



**LOUDOUN SOUTH LITTLE LEAGUE**

25050 Riding Plaza  
Suite 130-101  
South Riding, VA 20152-5925

November 19, 2010

Loudoun South Little League is soliciting field repair services for one of its fields at the Lions Field complex in Aldie, Virginia.

We're seeking to improve drainage conditions on this field through the application of additional soil material, laser-grading of the entire infield, and restoration of disturbed turf.

Please consider bidding on this important project – Lions Field is the only private, dedicated resource for youth baseball in the Dulles South area, and we're very interested in keeping it a top-notch facility.

All Offers are due back to LSL no later than 5:00 PM EST on Friday, December 3, 2010. We expect to announce an award no later than December 10, 2010, with work to commence the following week.

Regards,

Michael Stopper, President  
Loudoun South Little League



## Statement of Work

### Background

LSLL is a chartered member of Little League Baseball, International, and currently leases two Little League-sized baseball fields from the Arcola Lions Club, known collectively as the Lions Field complex, or more typically, "Lions Field". As part of the lease terms, LSLL is responsible for all maintenance of the fields and grounds. Currently, the "Lower" field is suffering from acute infield drainage problems and needs to be re-graded, laser-leveled, and generally brought-up to playable condition in time for the upcoming Spring 2011 season.

### Scope

This project will entail renovations to the existing Lower Field to correct drainage, reduce ponding of water, eliminate low/soft spots, and improve the interface between dirt and turf areas. The completed field will retain its traditional "skinned" infield, including the batter's box/catcher's box circle, and turf outfield and foul territory.

The Offeror will perform the following during the period of performance:

#### Create Project Plan

The Offeror will assess the current field status, and prepare and submit to LSLL a detailed plan of action for the project, to include a master project schedule. Project start and end dates shall be clearly indicated, along with key milestone dates or progress checks, as well as any assumptions or caveats that might affect the overall project or schedule. LSLL and the Offeror will jointly approve the Project Plan. The Project Plan will be due not later than seven (7) calendar days after award.

#### Prepare Existing Field

The Offeror will determine eventual grades and slopes of the Lower Field, to follow existing or natural drainage lines; eventual desired slope should not exceed 1.15%. Ideally water should drain completely away from the revised field, or to the outfield or other grassy areas as needed.

The Offeror will remove and preserve the existing home plate, pitcher's plate, and base receptacles from the existing infield for eventual reinstallation.

The Offeror will plow, grind, and screen the existing skinned infield and adjacent foul territory as necessary to achieve a desired rough grade. Minimal disruption to existing foul territory turf is desired, but not required. Existing infield material on-site may be added as necessary to achieve the necessary rough grade.



### Deliver and Apply New Infield Mix

The Offeror will deliver and apply enough screened topsoil suitable for baseball playing surfaces (“infield mix”) sufficient to raise and condition the previously-prepared areas to meet the eventual final grade. Infield mix should be a screened blend of sand, silt, and clay that is free from rocks, weeds, and other debris, appropriate to Northern Virginia.

**NOTE:** Previous estimates have established that approximately twenty-five (25) tons of infield mix is required to cover a regulation size Little League field; additional or extra infield mix may be stored on property in a location to be determined.

### Laser-Grade Field

The Offeror will laser-grade the entire prepped area to achieve a desired continuous slope of 1.00% to 1.15%.

### Restore Field to Previous Conditions

The Offeror will apply new turf to any foul territory areas that were disturbed during the course of preparation, application, or grading, using a turf sod composed of a turf-type fescue grass commensurate with existing turf at Lions Field, and suitable for an early-winter application in Northern Virginia. Turf should be placed “in-grade” so as not to impact drainage or present a safety problem (i.e., turf lip too “high”). Offeror will spike turf sod as needed to prevent movement.

The Offeror will reinstall home plate in its previous location. The Offeror will reconstruct a pitcher’s mound to Little League specifications, and reinstall the pitcher’s plate at a distance of forty-six (46) feet from and square with home plate. The Offeror will reinstall the base receptacles at the appropriate positions on the infield diamond and at sufficient depth to enable existing break-away bases to sit flush on the infield dirt.

### Winterize Field

The Offeror will smooth-roll the entire field and apply winter blanket(s) over all areas disturbed and restored during the course of this project.

The Offeror will water re-sodded areas as needed if sufficient moisture is not provided through rain or snowfall.

