

Six Nations of the Grand River Parks and Recreation REQUEST FOR PROPOSAL (RFP)

Project Title: Sports Facility Upgrades and Enhancements

Proposal Due Date: October 3rd, 2025, 3pm.

1. Project Overview

The Six Nations of the Grand River (SNGR) Parks and Recreation department invites qualified and experienced **general contractors** to submit proposals for a multi-component sports facility improvement project. The selected contractor will be responsible for the **full management of the design and construction process**, including hiring qualified landscape architects, engineers, and subcontractors to carry out the work.

This project will deliver key upgrades to community recreational infrastructure, including:

- Resurfacing the running/racetrack
- Upgrades to two softball diamonds
- Construction of accessible walking paths
- Site drainage, grading, and topsoil work

Note: A comprehensive **drone-based topographic survey** has already been completed.

The resulting data will be made available to all bidders to support accurate planning, design, and costing.

2. Location

SNGR is 20 km southwest of Hamilton off Hwy 6, bordered by Brant County (north & west), Haldimand County (north, south & east), Mississauga of the Credit First Nation and Norfolk County (south).



Figure 1.0 Location Plan



Figure 2.0 – Site Plan

3. Scope of Work

Note: While a full topographic survey has been provided, bidders are still expected to conduct **on-site exploratory investigations** (e.g., borehole testing) to verify ground conditions and finalize detailed designs.

3.1 Resurface Blue Running/Racetrack

- 3.1.1 Remove and dispose of the existing worn rubberized surface offsite.
- 3.1.2 Carefully peel up the existing surface layer, inspect and level the base, and verify that elevations and slope match the existing grade to ensure proper drainage. The track should follow the site's natural slope.
- 3.1.3 Inspect and repair the sub-base as necessary after removal of the surface layer to provide a stable foundation for the new installation.
- 3.1.4 Install a new, weather-resistant track surface suitable for secondary school-level athletic use, in accordance with World Athletics (formerly IAAF) standards. This is a like-for-like replacement of the existing track. The track is 400-metres in length and has 6 lanes. Construction for the existing Running Track started in 2011 and was completed in 2012.
- 3.1.5 **Please note:** While we do not currently have full technical specifications for the existing track surface, it is believed to be Spurtan-BV, as referenced in the original tender documentation (see **Appendix A**).
- 3.1.6 The current drainage system used around the track is ACO Sport System 3000, installed along both the inside and outside of the track lanes. Additional drainage details can be found in the second attachment in **Appendix A**.
- 3.1.7 Refer to **Appendix A** for all available documentation related to the track surface and drainage system.

3.2 Upgrade Ball Diamond #1

- 3.2.1 Remove and replace the existing infield and warning tracks, currently composed of approximately 3 inches of stone dust over a 5–6-inch gravel base, with engineered clay surfaces designed for improved durability, playability, and weather resistance.
- 3.2.2 Relocate removed stone dust material onsite. (A total of approximately 8 inches of material is to be excavated and replaced.)
- 3.2.3 Inspect existing subsurface conditions, including any legacy drainage infrastructure, and install an upgraded drainage system to effectively manage surface runoff and prevent field saturation, particularly across the infield, outfield, and along the perimeter warning track.
- 3.2.4 Known drainage issues currently exist. The precise location and extent of drainage deficiencies can be confirmed during any site visits held during the RFP period.

3.2.5 Refer to **Appendix B** for additional details.

3.3 Ball Diamond #3 – Outfield Expansion, Drainage Installation, and Topsoil Application

(Includes repair of drainage issue at Diamond #2 – first base line)

- 3.3.1 Use provided drone survey and conduct on-site confirmation to define expansion area and grades.
- 3.3.2 Regrade outfield and relocate swale to align with revised layout and maintain stormwater management.
- 3.3.3 Identify and potentially reroute clogged culvert under adjacent track.
- 3.3.4 Design and install subsurface drainage system (e.g., 100 mm wrapped Big O pipe), based on site findings.
- 3.3.5 Supply and apply screened topsoil per spec:
 - Minimum 4% organic matter (clay loam) / 2% (sandy loam), pH 5.5–7.5
 - Free from stones >25mm and coarse vegetation
 - No crabgrass or noxious weeds
- 3.3.6 Repair the **leak on Diamond #2's first base line** where water is surfacing.
- 3.3.7 Conduct borehole testing to guide drainage design and swale relocation.
- 3.3.8 Refer to **Appendix C** for additional details.

