

**ADDENDUM NO: 1**

**REQ NO: 176621**

**FINAL SUBMITTAL: October 30, 2018 2:00 PM EST**

**FINAL QUESTIONS: N/A**

**Department: Parks Division, Public Works**

**Changes to Bid No. 305250:**

**6.1 Hixson Youth Athletic Association**

**Removed section 6.1.1.A and 6.1.1.B**

**New wording is:**

**6.1.1 Field 1: Bases set at 60', 70'. Remove infield lips and build up; re-establish infield edges per field specs; till, laser grade, and compact infield; add or remove infield mix as needed; reset base anchors as needed; topdress with infield conditioner.**

**See attached revised specifications.**

**Req No: 176621 Youth Athletic Association Baseball Field Renovations**

**PLEASE SIGN ONE (1) COPY OF ADDENDUM AND RETURN TO THE PURCHASING DEPARTMENT. RETAIN THE OTHER COPY FOR YOUR FILES.**

**Name:** \_\_\_\_\_

**Company:** \_\_\_\_\_

**CITY OF CHATTANOOGA  
PURCHASING DEPARTMENT  
Mark McKeel  
City Hall Suite G13  
CHATTANOOGA, TN 37402  
TELE: (423) 643-7236  
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**Specifications for Baseball Field Renovations**  
**City of Chattanooga, PWD Parks Division**  
10/24/18

**General**

1. Scope:

This specification covers Baseball Field Renovations for up to twenty-five (25) fields, at four (4) locations, to be completed over three (3) years.

The length of the contract for these services shall be for the period of three years, beginning the date the purchase order is issued by the City of Chattanooga.

It is the intent of these specifications to ensure the installation of a quality natural playing surface. The playing field shall be furnished in a "Game Ready" condition and shall meet all prevailing Dizzy Dean youth baseball and softball association requirements and specifications.

It is the responsibility of each bidder to visit each location, listed below, to become familiar with any peculiar circumstances that may be associated with each field and location:

- Hixson Youth Athletic Association Fields (8 total)  
5410 School Drive  
Hixson, TN 37343
- Rivermont Youth Athletic Association Fields (7 total)  
Dixie Drive  
Chattanooga, TN 37415
- Lookout Valley Youth Athletic Association Fields (5 total)  
370 Warren Place  
Chattanooga, TN 37419
- Lakeside Youth Association  
4801 Swann Rd  
Chattanooga, TN 37416

2. Conditions and Instructions to Bidders:

2.1 Bidders must submit a completed bid proposal form (provided as part of these specifications)

2.2 Bidders must also submit a list of at least five associations, schools, or municipalities to whom the CONTRACTOR has supplied Baseball Field installation or renovation services in the past five years. The list shall include customer name, name of contact that has worked directly with the CONTRACTOR, address and telephone number of customer.

2.3 The CONTRACTOR shall comply with the Terms and Conditions posted on website <http://chattanooga.gov/purchasing/standard-terms-and-conditions> that has been made a part of this solicitation.

3. Requirements for Insurance Coverage:

The CONTRACTOR shall be insured and bonded to the following limits:

- |                                 |  |
|---------------------------------|--|
| 1. Commercial General Liability | \$1,000,000 per occurrence<br>\$2,000,000 in general aggregate |
| 2. Automobile Liability         | \$1,000,000 combined per occurrence                            |
| 3. Workman's Compensation       | \$500,000 per accident   |
| 4. Professional Liability       | \$1,000,000 per claim and aggregate                            |

The CONTRACTOR shall provide proof of these insurance and bonding requirements at the time of the bid.

The insurance shall remain in force at all times during this contract.

4. Basis for Award

Awards shall be made to the responsible and responsive CONTRACTOR submitting the best bid, considering the following:

- Proposed Schedule of Services
- Conformity to Specifications
- Price
- Ability to Perform

5. Basis for Bidding

- Per site cost for renovation, specific to each field, including all travel, materials, equipment, and incidentals necessary for the CONTRACTOR's representative(s) to perform renovations, as detailed in these specifications.

