

REQUEST FOR PROPOSAL

Pickleball Courts

**Village of Little Chute
Outagamie County, Wisconsin**

The Village of Little Chute is issuing a Request for Proposal (RFP) for interested contractors to submit proposals for the installation of pickleball courts at Doyle Park, in the Village of Little Chute.

Sealed Proposals: Contractor will either deliver one proposal to the physical address listed below or by email to john@littlechutewi.org

Little Chute Village Hall
Attn: John McDonald, Parks, Recreation & Forestry Director
108 W. Main Street
Little Chute, WI 54140

PROPOSAL DEADLINE: Thursday, April 18, 2024

Proposals received after the cited time will be considered a late submission and are not acceptable unless waived by the Parks, Recreation & Forestry Director.

- The envelope should be clearly marked “RFP Pickleball Courts”.
- Please direct questions to John McDonald, Parks, Recreation & Forestry Director at 920-423-3868 or john@littlechutewi.org

Purpose

With the increased popularity and demand of pickleball, the Village has secured funding to renovate a tennis court into three (3) pickleball courts with standard equipment and fencing for safe play.

Project Location

Doyle Park – Tennis Courts
100 Van Buren Street
Little Chute, WI 54140

Proposal Terms

1. Village of Little Chute reserves the right to reject any and all proposals received as a result of this RFP. If a proposal is selected, it will be the most advantageous regarding quality of service, the contractor's qualifications and capabilities to provide the specified service, the cost to perform the work, and other factors which the Village may consider.

2. The Village reserves the right to reject any or all proposals, to waive or not waive informalities or irregularities in proposals or proposal procedures, and to accept or further negotiate cost, terms, or conditions of any proposal determined by the Village to be in the best interests of the Village even though not the lowest bid.
3. The price quotations stated in the bidder's proposal will not be subject to any price increase from the date on which the proposal is opened at the Village Hall to the mutually agreed-to date of bid.
4. Proposals must be signed by an official authorized to bind the provider to its provisions for at least a period of 90 days. Failure of the successful bidder to accept the obligation of the bid may result in the cancellation of any award.
5. The Village has provided an estimated diameter inch and breast height for each ash tree. It is the contractor's responsibility to inspect the trees that are scheduled for removal in appendix A ahead of submitting their proposal. The village will not adjust the price after the contract is signed for differences in diameter inch found in the field during the removal process.
6. A service contract will be executed between the Village and the awarded contractor.

Consultant Qualifications

1. The contractor shall have previous experience working with tree removals in public areas and should be familiar with the local government environment in the state of Wisconsin.

I. INSURANCE REQUIREMENTS FOR ARCHITECT AND CONSULTING ENGINEER

A. Minimum Scope and Limits

1. Architects and Engineers Errors & Omissions Liability coverage, with a minimum limit of \$1,000,000 per claim, \$2,000,000 annual aggregate. This insurance is to be maintained for at least two years after completion of the project.

INSURANCE REQUIREMENTS FOR CONTRACTOR—LIABILITY & PROPERTY

- A. Commercial General Liability coverage including coverage for Products Liability, Completed Operations, Contractual Liability, and XCU coverage with the following minimum limits:
 1. General aggregate limit (other than Products—Completed Operations) per project \$2,000,000.
 2. Products—Completed Operations aggregate per project \$1,000,000
 3. Personal and Advertising Injury \$1,000,000
 4. Each Occurrence limit \$1,000,000
- B. Automobile Liability coverage at least as broad as Insurance Services Office Form #CA 00 01 07 97, with minimum limits of \$1,000,000 combined single limit per accident for bodily injury and property damage, provided on a Symbol 1—Any Auto basis.
- C. Workers' Compensation as required by the State of Wisconsin, and Employers Liability insurance with sufficient limits to meet underlying Umbrella Liability insurance requirements.
- D. Umbrella Liability providing coverage at least as broad as the underlying General Liability, Automobile Liability and Employers Liability, with a minimum limit of \$2,000,000 for each occurrence and \$5,000,000 aggregate.

- E. Aircraft Liability and Watercraft Liability. If the project work includes the use of, or operation of, any aircraft or watercraft, then Aircraft, Helicopter and Watercraft Liability insurance must be in force with a limit of \$1,000,000 per occurrence for bodily injury and property damage.
- F. Property Coverage (to be provided by contractor)
 - 1. Contractor shall determine amount of coverage perils and policy form necessary to complete project should a loss of any type occur and to meet requirements of the contractors bonding company, if any.
 - 2. Covered property will include property in transit, property stored on the project work sites, and property stored off the project work sites.
 - 3. The municipality, architect, engineer, contractor, and subcontractors will be added as loss payees to the policy.
- G. Also, see requirements under Section IV.
- H. **Bond Requirements**
 - 1. Bid Bond. The contractor will provide to the owner a Bid Bond, which will accompany the bid for the project. The Bid Bond shall be equal to percent of the contract bid.
 - 2. Payment and Performance Bond. If awarded the contract, the contractor will provide to the owner a Payment and Performance Bond in the amount of the contract price, covering faithful performance of the contract and payment of obligations arising thereunder, as stipulated in bidding requirements, or specifically required in the contract documents on the date of the contract's execution.
 - 3. Acceptability of Bonding Company. The Bid, Payment and Performance Bonds shall be placed with a bonding company with a Best's Insurance Reports rating of no less than A and a Financial Size Category of no less than Class V.

