



**THE DISTRICT BOARD OF TRUSTEES OF GULF COAST STATE COLLEGE**

**REQUEST FOR PROPOSALS (RFP) FOR GULF COAST STATE COLLEGE DESIGN  
OF NEW SOFTBALL FIELD**

**OFFICE OF THE PROCUREMENT DIRECTOR  
5230 West U.S Highway 98  
Room 126  
PANAMA CITY, FLORIDA 32401**

**SUBMITTED BY:**

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**THE DISTRICT BOARD OF TRUSTEES OF  
GULF COAST STATE COLLEGE  
NOTICE OF REQUEST FOR PROPOSALS**

**SEALED REQUESTS FOR PROPOSALS (RFP)** from qualified firms to provide Design Services for Gulf Coast State College, shall be received by the **DISTRICT BOARD OF TRUSTEES OF GULF COAST STATE COLLEGE** at the Procurement Department, 5230 West U.S Highway 98, Panama City, Florida 32401 up until **2:00 PM (CST) on Wednesday, September 07, 2016**. Sealed submittals shall be opened at **2:00pm (CST) on Wednesday, September 07, 2016**.

Request for Proposals shall be submitted in a sealed envelope, plainly marked with respondent's name, address, date and time of opening, and RFP number RFP#1-2016/2017 for GCSC Design Services of new softball field.

**Please submit one (1) original (Marked Original), seven (7) copies and one (1) readable CD or electronic thumb drive of your proposal package to GCSC Procurement.**

**Description of Work:** This is advertisement for proposals, for Design services of new softball field for Gulf Coast State College.

**RFP NO: 1-2016/2017**

RFP documents may be obtained at the Gulf Coast State College Procurement Department, 5230 West U.S Highway 98, Panama City, FL 32401. Electronic versions of the proposal package are available via internet at: <http://www.gulfcoast.edu/administration-departments/index.html> Inquiries regarding this RFP should be directed to Fred Brown, Procurement Director, via email to: [fbrown3@gulfcoast.edu](mailto:fbrown3@gulfcoast.edu) or FAX to (850) 767 8043.

The District Board of Trustees of Gulf Coast State College reserves the right to accept or reject any and all proposals in whole or in part, to withdraw the RFP, to waive informalities in the solicitation documents, to obtain new proposals, or to postpone the opening pursuant to the Gulf Coast State College Procurement Policy. Each proposal shall be valid and binding for a period of ninety (90) days after the opening.

**Gulf Coast State College is an Equal Opportunity Employer.**

Submitted by Brenda Washington  
Senior Purchasing Assistant/Buyer  
[bwashington@gulfcoast](mailto:bwashington@gulfcoast)

**NOTICE TO PUBLISHER: This legal ad to appear on Sunday, August 01, & August 19, 2016**

Please forward the original "Proof of Publication" and the invoice to:  
Gulf Coast State College, 5230 West Highway 98  
Attn: Accounts Payable; Email: [accpay@gulfcoast.edu](mailto:accpay@gulfcoast.edu)  
Panama City, Florida 32401

Purchase Order Number P\_\_\_\_\_ will be forwarded to you

## **INSTRUCTIONS TO PROPOSERS**

### **1. Proposal Documents**

The solicitation documents are on file at the Gulf Coast State College Procurement Department, and available on its website: [gulfcoast.edu/procurement/default](http://gulfcoast.edu/procurement/default).

It is the intent of this Request for Proposals (RFP) to solicit proposals from interested Firms that are capable of performing services.

### **2. Questions Regarding RFP:**

Proposers shall direct any questions regarding this RFP in writing to the GCSC Procurement Director, Fred Brown, at [fbrown3@gulfcoast.edu](mailto:fbrown3@gulfcoast.edu). All questions shall be submitted before **4:00 pm on Wednesday, August 24, 2016.**

GCSC will respond in writing to any questions regarding the RFP submitted in writing prior to the deadline identified above. Such responses will be issued as an addendum to this Request for Proposals. All addendums issued are the sole responsibility of firms.

No telephone, verbal or oral questions will be accepted and no oral statement made by any officers; employee or agent of GCSC shall be binding. Only statements in writing in this RFP or in any addendum to this RFP shall be binding on GCSC.

### **3. Proposal Form**

All proposals shall include completed copies of the forms provided in this RFP, properly executed and with all items filled out. Do not change the wording of the Proposal Form and do not add words to the wording of the Proposal Form. No conditions, limitations or provisions will be attached or added to the Proposal Form by the Proposer. Alterations by erasure or interlineations must be explained or noted in the proposal over the signature of the proposer.

### **4. Proposal Submittal Requirements**

All proposers and all proposed subcontractors shall have the following certifications and qualifications.

- 1. State of Florida Business License**
- 2. State of Florida License Engineering/Architect**
- 3. Provide Proof of Insurance for the State of Florida**
- 4. All individual Florida professional licenses required by law for those individuals who are proposed to provide work on this project being procured pursuant to this RFQ.**

Each Proposer being considered for this project is required to submit a Statement of Qualifications. The SOQ shall include sufficient information to enable the GCSC to evaluate the qualifications of the Proposer to provide the desired services.

All submittals are to be on 8 ½" x 11" papers or if larger documents are required they are to be folded to 8 ½" x 11" sizes. Proposals should be stapled together or bound with comb binding. Proposals submitted in 3 ring binders **will not** be accepted. Submit one (1) original (plainly marked "ORIGINAL"), seven (7) copies and one (1) readable CD or electronic thumb drive, send the proposals to:

**Gulf Coast State College Procurement Department  
5230 West U.S Highway 98, Room 126  
Panama City, Florida 32401**

The Proposer must have a minimum of five (5) years' experience designing Athletics Fields, preferably softball fields and performing construction services required herein and submittals shall include the following items in the order listed:

- a. SF 330 – for Architect/Engineering Firm and all sub consultants. The SF 330 Section E shall only include personnel that will be working on the project. Section F "Example Projects Which Best Illustrate Proposed Team's Qualifications For This Contract" shall only include similar project(s).
- b. Business, Architect/Engineering firm and professional licenses for all the proposer and team members to include proposed sub consultants, as required by law.
- c. Provide Project Organization Chart. The chart shall only include personnel that will work on this project. The Architect/Engineering firm in charge of the project design shall be clearly indicated along with all team members supervised by this individual.
  - Project Organization Chart to include names, titles, work telephone numbers and work addresses
- d. Approach and understanding of the project. This should be a narrative description and any applicable illustrations to show that the firm understands all elements of the project, to include but not limited to: site conditions, building basic configuration, space usage, desired aesthetics, project coordination responsibilities, permitting, total quality control of design, design submittal to include specifications and construction sequence, etc. Narrative shall also discuss the firm's experience with working with colleges
- e. Provide change order history showing dollar amounts and time extensions over past three (3) calendar years.
- f. Proposer shall provide a brief history of firm's sales/services operations in the local area and accounts with school districts, colleges and universities in the State of Florida. Provide recent, current and projected workload and ability to incorporate this project into workload.
- g. Provide Project Schedule, schedule shall be based on calendar days. Proposer shall designate the amount of calendar day after Notice to Proceed.
- h. Proposer shall provide a description of firm's experience in providing similar size account services. Names, addresses, and telephone numbers of at least three (3) references with similar sized accounts or larger must be provided. If

the Proposer doesn't possess any experience similar to the services required, the proposer must provide any pertinent information or experiences that may qualify it for consideration of award.

- i. Proposer shall provide a single point of contact for matters in relation to the proposal and understand award of this proposal shall require a single point of contact for services.
  - Name
  - Phone Number(s)
  - Email Address
- j. Information regarding whether the Proposer is a certified minority business enterprise.
- k. Addendum Acknowledgement Form
- l. Anti-Collusion Clause Form
- m. Conflict of Interest Form
- n. Drug Free Workplace Form
- o. E-verify Form
- p. PUR 7068 Public Entity Crime Form
- q. Sub-Contractors Form

The Proposer may not change or alter proposal, or work as detailed at any time after submittal opening from what was presented in their RFP unless approved by the GCSC.

