

Morgan County
Parks and Recreation Board



Request for Proposals (RFP)

Request for Design Build to Establish
Pickleball Courts and Racquet Practice Area

January 2024

Morgan County Parks and Recreation

Request for Proposals (RFP) – Solicitating proposals to Design and Build for the resurfacing, striping, and net installation of three (3) Pickleball Courts and a separate Design and Build for one (1) racquet practice area with hitting wall and dually striped for one (1) Pickleball playing area to be used with a portable net.

The Morgan County Parks and Recreation ("MCPR") is soliciting proposals from qualified design-build firms to establish three (3) Pickleball Courts located at David Henry Memorial Park located near the 100 block of Biser Street, Berkeley Springs West Virginia. The MCPR also seeks a proposal for the design and construction of a racquet sport practice area that is striped to play pickleball. These services shall be performed in accordance with all applicable local, state, and federal laws and regulations.

Scope of Project

For purposes of this RFP, the objective is to obtain proposals from qualified persons, firms, or Corporations, hereafter referred to as "Contractor", to provide professional design and build services required below.

The procedure is to be as follows:

1. Removal of existing tennis nets and posts.
2. Install three (3) sets of Pickel Ball Nets and posts per American Sports Builders Association (ASBA) specifications using textured white line paint.
3. Prepare existing surface for resurfacing and restriping to include but not limited to:
 - Pressure wash the courts to remove all dirt, mildew, and other contaminants from the entire surface area and thoroughly air blow and clean the entire surface.
 - Repair existing cracks to include rout, air blow, clean and appropriately fill, patch, and level. Multiple applications may be necessary.
4. Furnish and apply resurfacing coat. Multiple applications may be necessary.
5. Furnish and apply coats of pigmented acrylic filler. Color is to be green.
6. Layout and hand paint three (3) sets of regulation pickleball playing lines per American Sports Builders Association (ASBA) specifications using textured white line paint.
7. Construct one (1) racquet hitting wall.
8. Layout and hand paint one (1) set of regulation pickleball playing lines per American Sports Builders Association (ASBA) specifications using textured white line paint to be used with portable a net.
9. Clean up of general work area.

Pricing should be separated and itemized per task, (i.e., post and net installations, power washing, etc.), and included in individual fee amounts. See fee schedule for individualized itemization in Appendix A. See preliminary/proposed site location photograph in Appendix A where the pickleball courts and practice area will be constructed.

The MCPR intends to enter into a contract with the contractor to allow for the court design and construction services to work together for the most efficient, cost-effective, and timely buildout of the pickleball courts and racquet sport practice area. Specific services include, but are not limited to site analysis, standard concept design of three (3) pickleball courts and one (1) racquet practice area with construction documents and specifications, and a multi-court building cost analysis inclusive of all labor, materials, and equipment necessary (i.e., net posts, nets, center anchors.)

It is the intent of the MCPR that the selected Contractor provide all construction services, including all surveying, materials, labor, implements, parts, supplies, and equipment to establish the pickleball courts. The contractor is responsible for the daily clean-up of crew debris and disposal of work-related materials to maintain the established park site in a clean, presentable, and continuously usable manner. The work shall be done in a thorough, complete, and professional manner and in accordance with the specifications established by the USA Pickleball Association (USAPA) and US Tennis Association (USTA) and conform to the American Sports Builders Association standards for pickleball and tennis court construction.

The contractor shall obtain all required permits and contractor licenses. Anticipated construction is targeted for Spring 2024.

A written warranty shall also be provided to the MCPR at the completion of the contract guaranteeing all materials and workmanship incorporated into this project will be of new quality and free from defects. All work installed will be as specified and in conformance with the contract and project documentation. Any material or workmanship found to be defective or out of the specification will be repaired, at the sole cost of the contractor, for a period of two (2) years from the date of project completion.

Proposals

Applicants are invited to submit proposals, not more than 5 pages, containing their qualification and experience providing a cost-analysis and construction of similar projects completed by the Contractor to include pickleball courts, tennis courts, or other sports complexes for either a public or private entity. To be considered, include a response to each item listed below and include a complete rate and fee schedule of costs including a lump sum project as well as an individualized hourly rate and itemization. A timeline/schedule detailing the project milestones, to include itemized items anticipated by certain date points shall also be included. Applicants must also demonstrate they have the capacity to provide a high level of service and expertise to the MCPR through their answers and documentation.

The MCPR reserves the right to not select any of the submitted proposals. MCPR reserves the right to not select items listed in the proposed fee schedule in Appendix A.

Any questions regarding this Request for Proposals should be addressed to the, at morganparksandrec@gmail.com or 301-331-8400. To be considered, proposals must be

received no later than **4:00 p.m. on February 14, 2024.**

Submission of a hardcopy must be received prior to the deadline in a sealed envelope addressed to:

Dawn Beal
MC Parks and Recreation
Executive Director
77 Fairfax Street
Berkeley Springs, WV 25411

An electronic version of the proposal will also be accepted by the same deadline at the following email address: morganparksandrec@gmail.com

Please note on the cover of the envelope or in the subject line of the email: Design / Build for Pickleball Court Establishment RFP - f irm name.

