

**CITY OF BURLINGTON  
LEDDY PARK TENNIS COURT RECONSTRUCTION**

**Request for Proposals**

**City of Burlington, Vermont**

**Issued:** Tuesday, January 22, 2020 at 5:00 PM

**Proposals Due:** Friday, February 14, 2020 by 5:00 PM

**I. PROJECT BACKGROUND**

This Request for Proposals invites responses from experienced professional site-work and sport court construction contractors to assist the City of Burlington Department of Parks, Recreation & Waterfront with the reconstruction of the Tennis Courts at 216 Leddy Park Road, Leddy Park, Burlington, VT 05401.

Leddy Park is a large regional park that contains multiple athletic fields, an indoor ice facility and a vast expanse of natural woodland. The Burlington Bike Path passes through the western portion of the park, as does Leddy Park Road, which intersects with North Avenue.

The existing courts are nearly 30 years old and the pavement, fencing, and equipment have all reached the end of their expected lifespan.

The tennis courts at Leddy Park are home to the Burlington High School Tennis program and are in active use during the school season throughout April and May. Due to this schedule, court reconstruction cannot begin until June 1, 2020.

**II. SCOPE OF WORK**

The scope of work for this project is expected to include demolition of the existing court fencing and tennis nets, demolition of lights and light poles, reclamation of the existing court surface and 6" of sand/gravel subbase, reestablishing grade of the courts, paving, installation of new fencing, gates, and tennis nets, court surfacing and line painting.

The existing courts are approximately 23,000 sf (192' x 120') and consist of four standard 36'x78' tennis courts with a 9-foot use zone between each court and the existing fencing and an additional 1-foot apron of pavement around the existing fencing. The fencing around the courts is 10' feet tall and has 4' W entrances at the southeast and southwest corners and a double gated 8' W entrance at the northeast corner. The courts are currently crowned between the two central courts with a 1/3% slope in either direction. The new surface will be crowned similarly, but the slope shall be increased to ½-1% and low spots that have formed near each of the court entrances will need to be corrected. There are currently four (4) light poles and fixtures surrounding the courts which will be demolished and will not be replaced as part of this scope of work. Several trees to the north and south of project will need to be protected during construction.

The scope of work is divided into a base bid and three add/alternates. Add alternates may include demolition of an existing racquetball/squash facility, installation of asphalt walkways to increase ADA accessibility throughout the site, and construction of concrete pads to support existing aluminum bleachers. Expected tasks to be completed for each are as follows:

### **Base Bid: Reconstruction of the Tennis Courts**

#### **Item 1. Landscaping, Access and Permitting**

- Contractor shall provide construction entrance as shown on EPSC and Tree Protection Plan to minimize damage to turf and meet EPSC Permitting requirements
- Turf damage shall be minimized
- If damage to turf areas is unavoidable, department shall be notified prior and contractor must plan for reseeding and mulch
  - All damaged areas shall be seeded with LD Oliver — Catamount Grass Seed— Conservation Mix
  - Seeding shall take place immediately after final grade is established and no further disturbance is expected.
- Staging and access plan shall be submitted by the selected contractor prior to the project start and reviewed and approved by the City
- Establish a tree protection zone (TPZ) for trees as shown on EPSC and Tree Protection Plan
  - TPZs shall have a minimum 1’ radius, centered on the protected tree, for every 1” of trunk DBH.
  - Within the TPZ, Vehicular Traffic is strictly prohibited.
  - Within the TPZ, storage of tools, equipment, soil, or construction materials is strictly prohibited.
  - Install a Tree Protection Fence at the boundary of each TPZ.
  - Install Tree Protection Fence before construction/demolition work
  - TPZ fence shall consist of 4-foot-tall snow fence, unless otherwise specified at the direction of the City Arborist
  - Where site workers must enter a TPZ, protect the soil with a 6” thick layer of shredded bark or wood chip mulch for the duration of the disturbance period.
- All excess materials must be removed by the contractor
- The City will obtain City Zoning and EPSC permits as required

#### **Item 2. Demolition of Ext. Courts and Fence**

- Remove and dispose of existing fence and gates
- Remove and dispose of existing light poles
- Perform full-depth reclamation of existing asphalt and subbase

- BPRW will inspect ext. nets, net-posts, and lighting for potential salvage and reuse.