## **5. Delivery**

Each proposal package shall be addressed to the District Board of Trustees of Gulf Coast State College, Attn: Procurement, and shall be delivered to the Gulf Coast State College, at 5230 West U.S Highway 98, Room 121 or 126, Panama City, Florida 32401, on or before the day and/or hour set for the opening of proposals. Each proposal shall be enclosed in a sealed envelope bearing the title of the work, the name of the proposer and the date for opening. It is the sole responsibility of the proposer to ensure that their proposal submittal is received on time. Late submissions will be rejected.

## **6. Withdrawal of Proposals**

Any proposer may withdraw its proposal by written request, to GCSC Procurement Director at any time prior to the deadline for proposal.

## **7. Basis of Award**

GCSC will select in order of preference no fewer than **three(3)** firms deemed to be the most highly qualified to perform the required services under this RFP. Selection of firm will be based on the criteria form shown in RFP. GCSC will then negotiate a contract with the most qualified firm for a professional service at compensation which GCSC determines is fair, competitive and reasonable.

## **8. Right to Reject**

The College reserves the right, and the College's Director of Procurement, has sole discretion, to cancel a solicitation at any time prior to approval of the award by

District Board of Trustees of Gulf Coast State College Florida when such approval is required. The decision to cancel a solicitation cannot be the basis for a protest pursuant to the College policy or Florida law.

- a. reject any or all proposals received;
- b. withdraw this RFP
- c. select and award any portion of any or all proposal items;
- d. waive minor informalities and irregularities in the proposer's submittal.

A proposal may be rejected if it is non-responsive or does not conform to the requirements and instructions in this RFP. A proposal may be non-responsive by reasons including, but not limited to, failure to utilize or complete prescribed forms, conditional proposals, incomplete proposals, indefinite or ambiguous proposals, failure to meet deadlines and improper and/or undated signatures. Other conditions which may cause rejection of proposals include evidence of collusion among proposers, obvious lack of experience or expertise to perform the required work, submission of more than one proposal for the same work from an individual, firm or corporation under the same or a different name, failure to perform or meet financial obligations on previous contracts. Proposals will be rejected if not delivered on or before the date and time specified as the due date for submission.

## **9. Execution of Agreement**

GCSC will agree to a contract with successful Firm. The Firm selected by the GCSC shall submit a schedule of values to be used to determine a payment draw schedule to the GCSC at or before the time of Notice of Award. The draw schedule shall be subject to review, modification and approval by the GCSC. The total of the Schedule of Values in the draw schedule will be the fixed fee contract amount. No invoices will be processed until GCSC staff has approved the schedule of values and received a signed contract by both parties.

The terms and conditions of this contract are fixed price and fixed time. The Architect/Engineering Firm's negotiated fee is to be a fixed price for completing the scope of work detailed in this RFP.

The successful proposer shall, within 10 days after receipt of the Notice of Award and the contract forms or documents, sign and deliver to the GCSC Procurement Director all required contract documents. The awarded proposer shall also deliver the policies of insurance or insurance certificate as required. All insurance documents shall be approved by the GCSC Administration & Finance Office before the successful proposer may proceed with the work.

Gulf Coast State College reserves the right to terminate agreement at no additional cost due to the lack of and/or poor services. Including proposer not meeting terms set forth in this RFP after Awarded.

Proposed compensation will only be considered during the negotiation phase of the procurement. Proposers are prohibited from including any compensation, fee or cost information in proposal.

#### **10. Representations**

Information obtained from an officer, agent, or employee of GCSC or any other person shall not affect the risks or obligations assumed by the Proposer or relieve the Proposer from fulfilling any of the conditions of the contract.

#### **11. Point of Contact**

The GCSC Procurement Director will be the only point of contact for this Request for Proposal. **Under no circumstances may a proposer contact any member of the District Board of Trustees, GCSC Administrators, or GCSC employees concerning this solicitation until after award.** Any such contact may result in proposal disqualification.

#### **12. Proposal Protest**

All protests shall be filed in accordance with Section 120.57(3), Florida Statutes, and the GCSC procurement policies. Failure to file a protest within the time prescribed in Section 120.57(3), Florida Statutes, shall constitute a waiver of proceedings under Chapter 120, Florida Statutes. Protestors are required to post a bond equal to 5% of the accepted proposal per Florida Statute 255.0516. GCSC will follow the statutory procedures for the resolution of protests arising from the contracting process. It is the sole responsibility of the protestor to know and follow all procedures according to Florida Statutes.

#### **13. Prohibition on Contingency Fees**

Any Firm awarded a contract pursuant to this RFP must warrant that it has not employed or retained any company or person, other than a bona fide employee working solely for that firm, to solicit or secure the contract and that the firm has not paid or agreed to pay any person, company, corporation, individual or firm, other than a bona fide employee working solely for the firm, any fee, commission, percentage, gift or other consideration contingent upon or resulting from the award or making of the contract.

#### **14. Public Records**

Upon award recommendation or thirty (30) calendar days after opening, whichever occurs first, all proposals or other information submitted in response to this RFP shall be public record subject to public disclosure pursuant to the Public Records Act, Chapter 119, Florida Statutes. If a Proposer believes any information submitted to GCSC is exempt from disclosure under the Public Records Act, it must specifically identify the exempt information and provide the statutory basis for the exemption. The Proposer also must provide one additional copy of the submittal on which any information the Proposer claims is exempt has been redacted. The Proposer will be responsible for all costs of GCSC, including attorney's fees, associated with defending any asserted exemption from disclosure under the Public Records Act.

### **Submittal/Evaluation Information**

1. Representatives from the Procurement Department will review the Request For Proposals (RFP) for completeness and meeting the requirements as per RFP. Those RFPs deemed complete and responsive will be forwarded to a GCSC Evaluation Committee.
2. The GCSC Evaluation Committee shall evaluate the RFPs based on the evaluation criteria in Section 287.055(4)(b), Florida Statutes, and this RFP and may request oral presentations by no fewer than **three (3)** Proposers. The GCSC Evaluation Committee will recommend to the GCSC Board of Trustees at least three (3) firms deemed to be most qualified ranked in order of preference.

Upon approval of this short list by the Board of Trustees and authorization to GCSC staff to negotiate a contract with the top ranked firm, negotiations shall proceed with the firm ranked in first place. If staff is unable to negotiate an agreeable contract with the top ranked firm, they will initiate negotiations with the second ranked firm and so on until a contract can be reached or GCSC decides to reject all proposals and withdraw this RFP.

3. The provisions of this RFP from Proposers shall not create any legal or other obligation between GCSC and any Proposer except as expressly set out in this RFP.
4. GCSC will make the selections primarily on the basis of the response to this RFP, addendums and any further information received from Proposers during presentations. Although information additional to that requested in this RFP may be provided by respondents, any consideration of this information shall be at the discretion of GCSC. GCSC shall be the sole judge of the award of this project to the respondent considered by the GCSC to offer the best overall response with a resulting negotiated agreement that is most advantageous and in the best interest of GCSC.
5. Firms will be evaluated based on the following criteria and scoring method.

**Gulf Coast State College**  
**RFP# 1-2016/2017 Design of New Softball Field Evaluation Form**

<b>Criteria for Evaluation Proposals</b>	<b>Points Range</b>	<b>Maximum Points</b>	<b>Firm 1</b>	<b>Firm 2</b>	<b>Firm 3</b>	<b>Firm X</b>	<b>Comments/Notes</b>
<b>Company's Qualifications/ Approach and Understanding</b>	0 - 50	50					
<b>Past performance of firm on similar projects</b>	0 - 20	20					
<b>Recent, current and projected workloads of the firm</b>	0 – 15	15					
<b>W/MBE Firm</b>	0 - 05	05					
<b>References</b>	0 - 10	10					
<b>TOTAL:</b>	0-100	100					

The college evaluation committee will review and read the information provided in the vendor proposal packets and rate criteria according to this Evaluation Form.



