

REQUEST FOR PROPOSAL



DESIGN-BUILD FOR A CONCRETE CRICKET PITCH PAD, WITH ARTIFICIAL TURF, AT KELLY PARK WITHIN THE CITY OF COMPTON, CALIFORNIA

The City of Compton is soliciting proposals from qualified contractors to provide a design-build for a concrete cricket pitch pad, with artificial turf coverage, to be installed at Kelly Park, in the City of Compton, California. The project aims to provide a safe and durable playing surface for young cricketers in the City of Compton.

Proposals will be received in the office of the City Clerk, City of Compton, 205 South Willowbrook Avenue, Compton, California, 90220 until 5:00 p.m. on Wednesday, April 23rd, 2025. POSTMARKS WILL **NOT** BE ACCEPTED. All proposals must be clearly marked, “DESIGN-BUILD FOR A CONCRETE CRICKET PITCH PAD, WITH ARTIFICIAL TURF, AT KELLY PARK WITHIN THE CITY OF COMPTON, CALIFORNIA – DO NOT OPEN WITH REGULAR MAIL” and shall be delivered during the business hours of 7:00 a.m. to 6:00 p.m., Monday through Thursday, except holidays, to the City Clerk’s office.

Submit four (4) copies of your service proposal, one must be digital. It should be understood that the final costs will be as negotiated with the City. As part of the proposal please indicate the unit costs that are associated with each phase.

All submitted proposals will be reviewed and analyzed by City staff and the proposal which best meets the City’s needs will be selected for further analysis and negotiation.

The City of Compton proposes to enter into a, “Design-build for a concrete cricket pitch pad, with artificial turf, at Kelly Park,” contract.

The City of Compton reserves the right, in its sole discretion during this selection process, to reject any or all proposals, or any portion, without exception or explanation.

Parties interested in obtaining a Request for Proposal (RFP) package should check the City’s website at www.comptoncity.org or contact the:

Recreation Department
City of Compton
205 South Willowbrook Avenue
Compton, CA 90220
(310) 605-3060

SUBMITTAL DEADLINE

To be considered, proposals must be submitted no later than **5:00 p.m., Wednesday, April 23rd, 2025** to the City Clerk’s Office, 205 South Willowbrook Avenue, Compton, California, 90220. Postmarks will not be accepted. The City may extend the deadline at its option.

During this period of restricted contact, any attempt by a proposing firm, its representative or agent to contact, lobby, or make a representation to a member of the City Council, or any other official, employee, or agent of the City will be grounds for disqualification.

Satra Zurita
City Clerk

Publish: 04/15/2025

**REQUEST FOR PROPOSAL
DESIGN-BUILD FOR A CONCRETE CRICKET PITCH PAD, WITH ARTIFICIAL
TURF, AT KELLY PARK**

INTRODUCTION TO THE CITY OF COMPTON

The City of Compton was incorporated in 1888. The City totals approximately 10.2 square miles in size, and is home to more than 90,276 residents (2023). The City has approximately five (5) major parks with recreational facilities, eight (8) neighborhood parks, one (1) Par 3 Golf Course and two (2) commercial swimming pools.

The City of Compton's Recreation Department provides resources which meet the needs of the community through highly accessible, enjoyable and varied opportunities for learning and recreation. To meet the recreational needs of an ever-changing community, the City is installing a concrete cricket pitch pad with artificial turf at Kelly Park. To execute this project, the City is seeking qualified contractors to provide a design-build proposal for a concrete cricket pitch pad, with artificial turf coverage.

SCOPE OF WORK

The selected contractor will be responsible for providing a design-build for a concrete cricket pitch pad, with artificial turf, at Kelly Park. The design -build will include the following:

- Task 1: Project Management and Coordination
 - Contractor to meet with City staff and finalize the full scope of the cricket pitch project. Contractor to coordinate meetings with qualified cricket pitch experts if not building it inhouse.
- Task 2: Site Analysis
 - Review Kelly Park layout and operations to ensure a proper location is secured and implementation, without obstacles, of a new cricket pitch is achieved.
- Task 3: Final Plan, Design and Build Review
 - Prepare design plans with details pertaining to the construction parameters as follows:
 - Site preparation, including clearing and grading the area
 - Adhere to cricket pitch dimensions of 22.12 meters (24.2 yards) in length and 3.05 meters (10 feet) in width
 - Construction of a 4" thick concrete base with the dimensions specified for the cricket pitch
 - Installation of an artificial turf on the concrete base
 - Ensuring proper drainage and leveling of the pitch
 - Provide any necessary safety measures and finishing touches

PROPOSAL FORMAT

Your proposal should be submitted in the following format:

