

CITY OF GRETNA  
GRETNA, NEBRASKA

REQUEST FOR PROPOSALS

For

The Conversion of Existing Tennis Courts into  
Pickleball Courts @ North Park

November 2022

City of Gretna  
204 North McKenna Avenue  
Gretna, Nebraska 68028

## City of Gretna, Nebraska

November 2022

The City of Gretna is requesting proposals from qualified firms to convert 2 existing tennis courts into 6 Pickleball courts at North Park in Gretna, Nebraska. The RFP should include site preparation, all necessary concrete and surface preparation work, and be full turnkey when project is complete. The pickleball courts will be contained within the current fenced-in area of the tennis courts, an approximately 120ft x 106ft area. The complete and final price will not exceed \$70,000.00. The current tennis court setup is shown in the aerial view, below.



Interested firms may obtain a copy of the RFP from the City of Gretna. All information outlined in the RFP, along with any other pertinent facts necessary for a proper evaluation of the proposal, should be delivered to the following address no later than 2:00 PM on Wednesday, December 7, 2022:

City Clerk  
City of Gretna  
204 North McKenna Avenue  
Gretna, Nebraska 68028

The City requests 3 copies of the sealed proposal be submitted to the City no later than the above time and date.

The City reserves the right to waive technicalities, informalities, or irregularities in any proposal, and to reject any or all proposals in whole or in part, with or without cause, and/or to accept the proposal that in its judgment will be in the best interest of the City of Gretna irrespective of cost. The City specifically reserves the right to reject any conditional proposal and will normally reject those which make it impossible to determine the intent of the proposal.

Sealed proposals will be received by the City of Gretna until 2:00 PM on December 7, 2022 at which time said proposals will be opened, read aloud, recorded and taken under consideration. Additionally, a mandatory pre-bid meeting will occur on November 18<sup>th</sup> at 2:00 PM at the tennis courts at North Park to address questions or offer clarification. Proposals from those not in attendance for the pre-bid meeting will not be accepted. Proposals are being received for the furnishing of services as follows:

**To convert existing tennis courts at North Park in Gretna, Nebraska, to six (6) pickleball courts. The RFP should include site preparation, all necessary concrete and surface preparation work, all fence work, and be full turnkey when project is complete. The pickleball courts will be contained within the current fenced-in area of the tennis courts, an approximately 120ft x 106ft area. The complete and final price will not exceed \$70,000.00.**

Proposals shall be presented in a sealed envelope per instructions in the RFP. All information regarding opening date, description of the proposal, and RFP title must be listed on the outside of the envelope.

Any additional information necessary can be obtained by directing calls to Tammy Tisdall, City of Gretna, 204 North McKenna Avenue, Gretna, Nebraska 68028, (402) 332-3336.

## **GENERAL INFORMATION**

### **PURPOSE**

The City of Gretna is soliciting proposals from qualified firms to convert two (2) existing tennis courts into six (6) pickleball courts at North Park in Gretna, Nebraska. The proposal should include site preparation, all necessary concrete and surface preparation work, and be full turnkey when project is complete. The pickleball courts will be contained within the current fenced-in area of the existing tennis courts, an approximately 120ft x 106ft area. Also included in the proposal, is the engineering, consultation, professional management, equipment, and installation capability. It is the intent of the RFP to determine the most qualified firm and most desired equipment to which City of Gretna could contract. The complete and final price will not exceed \$70,000.00. The work for this project may begin as early as April 15, 2023 and must be completed by June 1, 2023.

### **SCOPE**

The court will adhere to rules and guidelines of the governing body of the sport, USA Pickleball. Any exceptions to the rules or guidelines must be approved by the Public Works & Utilities Director or City Administrator.

The proposal must include the following:

- Details regarding preparation of the concrete. An acid bath or other etching to ensure proper adhesion of coatings is required.
- Details of the layers of surface paint, primer, etc... are also required. Details of the playing surface. Nova sports coatings or like substitutes for a medium speed playing surface required.
- Details of the plans to fill cracks, smooth the surface, and still allow for proper concrete expansion
- Details of the brand, quality, color, and any other relevant information about the posts

and nets being installed

- Details of one fence down the middle of the court separating the north and south courts. Fence must match the net posts or existing surrounding fence to the closest likeness. Subcontracting for fence installation may be permitted with approval of the Public Works Director or City Administrator.
- Warranty information for the concrete work, hardware, nets, posts, fencing, and surface work including crack sealing and painting is required.