## **PROJECT SCOPE AND GOALS**

### **Scope:**

The purpose of the Request for Proposals (RFP) is to solicit competitive proposals from qualified Architect/Engineering firms with experience in designing college softball fields. The Architect/Engineering firm must have been the principle firm in charge of the design of facilities. Design Architect/Engineering team shall be responsible for complete design including surveying, verifying existing site conditions, geotechnical investigations, permitting, coordination with other agencies, Architect/Engineering plans, technical specifications, NJCAA and/or NCAA requirements for softball field of play, and all other work associated with complete design of a college softball field. Architect/Engineering shall submit for all proper permits

The college reserves the right to ask vendor for additional information to help make a better decision on Request for Proposals and services.

### **Performance Standards:**

The design shall be consistent with federal and state standards for Construction of State Building. The project shall be designed and constructed in accordance with the following standards:

- **Latest addition of the Florida Building Codes to include all appropriate ADA requirements.**
- **FDEP Rule 62-346 Environmental Resource Permitting in Northwest Florida.**
- **City of Panama City Land Development Regulation.**
- **State of Florida Department of Management Services Policy Number REDM 08-104 ( Energy Star)**
- **State Requirements for Educational Facilities (SREF)**
- **NCAA Softball Field of Play Rules**

### **Surveying:**

All survey work required for the project shall be the responsibility of the Architect/Engineering Firm.

### **Geotechnical Services:**

The Architect/Engineering Firm, whether itself or through subcontractors, is responsible for identifying and performing any geotechnical investigation, analysis, and design dictated by the project needs. Geotechnical work and findings shall be documented in a report and a signed and sealed copy provided to the GCSC.

**Utility Coordination:**

If the GCSC moves forward with construction of the project, the Architect/Engineering Firm is responsible for all utility coordination, which includes but is not limited to:

1. Ensuring that utility coordination and design is conducted in accordance with the local, state and federal standards, policies, procedures, and design criteria.
2. Identifying all existing utilities and coordinating any new installations.
3. Scheduling utility meetings, preparing and distributing minutes for all utility meetings and ensuring expedient follow-up on all unresolved issues.
4. Distributing all plans, conflict matrixes and changes to affected utility owners and making sure this information is properly coordinated.
5. Identifying and coordinating the completion of any GCSC or utility owner agreement that is required for reimbursement, or accommodation of the utility facilities associated with the project.
6. Resolving utility conflicts.
7. Incorporating utility plans in the construction plans.

**Meetings:**

If GCSC moves forward with construction of project, GCSC will chair the Kickoff Meeting. Subsequent to that meeting, the Architect/Engineering Firm shall be responsible for scheduling, organizing, preparing agendas for, running (chairing) and recording all meetings necessary for design, as well as preparing and distributing meeting minutes. Meetings to be held include, but are not limited to:

- Project Kick-off meeting with GCSC Staff
- Design Review meetings with GCSC Staff at the Conceptual, 60%, and 90% phases of design
- Meetings with Key Stakeholders, and other agencies as necessary to determine user requirements
- Coordination meetings with Utility Companies, Permitting Agencies, etc.
- Pre-Bid Meeting for Construction Phase of Project.
- Design Progress Update Meetings

**Construction Plans and Specifications, Preparation, Review, and Approval:**

Plans shall be submitted to the GCSC Vice President of Administration & Finance and Director of Procurement for review and coordination at the Conceptual, 60% and 90% phases of design. Three (3) copies of the plans shall be submitted for each phase, all on D size paper and an electronic pdf copy. Plans shall be submitted a minimum of 10 working days prior to the corresponding design review meeting with GCSC staff.

The final set of plans shall be signed and sealed by the Architect/Engineering Firm's Architect and Engineer in responsible charge of design. Two (2) signed and sealed copies of the final plans shall be submitted to GCSC Procurement Department on D size paper. Additionally, a digital set of final plans shall be submitted on CD, DVD or thumb drive in PDF file format to the GCSC Procurement Department as part of close out documents. The specifications shall be submitted for review with the 90% plans.

An electronic PDF copy of plans and specifications releasable for bidding shall be provided to the GCSC.

**Design Documentation, Computations and Quantities:**

The Architect/Engineering Firm shall submit with the final plans the design notes and computations to document the design conclusions reached during the development of the construction plans. The design notes and computation sheets shall be fully titled, numbered, dated, indexed, and signed by the designer. Computer output forms and other oversized sheets shall be folded to a standard size 8½" x 11".

The design notes and calculations shall include, but are not limited to:

- Design standards used for the project
- Documentation of decisions reached resulting from meetings, telephone conversations or site visits

**Progress Reporting:**

The Architect/Engineering Firm shall provide a written monthly progress report and updated project schedule each month on or before the last work day of the month to the GCSC Vice President of Administration & Finance, describing the work performed during the month and any items of concern. In addition to the monthly report the Architect/Engineering Firm shall host progress meeting at a location to be determined by GCSC staff at the request of college.

**Design Information provided by the GCSC:**

GCSC will provide the following information to the Architect/Engineering Firm

- Existing civil plans of area.

**Permitting:**

If GCSC moves forward with construction of the project, the Architect/Engineering firm shall be responsible for identifying all required permits, preparing complete permit application packages and obtaining the permits. Contractor is responsible for picking up and paying for permits under the review of the Architect/Engineering Firm.

GCSC will reimburse all permit fees. The Architect/Engineering Firm shall act as the GCSC authorized representative for permitting purposes only. If any agency rejects or denies the permit application, the Architect/Engineering Firm shall be responsible for making the changes necessary to ensure the permit is approved. Any fines levied by permitting agencies shall be the responsibility of the Architect/Engineering Firm.

Permits to be obtained may include, but are not limited to:

- NFWFMD Environmental Resource
- FDEP NPDES

Any requests by the Firm for extension of contract time due to permitting delays must be submitted in writing to GCSC. GCSC Staff has the authority to make a determination to grant a non-compensable time extension for any impacts beyond the reasonable control of the firm in securing permits. Furthermore, as to any such impact, no modification provision will be considered by GCSC unless the firm clearly establishes that it has continuously from the beginning of the project aggressively, efficiently and effectively

pursued the securing of the permits including the utilization of any and all reasonably available means and methods to overcome all impacts.

**Construction Engineering and Inspection Services:**

If GCSC moves forward with construction of the project, the contractor shall provide daily inspections to document work activities and progress. During construction the Architect/Engineering Firm shall review the installation of materials at least once a week. The review is to assure that the contractors are installing specified materials in the manner of which it is intended. Report any and all deficiencies to the designated GCSC Vice President of Administration & Finance and/or Director of Procurement.

**Material Submittals & Shop Drawings:**

During construction, the Architect/Engineering firm shall be responsible for the approval of all material submittals and Shop Drawings. Shop Drawings shall be submitted to the Architect/Engineering Firm and shall bear the stamp and signature of the Specialty Engineer. The Architect/Engineering Firm will review the Shop Drawing(s) to evaluate compliance with project drawings and specifications and provide any findings to the GCSC. GCSC will review the records of the Architect/Engineering Firm to assure that the Architect/Engineering Firm has both accepted and signed the submittals. It will be the Architect/Engineering Firm's responsibility to notify the GCSC of any specification or drawing changes that create a need for drawing or specification changes. GCSC review is not meant to be a complete and detailed review. Component submittals must be accompanied by sufficient information for adjoining components or areas of work to allow for proper evaluation of the component submitted for review. Submittal schedule shall be a part of specifications by Architect/Engineering Firm

**Sequence of Construction:**

The Architect/Engineering firm shall design the work in a logical manner and with the following objectives as guides:

1. Maintain or improve, to the maximum extent possible, the quality of existing operations, throughout the duration of the project.
2. Maintain reasonable direct access to adjacent properties at all time.
3. Provide an OSHA Safety and clean construction site at all times.

**Project Goals:**

1. Good team work between GCSC staff, the users, and Architect/Engineering firm's team.
2. Receive high quality services and achieve aesthetically pleasing project at completion.
3. Develop good communication between all parties.
4. Coordination of design and construction phases.

## **GULF COAST STATE COLLEGE RISK MANAGEMENT REQUIREMENTS FOR PROFESSIONAL SERVICES**

### **GCSC DEFINED**

The term GCSC (wherever it may appear) is defined to mean the Gulf Coast State College itself, its Board of Trustees, officers, employees, volunteers, representatives and agents.