4.4 Create Walking Paths Around The 3 Ball Diamonds and Property Perimeters

- 4.4.1** Design and build low-maintenance paved asphalt paths, **2.0 to 2.1 metres wide**.
- 4.4.2** Include **accessible entry/exit points** with **removable bollards**.
- 4.4.3** Integrate **solar lighting**, subject to available budget.
- 4.4.4** Utilize existing topographic data and conduct borehole testing for layout, grading, and drainage needs.
- 4.4.5** Refer to **Appendix D** for additional details.

4. Deliverables

Design Brief

- A brief executive summary in the front of the Design Brief
- Background Information
- Assessment results\findings
- Discussion and recommendations (proposed work) and details of any deficiencies found (with photographs) and associated repairs required during site visits
- Class “C” cost estimate for all proposed work and any required repairs
- Site Plan and details (specifications) of all proposed work

- All maps, drawings, figures, tables, cost analyses, code analysis, recommendations, photographs and other project work.

Conceptual Design Drawings (33% Design Completion)

- To be submitted for review once all initial field work has been completed
- To include preliminary layout of all proposed structure/upgrades
- Standard construction details and notes
- Material Specifications
- Draft integration with existing site conditions

5. Contractor Responsibilities and Procurement Compliance

The selected contractor will be responsible for the overall management of the design and construction phases of the project. This includes coordinating all aspects of the work, such as hiring qualified landscape architects, engineers, and subcontractors, as required to successfully complete the project.

However, all work performed under this contract must adhere to Six Nations of the Grand River internal procurement policies and procedures in collaboration with the Parks and Recreation leadership team.

Failure to comply with these requirements may result in delays, suspension of payments, or contract termination.

6. Proposal Requirements

Proposals must include:

- Executive summary
- Company qualifications and project team
- Detailed approach and timeline
- Outline of additional assessments (e.g., borehole testing)
- Itemized budget by scope
- Materials and equipment specs
- Key subcontractors and consultants
- Proof of insurance and required certifications
- Three references for similar work
- Warranty and post-project support plan

7. Insurance requirements

The Contract is contingent upon proof of the insurance described below. Such insurance shall be in force on the date of execution of the Contract and shall remain continuously in force for the duration of the Contract.

A. Commercial General Liability

The policy limit shall be no less than five million dollars (\$5,000,000) per occurrence. The Owner and their representatives shall also be named as being covered by the policy. Such general liability insurance shall provide coverage in respect of property damage and/or bodily injury (including death) arising out of any and all services and shall include property damage if the damaged work or the work out of which the damage arises was performed on behalf of the Contractor, by a sub-Consultant and shall include bodily injury (including death) if the bodily injury (or death) arises out of work performed on behalf of the Contractor or sub-consultant. Such insurance shall contain a cross-liability endorsement.

B. Professional Liability Insurance (Errors and Omissions)

The policy shall be in an amount not less than two million dollars (\$2,000,000.00) per claim and in the aggregate insuring the Consultant and/or sub-consultant. The coverage under the policy shall be maintained continuously during the project and for two years after the termination or expiration of the Contract and shall cover insurable losses arising out of an error or omission in the rendering of or failure to render the services.

The insurance coverage cannot be modified without written consent of SNGR's Project Team. It is understood and agreed that the Contractor, Consultant or sub-consultant shall not change or cancel the insurance coverage provided for this project until 60 days after written notice of such change or cancellation has been personally delivered to SNGR.

