent overlay,
- Locate, patch, and level all damaged or worn areas as necessary.
- Install the replacement 8 lane straight, 8 lane oval running track, high jump venue, and common long jump runway, with the accepted track product and associated specifications, on all applicable track areas to include the running track, chute area, and high jump area (all should be red). 6,409 SY of track surface.
- Install standard lane striping and event marking as laid out on the existing track.
- Include separate color (black) for exchange zones.
- Provide project insurance, Supervision, and Mobilization.
- Provide Construction Surveying, Layout, and Staking
- Provide Performance and Payment Bonds.
- Provide, prior to construction, all required submittals.
- Provide track lane and event marking drawings for approval prior to construction.
- Provide project ending punch-list prior to sign off.
- Provide full clean-up of premises prior to vacating project.
- This is **NOT** a prevailing wage project.
- Required permits/fees are the responsibility of Contractor
- The Oak Park Schools is a tax-exempt entity, Contractor is responsible for all taxes.

ATHLETIC SURFACE RESURFACING REQUIREMENTS

The contractor must provide the following information as part of the RFP submission process:

- Complete installation specifications and technical guidelines of the recommended track surface (this information is not counted as part of the page limitation of the proposal).
- Provide an authorized letter from the manufacturer stating the Respondent Is an authorized installer of the recommended product.

- In an effort to provide quality assurance the Respondent shall state that recommended surfacing system will be installed by the Respondent, and if a subcontractor is used, the Respondent assumes all responsibility for the project.
- Provide warranty information that would be expected upon the successful completion of the recommended track surface.

SECTION 3: APPENDICES

Appendix A – TRACK SITE EVALUATION

Appendix B – TRACK AND TRACK LOCATION

Appendix C – NON-COLLUSION AFFIDAVIT

Appendix D – FAMILIAL RELATIONSHIP AFFIDAVIT

Appendix E – COST PROPOSAL

(APPENDIX A - TRACK SITE EVALUATION FROM 2020)

Oak Park High School - Track and Field Events

The existing track facility is located on the southwest corner of the property and consists of an existing 8-lane track with a red impermeable seal layer and red structural spray surfacing. The high jump is located at the south D-zone end of the facility. The long jump/pole vault runways, discus cage, and shot put are located on the outside east part of the track facility. Based on review of historical data, it is our understanding these facilities were originally constructed in 2009, with some limited maintenance renovations occurring since original construction. We observed the following conditions with the track and field events:

Running Track

- o *The track surface is a black urethane base mat, with a red seal layer and red structural spray coating. Thicknesses were measured on the inside, middle and outside of the track.*
 - *Average inside thickness= 11.66mm (±0.45'J*
 - *Average middle thickness= 12.33mm (±0.S0'J*
 - *Average outside thickness= 12.16mm (±0.47'J*
 - *The thicknesses identified are normal for the age of the surface. Overall, the surface looked in good condition for being ±11 years old.*
- o *The track appears to be constructed in hot-mix bituminous asphalt over an aggregate stone base. The materials and profile of the substrate are unknown. Our office did not observe any surface (reflective) or asphalt structural cracks within the track.*
- o *We observed that the starting area (near 100m Start) was heavily worn, with some patching previously completed. This is very normal for the age of the surface.*
- o *We observed several areas of surfacing patching (±1S0sf). It is unknown if the surface has received any preventative maintenance, other than the noted patching, or re-stripping since initial installation.*
- o *Several areas of surface delamination (worn, not adhered to asphalt, etc.) were observed, totaling ±400sf. These areas will require repair to ensure participant safety.*
- o *The south D-Zone contains the high jump and appears to be in good condition with a nominal thickness of 12.25mm (±0.S0'J. We observed minor delamination of surface, mostly around the trench drain (±100sf). We did not observe any reflective or structural cracking.*
- o *The north D-Zone contains a hot-mix bituminous asphalt over an aggregate stone base, though the materials and profile of the substrate are unknown. We observed several depressed and undulating surfaces and minor settlement areas but did not observe any structural cracking. The depressed areas do not allow water to properly enter the trench drain, which could yield to delamination of asphalt or cracking at the trench drain. Overall, the north D-zone is in fair condition.*

Field Events

- o *The long jump/pole vault runways are constructed out of concrete, though the materials and profile of the substrate are unknown.*
 - *We did not observe any reflective or structural cracks within the runways. We observed a minor trip hazard where the runway meets the pole vault landing pad, possibly caused by heaving of the concrete or improper installation initially.*
 - *The long jump landing material consists of sand and is contained by a concrete border.*
 - *The long jump take-off boards and pole vault boxes are in good condition.*
 - *Overgrowth of grass on the sides of the runways was observed. It would be recommended to cut back the lawns to prevent overgrowth to runways or damage caused by lawn mowers.*
 - *Overall, the long jump and pole vault runways and landing areas are in good condition.*
- o *The shot put consists of a single pad throwing south and an aggregate landing area, which is heavily weed infested and no suitable border to retain the material.*
- o *The discus area is located north of the shot put and consists of a single concrete pad and netting safety cage. The concrete pad and netting system are in good condition.*

Our understanding of the scope of work requested at the track and field events includes the following:

- Cut out and repair delaminated track surface areas and apply a new structural spray coating on running track, high jump and runways
- Clean debris from utility structures and trench drain
- Install new concrete curb border at shot put and supplement with additional aggregate material
- Re-grade lawn area around long jump/pole vault runways

(APPENDIX B-1 – HIGH SCHOOL SITE)

13701 Oak Park Boulevard, Oak Park, MI 48237



(APPENDIX B-2 – TRACK SITE)

13701 Oak Park Boulevard, Oak Park, MI 48237

- 1) Please provide alternate pricing for cleaning and covering area above North End Zone

- 2) Please provide alternate pricing for removing and covering area below South End Zone
- 3) Bid should include cost of resurfacing long jump and high jump pits and fixing surrounding area.



