



TOWN REQUEST FOR PROPOSALS (RFP)

PROJECT: TOWN PARK TENNIS AND PICKLEBALL COURT IMPROVEMENTS

Town of Mt. Crested Butte
P.O. Box 5800
911 Gothic Road
Mt. Crested Butte, CO 81225
Office: (970) 349-6632

January 4, 2023

REQUEST FOR PROPOSALS FOR TENNIS / PICKELBALL COURTS

Town of Mt. Crested Butte, Colorado

Proposal Submittal Deadline: January 31, 2023 at 5:00 pm (Mountain Time Zone)

I. Project Purpose

The Town of Mt. Crested Butte, Colorado is inviting Request for Proposals by qualified firms for improvements needed to the Town’s Tennis Courts (Project) located on the Ted Scheske Park in the Town of Mt Crested Butte. The tennis court surfaces are deteriorating and need to be re-surfaced and re-marked. As part of this Project, following re-surfacing, one court will be marked exclusively for tennis and one court will be marked exclusively for multiple pickleball courts.

II. Town Characteristics

The Town of Mt. Crested Butte, at 9,375 feet in elevation, is within the majestic Elk Mountains in northern Gunnison County. This unique area, with origins in mining, has since developed into a quaint community having diverse recreation and tourism. The Town was incorporated in 1974 and is 2.05 square miles with development following the topographic spine of Gothic Road. The Town has nearly 1,000 year-round residents with 10,000 visitors during the peak seasons. The Town is a major tourist destination and continues to grow as the population of Gunnison County increases. Tennis has been, and pickleball is increasingly becoming a more popular recreation in the Town.

III. Project Area / Site:

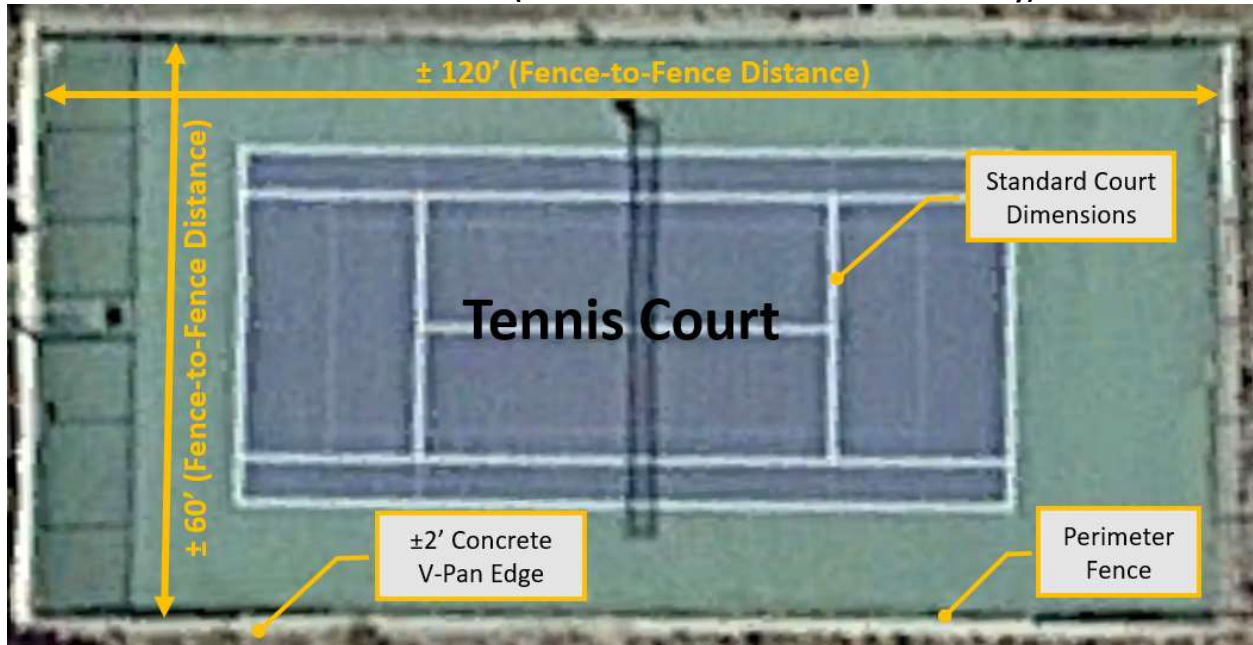
The two tennis courts are located within the Ted Scheske Park, a Town owned and maintained Park located immediately south of the Town Hall at 911 Gothic Avenue in Mt. Crested Butte.