### Prepare for Spring Season

The Offeror will remove all winter blankets **no later than** March 1, 2011. The Offeror will inspect the winterized sod, and repair or replace any damaged turf as necessary and smooth-roll the entire field again.

### Period of Performance

Work will commence on or about December 15, 2010, and **MUST** end before March 15, 2011.



## Pricing

Offerors should itemize all prices in accordance with the outlined scope as necessary on an “EACH” basis. Offerors should bid fixed prices for all services; labor hours and rates should be rolled-up to a fixed price that will not be exceeded. The Offeror will assume almost all of the risk associated with the execution of this project. Materials may be bid on a fixed- or cost-basis; if bidding on a cost-basis for materials that change price owing to variability or availability, final amounts/costs will be approved by LSL prior to ordering, acceptance, and delivery of said materials.

Include as much detail as possible about what is included for any stated price. For any services or supplies that are “bundled”, please indicate items that are included at no additional cost, to remove ambiguity or confusion.

## Past Performance

Offerors should include up to three (3) relevant examples of similar work performed, especially for baseball or softball facilities. References, including locations; points of contact including phone numbers and/or e-mail addresses; and size of the effort should be included.

## Evaluation Criteria

LSL will make a single award on the basis of the offer which provides the “best value” for performing this work at Lions Field. The ability of the Offeror to address the scope of work in the timeframes outlined, as well as past performance will be evaluated equally with price.

## Invoicing and Payments

Invoices may be submitted upon performance of authorized work. All invoices must be itemized to include service performed or product applied, and include the date of each service or application. Terms for all invoices should be NET 30 DAYS or more.

Invoices may be delivered electronically (preferred) to [lsll.treasurer@gmail.com](mailto:lsll.treasurer@gmail.com), or by US Mail to

Loudoun South Little League  
ATTN: ACCOUNTS PAYABLE  
25050 Riding Plaza  
Suite 130-101  
South Riding, VA 20152



Owing to the nature of this project, LSL will pay the successful Offeror 10% of the total price upon award. Additional payments of up to 80% of the total price will be made as the project progresses to agreed-up milestones and to the satisfaction of LSL. A final 10% will be withheld until successful project completion.

## Instructions to Offerors

All Offerors should consider their bids to be "best and final offers" as LSL reserves the right to award directly to an Offeror from its written proposal. LSL also reserves the right to negotiate with any and all Offerors to obtain clarifications, revised offers, or cancel or revise this solicitation at any time for any reason. In the event of a revision or cancellation, all prospective Offerors will be notified of the change in status. ALL Offerors will be notified of the final status of their bid(s).

Offerors may submit multiple bids, if the scope of work proposed or terms offered differ. Alternative proposals, based on Offeror expertise, best practices, or packaged services may also be offered.

Prospective Offerors are encouraged to visit the Lions Field complex prior to submitting a bid. The address of the fields is:

LOUDOUN SOUTH LITTLE LEAGUE  
Lions Field  
42034 John Mosby Hwy  
Aldie, VA 20105-2508

The Lower Field is the field to the left as you enter the facility.

If desired, site walk-throughs can be arranged by calling LSL President Mike Stopper at 703.829.6140

**LSL is a non-profit organization** under Section 501(c)(3) of the Internal Revenue Service Code and therefore is always interested in keeping its costs to a minimum. Offerors are encouraged to submit proposals providing discounts on services or donations in the forms of sponsorships of teams or facilities, free or reduced-cost use of equipment during the period of performance, etc. LSL can provide the successful Offeror with advertising banner(s), company names on the backs of team jerseys, advertising and company information on its website, etc. as alternative compensation. PLEASE ASCRIBE A VALUE TO ANY SPONSORSHIP, DONATION, OR IN-KIND EXCHANGE; this is for LSL tax reasons and may be of tax benefit to the successful Offeror as well.

All offers should be signed by an Officer of the offering company or other designee so authorized to obligate the Offeror to perform the stated work for the stated price.



## Due Date

Completed offers should be submitted no later than 5:00 PM EST, Friday December 3. Offers may be submitted electronically (in Adobe PDF format) to [lsll.president@gmail.com](mailto:lsll.president@gmail.com), or by US Mail or package service to

Loudoun South Little League

ATTN: LOWER RFP

25050 Riding Plaza

Suite 130-101

South Riding, VA 20152

Hand-delivered proposals will NOT be accepted.