Request for Proposals: Site Improvements

Crown Mountain Park and Recreation District · Eagle County, Colorado

1. Introduction

Crown Mountain Park and Recreation District (the "District") seeks proposals from qualified contractors for site preparation, utilities, irrigation mainline modifications and hardscape improvements at Crown Mountain Park in El Jebel, Eagle County, Colorado. The work includes preparing the earth subgrade for a separately contracted synthetic turf soccer/lacrosse field.

The District will select one contractor on best value: price, qualifications, scope understanding and schedule. We have kept this RFP focused on what we need to compare proposals fairly. The contractor shall manage the included work using qualified subcontractors as needed. Detailed submittals, samples and test reports come after award, as the issued technical specifications and construction agreement require.

Project at a glance

Item	Detail
Owner	Crown Mountain Park and Recreation District
Location	Crown Mountain Park, El Jebel, Colorado
RFP number	2
Included	Site preparation; mass excavation; utilities and site drainage; irrigation mainline redirection and limited lateral connections; earth subgrade preparation for synthetic turf installation; assigned CMU walls; concrete, curb and gutter, asphalt, signage and other assigned hardscapes.
Excluded	Turf-system installation from prepared subgrade up; turf perimeter fencing; new irrigation laterals; soft landscaping; installed amenities and striping.
District contact	Rebecca Wagner rwagner@crownmtn.org
Contract	Lump-sum construction agreement; form to be issued with RFP.
Construction period	Dec. 1, 2026-May 1, 2027

Where this RFP and the issued specifications differ on a technical requirement, the specifications govern. Where they differ on procurement procedure, this RFP governs. Overall project drawings may show work by others; include only work assigned to this contract. Construction requires approved construction documents, an executed agreement and written notice to proceed.

2. Key Dates

Proposals are due by 2:00 p.m. Mountain Time on [due date]. Late proposals will not be opened. The District may adjust any date below by addendum.

Milestone	Date
RFP issued	Nov 17, 2026
Pre-proposal site walk — required	Nov 24, 2026, 10 a.m. MT
Proposals due	Dec 4, 2026 2:00 p.m. MT
Board of Directors Award	Dec 16, 2026 6:00 p.m. MT
Prepared earth-subgrade turnover for turf contractor	March 15 2027
Final completion	May 1 2027

3. Scope of Work

Provide all labor, materials, equipment, supervision and incidentals for the included work. Perform quantity takeoffs from the issued bid documents; preliminary planning quantities are not guaranteed contract quantities.

Site preparation: Provide mobilization, construction layout and staking, utility locating, assigned clearing and demolition, hauling, lawful disposal of materials and waste and final cleanup. Remove existing trees only where specifically identified. Permits will be obtained by Crown Mtn Park.

Construction controls: Provide temporary construction fencing, barricades, erosion and sediment controls, dust control, and traffic and pedestrian controls. Protect existing utilities, irrigation, trees, pavement and facilities. Include temporary stabilization during construction; permanent landscape stabilization will be assigned by the District.

Excavation and grading: Perform bulk earthwork, cut and fill, material import and export, moisture conditioning, and earth-subgrade preparation and compaction for the field and included hardscapes. Rough-grade future landscape areas to civil-plan elevations and provide positive drainage and transitions. Screen excavated soil to recover usable topsoil and relocate rock to District-approved locations. Reuse materials only where they meet the issued geotechnical and civil requirements.

Utilities and site drainage: Install assigned utilities and site drainage outside the turf-field system, including trenching, bedding, piping, structures, conduit, pull boxes, sleeves, backfill, compaction and surface restoration. Provide the designated field-drainage connection point and infiltration pond. Complete assigned connections, inspections and testing. Include electrical conduct and only where expressly assigned in the issued plans.

Irrigation: Locate, protect and redirect the existing mainline, including associated piping, fittings, valves, excavation, backfill, flushing, pressure testing and restoration. Provide isolation

valves for future laterals. Irrigation zones and laterals installed by other contractors. Coordinate shutdowns and record installed locations before backfilling.

CMU walls: Provide layout, excavation, footings, reinforcement, mortar, grout, split-face CMU, caps, joints, finishes and detailed drainage and backfill. Submit product information and finish samples before ordering.

Hardscapes: Construct assigned plaza flatwork, standard and stamped concrete, entry aprons, sidewalks, accessible routes and ramps, curb and gutter, asphalt paving and tie-ins, loading-zone improvements and decomposed granite paving. Include associated excavation, aggregate base, reinforcement, joints and finishing.

