

Bertie County, North Carolina
Request for Proposals (RFP) 2024-03
Construction of Outdoor Basketball Court

Bertie County is seeking proposals from qualified contractors for the construction of a basketball court at the Bertie County Recreation Complex located 1538 South King St. in Windsor, North Carolina. The courts will be used by the residents and visitors that come to Bertie County.

Scope of Work

A site visit to the Bertie County Recreation Complex is highly encouraged. Aerial maps of Bertie County Recreation Complex and proposed site of court are included as attachments to this RFP.

The scope of work for the project includes, but is not limited to the following:

- Clear and grub entire area to be accessed.
- Perform all surveying needed to ensure the area has the proper pitch and critical grade for adequate surface water runoff on new paving.
- Fine grade and compact the entire area, subgrade for new paving.
- Document as-built of grades shot for the entire area.
- Furnish and install asphalt for 94' X 50' court and specify the number of inches of binder, asphalt, and specs used to establish court construction.
- Specify layers of color coatings and clear undercoating.
- Color the finish product main color of dark blue with white borders and all lines, including 3-point arc, free-throw line, center line, lines through the paint, center circle lines, and out-of-bounds lines (and pickleball court lines).
- Install security fence during and after construction.
- Installation of basketball post and goals and removable pickleball posts. The basketball goals should be a fixed height system with graffiti-resistant backboard. The rims should be with nylon nets. The basketball hoop goal height should be 10 feet from the surface after installation. The basketball goals should be installed within the court material.
- Mark regulation basketball court playing lines as well as regulation pickleball court playing lines.
- Install appropriate fencing. The courts will have 10 feet high fencing around the perimeter. The fencing should be black vinyl-coated chain-link fencing with two entrances to the courts.
- Bid must include the cost of all materials, equipment, supplies, freight, state sales tax, labor, and supervision as necessary for the successful completion of the project.
- Sports lighting for evening play should be included in the bid package. Price the lighting to adequately light the entire court with a minimum of 18' Square, 4"x4", 11-gauge steel powder-coated poles, bolted in concrete footings, low-profile LED fixtures with a minimum of 30,000 lumens per fixture.
- Courts must be left in a "ready" state for basketball games.
- Fencing, grass, and the surrounding area that is disturbed by the project must be repaired and returned to previous conditions.

- The equipment should be in full compliance with both the American Society for Testing and Materials (ASTM) and Consumer Product Safety Commission (CPSC) guidelines. The equipment shall be accessible to the handicapped in accordance with State and Federal laws.

Each proposal shall include the total cost for installing the equipment and surface. The successful bidder shall provide all insurance necessary for the installation portion of this project.

Addendum: Tile Floor Requirement

In addition to the previously outlined specifications, the proposal must include an alternative bid for the construction of a tile floor option for the basketball and pickleball courts. The tile floor should meet the following criteria:

Tile Material:

- Specify the type of tile material to be used for the court surface. Consider durability, slip resistance, and suitability for outdoor sports applications.

Color and Markings:

- Ensure that the tile floor adheres to the color and markings requirements outlined in the original proposal. Markings for both basketball and pickleball courts should be clearly visible on the tile surface.

Installation Process:

- Detail the installation process for the tile floor, including subfloor preparation, adhesives, and any additional layers required.

Cost Breakdown:

- Provide a separate cost breakdown for the tile floor option, including materials, installation labor, and any other associated expenses.

Contractors submitting proposals are required to include both the asphalt and tile floor options for consideration. The County reserves the right to choose the most suitable option based on cost, durability, and other relevant factors.

Addendum: Pickleball Court Option

In response to the growing popularity of pickleball, the proposal must include an additional bid for the construction of a dedicated pickleball court alongside the basketball court. The pickleball court should meet the following specifications:

Court Dimensions:

- Provide the dimensions for the dedicated pickleball court, adhering to the standard measurements as per the official guidelines for pickleball court construction.

Surface Material:

- Specify the type of surface material to be used for the pickleball court, ensuring it is suitable for pickleball play, provides adequate traction, and meets industry standards.

Court Markings:

- Clearly indicate the regulation pickleball court playing lines on the dedicated court surface, including boundaries, service areas, and non-volley zones.

Net System:

- Include details about the net system to be installed for pickleball play, ensuring it complies with official pickleball regulations.

Color Coordinating:

- Coordinate the color scheme for the pickleball court with the main basketball court, including any required markings and borders.

Contractors submitting proposals are encouraged to include comprehensive details for the pickleball court option in addition to the basketball and tile floor options. The County will consider factors such as versatility, inclusivity, and community interest in making the final selection.

Content of Proposal:

In responding to this request, bidders must provide the following:

1. Summary detailing why the contractor should be considered most qualified and be selected by Bertie County to provide the services listed in the scope of work.
2. Contact information: General information for the firm bidding the work, including name, address, telephone number, email address of the individual responsible for the RFP response.
3. History: General information of the qualifications pertinent to this RFP, and demonstration of comparable services
4. Fees: Itemized schedule of expenses, including labor and direct expenses such as materials. Detailed summary of the cost of materials required to perform the scope of work. The bidder will be required to provide all necessary materials, and should include the cost of those materials in its bid.
5. Project timeline: Project timeline from start until completion (include total days).
6. References: Provide at least three (3) references of clients for which the firm has provided services for similar projects within the last five (5) years. Provide a brief description of similar projects of comparable size and complexity, including the following:
 - i. Project location.
 - ii. Renovation and/or Replacement.
 - iii. Description of original project budget versus actual costs
 - iv. Name and contact information for a reference with knowledge of the Bidder's work on each project.
7. Provide the Firm(s) and if possible the names and proposals of all sub-contractors that will be part of the Bidder's Team and identify the specific work the sub-contractor will perform. Once the County issues a contract, no change in sub-contractors assigned to the project will be permitted without prior written approval from the County.

