



**ISLAMORADA, VILLAGE OF ISLANDS  
INVITATION TO BID 18-03  
RESURFACING THE ATHLETIC FIELD AT FOUNDERS PARK**

Islamorada, Village of Islands (the “Village”), will receive sealed Bids to resurface the Athletic Field at Founders Park, located at 87000 Overseas Highway in Islamorada, Florida until **3:00 p.m. on January 31, 2018**. Bid Packages will be opened by the Village Clerk or her designee immediately following the closing of the Invitation to Bid (“ITB”).

Interested firms must submit sealed Bid packages by certified 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 6,200. 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 fields 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 fields are 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 fields 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 field being used as a debris staging site. Any initial breaks requiring repair will be billed additionally, based on time and material.

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

- Two (2) applications of non-selective herbicide 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) into existing soil profile. Soil to be purchased from Atlas Peat and Soil, Inc.
- 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 using a double drum 3-ton roller
- Top-dress new sod with approximate 48 tons (approximate 1/8") of silica sand.
- Apply granular fertilizer (milorgranite/6lbs per 1000 sq. ft.)

## 6. Warranty

Provide a 30-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 CD. The CD copy should be identical to the original printed package, in natively converted PDF format. The Bid Documents 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 “Invitation to Bid- Resurfacing of Athletic Field at Founders Park (ITB-18-03)**

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:** 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.
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.).
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 ITB. 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. **Firm References:** 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 ITB were provided.

8. **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 – 10 points
Similar Project Experience	0 – 30 points
Approach	0 – 30 points
Fee Schedule	0 – 20 points
References	0 – 10 points

**The Village reserves the right to accept or reject any or all Bids; 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 Invitation to Bid 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 January 24, 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.