Exhibit 1: Town Tennis Court Location



Both tennis courts are the same size and dimension and have similar facility and equipment features.

Exhibit 2: Tennis Court Size and Features (Court #1 and #2 are Constructed Similarly)



IV. Qualification Requirements

The contractor must have a minimum of ten (10) similar and successful projects within the past five (5) years. Experience with high-elevation courts above 5,000 feet mean sea level is preferred. Contractor must be a member of the American Sports Builders Association and will have a Certified Tennis Court Builder on staff, with preference given to the Contractor being a member of the Post-Tensioning Institute (PTI).

V. Project Objectives

The Town's primary objectives for this Project are as follows:

A. Resurface Tennis Courts (Court #1 and Court #2)

Note: Town will remove and re-install the fence, gate, and court net systems

Note: Town will coordinate tennis court resurfacing to minimize or avoid scheduled Park events

B. Court #1: Paint/Re-Mark Court for Tennis Only

Note: Court to meet United States Tennis Association (USTA) specifications

C. Court #2: Paint/Re-Mark Court for up to four (4) Pickleball Courts

Note: Court(s) to meet US Pickleball Association (2022 Official Rulebook)

Note: Town will procure the pickleball net/poles equipment

Note: Pickleball courts to be painted/marked to standard dimensions

Note: Town will install the pickleball net/poles based on the pickleball marking plan

Note: Town to decide on tennis court and pickleball paint/markings color scheme

Note: Paint/Re-mark courts with similar color scheme

Exhibit 3: Court #1: Resurface and Remark Court Exclusively for Tennis

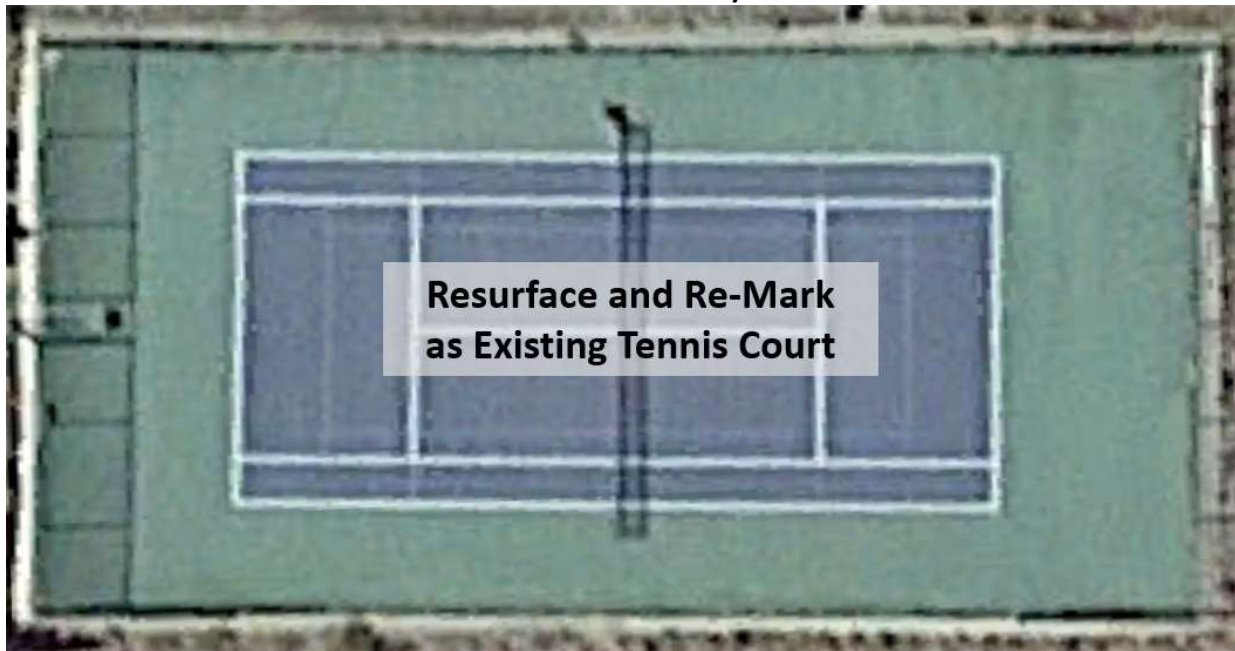
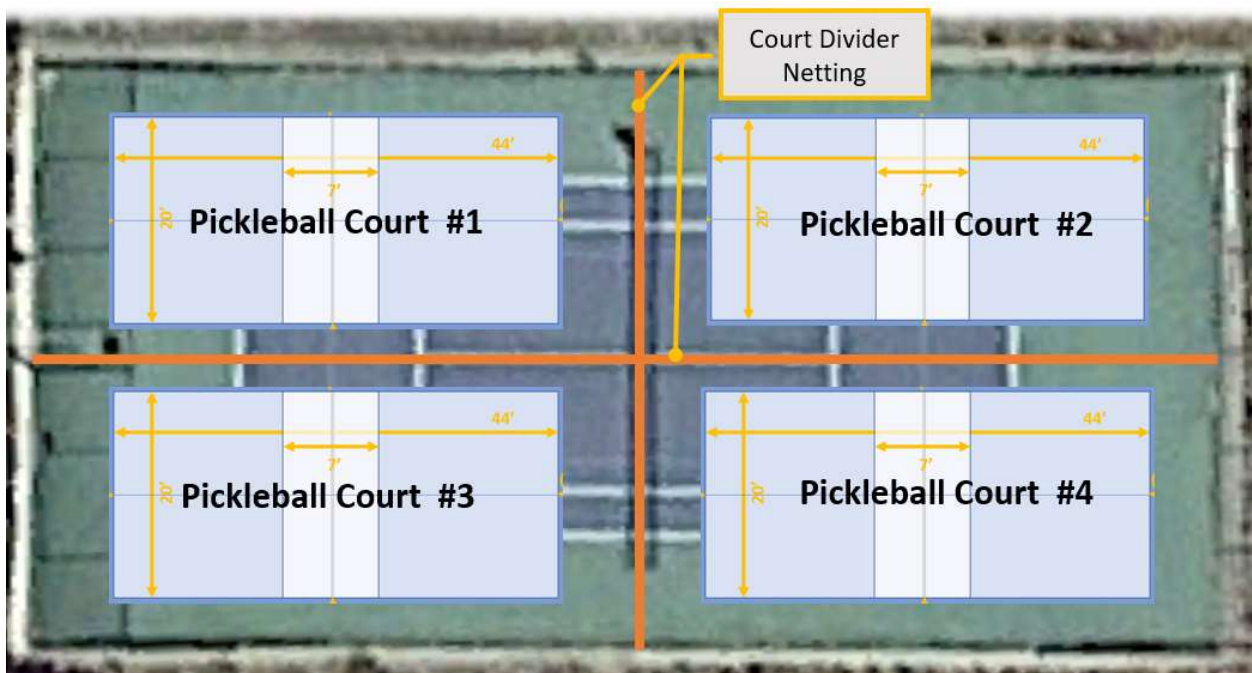


