



**Britton Deerfield Schools  
Natural Grass Field and Track Design/Build Project  
Request for Proposals**

**Requested by:  
Britton Deerfield Schools  
Britton, Michigan**

**Issue Date: NOVEMBER 11, 2024  
Due Date: November 22, 2024**

Britton Deerfield Schools is seeking proposals from qualified firms for the provision of all design and construction services necessary for the installation of a new natural grass/sod, multi-sport field system (current field is grass) and the renovation/replacement of the existing running track. The field and track are located at the District's Britton School Campus, 201 College Avenue, Britton, Michigan.

The selected firm will provide all engineering and related design services to ensure a fully functional athletic field and running track that meet or exceed the requirements of applicable law, building code, safety standards (ASTM industry standards for safety), and use for high school athletics within the state of Michigan.

The selected firm will perform all site work, including installation of drainage systems and irrigation systems necessary and ground preparation to ensure that both the field and track drain properly and that the ground is sufficiently prepared to promote a long, useful life for both the field and the track.

The selected firm will be responsible for securing all governmental reviews, inspections, and permits necessary for performance of the work and completion of the project.

***Multi-sport, High School Natural-Grass Athletic Field and System***

Britton Deerfield Schools desires to have a qualified firm engineer and install a multi-sport, natural grass athletic field for use by high school (and other) athletes. More specifically, the field will be used by the district's students, football team, band, and numerous community-based youth sports.

The selected firm must fully engineer a multi-sport, natural grass field including all necessary site preparation, irrigation, and drainage work. This may include removal of existing drainage systems, if any, and installation of new drainage systems to ensure that the field drains properly and that all runoff is disposed of in accordance with applicable law. This will also include the engineering and installation of an irrigation system to properly promote and maintain the natural grass terrain.

## **ATHLETIC NATURAL-GRASS FIELD**

### **PART 1--GENERAL**

#### ***1.1 DESCRIPTION OF WORK***

- A. General: The work to be performed under the division of this contract shall consist of all labor, materials, tools, equipment and perform all work and operations necessary for the complete construction of a topsoil based athletic playing field.
  - 1. Site work to establish sub-grade.
  - 2. Laser grading of sub-grade.
  - 3. Installation of topsoil mix profile.
  - 4. Installation of irrigation.
  - 5. Laser grading of finish grade.
  - 6. Installation of rolled grass/sod.
  
- B. The Contractor shall verify that the sub-grade is in satisfactory condition and at proper elevation prior to beginning work on the field.
  
- C. Field area will be marked with corner stakes and crown staked with finished elevation.

#### ***1.2 QUALITY ASSURANCE***

- A. The project specified herein consists of major construction for the development of a natural grass athletic field. Time requirements for the completion of work are of the essence. Work specified herein requires expertise in several diverse specialty areas of construction including agronomy and athletic field management.
  
- B. Avoid damage to existing fencing and all other structures at the athletic complex.

#### ***1.3 SUBMITTAL***

- A. Construction schedule: Submit proposed construction schedule, indicating dates for each activity.
  
- B. Written grow directions and maintenance guidelines.
  
- C. Topsoil mix for root zone as specified in 2.1 Laboratory Testing
  
- D. Contractor is to confirm that the sod is acceptable to meet all criteria in the contract.

#### ***1.4 DELIVERY, STORAGE AND HANDLING***

- A. Sod: Deliver sod so that it will be planted within 24 hours of harvesting to avoid sod drying out.

#### ***1.5 JOB CONDITIONS***

- A. Existing Conditions: Plant sod only after all sub-grade, topsoil, drainage systems, and irrigation systems have been installed and approved by district.
  
- B. Protection: Restrict all foot and vehicular traffic from planted areas after planting until end of establishment period.
  
- C. Sod: At the end of the 30-day establishment period, the district or district representative will inspect the fields and notify the contractor to re-grass any areas larger than 2” square.

