PENNFIELD SCHOOLS

REQUEST FOR PROPOSALS

Pennfield High School Varsity Baseball and Softball Field Improvements

RFP INFORMATION	DISTRICT ENTRY
RFP Number	[INSERT RFP NUMBER]
Issue Date	10/2/26 @ 4:00PM
Pre-Bid Meeting	10/8/26 @ 12:00PM
Questions Due	10/12/26 @ 5:00PM
Proposals Due	10/16/26 @ 10:00AM
Anticipated Award	10/21/26 @ 11:00AM
Substantial Completion	11/19/26 @ 5:00PM
District Contact	Marty Martin (Athletic Director), martinm@pennfield.net, (269)961-9777

Pennfield High School • 8299 Pennfield Road • Battle Creek, Michigan 49017

SEALED PROPOSAL — DO NOT OPEN

Submit exactly as directed in Section 4.

1. Invitation and Project Intent

Pennfield Schools (the “District”) invites qualified contractors to submit sealed proposals for improvements to the Pennfield High School varsity baseball and varsity softball facilities. The District seeks safe, durable, efficient, and equitable facilities that support student-athletes, coaches, spectators, maintenance staff, and community use.

The selected contractor will furnish all labor, supervision, materials, equipment, permits, testing, coordination, closeout documentation, and incidentals necessary for a complete, operational project. The District may award the work as one contract, by field, by bid package, or through any combination of base bids and alternates that best serves the District.

2. Procurement Schedule

MILESTONE	DATE / TIME
RFP issued	10/2/26 @ 4:00PM
Pre-bid meeting and site walk	10/8/26 @ 12:00PM
Deadline for written questions	10/12/26 @ 5:00PM
Proposal deadline and public opening	10/16/26 @ 10:00AM
Interviews/clarifications, if needed	10/14/26 @ 5:00PM
Recommendation/Board action	10/20/26 @ 6:00PM
Notice to Proceed	10/21/26 @ 9:00AM
Substantial completion	11/19/26 @5:00PM
Final completion	11/30/26 @ 5:00PM

3. Existing Conditions and Contractor Verification

The sites are active school athletic facilities. Existing dimensions, elevations, utility locations, drainage performance, soil conditions, irrigation, fencing, access, and quantities must be field-verified. District information is for general reference and does not relieve the contractor of verification responsibilities.

- Coordinate work around school, athletic, community, and event schedules.
- Protect students, staff, visitors, adjacent fields, paving, buildings, utilities, and landscaping.
- Before pricing, identify assumptions, exclusions, required design services, and missing information needed for a complete system.

4. Proposal Submission Instructions

Delivery: Submit 3 copies, and 1 searchable electronic copy on USB drive in a sealed package no later than October 16, 2026 to:

Stephanie Lemmer, Superintendent
Pennfield Schools
8587 Pennfield Road
Battle Creek, MI 49017

Package label: “SEALED PROPOSAL — PENNFIELD HIGH SCHOOL VARSITY BASEBALL AND SOFTBALL FIELD IMPROVEMENTS — DO NOT OPEN.”

Late proposals: Late, emailed, faxed, or otherwise nonconforming proposals may be rejected and returned unopened.

Questions: Submit written questions only to martinm@pennfield.net. Oral explanations are not binding. Material interpretations will be issued by addendum.

Proposal validity: Pricing must remain firm for at least ninety (90) calendar days after the deadline.

5. Scope of Work

Final scope will be refined through site verification and issued drawings/specifications. Price a complete installation, including demolition, disposal, survey/layout, subgrade preparation, restoration, testing, startup, training, and warranties. Work must comply with applicable codes, governing-body requirements, manufacturer instructions, and accepted sports-field construction practices.

