

**REQUEST FOR PROPOSALS  
FOR  
TOP DRESSING MATERIAL**



**RFP RELEASE DATE:**

THURSDAY, MAY 7, 2026

**PROPOSALS DUE:**

WEDNESDAY, MAY 27, 2026

No Later Than 2:00 P.M. PDT

**DELIVER PROPOSALS TO:**

ADMINISTRATIVE OFFICE

**PLEASANT VALLEY RECREATION & PARK DISTRICT**

*Attn: Matthew Parker*

1605 E. Burnley Street, Camarillo, CA 93010

Phone: (805) 482-1996

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# NOTICE INVITING PROPOSALS FOR TOP DRESSING MATREIAL

## Introduction

The Pleasant Valley Recreation and Park District (“District”) is issuing this Request for Proposals (“RFP”) from experienced and qualified professional suppliers to manufacture a specific blend of compost and sand and delivery of material.

## District Background

The District, an independent special district, was formed in January 1962 under the State Public Resources Code of California. The birth of the District was approved by the voters in the Camarillo community to provide quality programs, parks and facilities that could be enjoyed by everyone. The District is located in and around the city of Camarillo, serves a population of over 70,000 and covers an area of approximately 45 square miles. It has grown from one park to 28 parks since its inception 64 years ago. Within the District, a variety of recreational facilities exist including: a senior center, an indoor aquatic center, a community center, dog parks, lighted ball fields, tennis and pickleball courts, a running track, walking paths, premier soccer fields, hiking trails, picnic pavilions, children’s play equipment, and barbeque areas. The City of Camarillo, incorporated in 1964, is a separate entity from the District, however, they do add recreational and cultural service value and amenities to the community by owning two small parks, a trail system and full-service library that operates independently of the District.



## Project Goal

The goal of this project is to mix and deliver 1,200 cubic yards of a specific top-dressing material for top dressing athletic fields at Pleasant Valley Fields park.

## Project Scope

- Follow exact specifications on the mixing ratios.
- Provide District staff with a 2cu. ft. sample of the top-dressing mixture
- Delivery of 1,200 cubic yards of product to Pleasant Valley Fields located at 200 Westpark Court Camarillo, CA 93012.
- Any delivery containing any contaminants i.e., rocks, glass, plastic, trash, or anything else not specific to the correct mix will be rejected and the supplier will be responsible for the disposal of the contaminated load and the delivery of replacement load of the correct material at no additional charge to the District.

## Submission Requirements

Interested proposers must submit three (3) copies, plus an electronic version (PDF or Microsoft Word format) of the proposal on or before the deadline containing the following information to the District to be considered a viable candidate for this contract. Proposals shall not exceed 25 pages including any attachments (staff resumes do not count toward the page limit). Any proposal that does not contain the information outlined below shall not be considered.

### **1. Transmittal Letter to the Selection Committee**

- a. The proposal must contain a transmittal letter, signed by an official authorized to commit the firm to the representations, commitments, and statements contained in both the proposal and contracts. This should include the name, mailing address, email address, and phone number of the supplier's primary contact person for the proposal.

### **2. Description and Qualifications of the Firm**

#### **a. Firm Overview**

- a. Legal name, address, and year established
- b. Ownership structure (corporation, LLC, etc.)
- c. Primary business activities (e.g., aggregate supply, soil blending, turf materials)
- d. Office locations and service area

#### **b. Relevant Experience**

- a. Years of experience supplying top-dressing materials
- b. Description of experience with parks, athletic fields, or golf courses
- c. Types of materials supplied (sand-based, compost blends, custom mixes)

#### **c. Delivery & Logistics Capability**

- a. Description of delivery fleet (owned vs. subcontracted)
- b. Typical delivery capacity and turnaround times from plant to delivery address
- c. Ability to meet peak seasonal demand
- d. Coordination approach with client staff
- e. Service area coverage and response time

### **3. Staffing**

**N/A**

### **4. References**

- a. A list of no more than three (3) references for the proposer and no more than three (3) references for any suppliers, if proposed, including the names, addresses and

telephone numbers of recent clients, preferably other public agencies and a listing of the specific projects and key individuals that have participated in them. Include the dollar amount related to the participation. Identify how much experience the suppliers has had with public agencies.

- b. A minimum of two (2) examples of past work completed within the last five (5) years that represent the type of work requested in this RFP. Examples can be representative of projects with References or from separate completed projects. Please provide a brief description of these selected projects including when the project began, its current status, a description of the proposer's role/involvement in the project, and any specific information on how the community was responsive to the project.

## **5. Scope of Work**

- a. Manufacture 1,200 cubic yards of top-dressing material with the following specifications and deliver to Pleasant Valley Fields located at 200 Westpark Court, Camarillo 93012:
  - i. 80 % compost—20% sand.
  - ii. Compost must contain no nitrogenized product, fir or redwood, needs to be screened to ¼" minus, have a carbon to nitrogen ratio of under 25/1. Also have a pH less than 8.5 and a dry organic % above 30%; salts EC below 3, shall be garden humus.
  - iii. Sand specifications for #2 sand 100% passing a #8 screen and no more than 1% passing a #200 screen.
  - iv. Supplier must deliver to the District a sample of the material 4 weeks before deliveries begin, October 26, 2026. The District will provide supplier approval by November 6<sup>th</sup>, 2026.
  - v. Delivery Timeline – Weeks of November 30<sup>th</sup> and December 7<sup>th</sup>, 2026.
  - vi. Supplier must be able to deliver up to 200 yards of material daily.

