
SEDALIA PARKS AND RECREATION

REQUEST FOR PROPOSALS (RFP)

Liberty Pond Concrete Bank and Liner Repair

ISSUE DATE: JULY 1, 2025

ISSUED BY: Sedalia Parks and Recreation
1800 West Third Street
Sedalia, MO 65301

Website : www.sedaliaparks.com

PROJECT CONTACT: Matt Harris
Project Manager

Phone : (660) 723-2602
Email : mharris@sedaliaparks.com

PROPOSALS DUE: AUGUST 1, 2025
2:00 PM Central Standard Time

**Request For Proposals
Sedalia Parks and Recreation
Liberty Pond
Concrete Bank and Liner Repair**

1. INTRODUCTION

Sedalia Parks and Recreation is soliciting proposals for the repair of the Liberty Pond concrete bank and liner located at 1500 West Third Street, Sedalia, Missouri. Liberty Pond is a 2.5 acre lake with a .4 acre island. The perimeter of the lake and island is 1900 linear feet. Sedalia Parks and Recreation is draining the lake beginning July 7, 2025 in order to dredge the bottom of the lake to remove sediment and prepare for the repair of the banks and liner.

The vertical depth of the concrete liner from the surrounding ground is expected to range between 4 to 6 feet. Repairs will include all associated earthwork, installation of a 12" x 12" footing with 2 (two) #4 rebar around the perimeter of the lake and island. Liner work will consist of a minimum of a 4" thickness of concrete at 3000 psi with reinforcing 6"x6" 10/10 welded wire mesh or equivalent. Shotcrete/gunite/concrete are acceptable materials for the solution.

Due to the time nature of the use of Liberty Park by our patrons, all work must be completed between August 15 and November 30 to accommodate the stocking of fish for the upcoming season

The successful bidder is expected to provide a full range of services to repair the liner and bank of the Liberty Pond. Qualified firms should respond with two copies of a written proposal to include the following information:

1. Approach and proposed services.
2. Key personnel of the firm and their educational background, experience, and qualifications.
3. List experience with similar projects.
4. Past record of performance of the firm regarding quality of work, ability to work within budget constraints, ability to meet schedules, and follow-up on problems after substantial completion.
5. Information about the company.
6. Fee structure for the project to include proposed fee and all reimbursable items.
7. Include a proposed contract.

2. SCOPE OF WORK

The Successful Bidder will provide services for the following scope of work.

1. Earthwork repair including removal of three stumps on island.
2. Removal of existing liner as needed.
3. Installation of footing around perimeters.
4. Coordination with electrical contractor for repairs to aerators.
5. Installation of shotcrete/gunite/concrete around perimeters and over existing liner.
6. Any deviation from the scope of work must be approved by the Project Manager. Alternate solutions may be acceptable.
7. Anything outside of the scope of work will require per foot cost estimation to be approved in advance.

3. TIMELINE

Listed below are specific and estimated dates and times of actions related to this RFP. In the event that it is necessary to change any of the specific dates and times for the events listed below, it will do so by issuing an amendment to the RFP as outlined herein.

<u>Date</u>	<u>Event</u>
July 1, 2025	Issuance of RFP
July 21, 2025, 10:00 a.m.	Mandatory Pre-Bid Meeting
August 1, 2025, 2:00 p.m.	Submittals Due
August 14, 2025	Park Board Approval
August 15, 2025	Notice to Proceed

A mandatory Pre-Bid Meeting will be held Monday, July 21st at 10:00 a.m. to review specifications and view the project. The meeting will be held at Liberty Park - Convention Hall, 1500 W. Third Street, Sedalia, MO.

SUBMITTAL OF BIDS

Bidders shall submit bids to:

Sedalia Parks and Recreation
ATTN: Matt Harris
Project Manager
1800 West Third Street
Sedalia, Missouri 65301

Any questions should be directed to Matt Harris at (660)-723-2602, or mharris@sedaliaparks.com.