Finishes: Concrete colors, stamped patterns and other finishes shall be established in the bid documents or through an identified allowance before pricing.

Excluded from the base proposal:

Turf system: All construction beginning at the prepared and accepted earth subgrade, including field-drainage trench excavation, bedding, piping, structures, backfill, restoration and connection to the designated site drainage point; geotextile; aggregate base and finish stone; shock pad; perimeter anchor/nailer; turf carpet, seams, inlaid markings and infill.

Permanent turf perimeter fencing: Posts, footings, panels or fabric, gates and hardware.

New irrigation distribution: New lateral lines, sprinkler heads and new irrigation control systems. Existing lateral reconnections and capped future connection points described above remain included.

Soft landscaping: Exclude trees, shrubs, flowers, ornamental grasses, sod, permanent landscape seeding, mulch and planting-bed amendments.

Installed amenities: Shade sails and their supports and foundations, play equipment, soccer and lacrosse goals, corner flags, tables, benches, furnishings, bollards, signs, and ball-stop poles and netting. Include underground sleeves and capped utility connection points only where expressly shown for this contract.

Stripping package: Paving markings.

4. Work by Others and Construction Coordination

Subgrade turnover: Before field drainage or aggregate installation, arrange a joint inspection with the turf contractor, District and design team. Verify elevations, tolerances and compaction documentation; record acceptance or deficiencies in writing; and correct deficiencies in the site work before turnover to District for turf installation. The turf contractor's work begins at the District's acceptance of the earth subgrade. Each contractor remains responsible for damage caused by its operations.

Interface details: The issued plans or an addendum shall identify the field-drainage connection location and elevation and assign the concrete turf header curb before proposals are due. Request clarification and receive written consent from the District prior to performing any unassigned work; do not assume it is included.

Site conditions and coordination: Crown Mountain Park is near 6,500 feet elevation and will remain open during construction. Plan for a short construction season December through May 1st and weather-

sensitive operations. Maintain safe public access outside work limits and coordinate staging, haul routes, closures, shutdowns and work by others. Complete underground work before overlying hardscapes and give advance notice of service interruptions.

Provide a schedule covering mobilization, site preparation, grading (mass excavation), utilities, irrigation mainline redirection and lateral connection points, earth-subgrade turnover, assigned CMU walls, hardscapes, separate-contractor interfaces, substantial completion and cleanup. Identify long-lead materials and weather assumptions.

Electrical: The District will provide a licensed electrician and associated electrical permit. Contractor required to install conduit and coordinate access for electrician and implacable electrical scopes.

5. Contractor Qualifications and Evaluation

Provide similar-project experience, three comparable references, include major subcontractors, and confirmation of ability to meet licensing, insurance and bonding requirements.

The District will evaluate proposals on best value: price and completeness, relevant experience, team qualifications, schedule, understanding of the work and coordination, and demonstrated performance. The Board of Directors makes the award at a public meeting. All negotiations with the selected proposer will be handled by the District and its staff. Award is subject to District approval, funding and execution of the construction agreement. Selection does not authorize construction.

6. What to Submit

Keep the narrative to 15 pages or fewer, not counting the price form, acknowledgment, required forms and supporting credentials. Please skip marketing material. Organize the proposal in the following order:

Tab	Contents	Page Guide
1	Company/contact information; project experience and three references.	Concise
2	Major subcontractors.	Concise
3	Schedule, earliest start, milestones and lead times.	As needed
4	Assumptions, exceptions, exclusions, substitutions and alternatives.	As needed
5	Completed Attachment A: base price and unit prices.	Forms
6	Licensing, insurance and bonding capability; conflict disclosure.	As needed
7	Signed Attachment B and acknowledgment of all addenda.	Form

7. Contract Terms

The selected proposer will sign the District's standard lump-sum construction agreement or District form. Key terms below follow the companion turf RFP where applicable to site work. Final agreement terms remain subject to District and legal review; turf-system warranty and annual G-max testing requirements do not apply to this contract.

Bonds: Provide 110% performance and payment bonds at contract signing from a surety licensed in Colorado, consistent with the companion turf RFP and subject to the final District agreement.

Insurance: Commercial general liability $1.5 million per occurrence / $2 million aggregate; auto liability $1.5 million; umbrella $2 million; and Colorado workers' compensation at statutory limits. Name the District as additional insured on the CGL, auto and umbrella policies, as required by the final agreement.