### **OTHER PARTY DEFINED**

The term Other Party (wherever it may appear) is defined to mean the other person or entity which is a party to this agreement, contract or lease, any subsidiaries or affiliates, officers, employees, volunteers, representatives, agents, contractors and subcontractors.

### **HOLD HARMLESS**

The Other Party shall indemnify and hold harmless the GCSC, their officers and employees, from liabilities, damages, losses and costs, including, but not limited to, reasonable attorney's fees, to the extent caused by the negligence, recklessness, or intentional wrongful misconduct of the Other Party and persons employed or utilized by the Other Party in the performance of the agreement or contract.

The Other Party shall hold harmless and indemnify the GCSC against all claims for financial loss with respect to the provision of or failure to provide professional or other services resulting in professional, malpractice, or errors or omissions liability arising out of performance of the agreement or contract, unless such claims are a result of the GCSC's sole negligence.

### **PAYMENT ON BEHALF OF GCSC**

The Other Party agrees to pay on behalf of the GCSC, and to pay the cost of the GCSC's legal defense, as may be selected by the GCSC, for all claims described in the Hold Harmless paragraph.

Such payment on behalf of the GCSC shall be in addition to any and all other legal remedies available to the GCSC and shall not be considered to be the GCSC's exclusive remedy.

### **LOSS CONTROL/SAFETY**

Precaution shall be exercised at all times by the Other Party for the protection of all persons, including employees, and property. The Other Party shall be expected to comply with all laws, regulations or ordinances related to safety and health, shall make special effort to detect hazardous conditions and shall take prompt action where loss control/safety measures should reasonably be expected.

GCSC may order work to be stopped if conditions present immediate danger to persons or property. The Other Party acknowledges that such stoppage will not shift responsibility for any damages from the Other Party to the GCSC.

#### **DRUG FREE WORK PLACE REQUIREMENTS**

All contracts or purchase orders with individuals, or organizations that wish to do business with District Board of Trustees of GCSC shall require contractors, subcontractors, vendors or consultants to have a substance abuse policy that adheres to section 440.102 Florida Statutes. In the event an employee of a supplier of goods or services is found to have violated the Substance Abuse Policy, that employee shall be denied access to the GCSC premises and job sites. In addition, if the violation is considered flagrant by the GCSC, and the GCSC is not satisfied with the actions of the contractor, subcontractor, vendor or consultant's employees, the GCSC can exercise its right to bar all of the contractor's, subcontractor's, vendor's, or consultant's employees from its premises, or decline to do business with the contractor, subcontractor, vendor or consultant in the future.

All expenses and penalties incurred by a contractor, subcontractor, vendor or consultant as a result of a violation of the GCSC's Substance Abuse Policy requirement shall be borne by the contractor, subcontractor, vendor, or consultant.

#### **INSURANCE - BASIC COVERAGES REQUIRED**

The Other Party shall procure and maintain the following described insurance, except for coverages specifically waived by the GCSC, on policies and with insurers acceptable to the GCSC.

These insurance requirements shall not limit the liability of the Other Party. The GCSC does not represent these types or amounts of insurance to be sufficient or adequate to protect the Other Party's interests or liabilities, but are merely minimums.

Except for workers compensation and professional liability, the Other Party's insurance policies shall be endorsed to name the District Board of Trustees of Gulf Coast State College as an additional insured to the extent of the GCSC's interests arising from this agreement, contract or lease. (General Liability and Business Auto)

Except for workers compensation, the Other Party waives its right of recovery against the GCSC, to the extent permitted by its insurance policies.

The Other Party's deductibles/self-insured retentions shall be disclosed to the GCSC and may be disapproved by the GCSC. They shall be reduced or eliminated at the option of the GCSC. The Other Party is responsible for the amount of any deductible or self-insured retention.

Insurance required of the Other Party or any other insurance of the Other Party shall be considered primary, and insurance of the GCSC shall be considered excess, as may be

applicable to claims which arise out of the Hold Harmless, Payment on Behalf of GCSC, Insurance, Certificates of Insurance and any Additional Insurance provisions of this agreement, contract or lease.

#### **Workers Compensation Coverage**

The Other Party shall purchase and maintain workers compensation insurance for all workers compensation obligations imposed by state law and employer's liability limits of at least \$100,000 each accident and \$100,000 each employee/\$500,000 policy limit for disease.

The Other Party shall also purchase any other coverages required by law for the benefit of employees.

#### **General, Automobile and Excess or Umbrella Liability Coverage**

The Other Party shall purchase and maintain coverage on forms no more restrictive than the latest editions of the Commercial General Liability and Business Auto policies of the Insurance Services Office.

Minimum limits of \$1,000,000 per occurrence for all liability must be provided, with excess or umbrella insurance making up the difference, if any, between the policy limits of underlying policies (including employers liability required in the Workers Compensation Coverage section) and the total amount of coverage required.

#### **Commercial General Liability Coverage - Occurrence Form Required**

Coverage A shall include bodily injury and property damage liability for premises, operations, products and completed operations, independent contractors, contractual liability covering this agreement, contract or lease, broad form property damage, and property damage resulting from explosion, collapse or underground (x,c,u) exposures.

Coverage B shall include personal injury.

Coverage C, medical payments, is not required.

The Other Party is required to continue to purchase products and completed operations coverage, at least to satisfy this agreement, contract or lease, for a minimum of three years beyond the GCSC's acceptance of renovation or construction projects.

#### **Business Auto Liability Coverage**

Business Auto Liability coverage is to include bodily injury and property damage arising out of ownership, maintenance or use of any auto, including owned, nonowned and hired automobiles and employee nonownership use.

**Excess or Umbrella Liability Coverage**

Umbrella Liability insurance is preferred, but an Excess Liability equivalent may be allowed. Whichever type of coverage is provided, it should be at least “following form” and shall not be more restrictive than the underlying insurance policy coverages.

**ADDITIONAL INSURANCE****Professional Liability/Malpractice/Errors or Omissions Insurance**

The Other Party shall purchase and maintain professional liability or malpractice or errors or omissions insurance with minimum limits of \$1,000,000 per occurrence.

If a claims made form of coverage is provided, the retroactive date of coverage shall be no later than the inception date of claims made coverage, unless the prior policy was extended indefinitely to cover prior acts.

Coverage shall be extended beyond the policy year either by a supplemental extended reporting period (ERP) of as great duration as available, and with no less coverage and with reinstated aggregate limits, or by requiring that any new policy provide a retroactive date no later than the inception date of claims made coverage.

**EVIDENCE/CERTIFICATES OF INSURANCE**

Certificate Holder will be addressed as the Gulf Coast State College, 5230 West U.S Highway, Panama City, Florida 32401. All certificates, cancellation, nonrenewal or adverse change notices should be mailed to this address. As outlined above, the Gulf Coast State College is to be named as Additional Insured on General Liability and Business Auto.

Each Certificate will address the service being rendered to the GCSC by the Other Party.

Required insurance shall be documented in Certificates of Insurance which provide that the GCSC shall be notified at least 30 days in advance of cancellation, nonrenewal or adverse change.

New Certificates of Insurance are to be provided to the GCSC at least 15 days prior to coverage renewals.

If requested by the GCSC, the Other Party shall furnish complete copies of the Other Party's insurance policies, forms and endorsements.

For Commercial General Liability coverage the Other Party shall, at the option of the GCSC, provide an indication of the amount of claims payments or reserves chargeable to the aggregate amount of liability coverage.



Receipt of certificates or other documentation of insurance or policies or copies of policies by the GCSC, or by any of its representatives, which indicate less coverage than required does not constitute a waiver of the Other Party's obligation to fulfill the insurance requirements herein.