5.1 Base Bid A — Varsity Baseball Field

- Survey and document field geometry, grades, drainage patterns, utilities, irrigation, fencing, dugouts, bullpens, batting areas, spectator areas, and access routes.
- Correct drainage deficiencies through positive grading, infield edge management, subsurface drainage and/or other recommended measures; connect or discharge lawfully.
- Renovate or reconstruct the skinned infield with compatible engineered infield mix; laser-grade; provide conditioner and stabilization where specified.
- Reconstruct the pitching and home-plate/batter’s-box areas using appropriate clay systems; confirm elevations and dimensions with the District.
- Repair, regrade, or replace turf; furnish topsoil, seed or sod, amendments, fertilizer, and establishment maintenance.
- Evaluate and improve irrigation coverage, controls, valves, heads, piping, winterization, and quick-coupler access.
- Repair or replace backstop, sideline/outfield fencing, gates, warning-track interfaces, protective padding, and foul poles as identified.
- Provide bases, anchors, pitching rubber, home plate, field markings, appropriate clay covering around bases, and complete-play accessories.
- Restore disturbed walks, lawn, pavement, and landscaping; remove debris and leave the facility ready for use.

5.2 Base Bid B — Varsity Softball Field

- Survey and document field geometry, grades, drainage patterns, utilities, irrigation, fencing, dugouts, bullpens, batting areas, spectator areas, and access routes.
- Correct drainage deficiencies through positive grading, infield edge management, subsurface drainage and/or other recommended measures; connect or discharge lawfully.
- Renovate or reconstruct the skinned infield with compatible engineered infield mix; laser-grade; provide conditioner and stabilization where specified.
- Reconstruct the pitcher’s circle and home-plate/batter’s-box areas using appropriate clay systems; confirm elevations and dimensions with the District.
- Repair, regrade, or replace turf; furnish topsoil, seed or sod, amendments, fertilizer, and establishment maintenance.
- Evaluate and improve irrigation coverage, controls, valves, heads, piping, winterization, and quick-coupler access.

- Repair or replace backstop, sideline/outfield fencing, gates, warning-track interfaces, protective padding, and foul poles as identified.
- Improve dugouts, benches, storage, bullpens, batting cages, protective netting/screens, and field-access surfacing as included in the bid schedule.
- Provide bases, anchors, pitching rubber, home plate, field markings, appropriate clay dressing around bases, and complete-play accessories.
- Restore disturbed walks, lawn, pavement, and landscaping; remove debris and leave the facility ready for use.

5.3 Shared Site, Safety, and Accessibility Work

- Provide safe, stable, accessible routes from parking/drop-off to seating and team areas where included.
- Evaluate seating, handrails, guardrails, gates, circulation, signage, and viewing areas; identify code or accessibility concerns.
- Provide erosion, dust, temporary-fencing, traffic-control, and housekeeping measures.
- Coordinate utility locating and MISS DIG requirements before excavation.
- Maintain emergency and fire access.
- Sequence work to preserve designated school or athletic operations.
- Provide written turf/infield establishment and maintenance plans covering the first full season after acceptance.

5.4 Allowances and Alternates

Price each alternate separately, including related general conditions, supervision, mobilization, design, permits, electrical work, restoration, and closeout. The District may accept alternates in any combination.

ITEM	DESCRIPTION	PRICE
Alt. 1	Permanent seating, accessible companion spaces, paving, and rails.	$_____
Alt. 2	Batting cage/bullpen improvements and protective netting.	$_____
Alt. 3	Enhanced drainage, irrigation, sod, warning track, fencing, gate additions or surfacing option.	$_____

6. Performance and Quality Requirements

- Use new, commercial-grade materials suitable for institutional athletic facilities unless approved otherwise in writing.
- Base field layout and play dimensions on current District-approved MHSAA/NFHS requirements and site constraints; obtain written approval before final layout.
- Use manufacturer-certified installers where required. Submit product data, samples, colors, shop drawings, and system layouts before procurement.
- Provide applicable compaction reports, soil analysis, drainage tests, irrigation verification, and lighting photometrics.
- Control grades with survey equipment and provide final record elevations and as-built drawings.
- Do not substitute products or systems after award without written approval and documented equivalency.

7. Project Delivery and Schedule

Anticipated delivery method: [General Contractor / Design-Build / Other — confirm before issue]

Work window: [10/21/26] through [11/30/26]

Blackout dates: 10/23/26- Last home football game

Within ten days after Notice of Award, submit a baseline schedule showing submittals, procurement, mobilization, shutdowns, inspections, turf establishment, substantial completion, punch list, and final completion. Identify long-lead items and mitigation in the proposal. No work begins until contracts, insurance, bonds, permits, safety requirements, and submittals are complete.

