



**ISLAMORADA, VILLAGE OF ISLANDS  
REQUEST FOR PROPOSALS FOR  
RESURFACING THE ATHLETIC FIELD AT FOUNDERS PARK  
(RFP 18-09)**

Islamorada, Village of Islands (the “Village”), will receive sealed proposals to resurface the Athletic Field at Founders Park, located at 87000 Overseas Highway in Islamorada, Florida until **10:00 a.m. on March 9, 2018**. Proposals will be opened by the Village Clerk or her designee immediately following the closing of the Request for Proposals (“RFP”).

Interested firms must submit sealed proposals by mail or in person to:

Islamorada, Village of Islands  
Attn: Village Clerk  
86800 Overseas Highway  
Third Floor  
Islamorada, Florida 33036

It is the sole responsibility of the firm to ensure that their submittal is received in a timely manner. Any bids submitted past the deadline and/or submitted to other locations or offices shall be deemed non-responsive and will be rejected.

**I. DESCRIPTION OF THE VILLAGE**

The Village was incorporated as a municipality on December 31, 1997. Located in the Upper Florida Keys, the Village is approximately 18 linear miles in length with a land area of approximately 3,900 acres. The Village consists of four (4) islands: Plantation Key, Windley Key, and Upper and Lower Matecumbe Keys, which are part of the Florida Keys’ chain of islands. The Village boundaries extend from Mile Marker 90.939 to Mile Marker 72.658. The Village has an approximate population of 6326. Founders Park is located within the Village at 87000 Overseas Highway.

**II. PROJECT DESCRIPTION**

On September 10, 2017, Hurricane Irma impacted Islamorada and the Florida Keys. The athletic field at Founders Park were subsequently utilized as a recovery site for debris (vegetative and

construction and demolition) staging, collection, consolidation and processing areas by the Village's debris management contractor. Consequently, the athletic field is now highly disturbed, compacted, covered with shredded bark and possibly other construction and demolition debris residue and material and are in need of full restoration.

The Village requires a contractor to restore the athletic field used for Hurricane Irma-related debris management activities to their original recreational use and to minimize any risks associated with debris residue. The area of disturbance is approximately 4.77 acres.

### **III. SCOPE OF WORK**

#### **1. Irrigation:**

The irrigation system will require a full assessment prior to commencing work to determine necessary repairs due to the field being used as a debris staging site. Any initial breaks requiring repair will be billed additionally, based on time and materials.

#### **2. Resurfacing:**

- Village Staff will apply herbicide grass weed killer on existing turf to ensure all vegetation is dead.
- Rototill dead vegetation into existing sub-soil to allow for continued decomposition.
- Drop irrigation heads below surface to allow for field work.

#### **3. Soil & Fine Grading:**

- Incorporate 50 loads (approx. 900 cu.yds =1" grade increase) 80:20 athletic field sand mixture (80% Ortona course sand / 20% Canadian Peat or its equivalent) into existing soil profile.
- Fine grade to +/-1 inch of established grade of field to ensure proper surface drainage (min. 1% slope) to existing swales.
- Re-install irrigation heads and level to expected sod height.

#### **4. Sod Installation**

- Install approximate 208,000 +/- sq. ft. (4.77 acres) of certified Tifway 419 Bermuda in rolls
- Adjust irrigation heads

#### **5. Roll, Topdress and Fertilize**

- Roll new sod
- Top-dress new sod with approximate 48 tons (approximate 1/8") of silica sand.
- Apply fertilizer

- Describe the recommended maintenance program and fertilization in the Project Approach section of the proposal.

#### 6. **Warranty**

Provide a forty-five (45)-day warranty on establishment of grass.

#### 7. **Project Schedule**

Time is of the essence. The project should commence no later than thirty (30) days after execution of the contract.