Proposals must be received by 2:00 p.m. Central Time, Friday, August 1, 2025.

Bids shall be submitted in a sealed envelope clearly marked with **Liberty Pond Repair**, the bidder's company name, and the date and time for bid opening clearly and legibly marked on the outside.

Products and prices included in the bid may not be withdrawn for a period of 60 days after the date of bid opening without the express written consent of Sedalia Parks and Recreation.

All objections, appeals, or disputes must be filed with the Park Department within seven (7) days of being known or capable of being known.

Bid Opening

All bids will be publicly opened and read aloud at 2:00 p.m. at Heckart Community Center on Friday, August 1, 2025.

General Provisions Related to the Bidding Process**Substitute Materials or Work**

Substitute materials or work may be permitted upon approval of the Project Manager.

Reservation of Rights

Sedalia Parks and Recreation reserves the right at its sole discretion to accept or reject any or all bids, wholly or in part, to waive any informalities or irregularities therein or in the bidding process, to accept any bid even though it may not be the lowest bid, to call for rebids, to negotiate with any bidder, and to make an award which in its sole and absolute judgement will best serve Sedalia Parks and Recreation interests. Sedalia Parks and Recreation reserves the right to investigate the financial condition of any bidder to determine his or her ability to assure service throughout the term of the contract.

Errors and Omissions

No bidder shall be permitted to use to his or her advantage any error or omission in this Invitation for Bid or related specifications.

Interpretation of Specifications or other Contract Documents Prior to Bidding

If any person contemplating submission of a bid for items contained in this Invitation for Bids is in doubt regarding the true meaning of any part of the Invitation for Bids documents, he or she may submit to Matt Harris an e-mail at mharris@sedaliaparks.com, requesting an interpretation or correction of the Invitation for Bids documents. Any interpretation or correction to the Invitation for Bids documents will be made by Sedalia Parks and Recreation by addendum and will be mailed or delivered to each bidder of record not less than 6 days prior to bid opening.

Questions Regarding Technical Specifications

Any and all questions regarding the technical specifications shall be directed to Matt Harris at (660) 723-2602. Any material changes to the bid specifications arising as a result of such questions shall be approved by Sedalia Parks and Recreation in writing and mailed or delivered to each bidder of record not less than 6 days prior to bid opening.

Payment

All items, including labor and materials for the Work will be paid in a single lump sum payment, less a five percent (5%) retainage (unless a 10% retainage is permitted according to statute), to the successful bidder within thirty (30) days after the latest of the following occurrences:

- The date of delivery of the materials and services provided;
- The date upon which the written invoice for such materials and services is delivered by hand, e-mail, or by U.S. Mail, to Sedalia Parks and Recreation, 1800 West Third Street, Sedalia, Missouri, 65301;

Bidders are informed that the successful bidder shall comply with the Missouri Public Prompt Payment Act (Sections 8.960 and 8.962, RSMo) regarding payments to subcontractors and material suppliers in relation to the contract awarded as a result of this Invitation for Bids.

Sedalia Parks and Recreation expressly reserves its rights to withhold, in good faith, payment or final payment in accordance with Sections 8.960 and 8.962, RSMo, and in accord with the contract

awarded as a result of this Invitation for Bids. Final payments will be made in accordance with Sections 8.960 and 8.962, RSMo.

4. SPECIFIC REQUIREMENTS FOR BIDS

The submitted proposal must follow the rules and format established within this RFP. Adherence to these rules will ensure a fair and objective analysis of all proposals. Failure to complete any portion of this request may result, at the City's sole discretion, in the rejection of a proposal.

Construction Safety Training

Bidders are informed that the Project is subject to the requirements of Section 292.675, RSMo, which requires all contractors or subcontractors doing work on the Project to (1) provide; and (2) require its on-site employees to complete, a ten (10) hour course in construction safety and health approved by the Occupational Safety and Health Administration ("OSHA") or a similar program approved by the Missouri Department of Labor and Industrial Relations that is at least as stringent as an approved OSHA program. The training must be completed within sixty (60) days of the date work on the Project commences. On-site employees found on the worksite without documentation of the required training shall have twenty (20) days to produce such documentation.