8. Required Proposal Content

1. Signed cover letter.
2. Completed Proposal Form and Bid Schedule in Section 15.
3. Company legal name, address, ownership, years in business, and contact.
4. Project team, roles, resumes, and subcontractors/suppliers.
5. Three comparable K–12, municipal, collegiate, or competitive athletic-field projects completed within five years, including contacts.
6. Technical approach, materials, assumptions, exclusions, schedule, phasing, logistics, quality-control plan, and safety plan.
7. Evidence of licenses, insurance capacity, bonding capacity, and financial ability.
8. Disclosure of material litigation, claims, defaults, terminations, or debarment during the last five years.
9. Signed addenda acknowledgment and required certifications/disclosures.
10. Value-engineering options with savings, impacts, and warranty differences.

9. Evaluation and Award

The District intends to award to the responsible respondent offering the best value. Lowest price alone will not control. The District may seek clarifications, verify information, interview firms, negotiate permitted terms, reject proposals, waive informalities, modify scope, select alternates, or cancel, subject to law and Board policy.

CRITERION	WEIGHT
Relevant experience and references	20%
Technical approach, drainage/field-performance solution, materials, and quality control	25%
Team, schedule, phasing, safety, and completion capability	20%
Base bid, alternates, transparency, and overall value	30%
Completeness and understanding of District needs	5%

10. Contract, Insurance, Bonds, and Payment

- Execute the District-approved agreement incorporating the RFP, addenda, proposal, clarifications, drawings/specifications, and negotiated terms.

- Before work, provide acceptable certificates and endorsements. Recommended minimums, subject to review: CGL $1,000,000 each occurrence/$2,000,000 aggregate; auto $1,000,000 CSL; workers' compensation statutory and employers' liability $500,000; umbrella/excess $2,000,000. Name Pennfield Schools and its Board, officers, employees, and agents as additional insureds on a primary/noncontributory basis where applicable.
- Provide five percent (5%) bid security if required by final instructions. The awarded contractor shall provide performance and payment bonds as required by Michigan law and final contract documents.
- Payment applications must include schedule of values, lien waivers/sworn statements, certified payroll when applicable, stored-material documentation, and schedule updates.
- Include taxes, fees, permits, freight, mobilization, supervision, overhead, profit, testing, startup, training, and warranties unless expressly excluded.

11. School-Site Conduct and Protection

- Comply with District visitor, identification, tobacco/drug/alcohol, weapons, harassment, student-contact, background-check, and safety rules.
- Do not photograph, record, interact with, or obtain information about students except as authorized.
- Keep workers within approved areas; coordinate deliveries and noisy work.
- Provide a competent on-site superintendent whenever work occurs.
- Immediately report injuries, utility strikes, damage, safety incidents, or schedule threats.
- The District may require removal of a worker whose conduct, qualifications, or presence creates a safety or operational concern, subject to law and contract.

12. Warranties, Closeout, and Acceptance

- Correct defective or nonconforming work at no additional cost. Provide at least a one-year contractor warranty from final acceptance plus longer manufacturer/system warranties.
- Provide record drawings, approved submittals, product data, warranties, test reports, inspection approvals, permit closeout, keys, spares, maintenance instructions, and training.
- Provide final lien waivers/sworn statements and consent of surety when applicable.
- Substantial completion requires safe, operational facilities suitable for intended use, required inspections, and essential closeout information.
- Final payment does not waive latent defects, warranty obligations, fraud, or unresolved claims.

13. Required Michigan and District Compliance

The final solicitation and contract must be reviewed by District legal counsel and the design professional. Comply with all applicable laws, codes, regulations, ordinances, Board policies, and permits, including when applicable:

- Michigan public-works bonding requirements.
- Michigan school-construction bidding and familial-relationship disclosure requirements.
- Michigan Iran Economic Sanctions Act certification requirements.
- Licensing requirements for contractors and regulated trades.
- MIOSHA/OSHA, environmental, stormwater/erosion, utility-locating, and disposal requirements.
- Michigan prevailing-wage requirements when triggered by funding source or contract terms.
- Americans with Disabilities Act and Michigan accessibility requirements.
- Nondiscrimination, equal employment opportunity, and District vendor requirements.

