

RFP - Keene ISD Walking Trail, Field Leveling, and Bridge



INTRODUCTION

The project consists of three primary components and should be itemized as such:

1. Construction of approximately one-half (1/2) mile of a six-foot (6') wide concrete walking trail;
2. Construction and installation of a bridge spanning an existing drainage ditch and connecting portions of the walking trail; and
3. Site grading and earthwork to level and prepare a designated area for the construction of a high school baseball field.

Keene ISD intends to select a qualified contractor or team based on qualifications, experience, proposed approach, project schedule, cost, and other factors outlined in this Request for Proposals.

DISTRICT BACKGROUND

Keene ISD is an Independent School District and is the 3rd smallest school district in Texas (by land size). The District lies on the outskirts of Keene, Texas, a family-friendly community

in North Texas with a student population of approximately 1,050.

Located just six miles West of Alvarado off Highway 67, with close proximity to Fort Worth. Major thoroughfares of Highway 67, and Interstate 35 South, offer easy access to all parts of the Metroplex, including Dallas, and other areas of North Texas as well.

QUALIFICATIONS

Proposals are not considered from a company or vendor if the company is in bankruptcy or in receiver's hands at the time of tendering a proposal or at the time of entering into a contract.

GENERAL

- A. The vendor will not be allowed to take advantage of any errors or omissions. The District reserves the right to: waive informalities in any proposal; to reject any or all proposals or portions of proposals; to accept any proposal, proposals, or portions of proposals deemed to be in the best interest of the District; and to negotiate or refuse to negotiate with any Vendor.
- B. Should there be any questions concerning these specifications, or the intent of these specifications, the prospective vendor shall apply in writing to Keene ISD for such information.
- C. These regulations, specifications, and invitation for proposals are deemed to be incorporated in the contract.
- D. Keene ISD reserves the right to award by item, or as a whole, or to reject any or all proposals.
- E. No oral statement of any person shall modify or otherwise change, or affect the terms, conditions or specifications stated in the resulting contract. All change orders to the contract will be made in writing by Keene ISD.
- F. Ethics: The vendor shall not offer or accept gifts or anything of value nor enter into any business arrangement with any employee, official or agent of Keene ISD.
- G. Exceptions/ Substitutions: All proposals meeting the intent of this request for proposals will be considered for negotiations. Vendors taking exception to the specifications, or offering substitutions, shall state these exceptions in the section provided or by attachment as part of the proposals. The absence of such a list shall indicate that the vendor has not taken exceptions and the vendor shall be responsible for performing in strict accordance with the specifications of the RFP. Keene ISD reserves the right to accept any and all or none of the exception(s) / substitution(s) deemed to be in the best interest of the District.
- H. Addenda: Any interpretations, corrections or changes to this RFP will be made by addenda. Sole issuing authority of addenda shall be vested in Keene ISD. Addenda will be mailed to all who are known to have received a copy of this RFP. Vendors shall acknowledge receipt of all addenda.
- I. Proposals must comply with all federal, state, county, and local laws concerning these services

REIMBURSEMENT

There is no express or implied obligation for the District to reimburse responding firms for any expenses incurred in preparing a response to this Request for Proposals. The Keene Independent School District will not reimburse responding firms for these expenses, nor will the District pay any subsequent costs associated with the provision of any additional information or presentations, or to procure a contract for these services.

COMMUNICATIONS

The District shall not be responsible for any verbal communications between any employee of the District and any potential firm. Only written requirements and proposals will be considered.

NEGOTIATIONS

Negotiations may be conducted with responsible firms who submit proposals and are reasonably susceptible of being selected. Firms will be ranked in order of preference; and contract negotiations, including pricing submitted as a part of their proposals, will begin with the top ranked firm. Should negotiations with the highest ranked firm fail to yield a contract, or, if the firm is unable to execute said contract, negotiations will be formally ended and then commence with the second highest ranked firm. This process will continue until a contract is authorized.

LAWS AND ORDINANCES

The vendor must show proof of its incorporation in the State of Texas or of its certification to do business in the State of Texas.

