



REQUEST FOR PROPOSALS NOTICE **Instructions to Proposers**

I. Introduction

City Park Conservancy (CPC) is issuing a Request for Proposals for **Rugby Field Improvements** for the existing Rugby pitch on Marconi Drive. CPC is a 501(c)3 non-profit corporation that manages and oversees the day-to-day operations of New Orleans City Park ("City Park") a 1300-acre public park in New Orleans, Louisiana, founded 170 years ago.

Rugby Field Improvements will include site preparation, fill, grading and drainage, sod, and irrigation system (design and installation). Details of work scope, plans and contract requirements can be found in the following RFP documents:

1. Basin Engineering & Surveying – ISSUED FOR BID Plans August 28, 2023 – Sheets C-1 to C-4
2. Request for Proposal – City Park Conservancy – August 29, 2023
3. Bid Form – City Park Conservancy – August 29, 2023
4. City Park Conservancy Contractor Agreement – blank
5. E-Verify Affidavit – blank
6. Non-Collusion Affidavit - blank

To request documents, please contact Courtney Charbonnet, Manager of Purchasing & Contract Services (ccharbonnet@nocp.org).

II. Timeline

Request for Proposals (RFP) Release:	August 29, 2023
RFI Questions Deadline:	September 5, 2023
Responses to Questions Sent::	September 7, 2023
Proposals Due:	September 12, 2023
Anticipated Project Award:	September 15, 2023
Sitework Completion/Start of Grow-in:	October 18, 2023
Substantial Completion/End of Sod Maintenance:	November 15, 2023

III. Response

Proposers must include in their Responses the Required Forms, with all requested information provided. Responding to this RFP does not guarantee work or a contract. CPC will award the

contract at its sole discretion. All Responses are due by **12:00pm CST on September 12, 2023** and may be submitted in any of the methods listed below.

2

Email: ccharbonnet@nocp.org

Hand Delivery: Responses should be presented in a sealed envelope with the project name listed to:
Courtney Charbonnet, Manager of Purchasing & Contract Services
City Park Conservancy
1 Palm Drive
New Orleans, LA 70124

***if delivering by hand, provide 1 original and a flash drive with an electronic copy*

IV. Contract

The selected respondent will enter into a CONTRACTOR AGREEMENT with City Park Conservancy, a blank draft of which is included in the RFP Documents.