6. Services – Description of Work Activities (Please see appendix for definitions and materials specs)

6.1 Hixson Youth Athletic Association

6.1.1 Field 1: Bases set at 60', 70'. Remove infield lips and build up; re-establish infield edges per field specs; till, laser grade, and compact infield; add or remove infield mix as needed; reset base anchors as needed; topdress with field conditioner.

6.1.2 Field 2: Bases set at 60' and 70'. Remove infield lips and build up; re-establish infield edges per field specs; till, laser grade, and compact infield; add or remove infield mix as needed; reset base anchors as needed; topdress with field conditioner.

6.1.3 Field 3: Bases set at 60'. Remove infield lips and build up; re-establish infield edges per field specs; till, laser grade, and compact infield; add or remove infield mix as needed; reset base anchors as needed; topdress with field conditioner.

6.1.4 Field 4: Bases set at 60'. Remove infield lips and build up; re-establish infield edges per field specs; till, laser grade, and compact infield; add or remove infield mix as needed; reset base anchors as needed; topdress with field conditioner.

6.1.5 Field 5: Bases set at 60'. Remove infield lips and build up; re-establish infield edges per field specs; till, laser grade, and compact infield; add or remove infield mix as needed; reset base anchors as needed; topdress with field conditioner.

6.1.6 Field 6: Bases set at 60'. Remove infield lips and build up; re-establish infield edges per field specs; till, laser grade, and compact infield; add or remove infield mix as needed; reset base anchors as needed; topdress with field conditioner.

6.1.7 Field 7: Bases set at 60'. Remove infield lips and build up; re-establish infield edges per field specs; till, laser grade, and compact infield; add or remove infield mix as needed; reset base anchors as needed; topdress with field conditioner.

6.1.8 Field 8: Bases set at 60' and 70'. Redefine infield with addition of grass. Remove infield lips and build up; re-establish infield edges per field specs; till, laser grade, and compact infield; add or remove infield mix as needed; reset base anchors as needed; topdress with field conditioner.

## 6.2 Rivermont Youth Athletic Association

6.2.1 Field 1: Bases set at 60'. Remove infield lips and build up; re-establish infield edges per field specs; till, laser grade, and compact infield; add/remove infield mix as needed; reset base anchors as needed; topdress with field conditioner.

6.2.2 Field 2: Bases set at 60' and 70'. Remove infield lips and build up; re-establish infield edges per field specs; till, laser grade, and compact infield; add/remove infield mix as needed; reset base anchors as needed; topdress with field conditioner.

6.2.3 Field 3: Bases set at 60'. Remove infield lips and build up; re-establish infield edges per field specs; till, laser grade, and compact infield; add/remove infield mix as needed; reset base anchors as needed; topdress with field conditioner.

6.2.4 Field 4: For this field, a decision has not yet been made about whether or not to remove grass infield. Please submit pricing for each of the two options below.

6.2.4.A Bases to be set at 60', 70', and 90'. Remove infield grass and mound; install at least 2" infield mix.

6.2.4.B Bases set at 60', 70', and 90'. Remove infield lips and build up; re-establish infield edges per field specs; till, laser grade, and compact infield; add or remove infield mix as needed; reset base anchors as needed; topdress with field conditioner.

6.2.5 Field 5: Bases set at 50' and 60'. Remove infield lips and build up; re-establish infield edges per field specs; till, laser grade, and compact infield; add/remove infield mix as needed; reset base anchors as needed; topdress with field conditioner

6.2.6 Field 6: Bases set at 60'. Remove infield lips and build up; re-establish infield edges per field specs; till, laser grade, and compact infield; add/remove infield mix as needed; reset base anchors as needed; topdress with field conditioner

6.2.7 Field 7: Bases set at 60'. Remove infield lips and build up; re-establish infield edges per field specs; till, laser grade, and compact infield; add/remove infield mix as needed; reset base anchors as needed; topdress with field conditioner

### 6.3 Lookout Valley Youth Athletic Association

6.3.1 Field 1: Bases set at 60'. Remove infield lips and build up; re-establish infield edges per field specs; till, laser grade, and compact infield; add/remove infield mix as needed; reset base anchors as needed; topdress with field conditioner.

