



**CITY OF WEST PARK
REQUEST FOR QUALIFICATION NOTICE (RFQ # 26-0526)**

MARY SAUNDERS PARK ATHLETIC FIELD IMPROVEMENTS PHASE 2

The City of West Park (“City”) has issued a Request for qualification (“RFQ”) to interested, qualified and licensed sports field contractors in the State of Florida, for the following services/project: **MARY SAUNDERS PARK ATHLETIC FIELD IMPROVEMENTS PHASE 2.**

The City is seeking a qualified team to provide construction and required design services for the reconstruction of the existing football field within Mary Saunders Park located at 4800 SW 21st Street, West Park, Florida, 33023.

RFQ packages shall be submitted in accordance with all requirements contained in **RFQ # 26-0526**. **This RFQ may also be electronically downloaded from the City’s website at: www.cityofwestpark.org/business/bids-RFQs-rfqs or may be available from Demandstar.com.**

Submittal Deadline - RFQ submittals will be accepted **until 1:30 p.m. on Tuesday, May 26, 2026** and **must be submitted to the City Clerk’s Office at the West Park City Hall, 1965 South State Road 7, West Park, Florida 33023.** Questions regarding **RFQ # 26-0526** must be submitted via e-mail to: grant@cityofwestpark.org no later than **Tuesday, May 05, 2026 at 5:00 p.m.**

Conflict of Interest Notification Requirement - If you are an employee, board member, elected official or immediate family member of any such person, the specific relationship should be indicated in writing and must be included with your RFQ submittal package. The City will also conduct reference checks as part of required due diligence to determine the capability of individuals/firms (hereinafter referred to as respondents). Each respondent must provide verifiable references for projects of similar scope.

Cone of Silence - The City of West Park complies with the Broward County Cone of Silence (Section 1-266 of the Code of Ordinances) which limits communications held between Proposers, Proposer’s representatives and City elected officials, management and staff during the period in which a Formal Solicitation is declared open. The Cone of Silence shall be imposed when a formal competitive solicitation has been issued and shall remain in effect until an award is made, a contract is approved, or the City Commission takes any other action which ends the solicitation.

1. General Project Information

The City of West Park, a municipality located in Broward County, Florida, hereby requests statements of qualifications as further defined in this request for proposals (“Services”) to provide construction and design related services for upgrading the existing natural grass football playfield at Mary Saunders Park (4800 SW 21st Street, West Park, Fl. 33023) which is utilized by the city for recreational purposes.

The field currently consists of natural grass and accommodates football activities with adjacent softball and junior soccer fields immediately adjoining the playing area. The football field surface requires regrading and

resurfacing. The irrigation system serving the field complex is aging and requires replacement or significant upgrade.

The City wishes to evaluate **two potential project approaches**:

1. Reconstruction of the football field using natural grass.
2. Conversion of the football field to an artificial turf system along with required drainage and irrigation modifications.

The City intends to select a qualified Design-Build Contractor/Firm (“*Proposer*”) capable of assisting in the development and design of technical solutions and providing construction services for the project.

Once selected/awarded, the successful Proposer shall provide all necessary design, labor, supervision, supplies, tools, permits, materials, equipment, warranties and any other required incidentals to complete the scope of work as outlined in a subsequent *price proposal phase* of this process.

2. Minimum Qualifications

Proposers must demonstrate experience with:

- Municipal athletic field construction
- Natural grass sports fields
- Artificial turf sports fields
- Sports drainage systems
- Irrigation systems

Proposers should have completed **at least three athletic field projects within the past five years**. Additionally, with regard to Artificial turf vendors and sub-contracted specialty installers:

1. The Proposer shall have a minimum of 5 years of experience of working with Artificial Turf projects for the public Sector and shall show a minimum of 5 projects with relevant experience.
2. The preparation, construction and installation of the field subgrade, drainage, turf anchor, base stone and finishing stone shall be completed by a specialty firm, Base Contractor, who shall have completed ten (10) synthetic turf field projects, each 57,600 sf or larger, in the last five (5) years.
3. Infilled Synthetic Turf System shall be provided by an experienced Infilled Synthetic Turf Vendor which shall have supplied at least thirty (30) outdoor athletic field systems of 57,600 sf. or greater of the type and installation process herein specified within the last three (3) year period.
4. Infilled Synthetic Turf System shall be installed by an experienced Infilled Synthetic Turf Installer which shall have installer at least thirty (30) outdoor athletic field systems of 57,600 sf. or greater of the type and installation process herein specified within the last three (3) year period.
5. All installation operations shall be performed by personnel fully familiar with the materials and their application under the full-time direction and supervision of a qualified technical supervisor, Infilled Synthetic Turf Installer, directly employed by the Infilled Synthetic Turf System Contractor. Installation supervisors shall have a minimum of five (5) years’ experience in the installation of Infilled Synthetic Turf Systems and shall have supervised the installation of at least fifteen (15) outdoor athletic field systems of 57,600 s.f. or greater of the type and installation process herein specified within the last three (3) year period.