Payment: Monthly progress payments. Identify any requested material deposits and supporting documentation.

Warranty: Provide workmanship and applicable manufacturer warranties for the included site, utility, irrigation-mainline and hardscape work. The required site-work warranty term will be stated in the issued construction agreement; the separate turf contract's 8-year system warranty and annual G-max testing are not part of this scope.

Taxes: Follow the District's tax-exempt procurement requirements and obtain the applicable Colorado Contractor's Exemption Certificate. Apply the tax treatment stated in the final agreement.

Permits: The District holds land-use approval as stated in the companion turf RFP. The contractor obtains construction or grading permits required for its assigned work. Confirm permit responsibilities, fees and Eagle County requirements in the issued documents.

Testing and survey: The District will provide the compaction and materials testing agent and geotechnical report, consistent with the companion turf RFP. The Contractor is responsible for all construction staking and field surveying required to complete the project.

Immunity: Nothing in the contract waives the District's protections under the Colorado Governmental Immunity Act.

Compliance: Maintain required licenses, use qualified subcontractors for regulated trades, comply with laws, codes, permits and safety requirements, and coordinate inspections and testing.

Changes: Obtain written authorization before performing changes. Unit prices do not authorize extra work.

Closeout: Correct punch-list work; clean the site; remove temporary facilities no longer needed; provide required utility/grading records, inspection and testing reports, warranties, maintenance information and payment documentation.

8. How to Submit and General Conditions

Submit one searchable PDF by email to rwagner@crownmtn.org with the subject line “Site Improvements RFP – [Firm Name]” by the deadline in Section 2. An electronic bid bond is acceptable if a bid bond is required by the issued solicitation. The District will confirm receipt by reply email.

Only written addenda may modify this RFP. Acknowledge receipt of all addenda in Attachment B. Exhibits available from the District include civil and site drawings, grading and utility plans, hardscape and wall details, the geotechnical report, site survey, and draft construction agreement.

The Synthetic Turf RFP is provided for scope coordination. Specification Section 32 18 23 applies to the separate turf-system contract. The site improvement contractor shall coordinate its subgrade preparation with the applicable requirements of that section and the turf contractor to ensure the prepared subgrade is suitable for the turf-system installation.

District rights: Consistent with applicable law and District procurement requirements, the District may reject any or all proposals, waive minor nonmaterial irregularities and request clarifications. Each proposer bears its own cost to prepare and present its proposal. Proposals become public records under the Colorado Open Records Act after award. Mark any true trade secrets clearly. Pricing cannot be confidential.

Attachment A: Price Form

Company: _____

Line items must add to the Total Base Proposal. Include labor, materials, equipment, supervision, overhead, profit and applicable costs for the work in Section 3. Do not duplicate costs between lines.

#	Base Proposal Item	Lump Sum ($)
1	Mobilization, supervision and general conditions	_____
2	Survey layout and staking	_____
3	Temporary fencing, safety and traffic/pedestrian controls	_____
4	Erosion, sediment and dust controls	_____
5	Clearing, demolition and disposal	_____
6	Mass excavation, grading and prepared earth subgrade	_____
7	Material import, export and hauling	_____
8	Site drainage and inlet structures	_____
9	Utility installation and assigned connections	_____
10	Underground electrical conduit “assigned electrical work by others”	_____

#	Base Proposal Item	Lump Sum ($)
11	CMU walls, footings and caps	_____
12	Stamped decorative concrete	_____
13	Concrete sidewalks and accessible routes	_____
14	Curb and gutter	_____
15	Asphalt and loading-zone improvements (no stripping)	_____
16	Irrigation mainline redirection, isolation valves stubbed in for future lateral lines.	_____
17	Bonds and insurance	_____
18	Final cleanup and closeout	_____
19	TOTAL BASE PROPOSAL	_____

Excluded work is not requested as a separate price under this solicitation.

Attachment B: Proposer Acknowledgment

By signing, the proposer confirms that it has read this RFP, the issued exhibits and the addenda listed below; meets the qualifications in Section 5; has priced all work assigned to this contract; has disclosed assumptions, exceptions and potential conflicts of interest; has not colluded with another proposer; and will provide required bonds and insurance if selected. Pricing remains firm for 90 days.

Company	_____ _____ _____ _____
Authorized representative	_____ _____ _____ _____
Title	_____ _____ _____ _____
Signature	_____ _____

	_____
Date	_____
Phone / email	_____