6.3.2 Field 2: Bases set at 60'. Remove infield lips and build up; re-establish infield edges per field specs; till, laser grade, and compact infield; add/remove infield mix as needed; reset base anchors as needed; topdress with field conditioner.

6.3.3 Field 3: Bases set at 60'. Remove infield lips and build up; re-establish infield edges per field specs; till, laser grade, and compact infield; add/remove infield mix as needed; reset base anchors as needed; topdress with field conditioner.

6.3.4 Field 4: Bases set at 70'. Remove infield lips and build up; re-establish infield edges per field specs; till, laser grade, and compact infield; add/remove infield mix as needed; reset base anchors as needed; topdress with field conditioner.

6.3.5 Field 5: Bases set at 60' and 70'. Remove infield lips and build up; re-establish infield edges per field specs; till, laser grade, and compact infield; add/remove infield mix as needed; reset base anchors as needed; topdress with field conditioner.

### 6.4 Lakeside Youth Association

6.4.1 Field 1: Bases set at 60', 70', 80', and 90'. Remove infield lips and build up; re-establish infield edges per field specs; till, laser grade, and compact infield; add/remove infield mix as needed; reset base anchors as needed; topdress with field conditioner.

6.4.2 Field 2: Bases set at 60'. Remove infield lips and build up; re-establish infield edges per field specs; till, laser grade, and compact infield; add/remove infield mix as needed; reset base anchors as needed; topdress with field conditioner.

6.4.3 Field 3: Bases set at 60'. Remove infield lips and build up; re-establish infield edges per field specs; till, laser grade, and compact infield; add/remove infield mix as needed; reset base anchors as needed; topdress with field conditioner.

6.4.4 Field 4: Bases set at 60'. Remove infield lips and build up; re-establish infield edges per field specs; till, laser grade, and compact infield; add/remove infield mix as needed; reset base anchors as needed; topdress with field conditioner.

6.4.5 Field 5: Grass field. Set bases at 60'. Add infield mix along the baselines and infield as needed.

#### 7. Qualifications for Prospective Bidders:

The following requirements shall be considered the minimum for a CONTRACTOR to be qualified to provide services under this contract, and shall be a prerequisite to any award:

- A period of five years' experience in the performance of baseball field installation or renovation.
- At least 5 references for similar work performed
- Must have in possession and experienced with laser guided finishing equipment
- Provide equipment list
- STMA and/or ASBA membership preferred, provide documentation
- Provide documentation on related certifications

#### 8. Execution:

Fields to be renovated in the first year shall be agreed upon by Parks and CONTRACTOR within ten working days after the issue of a purchase order. The CONTRACTOR shall have up to thirty days after the issue of the purchase order to create a renovation schedule and submit to Parks for approval. All renovations shall take place during the period of November to December, annually. Parks currently estimates ten fields each to be renovated in 2018 and 2019, and the remaining five fields in 2020.

Parks director, in advance of field application, must approve Field conditioner. In addition, CONTRACTOR will supply a copy of the MSDS for the field conditioner with each invoice.

#### 9. Payment:

The City will make payment to the Vendor according to the City's normal policies and procedures.

Before an order can be placed for routine transactions, City will request a Quote from Vendor with detailed breakdown. City may require breakdown on its own form. Once City has approved the quoted price and submits Requisition for same, it will advise Vendor of the Release Number in order to place the order. Invoices that do not reference the Release Number will not be considered complete or valid.

- 9.1. Vendor's Invoice must list a valid E-Mail Address for billing questions and inquiries.
- 9.2. Invoice Date is critical and Invoices must be sent to the City on the Invoice Date in order for the City's tracking system to accurately reflect the record. The Invoice Date must not precede the Ship Date or Service Date.
- 9.3. Invoice descriptions on transaction lines must match the wording of the Purchase Order transaction lines, and reference the corresponding transaction line number of the Purchase Order. The Vendor shall not invoice the City for any item that does not correspond to a line on the Purchase Order.
- 9.4. Items being billed on Markup line must have corresponding source Invoice, and that total and Markup breakdown must be reflected on Vendor's Invoice to the City. The Markup for items purchased on the percent Markup line, is for markup of items only. No Markup is allowed for taxes or freight charges. The taxes and freight charges will be a straight reimbursement, with no Markup.
- 9.5. Markup will be calculated as the following example:
- If the part costs vendor \$100.00,
- and the Markup on contract is 10%,
- City will reimburse Vendor \$110.00.
- 9.6. Vendor will be responsible for collecting signature and legible name of City employee when delivering goods and/or services and must be able to produce said Proof of Delivery ("POD") upon request. The POD must contain an itemized list of goods and/or services. The POD must accompany each Department's payment packet before presenting the Invoice with all necessary backup to City's Accounts Payable Division. Including copy of POD with Invoice is encouraged and speeds payment processing time.