3. Response Submittal Requirements

To be eligible for selection consideration, interested respondents must submit by the due date **one (1) original, three (3) copies and one (1) electronic copy of the information listed below** in an large envelope or package clearly marked “**RFQ No. 26-0526**”. The electronic copy shall be in the form of a scanned PDF copy of the original and all materials submitted in the response provided on a jump/flash drive.

A. Eligibility

In addition to other requirements stated in this document, to be eligible for award, Proposer must:

1. Must be appropriately licensed and in good standing with the Florida Department of Professional Regulation and meet all legal, technical, and professional requirements for providing the requested Services.
2. Must have five (5) years of continuous operation under the same name providing the same Services.
3. Proposer’s project team members must have prior experience within the past five (5) years in the same field as the Services. This applies to both construction professionals and professional design consultants where applicable.
4. Proposer’s principal-in-charge must have a minimum of five (5) years of experience within the same field as the Services; and
5. Proposer’s project manager must have a minimum of five (5) years of experience in the same field as the Services and must be capable of speaking and making decisions on behalf of the Respondent.

B. Proposers shall provide:

1. Firm/Team overview
2. Key personnel
3. Relevant project experience
4. Municipal References for similar projects
5. Proposed project approach
6. Experience with natural grass sports fields
7. Experience with artificial turf systems
8. Experience with municipal projects
9. Proof of Insurance
 - Proposers must provide evidence of insurance currently in place that meets or exceeds the specifications herein or a commitment from an insurance company that such insurance coverage may be obtained by the Proposer prior to entering into an agreement with the City.
 - Comprehensive General Liability insurance to cover liability bodily injury and property damage. Exposures to be covered are premises, operations, products/completed operations, and certain contracts. Coverage must be written on an occurrence basis, with the following limits of liability:
 - a. Workers’ Compensation Insurance – as required by law;
 - b. Employer’s Liability Insurance - \$500,000 per occurrence;
 - c. Automobile Liability Insurance - \$500,000 per occurrence, \$500,000 per Accident for bodily injury and \$500,000 per accident for property damage.

The CITY reserves the right to require any other insurance coverage it deems necessary depending upon the exposures.

10. Evidence of E-Verify enrollment or a written commitment to obtain such prior to entering into an agreement with the City.

C. Submittal, Receipt, and Opening of Responses

Proposer's solicitation response must be submitted as outlined above. It is solely the Proposer's responsibility to assure its response is submitted and received by the city by the date and time specified in the solicitation. Submittals received after the deadline provided in this RFQ will not be considered. The city will not consider responses received by any other means. As this first step is a review of qualifications only with no sealed bids/pricing involved, any public opening will be limited to an announcement and recordation of the list of proposers who submitted prior to the announced deadline.

D. Irregularities and Reservation of Rights

Submittals/responses will be selected at the sole discretion of the City. The City reserves the right to waive any irregularities in the request process, to reject any or all submittals, reject a submittal which is in any way incomplete or irregular, or re-solicit. The City reserves the right to accept or reject any or all Submittals, based upon its deliberations and opinions. In making such determination, the City reserves the right to investigate the financial capability, integrity, experience and quality of performance of each Contractor/Consultant, including officers, principals, senior management and supervisors, as well as the staff identified in the response to the RFQ.

E. Proposal/Presentation Costs

The City shall not be liable for any costs, fees, or expenses incurred by any Contractor/Consultant in responding to this RFQ, nor subsequent inquiries or presentations relating to its submittal.

4. Evaluation of the Submittals

A. **Selection Committee Appointment.**

A Selection Committee shall be appointed by the City Manager for the purpose of evaluating proposals and making a recommendation of the most qualified firms to the City Manager. The Selection Committee shall consist of at least three members.