- Section 1: Describe your firm, including your area of specialization; number of employees; prior experience performing similar services; current workload; current financial environments, etc.
- Section 2: Describe your firm's or employees' experience working for or with municipal governments.
- Section 3: Describe how you typically communicate with City staff regarding your status. Please provide any report format you currently use to keep City staff informed about the status.
- Section 4: Provide the names and backgrounds of the individuals who will be providing the actual services to the City. Include their prior experience providing a design-build plan for a concrete cricket pitch pad, with artificial turf coverage, for municipalities and/or their previous experience working with municipalities.
- Section 5: Provide the total annual cost to execute the design-build plan for the cricket pitch, with artificial turf, for the activity levels described in the Proposal Form herein. This shall be the total amount payable to the Service Provider by the City. The total amount shall be invoiced.
- Section 6: Provide any additional information you believe will be helpful to assist in the review of your proposal. Include any attachments, exhibits, or reports which you feel will help us to gain a better understanding of your firm's ability to provide this service to the City of Compton.

Your proposal must respond to, and conform to, the design-build cricket pitch project specifications listed in this document.

PROPOSED SCHEDULE OF EVENTS

The following is the proposed schedule for the selection process:

Release of RFP by the City to Service Providers	04/15/2025
RFP's final submittal date	04/23/2025
Council approval of Agreement (Tentative)	(tentative)
Agreement commencement (Tentative)	(tentative)

DEFINITION OF TERMS

Whenever the terms listed below appear in the Contract Documents, they shall be defined as follows:

1. City shall mean the City of Compton, California, as it now exists or as its boundaries may from time to time be change.
2. Contractor, Service Provider, Bidder, Firm, Corporation shall mean the person with whom the City has executed the Agreement and who is fully responsible for performance of the work.

MISCELLANEOUS PROVISIONS

These specifications and the draft agreement are complementary. This RFP does not commit the City to enter into an agreement or to pay any costs incurred by proposers in the preparation of a proposal.

The City reserves the right to accept or reject any or all proposals received as a result of this RFP. The City reserves the right to cancel in part, or in its entirety, this RFP.

Any changes to the RFP requirements will be made by addendum. All addendums shall be signed by bidders and attached to the proposal. Failure to attach any addendum may render the proposal non-responsive and cause it to be eliminated from consideration.

The City may require the selected bidder(s) to participate in negotiations and to submit such prices, technical or other revisions to their proposals as may result from negotiations. Bidder(s) selected for an interview may be asked to submit "best and final" cost proposals as a final step in the selection process.

All responses to the RFP become the property of the City of Compton. At such time a final award is made, all proposals submitted in response to this RFP become a matter of public record and shall be regarded as public records, with the exception of those elements in each proposal which are defined by the bidder as business or trade secrets, and marked "Trade Secret," "Confidential," or "Proprietary."

SELECTION

All proposals will be reviewed by the Recreation Department Director and other relevant staff. The Recreation Department Director, and staff, will evaluate the proposals based upon price, service plan, experience, and customer service experience.

During the evaluation process, the Recreation Department Director, at his discretion, may request any or all service providers to provide oral presentations. Such presentations will provide service providers with an opportunity to answer any questions the selection committee may have on a service provider's proposal. Not all firms may be asked to make oral presentations.

There is no expressed or implied obligation for the City to reimburse responding service providers for any expenses incurred in making an oral presentation to the selection committee.

Upon completion of the evaluation process, the Department of Recreation Department Director will recommend a service provider for selection to the City Council.

1.0 GUIDELINES

1.1 Purpose of Procurement

The purpose of the Request for Proposal (RFP) is to outline the City of Compton's interest in obtaining the services of a qualified company to provide a design-build plan for a concrete cricket pitch pad, with artificial turf coverage, to be utilized by the community of the City of Compton, California. The design-build proposal must meet all services requested. Proposing companies are hereby invited to submit their proposals in accordance with the terms of this document.

1.2 Basic Guidelines for this Request for Proposal

The qualifications shall be evaluated in accordance with the criteria set forth in this Request for Proposal (RFP). Proposing firms shall be afforded fair and equal treatment with respect to any opportunity for discussion and revisions; and such revisions may be permitted after submissions prior to the deadline date for the purpose of obtaining the best and final offers.

Selection shall be made to the proposing firm whose qualifications are determined in writing to be the most advantageous for the City, considering all of the evaluation factors set forth in this RFP. No other factors or criteria shall be used in the evaluation. The City reserves the right to reject any and all proposals submitted in response to this request.

1.3 Contract Term

No award shall be binding upon the City unless and until consummated by a written, fully executed contract. The contract duration is expected to begin April 2025, and conclude when the all project steps have been completed. The City will retain the right to terminate the contract at any time.

