

**REQUEST FOR PROPOSALS**  
**Baseball Field Construction/Renovation Design and**  
**Preparation of Bid Document Services**

**Located in the**  
**City of Lake Elmo, MN**

**Issued on: April 28, 2023**

Adam Swanepoel  
Assistant Public Works Director  
City of Lake Elmo, Minnesota

## REQUEST FOR PROPOSALS

The City of Lake Elmo is requesting proposals for professionals interested in providing design services and bid document preparation services to renovate up to three baseball fields and construct up to two new fields in the City of Lake Elmo, Minnesota.

### **Instructions:**

All proposals must be in the form provided by the City, in an envelope marked with “Request for Proposals – CITY OF LAKE ELMO BASEBALL FIELD PROJECT” or emailed to Adam Swanepoel, Assistant Public Works Director. Proposals are to be submitted to:

Adam Swanepoel, Assistant Public Works Director  
City of Lake Elmo  
3800 Laverne Avenue N.  
Lake Elmo, MN 55042  
Email: [aswanepoel@lakeelmo.org](mailto:aswanepoel@lakeelmo.org)

**Proposals must be received no later than 1:00 p.m. on Tuesday, May 23, 2023.**

No interpretation of the meaning of the terms in this Request for Proposals will be made by the City to any proposer orally. Every request for such interpretations should be made in writing to Adam Swanepoel, the Assistant Public Works Director, and must be received at least five business days prior to May 23, 2023 to be given consideration. Any and all interpretations and any supplemental instructions will be distributed by the City in the form of a written addendum to this Request for Proposals. The addenda will be provided to all known proposers by email. All addenda so issued will become part of the contract.

### **Withdrawal of a Proposal:**

The City may consider a request by a proposer to withdraw a proposal if a written request to withdraw is received by the City prior to the due date for the proposals. Any proposal withdrawn cannot be re-submitted. No proposer may withdraw its proposal for a period of 90 days after May 23, 2023.

### **Evaluation of Proposals:**

The City will review each proposal to verify that the necessary documents have been submitted

with the proposal package. Proposal packages failing to submit the necessary documentation may be rejected without further evaluation at the sole discretion of the City and the proposer will be informed in writing.

The City of Lake Elmo reserves the right to accept or reject any or all proposals or parts thereof for any causes whatsoever, and to waive any informality in the proposals as it deems necessary in the best interests of the City. The City is not obligated to select the proposal with the lowest price as it is considering other factors. The City reserves the right to negotiate with proposers. This Request for Proposals does not create any legal obligation of the City to evaluate any proposal that is submitted or to enter into a contract with a proposer who submits a proposal except on the terms and conditions that the City deems, in its sole and absolute discretion, to be satisfactory and desirable.

**I. REQUEST FOR PROPOSALS – BASEBALL FIELD CONSTRUCTION/RENOVATION PROJECT**

**A. Background.**

The City of Lake Elmo is in the process of reviewing three existing baseball fields for potential upgrades and the construction of one additional new baseball field in two of the parks. Currently all three existing baseball fields are considered recreational fields and consist of a backstop and infield. The goal of this project will be to have the selected proposer review each field individually, design a proposed baseball field or fields and assist the City with the bidding of a redesigned version of each field, including the drafting of bid documents and specifications for the project. Depending on the costs of the project and other relevant factors, the City may decide to proceed with the design of one or only some of the baseball fields.

Reid Park currently has a recreational baseball field with a backstop and baseline fencing. The goal is to adjust the location of the field so that centerfield has a minimum distance of 240 feet, with 200 feet left and right fence lines. Options the City is considering at this park are: a hooded backstop, dugouts, baseline fencing, an exterior fence, a clay infield with bases at 60 feet, lighting, irrigation, and a grass outfield. The City also wants to extend the parking lot to have space for 40 vehicles.

Ridge Park currently has one recreational baseball field with a backstop. The scope of project in this park is to place two baseball fields within the area and to create a parking area to hold 60 cars. Field 1 will be planned as a competitive baseball field at high school baseball standards (with separate bid options for an artificial turf field usable for baseball and softball). Field 2 (if space is allowed) will be designed as a competitive or recreational field. Fields will need to be designed to correlate with one another regarding space and accessibility. Cost options/comparisons of an artificial turf field vs. grass will also be necessary.

Pebble Park currently has one recreational baseball field with a backstop. The goal is to place two recreational baseball fields next to each other and include backstops, dugouts, baseline fencing, and a clay infield with infield bases at 60 feet. Improvements to the outfields will include a flat and drainable surface with grass turf.

