

Town of Brookfield  
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### **T-20-19 - Addendum #4**

**Revised Closing Date : April 16, 2020 at 11am, submissions Via email.**

**Closing Date April 16, 2020 at 11:00am.**

**Proposals to be emailed to : [jgay@brookfieldct.gov](mailto:jgay@brookfieldct.gov)**

1. Proposal Submission's will be accepted 100% online via email due to building and employee access restriction issues. All proposals shall be held confidential exclusively by the Purchasing Agent without any distribution or review until the closing date and time have expired.
- Proposals shall be submitted to [jgay@brookfieldct.gov](mailto:jgay@brookfieldct.gov). Proposals shall be acknowledged as having been received by the Purchasing Agent Jerry Gay. Submitters not receiving a confirmation within a reasonable time should re-submit the proposal, send a separate email notification, or call the Purchasing Agent C-203-917-7864. ALL proposals MUST continue to arrive no later than the date and time listed in order to be considered as on time.
2. Due to stay at home directives and the Town Hall building closure to the general public, a hard copy drop off of proposals (either by vendor or by overnight services) may not be immediately received, acknowledged or be opened. Hard copy proposals that arrive after the stated date and time shall not be considered and vendors shall need to accommodate for the limited building access for this delivery method. The Purchasing Agent's determination as to the actual time of delivery shall be final without recourse.
3. A listing of the respondents shall be posted on the Town web page as soon as time permits.
4. The Town will make all reasonable efforts to determine a timely award, but it is unclear at this time exactly what formats or time frame may be used for this determination. Respondents shall be contacted as details are determined.
5. Notes from the April 02 site visit: No substantive items or questions were raised that would cause a material change in the posted specifications.  
The area to be addressed is drainage for the two grass baseball fields that are in between the artificial turf fields and the tennis courts. These are the only grass baseball fields on location.

Water has been ponding and pooling for longer periods of time after a rainy day over the past several years, causing material delays in usage. The Parks Dept is unaware of any changes other than more rain in the past several years.

Any prior drainage solutions are so long in the past as to not have any details available and if any drainage was installed it is no longer functioning. There is some memory of a system installed 25-30 years ago, but no details are available. The Town Engineer has had no input to the project.

There are 1-2 drains in the two outfields. There is no irrigation piping or electrical wiring underneath the fields. No work has been performed at the High School in the past 10 years that has impacted these fields.

A proposed construction budget total has been tentatively established at \$261,000 subject to the Town capital budget being approved without adjustment by the Board of Finance and the Town voters.

It is not expected that the Planning and Zoning Department will have more than minimal requirements for whatever design and plans are eventually decided upon.

There may be more than one possible solution with each solution having plus's and minus's. The Town will choose the solution they feel would be in the Town's best interest.

Firms may visit the location at any time while school remains closed.

It would be the Parks Dept. preference to perform the construction work in the fall of 2020 to be ready for spring 2021 usage.

Questions shall be emailed to the Purchasing Agent at [jgay@brookfieldct.gov](mailto:jgay@brookfieldct.gov) no later than 4 days prior to the closing date.

See the additional map that have the fields in question outlined.

Questions received as of 4/6/20:

1. Does the Town prepare/provide its own front end and then the chosen consultant provides technical specification? Or does the Town require the consultant to prepare everything?  
**Answer:** The Town has a standard Bid Template that will be used that will be the same as this issuance. The consultant will be responsible for providing the technical aspects of the construction bid in electronic form to either be as part of the actual bid issuance or as attachments.
2. Will the Town be responsible for advertisement of bids or the consultant? **Answer:** The Town Purchasing Agent will advertise, receive, open and tally all bids. The consultant will assist on qualifying the apparent low bid and in making the award.

End of Addendum #4