

Request for Proposals: Playing Field Expansion at The Ice Center in Waterbury, VT

Date Due: **September 24 , 2025 at 12pm noon.**

All RFPs (digital and Hardcopies) will be opened at the Steele Community Room, 28 N Main Street, Waterbury VT 05676 on deadline due date and not prior.

RFPs received later than the date and time above will not be considered.

A. Return RFP to:

By US Mail or delivered to Waterbury Recreation, Town of Waterbury, 28 N Main Street, Waterbury VT 05676. Please return RFP Original (marked ORIGINAL) and 1 Copy (marked COPY). The submitted document must have the RFP number and description.

Or

By Email as a PDF Attachment to Katarina Lisaius, Recreation Director. Email: klisaius@waterburyvt.com

- B. Intent of Proposal :** The Town of Waterbury (the “Town”), requests Proposals from qualified contractors to regrade an existing field area into a level playing surface, as has been permitted and approved by the Town of Waterbury and per the **APPROVED** State of Vermont Act250 Permit #5W1402-3B – Expansion of an existing recreation field situated on an upper terrace adjacent to the Waterbury Ice Center Building. The project involves regrading the area to increase the field to ~150’ wide by 230’ long with level area surrounding the playing area within the Limits of Disturbance. There is no plan to add nor remove material from the project site, this is a regrading exercise at the existing playing field location.

The contractor must demonstrate the ability to work with local, state and federal governmental entities. The Town reserves the right to accept or reject any or all proposals for any reason it finds to be in the best interest of the Town. The Town of Waterbury also reserves the right to waive any informality and to reject any and all bids. A conditional or qualified bid will not be accepted. Award will be made to the lowest responsive, responsible bidder.

C. Scope of Services

The contract will encompass all project-related services associated with creating the new upper field as delineated on the attached exhibits, including but not limited to the following compiled attachment:

- Existing Site Photos Map – dated 2025-05-14
- Existing Conditions Plan – Ice Center – dated 2025-05-14
- Proposed Grading Plan – Ice Center- dated 2025-05-14
- Civil Sheet EC-1 – EPSC Plan – Ice Center – dated 2025-05-13
- Construction General Permit #6232-9020.1
- Act 250 Permit #5W1402-3B

All areas damaged or disturbed as part of the project or equipment laydown and storage areas shall be restored to original condition prior demobilization.

Fall 2025 Summary:

- Contractor shall stockpile existing topsoil as required for redistribution once grading is complete. Topsoil shall be screen on-site to 3/8" prior to reuse.
- Regrade field area as shown on the documents, reusing all relocated soil within the LOD area.
- Seed and mulch the entire scope of work area with the appropriate athletic mix as currently being utilized across all playing fields on the property.
- The appropriate Turf seed and quantity will be provided by Owner; installation by awarded contractor.

Spring 2026 Summary – to be included in Contractor bid and executed as part of this RFP:

- Supply and apply appropriate turf fertilizer, to be reviewed and coordinated with Owner approved based on current adjacent field fertilizers
- Perform shatter tine aeration of the area
- Contractor to overseed at 200 to 300LB/Acre of Owner supplied Turf Seed; back-drag the entire LOD area. Final timeline of this seeding to be determined/ coordinated with seasonal weather.
- Meet local, state, and federal regulations for flood zones and flood plains. The soccer field is located in the flood hazard area.

- D.** Pre Construction meeting with selected contractor, Owner, and field representative shall take place once the contract is awarded.

It is acceptable for bidding contractors to visit the site at their own accord. Requests for site meeting with Owner or Field Representative can be coordinated and executed up to 2 days before bids are due.

There is currently an athletic turf specialist managing the (2) existing sports field location on the site who is well versed in the soil type and properties at these fields. They have been coordinating and implementing approved fertilization/ organic materials; aerating techniques, seeding, and general turf health management. Contact info: Chip Stevens at Diamond Turf and Trees, East Bruke VT chip@diamondturfandtrees.com

- E.** Providing proposal review, budgetary considerations, and at the discretion of the Town, notice to proceed and could be released to the awarded contractor as early as 9/25, with authorization to mobilize as early as 9/25/2025 or 9/26/2025.

F. Statement of Qualifications

The contractor shall provide a description of the history and background of the firm, identification of the services currently being provided to the Town of Waterbury, if any.

1. General information about the company

- a. Name, address, and telephone number
- b. History of the company
- c. List of names and titles of employees who are directly responsible for services under this Proposal.

- d. Information pertaining to the firm's compliance with licensing and other requirements.
2. References
List of two (2) references to those listed in #1, above.
3. Identify personnel to be assigned responsibility for administering the Proposal (provide resume for the individual representatives that the firm will assign to the account).
4. Additional services – describe any other service or experience of the firm, which you deem beneficial in providing services under the firm's Proposal.
5. Attach a copy of the services contract Proposal including pricing. The proposer must honor their quote for a period of ninety (90) days after the RFP due date.
6. Provide a statement and meet the Town's minimum insurance requirements of \$1,000,000 per claim, and the Town being named as an additional insured.