## ADDENDUM ACKNOWLEDGEMENT

I acknowledge receipt of the following addenda:

ADDENDUM NO. \_\_\_\_\_

DATED \_\_\_\_\_

ADDENDUM NO. \_\_\_\_\_

DATED \_\_\_\_\_

ADDENDUM NO. \_\_\_\_\_

DATED \_\_\_\_\_

ADDENDUM NO. \_\_\_\_\_

DATED \_\_\_\_\_

ADDENDUM NO. \_\_\_\_\_

DATED \_\_\_\_\_

Name of Firm: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

**It is the responsibility of the firm to ensure that they have received addendums if issued. Call (850) 872-3843 or email [fbrown3@gulfcoast.edu](mailto:fbrown3@gulfcoast.edu) prior to submitting your proposal to ensure that you have received addendums.**

### **ANTI-COLLUSION CLAUSE**

Firm certifies that their response is made without prior understanding, agreement or connection with any Corporation, Firm or person submitting a response for the same services and is in all respects fair and without collusion or fraud.

Name of Firm: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

## CONFLICT OF INTEREST DISCLOSURE FORM

For purposes of determining any possible conflict of interest, all firms, must disclose if any District Board of Trustees of Gulf Coast State College(s), employee(s), elected officials(s), of if any of its agencies is also an owner, corporate officer, agency, employee, etc., of their firm.

Indicate either "yes" (a GCSC employee, elected official, or agency is also associated with your firm), or "no". If yes, give person(s) name(s) and position(s) with your firm.

YES \_\_\_\_\_

NO \_\_\_\_\_

**NAME(S)**

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**POSITION(S)**

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Name of Firm: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

**DRUG FREE WORKPLACE**  
**Section 287.087 Florida Statutes**

Preference shall be given to businesses with drug-free workplace programs. Whenever two or more proposals, which are equal with respect to price, quality, and service, are received by the GCSC for the procurement of commodities or contractual services, a proposal received from a business that certifies that it has implemented a drug-free workplace program shall be given preference in the award process. Established procedures for processing tie bids will be followed if none of the tied vendors have a drug-free workplace program. To have a drug-free workplace program, a business shall:

1. Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition.
2. Inform employees about the dangers of drug abuse in the workplace, the business's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations.
3. Give each employee engaged in providing the commodities or contractual services that are under Bid a copy of the statement specified in subsection (1).
4. In the statement specified in subsection (1), notify the employees that, as a condition of working on the commodities or contractual services that are under Bid, the employees will abide by the terms of the statement and will notify the employer of any conviction of, or plea of guilty or nolo contendere to, any violation of Chapter 893 or of any controlled substance law of the United States or any state, for a violation occurring in the workplace no later than five (5) days after such conviction.
5. Impose a sanction on, or require the satisfactory participation in a drug abuse assistance or rehabilitation program if such is available in the employee's community, by an employee who is so convicted.
6. Make a good faith effort to continue to maintain a drug-free workplace through implementation of this section.

As the person authorized to sign the statement, I certify that this firm complies fully with the above requirements.

Name of Firm: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

## **E-VERIFY**

Vendor/Consultant acknowledges and agrees to the following: Vendor/Consultant shall utilize the U.S. Department of Homeland Security's E-Verify system, in accordance with the terms governing use of the system, to confirm the employment eligibility of:

1. All persons employed by the Vendor/Consultant during the term of the Contract to perform employment duties within Florida; and
2. All persons, including subcontractors, assigned by the Vendor/Consultant to perform work pursuant to the contract with GCSC.

Name of Firm: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

SWORN STATEMENT PURSUANT TO SECTION 287.133(3)(a),  
FLORIDA STATUTES,  
**PUBLIC ENTITY CRIMES**

THIS FORM MUST BE SIGNED AND SWORN TO IN THE PRESENCE OF A NOTARY PUBLIC OR OTHER OFFICIAL AUTHORIZED TO ADMINISTER OATHS.

1. This sworn statement is submitted to \_\_\_\_\_

by \_\_\_\_\_

for \_\_\_\_\_

whose business address is

\_\_\_\_\_  
\_\_\_\_\_

and (if applicable) its Federal Employer Identification Number (FEIN) is \_\_\_\_\_

(If the entity has no FEIN, include the Social Security Number of the individual signing this sworn statement:

\_\_\_\_\_

2. I understand that a "public entity crime" as defined in Paragraph 287.133 (1)(g), Florida Statutes, means a violation of any state or federal law by a person with respect to and directly related to the transaction of business with any public entity or with an agency or political subdivision of any other state or of the United States, including, but not limited to, any bid or contract for goods or services to be provided to any public entity or an agency or political subdivision of any other state or of the United States and involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy, or material misrepresentation.
3. I understand that "convicted" or "conviction" as defined in Paragraph 287.133 (1)(b), Florida Statutes, means a finding of guilt or a conviction of a public entity crime, with or without an adjudication of guilt, in any federal or state trial court of record relating to charges brought by indictment or information after July 1, 1989, as a result of a jury verdict, non jury trial, or entry of a plea of guilty or nolo contendere.
4. I understand that an "affiliate" as defined in Paragraph 287.133(1)(a), Florida Statutes, means:
- a. A predecessor or successor of a person convicted of a public entity crime; or
  - b. An entity under the control of any natural person who is active in the management of the entity and who has been convicted of a public entity crime. The term "affiliate" includes officers, directors, executives, partners, shareholders, employees, members, and agents who are active in the management of an affiliate. The ownership by one person of shares constituting a controlling interest in another person, or a pooling of equipment or income among persons when not for fair market value under an arm's length agreement, shall be a prima facie case that one person controls another person. A person who knowingly enters into a joint venture with a person who has been convicted of a public entity crime in Florida during the preceding 36 months shall be considered an affiliate.

5. I understand that a "person" as defined in Paragraph 287.133(1)I, Florida Statutes, means any natural person or entity organized under the laws of any state or of the United States with the legal power to enter in to a binding contract and which bids or applied to bid on contracts for the provision of goods or services let by a public entity, or which otherwise transacts or applies to transact business with a public entity. The term "person" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in management of an entity.
6. Based on information and belief, the statement which I have marked below is true in relation to the entity submitting this sworn statement. [indicate which statement applies.]

\_\_\_\_\_ Neither the entity submitting this sworn statement, nor any of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, nor any affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989.

\_\_\_\_\_ The entity submitting this sworn statement, or one or more of its officers, directors, executives, partners, share holders, employees, members, or agents who are active in the management of the entity, or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989.

\_\_\_\_\_ The entity submitting this sworn statement, or one or more of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989. However, there has been a subsequent proceeding before a Hearing Office of the State of Florida, Division of Administrative Hearings and the Final Order entered by the Hearing Officer determined that it was not in the public interest to place the entity submitting this sworn statement on the convicted vender list. [attach a copy of the final order]

I UNDERSTAND THAT THE SUBMISSION OF THIS FORM TO THE CONTRACTING OFFICER FOR THE PUBLIC ENTITY IDENTIFIED IN PARAGRAPH 1 (ONE) ABOVE IS FOR THE PUBLIC ENTITY ONLY AND, THAT THIS FORM IS VALID THROUGH DECEMBER 31 OF THE CALENDAR YEAR IN WHICH IT IS FILED. I ALSO UNDERSTAND THAT I AM REQUIRED TO INFORM THE PUBLIC ENTITY PRIOR TO ENTERING INTO A CONTRACT IN EXCESS OF THE THRESHOLD AMOUNT PROVIDED IN SECTION 287.017, FLORIDA STATUTES FOR CATEGORY TWO OF ANY CHANGE IN THE INFORMATION CONTAINED IN THIS FORM.

\_\_\_\_\_  
Signature

Sworn to and subscribed before me on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

Personally known \_\_\_\_\_ OR Produced identification \_\_\_\_\_

Notary Public- State of \_\_\_\_\_

My commission expires: \_\_\_\_\_  
[printed, typed or stamped commissioned name of notary public]



### **SUB-CONTRACTORS FORM**

As the Proposer, I submit a listing of the Sub-Contractors which I shall use to accomplish the Work. Sub-Contractors are listed by name, address, amount of work and item of work. If none, please state so.

