Qualifying/Pre-Qualifying Sports Field Contractors

The purpose of qualifying, or pre-qualifying, Sports Field Contractors is to provide the end-user (Owner) a quality sports facility. The intent is not to restrict the number of bidders, but to restrict the bidders to those who are experienced in constructing quality sports field projects and have the proper equipment, financial stability, insurance and bonding capacity to successfully complete the project. In today’s economy, it is imperative that an Owner ensure it is getting a quality sports field contractor who specializes in the construction of sports fields. Qualification or pre-qualification of Sports Field Contractors eliminates a common problem when using the lowest bid process – receiving the low bid from a contractor who does not have requisite experience or other qualifications to complete the project.

There are many ways to qualify or pre-qualify contractors. Two (2) ways to qualify the Sports Field Contractor are:

1. The Owner publishes pre-qualifying criteria for the project, advertises the pre-qualification requirement through its normal project notification media and requires that all pre-qualifications be submitted at least thirty days prior to date of the proposal/bid. The Owner then identifies the qualified contractors and permits only qualified Sports Field Contractors to submit a proposal/bid. This ensures the Owner only receives proposals/bids from qualified Sports Field Contractors.

2. The Owner requires that qualifications be submitted along with the proposal/bid. The Owner then selects the qualified sports field contractor who has the most responsive and reasonable proposal/bid.

There are various means of publishing qualification criteria. Two common types of Qualification Statements are:

1. Proposer/bidder is required to submit an AIA Document A305 Contractor’s Qualification Statement. It is highly recommended that an attachment for additional requirements to the AIA Document be required. Information that may be pertinent to the Owner to qualify a Sports Field Contractor that is not covered by the AIA A305 should be requested in an Attachment to the AIA Document A305. An example of the Attachment would be the following:

   ADDITIONAL REQUIREMENTS
   FOR
   AIA DOCUMENT A305,
   CONTRACTOR’S QUALIFICATION STATEMENT
The following requirements shall be made part of the provisions of AIA Document A305 and shall be included as if originally included herein.

3. EXPERIENCE:

3.5.2 On a separate sheet of paper, list at least two (2) complete athletic field projects completed by the Sports Field Contractor during each of the past five (5) consecutive years, for a total of ten projects. For each project, state the field requirements, for example: “with eight inch to twelve inch (8"-12") depth sand based rootzone fields, not natural soil fields with sand added as an amendment;” or “with an underdrain system, six inch (6") stone base and synthetic turf installation.”

<table>
<thead>
<tr>
<th>Project Name</th>
<th>Project’s Complete Address (including Zip Code)</th>
<th>Owner’s Name</th>
<th>Owner’s Complete Address (including Zip Code)</th>
<th>Owner’s Telephone Area Code and Number</th>
<th>Owner’s Current Contact Person</th>
</tr>
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</table>

3.5.3 On a separate sheet, list laser technology and equipment and other specialized Sports Field Construction Equipment owned and/or leased.

3.6.1 The Sports Field Contractor shall have a Certified Field Builder, as certified by the American Sports Builders Association (ASBA), on staff. Provide resume(s) and copy of certification of all Certified Field Builders on staff.

2. Owner prepares its own Application for Qualification/Pre-Qualification. It should have the same basic elements as the AIA Document A305 Contractor’s Qualification Statement plus any additional information the Owner thinks pertinent to the project in order to judge the qualification of the potential proposer/bidder.

Experience is an extremely important element of the qualifications of a Sports Field Contractor to perform the work on any athletic field construction or renovation project. Project specifications do not always provide the construction background and understanding necessary to build the athletic facility. This comes with experience and knowledge of the sports field construction industry.