The vendor shall comply with the laws of the State of Texas and the Charter and ordinances of Keene ISD now in force, or which may hereafter be adopted.

PREVAILING WAGE RATES

The successful vendor shall comply with the Labor Laws of the State of Texas as concerns Prevailing Hourly Wage Rates for employees engaged in a Trade or Occupation.

PROTECTION OF WORK AND PROPERTY

The vendor shall continuously maintain adequate protection of all its work from damage and protect the District's property and all adjacent property from injury arising in connection with the form of agreement.

REQUIRED INSURANCE

By signing and submitting a proposal under this solicitation, the firm certifies that, if awarded the contract, it will have the following insurance coverage at the time the work commences:

1. Comprehensive General Liability Insurance or Commercial General Liability Insurance with a limit not less than a Combined Single Limit for Bodily Injury, Property Damage, and Personal Injury Liability of \$1,000,000 per occurrence and \$2,000,000 aggregate.

TAXES

Proposals shall not include any state tax, as Independent School Districts of the State of Texas are not subject to this tax. No Federal Tax of any kind shall be included unless the Federal Law specifically levies such tax.

QUALITY OF WORK

Firm shall warrant and certify that the firm and any other person designated to provide services hereunder has the requisite training, license, and/ or certification to provide said services and meets all competence standards promulgated by all other authoritative bodies and industry standards, as applicable to the services provided herein.

FAILURE TO COMPLY WITH REQUIREMENTS

Upon failure to comply with the requirements or specifications, the District shall have the right to reject such proposals, the form of agreement, and either award the form of agreement to an alternate vendor meeting the requirements and specifications or re-advertise the same.

KEENE ISD CONTACT

Any questions regarding this request for proposal should be directed to:

David Morgan
KISD Director of Operations
dmorgan@keeneisd.org

PROPOSAL SUBMISSION

Please submit your complete proposal, including all attachments, to:

Keene ISD
Attn: Business Office PO Box 656
Keene, Texas 76059

The outside of the envelope or email must be clearly marked **RFP - Keene ISD Walking Trail, Field Leveling, and Bridge**

Award of the contract resulting from this RFP will be based upon the most responsive and responsible vendor whose offer will be the most advantageous to Keene ISD in terms of cost, functionality, and other factors as specified elsewhere in this RFP.

Keene ISD reserves the right to:

- Reject any or all offers and discontinue this RFP process without obligation or liability to any potential Vendor,
- Accept other than the lowest priced offer,
- Award a contract on the basis of initial offers received, without discussions or requests for best and final offers, and
- Award more than one contract.

It is mandatory that all forms be completed for your submission to be considered valid. Any submittals received that do not have the required forms, signatures, and / or do not have the correct number of executed copies will be declared non-responsive.

Respondents and their agents are prohibited from lobbying members of the School Board, its staff, and consultants. Failure to comply with this clause shall be grounds for rejection of their proposals as non-responsive.

ORIGINAL OR ELECTRONIC SIGNATURE

A cover letter, signed by either the owner of the company, sole proprietor, or other representative authorized to bind the Vendor, must accompany every Response to the RFP in order for it to be considered. Digital signatures, as provided by the Electronic Records and Signatures in Commerce Act are acceptable.

DUE DATES

All proposals are due by **3:00 P.M. (local time) on Thursday, September 17, 2026.**

Late Proposals: Proposals received by the District after submission deadline will be considered void and unacceptable. The District is not responsible for lateness or non-delivery of mail, carrier, etc., and the date and time stamp in the District Secretary's office shall be the

official time of receipt. Late submittals will be returned to respondents unopened.

Withdrawal of Proposal: A proposal may not be withdrawn or canceled by the officer without the permission of the District for a period of thirty-days (30) following the date designated for the receipt of proposal, and vendor so agrees upon submission of their proposal.

Proposals Will Be: Received and publicly acknowledged at the location, date and time stated above. Vendors, their representatives and interested persons may be present. The proposals shall be received and acknowledged only so as to avoid disclosure of the contents to competing vendors and kept secret during negotiations. However, all proposals shall be open for public inspection after the contract is awarded, except for trade secrets and confidential information contained in the proposals and identified by the vendor as such.