## **PART 2--PRODUCTS**

### **2.1 LABORATORY TESTING**

- A. All topsoil mix, submitted for this project, shall be tested and approved, for project suitability, by a Certified Testing Laboratory. Laboratory must have a minimum of ten years' experience testing for natural turf athletic fields. All testing of materials shall be paid for by the Contractor.

### **2.2 ROOT ZONE MIX**

- A. A mixture of non-compactable materials composed of sand, topsoil, and soil conditioners shall be incorporated into the top 3" of the root zone. The root zone mix shall be amended as necessary to provide a proper fertilization pH between 6.0 and 7.0
- B. Root zone mixture shall be cleaned of and free of all deleterious materials defined therein. Growing media shall be free of noxious weeds, seeds, grasses, plants, roots, branches, sticks, extraneous matter and any substance harmful to plant growth. Growing media found to contain any of these materials shall be chemically or mechanically treated to the satisfaction of the district.
- C. Alternate topsoil root zone mixes may be considered by district for approval, provided the testing data confirms work tolerances.

### **2.3 GRASS/SOD TURF**

- A. Sod shall be Certified, solid sod. Certification shall be by an Accredited State Turf Certification agency. Sod shall be identified, reserved and maintained on the Contractor's chosen sod farm and shall be grown for athletic turf. Sod shall be in a healthy condition and certified free of disease, nematodes, pests and pest larvae.

### **2.4 FERTILIZER**

- A. Pre-planting fertilizer shall be incorporated according to the soil test recommendations.
- B. At time of planting provide a complete commercial fertilizer with a consistent ratio of (Nitrogen, Phosphoric Acid and Potash respectively. Fifty (50) percent of the Nitrogen shall be derived from natural organic sources or urea form and shall be uniform in composition, free flowing and suitable for application by machine. Deliver in standard size, unopened containers showing weight, analysis and name of the manufacturer.
- C. Fertilizer shall comply with current State of Michigan regulations.

### **2.5 GRADING:**

- A. Total area to be disturbed shall be less than 1.5 acre (< 65,340 sq. ft.)
- B. Area to be rough graded shall be approximately 360 ft. x 160 ft. (57,600 square feet), ± 10,000 sq. ft. for perimeter areas up to the trach surface.
- C. Field area shall be free of debris and ready for grading with any spoils to be wasted on site.
- D. Initial rough grade shall be established using fill dirt free of large debris. Fill dirt cannot have wood or roots and cannot have hard debris greater than 6" in diameter. Rough grade shall establish crown of field to establish 2% positive drainage from center.
- E. Laser grading to be done to establish sub-grade to a tolerance of +/- 0.1'.

- F. Topsoil mix shall be installed atop of sub-grade to an average depth of 3”.
- G. Laser grading shall be done to establish finish grade to a tolerance of  $\pm 0.1'$  once irrigation has been installed.
- H. The district will inspect and check the variations and uniformity of the finish grade and request Contractor to correct any deficiencies until they meet the requirements of the specifications. Prior to final acceptance, Contractor shall certify that finish grade conforms to the specifications contained herein.

## **2.6 IRRIGATION**

- A. The irrigation system shall be as follows:
  - 1. 60 PSI Minimum
  - 2. 50 GPM Minimum
  - 3. 7 Zones
  - 4. 4 heads per zone with #10 nozzles
  - 5. Rain Bird System with Falcon #6504 Rotors and Rain Bird 1 ½ PGA Valves or equivalent. If quoting an equivalent system, please provide complete specifications.
  - 6. 2” tap to run to a tap to be provided by the Contractor in collaboration with the Village of Britton, MI, not to exceed 200’.