**B. Introduction.**

The City of Lake Elmo is seeking the services of a qualified firm or professional to develop a design or designs and bid documents/specifications for the above-mentioned baseball fields.

The selected proposer will be required to provide field designs that meet the requirements set forth in paragraph (A) above, draft a construction bidding strategy and bid documents, and draft construction specifications for the fields. This may involve all of the fields listed in this Request for Proposals, but the City may decide to proceed with a fewer number of fields.

**C. Scope of Work and Project Goals.**

The purpose of the project is a design exercise to determine the best fit and most cost-effective construction/renovation project to achieve multiple upgraded baseball fields that are both functional for youth sports as well as pleasing for the nature of the parks.

Proposers should consider these factors:

- With respect to the design of the baseball fields, the best use of the baseball fields is an essential goal. The designer must be able to address realistic structure, lifespan, and responsible fiscal planning within a best use scenario for each field.
- The recommendations of the designer must be practical and realistic, both economically and politically. At the same time, creative approaches to achieve project goals are encouraged.
- Aspects of this project may be funded through federal, state, or private grant funding sources. As such, the successful proposer may be subject to the terms and conditions of any grant contracts that the City is entering into that relate to the services that the proposer will be providing.
- The baseball fields and associated improvements will need to be designed so that they are compliant with the Americans with Disabilities Act.
- The baseball fields must be designed for function, playing surface, maintenance, accessibility, storage, aesthetics, and compliance with City regulations.

**D. Phases of Work.**

It is envisioned that this Project will have two phases.

**Phase 1**

Phase 1 is the design phase. This will include the preparation by the design professional of conceptual drawings for the baseball fields that include the layout of the fields and options including a realistic building strategy. The designs must include the probable costs of undertaking each option/field and an assessment of the challenges and benefits of each option/field. The design professional will assist City staff and the City Council in the selection of the preferred options/fields, as requested.

**Phase 2**

In Phase 2, the design professional will draft the bidding documents, including the project specifications that are necessary for the implementation of the selected options/fields for each baseball field selected by the City for construction/reconstruction. The specifications will need to include detailed drawings of each field design and its features. The design professional will also assist the City with the bid process, the award and tabulation of the bids, and with issues that may arise during construction of the project.

**II. INFORMATION TO PROPOSERS**

**A. Documents Accompanying the Proposal.**

Each proposal must include the following documents:

**1. Cover Letter.**

- a. The cover letter must confirm that the proposer is willing and able to commit all necessary resources and staff as proposed. The cover letter must state that the proposer will agree to the contract terms and conditions listed in Section III of this Request for Proposals. The cover letter must be signed by a person authorized to sign contracts on behalf of the proposer.

**2. Qualification Statement.**

- a. All proposals must address all of the items listed in the Scope of Work and Project Goals listed in Section I (C) above. The length of the qualification statement must not exceed 25 pages including appendices and attachments. Submissions in excess of 25 pages may not be

considered. The purpose of this RFP is to obtain concise information regarding the proposer's ability to design and implement the baseball field construction/renovation project.

- b. To be considered a qualified consultant, the proposer must demonstrate that his/her organization has the necessary experience, skill, and financial resources to undertake and successfully complete the services and work required. The following specific information is required of each respondent in the qualification statement:
  - i. Name, address, and telephone number of the proposer;
  - ii. The name and contact information of the principal contact person for the proposer;
  - iii. The proposer's type of organization (corporation, limited liability company, partnership, sole proprietorship, etc.) including a list of any officers/partners and an organizational chart;
  - iv. If there is a potential for subcontracting any portion of the services, the information requested above must be furnished for each of the subcontractors;
  - v. Identify the key personnel that would be involved in the project and include brief resumes for each person;
  - vi. A concise statement of the proposer's understanding of the intended services and the approach the proposer will take to accomplish the project tasks;
  - vii. The proposer's familiarity with the fields of real estate design, building design, construction, and planning; and
  - viii. A brief description of the proposer's computer aided drafting and design capabilities and any and all other resources and services which will be utilized by the proposer to perform the services.

**3. List of Similar Projects.**

- a. The proposer must provide a list identifying similar design/bid projects that it has performed for similar types of clients. The list must include detailed information regarding each individual project and the role of the proposer; and
- b. The proposer must provide a list of references for similar projects that it has worked on and include the name, phone number, and email address of a contact person for the project.