### IV. **ELIGIBILITY CRITERIA**

To be eligible for selection consideration, interested consultants/firms must submit one (1) original printed package, five (5) printed copies, and one (1) electronic copy on flash drive. The electronic copy should be identical to the original printed package, in natively converted PDF format. Proposals shall be enclosed in a sealed envelope and be plainly marked on the upper left-hand corner with the name and address of the Bidder and bear the following title: **Islamorada, Village of Islands “Request for Proposals for Resurfacing the Athletic Field at Founders Park (RFP-18-09)**

Bid packages must contain the following information:

1. **Cover Letter:** Provide a cover letter introducing your firm and proposal.
2. **Company Overview:** Provide an overview of the company detailing the total number and expertise of professional staff, describing staff credentials, and identifying office locations and staff assigned to those offices throughout the Florida Keys or the nearest locations to the Florida Keys. Please note that the Village prefers to contract directly with prime entities and the use of sub-consultants in your submission may affect proposal scoring.
3. **Project Examples/References:** Provide at least three (3) examples of successfully implemented projects that demonstrate experience with the services described in the scope of work, preferably in a local government setting. Include the client name, project name, project location and summary of services performed. Provide a list and description of at least three (3) of the most recent contracts the firm has had where services similar to those contemplated by this RFP were provided.
4. **Project Approach:** Provide in specific detail the method that will be used to resurface the athletic field including the proposed materials (type of sod, sand, etc.) and the recommended maintenance program.
5. **Project Timeline and Fee Schedule:** Provide a unit cost and total fees for the service areas identified in the Scope of Services section of this RFP. Provide a timeline for completion of the project.

6. **State Authorization to Transact Business:** Provide proof of authorization to transact business in the State from the Florida Secretary of State, if applicable.
7. **Insurance:** Provide proof of professional liability insurance, commercial general liability insurance, commercial automobile liability insurance, and worker’s compensation insurance coverage as required by law as explained in Exhibit A to this RFP.

**V. EVALUATION SCORING AND TIMELINE**

An Evaluation Committee will convene after the opening of the proposals to evaluate Bids for recommendation to the Village Council.

The point system for scoring of proposals will be as follows:

Company Overview	0 – 20 points
Similar Project Experience/References	0 – 30 points
Approach	0 – 40 points
Fee	0 – 50 points

**The Village reserves the right to accept or reject any or all proposals; to waive irregularities, technical errors and formalities; and to select a qualified firm(s) to provide the Services as it deems will best serve the interest of the Village.**

All inquiries and requests for clarification or interpretation regarding this Request for Proposal shall be made in writing to the attention of the Procurement and Grants Administrator by mail to 86800 Overseas Highway, Islamorada, Florida 33036; by email to [ana.hernandez@islamorada.fl.us](mailto:ana.hernandez@islamorada.fl.us); or by fax to (305) 664-6464 no later than March 2, 2018.

An **optional on-site visit or walk-through** of the project site may be scheduled no later than five (5) calendar days prior to the Bid submission deadline. To schedule an on-site visit, please contact the Procurement and Grants Administrator by telephone at (305) 664-6453, or by email to [ana.hernandez@islamorada.fl.us](mailto:ana.hernandez@islamorada.fl.us).

The Village shall issue appropriate addenda as necessary via DemandStar at <https://www.demandstar.com/> and on the Village’s website at <http://www.islamorada.fl.us/>. No oral change or interpretation of the provisions contained in this Invitation to Bid is valid. Written addenda shall be issued when changes, clarifications or amendments to the Invitation to Bid document are deemed necessary. The issuance of a written addendum is the only official method whereby interpretation, clarification or additional information can be given.

**EXHIBIT A**  
**REQUIRED INSURANCE**

Respondent to the RFP shall, at their own expense, procure and maintain throughout the duration of the Agreement, with insurers acceptable to the Village, the types and amounts of insurance conforming to the minimum requirements set forth herein. With respect to the Professional/Pollution policy/policies), Respondent shall provide to the Village a certified copy of the insurance policy or policies which provide the coverage described below. With respect to all other coverages, as evidence of compliance with the insurance required herein, Respondent shall furnish the Village with:

- a) a fully completed satisfactory Certificate of Insurance evidencing all coverage required herein. Also, a copy of the actual additional insured endorsement as issued on the Commercial General Liability policy, signed by an authorized representative of the insurer(s) verifying inclusion of the Village and the Village's council members, officials, officers and employees as additional insureds in the Commercial General Liability coverage;
- b) the original of the policy/policies; or
- c) other evidence satisfactory to the Village.

Until such insurance is no longer required by this Agreement, Respondent shall provide the Village with renewal or replacement evidence of insurance at least thirty (30) days prior to the expiration or termination of such insurance.

If requested to do so by the Village, Respondent shall, within thirty (30) days after receipt of a written request from the Village, provide the Village with a certified, complete copy of the policies of insurance providing the coverage required.

