

August 21, 2017

Mr. Christopher Cobb, P.E.
Parks Development Coordinator
City of Sparks
431 Prater Way
Sparks, NV 89431
Via electronic mail; ccobb@cityofsparks.us

**RE: Golden Eagle Sports Park; Fields 7 and 8
Synthetic Turf Resurfacing Planning, Programming and Engineering
Proposal 16167.3**

Dear Mr. Cobb,

Lloyd Consulting Group, LLC (LLOYD) appreciates the opportunity to submit a proposal for planning, programming, engineering, and construction administration for Phase 1 synthetic sports turf surfacing at Golden Eagle Regional Park (GERP). The plan consists of two primary objectives: 1) provide planning, programming, product evaluation and long range procurement support, followed by 2) implementation of Phase 1 Synthetic Turf Renewal (Fields 7 and 8) including bid document preparations, pre-qualification, bidding support, and construction administration.

Our scope of services is detailed below and on the following pages. We greatly value and appreciate the opportunity to be considered as a partner of the City and support the values of recreation, wellness, and community at the core of the services and facilities you provide.

SCOPE OF SERVICES

1.0 Planning, Programming, Product Evaluation, Site Visits, and Procurement Strategy

- 1.1 Review in detail all record drawings, specification, inspection logs, and initial construction records to attain comprehensive understanding of exiting site condition. (Small invasive pot holling is sometimes required to confirm materials and depths.)
- 1.2 Using the 10-year asset management plan as a guide, work with City staff to confirm existing uses and future programming, analyze current infrastructure (drainage, utilities, sports equipment, etc.) and system performance focused on user safety
- 1.3 Prepare materials for in-depth review of products, systems, and crumb rubber in-fill systems with a shock pad currently in the marketplace for synthetic turf surfacing. Including fiber types, crumb rubber make up, surface heat, sports performance characteristics, warranties, and advisable of a long term maintenance agreement etc.
- 1.4 LLOYD will setup and participate in visits to existing synthetic turf installations. These installations may be local or in Northern California, with the goal of visiting various field systems which have been installed for several years.

- 1.5 Meet and confer with City procurement specialist on maximizing value through procurement process exploring best value, deferred award, and/or locking in future pricing options with suppliers, installer, and contractors. Define path forward for Phase 1 renewal with full understanding of how future renewal scopes will be procured.
- 1.6 Lloyd with City guidance will develop a full project activity schedule for approval
- 1.7 This phase includes two (2) on site working sessions with City staff to advance the project.

2.0 Bid Document Preparation, Review and Approvals

- 2.1 Provide topographic survey of site detailing existing grade, surface features and current sports field layouts, plus immediately adjacent areas inclusive of concrete walkway/apron (6 feet +/-)
- 2.2 Prepare SD/DD and CD level construction documents (drawings and specifications) for procurement. Drawings would include: cover sheet, existing conditions, site utilization/staging/demolition, grading/minor enhancement, surfacing/stripping/details. Specifications would include full technical specifications for owner addition of Division 1 General Conditions and any other procurement, contracting, and project requirements.
- 2.3 Lloyd will prepare a probable construction cost estimate at the conclusion of DD for owner review and consideration.
- 2.4 This phase includes one (1) on site page turning review of the documents at the conclusion of DD in addition to normal review activities through the course of the design and documentation process. (Geotechnical, underground utility modifications, construction testing, and any City/County/Agency permitting not included.)

3.0 Pre-qualifications, Bidding, and Award

- 3.1 Lloyd would assist the City in leading a formal pre-qualification process to determine a select pool of bidders for the project. This might include developing advertisement, industry notification, scoring methodology, and contracting minimum requirements.
- 3.2 Lloyd would serve as technical advisor to scoring members of the pre-qualification panel who would determine the final pool of bidders for the project, through submission and a day long formal interview process.
- 3.3 Lloyd would assist City with preparing any formal bid/RFQ packages and any required review, scoring, and/or technical evaluation and respond to RFI's during procurement and issue one (1) addenda if necessary.

4.0 Construction Administration, Observation, and Close-out

- 4.1 Lloyd would provide a full complement of construction administration for work completed concurrently, (any deferred scope not included), including submittal reviews, shop drawing reviews, pay application reviews, and schedule evaluation.

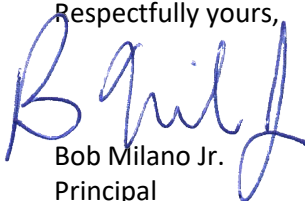
- 4.2 Lloyd would review any testing reports, inspection reports, or material data/substitutions proposed and resolve RFI's, field conflicts, and/or issue clarifications of sketches as required.
- 4.3 Lloyd would participate in weekly project meeting telephonically, video if available.
- 4.4 Lloyd would provide up to four (4) site visits for key milestone activities and site observations at agreed junctures (pre-construction, demolition complete, sub-grade complete, pad/e-layer complete, turf complete (pre-fill), and final. All site visits would be thoroughly documented in writing and photographically.
- 4.5 Lloyd will provide and document punch list of any deficiencies, assure full completion, warranties, owner's manuals, staff training, attic stock turn over and initial g-max testing are all within project requirements.

5.0 Fee Schedule

	<u>T&M</u>	<u>Fixed Fee</u>
Task 1.0 Planning, Programming, and Procurement Strategy		\$12,480
Task 2.0 Bid Document Preparation, Reviews and Approvals (Survey included)		\$29,420
Task 3.0 Pre-qualifications, Bidding, and Award		\$5,340
Task 4.0 Construction Administration, Observation, and Close-out		\$20,880
	Reimbursable Allowance	<u>\$6,000</u>
	Base Services TOTAL	<u>\$68,120</u>

Please call us with any questions you might have regarding this proposal. We appreciate the opportunity to work with you and further our relationship with the City and its community.

Respectfully yours,



Bob Milano Jr.
Principal

ACCEPTED BY:

Name

As an Authorized Agent for **City of Sparks**

Title

Date: _____