(APPENDIX C)

**OAK PARK SCHOOL DISTRICT
OAK PARK HIGH SCHOOL - TRACK RESURFACING**

AFFIDAVITS:

Affidavit of Proposer – Non-Collusion

STATE OF MICHIGAN)
) ss
COUNTY OF)

_____ (Insert Name) being first duly sworn, deposes and says he/she is the _____ [Insert Title] of _____ [Insert Company Name], (the "Proposer"), which has submitted to the Oak Park School District a Proposal to provide the High School Track Resurfacing. Except as specified below, the Proposer constitutes the only firm having any interest in the Proposal or in any Contract, benefit or profit which may, might or could accrue as a result of said Proposal, said exceptions being as follows:

(If no exceptions, please state).

Affiant further states that said Proposal is, in all respects, fair and is submitted without collusion or fraud; and that no employee, administrator or Board member of the Oak Park School District is directly or indirectly interested in the Proposal.

Affiant's Signature

On this _____ [Day] day of _____ [Month], 2024, before me, a notary public, in and for _____ [Insert County Name] County, personally appeared _____ [Insert Name], who made oath that he/she has read the foregoing Affidavit of Proposer – Non-Collusion, by him/her signed and that the contents thereof are true, except as to those matters stated therein to be based on information and belief, and as to those matters, he believes same to be true.

Notary Public

State of Michigan, County of
My Commission Expires:
Acting in the County of

(APPENDIX D)

**OAK PARK SCHOOL DISTRICT
OAK PARK HIGH SCHOOL - TRACK RESURFACING**

AFFIDAVITS:

Affidavit of Proposer – Familial Relationships

STATE OF)
MICHIGAN)

)
s
s
COUNTY OF)

_____ [Insert Name] being first duly sworn, deposes and says he/she is the
_____ [Insert Title] of _____ [Insert Company Name],
(the "Proposer"), which has submitted to the Oak Park School District a Proposal to provide High School
Track Resurfacing hereby represents and warrants, except as provided below, that no familial relationships
exist between the Proposer or any employee of the Proposer, and any member of the Board of Education
of the Oak Park School District or the Superintendent of the School District.

(If no exceptions, please state).

List any Familial Relationships:

(If no exceptions, please state).

Affiant's Signature

On this _____ [Day] day of _____ [Month], 2024, before
me, a notary public, in and for [Insert County Name] County, personally appeared
[Insert Name], who made oath that he/she has read the foregoing Affidavit of Proposer
– Non-Collusion, by him/her signed and that the contents thereof are true, except as
to those matters stated therein to be based on information and belief, and as to those
matters, he believes same to be true.

State of Michigan, County of

My Commission Expires:
Acting in the County of

(APPENDIX E)

**OAK PARK SCHOOL DISTRICT
OAK PARK HIGH SCHOOL - TRACK RESURFACING**

THIS FORM MUST BE COMPLETED, SIGNED AND RETURNED IN A SEALED, MARKED ENVELOPE, AFFIXED ONLY TO YOUR ORIGINAL PROPOSAL.

THE CONTRACTOR AGREES TO PERFORM ALL WORK AS SET FORTH IN THIS REQUEST FOR PROPOSAL, AND IN ACCORDANCE WITH THE TERMS AND CONDITIONS AT THE PRICES QUOTED ON THIS FORM.

<u>ITEM</u>	<u>DESCRIPTION</u>	<u>COST</u>
1.	Cost to Remove & Dispose of Existing Track Surface	\$ _____
2.	Cost to Prepare Existing Track Surface for Overlay	\$ _____
3.	Cost to Overlay Asphalt	\$ _____
4.	Cost to Install Completed Track Surface (that is ready for competition)	\$ _____
5.	Total Project Cost (Sum of Items 1-4)	\$ _____
6.	ALTERNATIVE 1: Area between track and North Endzone:	\$ _____
7.	ALTERNATIVE 2: Area between track and South Endzone:	\$ _____

ALSO BREAK DOWN BY (should equal project cost above w/o Alternatives):

Labor: \$ _____ Materials: \$ _____ Other: \$ _____

NOTES/CLARIFICATIONS: _____

NAME OF AUTHORIZED RESPONDENT: _____

AUTHORIZED RESPONDENT SIGNATURE: _____

DATE: _____

***** RETURN THIS FORM SEALED WITH ORIGINAL PROPOSAL *****

Note: This Bid Response Form is to be inclusive of all requirement noted in bid documentation. The costs provided shall be inclusive of all profit, fees, travel expenses, and all other expenditures. No additional payment will be made for related expenses or miscellaneous costs.