### **Item 3. Site Work and Paving**

- Install 4” compacted dense grade subbase on top of reclaimed material
- Install a min. 3” of H.M.A laid in two lifts—1.5” base course (VTAOT Type II) and 1.5” wear/finish course (VTAOT Type IV)
- Sieve analyses, compaction ratings, and material composition of dense grade subbase and H.M.A to meet relevant VT AOT standards
- Court location and layout to match existing

### **Item 4. Install New Tennis Court Fencing**

- Install new 10’ H chain-link fence;
- New fence shall be black, vinyl coated
- Corner posts/gate posts: 3” O.D.
- Line Posts: 2.5” O.D., spaced at max. 10’ on center
- Top and bottom rails: 1 5/8” O.D.
- Fence Mesh: 2” x 9 ga.
- The bottom edge (knuckle) of the mesh should not deviate more than 1” from the court playing surface
- H-Braces/Mid Rails: 1 5/8” O.D. shall be provided at all corner and gate posts.
- A new 8-foot gate with ground pins shall replace the gate at the northeast corner.
- The ext. entrances at the southeast and southwest corners shall be replaced with 4-foot gates
- Post footings: 12” diameter for corner/gate posts and 10”-diameter for line post concrete footing set on 4-6” compacted gravel to below frost line (48”)

### **Item 5. Net installation**

- Remove and dispose of existing net posts, center anchors, and footings.
- Install eight (8) 42-inch-tall net posts for tennis courts with concrete footings
- Footings for all net posts to match Standard Net Post Section on Sheet 4 of the Project Plans
- All net posts should be removable and mount into a base sleeve encased in the concrete footing
- Bidder to provide product specification and dimensions for all sports nets and posts
- All materials should be selected for quality and durability in a public outdoor setting
- Install four (4) – 12-inch central net anchor for each tennis court (see Project Plans for Standard net anchor section)

## **Item 6. Court Layout and Finishing**

- Court siting, color, and dimensions shall match layout shown on Site Plan
- Surface and line color to match USTA/US Open standard Green use-zone and Blue playing court w/White Line Paint. Paint to be *Premier Sports Coatings* or equivalent.
- Overlay Green Pickleball lines on all four tennis courts
- Court Construction contractor to provide layout of lines for all tennis courts

### **Add/Alternate 1: Demolition of Handball/Squash Courts**

- Demolish and dispose of all components of existing handball squash courts, including fencing, concrete and any reinforcement, and subbase.
- Install a minimum of 4" of topsoil, seed and mulch to restore the site to turf.
- Provide regular irrigation until turf is fully established.

### **Add/Alternate 2: Asphalt Walkway connections**

- Install walkways to the courts and existing bathrooms according to the Project Site Plan and cross-section details

### **Add/Alternate 3: Construction of Concrete Pads for Bleachers**

- Perform all site work, excavation, concrete work, and landscaping to create two (2) 23' L x 9' W concrete pads to support the existing aluminum bleachers according to the Project Site Plan and cross-section details

## **III. RESPONSE FORMAT**

Responses to this RFP must be not more than 12 pages in length (6 double-sided or 12 single-sided pages) and include the following:

- 1) **ATTACHMENT A** (provided in this RFP): Signed by a representative of lead contractor attesting that all terms, conditions and procedures outlined in this RFP are understood and have been followed;
- 2) **Bid Bond**; All bids must be accompanied by a negotiable bid guarantee which shall not be less than five percent (5%) of the amount of the bid. See Section VII for detailed Bid Bond conditions.
- 3) **Proposed Project Team Members**: Provide a list indicating project-lead/general contractor and any subcontractors performing work on the project.

- 4) **A proposed schedule** that indicates project milestones and overall time for completion; expedited schedules will receive a higher ranking;
- 5) **Specific Project Experience:** Descriptions detailing a minimum of 3 completed, similar or relevant projects experience that the applicant has executed. Pictures and/or links to similar or relevant projects are encouraged.
- 6) **List of References:** Provide a **minimum of three client references** with which the applicant has provided similar design/build services within the last ten years. Include the name and telephone number of the contact person and a description of the role and services provided to that contact.
- 7) **A Completed Bid Form (ATTACHMENT B, provided in this RFP)**

#### **IV. ANTICIPATED PROJECT SCHEDULE**

The City requires that this project begins June 1, 2020 with all tasks completed no later than August 15, 2020. The City anticipates that the selected Contractor will be awarded the project in February of 2020. The City reserves the right to amend all dates. While this timeline may be subject to change, all participating parties will be notified.