## **2.7 SOD TURF**

- A. Prior to planting, the irrigation system will be installed and shown to be in proper working order. When the sod is planted, it is essential that it receives adequate irrigation to prevent drying out and to maintain moisture in the soil profile so the new root system can develop. Kentucky Blue Grass, Perennial Ryegrass or Fescue sod are recommended. The sod type will be stated in the initial bid, and warrantee on sod from farm should be explained and communicated with district.
- B. Solid sod rolls shall be mechanically planted on playing surface with the appropriate track machine or 4-wheel drive tractor equipped with high flotation turf tires.
- C. Install sod within 24 hours after harvesting to ensure sod does not dry out.
- D. After sod is installed, area shall be rolled to ensure firm contact and top dressed if necessary.
- E. Sod shall be installed in an appropriate climate and under appropriate weather conditions, unless otherwise approved by district or its representative. No sod shall be laid when ground surface is muddy, unless otherwise approved by district or its representative.
- F. Erect temporary barricade and warning signs as necessary to prevent any vehicular or pedestrian traffic.
- G. After the sod begins to grow and spread, additional fertilization will be applied to the surface. Rate and frequency of application is best determined on-site and during the actual operation, but in general, a rate of ½ pound of actual nitrogen per 1,000 square feet on a 7-10 day schedule is optimum. As the grass grows in, attention must be given to the surfaces to locate and eliminate small “bird-baths” or depressions in the surface which may accumulate and hold water. There will be little downward percolation of water through the surface, so Contractor will be sure that the surface is smooth and without appreciable depressions. Depressions can be corrected best by a top dressing with sand used for field modification. This material should be put on in a thin layer and dragged into the turf. Never

put enough sand to cover the turf completely and exclude light. If depressions are still a problem after the grass grows through the sand layer, the operation is repeated.

### **BID RESPONSE CONTENT**

Each bid must use the following format, providing a response to each line item, and include attachments within their bid package.

#### ***QUALIFICATIONS OF CONTRACTOR***

1. The winning bidder must furnish a performance bond in amount of 100% of the contract price and a payment bond in the amount of 100% of the contract price.
2. Licensed as required by The State of Michigan.
3. Provide copy of Michigan General Contractors License.
4. Able to provide a Certificate of Insurance for Comprehensive General Liability, Comprehensive Auto, and Workman's Compensation and the ability to maintain in full force and effect during the entire contract period. Liability limits should correspond to the amounts included below.

#### ***BID QUALIFICATIONS***

Please provide confirmation and a response to each item listed below.

1. Statement of qualifications and experience
2. Number of years engaged in business.
3. Fully describe your company and experiences.
4. History of successful and stable company operation for a period of at least (1) year.
5. List of past and present contracts like this RFP within the State of Michigan. Include names and qualifications of personnel to be assigned to managing this proposed agreement.

The firm must be currently licensed, insured, and authorized to conduct business in the County of Lenawee, the Village of Britton, and the State of Michigan. Please attach a copy of all licenses and insurance.

The selected firm will install two football goal posts and each end. The football goal posts must meet the requirements of the Michigan High School Athletic Association and National High School Athletic Association. The goal posts shall be yellow in color and have ground sleeves.

#### ***Warranty***

The Contractor shall submit a complete warranty that guarantees the usability and playability of the natural grass field for its intended use, commencing with the date of final acceptance by the district. The warranty coverage shall not be prorated or limited to the amount of use. The field warranty shall include all components required for its construction; infill materials, sod, finishing stone, and maintenance requirements. The duration of the warranty must be established by the Contractor, with consideration given to those Contractor's who propose a longer warranty period. A minimum of 5 years warranty is required.

#### ***Running Track***

The selected firm will be responsible for complete removal of the existing track and base mat. The selected firm must fully engineer a running track system, including all necessary site preparation and drainage work. This may include removal of existing drainage systems, if any, and installation of new

drainage systems to ensure that the track drains properly and that all runoff is disposed of in accordance with applicable law.

The selected firm must properly prepare the site for installation of the track base mat and the track surface including, but not limited, to ensuring that all necessary base levels are properly installed and prepared (i.e., aggregate, finishing stone, concrete, etc.).