8. Site Visit Requests

Contractors are encouraged to review the site. The Parks & Recreation sites can be accessed, Monday to Friday between 9:00 am and 3:00 pm, by contacting Cheryl Henhawk, Senior Manager of Recreation at 519-445-4311, Ext. 5222.

9. Evaluation Criteria

Proposals will be scored out of 100 based on:

Evaluation Criteria	Points Available	Description
1. Quality, Clarity & Completeness of Proposal	15 points	Overall quality of the proposal, including format, organization, level of effort, attention to detail, and completeness of submission.
2. Technical Approach & Alignment with Project Goals	20 points	Proposed methodology, understanding of the scope of work, and how the approach supports the project's intended outcomes. Should include a general work plan aligned with site limitations and final deliverables.
3. Exploratory Planning & Assessment Strategy	15 points	Quality and depth of proposed exploratory work.
4. Experience & Qualifications	15 points	Relevant experience of the contractor and team with similar projects; certifications, references, and resumes of key personnel.
5. Cost-Effectiveness & Value for Money	15 points	Competitive and well-justified pricing.
6. Innovation, Sustainability & Value-Added Features	10 points	Use of innovative or cost-saving materials, sustainable solutions (e.g., solar lighting), or additional enhancements.
7. Environmental Considerations	10 points	Commitment to environmentally friendly practices, such as use of recycled or sustainable materials, pollution prevention, and energy efficiency.
Total: 100 Points		

10. Submission Instructions and Consultant Questions

Submit proposals in **PDF format** via email or deliver a hard copy to:

Contact: Cheryl Henhawk

Title: Senior Manager of Recreation

Organization: Six Nations of the Grand River Parks and Recreation

Email: chenhawk@sixnations.ca

Phone: 519-445-4311, Ext. 5222

Address: 1738 Fourth Line P.O. Box 419 Ohsweken, Ontario N0A 1M0

Late or incomplete proposals may not be considered. Faxed proposals will not be accepted.

A Contractor may submit questions to Cheryl Henhawk, Senior Manager of Recreation regarding this Request for Proposal by e-mail. The last day for questions is September 26th, 2025, at 3:00 p.m.

SNGR may choose to amend or supplement this Request for Proposal prior to the proposal submission date. SNGR shall issue changes to this Request for Proposal by addenda only. No other statement, whether oral or written, shall amend this document. Contractor must acknowledge receipt of any addendums issued in their proposals.

11. General Conditions

- Six Nations of the Grand River Parks and Recreation intends to award the contract to the applicant whose proposal offers the best value. However, Six Nations of the Grand River Parks and Recreation is under no obligation to award the contract to the applicant with the lowest bid.
- Six Nations of the Grand River Parks and Recreation may at its sole discretion cancel this RFP at any time prior to, or after the closing date without providing reasons for such cancellation.
- In order to obtain the greatest value for Six Nations of the Grand River Parks and Recreation, Six Nations of the Grand River Parks and Recreation reserves the right to:
 - overlook minor non-compliance and/or irregularities with the RFP requirements by any applicant;
 - request clarification and/or further information, after the closing date, from one or more applicants without providing the same opportunity to all applicants; or
 - enter into negotiations with one or more applicants without being obligated to negotiate with, or offer the same opportunity to, all applicants.
 - Six Nations of the Grand River Parks and Recreation reserves the right to amend this RFP, by Addendum that will be sent to each applicant, at any time up to 5 business days prior to closing. Applicants are reminded to ensure that they have all information prior to submitting a bid.
- This RFP does not constitute an offer to enter into a contract.
- All costs associated with proposal preparation are the responsibility of the bidder.

Appendix A: - Blue Track Upgrades



- .7 Color samples of line paints.
- .8 Delivery slips for all track surfacing materials delivered to the site.

1.6 DELIVERY, STORAGE AND HANDLING

- .1 Deliver, store and handle products in exact accordance with the manufacturer's requirements and specifications.