**Subcontractor Name, Address, & License #:** \_\_\_\_\_

Work to be performed and amount: \_\_\_\_\_

**Subcontractor Name, Address, & License #:** \_\_\_\_\_

Work to be performed and amount: \_\_\_\_\_

**Subcontractor Name, Address, & License #:** \_\_\_\_\_

Work to be performed and amount: \_\_\_\_\_

**Subcontractor Name, Address, & License #:** \_\_\_\_\_

Work to be performed and amount: \_\_\_\_\_

**Subcontractor Name, Address, & License #:** \_\_\_\_\_

Work to be performed and amount: \_\_\_\_\_

**Subcontractor Name, Address, & License #:** \_\_\_\_\_

Work to be performed and amount: \_\_\_\_\_

Name of Firm: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

## PROPOSAL FORM

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This proposal of \_\_\_\_\_, hereinafter called "Proposer," organized and existing under the laws of the State of \_\_\_\_\_ doing business as \_\_\_\_\_ (Insert a corporation", "a partnership" or "an individual" as applicable), is hereby submitted to the District Board of Trustees of Gulf Coast State College, hereinafter called "OWNER."

In compliance with the Advertisement for Proposals, Proposer hereby proposes to perform all work for GCSC Design of New Softball Field as detailed in this solicitation.

By submission of this Proposal, each Proposer certifies, and in the case of a joint Proposal each party thereto certifies as to its own organization, that this Proposal has been arrived at independently, without consultation, communication or agreement as to any matter relating to this solicitation with any other competitor.

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Signature:

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Date

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Print Name

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Title

**RFP #1-2016/2017 SCHEDULE:**

08/01/16 - 09/07/16	Advertise RFP
08/24/16	Last Day of questions in by 4:00pm
08/26/16	Owner response to Proposers questions and Post on College Procurement website ( <a href="http://gulfcoast.edu/procurement">gulfcoast.edu/procurement</a> )
09/07/16	Proposals are due 2:00pm and shall be opened by GCSC at 2:00pm
09/15/16	Selection Committee review and generate shortlist
09/16/16	Notify shortlist firms and post on GCSC website
09/23/16	Presentations and Ranking of Shortlist Proposers
10/20/16	DBOT award to successful proposer
10/21/16	Notice of Award and post on website

# EXHIBIT A

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# RULE 2

## Field of Play

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The following information regarding the playing facility and field specifications applies to all NCAA competition. In some cases, specifications applicable to hosting NCAA Divisions I, II and III championships play may follow the most strict interpretation of a rule. Note that additional criteria may be required as well. Institutions interested in submitting a bid to host championship play should consult the current NCAA Softball Championships handbook and contact the championships group at the NCAA national office.

### **Backstop**

SECTION 1. A backstop is required. It should be a minimum distance of 25 feet and a maximum distance of 30 feet from home plate (see diagram). It is recommended that the backstop be vertical and not extend over the playing field. If the backstop is cement or brick, it is recommended that it be padded.

### **Base Distance**

SECTION 2. The official diamond shall have base lines of 60 feet (see diagram).

### **Baseline**

SECTION 3. The direct line between any two consecutive bases.

### **Bases—First, Second and Third**

SECTION 4. First, second and third bases shall be white canvas bags or suitable rubberized material securely fastened to the ground. Each bag shall be 15 inches square, filled with soft material to a thickness of 1½ to 3½ inches. Bases may have tapered edges. A release-type base may be used. The double first base may not be used.

### **Batter's Boxes**

SECTION 5. The batter's boxes, one on each side of home plate, shall be six inches from home plate and shall measure three feet by seven feet. The front line of each box shall be four feet in front of a line drawn through the center of home plate. The four lines must be drawn (see diagram).

### **Bullpen**

SECTION 6. It is highly recommended that all college softball facilities have at least one regulation bullpen. It is recommended that there be separate bullpens for each team, however, if only one bullpen is available, it should be large enough to accommodate two pitchers at the same time (one pitcher from each team). In either case, the warm-up areas for the pitchers of the home team and the visiting team must be comparable. The bullpen(s) shall be equipped with regular-size home plates and pitcher's plates placed at regulation distance apart. The pitching plates shall be set in dirt, and the home plates shall have a backstop if outside the field of play. It is recommended that bullpens be set up so that pitchers will be throwing in the same direction in practice as when they throw in the game.

A bullpen must be in satisfactory condition for pregame warm-up for the visiting team. If the visiting bullpen is not comparable to the home team's bullpen, the visiting team's pitcher(s) shall be allowed to warm up in the home team's bullpen for up to 20 of the final 30 minutes before game time.

### **Catcher's Box**

SECTION 7. The catcher's box shall be seven feet in length from the rear outside corners of the batters' boxes and shall be eight feet, five inches wide (see diagram). The lines must be drawn.

### **Coaches' Boxes**

SECTION 8. Each coach's box shall be marked by two lines. The first is a line 15 feet long drawn parallel to and 8 feet from the first and third baselines extended from the back edge of the bases toward home plate. The second is a line three feet long drawn perpendicular to the end of the 15-foot line closest to home plate (see diagram).

### **Dugouts**

SECTION 9. During a game, no one except players, coaches, managers, trainers, scorekeepers and bat persons shall occupy a team's dugout. All personnel must be in appropriate attire and must be in their team's bench area or bullpen and remain there until the ball has been declared dead or the side has been retired. This excludes the batter, the on-deck batter, base runner(s), base coaches and the nine defensive players.

It is recommended that all college softball facilities have dugouts that are enclosed at each end and at the rear. Each dugout must be large enough to accommodate all players and team personnel (approximately 25 people). It is recommended that each dugout be covered and contain a bat rack, a helmet rack, a water cooler, an electrical outlet and a phone jack.

It is recommended that each dugout be located on the sideline boundary

at a point of equal distance from home plate and first base and home plate and third base, respectively.

### **Fences**

SECTION 10. a. It is highly recommended that the playing field be enclosed completely by permanent home run and sideline fences at least 4 feet high. If a temporary-home run fence is used, it must be secured so as not to collapse on and displace the foul pole. For an unfenced field, an out-of-bounds line shall be used to define dead ball areas. The distance to the home run fence should be a minimum of 190 feet in left and right fields and a minimum of 200 feet in center field. The distance to the home run fence should be a maximum of 225 feet in all fields.

- b. A fielder who falls over or through the fence after making a catch shall be credited with the catch. A catch shall not be credited if:
- 1) Immediately following a catch, the fielder collides with another player, umpire or fence or falls to the ground and fails to maintain possession of the ball; or
  - 2) The fielder is standing on the fence as it is lying on the ground when she contacts the ball.

### **Fitness of the Field**

SECTION 11. When on-site within one hour before game time, the coaches of both teams and/or a host team administrative staff member shall decide whether a game shall not be started because of unsatisfactory conditions of weather or playing field, except for the second game of a doubleheader. Should bad weather or unfit conditions exist during a game, the plate umpire shall be the sole judge as to the suspension, resumption or termination of play. The plate umpire of the first game shall be the sole judge as to whether playing conditions permit the start of the second game of a doubleheader.

Maintenance of the pitcher's circle and batters' boxes before and during games shall be the responsibility of the home management. In-game field maintenance shall be at the direction of the umpire. It is recommended that the home management provide a tarp for the entire infield.

### **Foul Pole**

SECTION 12. The foul pole must be a metal, plastic or wooden pole that extends vertically upward from the foul line at the point it intersects the home run fence. The pole should extend at least 10 feet from the ground. It is recommended that screening be attached to the fair side of the pole to enhance the visibility of a ball leaving the field of play near the pole. The

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## RULE 2-12/FIELD OF PLAY

screening width should be at least six inches and should extend from the top of the fence to the top of the pole.

*Note: A field that does not have a home run fence shall not have a foul pole.*

### **Ground Rules**

SECTION 13. A local ground rule may be adopted where special facility conditions prevail if agreeable with the visiting team. If teams do not agree, ground rules shall be determined by the plate umpire.

### **Home Plate**

SECTION 14. Home plate must be a five-sided slab of whitened rubber or other suitable material. The sides shall be 8½ inches long and the edge facing the pitcher shall be 17-inches wide and parallel to the pitcher's plate. The sides of the point facing the catcher shall be 12-inches long (see diagram).