Transmittal Letter

Include a short transmittal letter with each proposal. The transmittal letter shall:

- Summarize why the respondent believes itself to be the most qualified;
- Contain the statement "that to the best of the respondent's abilities, all information contained in the submitted proposal is complete and accurate;"
- Contain the statement "granting the District and its representatives authorization to contact any previous client of a respondent (or a respondent's team member) for the purposes of ascertaining an independent evaluation of the respondent's performance;" and

Supplemental Requirements:

- Proposer's Certification
- Conflict of Interest Questionnaire
- Debarment or Suspension Certification Form
- Felony Conviction Notice
- W-9

All submittals become the property of the Keene Independent School District.

Scope of Work

A) CONCRETE WALKING TRAIL

The contractor shall construct approximately one-half (1/2) mile of concrete walking trail.

The walking trail shall include, at a minimum:

- Approximately 2,640 linear feet of walking trail;
- Six-foot (6') minimum trail width;
- Concrete pavement suitable for pedestrian use and anticipated maintenance equipment;
- Clearing and preparation of the trail route as necessary;
- Excavation and grading;
- Subgrade preparation and compaction;
- Base material, if required by design or site conditions;
- Concrete placement, finishing, jointing, curing, and protection;
- Expansion and control joints as appropriate;
- Positive drainage along and across the trail;
- Restoration of disturbed areas;
- Connection to the bridge crossing and other designated access points;
- Compliance with applicable accessibility requirements, where applicable.

Contractor Responsibilities

The contractor shall evaluate existing site conditions and identify any anticipated issues that could affect construction, including:

- Drainage concerns;
- Soil or subgrade conditions;
- Existing utilities;
- Elevation changes;
- Erosion concerns;
- Tree or vegetation removal;
- Required retaining structures or slope stabilization.

Proposers shall clearly identify their recommended trail construction specifications, including:

- Concrete thickness;
- Reinforcement, if proposed;
- Base preparation;
- Control joint spacing;
- Drainage provisions; and
- Any recommended improvements beyond the minimum requirements.

B) BRIDGE OVER DRAINAGE DITCH

The project includes the construction or installation of a bridge crossing an existing drainage ditch near the existing field house and connecting to the sidewalk near home plate of the future baseball field. The bridge should be able to support a side by side vehicle and be under 7' wide.

The bridge shall provide a safe and durable connection between sections of the walking trail.

The bridge portion of the project shall include:

- Site investigation and measurement of the drainage crossing;
- Bridge design or coordination with a qualified structural engineer, as necessary;
- Appropriate bridge foundations, abutments, supports, or other structural components;
- Bridge deck suitable for pedestrian traffic;
- Connection to the six-foot (6') wide walking trail;
- Safety railings or guardrails, as required;
- Drainage and erosion protection around the bridge structure;
- Protection of the existing drainage ditch;
- Compliance with applicable local, state, and federal regulations;
- Required permits or coordination with permitting authorities;
- Restoration of disturbed areas.
- Length of bridge covered with closed gable roof

Bridge Design Considerations

The proposer shall evaluate and address:

- Required bridge span;
- Width requirements;
- Drainage capacity;
- Flooding considerations;
- Erosion and scour protection;
- Structural loading requirements;
- Accessibility;
- Safety railings;
- Long-term maintenance requirements.

Keene ISD encourages proposers to recommend the most practical and cost-effective bridge solution based on site conditions.

Potential bridge solutions may include, where appropriate:

- Prefabricated pedestrian bridge;
- Concrete bridge structure;
- Steel pedestrian bridge;
- Other engineered crossing solutions approved by the Owner.

The successful contractor shall provide all required structural calculations, drawings, engineering documentation, and certifications when required.

C) BASEBALL FIELD SITE PREPARATION

The third component of the project includes grading and leveling a designated section of property for the future construction of a high school baseball field.

The purpose of this portion of the project is to prepare the site to a generally level and usable condition suitable for future athletic field development.