Federal Work Authorization Program and Proof of Lawful Presence

- Bidders are informed that pursuant to Section 285.530, RSMo, as a condition of the award of any contract in excess of five thousand dollars (\$5,000.00), the successful bidder shall, by sworn affidavit and provision of documentation, affirm its enrollment and participation in a federal work authorization program with respect to the employees working in connection to the contracted services.
 - E-Verify is a qualified federal work authorization program. Additional information about E-Verify can be found at www.uscis.gov/verify.
- Bidders shall also sign and submit with the bid an affidavit affirming that it does not and will not knowingly employ any person who is an unauthorized alien in connection to the contracted services. See Exhibit 1.

Anti-Discrimination Against Israel

Section 34.600, RSMo., requires the City to ensure that contractors are not currently engaged in and shall not, for the duration of the contract, engage in a boycott of goods or services from the State of Israel; companies doing business in or with Israel or authorized by, licensed by, or organized under the laws of the State of Israel; or persons or entities doing business in the State of Israel. Successful bidders will be required to execute a sworn affidavit affirming these facts before entering into a contract.

Bid, Payment, and Performance Bonds

Bidders shall consider the City's requirements for bid, payment, and performance bonds when pricing the Work for purposes of bid submittal. See Exhibit 2, Exhibit 3, and Exhibit 4 and complete as needed.

All bidders shall provide a bid guarantee or bid bond in the amount of 5% of the bid price.

The anticipated cost of the materials, labor, and associated costs of the Work is estimated to exceed \$50,000. Consequently, the successful bidder shall furnish to the City a payment bond with good and sufficient sureties to cover 100% of the contract price, which may include:

- Any and all materials incorporated, consumed, or used in connection with the construction of the Work; and
- All insurance premiums, both for compensation, and for all other kinds of insurance, for the Work; and
- For all labor performed in the Work, whether by subcontractor or otherwise.

Additionally, the successful bidder shall provide the City a performance bond (guaranteeing that the contract for the Work will be completed according to its terms, including price and time) with good and sufficient sureties to cover the 100% of the cost of the entire construction contract, including, if authorized increases to cover change orders to such contract.

City Business License Requirement

Bidders are informed that the successful bidder will be required to obtain or prove possession of a valid business license issued by the City of Sedalia pursuant to Chapter 12 of the City Code.

Insurance Requirements

Bidders are informed that the successful bidder will be required to obtain insurance coverage, which shall contain an endorsement, addendum, or rider amending the general liability policy to include the Sedalia Parks and Recreation Department as an additional insured, for the following types of insurance and in the following minimum amounts:

- Workmen's Compensation Insurance - per Statutory requirement
- Comprehensive General & Auto Liability
 - Bodily injury, including death & Property Damage \$ 1,000,000 per occurrence
\$ 2,000,000 aggregate

United States and Local Products Preference

Bidders are informed that the Missouri Domestic Products Procurement Act (Sections 34.350 to 34.359, RSMo) requires manufactured goods or commodities used and supplied in the performance of a contract for construction, alteration, repair, or maintenance of any public works, which contract is valued at \$25,000 or more, to be manufactured or produced in the United States.

Bidders are further informed that the Bidders are further informed that the purchasing policy for the City of Sedalia includes a local products preference policy, a copy of which policy is available upon request to the City Clerk. Consequently, the award of contracts for materials and supplies and also for labor will be made in accordance with that policy. Furthermore, successful bidders will be required to abide by the City's policy in completing the Work.

5. ASSESS RFP DOCUMENTS

Before submitting a proposal, vendors shall examine the specifications in order to understand all existing conditions and limitations. The vendor shall indicate in the proposal the total sum to cover the cost of all items included in the RFP.

