

City of Dalton

Dalton Parks and Recreation REQUEST FOR PROPOSALS



Re: Brookwood Tennis Courts Conversion to 6 Pickleball Courts

Dated: February 14, 2020

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*Main Office Address:
Dalton Parks and Recreation
904 Civic Drive
Dalton, GA 30720*

Dated: February 14, 2020

Re: Request for Proposals (RFP) Conversion of Two Tennis Courts to (6) Pickleball Courts at Brookwood Park

To Whom It May Concern:

The City of Dalton is seeking Request for Proposals (RFP) for the Conversion of Two (2) Tennis Courts to six (6) New Pickleball Courts at Brookwood Park off of Walnut Ave in Dalton, GA.

City of Dalton requirements BEFORE sending RFP

- Copy of \$1,000,000 liability insurance certification form from your insurance company.
- All parties submitting bids must be on the City of Dalton Vendor list. Questions relating to this contact Rhonda Sissom 706-278-9500; rsissom@daltonga.gov
- EVERIFY paperwork MUST accompany bid by due date or be turned into the City of Dalton Finance Department prior to RFP submittal. EVERIFY form available on city website: www.cityofdaltongga.gov Departments tab, then Finance tab, then Policies and Forms tab, then Vendor Full.
- If your company performed any task with the City of Dalton in the past, please contact Rhonda to check for updated information.

SUBMITTAL

Envelopes containing bids must be sealed, addressed to City of Dalton-Finance Department, 300 W Waugh Street, Dalton, GA 30720 and marked as follows: "Brookwood Pickleball". **Request for Proposal must be received in the Finance Dept. by Tuesday, March 31, 2020 at 2:00 PM.** A request for proposal is not required to be opened publicly. The right to reject any or all proposals or request additional information or clarification deemed necessary for evaluations reserved to the owner, City of Dalton, Dalton, Georgia

If you have questions regarding this request for proposal, please contact Steve Knoblett by calling him at (706) 278-5404. Email at sknoblett@daltonga.gov

Sincerely,

Dalton Parks and Recreation Department

The City of Dalton is seeking Request for Proposal (RFP) for the Conversion of Two (2) Tennis Courts to six (6) New Pickleball Courts at Brookwood Park off of Walnut Ave, Dalton, GA.

Proposals will be evaluated for their thoroughness, total cost and value, competence, experience and demonstrated history and record of services of the Contractor as well as references submitted. The Project Name: **Brookwood Pickleball**

The primary contact for Dalton Parks and Recreation is Steve Knoblett, Superintendent of Parks. He can be reached by phone at (706) 278-5404. Interested Vendors should visit the respective park in order to familiarize themselves with the project.

A) The RFP time line is as follows:

<u>Target Date</u>	<u>Event</u>
March 31, 2020	Bid Opening
August 14, 2020	Project to be completed

B) RFP Submittal Requirements:

SUBMITTAL

Envelopes containing bids must be sealed, addressed to City of Dalton-Finance Department, 300 W Waugh Street, Dalton, GA 30720 and marked as follows: "Brookwood Pickleball". **Request for Proposal must be received in the Finance Dept. by Tuesday, March 31, 2020 at 2:00 PM.** A request for proposal is not required to be opened publicly. The right to reject any or all bids or request additional information or clarification deemed necessary for evaluations reserved to the owner, City of Dalton, Dalton, Georgia

If you have questions regarding this request for proposal, please contact Steve Knoblett by calling him at (706) 278-5404.

Information about the history of the vendor including size, duration of company, ownership history, including names and addresses of company officers and principal owners. Include any awards, certifications or professional affiliations.

List a minimum of three (3) relevant references including commercial and/or municipal experience and type of services/work provided starting from most recent date. Provide an overview statement of how your firm intends to perform the work and monitor the quality of the work in progress and any reporting system used.

List all equipment and materials which the vendor intends to use to deliver the project.

- Include copies of any quality assurance type materials or plans your firm uses.
- State whether your firm has in the past 5 years been involved in any litigation or arbitration with any customer/client and/or with any third party. If so, describe in detail.

- Provide adequate statement demonstrating that your firm is qualified and sufficiently staffed and capable to perform the required work. Also demonstrate your firm's ability to undertake this project.
- Each bidder shall provide satisfactory evidence of its ability to provide the work specified including detail on the number of years the firm has conducted business; the locations thereof; the total number of employees of the firm; the number of employees that will be used to provide the services required herein and the location of any prior similar projects.

PROPOSAL REQUIREMENTS/EVALUATION CRITERIA

DPRD will evaluate all written submittals. It is incumbent upon the proposers to demonstrate within their proposals how each requirement will be satisfied. All Proposals must meet the specification as outlined in this Proposal. The City reserves the right to investigate the qualifications and experience of the proposers, or to obtain new proposals. Proposals not sufficiently detailed or in an unacceptable form may be rejected by DPRD. Interested firms must follow the process outlined in the following pages in submitting their proposal.