- RFP Issue date: Tuesday, January 22, 2020 at 5:00 PM
- Non-Mandatory site visit: Tuesday, January 28, 2020 at 10:00 AM at Leddy Park Courts
- Questions due: Friday, January 31, 2020 by 5:00 PM
- Responses Posted: Monday, February 10, 2020 by 5:00 PM
- Proposals due: Friday, February 14, 2020 by 5:00 PM
- Notify Apparent Bid Winner: Friday, February 21, 2020
- Board of Finance Review: Monday, March 9, 2020
- City Council Review: Monday, March 9, 2020
- Contract signing: Tuesday, March 10, 2020 pending BOF/CC Approval
- Project Begins: No earlier than June 1, 2020
- Project Complete: Preferred completion date of no later than August 30, 2020. Completion date will be negotiated with selected contractor depending on exact project start date.

#### **V. CONTRACTOR SELECTION**

In compliance with the City of Burlington's Procurement Policy, BPRW will evaluate all complete proposals from qualified Contractors on the following criteria. Contractors will be scored up to a maximum of 100 points based on the following:

- 1) Budget & Value (30 pts)
- 2) Ability to Meet Schedule (25 pts)
- 3) Experience & Qualifications (25 pts)
- 4) Experience with municipalities of similar size and structure (10 pts)
- 5) Quality, Clarity & Completeness of submittal package (10 pts)

Qualified Contractors must demonstrate a proven history of successful court/asphalt reconstruction. Proposals will be evaluated based on the expertise and overall experience of the contracting team with emphasis on court reconstruction, asphalt and concrete installation, and parks and recreation.

## **VI. SUBMISSIONS**

Proposals and questions shall be submitted via e-mail to:

Max Madalinski,  
Parks Project Coordinator  
Burlington Parks, Recreation & Waterfront  
**[mmadalinski@burlingtonvt.gov](mailto:mmadalinski@burlingtonvt.gov)**

Additional Requirements are as follows:

- Responses to this RFP must be received per the schedule outlined on Page 1 to be considered.
- Applicants are solely responsible for ensuring that proposals arrive on time.
- Each applicant **MUST** provide their submittal electronically as a PDF.
  - Please ensure that the document is easily printable in an 8.5x11 or 11x17 format.
  - Applicants will receive a confirmation email once their proposal is received.
- Additional detail beyond the contents described above **WILL NOT** be considered.
- Faxed proposals **WILL NOT** be accepted.
- Late replies **WILL NOT** be considered.

## **VII. BID BOND**

All bids must be accompanied by a negotiable bid guarantee which shall not be less than five percent (5%) of the amount of the bid. The bid guarantee may be a certified check, bank draft, U.S. Government Bonds at par value, or a bid bond secured by a surety company acceptable to the U.S. Government and authorized to do business in the State of Vermont. Certified checks and bank drafts must be made payable to the order of the municipality. The bid guarantee shall insure the execution of the contract and the furnishing of a method of assurance of completion by the successful bidder as required by the solicitation. Failure to submit a bid guarantee with the bid shall result in rejection of the bid. Proposal guarantees of the two lowest bidders that have submitted proposals that comply with all the provisions required to render them formal will be retained until the contract and bonds have been signed by all parties. Bid guarantees submitted by the remaining unsuccessful bidders will be returned as soon as practicable after bid opening. Should no award be made within forty-five calendar days following the opening of bids, forty-six if the forty-fifth day is a state holiday, all proposals may be rejected and all guarantees may be returned.

## **VIII. CONTRACTING**

The Consultant, prior to being awarded a contract, shall apply for registration with the Vermont Secretary of State's Office to do business in the State of Vermont, if not already so registered. The registration form may be obtained from the Vermont Secretary of State, 128 State Street, Montpelier, VT 05633-1101, PH: 802-828-2363, Toll-free: 800-439-8683; Vermont Relay Service – 711; web site: <https://www.sec.state.vt.us/>. The contract will not be executed until the Consultant is registered with the Secretary of State's Office. The successful Consultant will be expected to execute sub-agreements for each sub-consultant named in the proposal upon award of this contract.

Prior to beginning any work, the Consultant shall obtain Insurance Coverage in accordance with the Burlington Vendor Conditions (Attachment C in this RFP). The certificate of insurance coverage shall be documented on forms acceptable to the City.

If the award of the contract aggrieves any firms, they must appeal in writing to the City. The appeal must be post-marked within seven (7) calendar days following the date of written notice to award the contract.

## **IX. AGREEMENT REQUIREMENTS**

The selected consultant will be required to execute a contract with the City on the terms and conditions required by the City, including but not limited those in the Burlington Vendor Conditions (Attachment C) and the attached Draft Agreement.