**4. Rates.**

- a. The proposer must provide information on its professional services hourly rates. The hourly rates must be inclusive of any overhead and indirect costs. The proposer must list any expenses that will be charged outside of the hourly rates such as mileage, copying costs, and postage.

**5. Additional Information.**

- a. Any proposer who has a conflict of interest or potential conflict of interest shall disclose the same in its proposal. The City will review any potential conflicts of interest in its evaluation of the proposals.

**6. Proposal Form.**

- a. The proposer must submit a completed and signed copy of the Proposal Form that is attached to this Request for Proposals as **Exhibit A**.

**III. CONTRACT TERMS AND CONDITIONS**

The contents of this Request for Proposals will become contractual obligations if a contract ensues. Failure of the selected proposer to accept any of the following contractual obligations and any other obligations set forth in this Request for Proposals may result in the City not entering into a contract with the proposer and selecting an alternative proposer.

**A. Independent Contractor.**



All services provided pursuant to this Agreement shall be provided by Contractor as an independent contractor and not as an employee of the City for any purpose. Any and all officers, employees, subcontractors, and agents of Contractor, or any other person engaged by Contractor in the performance of the services pursuant to this Agreement, shall not be considered employees of the City. Any and all actions which arise as a consequence of any act or omission on the part of Contractor, its employees, subcontractors, or agents, or other persons engaged by Contractor in the performance of services pursuant to this Agreement, shall not be the obligation or responsibility of the City. Contractor, its employees, subcontractors, or agents shall not be entitled to any of the rights, privileges, or benefits of the City's employees, except as otherwise stated in this Agreement.

**B. Indemnification.**

Contractor, and subcontractors of Contractor, shall indemnify, defend, and hold harmless the City and its officials, employees, contractors and agents from claims, losses, liabilities, and expenses (including reasonable attorneys' fees and expenses of litigation) caused by any negligent act or omission by Contractor, engaged by Contractor in the performance of the services pursuant to this Agreement. Likewise, the City agrees that it will indemnify, defend, and hold harmless the Contractor, and its employees, subcontractors, and agents of Contractor against any and all claims, losses, liabilities, and expenses (including reasonable attorneys' fees and expenses of litigation), which the Contractor may hereafter sustain, incur, or be required to pay arising out of the actions of the City pursuant to this Agreement.

**C. Insurance.**

Contractor agrees to maintain, at its expense, statutory workers' compensation insurance coverage. Contractor also agrees to maintain, at its expense, general liability insurance coverage insuring Contractor against claims for bodily injury, death, or property damage arising out of Contractor's general business activities (including automobile use). The liability insurance policy shall provide coverage for each occurrence in the minimum amount of \$1,500,000. Upon request of the City, Contractor shall provide the City with certificates of insurance, showing evidence of the required coverage and listing the City as an additional insured.

**D. Entire Agreement.**

This Agreement shall constitute the entire agreement between the City and Contractor and supersedes any other written or oral agreements between the City and Contractor. This Agreement can only be modified in writing signed by the City and Contractor.

**E. Data Practices Act Compliance.**

Data provided, produced, or obtained under this Agreement shall be administered in accordance with the Minnesota Government Data Practices Act, Minnesota Statutes, Chapter 13. Contractor will immediately report to the City any requests from third parties for information relating to this Agreement. Contractor agrees to promptly respond to inquiries from the City concerning data requests.

**F. Choice of Law and Venue.**

This Agreement shall be governed by and construed in accordance with the laws of Minnesota. Any disputes, controversies, or claims arising under this Agreement shall be heard in the state or federal courts of Minnesota and the parties waive any objections to jurisdiction.

**G. No Assignment.**

This Agreement may not be assigned by either party.

**H. Compliance with Laws.**

Contractor shall exercise due professional care to comply with applicable federal, state, and local laws, rules, ordinances, and regulations in performing the services under this Agreement.

**EXHIBIT A**

**PROPOSAL FORM**

1. Professional services to design and assist with the bidding of the baseball field renovations for **REID PARK**, a number not to exceed \$ \_\_\_\_\_
2. Professional services to design and assist with the bidding of the baseball field construction/renovations for **RIDGE PARK**, a number not to exceed \$ \_\_\_\_\_
3. Professional services to design and assist with the bidding of baseball field construction/renovations for **PEBBLE PARK**, a number not to exceed \$ \_\_\_\_\_

Signature of Proposer: \_\_\_\_\_

Name of Proposer: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_