III. INSURANCE REQUIREMENTS FOR SUBCONTRACTOR

All subcontractors shall be required to obtain Commercial General Liability, Automobile Liability, Workers' Compensation, and Employers Liability insurance. This insurance shall be as broad as those noted for Contractor requirements contained in Section II. above.

IV. APPLICABLE TO ARCHITECTS, CONSULTING ENGINEERS AND CONTRACTORS

- A. Acceptability of Insurers. Insurance is to be placed with insurers who have a Best's Insurance Reports rating of no less than A and a Financial Size Category of no less than Class VI, and who are authorized as an admitted insurance company in the state of Wisconsin.
- B. The municipality, the municipality's elected or appointed officials, and employees shall be named as additional insureds on all Liability policies for liability arising out of project work.
- C. Certificates of Insurance, Commercial General, Umbrella and Additional Insured Endorsements acceptable to the municipality shall be submitted prior to commencement of the work.
- D. Architect, Engineer and Design Build Contractors shall warrant that no documents used for the project require Municipality to indemnify and / or hold harmless any party to the contract for any reason.
- E. Architect, Engineer and Design Build Contractors shall warrant that the documents used for the project shall not contain any wording limiting the financial responsibility of the parties to the contract for damages arising from their negligence, act, error or omission.

2024 Scope of

Services Install 3 sets of PB posts/nets. The owner (VOLC) will furnish posts and nets to contractor. Each post will be set in 24" x 60" concrete footing. The center anchors will be set in concrete. All (3) sets to be installed at the same time. Plywood will be used when using equipment on the court as needed (plywood supplied by us).

2. Paint prep surface clean. Cleaned with bio-degradable cleaning solution and (modulated) high pressure to remove buildup and surface stains from area. Adjustable pressure is ok here to prep for paint and remove embedded organics.
3. Crack patching: Cracks will be cleaned and filled with tennis court crack patching material and crack sealer. (Note: Cracks are permanent, and repairs will improve but not eliminate their existence).
4. Tennis court color system: Cleaning of surface with air blowers; application of two (2) coats of fortified Laykold ColorflexTennis Color Coating; Dark Blue playing pads and dark green in-between the courts to match the existing colors the best we can; and layout, taping and striping according to USAPA specifications for 3 pickleball courts in white. ([USA-Pickleball-Official-Rulebook-2024-v1.pdf \(usapickleball.org\)](http://USA-Pickleball-Official-Rulebook-2024-v1.pdf (usapickleball.org)))
5. Install 6ft fence – 120' (linear feet) on East end leaving opening on SE corner for future gate
 - a. Furnish and install 120 LF of 6' high galvanized chain link fence. The 2" OD line posts and 2-1/2" OD terminal posts will be driven 4' deep. The fence will include 1-5/8" OD top and bottom rails. Line posts will be spaced at a maximum of 10' OC.
6. Install 4 ft fence – 120' (linear feet) on West end leaving opening on NW corner for future gate.
 - a. Furnish and install 120 LF of 4' high galvanized chain link fence on the west line and approx. (2) 60' stretches of 4' internal fence (including 2 openings). The 2" OD line posts and 2-1/2" OD terminal posts will be driven 4' deep. The fence will include 1-5/8" OD top and bottom rails. Line posts will be spaced at a maximum of 10' OC.

This section is not meant to provide an exhaustive and complete scope of services. Some, all, or potential additional items may be added to this scope of services. A final scope of services agreement will need to be arranged between the Parks, Recreation & Forestry Director, and Contractor.

Specifications

1. The contractor shall have constant communication with DPRF Director as to schedule of project and bring to attention anything outside the scope of service to attention before any additional work is completed.
2. All necessary locates are responsibility of the contractor as needed.
3. The area around the court shall be clean and free of all debris once the contractor leaves the site for the day and at the completion of the project.

Completion

The substantial completion of the project including final inspection will be performed by May 30, 2024. The contractor will be allowed to work on the project as they see fit between 7:00 am 6:00 pm any day of the week Monday through Friday.

Submittal Process and Details

Proposals are sought from firms with expertise in installing pickleball equipment and fencing on existing outdoor asphalt tennis courts, preferably within the State of Wisconsin. Proposals should include the following:

1. Contractor's name, address, and names of primary contact.
2. 1 or 2 Samples of related/comparable past projects that would serve as examples of experience and expertise necessary for this work.
3. An estimated cost for providing all work detailed in the scope of services itemizing each task separately. Provide estimated hours and costs for each service separately.
4. An estimated work schedule for all work performed.
5. Identification of personnel that will be assigned to this project listing their experience and credentials. Identify who will be the Village's main point of contact.

It is not the intent of this RFP to solicit an overly long response, but it is important the contractor's experience/expertise be adequately described. It will, for example, be much more useful to address abilities and expertise directly comparable to this project than to include an exhaustive list of all projects completed by the firm. Village staff will review the submitted proposals. The selected contractor will meet with the Parks, Recreation & Forestry Director to prepare a contractual agreement between the Village and the Contractor.

APPENDIX A

Map and Location of Pickleball Courts at Doyle Park