Exhibit 4: Court #2: Resurface and Remark Exclusively for Multiple Pickleball Courts



VI. RFP Submittal Format

The SOQ/Proposal shall be organized and include the information below:

- A. Cover Letter - with authorized signature (1 page)
- B. Qualifications and Experience – Firm and Key Individuals
- C. Project Understanding, Approach, and Timeline
- D. Similar and Relevant Projects
- E. Proposed Project Fee
- F. Evidence of professional Engineering licensure in the State of Colorado and insurance

Proposal Format:

- i. One (1) electronic proposal file submitted in digital format.
- ii. Limit of twelve (12) single-sided pages
(page limit excludes cover letter, dividers, references, and license and insurance evidence)
- iii. Minimum 11-point font

Below is further clarification regarding the RFP submittal components:

RFP Qualifications and Experience

Applicant shall describe the firm and key personnel experience assigned to this project, and as relevant to other similar projects completed by the firm or project team.

RFP Project Understanding, Approach, and Proposed Schedule

Applicant shall describe their understanding of the project, including the proposed technical approach, team structure, and project coordination. Applicant can expand on the Scope of Work as appropriate to accomplish the overall objectives of the project, including suggestions which might enhance the results or usefulness of the project outcomes. The Applicant shall also include a schedule and completion timeline as consistent with the Scope of Work.

RFP Project Cost

Applicant shall include an itemized cost proposal that includes all estimated hourly labor-rate costs (prime and subconsultants), overhead costs, and direct expenses as consistent with the Scope of Work. All fees will be considered by the Town to be negotiable based on the final scope of services and deliverables.

RFP References

Applicant shall provide a list of three (3) references within the past five (5) years for projects in which the applicant has done similar work. The project reference shall include the 1) project name, 2) location, 3) brief description, 4) start and finish date of work performed, 5) total project cost, and 6) key

personnel. Reference contacts shall include the 1) client contact name, 2) address, and 3) telephone number(s).

RFP Certifications / Insurance

Applicant shall identify and include certificates and insurance coverages consistent with completing the Scope of Work.