B. **Part I: Initial Evaluation Process**

Each member of the Selection Committee shall evaluate and rank each submittal in each of the categories listed in this section and compute an initial ranking. Submittals shall be evaluated and ranked based on the following categories:

Criteria	Weight
Experience with athletic field construction	30%
Team qualifications	25%
General project approach	20%
Past municipal experience	15%
References	10%

The Selection Committee will then place not less than three (3) Respondents on a *short-list* based upon the ranking and submit its recommendation to the City Manager.

5. RFP to Short-listed Firms/Teams (NOT A PART OF THIS SUBMITTAL)

Upon successful completion of the RFQ process, the short-listed candidates/finalists may be issued a Request for Proposal (“RFP”) via separate notification that will allow them to provide the following for further evaluation (Part II):

- Concept layout
- Proposed turf system or grass
- Irrigation strategy as applicable
- Drainage concept as applicable
- Construction phasing
- Initial Cost Estimates/Price Proposals
- Lifecycle considerations

6. Project Timeline (Subject to change)

- April 12, 2026 RFQ Advertisement / Distribution of Solicitation /Cone of Silence
- May 05, 2026 Deadline to Submit Questions
- **May 26, 2026 Deadline to submit Statement of Qualifications**
- June 30, 2026 All submissions reviewed and at least three(3) respondents short-listed
- August 7, 2026 Projected Request for Proposals issued to short-listed firms

Request for any information or questions must be in writing via e-mail to the attention of the City Clerk at agrant@cityofwestpark.org.

Alexandra Grant, City Clerk

AS-BUILT (2021)

NOTE: FOR ILLUSTRATION ONLY

IRRIGATION MAY HAVE BEEN MODIFIED SINCE THIS DOCUMENT WAS INITIALLY PREPARED. FIELD VERIFICATION REQUIRED.

SPRINKLER HEAD No:	COORDINATES	ELEVATION
1	921907.0553-603215.9921	8.89
2	921901.5737-603266.3684	9.20
3	921898.0407-603308.8287	9.13
4	921889.0122-603355.2262	9.33
5	921874.8468-603415.8998	9.75
6	921850.4047-603435.7585	9.46
7	921813.48-603355.164	9.67
8	921838.9164-603305.791	9.39
9	921850.5249-603252.1917	8.88
10	921859.0579-603194.0018	8.87
11	921793.0875-603246.5863	9.31
12	921775.2261-603295.5172	9.47
13	921746.916-603336.3187	9.66
14	921708.9058-603382.4698	9.60
15	921776.3148-603400.2664	9.41
16	921733.1727-603442.5653	9.44
17	921778.5334-603486.3557	9.29
18	921830.3321-603453.8659	9.30
19	921727.4881-603507.8894	9.70
20	921672.6786-603520.3879	9.84
21	921687.0685-603464.5106	9.78
22	921641.3448-603472.1313	9.91
23	921659.0868-603408.0697	9.61
24	921603.3647-603412.9027	9.56
25	921602.7258-603363.0008	9.85
26	921650.3795-603356.9328	9.94
27	921696.2696-603332.2054	10.17
28	921660.8541-603296.8697	10.45
29	921636.1363-603307.2173	10.49
30	921607.9698-603309.4528	10.27
31	921587.0418-603300.738	10.19
32	921575.8065-603281.9715	10.07
33	921673.8577-603275.9464	10.44
34	921685.1119-603250.7591	10.28
35	921679.4854-603226.029	10.13
36	921657.0582-603205.4737	9.82
37	921725.255-603288.652	10.04
38	921742.1614-603241.3778	9.82

DRAWN BY: KM
 CHKD BY: NCH
 APP'D BY: CA
 ISSUE DATE: NOVEMBER 8, 2021
 REVISIONS: No. DATE



PROJECT AREA



IRRIG. PUMP

SCALE: 3/16"=1'-0"

