

REQUEST FOR TRACK RESURFACE PROPOSAL

CORVALLIS SCHOOL DISTRICT #1

**CORVALLIS PRIMARY SCHOOL
1151 EASTSIDE HIGHWAY
CORVALLIS, MONTANA 59828**

GENERAL INFORMATION

The Corvallis School District, Corvallis, Montana (owner) hereby solicits proposals for the resurfacing of our athletic track at the Corvallis Community Events Center (CCEC). The CCEC is located across from the School District Office at 1146 Eastside Highway, Corvallis, MT. Tentative completion deadline for the track resurface is August 12, 2026.

A non-mandatory pre-bid walk-through is scheduled for: December 1st at noon 12:00 pm.

Proposals in response to this Request for Proposals (RFP) are due to the Corvallis School District #1 (CSD) Central Office no later than December 12th, 2025 at 12:00 pm. All submitted proposals shall be publicly opened on December 12 at 12:00 pm.

After the opening and completion of a review process to determine each Proposer's responsibility and responsiveness, and satisfaction of the Minimum Qualification, the CSD proposes to enter into an agreement to resurface the track area with the responsible and responsive Proposer which has been submitted the best combined proposal concept and fee, in sole determination of the Corvallis School District.

The work generally consists of the bid for a qualified company to provide a comprehensive, turn-key proposal for resurfacing the track. The details in the scope of work, including all labor, materials, and equipment, and outlines of the process of removing the old surface and installing a new one. The bid also includes administrative and legal requirements, such as project timelines, insurance, and bid security in the form of a bid bond. Proposals will be evaluated based upon the Proposers response to the qualifications and proposal criteria outlined in this document.

1. Potential and prospective proposers to this RFP shall hereafter be referred to as "Proposers". The Corvallis School District shall hereafter be referred to as the "District".
2. Each Proposer shall submit its Proposal as one (1) original signed and five (5) copies of the Proposal submittal documents shall be mailed or hand delivered to:

Corvallis School District #1
Pete Joseph, Superintendent
Corvallis Central Office
1151 Eastside Hwy
Corvallis, MT 59828

3. Questions, clarifications, and requests for information related to this RFP must be directed to:

Corvallis School District #1
Pete Joseph, Superintendent
1151 Eastside Hwy
Corvallis, MT 59828
406-961-4211
petej@corvallis.k12.mt.us

4. Written Proposals in response to this RFP shall be labeled, "Proposal for the resurfacing of the athletic track at the Corvallis Community Events Center" together with the Proposer's name and return address, hand delivered or by mail. Proposals may not be delivered orally, by facsimile transmission, by other telecommunication, or electronic means.
5. All submitted Proposals will become property of the district and shall not be returned unless a written request to withdraw is received prior to December 8th. The Proposer agrees that its Proposal may be held by the District for up to ninety (90) days from the date Proposals are due for the purpose of Proposal Evaluation. Proposals must be valid for that period of evaluation and through negotiation with the selected Proposer.
6. A Construction Contract Agreement for the project will be submitted to the successful Proposer, although the District retains the right to reject the Proposals.
7. In order to be considered responsive to this RFP, Proposers must meet or exceed the qualification described below. Proposers not meeting the minimum qualifications shall be deemed non-responsive and shall not be eligible for contract award under this RFP.

MINIMUM QUALIFICATIONS

Proposers shall provide all of the equipment and work described in the following pages. The Proposed design shall be compatible with the site; it is the responsibility of the Proposer to confirm the available space for each concept. The Proposal shall include one original signed Proposal and five copies either mailed or hand delivered.

1. A financial proposal must be submitted in a separate sealed envelope. Costs should not be included or referenced elsewhere in the proposed document.
2. Dimensioned plan sheets 11"X 17" (no larger) inclusive of all equipment and other proposed improvements.
3. Color renderings of the proposed work.
4. A performance warranty for the new surface including a copy of manufacturer's certificate of insurance and evidence of compliance with applicable standards such as IPEMA.
5. Third party certification that all proposed track components meet IPEMA guidelines.
6. Component materials specifications.
7. Manufacturer's warranty of all products.
8. Manufacturer's liability coverage on all products.
9. Installation supervisor must have an industry standard recognized certification.
10. Provide sample of track material.
11. Price should include freight, unloading, and material storage clearly delineated.
12. Present a tentative schedule for the project from start date to completion date of the project.
13. Present payment schedule details expected including payment amounts or percentages and the time-line/criteria for progress payments.
14. Provide a detailed process for requesting change orders, and the requirement for the District Superintendent's approval on all such change orders.
15. The communication schedule to be followed to ensure the District is kept up to date. A minimum of weekly written communications regarding work progress is required.
16. Where, when, and how payments are made to the proposer.

