

**Town of Andover**  
REQUEST FOR PROPOSAL

**Veteran's Memorial Field Track Paving**

Project Location: Intersection of Long Hill Road and Riverside Drive, Andover,  
CT

**Town of Andover**

17 School Road  
Andover, CT 06232

**Phone:** 860-742-7305 ext. 214 **Fax:** 860-742-7535

**Email:** [adminassistant@andoverct.org](mailto:adminassistant@andoverct.org)

**Prepared by:** Raelene Asselin

**Date:** 09.10.18

**REQUEST FOR PROPOSAL**  
**Veteran's Memorial Field Track Paving**  
Andover – Long Hill Road & Riverside Drive

**SUBMISSION DEADLINE:** October 17, 2018

**QUESTION SUBMISSION DEADLINE:** October 10, 2018

Questions may be submitted in written form no later than **October 10<sup>th</sup>, 2018** to:

**RFP Contact Name:** Raelene Asselin  
**Contact Address:** 17 School Road, Andover, CT 06232  
**Telephone Number:** 860-742-7305 ext.214  
**Email Address:** [adminassistant@andoverct.org](mailto:adminassistant@andoverct.org)

**INTRODUCTION**

The Town of Andover invites and welcomes proposals for their Veteran's Memorial Field Track Paving project. Please take the time to carefully read and become familiar with the proposal requirements. All proposals submitted for consideration must be received by the time as specified above under the "SUBMISSION DEADLINE."

*BIDDERS SHOULD NOTE THAT ANY AND ALL WORK INTENDED TO BE SUBCONTRACTED AS PART OF THE BID SUBMITTAL MUST BE ACCOMPANIED BY BACKGROUND MATERIALS AND REFERENCES FOR PROPOSED SUBCONTRACTOR(S) – NO EXCEPTIONS.*

**PROJECT AND LOCATION**

The bid proposal is being requested for Veteran's Memorial Field Track Paving which is located at the Intersection of Long Hill Road and Riverside Drive, Andover, Connecticut 06232.

**PROJECT OBJECTIVE**

The objective and ultimate goal for this project is to pave a walking/running track around the ball fields.

**PROJECT SCOPE AND SPECIFICATIONS**

Contractor will guarantee defective workmanship for a minimum of 5 years.

**SCHEDULED TIMELINE**

The following timeline has been established to ensure that our project objective is achieved; however, the following project timeline shall be subject to change when deemed necessary by management.

## PROJECT SPECIFICATIONS

### Stone Dust Track

- Remove stone dust
- Pile stone dust in a prior approved location within same complex as field
- Fix any fabric & compact
- Rolled with full compaction with a minimum of a 3 ton vibratory roller
- Fine grade, guaranteeing all water is pitched off asphalt to prevent ponding
- Use Class 2 Asphalt for approximately 8250 square feet of paving
- Provide at least 2.5" lift
- No equipment allowed on playing field, all precautions will be taken to not damage sprinkler system
- Add new soil and seed edges
- Necessary permits will be obtained

## PROPOSAL BIDDING REQUIREMENTS

### PROJECT PROPOSAL EXPECTATIONS

Andover shall award the contract to the proposal that best accommodates the various project requirements. Andover reserves the right to award any contract prior to the proposal deadline stated within the "scheduled Timeline" or prior to the receipt of all proposals, award the contract to more than one bidder, and refuse and proposal or contract without obligation to either Andover or to any Bidder offering or submitting a proposal.

### DEADLINE TO SUBMIT PROPOSAL

All proposals must be received by Andover no later than **October 17<sup>th</sup>, 2018 at 4:00pm** for consideration in the project proposal selection process.

### PROPOSAL SELECTION CRITERIA

Only those proposals received by the stated deadline will be considered. All proposals, submitted by the deadline will be reviewed and evaluated based upon information provided in the submitted proposal. In addition, consideration will be given to cost and performance projections. Furthermore, the following criteria will be given considerable weight in the proposal selection process.

- Proposals received by the stipulated deadline must be in the correct format.
- Bidder's ability to provide and deliver qualified personnel having the knowledge and skills required to effectively execute proposed services.
- Overall cost effectiveness of the proposal.

Andover shall reserve the right to cancel, suspend, and/or discontinue any proposal at any time they deem necessary or fit without obligation or notice to the proposing bidder/contractor.

## **PROPOSAL SUBMISSION FORMAT**

The following is a list of information that the Bidder should include in their proposal submission:

### Summary of Bidder Background

- Bidder's Name, Address, Contact Information
- Evidence of legal authority to conduct business in Connecticut (e.g. Business license number).

### Financial Information

- State whether the Bidder or its parent company (if any) has ever filed for bankruptcy or any form of reorganization under Bankruptcy Code.
- State whether the Bidder or its parent company (if any) has ever received any sanctions or is currently under investigation by any regulatory or governmental body.
- Contractor must provide 1099 information for payment services
- Contractor must provide proof of Business insurance

### Proposed Outcome

- Summary of timeline and work to be completed.

### Cost Proposal Summary and Breakdown

- A detailed list of any and all expected costs or expenses related to the proposed project.
- Summary and explanation of any other contributing expenses to the total cost.
- Brief summary of the total cost of the proposal