The selected firm will furnish all labor, materials, tools, and equipment necessary to install, in place, the running track approved by the District. The installation of all new materials must be performed in strict accordance with the manufacturer's written installation instructions and specifications and all products and installation services must meet or exceed all applicable ASTM, state and federal standards, and all current guidelines and standards set forth by the Track Builders Association.

- A. Track and Field Event Surfacing
  - 1. Track System: Conica Conipur SP, or district-approved equal 8 lane regulation track.
  - 2. Color:
    - a. Structural Spray: Standard Black or Red (unless another color is selected by District)
    - b. Base Mat: Black
  - 3. System Requirements – General
    - a. Structural Spray Coating: 1.2kg/sqm (2.2 lb/sy)  
EPDM granules 0.80 kg/sqm (1.5 lb/sy)
    - b. Base Mat:
      - Polyurethane Binder 1.60 kg/sqm (2.9 lb/sy)
      - SBR/EPDM Granules 8.0 kg/sqm (14.7 lb/sy)
    - c. Primer System:
      - Polyurethane primer 0.15 kg/sqm (0.30lb/sy)
    - d. Specified track system shall be installed per manufacturer's instructions.
  - 4. Composition: Cast-in-place 13mm two layer, spike resistant, colored, resilient synthetic track surface of permeable design consisting of a polyurethane-bound black rubber base mat with a spray applied structural coating of polyurethane based pigmented binder and encapsulated pigmented EPDM rubber granules. Structural spray shall be spike resistant and permeable.
    - a. Primer: Polyurethane-base primers – specially formulated to be compatible with the existing running track and field event system.
    - b. EPDM Base Mat Granulate: Synthetic black EPDM rubber-chopped, processed and graded to 1-3mm in size.
    - c. EPDM Surface Spray Granulate: Synthetic pigmented EPDM rubber-chopped, processed and graded to 0.5 – 1.5mm in size.
    - d. Polyurethane Base Mat Binding Agent: Single component, MDI based polyurethane binder.
    - e. Polyurethane Structural Spray Binder: A two component, MDI based polyurethane binder, mixed with a polyurethane based color paste.
    - f. Track and Field Event Marking Paint: Polyurethane-based paint, specifically manufactured to be compatible with specified polyurethane synthetic track surfacing. Marking colors to match existing and be verified by Owner upon receipt of track marking plan
  - 5. Physical Properties of Finished Surface
    - a. Thickness: To match existing surfacing system thickness.
    - b. Color: Black or Red, selected from manufacturer's full range.
    - c. Elongation (ASTM 0-412): 83%

- d. Tensile Strength (ASTM 0-412): 0.7mm 2 at 70 degrees F.
- e. Compression Set (ASTM D-395): 90% - 95% at 70 degrees F over a 24 hour period.
- g. Abrasion Resistance (ASTM D-501): 0.25 grams loss after 1000 cycles.
- h. Chalking (ASTM D-822): Throughout warranty period.
- i. Resilience (ASTM 02532): 36% to 44%.
- j. Tear Resistance (\*ASTM D-624): 50 – 75 psi.
- k. Coefficient of Friction (ASTM D-1894): Dry – 1.07, Wet – 0.73