RFP SUBMITTAL SCHEDULE

Sealed RFP's labeled "**PROPOSAL FOR THE RESURFACING OF OUR ATHLETIC TRACK AT THE CORVALLIS COMMUNITY EVENTS CENTER (CCEC)**" is due no later than December 12th, 2025 at 12:00 pm, to the Corvallis School District, 1151 Eastside Highway, Corvallis, MT 59828. All received RFP's will be opened on December 12th, 12:00 PM at the above address.

RESPONSIBILITY OF THE CONTRACTOR

Examination of Project Documents and Site Conditions. It is the responsibility of each Proposer before submitting a proposal to:

1. Examine thoroughly the Request for Proposal documents.
2. Visit the site to become familiar with and satisfy the Proposer as to the general, local, and site conditions that may affect cost, progress, performance, or furnishing of the work. Pre-bid walk-thru is scheduled for December 1st at noon.
3. Consider federal, state, and local laws, codes, and regulations that may affect cost, progress, performance, or furnishing of the work. Including but not limited to Montana Code Annotated, Title 18, Chapter 2 Part, 4.
4. Obtain all building permits to proceed with the resurfacing.
5. Promptly notify the District of all conflicts, errors, ambiguities, or discrepancies that the proposer has discovered in the Request for Proposal documents.

OVERALL SCHEDULE AND PROPOSAL REQUIREMENTS

The contractor may start construction as coordinated and agreed upon with the District and within a reasonable time to successfully reach the completion date of August 12, 2026.

1. The District reserves the right to accept or reject any or all Proposals, and to waive any irregularities therein.
2. Causes for rejection of Proposals include, but are not limited to, the following reasons which shall be conclusive of a Proposers lack of responsiveness, lack of responsibility or both:
 - a. Submittal of an irregular Proposal;
 - b. Failure by Proposers to submit the Proposal prior to the stated time and date for receipt of Proposals;
 - c. Failure by Proposer to provide all information required of the Proposal specifications;
 - d. Failure by Proposer to comply with the requirements of the Proposal instructions;
 - e. Determination by the district that the proposer has placed conditions on or qualified its Proposal;
 - f. Failure to meet the minimum qualifications;
 - g. Discovery of any alteration, interlineations, or erasures of any project requirement by the Proposer; or
 - h. Evidence of collusion among Proposers. For purposes hereof, collusion means the unlawful communication between companies not under common ownership.
 - i. Delivery of the RFP to any location other than the address listed on this RFP.
3. The District reserves the right to terminate this RFP and the selection process at any time.
4. Submission of a Proposal indicates acceptance by the Proposer of the conditions contained in the RFP, and the intent to enter an agreement with the district.
5. During the Proposal evaluation process, the District may request additional information or clarification from the Proposers, or allow corrections to omissions.
6. Proposers are solely responsible for all costs associated with the preparation and presentation of their Proposal, and the cost of preparing and delivering Proposals. The District and their representatives shall not be liable for any expenses incurred in the connection with the preparation or submission of any response to the RFP.
7. Any requests for revision, additional information, clarification or interpretation as to the meaning of any provision of the RFP shall be made via email and submitted to Pete Joseph, Corvallis School District Superintendent, at petej@cisd1.us no later than December 12, at 12:00. Any revision, information, clarification, or interpretation issued by the District will be made in form of written addenda. Proposers must acknowledge receipt of all addenda where indicated on forms.

Only revisions, information, clarifications, or interpretations in a written addenda issued by the District shall be official.

8. Plans and specifications for the construction and installation of finishes shall be subject to the written approval of the District with respect to size, appearance, and layout, type of materials to be used, locations and color schemes. Installation plans for any utilities or branding/signs shall also be coordinated in advance with the District.
9. The successful Proposer is responsible for preventing damage to existing surroundings. It shall be the successful Proposers responsibility to resolve any damage caused by the contractor and his employees to the satisfaction of the District.
10. The District will coordinate with the Proposer a schedule of delivery times, locations and points of access.
11. Completion Deadline: The track will be delivered, installed, inspected, and tested for compliance and completed by August 10, 2026.
12. Liquidated damages for this project at the rate of 0.10% of the total bid per day may be assessed by the District for work which is not completed and accepted within the deadline identified in the RFP, at the District's discretion.
13. Defined Holidays: January 1 (New Year's Day)/ the last Monday in May (Memorial Day); July 4 (Independence Day); the first Monday in September (Labor Day); November 11 (Veteran's Day); the fourth Thursday in November (Thanksgiving Day); and December 25 (Christmas Day). These will not be considered working days for purposes of calculating liquidated damages.

