



**Request for Proposal and Invitation to Bid
For:**

The Demolition of a Destroyed Miniature Golf Course

Construction of a 18 Hole Miniature Golf Course

RFP/BID # 18-HMG

The Town of Old Saybrook Office of Emergency Management hereby solicits proposals from qualified firms/companies/individuals for the following:

The Demolition of a Destroyed Miniature Golf Course

Construction of a 18 Hole Miniature Golf Course

All responsible, qualified firms are strongly encouraged to submit proposals.

The Town of Old Saybrook, Office of Emergency Management will serve as the point of contact for this project.

The Town of Old Saybrook reserves the right to award in part or in whole or to reject any or all proposals.

The following conditions apply concerning the purchase and/or the engagement of contractual services for the above listed project and/or items:

1. All Proposals are to be sealed with the RFP / Invitation to Bid Number visible on exterior.

2. Three (3) Original Proposals will be received at:

**Old Saybrook Department of Police Services
6 Custom Drive
Old Saybrook, Connecticut 06475
Attn. MINI GOLF PROJECT**

3. It is understood that the Town of Old Saybrook reserves the right to accept or reject any and/or all proposals and to waive any formalities or informalities.
4. All proposals must be dated and signed by authorized personnel.
5. No prices shall include state or federal excise taxes.
6. Proposals from respondents that do NOT meet minimum qualifications and/or do NOT include and/or satisfy required language and/or items specified in this document will be eliminated from the list of eligible respondents to be considered.
- 7. Proposals must be received by Noon on Friday, April 19, 2013.**

Purpose:

The Town of Old Saybrook's eighteen hole miniature golf course was destroyed by Hurricane Sandy.

The purpose and intent of this Request for Proposal and Invitation to Bid is to solicit proposals and specific itemized pricing from those who meet the qualifications described herein to demolish and remove an existing miniature golf course and design and construct a new, modern, ADA compliant, and industry standard, eighteen-hole miniature golf course on the existing footprint.

Minimum Qualification Requirements:

Must have at least ten (10) years of documented experience designing and constructing miniature golf courses.

Must have experience designing and constructing miniature golf courses for a governmental entity. Governmental entities are local, state, federal, or tribal governments.

Must be able to commence work immediately following Town Approval anticipated on or before May 5, 2013 and complete the project in full, including "punch list items" by June 30, 2013. Course must be operational by July 1, 2013.

Must meet any and all additional requirements and/or qualifications as detailed in this document.

Demolition of Existing Miniature Golf Course and removal from site

Respondents must include that:

1. Disposed materials from course demolition must be mechanically loaded in transport vehicles and disposed of in accordance with local, state, and federal guidelines and regulations.
2. The demolition site and then construction site must be secure and safe, preventing public access during non work hours. This must be accomplished using materials other than “barrier tape”.

Installation of a new “turnkey” Miniature Golf Course that includes:

1. A Point of Sale Building capable of the sale of food (hot dogs, hamburgers, ice cream) and the overnight secure storage of all balls, clubs, and other miniature golf materials.
2. 18 Holes of Miniature Golf at low to medium difficulty. The course must:
 - a. Be family friendly
 - b. Young child friendly
 - c. Match the character of the Town and area
 - d. Be approved by the Old Saybrook Parks and Recreation Commission
3. A continuous ADA approved course and walkway
4. Scorecard holders that match the character of the course
5. Theme features that must be:
 - a. Relevant to the character of the Town
 - b. Some must illuminate
 - c. Have storage covers and/or containers
6. Lighting for safe, well lit, nighttime play that conforms to local zoning requirements
7. A course wide sound system with public address capabilities
8. Landscaping plan that minimizes maintenance, up keep, and is consistent with the character of the Town and area.

9. An irrigation System
10. A course drainage system, including dry wells.
11. An electrical system that allows for GFI, Outdoor plugs in various areas along the course.
12. A central circulating water feature system complete with pump and filtration system
13. A final hole golf ball collector mechanism.
14. A perimeter vinyl/rubber coated chain link fence no more than four feet in height
15. Constructed using maintenance free or low maintenance materials
16. Constructed using weather resilient materials

The response must also include:

1. Schematic Design Drawings
2. Lighting Plans
3. Vegetation Plans
4. Plumbing Plans
5. Electrical Plans
6. A list of possible sub contractors
7. Detailed pricing for each element of the project to include
 - a. Demolition
 - b. Design
 - c. Plumbing
 - d. Electrical
 - e. Lighting
 - f. Landscaping
 - g. 18 Holes of Miniature Golf
 - h. Hole Themes

Additional Information

The entire course may follow a different layout than the previous course but the new course MUST fit completely on the existing footprint.

The destroyed miniature golf course is accessible to potential qualified bidders.

Costs associated with RFP and Bid Responses will be considered “not to exceed costs” by the Town of Old Saybrook.

The Town of Old Saybrook may choose to hold “RFP/Bid Response” Interviews prior to making a selection.

Insurance Requirements

All contractors shall obtain and maintain at its own cost and expense for the duration of the project, the following insurance:

1. Worker’s Compensation \$1,000,000
2. Commercial General Liability \$2,000,000
3. Comprehensive General Automobile \$1,000,000
4. Employer’s and Professional Liability must be included in “General Liability” or maintained a separate rider/policy to meet

Proof of insurance must be included at time of RFP / Bid Response.

Performance / Payment Bond

Respondents must include language indicating a performance and payment bond.

Hold Harmless Statement

The respondent shall include Hold Harmless Language. The language shall provide a release to the Town of Old Saybrook for issues concerning any claims or injuries of any nature whatsoever that may arise out of the scope of work proposed, to indemnify and hold the Town harmless from any and all claims, losses, damages, judgments, costs, settlements, fines, penalties and expenses (including legal fees) that the Town may incur, directly or indirectly, as the result of the work performed by the respondent on either public or private property as assigned, including without limitation claims, losses, etc. that may result from a claim by an employee of the contractor, a land owner, or a third party.

References

Persons and/or firms who elect to provide proposals and bid documents must include:

1. at least three references from governmental customers whom you have performed work for in the past five years
2. A list of miniature golf courses that you and/or your firm have specifically designed and constructed in the past ten years.
3. Pictures of miniature golf courses that you and/or your firm have specifically designed and constructed in the past ten years.

**There are no substitutions permitted
to any of the REQUIREMENTS listed in this document.**

The town will not entertain sales calls or requests for presentations.

Questions may be directed, in WRITING and only be email to the following email address:

minigolf@town.old-saybrook.ct.us