B. Track and field event polyurethane base mat repair material.

1. Repair material for existing base mat repairs shall be Loctite PL 3X Premium Polyurethane Construction Adhesive.

C. Install synthetic track system per manufacturer's instructions and recommendations:

1. Cleaning: All areas to receive new structural spray shall be cleaned and free of any loose or foreign particles (dirt, infill, oil, etc.) prior to the commencement of work.
2. All cracking and joints shall be repaired prior to priming. Clean all joints and apply specified sealing product to achieve a fully sealed joint or crack.
3. Priming: Polyurethane based primer shall be installed on dry surfaces only. Structural spray primer shall fully cover existing red structural spray coating and shall be applied at a rate of .35 - .37 lbs. per square yard.
4. Mixing of binder and rubber granules: Binder and 1-3mm clean, dry EPDM granules are mixed in a forced mixer at a rate of 100 parts rubber granules to 20 parts urethane binder by weight. The mixture shall be prepared in a clean, dry mechanical mixer until a homogeneous mixture is obtained.
5. Application of base layer: The mixed material is applied over the binder coat at a thickness to match existing surfacing system using a specially designed paver which utilizes a heated screen designed to level and compact the resilient base layer. The base layer is then allowed to cure (harden). The curing process depends on temperature and humidity and normally occurs overnight. All joint work shall be toveled flush with the adjacent base mat. Cured joints shall have their edges primed with base mat binding agent prior to the application of the adjacent base mat.
6. Application of the structural spray (top layer): Spray operation shall not take place until the base mat cure is complete. Weigh out a batch of pigmented polyurethane structural spray material part A and Part B into two separate containers in a ratio of 1:2 by weight. Pour the two parts into a mixing container and thoroughly mix. After mixing add colored, clean, dry 0.5 – 1.5 mm EPDM rubber granules, such that the ratio of polyurethane to EPDM.

***Warranty***

The Contractor shall submit a complete system warranty that guarantees the usability of the track for its intended use for a minimum period of (5) five years commencing with the date of final acceptance by the District. The warranty coverage shall not be prorated or limited to the amount of use. The warranty shall include all components required for the construction of the running track and shall warranty against any and all system defects resulting from workmanship or materials.

***Installation Timeline***

Britton Deerfield Schools expects to award a contract in late Fall of 2024 and will require the company to be able to complete the project on or before July 31, 2025, with time being of the essence. Respondents must include a proposed schedule for installation with their bid. Preferred projects start date is April 21, 2025. However, the Contractor and district will collaborate to determine if site work can be started before this date.

***Labor & Material Payment Bonds, Performance Bonds***

The district reserves the right to require any successful respondent to furnish both a labor and materials payment bond, and a performance bond, each in the amount of one hundred percent (100%) of their contract amount. Labor and payment bonds must include the following items: the full name and address of respondent and respondent's surety; the proper contract date; the exact amount of the contract; the engineer's name and address (if applicable); signature; corporate seal (if applicable); notarization; and Power of Attorney.

Bond costs shall be clearly delineated in respondent's bids as a separate line item (not to be included in respondent's base bid).

If required, labor and material payment and performance bonds must be submitted to the district prior to the execution of any contract between district and a respondent.

***Insurance Requirements***

The successful respondent shall obtain and maintain insurance according to the following specifications:

***Worker's Compensation Insurance***

The Contractor shall obtain and maintain during the life of the contract Michigan Workers' Compensation Insurance for all of his employees assigned to perform services on behalf of Contractor to Britton Deerfield Schools under this Agreement.

The Contractor shall require any subcontractor similarly to provide Michigan Workers' Compensation Insurance for all of the latter's employees unless such employees are covered by the protection offered by the Contractor.

***General Liability and Property Damage Insurance***

The Contractor shall obtain and maintain during the life of the Contract such Public Liability and Property Damage Insurance as shall protect him and any subcontractor performing work covered by this Contract from claims for damage for personal injury, including accidental death, as well as for claims for property damages which may arise from operations under this Contract, whether such operations by himself or by any subcontractor or by anyone directly or indirectly employed by either of them.

***Owner's and Contractor's Protective Liability Coverage***

The Contractor shall obtain and maintain during the life of this Contract Owner's and Contractor's Protective Liability coverage in the name of: Britton Deerfield Schools, and Others, if specifically required by special provision in the Contract documents.

This coverage shall include the entire work. The Contractor shall furnish a Certificate of Insurance certifying that his Owners' and Contractors' Protective Liability Insurance includes all subcontractors engaged in the work.