1.7 PROJECT CONDITIONS

- .1 Weather Limitations: No part of the construction shall be conducted during a rainfall or when rainfall is imminent. No part of the construction shall be conducted unless both ambient and material temperatures are at least 10 degrees Celcius and rising.
- .2 Bituminous and resilient track surfaces shall be dry, as well as clean prior to work. Binder should not be applied within 12 hours after rainfall, or when rainfall is forecast. After a rainfall, sufficient time shall be given to allow the surface to dry before resuming work.
- .3 The facilities shall not be used for a minimum period of one week after completion of the track.
- .4 Any required drainage and base works are the responsibility of the General Contractor (GC). The GC will provide a technician on-site during sub-contract installations through the completion of the contract.
- .5 The resilient track surface subcontractor will provide a technician who will review the asphalt specification (as supplied by the GC) and will verify in writing that the specification is acceptable. The resilient track surfacing subcontractor shall also provide a technician to verify in writing the suitability of the asphalt track base prior to installation of the resilient track surface.

Part 2 Products

2.1 MATERIALS

- .1 BASE BID - Resilient Track Surface shall be a durable, resilient, textured, all-weather pre-fabricated or poured inplace rubber sheet product:

.1 Spurtan - BV

.2 **NOTE : Please note that this Project is a two color surface installation.**

Color: (Blue). The track will be installed with the color as denoted by the color chart on the contract drawings.

ACO Construction & Building Products

Surface Drainage and
Building Elements



ACO SPORT

System 3000 Product Brochure

Slotted Athletic Track and Field Drainage System

Ideal for High School and Amateur Stadiums



System 3000

Sporting facilities can use a wide variety of hard & soft surface materials. All external venues should incorporate surface drainage to protect these sport surfaces.

Running Tracks

Running tracks are the most common use for System 3000. The system is supplied in straight and radiused channels with matching in-line catch basin to provide a continuous run around the entire running track.



System 3000 channels

System 3000 channels are one meter (39.37") long and designed for use where a smooth transition from running track to sport field is required.

System 3000 channels are ideal for use where synthetic track surface is used on both sides of the drain - such as 'D' areas and high jump areas.

System 3000 catch basin

The System 3000 catch basin is an in-line outlet, placed at intervals throughout the trench run around the track. A removable polymer concrete cover provides easy access without detracting from overall aesthetics. Track material can be applied to cover for a totally discreet solution.