## **X. LIMITATIONS OF LIABILITY**

The City assumes no responsibility or liability for costs incurred by parties responding to this Request for Proposals, or responding to any further requests for interviews, additional data, etc., prior to the issuance of the contract.

## **XI. COSTS ASSOCIATED WITH PROPOSAL**

Any costs incurred by any person or entity in preparing, submitting, or presenting a proposal are the sole responsibility of that person or entity. The City will not reimburse any person or entity for any costs incurred.

## **XII. INDEMNIFICATION**

Any party responding to this Request for Proposals is acting in an independent capacity and not as an officer or employee of the City. Any party responding to this Request for Proposals will be required to indemnify, defend, and hold harmless the City, its officers, and employees from all liability and any claims, suits, expenses, losses, judgments, and damages arising as a result of the responding party's acts and/or omissions in or related to the submission of the response.

## **XIII. REJECTION OF PROPOSALS**

The City reserves the right to reject any or all proposals, to negotiate with one or more parties, or to award the contract to the proposal the City deems will meet its best interests, even if that proposal is not the lowest bid. The City reserves the right to re-advertise for additional proposals and to extend the deadline for submission of the proposals. This Request for Proposals in no way obligates the City to award a contract.

#### **XIV. OWNERSHIP OF DOCUMENTS**

Any materials submitted to the City in response to this Request for Proposals shall become the property of the City unless another arrangement is made by written agreement between the City and the responding party. The responding party may retain copies of the original documents.

#### **XV. PUBLIC RECORDS**

Any and all records submitted to the City, whether electronic, paper, or otherwise recorded, are subject to the Vermont Public Records Act. The determination of how those records must be handled is solely within the purview of City. All records the responding party considers to be trade secrets, as that term is defined by subsection 317(c)(9) of the Vermont Public Records Act, or that the responding party otherwise seeks to have the City consider as exempt must be identified clearly and specifically at the time of submission. It is not sufficient to merely state generally that a proposal is proprietary, contains a trade secret, or is otherwise exempt. Particular records, pages, and sections which are believed to be exempt must be specifically identified as such and must be separated from other records with a convincing explanation and rationale sufficient to justify each exemption from release consistent with Section 317 of Title 1 of the Vermont Statutes Annotated.



**ATTACHMENT A**

Understanding of RFP Procedure, Terms and Conditions

***This page to be returned with proposal submission***

I acknowledge that I have read and understand all procedures and requirements of the above referenced RFP and have complied fully with the Terms and Conditions outlined in the RFP.

Contractor/Team: \_\_\_\_\_

Representative's Printed Name: \_\_\_\_\_

Representative's Signature: \_\_\_\_\_

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

## **ATTACHMENT B**

<b>BASE BID - Reconstruction of the Tennis Courts</b>				
Item No.	ITEM	UNIT	QTY	TOTAL PRICE IN NUMBERS (\$XX.XX)
1	Landscaping, Access	LS	1	\$
UNIT PRICE IN WORDS:				
2	Demolition of Ext. Courts and Fencing	LS	1	\$
UNIT PRICE IN WORDS:				
3	Site Work and Paving	LS	1	\$
UNIT PRICE IN WORDS:				
4	Installation of New Tennis Court Fencing	LS	1	\$
UNIT PRICE IN WORDS:				
6	Court Layout and Finishing	LS	1	\$
UNIT PRICE IN WORDS:				

Total Base Bid in Words: \_\_\_\_\_

\_\_\_\_\_

<b>Add/Alternate 1</b>				
Item No.	ITEM	UNIT	QTY	TOTAL PRICE IN NUMBERS (\$XX.XX)

7	Demolition of Squash/Handball Courts	LS	1	\$
---	--------------------------------------	----	---	----

Total Add/Alt 1 in Words: \_\_\_\_\_

\_\_\_\_\_

Add/Alternate 2				
Item No.	ITEM	UNIT	QTY	TOTAL PRICE IN NUMBERS (\$XX.XX)
8	Asphalt Pathway Construction	LS	1	\$

Total Add/Alt 2 in Words: \_\_\_\_\_

\_\_\_\_\_

Add/Alternate 3				
Item No.	ITEM	UNIT	QTY	TOTAL PRICE IN NUMBERS (\$XX.XX)
9	Construction of Concrete Pads for Bleachers	LS	1	\$

Total Add/Alt 2 in Words: \_\_\_\_\_

\_\_\_\_\_