GENERAL SCOPE OF SERVICES

The following represents the general objectives and benefits to be achieved as a result of this project.

- A. The District is soliciting Proposals for the right to enter into an agreement to design and resurface the athletic tract at the CCEC through the RFP process.
- B. Proposers shall provide a schedule from design to completion of project.
- C. All track features must meet Americans with Disabilities Act (ADA) requirements.
- D. All features must meet and or exceed all federal CPSC, IPEMA, ADAAG, and ASTM guidelines.
- E. Proposals shall include scaled two-dimensional drawings and colored three-dimensional drawings of their proposed concept. Proposers may provide a maximum of three total designs.
- F. Proposals shall include product literature and other information which may assist the evaluation committee in comprehending the proposed project.
- G. Successful Proposer shall meet with District staff prior to submitting the final order to identify and confirm the various color, attributes and layout of the track.
- H. Proposal must be inclusive of all equipment, materials and installation including shipping, receiving and secure storage of all materials.
- I. Proposals must be inclusive of freight, installation, site preparation and other site improvements.

- J. Selected Proposer is responsible for providing all safety precautions in connection with the installation.
- K. Selected Proposer shall provide the District with the proposed project progress schedule.

PROJECT BUDGET

\$275,000 which will include all resurfacing and site work.

1. A financial proposal must be submitted in a separate sealed envelope. Costs should not be included or referenced elsewhere in the proposed document.

BONDING

Bids must be in a sealed envelope plainly marked "Proposal to resurface the athletic tract at the CCEC", and must be accompanied by separate envelope containing a bidder's bond in a sum equal to five percent 5% of the full amount of the bid executed by the bidder as principal and by a surety company authorized to do business in this state, conditioned that the bidder's bid is accepted and the contract be awarded to the bidder, within ten (10) days after notice of award, will execute and effect a contract in accordance with the terms of the bidder's bid and a contractors bond as required by law and regulations and determinations by the District. The successful bidder will be required to furnish a Performance Bond in the full amount of the contract.

WARRANTY

The contractor shall warrant to the District that materials furnished under the agreement will be of good quality and new unless otherwise required or permitted by the District in writing, that the work will be free from defects not inherent in the quality required or permitted, and that the work will conform to the requirements of the contract documents. Work not conforming to these requirements, including substitutions not properly approved and authorized, may be considered defective. The warranty shall extend for a period of not less than two years after the date of Substantial Completion or Occupancy of the work, whichever occurs first. Longer standard warranties shall be provided when manufacturers and/or installers provide longer standard warranties, or when the contractor's proposal includes an offer for longer warranties. The contractor's warranty excludes remedy for damage or defect caused by operation, or normal wear and tear and normal usage. The not less than two year warranty period shall be extended with respect to portions of work first performed after substantial completion and the actual performance of the work.

INSURANCE

Proposers must hold a Montana Contractor's License and carry Montana Workers' Compensation Insurance as required by law. The required bid bond envelope shall contain a copy of the Contractor's License or Certificate of Renewal thereof issued by the Secretary of the State as required by law.

The Proposer and their all subcontractors must also adhere to the above license requirements and must furnish a copy of their Montana Workers Compensation and Liability Insurance policy to the District Clerk before beginning work at the site.

CONTRACT

This contract is a fixed price contract. The initial contract price will be based upon prices submitted by the Proposer, subject to contract negotiations with the District and shall be firm for the life of the contract.

Proposal as part of the Contract

Part or all of this RFP and the successful proposal may be incorporated into the contract.

Additional Terms and Conditions

The District reserves the right to add, delete, or modify terms and conditions during contract negotiations. These terms and conditions will be within the scope and RFP and will not affect the proposed evaluations.

Supplemental Terms and Conditions

Proposals, including supplemental terms and conditions, will be accepted, but supplemental conditions that conflict with those contained in this RFP, or that diminish the District's rights under any contract resulting from the RFP, will be considered null and void. The District is not responsible for identifying conflicting supplemental terms and conditions before issuing a contract award. After award of contract:

1. If conflict arises between a supplemental term or condition included in the proposal and a term or condition of the RFP, the term or condition of the RFP will prevail; and
2. If the District's rights would be diminished as a result of application of a supplemental term or condition included in the proposal, the supplemental term or condition will be considered null and void.

Contract Approval This RFP does not, by itself, obligate the District. The District's obligation will commence when the Board Chair signs the contract. Upon written notice to the contractor, the District may set a different starting date for the contract. The District will not be responsible for any work done by the contractor, even work done in good faith, if it occurs prior to the contract start date set by the District.

Pete Joseph
Superintendent
Corvallis School District #1