	NEW CONCRETE SIDEWALK
	NEW SOD
	NEW CLAY AREA FOR BASEBALL FIELD
	EXISTING BUILDING
	EXISTING SITE FENCE

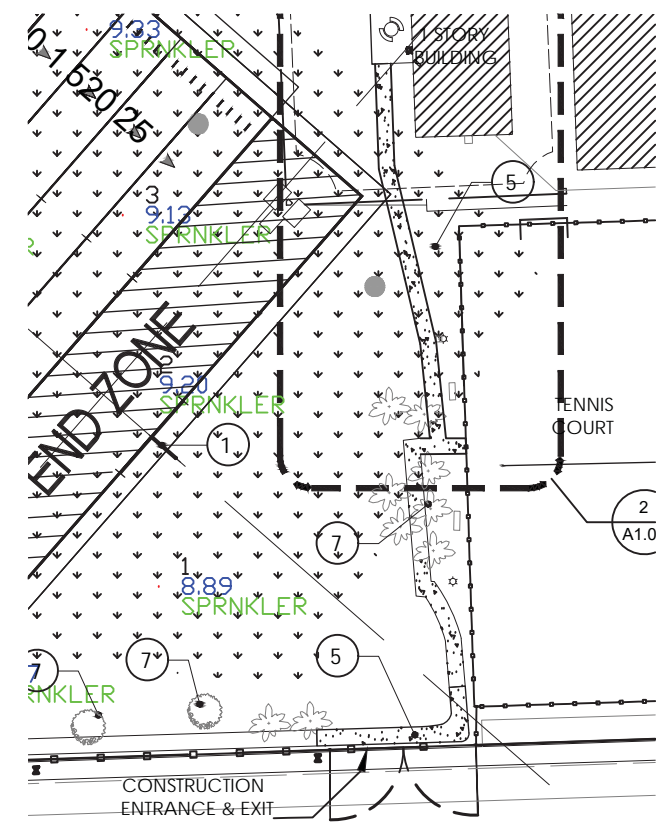


COUNTY-WIDE LAND SURVEYORS, INC. LB 4680

Digitally signed by Joseph L. Martin
 DN: E=nuthousejm@comcast.net, CN=Joseph L. Martin,
 O=COUNTY-WIDE LAND SURVEYORS, INC., L=Miami, S=Florida, C=US
 Reason: I attest to the accuracy and integrity of this document
 Contact Info: (305) 772-0766
 Date: 2022.09.19 09:24:04-04'00'

KEYNOTES:

①	ITEM DESCRIPTION.
①	NEW GOAL POSTS.
②	NEW BASEBALL FIELD.
③	EXISTING FENCE TO REMAIN.
④	EXISTING LIGHT POLES TO REMAIN.
⑤	NEW CONCRETE WALWAY TO MATCH EXISTING SURFACE.
⑥	EXISTING IRRIGATIONS HEADS TO BE RELOCATE.
⑦	EXISTING TREES TO REMAIN PROTECT DURING CONSTRUCTION.
⑧	EXISTING TREE TO BE RECOLATED.
⑨	NEW FOOTBALL/SOCCER FIELD.
⑩	NEW U4 YOUTH SOCCER FIELD.
⑪	PROVIDE GRADING TO FIELD.



SCALE: 1/4"=1'-0"