Home plate shall be set in fair territory with the two 12-inch edges coinciding with the foul lines extending from home plate to first base and to third base and with the 17-inch edge facing the pitcher.

The top edges of home plate shall be beveled, and the plate shall be fixed in the ground, level with the ground surface.

*Note: The black edge is not part of home plate in reference to the strike zone nor whether a runner is out or safe.*

### **Infield**

SECTION 15. The infield shall be level, but to allow for natural surface drainage, it is recommended that the entire playing area be graded one percent from the edge of the pitcher's plate to the sideline boundaries of the field.

*Note: The center of second base is one corner of the 60-foot square and the measurement to first base and third base is to the back edge of each base. All measurements are to be made from the apex or back point of home plate (see diagram).*

It is highly recommended that a skinned infield be used. The skinned area should be determined by measuring a 60-foot arc from the front center of the pitcher's plate (see diagram).

### **Layout**

SECTION 16. For the layout of the playing field, refer to the drawing showing official dimensions. This section serves as an example for laying out an infield with 60-foot bases and a 43-foot pitching distance.

All new fields should be oriented with consideration to the following factors: protection of players, comfort of spectators, season of use (February-



June), latitude (north to south), east-west geographical location within time zone, prevailing winds, daylight savings time, background and obstacles or barriers.

When constructing a softball diamond, first designate a point for the rear tip of home plate. Secondly, with the aid of the above guidelines, locate the desired direction of second base. Measure 84 feet, 10  $\frac{1}{4}$  inches in this direction. This is the center of second base. With the tape still in this position, locate the pitcher's plate 43 feet from home plate toward second base. With the tape still fastened to the rear point of home plate, measure 60 feet toward first base and scribe a short arc. Also measure 60 feet toward third base and scribe a short arc. Now fasten the tape at the center of second base and measure 60 feet toward first and third base, respectively. Scribe a short arc each time. The back edges of first and third bases are located where the respective arcs intersect. The skinned area should be determined by measuring a 60-foot arc from the front center of the pitcher's plate.

### **Lines (Markings)**

SECTION 17a. All lines on the playing field shall be marked with chalk or nonburning material that is not injurious to the eyes or skin. Lime or caustic material of any kind is prohibited. All lines must be two to four inches in width. The outside edge of the first and third base lines and their extensions should correspond with the outside edge of first and third base.

*Note 1: Lines shall be redrawn at the discretion of the umpire. Every attempt should be made to avoid significantly delaying the game; however, if the lines can be redrawn between innings, the umpire may direct the grounds crew to do so.*

*Note 2: A batter may not be intentionally walked by erasing lines.*

b. A player shall not intentionally remove any lines in the batter's box or on the field.

**EFFECT**—A strike shall be called on the batter if the offense intentionally removes the line and a ball shall be called on the batter if the defense intentionally erases a line.

### **Nonregulation Field**

SECTION 18. The umpires have the responsibility to check the playing field to be sure all is legal. Every effort should be made by the umpires to obtain the correct dimensions. Any game started on a nonregulation field shall not be protested for this reason.

*Note: Once a game has started, if it is discovered by or brought to the attention of the umpire that the pitching distance or base distances are incorrect, the error shall be corrected at the start of the next full inning, with no penalty, and the game shall*

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## RULE 2-18/FIELD OF PLAY

*continue from that point.*

### **On-Deck Circle**

SECTION 19. The on-deck circle shall be a circular area five feet in diameter in which the next batter may warm up. It is located to the side and away from home plate (see diagram).

### **Pitcher's Circle**

SECTION 20. The pitcher's circle shall be a circular area with an eight-foot radius, drawn from the center of the front edge of the pitcher's plate (see diagram).

### **Pitcher's Plate**

SECTION 21. The pitcher's plate shall be a rectangular slab of whitened rubber or other suitable material, 24 inches long and six inches wide (see diagram). It shall be fixed in the ground, and the top of the plate shall be level with the ground surface. The nearer edge of the pitcher's plate shall be 43 feet from the back point of home plate (see diagram).

### **Runner's Lane**

SECTION 22. The runner's lane is bounded by a 30-foot line drawn in foul territory parallel to and three feet from the first-base line, starting at a point halfway between home plate and the back edge of first base (see diagram). The runner's lane should be skinned.

### **Scoreboard**

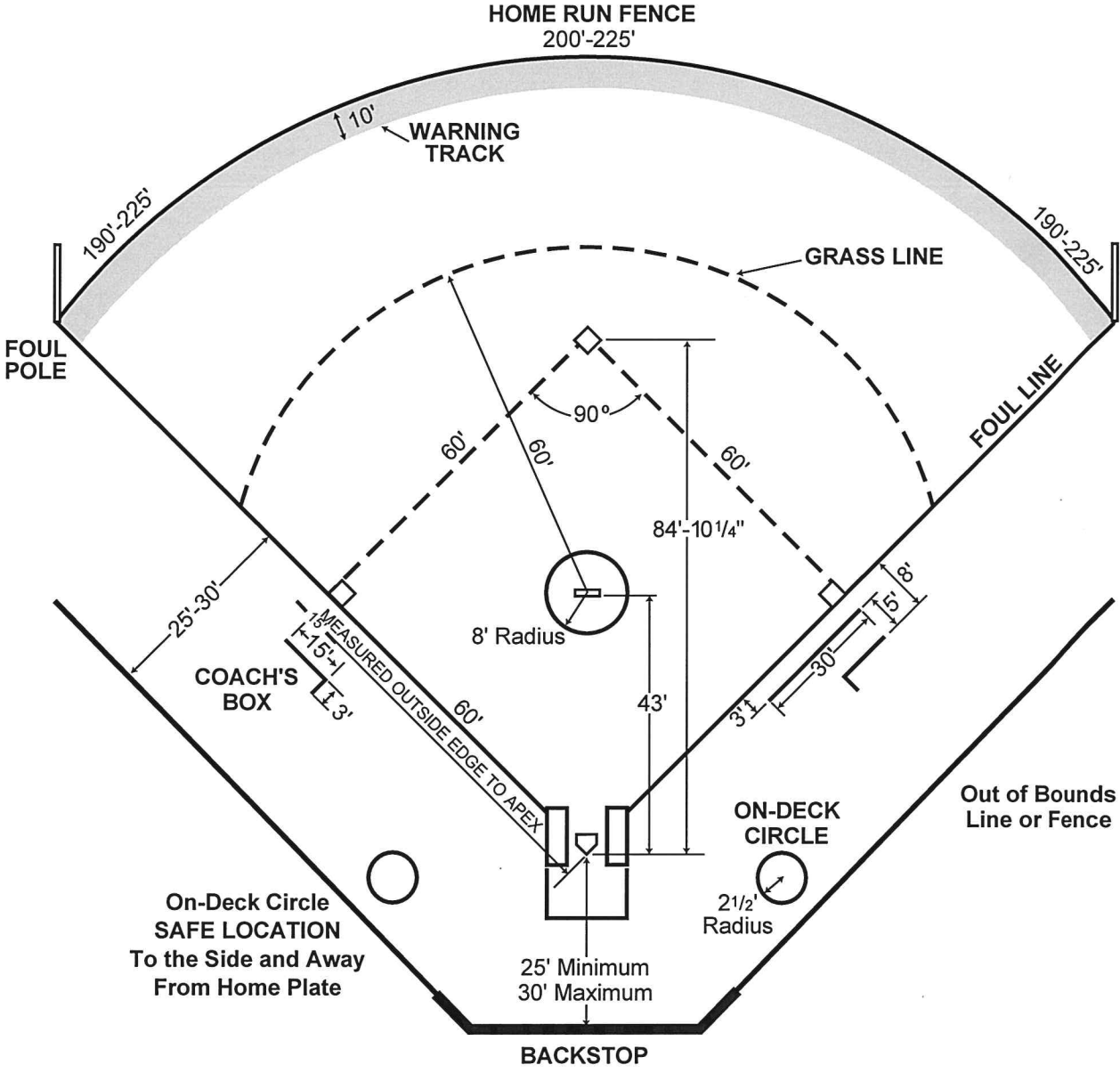
SECTION 23. A visible display of the score is required. It is recommended that an electronic scoreboard that shows balls, strikes, outs and the line score be located in such a position on the field that it can be seen easily by both teams and spectators. Scoreboards should not be placed directly in the batter's field of vision.