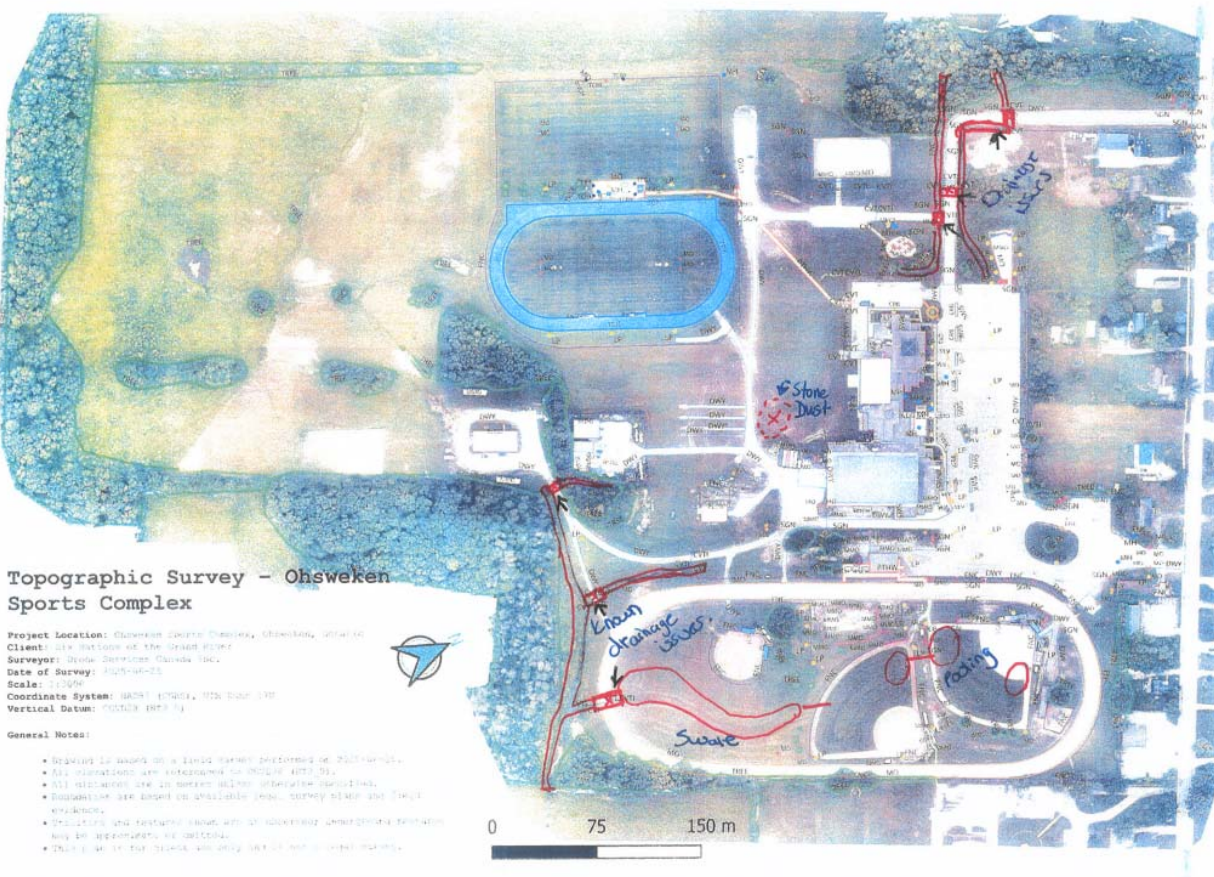
An optional plastic trash bucket fits inside the catch basin and acts as a sieve to collect debris washed into the system.

Regular emptying and cleaning will help prevent pipe blockages and flooding. The catch basin features a drill-out for a 6" outlet pipe connection. Other size pipes can be connected by custom cutting using a core-drill.