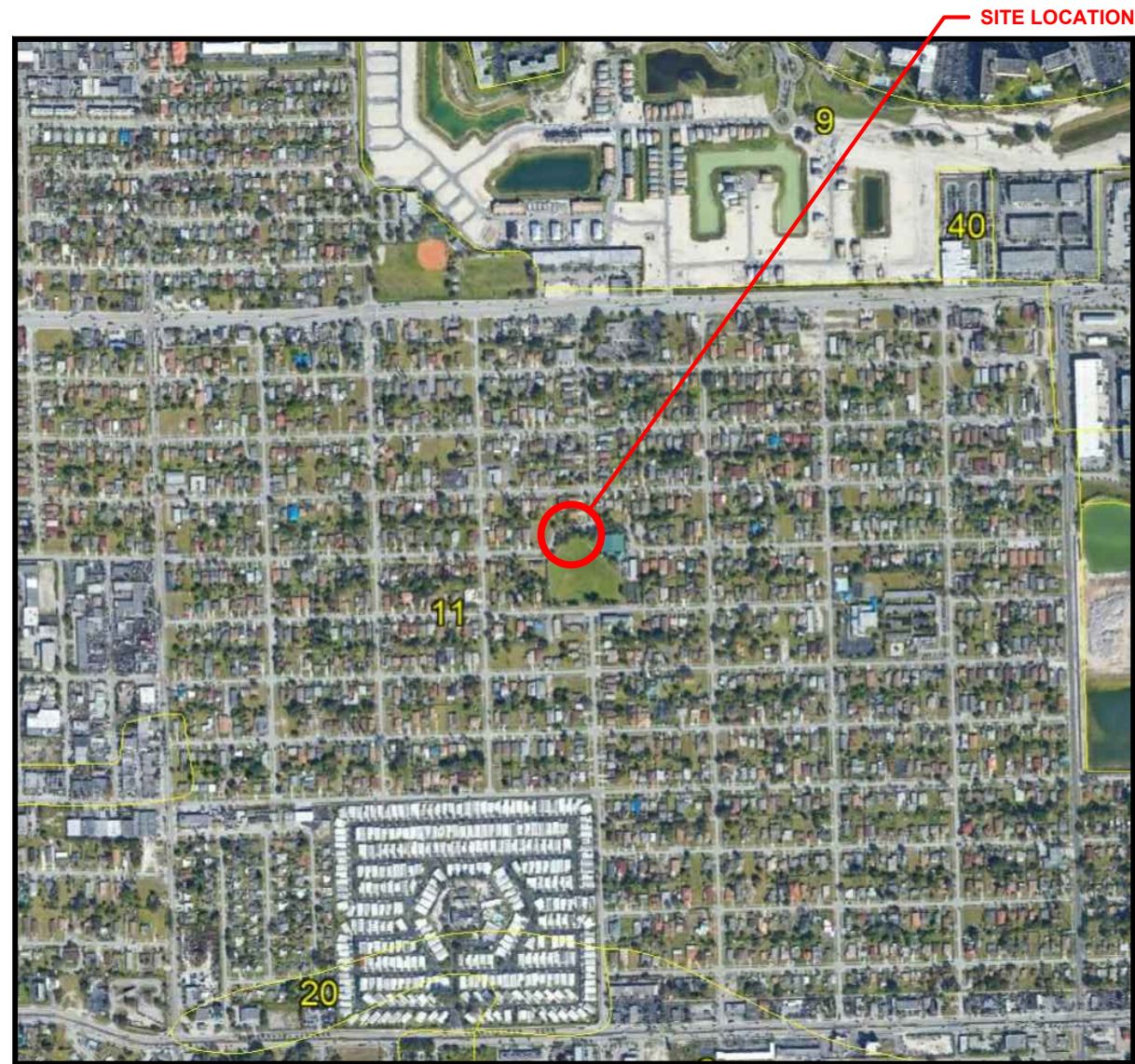
PROJECT TITLE:
WEST PARK- MARY SAUNDERS PARK IMPROVEMENTS
 WP PROJECT NO. ITB 22-0114
 WEST PARK, FL 33023
 OWNER:
 CITY OF WEST PARK

DRAWING TITLE
OVERALL SITE PLAN- NEW

SHEET No
A1.01

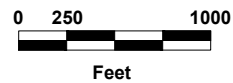
SCALE: AS SHOWN
 NOTES: CONTRACTOR SHALL VERIFY ALL DIMENSIONS AT SITE BEFORE PROCEEDING WITH WORK