The minimum limits of liability for all insurance coverage in the above-named policies shall be as follows:

<u>Bodily Injury Liability</u>	<u>Amount</u>
Each Person	\$1,000,000
Each Occurrence	\$1,000,000
Aggregate	\$1,000,000

  

<u>Property Damage Liability</u>	
Each Occurrence	\$1,000,000
Aggregate	\$1,000,000

***Subcontractor’s Insurance***

The Contractor shall require each of his subcontractors and subcontractors to obtain and maintain all insurance coverage and limits indicated for Michigan Workers’ Compensation, Contractors’ Liability Insurance, and Michigan Motor Vehicle Liability during the life of the subcontract.

***Policies and Certificates of Insurance***

The Contractor and all subcontractors shall file Certificates of Insurance for all insurance coverage required above with the Britton Deerfield School District’s Business Office, naming the district as a Certificate Holder. Exclusions in the policies shall be removed by endorsements to comply with all the aforementioned requirements. Subcontractors shall file Certificates of Insurance with the Contractor who will forward them to the District’s Business Office. All Certificates of Insurance shall contain the name and address of the insurance agent.

***Notice Requirements***

All insurance Certificates must include a provision providing for thirty (30) days prior written notice to the District regarding cancellations, material change, reduction of insurance coverage, or non-renewal. The Contractor shall cease operations on the occurrence of any such cancellations, material change, reduction in insurance coverage or non-renewal, and shall not resume operations until new insurance that satisfies the minimum requirements is in force.

***General Conditions***

The following general conditions are imposed on all proposals submitted in response to this RFP:

1. Respondent’s proposals represent an offer to contract on the part of the proposing party, and all proposed prices must remain in effect for at least ninety (90) days from the date of the bid opening.
2. Britton Deerfield is a public school district and thus is exempt from any and all sales and/or services taxes. Do not include such taxes in the proposal figures. The district will furnish the successful bidder with tax exemption certificates upon request.
3. No respondent may withdraw a proposal after the actual date of the opening thereof except in case where a respondent demonstrates to the district’s satisfaction that a material and substantial mistake was made in preparing the bid, in which event the respondent has 24 hours after the opening of the proposals to deliver to the district, a notice in writing that he/she desires to withdraw his/her proposal and stating the reasons therefore. Once a proposal is withdrawn, it may not be re-submitted. Furthermore, if a bidder makes an error in extension of prices in a bid, the unit price shall govern at the district of the District.

4. The district reserves the right to waive any informalities or immaterial omissions or defects not involving price, time or changes in the work. In the case of error in the extension of prices in the bid or other arithmetical error, the unit price shall govern.
5. The district will not pay any costs incurred by respondent in preparing or submitting any proposals in response to this RFP.
6. Any deviation from the specifications included in this RFP must be noted in the proposal, and respondent must provide written rationale for the deviation.
7. The district reserves the right to split or abstract any or all bid proposals and award multiple contracts from the same quotation, based on price, availability and service when in its judgment it best serves the district.
8. The selected respondent will not be permitted to assign any agreement between the individual or firm and district, nor will the individual or firm be permitted to subcontract any services owed to Britton Deerfield schools, without first obtaining the expressed written consent of the district.
9. The selected respondent will not discriminate against any employee or applicants for employment because of race, religion, color, national origin, handicap, age, or sex and will take affirmative action to insure that applicants are employed without regard to their race, religion, color, national origin, age, sex, height, weight, or marital status. Such action shall include, but not be limited to, the following: employment upgrading, demotion or transfer; recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship.
10. The selected respondent will comply with all published rules, regulations, directives, and orders of the Michigan Civil Rights Commission relevant to Section 206, 1976 P.A. 453, as amended.
11. **The district will conduct background checks on individuals who will be working on district property, due to the proximity to and potential for interaction with students. Contractor representatives, including but not expressly limited to employees and subcontractors, must be approved by Britton Deerfield Schools prior to working on district property. As is permitted by applicable Federal and State law, the district reserves the right to deny access to any individual(s) based upon the results of background checks.**
12. The selected respondent will be expected to enter into an agreement with Britton Deerfield Schools, which will be a modified version of the AIA A141-2014 agreement.
13. The selected respondent will be expected to comply with all applicable federal, state, and local laws in addition to applicable BD Board policies which prohibit the possession or use of tobacco or alcohol or carrying any dangerous weapons on school property.
14. The selected respondent will be expected to perform the services in a manner that is most consistent with industry/trade standards for the type of work to be provided.
15. The selected vendor must not be currently debarred, suspended, or proposed for debarment by any federal entity. Submission of a bid in response to this request for bids represents respondent's acknowledgement that respondent is not debarred, suspended, or proposed for debarment by any federal agency.