1.4 **Withdrawal of Proposal**

Proposals submitted early may be withdrawn by the proposing firm prior to the proposal due date specified. Following the proposal date, the proposal constitutes a binding offer and may not be withdrawn prior to the award.

1.5 **Costs of Preparation**

The proposing firm shall be solely responsible for any and all costs associated with developing and preparing the proposal.

1.6 **Reservation of Right**

The City of Compton reserves the right to:

- (a) waive minor irregularities or variances, non-material bid formalities or defects in any proposal;
- (b) reject any and all proposals, in whole or in part, submitted in response to this RFP;
- (c) request clarifications from all proposing firms;
- (d) request resubmissions from all proposing firms;
- (e) make partial, progressive or multiple awards; and
- (f) withdraw or cancel this RFP without prior notice, at any time, at its sole discretion.

2.0 DESCRIPTION OF REQUIREMENTS

2.1 Objective of the Procurement

The overall and ultimate objective of this Request for Proposal is to provide a design-build for a concrete cricket pitch pad, with artificial turf coverage, to be installed at Kelly Park, in the City of Compton, California, from the selected or contracted firm (“Contractor”).

2.2 Duties and Procedures

The Contractor shall adhere to the duties and procedures in the fulfillment of the scope of services.

2.3 Personnel and Equipment. The work consists of furnishing all labor, materials, machinery, tools, means of transportation, supplies, equipment and services necessary for the creation of a to provide a design-build for a concrete cricket pitch pad, with artificial turf coverage, to be installed at Kelly Park, in the City of Compton, California.

1. **Work Orders and Communication.** Work orders for will be provided by e-mail to the Contractor from the City’s representative. The Contractor shall respond by e-mail promptly with an acknowledgment of receipt; if sent before

12:00 pm, the Contractor shall respond by 5:00 pm the same day or if sent after 12:00 pm, the Contractor shall respond by 9:00 am the next day.

Each time work is completed, the Contractor is responsible for cleaning and removing from each area worked in, all debris, materials and equipment associated with the work performed.

2. **Notice to Proceed and Schedule.** Once the contractor for the design-build plan for a concrete cricket pitch is approved by the City representative, a Notice to Proceed (NTP) will be issued to the Contractor. The Contractor is not to commence work until an NTP is issued.
3. **Responsiveness.** The City expects the Contractor to respond promptly through the weekends and holidays. Work shall be performed during or after business hours, on weekends and during holidays if necessary.
4. **Property Damage.** For services performed under this contract, the Contractor shall notify the City representative within 24 hours if damage occurs and replacement and/or repair shall be done at no cost.

2.4 Additional Requirements

1. Contractor will have ten (10) days to correct any unsatisfactory performance as determined by the City representative for no extra compensation. If the correction is not made within ten (10) days, no payment shall be rendered for the work. If two of these instances occur within a 12-month period without correction in 10 days, the contract may terminate for cause upon 7 days' notice by the City. Additionally, the contract will be terminated by the City upon 30 days' notice.
2. The Contractor shall maintain all permits, certificates, and licenses necessary to perform the design-build cricket pitch project.
3. The Contractor may not assign this contract or subcontract to another party for performance of the terms and conditions hereof without the written consent of the City. All correspondence authorizing subcontracting must reference the contract and identify the specific job being subcontracted.

3.0 PROPOSAL PACKAGE

A complete proposal package must be submitted to be considered and shall include four (4) copies of your service proposal, **one must be digital**. The proposal shall consist of the elements within the following sections. E-mail submittals are not accepted.

3.1 Basic Information

1. Provide basic company information: owner, company name, address, name of primary contact, telephone number, fax number, e-mail address, and company website (if available). If the firm has multiple offices, the qualification statement shall include information about the parent company and branch office separately. Provide form of ownership, including state of residency or incorporation, and number of years in business. Indicate if the proposing firm is a sole proprietorship, partnership, corporation, Limited Liability Corporation (LLC), or other structure.
2. Identify and provide the name of the Project Manager who will be assigned to this contract. The Project Manager is the foreman or responsible person overseeing and/or participating in the actual work. Provide all relevant experience along with references for the Project Manager, completed projects and contact information for references.
3. Provide the overall qualifications and experience for the firm itself with references. These references may overlap with those for the Project Manager.
4. Overall at least three (3) references must be provided, illustrating similar and relevant experience with services provided to organizations, communities or agencies, highlighting successfully completed related projects. Please include references of people, firms, or agencies that may be contacted to verify this experience. Please provide name, e-mail address, and phone number. References should be able to validate firm experience and Project Manager experience. Demonstrating successful experience with public agencies is highly desired.