Minimum Scope

The site preparation work shall include:

- Site evaluation and existing grade assessment;
- Clearing and removal of vegetation or other obstructions, as required;
- Excavation;
- Cut and fill operations;
- Import or export of soil, if necessary;
- Rough grading;
- Fine grading;
- Compaction of fill areas;
- Establishment of appropriate drainage;
- Erosion control;
- Stabilization of disturbed areas;
- Preparation of the designated site for future baseball field construction.

Grading Requirements

The contractor shall:

1. Review the proposed future baseball field area;
2. Identify existing elevations and site conditions;
3. Balance cut and fill material where practical;
4. Clearly identify any anticipated need for imported fill material or off-site disposal of excess material;
5. Provide compaction testing, if required;
6. Establish drainage patterns that will prevent standing water and erosion.

Keene ISD will provide additional information regarding the desired location, dimensions, and future orientation of the baseball field.

Proposers should identify any assumptions made regarding:

- Size of the area to be graded;
- Desired finished elevation;
- Existing topography;
- Soil conditions;
- Drainage requirements.

ENGINEERING, SURVEYING, AND DESIGN

Keene ISD may provide certain surveys, drawings, or site information to the selected contractor. However, proposers shall clearly identify all engineering, surveying, design, and permitting services included in their proposal.

The selected contractor may be required to coordinate with:

- Civil engineers;
- Structural engineers;
- Surveyors;
- Geotechnical professionals;
- Utility providers;
- Local governmental agencies;
- Drainage authorities.

Any required engineering shall be performed by appropriately licensed professionals.

SITE VISIT AND EXISTING CONDITIONS

Proposers are strongly encouraged to visit the project site prior to submitting a proposal.

The site visit should allow proposers to evaluate:

- Existing terrain;
- Trail alignment;
- Drainage conditions;
- Location and size of the drainage ditch;
- Access for construction equipment;
- Soil conditions;
- Vegetation;
- Utility concerns;
- Earthwork requirements;
- Potential staging areas.

Failure to inspect the site shall not relieve the contractor of responsibility for providing a complete proposal.

PROJECT DELIVERABLES

The successful contractor shall provide, as applicable:

- Project schedule;
- Construction plan;
- Proposed trail specifications;
- Bridge design and specifications;
- Structural engineering documentation;

- Grading and earthwork plan;
- Drainage plan;
- Erosion control plan;
- Required permits;
- Proof of insurance;
- Safety plan;
- Quality control plan;
- Subcontractor information;
- Testing and inspection documentation;
- Final project warranty information;
- Record drawings or as-built documentation, if required.

Evaluation of proposals

Criteria	Weight
Qualifications, Experience, References	30%
Technical Approach and Schedule	25%
Pricing Structure	35%
Warranty, Safety, Value Added Features	10%

Optional Site Walk

The district may schedule site visits to review and discuss project requirements.

LEVEL OF COMMITMENT

The District is not committed, by virtue of this request for proposal, to award a contract for services, or to pay costs incurred in the preparation of any proposal. Proposals submitted in response to this RFP become the property of the District, however, the District guarantees that

the confidentiality of the proposals so submitted will be preserved as far as possible under existing law.

RESERVATION OF RIGHTS

It is understood Keene ISD reserves the right to reject any or all proposals as it shall deem to be in the best interest of the District, or to negotiate any point in the proposals or subsequent contract. Further, the District reserves the right to cancel this request for proposals, either in part or in full, and to inspect the premises of the agency before awarding a contract. Receipt of any proposals shall under no circumstances obligate Keene ISD to accept the lowest dollar proposal. The award of this contract shall be made to the responsible bidder, whose proposal is determined to be the lowest evaluated offer resulting from negotiation, taking into consideration the relative importance of price and the other evaluation factors set forth in the request for proposals.

Disqualifications of Proponents

Although not intended to be an exhaustive list of causes for disqualifications, any one or more of the following causes, among others, may be considered sufficient for the disqualification of a proponent and the rejection of a proposal:

- Evidence of collusion among contractors
- Lobbying of District Board Members, Superintendent, or Staff
- Lack of competency as availed by either financial statements, experience or statements as submitted, or other factors.

Timetable

The deadline for submission of a proposal is **3:00 P.M. (local time) on Thursday, September 17, 2026.**