16. All deviations from the specifications must be specified in writing by the bidder at the time that the formal bid is submitted. The absence of a written list of requested deviations or exceptions when the bid is submitted will result in the bidder being held strictly liable to the District for the specification or requirements as written. The district reserves the right to accept or reject any requested exception or deviation.
17. The selected vendor(s) understands and agrees that it will: (i) not use any of the district's confidential information or for its own use or for any purpose other than the specific purpose of providing the goods and services described in this RFP; (ii) not disclose any of the district's confidential information to any other person or entity, unless such is required by court order; and (iii) take all reasonable measures to protect the confidentiality of, and avoid disclosure or use of, the district's confidential information in order to prevent it from falling into the public domain or the possession of persons other than those persons authorized to have such information.
18. Any purchase made by the district under this RFP will, in addition to the terms and conditions contained in this RFP, be subject to the district's standard terms and conditions, which are available at <https://www.bdschools.us>.

The preceding list is provided for informational purposes only and is in no way intended to be an exclusive list of the terms and conditions that may be imposed upon the responding firm by the district through a professional services contract.

**Britton Deerfield Schools reserves the right to reject any and all proposals received with or without cause, and reserves the right to select the proposal which is determined to be in the best interest of the district.**

#### **SUBMISSION REQUIREMENTS**

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Proposals submitted in response to this RFP are to follow the outline described below and must address all requested information. Any additional information that respondent wishes to include that is not specifically addressed below should be included in the appendix to the proposal. Respondents are encouraged to keep proposals brief and to the point.

**A. COVER LETTER/TRANSMITTAL LETTER**

Please include a cover letter signed by an individual having the authority to negotiate and execute contracts on behalf of the respondent.

**B. BID FORM**

Respondents must complete the attached bid form in its entirety, including proposed fees for the provision of the goods and services requested in this RFP.

**C. PROPOSED FIELD AND TRACK MOCK-UP**

Respondents must include a dimensioned, color field and track mock-up showing the field and track plans.

**D. MANUFACTURER'S SPECIFICATION SHEETS & WARRANTY DOCUMENTS**

Respondents must provide all manufacturers' specifications and warranty documents, if any, for the field and track systems that are proposed for installation in response to this RFP.

#### E. REFERENCE LIST

Respondents must provide a list of 10 natural grass/sod fields and 10 synthetic running tracks within 100 miles of Britton Deerfield Schools. Please note references where respondent acted as the Prime/General Contractor.

#### F. TIMELINE

Respondents must provide a timeline describing project activities.

#### G. INSURANCE REQUIREMENTS

The selected respondent shall submit proof of insurance coverage as is required herein, or if respondent does not currently maintain said insurance coverage, a letter acknowledging the insurance requirements and confirming that respondent will obtain and maintain said insurance prior to engaging in any contract with Britton Deerfield Schools.

#### H. BD PROPOSAL FORMS (available at <https://www.bdschools.us>)

##### 1. MICHIGAN-BASED BUSINESS CERTIFICATION AND VERIFICATION FORM

Consistent with Michigan law, the district has adopted and implemented a policy that extends a preference to Michigan-based businesses submitting a proposal pursuant to this request for proposals. Solely for the purposes of determining the value of a bid for purposes of an award, the bid price of a Michigan-based business that is bidding in accord with this request for proposals shall be reduced by a factor of the lesser of 5% or \$10,000. For all other purposes, the bid price shall remain as stated in the proposal.