Upon selection, it is anticipated the MCPR may enter in a contract subject to information contained in the following:

1. Name of business, address, telephone number, year established, brief history of the company and specialty.
2. Name of the company representative that will be responsible for the contract and will serve as the principal contact for the MCPR. Name and contact information of the on-site manager, if different.
3. Qualifications and experience of the Contractor and key individuals who will be assigned to this project, as indicated by prior involvement in similar projects.
4. Experience and ability of the general contractor to self-perform most of the work.
5. A list of names of potential sub-contractors anticipated to be utilized in either the design, excavation, construction, or post-construction phase.
6. Portfolio - Documentation of business and professional work illustrating similar sports complexes to include tennis and/or pickleball courts or other sports-related fields.
7. A comprehensive description and generalized/estimated timeline of events for each phase of the project.
8. Provide a list of not more than three (3) other current, municipal/government or private clients your company has worked with or serviced in the past five (5) years specializing in the scope of work outlined above. Please summarize the work completed and services provided to each of the three (3) entities.

9. Note if the company has ever done any other work for the MCPR or Morgan County Commission entity during the last five (5) years.
10. Provide a summary of any litigation, claim(s), or contract disputes filed by or against the business in the past five (5) years which are related to the regular course of business offered. Please state if there are NO litigation claim(s) or contract disputes filed by or against the business in the past five (5) years.
11. Provide proof of general business and liability insurance and an agreement to keep in effect while working with the MCPR.
12. Provide proof the company has a West Virginia business license, contractor's license, and has or will obtain a business license prior to conducting business in the County.
13. If applicable, attach a copy of the applicant's standard contract containing the terms and conditions (subject to negotiations with the MCPR).

Fees

The scope of services for which a pricing schedule is requested should be based on an hourly rate and total project cost as well as an itemized breakdown of certain work categories as listed in Appendix A.

Selection of Business/Contractor

The following factors will be considered when selecting a contractor to provide the cost analysis/comprehensive project for the Pickleball establishment for the MCPR:A complete proposal with responses to all thirteen (13) questions items listed in this RFP.

- Experience and qualifications successfully constructing sports complexes similar in nature.
- Demonstrated ability to complete the project in a timely manner.
- Hourly cost/rate/total project calculation for the entirety of the scope of work.
- Quality of work, as demonstrated by portfolio submission, showing examples and photographs of previous and/or similar work.

Appendix A
Morgan County Parks and Recreation
Proposed Fee Schedule for Pickleball Court Establishment and Racquet Practice Area

The following rate(s) are proposed for the individualized breakdown for the establishment of three (3) pickleball courts on the former Biser Street tennis courts and a separate cost analysis for one (1) racquet practice area with hitting wall and dually striped for one (1) Pickleball playing area to be used with a portable net.

Total all-inclusive rate for establishment of three (3) pickleball courts: \$_____

Itemized costs for tasks to establish three (3) Pickle Ball:

- Itemized rate for Removal of existing tennis nets and posts. :\$_____
- Itemized rate for Install three (3) sets of Pickel Ball Nets and posts per American Sports Builders Association (ASBA): \$_____
- Itemized rate for preparing existing surface for resurfacing and restriping to include but not limited to:
 - Pressure wash the courts to remove all dirt, mildew, and other contaminants from the entire surface area and thoroughly air blow and clean the entire surface. :\$_____
 - Repair existing cracks to include rout, air blow, clean and appropriately fill, patch, and level. Multiple applications may be necessary: \$_____
- Itemized rate for furnish and apply resurfacing coat. Multiple applications may be necessary. Please specify cost per application: \$_____
- Itemized rate to furnish and apply coats of pigmented acrylic filler. Color is to be green. \$_____
- Itemized rate for Layout and hand paint three (3) sets of regulation pickleball playing lines per American Sports Builders Association (ASBA) specifications using textured white line paint. \$_____
- Itemized rate for Cleanup of general work area: \$_____
- Any other possible projected fee/expense: \$_____

Total all-inclusive rate for establishment of one (1) racquet practice area with hitting wall and dually striped for Pickleball: \$_____

Itemized costs for tasks to establish one (1) racquet practice are:

- Itemized rate for Layout and hand paint one (1) set of regulation pickleball playing lines per American Sports Builders Association (ASBA) specifications using textured white line paint. \$_____
- Itemized rate to construct on racquet hitting wall. \$_____
- Itemized rate for Cleanup of general work area: \$_____

Failure to provide a fee may result in your proposal being rejected.

I, _____ acting on behalf of the firm/business of _____ certify that I have reviewed and fully understand the Morgan County Park and Recreation Town's Request for Proposal for the establishment of three (3) pickleball courts and a separate cost analysis for one (1) racquet practice area with

hitting wall and dually striped for one (1) Pickleball playing area to be used with a portable net. I further certify and swear that the information submitted in response to the Request for Proposals is a true, correct, and complete representation of our firm's ability to provide such services.

Signature

Date

Proposed Site Location

