

**REQUEST FOR PROPOSAL  
TOWN WOODS PARK ATHLETIC FIELDS CONSULTING SERVICES**

Response due: April 30, 2014

The Towns of Lyme and Old Lyme are seeking proposals for consultation services for integrated pest management with a focus on organic treatment of the fields at Town Woods Park.

Town Woods Park was built in 2005 with 3 soccer fields, and an expansion in 2009 of a baseball field and a softball field. The fields were managed with traditional methods until the 2011 season, when all synthetic and pesticide treatments were halted. From 2012 to 2013, under the voluntary guidance of Dr. Jerry Silbert of the Watershed Partnership, organic treatments were applied. The Towns have a contract with a vendor to mow the fields and perform services such as aerating, over-seeding and fertilizing.

In order to best maintain the fields, the Towns of Lyme and Old Lyme seek to retain the services of a consultant with a record of successful, environmentally sensitive methods for maintaining athletic fields. Interested parties are invited to respond to this request for proposal by [insert DATE].

**CONSULTATION OBJECTIVES**

Following selection, the consultant is expected to develop, in a timely manner, a recommended maintenance program for the Town Woods Park athletic fields for the next three years ("*3-Year Maintenance Plan*"). The recommended maintenance program is to include detailed descriptions of the proposed treatments (including purpose, timing, amounts, etc.) for each year, with a breakdown of estimated costs for materials and labor.

The consultant should also provide a separate estimate of consulting costs for subsequent supervision of the implementation of the annual treatments plans ("*Maintenance Plan Supervision*").

**PROPOSAL REQUIREMENTS**

To assist the Towns' Selection Committee in its review, interested consultants/consulting firms are to provide a written proposal based upon the following four-section format.

***SECTION I - INTRODUCTION AND QUALIFICATIONS***

- *Provide an introduction to your consulting firm, including the primary office location for performance of this project, the type of business/firm, financial overview, areas of specialization, business phone and fax numbers, and email address*

- *Briefly summarize the most relevant qualifications, professional affiliations and specialized capabilities of your consulting firm, with respect to this Request for Proposal*
- *Identify the primary point(s) of contact for the proposal and for completion of the work, including contact information: phone and fax numbers, and email addresses.*
- *Provide information on the relevant qualifications, training and professional affiliations of the member of your team who will be taking primary responsibility for completing the work.*

## **SECTION II - RELEVANT EXPERIENCE**

*Past successful project experience will be a key selection factor.*

- *Summarize your consulting firm's relevant experience in maintaining athletic fields, as well as experience in working with municipalities.*
- *Provide a list of related references (minimum 3).*
- *Optional: If deemed helpful in communicating the suitability of your overall experience for this RFP, summary information relating to the types of environmentally sensitive methods used in similar projects may be provided.*

## **SECTION III - PROJECT TEAM QUALIFICATIONS AND EXPERIENCE**

- *Identify all staff members who may be assigned to the project and summarize their roles, qualifications and relevant experience.*
- *If a Project Manager will be assigned, provide in detail his/her qualifications and relevant experience.*
- *If external consultants will be engaged (sub-contracted), specify their proposed roles, and summarize their relevant qualifications, training, and experience.*

## **SECTION IV - PROPOSAL COSTS and TIMING**

- *Estimated consultations cost/fees and timing for delivery of the "3-Year Maintenance Plan" (covering spring 2014 through spring 2017)*
  - *The process for developing recommendations shall include evaluation of the existing athletic fields, including soil tests and on-sight observations (report of results to be provided), and consultation with the Town Woods Operating Committee (TWOC) and the Towns' Parks and Recreation Committee. Other Town Officials may be consulted, as necessary.*
- *Separate consultation cost/fee estimate for "Maintenance Plan Supervision"*

- *Estimate costs associated with supervisory consultation services, broken down by year, to perform on-going field assessments and to modify annual maintenance activities for the current year, as needed, during the time that the “3-Year Maintenance Plan” is implemented, with the goal to ensure optimum playing fields through the Spring through Fall seasons, within the constraints of the annual maintenance budget and environmental limitations.*
- *For each of the above estimates, provide a detailed breakdown of the costs/fees.*
  - *To support effective comparison across proposals, please include an estimate of hours per month, and specify related consulting activities that are not included in the proposal estimate, or may result in additional cost/fees.*
  - *For those activities that are not included, provide a summary of applicable hourly rates/costs/fees that would be applied.*

#### **ADDITIONAL REQUIREMENTS**

*One original and three hardcopies of the proposal are to be submitted, plus one electronic copy in a standard PDF format.*

*Please submit to: The Town of Old Lyme, 52 Lyme Street, Old Lyme, CT 06371, Attention: Selectman’s Office by 2:00 P.M., April 30, 2014.*

*Questions regarding this RFP should be referred by email to a single email address: [selectmansoffice@oldlyme-ct.gov](mailto:selectmansoffice@oldlyme-ct.gov) with the words “Questions for Town Woods Park RFP for Consulting Services” in the subject heading.*

*All Questions must be received within 7 days after the publication of this RFP; answers will be posted no later than 14 days after the publication of this RFP on the Town of Old Lyme website <http://www.oldlyme-ct.gov/> under “Current Projects” under section entitled “Answers to Questions for Town Woods Park RFP for Consulting Services”.*

The Towns of Old Lyme and Lyme reserve the right to accept or reject any or all Proposals, or waive any technicality in any Bid or part thereof, if deemed to be in the best interests of The Towns.