### **Sideline Territory**

SECTION 24. It is recommended that the unobstructed area between home plate and the backstop, and from the base line to the sideline boundary, be a minimum distance of 25 feet or a maximum of 30 feet extended to a point down the line as deep as the home run fence (see diagram).

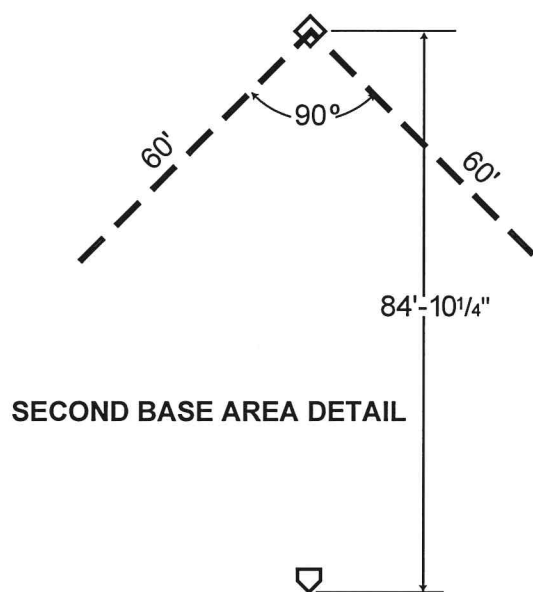
### **Warning Track**

SECTION 25. It is recommended that a warning track be constructed in front of the home run fence and/or sideline fence. The warning track should be at least 10 feet in width.

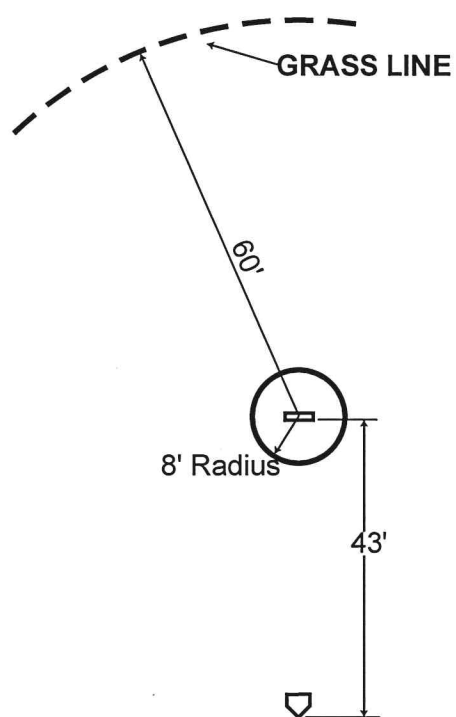


Field marking lines must be drawn.

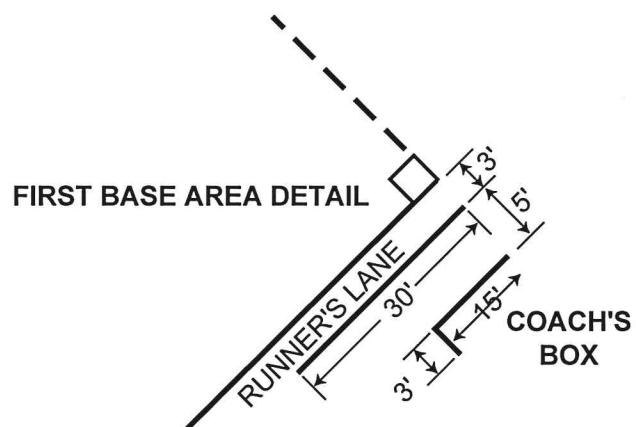
# RULE 2/FIELD OF PLAY



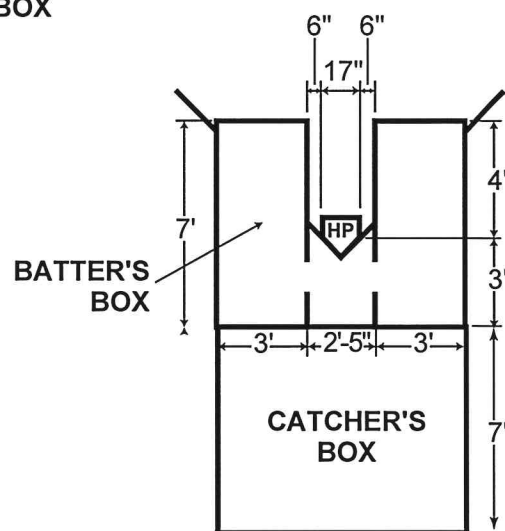
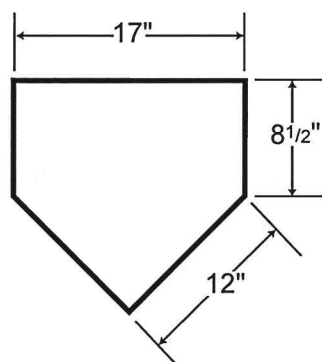
SECOND BASE AREA DETAIL



CIRCLE AREA DETAIL



FIRST BASE AREA DETAIL



BATTER'S BOX

CATCHER'S BOX

Field marking lines must be drawn.

## Dimension Table

Area	Dimensions
Backstop	25-foot minimum and 30-foot maximum distance* from home plate
Bases	15 inches square and 1.5 to 3.5 inches thick
a. home plate to first/third	a. 60 feet from back point of home plate to the back of the base
b. home plate to second	b. 84 feet 10 <sup>1</sup> / <sub>4</sub> inches from back point of home plate to the middle of the base
Batter's boxes	6 inches from home plate; 3 feet wide by 7 feet long; front lines 4 feet in front of a line drawn through the center of home plate
Catcher's box	7 feet in length from rear outside corners of the batters' boxes; 8 feet, 5 inches wide
Coaches' boxes	Marked by two lines. The first is a line 15 feet long drawn parallel to and 8 feet from the first and third base lines extended from the back edge of the bases toward home plate; the second is a line 3 feet long drawn perpendicular to the end of the 15 foot line closest to home plate (see diagram)
Fences*	190-225 feet* from home plate down the left- and right-field line; 200-225 feet* from home plate to centerfield; minimum of 4 feet high*
Foul pole*	Extend a minimum of 10 feet* above the ground; screening* attached to fair side at least 6 inches wide*
Home plate	Front edge 17 inches wide; sides are parallel to the inside lines of batter's boxes and are 8 <sup>1</sup> / <sub>2</sub> inches long; sides of the point facing the catcher are 12 inches long
Infield	Center of second base is one corner of 60-foot square and the measurement to first and third bases is to the back edge of each base; all measurements made from the apex or back point of home plate
Skinned portion*	60-foot* arc from the front center of the pitcher's plate
Lines (markings)	2 to 4 inches wide
On-deck circle	5 feet in diameter
Pitcher's circle	8-foot radius, drawn from the center of the front edge of the pitcher's plate
Pitcher's plate	24 inches long by 6 inches wide; 43 feet from the back point of home plate
Runner's lane	30-foot line drawn in foul territory parallel to and 3 feet from the first base line, starting halfway between home plate and the back edge of first base
Sideline territory	25-foot minimum and 30-foot maximum distance* from the foul lines extended to a point down the line as deep as the home run fence
Warning track*	A minimum of 10 feet wide*
*Recommended	

*Note 1: The umpire should make every effort to obtain the correct playing-field dimensions.*

*Note 2: Once a game has started, if it is discovered by or brought to the attention of the umpire that the pitching distance or base distances are incorrect, the error shall be corrected at the start of the next full inning, with no penalty, and the game shall continue from that point.*

*Note 3: It is recommended that a steel tape or other reliable form of measurement be used to measure distances.*

# EXHIBIT B





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# GULF COAST

Joe Tom King and Noah King  
of Raymond James and Associates  
Proudly Support Gulf Coast Athletics  
[tom.king@raymondjames.com](mailto:tom.king@raymondjames.com)

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