The following criteria and the weight assigned to each will be used to evaluate proposals:

- Cost of complete project. Maximum Points – 40
- Experience with projects of similar size. Maximum Points – 20
- Ability to meet schedule and budget; Physical location of the proposer. Maximum Points – 10
- Workmanship warranty statement and product warranty. Maximum Points – 10
- Type of durability and quality of product(s) submitted by proposer. Maximum Points – 10
- Guaranteed completion date. Maximum Points - 5
- Minority business status. Maximum Points – 5

Description of Project:

The Contractor will be required to complete the following work on the existing Double Tennis Courts by August 14, 2020:

Give the best Professional opinion and cost effective way to do the conversion.

Conversion could include but not limited to the following:

- Remove existing asphalt and replace
- Repair cracks in existing asphalt with Riteway Crack Repair System approximately 600'-650' of cracks
- Remove tennis net post or use as part of the divider fence. Installation of 96' of 4' tall divider fence between the triple courts. There should be a 6' clear opening in the fence on both of the far sides to walk around to each triple PB court.
- Install permanent pickleball net post footings, posts, center anchors, nets, center straps for 6 pickleball courts.
- Restore lawn around excavated court area (including topsoil & seed)
- Delivery, Storage, and Handling
 - a. Deliver materials to site in manufacturer's original, unopened containers and packaging with labels clearly identifying product name and manufacturer.
 - b. Store and handle materials in accordance with manufacturer's instructions.
 - c. Keep materials in manufacturer's original, unopened containers and packaging until application.
 - d. Store materials in clean, dry areas, out of direct sunlight and prevent from freezing.

- e. Protect materials during storage, handling, and application to prevent contamination or damage. Close containers when not in use.
- Apply 3 coats of Acrylic Resurface
- Apply 3 coats of Acrylic Color in combination of colors (to be selected by City Representative)
- Approved materials are:
 - a. Laykold Colorcoat
 - b. Southern Sport Surfaces
 - c. Color Coat
 - d. Sportmaster
 - e. Other fast dry resurfacing material upon approval by owner
- Layout tape seal and paint Pickleball lines
- Add 2 DPRD logos on side of playing surface owner to supply logo
- Thoroughly clean general work area upon completion
- An alternative game tile surface to meet USAPA standards will be considered
 - 1. Installation on asphalt.
 - 2. Membrane waterproofing as determined by the project engineer.
 - 3. Furnishing of materials for the flooring system
 - 4. The flooring is a modular interlocking suspended plastic tile system. Includes installation, application of game lines, and maintenance instructions for the flooring system.
 - 5. An injection molded, high impact plastic ramp tile. Used around the edge of court as ramp from ground to tile level.
 - 6. Sample of alternate surface to be provided

Schedule Final Inspection with Dalton Parks and Recreation for final sign off

D) Miscellaneous Provisions:

The City of Dalton will pay the successful vendor within thirty (30) days after receipt of a final voucher, to be submitted by the vendor after all work is completed and approved by the Town's representative following completion of all work and final inspection.

The successful bidder will be required to provide appropriate general liability, worker's compensation and motor vehicle liability insurance certificates naming the City of Dalton as an additional insured and in an amount of not less than \$1,000,000.

The successful bidder shall provide a designated working Supervisor who will make himself/herself available during the contract term to be contacted by the Recreation Department's representative (by cell phone and/or email) and to handle all communications.

All employees of the successful bidder shall be neat and clean in appearance and exhibit appropriate professional appearance and demeanor while on the job.

The City of Dalton reserves the right to reject any and all bids.

The City of Dalton reserves the right to terminate the contract at any point in time with or without cause, upon three (3) days' written notice.

The successful bidder shall be required to comply with all applicable federal, state and local laws and regulations governing the work/services to be provided.

During the contract term, the City of Dalton and the Vendor shall perform routine periodic joint inspections to ensure quality of work, to identify damage to City property and to identify any preexisting conditions that may exist.

The vendor will hold the City of Dalton harmless and indemnify the City of Dalton from any loss, claim or damage arising from the Vendor's performance of required services under the contract.

The Vendor's performance will be evaluated and gauged by physical inspections of the Vendor's work.

The Vendor's proposal should be submitted in person or by mail or overnight delivery to:

City of Dalton
Finance Department
Brookwood Pickleball
PO Box 1205
300 W. Waugh Street
Dalton, GA 30720.

The City of Dalton reserves the right to reject any and all proposals as well as the right to waive any technical or procedural deficiencies or omissions and to accept that proposal which the City deems most favorable to the residents of Dalton, GA after all proposals have been examined and canvassed. All proposals become the property of the City of Dalton.

Any questions regarding this RFP are to be directed to Superintendent of Parks, Steve Knoblett, (706)-278-5404.

Prior to execution of the final Contract, the successful Vendor shall furnish a surety bond ensuring the faithful performance of the Contract and the payment of all obligations arising thereunder equal to the total amount of the Contract Price.

All proposals will be evaluated and reviewed according to, but not limited to, reasonableness of bid amount, neatness, conformance with the RFP requirements, previous experience, references, geographic location of vendor, ability to provide required services in a timely, efficient and professional manor, employment history of Vendor, minority status of the Vendor, approach to the project and references. The City of Dalton reserves the right to reject any or all bids.