



**XAVIER UNIVERSITY OF LOUISIANA**

**REQUEST FOR PROPOSALS**

**RFP XULA 02-2025**

**PROPOSED MULTI-USE ATHLETIC PRACTICE FIELD**

**FEBRUARY 11, 2025**



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**I. INTRODUCTION**

Xavier University of Louisiana (Xavier) has four (4) athletic programs that utilize external training facilities for track, soccer, softball and baseball. The proposed project involves the construction of a multi-use athletic practice field on approximately 72,000 square feet of vacant land that is owned by Xavier in the Gert Town Area.

**II. SITE DESCRIPTION**

The project site is located on the west side of the campus with an address of 3518-BROADWAY Street, specifically Square 5A, Book 03, Lot 117. The legal description of the vacant lot is Marleyville Square 5A, Broadway Street, Palm Street, Pine Street, Edinburg Street, 301.78 X 240, and 3518 Broadway Street. The property is located near Xavier's Tennis Courts.

**III. OBJECTIVE**

The objective of this project is to provide a multi-use athletic practice field that can utilized by the athletic programs and for intramural sports.

**IV. SCOPE OF WORK**

The project shall be bid as a lump sum contract and shall meet the minimum requirements shown on the plans and as described within the specifications. The work required to meet Xavier's objectives shall consist, of but not necessarily be limited to, the following activities:

**A. DESIGN PHASE:** Required services shall include, but not limited to:

1. Prepare the design for a multi-purpose athletic practice field considering the requirement to provide a training field for four athletic programs and intramural sports. The design shall incorporate two options. One design will reflect the acquisition, from the City of New Orleans, of Palm Street between Pine Street and Broadway Street. The other design will not include the acquisition of Palm Street.
2. Prepare the design for the amenities that will be utilized at the practice field including drainage, lighting, security cameras, fencing, baseball nets, (2-4) single-use restrooms, and batting cages.

- B. CONSTRUCTION PHASE:** Required services shall include, but not limited to:
1. Preparation of all necessary shop drawings, samples, and submittals to conform with approved design elements.
  2. Implementing the maintenance plans and any additional requirements for artificial heat dissipating turf.
  3. Providing all necessary labor, supplies, materials, equipment, and services required for the complete installation and construction in accordance with the approved plans and specifications. It emphasizes that this project be performed on a turnkey basis, with all features ready for use upon completion.
  4. Holding meetings weekly with Xavier's representatives.
  5. Providing all certifications and testing (soil samples, city drainage lines, etc.) results to the Xavier representatives for review and approval.
  6. The Xavier representative shall perform the final as-built review to assure the construction meets the plans and specifications.

**V. SUBMISSION OF PROPOSAL**

Four (4) sealed copies of technical proposals shall be submitted to Xavier University of Louisiana, 909 S. Norman C. Francis Pkwy., New Orleans, LA, Office of Fiscal Services, Room 300, Attn: Lauren Smith at 2:00PM/CST on March 17, 2025. Responses to this solicitation should, at a minimum, include the following:

1. An organizational brochure including address, city, state, phone and fax numbers, e-mail and web page address.
2. A signed statement indicating that the Responder is not currently on the Government Contractor Debarred List prohibiting any contractual relationship using federal funds.
3. A description of the Responder's background in working with projects of similar scope describing previous collaboration experience on relevant projects.
4. A description of the background experience and involvement of personnel who will be assigned to the project.
5. References
6. Any other information deemed to be pertinent in assisting Xavier to review the Responder's capabilities and qualifications with respect to the proposed project.
7. Bonding capacity for a project of this scope
8. A Cost Proposal is to be submitted along with a schedule, which will identify the proposed cost structure for reimbursement, lump sum, as well as all applicable breakdowns of anticipated man hours per task, multipliers, and/or milestones for percentage payments, etc. that are appropriate for each phase of the scope of work. Xavier reserves the right to award the entire contract or any portion thereof to the most qualified Responder, as judged solely by Xavier. Xavier also reserves the right to delete elements of each phase should it be deemed in Xavier's best interest to do so.

## **VI. PROJECT TIMETABLE**

Solicitation of Proposals:	February 11, 2025
Request for Information:	February 20, 2025 (5:00PM/CST)
RFI Responses:	March 5, 2025 (5:00PM/CST)
Submission of Proposals:	March 17, 2025 (2:00PM/CST)
Contract Award:	March 24, 2025
Contract Completion:	TBD

## **VII. SELECTION PROCESS AND CRITERIA**

Proposals will be reviewed by Xavier staff. Since this is a Request for Proposal, responses will be evaluated on the basis of the relative merits of the proposal, in addition to associated fees. Xavier reserves the right to schedule interviews following the submission of the proposals. The selected firm shall be chosen based on its qualifications, strength of its proposal, and associated fees. The following criteria will be used to evaluate the responses:

### **1. Responder's Qualifications and Experience**

Specialized experience is required in a series of work areas. Proposals must clearly demonstrate full knowledge, understanding, and experience in the methods, techniques and guidelines required for the performance of the required work. All elements within this factor are of equal importance. The Responder must demonstrate experience in site construction and paving and/or similar scopes of work in Louisiana.

The Responder must also demonstrate expertise in the field of site design and the processes involved in obtaining all required permits and approvals.

### **2. Personnel Qualifications and Availability**

Specialized experience is required of the project personnel proposed to undertake the work assignments. The proposal must clearly demonstrate the capability, academic background, training, certifications and experience of the proposed personnel. The availability of the proposed staff is also of critical importance and must be demonstrated. Specific project experience relevant to this scope of work must be demonstrated, as well as specific company experience.

### **3. Project Understanding and Approach**

The Responder must demonstrate a comprehension of the role and function of this project in meeting the objectives of Xavier.

In addition to the understanding of the scope and approach, the Responder must demonstrate the following which will be considered in the selection:

- a) Knowledge of current issues and state of the art in the relevant technical areas.
- b) Experience demonstrated on similar projects.
- c) Working knowledge of the geographic area as evidenced by prior work experience in the region.
- d) A demonstrated expertise and ability for rapid turn-around and flexibility on short- term projects.
- e) The capability to effectively direct multiple simultaneous work assignments.
- f) An ability to integrate and utilize interdisciplinary study teams effectively on assignments requiring a variety of skills and expertise from in-house resources.
- g) The ability to provide the necessary skills and expertise from in-house resources.
- h) Methods for assuring product quality, cost control, delivery schedule and project oversight. A narrative description of the Responder's quality control plan must be included.
- i) Proven ability to work with educational institutions and complete projects in a timely fashion and within the prescribed budget.

#### **VIII. GENERAL CONDITIONS**

- A. Xavier reserves the right to reject any and all proposals, to waive any informality, to request interviews of Responders prior to award and to select and negotiate the Responder's services in the best interest of Xavier.
- B. Xavier reserves the right to accept all or part of any proposal and to negotiate a contract for services and cost with the selected Responder.
- C. The Responder shall provide all necessary personnel, sub-contractors, materials and equipment to perform and complete all work under this proposal.
- D. All original documents and drawings shall become the property of Xavier after completion of the work.
- E. The selected Responder shall be prepared to commence work immediately upon execution of a contract with Xavier.

Any questions should be directed to either Lauren Smith, Project Manager at lsmith9@xula.edu or Edward J. Phillips, CFO at ephillip@xula.edu.