**Workers' Compensation/Employer's Liability Insurance**

Such insurance shall be no more restrictive than that provided by the Standard Workers' Compensation Policy, as filed for use in Florida by the National Council on Compensation Insurance, without restrictive endorsements. In addition to coverage for the Florida Workers' Compensation Act, where appropriate, coverage is to be included for the Federal Employer's Liability Act and any other applicable Federal or State law. The policy must be endorsed to provide the Village with 30 days' notice of cancellation. The minimum amount of coverage (inclusive of any amount provided by an umbrella or excess policy) shall be:

Part One:	"Statutory"
Part Two:	\$ 1,000,000.00 Each Accident
	\$ 1,000,000.00 Disease – Policy Limit
	\$ 1,000,000.00 Disease – Each Employee

The Workers' Compensation Policy must be endorsed to waive the insurer's right to subrogate against the Village, and its members, officials, officers and employees in the manner which

would result from the attachment of the NCCI Waiver of Our Right To Recover From Others Endorsement (Advisory Form WC 00 03 13) with the Village, and its council members, officials, officers and employees scheduled thereon.

Commercial General Liability Insurance

Such insurance shall be no more restrictive than that provided by the most recent version of standard Commercial General Liability Form (ISO Form CG 00 01) as filed for use in the State of Florida without any restrictive endorsements other than those required by ISO or the state of Florida or those described below. The coverage may include restrictive endorsements which exclude coverage for liability arising out of:

- Mold, fungus, or bacteria
- Terrorism
- Sexual molestation

The Village and the Village’s council members, officials, officers, agents and employees shall be included as an “Additional Insureds” on a form no more restrictive than ISO Form CG 20 10 (Additional Insured - Owners, Lessees, or Contractors). The policy must be endorsed to provide the Village with 30 days’ notice of cancellation. The minimum limits (inclusive of amounts provided by an umbrella or excess policy) shall be:

\$ 1,000,000.00	General Aggregate
\$ 1,000,000.00	Products/Completed Operations Aggregate
\$ 1,000,000.00	Personal and Advertising Injury
\$ 1,000,000.00	Each Occurrence

Automobile Liability Insurance

Such insurance shall be no more restrictive than that provided by Section II (Liability Coverage) of the most recent version of standard Business Auto Policy (ISO Form CA 00 01) without any restrictive endorsements, including coverage for liability contractually assumed, and shall cover all owned, non-owned, and hired autos used in connection with the performance of the work. The policy must be endorsed to provide the Village with 30 days’ notice of cancellation. The minimum limits (inclusive of any amounts provided by an umbrella or excess policy) shall be:

\$ 1,000,000.00	Each Occurrence – Bodily Injury and Property Damage Combined
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Professional Liability Insurance

Such insurance shall be on a form acceptable to the Village and shall cover Respondent for liability arising out of the rendering or failure to render professional services in the performance of the services required in the Agreement including any hold harmless and/or indemnification agreement. The policy must be endorsed to provide the Village with 30 days’ notice of cancellation.

The minimum limits (inclusive of any amounts provided by an umbrella or excess policy) shall be:

\$ 1,000,000.00 Each Claim  
\$ 1,000,000.00 Annual Aggregate

The insurance provided by Respondent shall apply on a primary basis. Any insurance, or self-insurance, maintained by the Village shall be excess of, and shall not contribute with, the insurance provided by Respondent.

Except where prior written approval has been obtained hereunder, the insurance maintained by Respondent shall apply on a first dollar basis without application of a deductible or self-insured retention. Respondent shall pay on behalf of the Village or the Village's council members, officials, officers, agents and employees any deductible or self-insured retention applicable to a claim against the Village or the Village's council, officials, officers, agents and employees.

Compliance with these insurance requirements shall not limit the liability of Respondent. Any remedy provided to the Village by the insurance provided by Respondent shall be in addition to and not in lieu of any other remedy (including, but not limited to, as an indemnitee of Respondent) available to the Village under the Agreement or otherwise.

Neither approval nor failure to disapprove insurance furnished by Respondent shall relieve Respondent from responsibility to provide insurance as required by this Agreement.

**Certificates of Insurance must be completed as follows:**

1. **Certificate Holder**  
**Islamorada, Village of Islands**  
**86800 Overseas Highway, 3<sup>rd</sup> Floor**  
**Islamorada, Florida 33036**
2. **Additional Insured for Commercial General Liability**  
**Islamorada, Village of Islands and its Council members, officials, officers**  
**and employees.**



# Athletic Field

Square Footage 198,511 (not including clay field)