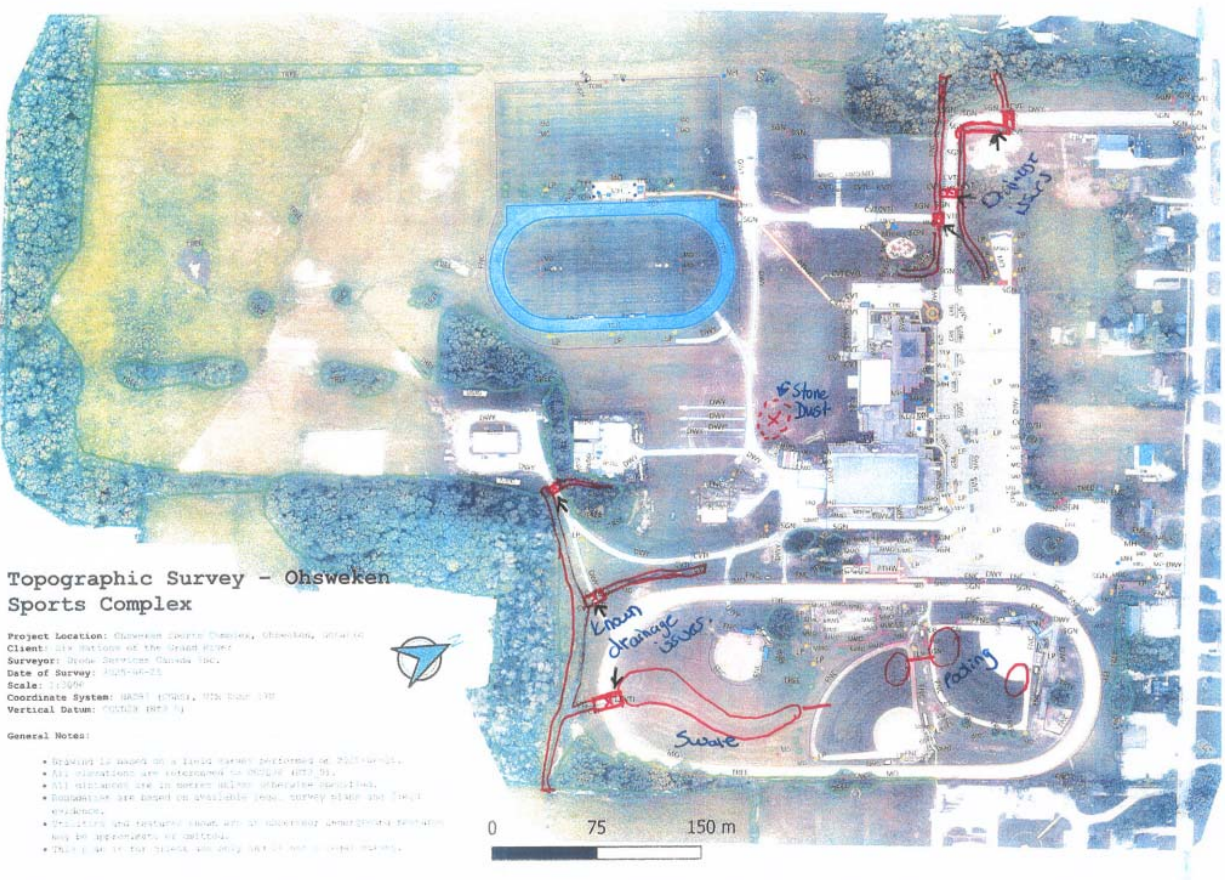
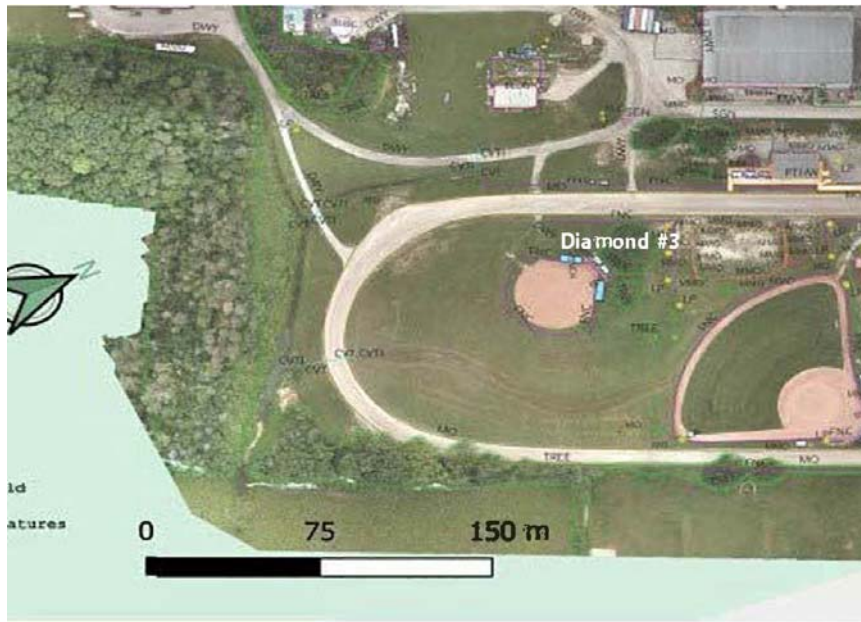


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Appendix B - Upgrade Ball Diamond #1



Appendix C - Ball Diamond #3 – Outfield Expansion, Drainage Installation, and Topsoil Application



Appendix D – Create Walking Paths Around Property Perimeters and Ball Diamonds