USDA SOIL SURVEY MAP



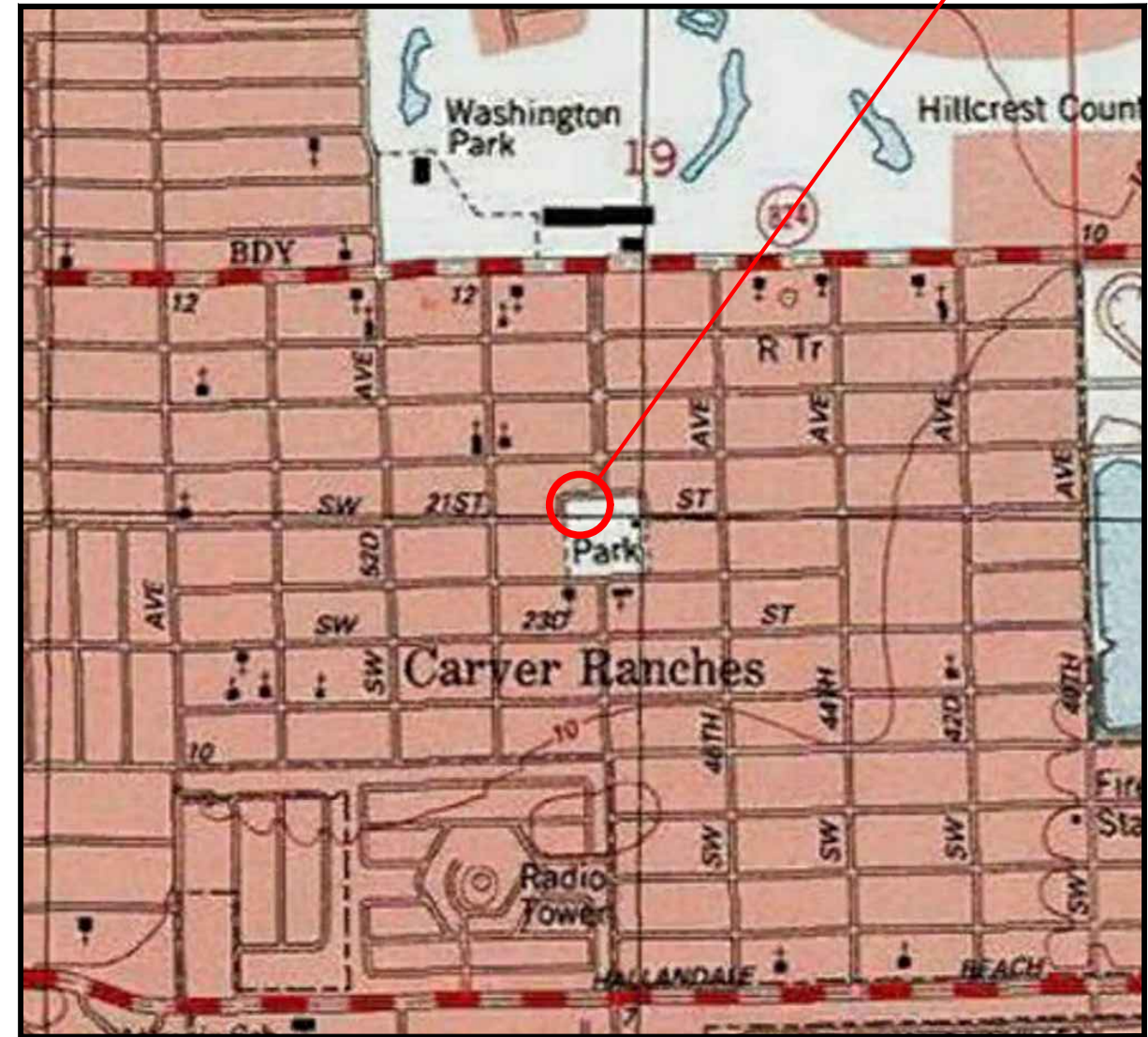
SITE LOCATION

REFERENCE: USDA SOIL SURVEY OF BROWARD COUNTY, FLORIDA



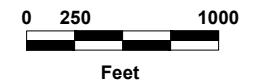
TOWNSHIP: 51 S
 RANGE: 42 E
 SECTION: 19

USGS TOPOGRAPHIC MAP



SITE LOCATION

REFERENCE: "NORTH MIAMI, FLORIDA" USGS QUADRANGLE MAP



TOWNSHIP: 51 S
 RANGE: 42 E
 SECTION: 19

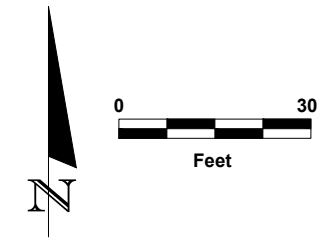
REVISIONS				ANDY TAO, P.E. P.E. LICENSE NUMBER 88520 AREHNA ENGINEERING, INC. 12296 WILES ROAD CORAL SPRINGS, FLORIDA 33076	CITY OF WEST PARK			USDA & USGS VICINITY MAPS SHEET NO. 1
DATE	DESCRIPTION	DATE	DESCRIPTION		ROAD	COUNTY	PROJECT NUMBER	
					SW 21ST ST	BROWARD	-	

SUSERS




SDATES

STIMES

SFILES



LEGEND

-  APPROXIMATE LOCATION OF SPT BORING
-  APPROXIMATE LOCATION OF AUGER BORING
-  APPROXIMATE WALL LOCATION

REVISIONS				ANDY TAO, P.E. P.E. LICENSE NUMBER 88520 AREHNA ENGINEERING, INC. 12296 WILES ROAD CORAL SPRINGS, FLORIDA 33076	CITY OF WEST PARK			BORING LOCATION PLAN	SHEET NO.
DATE	DESCRIPTION	DATE	DESCRIPTION		ROAD	COUNTY	PROJECT NUMBER		2
					SW 21ST ST	BROWARD	-		