5. COSTS OF RFP PREPARATION AND SUBMISSION

Each vendor shall be responsible for all costs incurred in order to prepare and submit their response to this RFP.

6. PROPOSAL REVIEW

All documents submitted as part of the vendor's proposal will be deemed confidential during the evaluation process. Vendor proposals will not be available for review by anyone other than the City's project team or its designated agents. There shall be no disclosure of any vendor's information to a competing vendor prior to the project team making a recommendation to the Sedalia Parks & Recreation Board. All applicable information will be subject to public disclosure in accordance with the Freedom of Information Act, at award of contract, cancellation of this RFP, or within 180 days, whichever shall occur first.

7. PROPOSAL

Proposals received by the closing date and time will be opened and evaluated by Sedalia Parks and Recreation. Proposals not received by the closing date and time will remain unopened and will not be considered. Incomplete proposals may, at the park department's sole discretion, be disqualified from consideration.

The Sedalia Parks and Recreation Department reserves the right to amend or clarify the specifications at any time prior to the closing for receipt of proposals. Copies of any amendments may be transmitted to prospective vendors via fax, e-mail or mail.

The proposal must be prepared in the following format:

Section 1 – Executive Summary

Provide a concise overview of the design and implementation plan proposed.

Section 2 – Vendor Background and Qualifications

Provide narrative responses to the following questions, including any necessary documentation, for each item listed below.

1. Specify the number of years the vendor has been a provider of the services requested. Discuss the background of the vendor including company history, staff size and ownership structure. Briefly highlight projects completed similar to the project being proposed.
2. Describe the seniority, tenure and background of the proposed project team.
3. Discuss the vendor's commitment to understand and implement environmentally friendly applications that could be incorporated into the project.

Section 3 – Customer References

Please provide contact information for at least three (3) customer references that are representative of the proposed services.

Section 4 – Cost Information

Costs should be itemized by the project areas identified in the General Project Description.

Section 5 – Statement of Understanding

The City anticipates a contract award date of August 15, 2025 with work commencing shortly

thereafter and completed by November 30, 2025. **Provide a statement verifying your understanding of the anticipated contract award and completion date.** Vendors may not withdraw their proposal for a period of ninety (90) days after the closing date for submission of proposals.

8. RIGHT OF REFUSAL

The City reserves the right to reject any or all RFPs in their entirety. The City reserves the right to award the contract in any manner deemed in the best interest of the City.

9. EVALUATIONS

The primary criteria for vendor evaluation and consideration are:

- Completeness and thoroughness of proposal
- Demonstrated ability to understand the purpose/mission of the project
- Prior experience with similar projects
- Overall project approach
- Favorable past experiences of the City and/or references in working with the vendor

Evaluation of the proposals is expected to be completed within 10 calendar days after the stated closing date. The proposal selected shall be the proposal deemed to be in the best interests of Sedalia Parks and Recreation while providing the most cost-effective approach to meet the stated requirements. The lowest priced proposal will not necessarily be selected.

Sedalia Parks and Recreation reserves the right to a) reject any or all proposals, or to make no award, b) require modifications to initial proposals or c) to make partial or multiple awards. Sedalia Parks and Recreation reserves the right to request clarification or explanation on any proposal submitted. Sedalia Parks and Recreation further reserves the right to excuse technical defects in a proposal when, in its sole discretion, such excuse is in the best interests of Sedalia Parks and Recreation.

11. PROJECT TIMELINE

Listed below are specific and estimated dates and times of actions related to this RFP. In the event that the City finds it necessary to change any of the specific dates and times for the events listed below, it will do so by issuing an amendment to the RFP as outlined herein.

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August 15, 2025	Notice to Proceed
November 30, 2025	Project Completion

12. COMPENSATION

Following the selection of a firm and the successful negotiation of an agreement for services, a contract shall be entered into between the City and the firm. Reimbursements shall be made according to an agreed upon schedule, specified within the contract for a maximum not-to-exceed amount.