VII. RFP Proposal Review and Evaluation:

The Town reserves the right to reject any/or all proposals. Failure of the applicant to provide the minimum RFP prerequisites or any of the information requested in the RFP, may result in the disqualification of the submittal. Additionally, an applicant who is in the opinion of the Town, not in a position to perform the contract or who has previously failed to perform similar projects may also be disqualified.

The RFP submittal will be evaluated based on the following factors and points:

- A. Project Approach and Methodology (30 points)
- B. Project Team Experience and Qualifications (40 points)
- C. Project budget (20 points)
- D. Project Team/Office Location (10 points)

The Town reserves the right to award the contract on the merits and in the best interest of the Town, as a consideration of RFP submittals and possible interviews, regardless of score. The Town reserves the right to revise the Scope of Work through the negotiating process.

VIII. PROJECT TIMELINES AND CONTACTS:

A. Project Schedule

Town Project Timeline:

The Town anticipates the following project schedule:

- A. RFP Town Submittal Deadline: January 31, 2023 at 5:00 pm (Mountain Time Zone)
- B. Review and Rank Proposals: February 6, 2023
- C. Interview(s): February 20 through 23, 2023
- D. Town Council Recommendation: As Required
- E. Award Contract: March 1, 2023
- F. Contract Negotiation/Execution: March 30, 2023
- G. Notice-to-Proceed/Project Start Date: May 1, 2023 (weather dependent)
- H. Proposed Completion Date: July 31, 2023

Proposals shall remain open and in-affect sixty (60) calendar days after the date of the proposal opening. The Town will provide notice of award within sixty (60) calendar days following the date of the proposal opening.

B. Proposal Inquiries

Inquiries concerning this RFP should be directed to:

Town of Mt. Crested Butte
Tim Roybal, Parks Department Supervisor
Office: (970) 901.5843 | Mobile: (719) 221.5974
Email: troybal@mtcb.colorado.gov

C. Proposal Submission

Email submittal of electronic proposal to: toconnell@mtcb.colorado.gov

IX. INSURANCE

The firm(s) selected (Contractor) shall obtain and maintain, and ensure that each subcontractor shall obtain and maintain, insurance as specified in this section at all times during the term of this Contract. All insurance policies required by this Contract shall be issued by insurance companies as approved by the State.

Workers' Compensation: Workers' compensation insurance as required by state statute, and employers' liability insurance covering all Contractor or Subcontractor employees acting within the course and scope of their employment.

General Liability: Commercial general liability insurance covering premises operations, fire damage, independent contractors, products and completed operations, blanket contractual liability, personal injury, and advertising liability with minimum limits as follows:

- i. \$1,195,000 each occurrence;
- ii. \$1,195,000 general aggregate;
- iii. \$1,195,000 products and completed operations aggregate; and

Automobile Liability: Automobile liability insurance covering any auto (including owned, hired and non-owned autos) with a minimum limit of \$1,195,000 each accident combined single limit.

Additional Insured: The Town shall be named as additional insured on all commercial general liability policies (leases and construction contracts require additional insured coverage for completed operations) required of Contractor and Subcontractors.

Primacy of Coverage: Coverage required of Contractor and each Subcontractor shall be primary over any insurance or self-insurance program carried by Contractor or the Town.

Cancellation: The above insurance policies shall include provisions preventing cancellation or non-renewal, except for cancellation based on nonpayment of premiums, without at least 30 days prior notice to Contractor and Contractor shall forward such notice to the Town in accordance with §14 within seven days of Contractor's receipt of such notice.

Subrogation Waiver: All insurance policies secured or maintained by Contractor or its Subcontractors in relation to this Contract shall include clauses stating that each carrier shall waive all rights of recovery under subrogation or otherwise against Contractor or the Town, its agencies, institutions, organizations, officers, agents, employees, and volunteers.

Certificates: Contractor shall provide to the State certificates evidencing Contractor's insurance coverage required in this Contract within seven Business Days following the Effective Date. Contractor shall provide to the State certificates evidencing Subcontractor insurance coverage required under this Contract within seven Business Days following the Effective Date, except that, if Contractor's subcontract is not in effect as of the Effective Date, Contractor shall provide to the State certificates showing Subcontractor insurance coverage required under this Contract within seven Business Days following Contractor's execution of the subcontract. No later than 15 days before the expiration date of Contractor's or any Subcontractor's coverage, Contractor shall deliver to the State certificates of insurance evidencing renewals of coverage. At any other time during the term of this Contract, upon request by the State, Contractor shall, within seven Business Days following the request by the Town, supply to the Town evidence satisfactory to the Town of compliance with the provisions of this section.