SUSERS

SDATES

STIMES

SFILES

LEGEND



SP UNIFIED SOIL CLASSIFICATION SYSTEM (ASTM D 2488) GROUP SYMBOL AS DETERMINED BY VISUAL REVIEW AND/OR LABORATORY TESTING

▽ GROUNDWATER TABLE AT THE TIME OF DRILLING

GNE GROUNDWATER TABLE NOT ENCOUNTERED

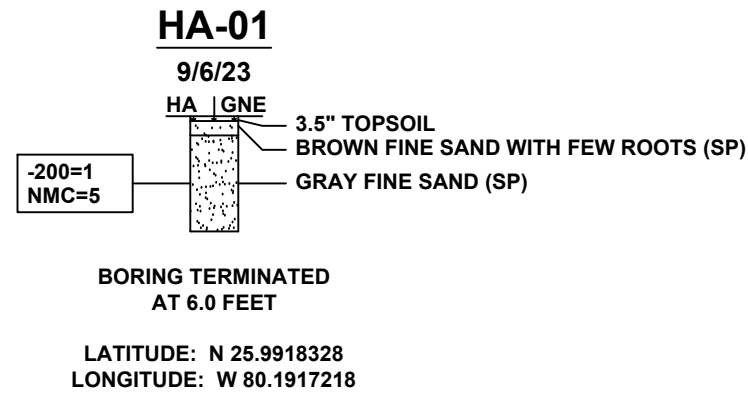
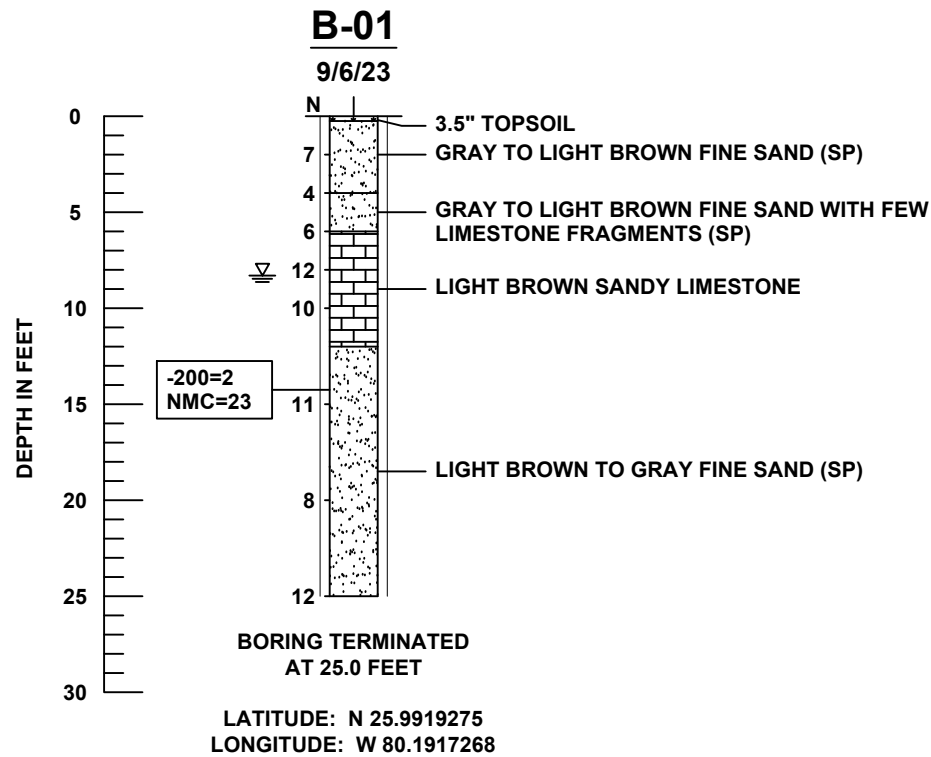
N SPT N-VALUE IN BLOWS/FOOT FOR 12 INCHES OF PENETRATION

HA HAND AUGER

|| CASING

-200 FINES PASSING THE #200 STANDARD SIEVE (%)

NMC NATURAL MOISTURE CONTENT (%)