## **6. Project Budget & Other Financial Information**

- a. The proposer shall furnish the financial information requested below. If submitted by a consortium, a joint venture, a partnership, or by an individual, it shall be signed by an individual authorized to bind the firm making the proposal:
  - i. A supplier must include in its proposal a complete disclosure of any alleged significant prior or ongoing contract failures, any civil or criminal litigation or investigation pending which involves the firm or in which the firm has been judged guilty or liable within the last five (5) years.
  - ii. If there is no negative history to disclose, the firm must affirmatively state in its proposal that there is no negative history to report.
  - iii. A detailed Scope of Work, including an itemization of all services to be provided and their individual costs. This should include material and delivery costs.
  - iv. A disclosure of all personal, professional, or financial relationships with any officer and/or employee of the District.

## Evaluation Criteria

- Product Quality & Technical Compliance
- Experience & Past Performance
- Delivery & Logistics Capability
- Pricing Structure / Cost Competitiveness
- Sustainability & Environmental Practices

## Firm Selection & Notification

The issuance of this RFP and the selection of the most qualified suppliers is the first step in the process that will eventually lead to the execution of an agreement with the most qualified supplier(s). Each proposal will be reviewed to determine if it meets the submittal requirements contained within this RFP.

The successful supplier to whom work is awarded shall, within 30 days of Board approval, enter into a contract with the District for the work in accordance with the specifications and shall furnish all required documents necessary to enter into said contract.

The District reserves the right to enter into a contract without further discussion of the submitted proposal. Therefore, the proposal should be initially submitted on the most favorable terms the proposer can offer.

The District reserves the right to accept and or withdraw the RFP in whole or in part, at any time and for any reason, and or request additional information from all proposers. Submission of a proposal confers no rights upon a proposer and does not obligate the District in any manner. The District also reserves the right to modify any aspects or waive any irregularities, terminate, or delay this RFP, the RFP process, and or the program, which is outlined within this RFP at any time if doing so would serve the best interest of the District. The contract award will be made at the sole discretion of the District based on the evaluation of all responses.

Each proposer, by submitting a proposal, agrees that if the District accepts its proposal, such proposer will furnish all items and services upon the terms and conditions in this RFP and subsequent contract. Proposals that do not meet the mandatory requirements set forth in this RFP will be considered non-compliant. Proposers may be disqualified, and the proposal may be rejected by the District for any of, but not limited to, the following reasons:

- Failure to properly respond to the RFP;
- Evidence of collusion among the proposers submitting the proposals;
- Failure to comply with the specification requirements of the RFP.

## Contract Requirements

The District plans to use the attached Pleasant Valley Recreation & Park District Professional Services Agreement. Suppliers with significant concerns about the sample agreement should not submit on this RFP.

The top-ranked supplier will be notified in writing and will be asked to meet and submit their prospective scope of services and refine their fee (to be broken down by tasks). If after negotiation and consideration, the District is unable to reach an acceptable agreement with the top-ranked firm, they will terminate negotiations with the top-ranked firm and, at their sole discretion, may: enter into negotiations with the second-ranked firm; withhold the award for any reason; elect not to proceed with any of the proponents; or re-solicit for new Proposals.

The term of the contract will be Five (5) years with the option of up to three (3), one (1) year extensions.

### Estimated Selection & Approval Schedule

<b>Request for Proposals Open</b>	May 7, 2026
<b>Questions/Clarifications Due</b>	May 18, 2026 (by 5:00 pm)
<b>Answers Provided by</b>	May 21, 2026
<b>Deadline for Proposals</b>	May 27, 2026 (by 2:00 pm)
<b>Announce Decision</b>	July 1, 2026

*\*The District reserves the right to revise the above schedule.*

### Questions

Upon release of this RFP, all communications concerning the RFP should be directed to Matthew Parker, Park Services Manager via the contact information listed below. Unauthorized contact regarding this RFP with any other District employees may result in disqualification. Any oral communications will be considered unofficial and non-binding with the District. Consultants should rely only on written statements by Mr. Parker.

**Name:** Matthew Parker, Park Services Manager  
**Address:** Pleasant Valley Recreation & Park District  
1605 E. Burnley Street, Camarillo, CA 93010  
**Email:** [mparker@pvrpd.org](mailto:mparker@pvrpd.org)

### Submittal Instructions

Proposals must be received no later than 2:00 p.m. PDT on Wednesday, May 27, 2026.

Proposals shall be mailed to:

**Pleasant Valley Recreation & Park District**  
*Attn: Matthew Parker*  
1605 E. Burnley Street  
Camarillo, CA 93010

The proposals shall be in a sealed envelope or box and clearly labeled with the Consultant's name, address, and "Top Dressing Material RFP."