3.2 Cost and Pricing

1. Provide a complete list of rates for services from which the cost of each service request shall be priced.
2. The cost proposals must be inclusive of all related costs including but not limited to: materials, labor, and administrative costs and any taxes that may be levied. It is the responsibility of the bidder to determine any and all taxes and/or fees and include same in the proposal.
3. Pricing shall include all cost, both direct and indirect to perform the work.

3.3 Insurance Requirements

Demonstrate ability to fulfill insurance requirements as follows:

1. Commercial General Liability Insurance. \$2,000,000 combined single limit per occurrence for bodily injury, personal injury and property damage. If the submitted policies contain aggregate limits, general aggregate limits will apply separately to the work under this Agreement or the general aggregate will be twice the required per occurrence limit.
2. Automobile Liability. \$1,000,000 combined single-limit per accident for bodily injury and property damage.

3. Workers' Compensation and Employer's Liability. Workers' Compensation limits as required by the California Labor Code and Employer's Liability limits of \$1,000,000 per accident for bodily injury. Workers' Compensation and Employer's Liability insurance will not be required if Contractor has no employees and provides, to City's satisfaction, a declaration stating this.
4. Professional Liability. Errors and omissions liability appropriate to Contractor's profession with limits of not less than \$1,000,000 per claim. The coverage shall also provide an extended two (2) year reporting period commencing upon termination or cancellation of this Agreement.

Endorsements.

For Commercial General Liability Insurance and Automobile Liability Insurance, Contractor will ensure that the policies are endorsed to name the City of Compton and its respective elected and appointed officers, officials, employees, agents and volunteers as “**additional insured**” with respect to liability arising out of the activities of the Contractor. Any failure to comply with reporting provisions of the policies shall not affect coverage provided to the City. *Prior to City's execution of this Agreement, Contractor will furnish certificates of insurance and endorsements to City.*

Waiver of Subrogation.

The policies shall contain a waiver of subrogation for the benefit of City.

4.0 EVALUATION

4.1 Proposals

Each response shall be prepared simply and economically, providing straightforward, concise delineation of the proposing firm's capabilities to satisfy the requirements of this RFP. Emphasis on each proposal must be on completeness and clarity of content. To expedite the evaluation of qualifications, it is essential that proposing firms follow the format and instruction contain herein.

4.2 Proposal Submission

Proposals are due at the location specified below no later than:

Wednesday, April 23rd, 2025 at 5:00 P.M.

Submit four (4) copies of your service proposal, **one must be digital**, to:

**City of Compton
City Clerk's Office
205 South Willowbrook Avenue
Compton, CA 90220
Attention: Bryan Spragg, Director of Recreation**

4.3 Evaluation Criteria and Process

The following items are evaluation criteria for all qualifying proposals and will be rated on a point system basis by the evaluation team. Submittals must provide all information as required in this RFP.

1. Firm's qualifications and experience (5 points max)
2. Firm's references for experience (10 points max)
3. Proposed Project Manager's qualifications and experience (10 points max)
4. Proposed Project Manager's references for experience (15 points max)
5. Overall examples of similar and relevant work (15 points max)
6. Demonstrated successful experience with public agencies (10 points max)
7. Approach and responsiveness to sign removal and installation services (15 points)
8. Completeness and responsiveness to RFP requirements (10 points)
9. Familiarity with the City of Compton (5 points)
10. Local Hiring Credit (5 points)

4.4 Review of Qualifications

All qualifications received will be reviewed by the City to ensure that all administrative requirements of the RFP package have been met by the proposing firm. Failure to meet these requirements may be cause for rejection of a qualification. All technical qualifications that meet the administrative requirements will then be turned over to the technical evaluation team members for further evaluation.

4.5 Selection and Evaluation Process

The City will complete the selection process and in its sole discretion, and in the course of its evaluation, may request interviews or presentations with one or more selected proposing firms. The selection process shall be completed at the pleasure of the City, but is anticipated to conclude within thirty (30) days after submittal. An invitation will be extended to the finalist to complete a contract for services.

4.6 Preliminary Award of Contract Schedule

The following dates reflect the anticipated schedule for proposal solicitation, selection of Contractor, and award of contract.

- Solicit Proposals for Services 04/15/2025
- Proposals Due 04/23/2025
- Review Proposals (tentative)
- Recommend Award to City Council (tentative)
- Agreement commencement (tentative) (tentative)

5.0 ADDENDUM

All inquiries and questions of this RFP must be submitted in writing by e-mail to bspragg@comptoncity.org. Written responses to all written questions will be addressed in the form of an addendum and available on the City's website at www.comptoncity.org

Questions and inquiries will not be answered by any other means. If the website is down, responses will be provided by e-mail or fax upon request.

During this period of restricted contact, any attempt by a proposing firm, its representative or agent to contact, lobby, or make a representation to a member of the City Council, or any other official, employee, or agent of the City will be grounds for disqualification