Soil Profile Notes:

- The profiles depicted are of a generalized nature to highlight the major subsurface stratification features and material characteristics. The soil profiles include soil description, stratifications and penetration resistances. The stratifications shown on the boring profiles represent the conditions only at the actual boring location. Variations may occur and should be expected between boring locations. The stratifications represent the approximate boundary between subsurface materials and the actual transition may be gradual.
- Groundwater levels generally fluctuate during periods of prolonged drought and extended rainfall and may be affected by man-made influences. In addition, a seasonal effect will also occur in which higher groundwater levels or temporary perched conditions are normally recorded in rainy seasons.
- The boring locations presented are approximate and based on hand held GPS with an accuracy of +/- 10 feet.
- SPT boring was performed using an automatic hammer.
- The limestone layer corresponds to a formation that typically offers high resistance to excavation. Special equipment and breaking tools may be required to excavate. This material is also difficult to dewater due to its porosity and permeability. The contractor shall take steps to mitigate difficult drilled shaft installation and minimize the vibrations through the use of specialized equipment and/or procedures.

	SAFETY HAMMER	AUTOMATIC HAMMER
GRANULAR MATERIALS-RELATIVE DENSITY	SPT N-VALUE (BLOWS/FT.)	SPT N-VALUE (BLOWS/FT.)
VERY LOOSE LOOSE MEDIUM DENSE DENSE VERY DENSE	LESS THAN 4 4 to 10 10 to 30 30 to 50 GREATER THAN 50	LESS THAN 3 3 to 8 8 to 24 24 to 40 GREATER THAN 40
SILTS AND CLAYS CONSISTENCY	SPT N-VALUE (BLOWS/FT.)	SPT N-VALUE (BLOWS/FT.)
VERY SOFT SOFT FIRM STIFF VERY STIFF HARD	LESS THAN 2 2 to 4 4 to 8 8 to 15 16 to 30 GREATER THAN 30	LESS THAN 1 1 to 3 3 to 6 6 to 12 12 to 24 GREATER THAN 24
LIMESTONE CONSISTENCY	SPT N-VALUE (BLOWS/FT.)	SPT N-VALUE (BLOWS/FT.)
SOFT MEDIUM HARD VERY HARD	LESS THAN 20 20 to 50 51 to 50/3" GREATER THAN 50/3"	LESS THAN 17 17 to 41 42 to 50/6" GREATER THAN 50/6"

REVISIONS				ANDY TAO, P.E. P.E. LICENSE NUMBER 88520 AREHNA ENGINEERING, INC. 12296 WILES ROAD CORAL SPRINGS, FLORIDA 33076	CITY OF WEST PARK			SHEET NO. 3
DATE	DESCRIPTION	DATE	DESCRIPTION		ROAD	COUNTY	PROJECT NUMBER	
					SW 21ST ST	BROWARD	-	

APPENDIX B

Summary of USDA Soil Survey – Table 1
Summary of Laboratory Results – Table 2
Field and Laboratory Procedures

**TABLE 1
SUMMARY OF USDA SOIL SURVEY
MARY SAUNDERS PARK
WEST PARK, FLORIDA
AREHNA Project Number: B-23-088**

USDA Soil Type	Depth (inches)	USDA Soil Description	AASHTO	USCS	Permeability (in/hr)	Seasonal High Groundwater			Risk of Corrosion	
						Depth (feet)	Duration (months)	Kind	Steel	Concrete
Dade-Urban land complex (11)	0 - 8	Gravelly sand	A-3	SP-SM, SP	2.0 - 20.0	5.0 - 6.0	Jun - Sep	Apparent	Low	Low
	8 - 27	Fine sand	A-3	SP-SM, SP						
	27 - 35	Fine sand, sand	A-3	SP-SM, SP						
	35 - 39	Weathered bedrock	-	-						

NOTE: Urban land is altered land, which typically contains fill soils. The depth of the water table is dependent on the thickness of fill material at each site.

TABLE 2 SUMMARY OF LABORATORY TEST RESULTS MARY SAUNDERS PARK WEST PARK, FLORIDA AREHNA Project Number: B-23-088				
Boring No.	Sample Depth (feet)	USCS / AASHTO Classification	Sieve Analysis	Natural Moisture Content (%)
			#200	
B-01	13.5 - 15	SP	2	23
HA-01	3 - 4	SP	1	5