Evaluation Criteria & Selection Process

Proposals submitted by the deadline and deemed complete will be evaluated by the County. Any business submitting a proposal may be required to provide additional detailed information as needed. The award of a contract will be at the discretion of County Commissioners. The County reserves the right to disqualify any bid from a bidder it deems as non-responsive and/or non-responsible. The County reserves the right to make such investigations of the Bidders as it deems appropriate. The County reserves the right to reject any and all proposals without qualifications. The County also reserves the right to add or deduct any specific requirements and associated costs from the selected proposal.

Proposals will be evaluated on a variety of factors including, but not limited to, the following:

- Relevant experience and qualifications of Firm
- Relevant experience and qualifications of key personnel
- Satisfactorily completed similar projects
- Cost

Timeline and Submission Procedures

The County anticipates the following general timeline for this RFP. The anticipated schedule may change if it is in the County's best interest to do so.

RFP Advertisement:	Friday, March 1, 2024
Deadline for Questions:	4:00 p.m., March 15, 2024
Deadline for Proposals:	2:00 p.m., April 2, 2023
Administration Evaluation of Proposals:	April 3 – April 10, 2024
County Commissioners to consider recommendation of award of contract:	April 22, 2024
Contract Execution:	April 23, 2024
Notice to Proceed:	TBD

Award of any contract may be made without discussion with Bidders after proposals are received. The County reserves the right to cease contract negotiations if it is determined that the Bidder cannot perform the services specified in their response.

Recommendation of award for contract will be made based not only on price, which is an important factor, but also on quality of bid, qualifications, experience, technical expertise, references, and ability to execute the work. After careful evaluation, County staff will make a recommendation to County Commissioners for award of a contract.

Proposals should be submitted to the following:

Donna Mizelle
Parks and Recreation Director
Bertie County, NC
106 Dundee Street
PO Box 530
Windsor, NC 27983

Deadline for Questions: 4:00pm, Eastern Time, March 15, 2024.

Bidders should send questions regarding this Request for Proposals to Donna Mizelle, Recreation Director, by email to donna.mizelle@bertie.nc.gov. Questions received before this deadline will be answered via addendum posted on the County's website at <http://www.co.bertie.nc.us/requests-for-bids-proposals>.

Questions received after this deadline will not be answered.

If an addendum is issued, Bidders must acknowledge receipt of the addendum with their bid.

Deadline for Submissions: The deadline for submission is **2:00 p.m., April 2, 2024**. Proposals will be received at 106 Dundee Street, Room 20 in a sealed envelope. Sealed envelopes must be clearly marked "**Request for Proposals (RFP) 2024-03, Construction of Outdoor Basketball Court**" and include two (2) hard copies and one (1) electronic copy saved to a USB flash drive. It will be the responsibility of the bidders to verify receipt by the County.

Proposals may be delivered by hand or by mail, but no bid shall be considered which is not actually received by the County at the place, date and time appointed by the County and the County shall not be responsible for any failure, misdirection, delay, or error resulting from the selection by any bidder of any particular means of delivery.

Proprietary and/or Confidential Information: Your bid is a public document under the North Carolina Freedom of Information Act (FOIA), except as to information that may be treated as confidential as an exception to disclosure under the FOIA. If you cannot agree to this standard, please do not submit your bid. All information that is to be treated as confidential and/or proprietary must be CLEARLY identified, and each page containing confidential and/or proprietary information, in whole or in part, must be stamped and/or denoted as CONFIDENTIAL, in bold, in a font of at least 12-point type, in the upper right-hand corner of the page. All information not so denoted and identified will be subject to disclosure by the County.

Bidders acknowledge and agree that the County will not be liable for any costs, expenses, losses, damages (including damages for loss of anticipated profit) or liabilities incurred by the respondent or any member of the respondent's organization as a result of, or arising out of, submitting a bid, negotiating changes, or due to the County's acceptance or non-acceptance of the bid or the rejection of any and all proposals. Bidders are responsible for the submission of accurate, adequate, and clear descriptions of the information requests. Neither issuance of the RFP, preparation and submission of a response, nor the subsequent receipt and evaluation of any response by Bertie County will commit the County to award a contract to any respondent even if all the requirements in the RFP have been met.

Bertie County reserves the right to accept or reject any and all proposals, or any parts thereof; to waive irregularities or informalities in any bid received to allow the bid to be considered; to negotiate terms and conditions with Bidders; and to select a Bidder or to cancel in whole or in part this RFP, if it is in the best interest of the County to do so. Those proposals determined not to be in compliance with provisions of this RFP and the applicable laws and or regulations will not be processed.

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ATTACHMENT 2: TAX MAP VIEW OF BERTIE COUNTY RECREATIONAL FACILITY AND WHERE BASKETBALL COURT IS TO BE LOCATED.