9.7. Vendor's Invoices that are billed inaccurately, incompletely, or otherwise unprocessable are not considered valid.

9.8. When sending City a Revised Invoice, it must be clearly marked "Revised." When sending City a replacement Invoice, it must reference the Invoice Number it is replacing.

9.9 Invoices to the City shall reference the City Department, Release Number, Work Order Number, and the first and last name of the City employee placing the order.

9.10. Accurate Invoices, with all appropriate backup documentation, shall be sent to:

City of Chattanooga  
Attn: Accounts Payable Division  
101 East 11th Street, Suite 101  
Chattanooga, TN 37402  
acctspayable@chattanooga.gov

and copy sent to:

City of Chattanooga  
Parks Division  
1503 Middle St  
Chattanooga, TN 37408  
ammccormick@chattanooga.gov



## Appendix: Definitions/Materials

**Excess Materials:** Provide the owners' authorized representative with a 10-ton stockpile of material for future use

**Finish Grading:** For best results, material shall be finish graded with a laser device that allows accuracy to +/- 1/8 inch. A slope of ½ % to 1% shall be placed on the infield surface in order to facilitate surface drainage.

**Inspection:** The finished surface of the infield shall be smooth and free from any visible dips, humps, bumps, or other blemishes that would hinder the removal of water through positive surface drainage. Where warranted, a finished elevation survey shall be conducted to assure proper installation.

**Topdressing:** Following successful inspection, topdressing shall be applied to the surface for optimum product performance. This topdressing is either expanded shale or calcined clay product and shall be added at a rate of 0.5 pounds per 1 square foot for maintenance, or 1 pound per 1 square foot for new construction.

**Infield Mix:** Shall be clean, dry clay mixed with washed mason-type sand, resulting in a weed-free mixture that is reddish-brown in color, having a yield of 1.35 tons per cubic yard when placed loose or 1.5 tons per cubic yard when compacted 85% - 90% on a Standard Proctor Test (ASTM D 689-07). The material possesses the following particle size analysis:

- Total sand content shall be 70-75%
- The combined amount of sand retained on the medium, course, and very course sieves shall be greater than or equal to 50%
- The combined amount of silt and clay shall be 25-30%
- The ratio of silt divided by clay, otherwise known as the SCR, shall be 0.5 – 1.0
- No particles greater than 3mm
- Equal to or less than 5% of particles shall be retained on the 2 mm

**Infield Mix Installer:** Installers of materials specified shall have, at minimum, five successful installations of similar projects and materials. Installers shall be in possession of and demonstrate knowledge of the use of laser guided finishing equipment.

**Bid**

<b>Location</b>	<b>Price</b>
Hixson Field 1 (Option A)	
Hixson Field 1 (Option B)	
Hixson Field 2	
Hixson Field 3	
Hixson Field 4	
Hixson Field 5	
Hixson Field 6	
Hixson Field 7	
Hixson Field 8	
Rivermont Field 1	
Rivermont Field 2	
Rivermont Field 3	
Rivermont Field 4 (Option A)	
Rivermont Field 4 (Option B)	
Rivermont Field 5	
Rivermont Field 6	
Rivermont Field 7	
Lookout Valley Field 1	
Lookout Valley Field 2	
Lookout Valley Field 3	
Lookout Valley Field 4	
Lookout Valley Field 5	
Lakeside Field 1	
Lakeside Field 2	
Lakeside Field 3	
Lakeside Field 4	
Lakeside Field 5	