If federal, state, grant, bond, or other restricted funds are used, the District may add funding-source clauses before award. Identify anticipated compliance conflicts before the question deadline.

14. Reservations and General Conditions

- Proposal-preparation costs are the respondent's responsibility.
- Proposals may be subject to Michigan FOIA. Clearly identify claimed confidential material; blanket labels are ineffective where prohibited by law.
- No assignment without written District approval.
- The respondent is responsible for subcontractors and suppliers.
- The District does not guarantee quantities, alternates, funding, award, or commencement until a contract is executed.
- Submit any protest in writing to Stephanie Lemmer, District Superintendent within 5 business days, stating the basis and requested remedy.

15. Proposal Form and Bid Schedule

The undersigned has examined the RFP, site, issued documents, and addenda; can perform within the schedule; and offers to furnish a complete project for the amounts below.

PRICING ITEM	AMOUNT
Base Bid A — Varsity Baseball Field	$_____
Base Bid B — Varsity Softball Field	$_____
Combined Base Bid A + B, including stated savings	$_____
General conditions included	$_____
Design/engineering allowance, if applicable	$_____
Permit/testing allowance, if applicable	$_____
Owner contingency allowance, if required	$_____
Total before accepted alternates	$_____

Attach a detailed cost breakdown by field and major trade. Complete Section 5.4 and the unit-price schedule.

UNIT-PRICE ITEM	UNIT	ADD	DEDUCT
Engineered infield mix installed	Ton	$_____	$_____
Topsoil installed	CY	$_____	$_____
Athletic-field sod installed	SY	$_____	$_____
Subsurface drain with aggregate/backfill	LF	$_____	$_____
Fence replacement; state type/height	LF	$_____	$_____
Irrigation head/valve replacement	Each	$_____	$_____

UNIT-PRICE ITEM	UNIT	ADD	DEDUCT
Unsuitable soil removal/disposal	CY	$_____	$_____

Proposed start date: _____

Calendar days to substantial completion: _____

Days from substantial to final completion: _____

Bid security enclosed: Yes ☐ No ☐ N/A ☐

Addenda acknowledged: Nos. _____

Respondent Certification

The respondent certifies that the proposal is genuine, noncollusive, independently prepared, authorized, and complete; that required disclosures are accurate; and that pricing includes all described work except clearly stated exclusions accepted by the District.

FIELD	RESPONDENT ENTRY
Legal company name	
Address	
Authorized representative / title	
Telephone / email	
Michigan license number(s)	
Signature	
Date	

16. Required Certifications and Disclosures

16.1 Familial Relationship Disclosure

Disclose, to the best of the authorized representative's knowledge, familial relationships between respondent owners/employees and any Pennfield Schools Board member or Superintendent. If none, write "None."

_____

_____

The District may require this statement to be sworn and notarized in the form required by Michigan law.

FIELD	ENTRY
Respondent	
Representative / title	

FIELD	ENTRY
Signature / date	
Notary	[Complete District-approved notarization]

16.2 Iran Economic Sanctions Act Certification

The respondent certifies it is not an Iran-linked business as defined by Michigan's Iran Economic Sanctions Act, 2012 PA 517, and acknowledges remedies for a false certification.

FIELD	ENTRY
Respondent	
Representative / title	
Signature / date	

16.3 Conflict, Debarment, and Litigation Disclosure

Disclose actual/potential conflicts, suspension/debarment, business-conduct convictions, material litigation, defaults, or terminations within five years. If none, write "None."

_____
_____
_____

17. Reference Form

REFERENCE	PROJECT INFORMATION
Reference 1	Owner: _____ Contact: _____ Phone/email: _____ Project/scope: _____ Completion date/value: _____
Reference 2	Owner: _____ Contact: _____ Phone/email: _____ Project/scope: _____ Completion date/value: _____

REFERENCE	PROJECT INFORMATION
Reference 3	Owner: _____ Contact: _____ Phone/email: _____ Project/scope: _____ Completion date/value: _____