In order to be considered for such a preference, a bidder must satisfy the definition of a Michigan-based business as found in MCL 18.1268 and shall provide a completed copy of the consent form affixed to this RFP, as well as any additional consent necessary to permit the district to verify the firms' status as a Michigan-based business through the Michigan Department of Treasury. Additional consent must be provided by the bidder with 24 hours of request by district. Failure to satisfy the statutory definition of a Michigan-based business and/or failure to provide the necessary and/or additional consent to permit the district to verify the proposer's status as a Michigan-based business through the Michigan Department of Treasury, shall result in the forfeiture of any preference for which the bidder may qualify, including, but not limited to the Michigan-based business preference.

Qualified firms should affix a completed copy of the attached Michigan-based business certification and verification form. (This form applies to Michigan-based businesses only.)

##### 2. FAMILIAL DISCLOSURE STATEMENT

Please include a completed copy of the familial disclosure statement. (This form must be completed and notarized even if no familial relationship exists.)

##### 3. IRAN ECONOMIC SANCTIONS ACT COMPLIANCE

Bidders must include a completed copy of the Iran Economic Sanctions Act compliance form.

##### 4. SUSPENDED OR DEBARRED VENDOR FORM

Bidders must include a completed copy of the suspended or debarred vendor form certifying that the bidder is not a federally suspended or debarred vendor.

5. CONFLICT OF INTEREST FORM

Bidders must include a completed copy of the conflict-of-interest form certifying that the bidder does not have a conflict of interest with any BD Board member, staff member, or agent.

All proposals shall be submitted via electronic mail with subject line “**Britton Deerfield Schools Field/Track Proposal**”. **Proposals shall be delivered to the attention of the Britton Deerfield Schools Superintendent via email to [stacy.johnson@bdschools.us](mailto:stacy.johnson@bdschools.us). Proposals should be received by the district at or before 12:00 PM (EST), November 22, 2024.**

**Questions and Addenda**

Please direct all questions regarding this request for proposals to Stacy Johnson via email at [Stacy.johnson@bdschool.us](mailto:Stacy.johnson@bdschool.us). Questions will only be addressed via email so that responses can be shared with all interested parties in the form of addenda to the RFP. **If you wish to receive a copy of addenda published, please email Superintendent Johnson at [stacy.johnson@bdschools.us](mailto:stacy.johnson@bdschools.us) requesting such.**

**Britton Deerfield Schools**  
**Natural Grass Field and Track Design/Build Project BID FORM**

This offer has been prepared after our examination of the complete drawings and specifications, together with their related documents, and our examination of the conditions surrounding the construction of the proposed work including the availability of materials, equipment, and labor. The undersigned submits the following offer to enter into a contract with the Britton Deerfield Schools and agrees to furnish all labor, material, equipment, and service to complete the Work in accordance with the Contract Documents:

Bidder's Name: \_\_\_\_\_

Description of Activities: \_\_\_\_\_

For the lump sum base bid of: (\$ \_\_\_\_\_ )  
\_\_\_\_\_ Dollars

**Addenda**

The undersigned acknowledges receipt of the following addenda and has included the cost thereof in the lump sum base bid:

No. 1, dated \_\_\_\_\_ No. 3, dated \_\_\_\_\_  
No. 2, dated \_\_\_\_\_ No. 4, dated \_\_\_\_\_

**Performance and Labor and Material Payment Bond**

The undersigned confirms that the cost of the required performance, labor, and material bond is included in the base bid amount.

The undersigned agrees to furnish a performance, labor, and material payment bond. The cost of such bonds is included in the base bid amount:  
(\$ \_\_\_\_\_ )  
\_\_\_\_\_ Dollars

**Authorized Representative Signature:**

I certify that the information contained on this form is true and accurate and that the presentation of this information to the Britton Deerfield School District represents an offer to contract and that acceptance by the district of this offer will bind me to performance under the terms and conditions of the RFP.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date