Proposals shall address all of the information outlined herein. Additionally, each prospective firm may include such additional information as he or she deems pertinent to the proper evaluation of their proposal. Typewritten proposals only shall be submitted in triplicate, bound to create a single document containing all required material.

All bidders are responsible for obtaining any information pertinent to the proper evaluation of the project.

Contact **Tammy Tisdall, 402-332-3336** Monday through Friday during normal working hours to make inspection of the site.

*\*All submittals shall be mailed to **City of Gretna, Attn: City Clerk, PO Box 69, Gretna, Nebraska 68028.*** Sealed proposals shall be received at the office of the City, 204 N. McKenna Avenue, Gretna, NE 68028, until 2:00 p.m. on December 7, 2022 from qualified firms. The sealed proposals will be opened in public at said time and place.

Proposals may be delivered to the City in person. Overnight courier is acceptable provided timely receipt of proposals. The firm assumes responsibility for late delivery of the mail. It is the sole responsibility of the firm to see that its proposal is received at the proper time.

Any proposal received by the City after 2:00 p.m. on December 7, 2022 shall be rejected and returned unopened.

Firms may not withdraw their proposals after the proposal opening without the approval of the City. Requests to withdraw a proposal must be in writing and properly signed. Firms may,

however, without prejudice, modify or withdraw its proposal by written request, provided that the request is received by the City prior to the scheduled opening and at the address to which proposals were to be submitted. Following withdrawal or modification of its proposal, firms may submit a new proposal, provided it is received by the City prior to the proposal due date. The City reserves the right to reject any and all proposals or parts thereof and to waive any technicalities, informalities, or irregularities in the proposals and to disregard all nonconforming or conditional proposals or counter-proposals and to hold the proposals open for forty-five (45) days from the opening date set forth above. Firms agree to accept a notice of award, if selected, based on the terms of its proposal in the event that a notification of award is received on or before expiration of the 45-day time period. The City reserves the right to cancel the invitation for proposals at any time, without liability for any loss, damage, cost or expense incurred or suffered by a firm as a result of that cancellation. Each firm is solely responsible for the risk and cost of preparing and submitting a proposal.

All work must comply with OSHA, Nebraska Department of Health and Human Services Regulations.

### **ITEMS TO BE ADDRESSED IN RFP - Submittals**

Each proposal shall include information on all of the following items. Additionally, each prospective firm may submit such other information as deemed appropriate for the proper evaluation of his or her proposal.

A. Proposals shall include an informative narrative report introducing the firm. Additionally, a statement of qualifications and resume detailing the experience of all individuals responsible for providing service under this contract should be submitted. Principals involved should be listed along with the names and addresses of the individuals placed in charge for the administration of the terms and conditions of the contract. Summary resumes will be submitted. A copy of the State Contactor's License **MUST BE** included in the response to this RFP.

B. Proposals shall include the details of the appropriate equipment and work. This shall include but not be limited to, the evaluation of the site, equipment and its specifications and operation, and information on the installation contractor. All warranties will also need to be presented.

C. A list of equipment and installations that were installed in the last 5 years. Include the Name of the owner, Person of Contact, and Telephone Number of Contact. Firms shall furnish evidence satisfactory to the City that it has the necessary facilities, abilities, experience, equipment, and financial and physical resources available to fulfill the conditions of the contract should the contract be awarded to it.

D. Proposals shall also specify all warranties for the equipment, installation of the equipment, and other items mentioned in "SCOPE," above.

E. The detailed proposal shall adhere to the specifications given in this RFP.

F. Each firm shall submit a detailed insurance certificate. This insurance certificate should detail all levels of insurance that may be required by the City to accept a contractual obligation, which shall be at a minimum provided by an insurance company which carries an AM Best rating of A- or better. In addition, all firms shall provide a detailed certificate which indicates they carry Professional Liability insurance of no less than \$2,000,000 and cover damages from errors or omissions in the performance of professional duties. The proposed insurance certificate **must be** attached to the last page of this RFP. The City must be named as an insured party on the certificate to be provided prior to the start of work.

G. **The firm will not cancel the contract for any reason other than non-payment by the**

**City. The proposal must include a detailed cost for each piece of equipment and cost for the installation for the equipment. The installation will specify what is included for this work.**

H. Any permits, approvals, fees, etc. required by the State of Nebraska to accomplish all work shall be the responsibility of the successful firm.

I. Each proposal shall submit a formal **Safety Program** stating company policy on all safety procedures. Document procedures to include, but not limited to, workers protection and general safety procedures.

J. Proposals must demonstrate the capability to successfully manage the information flow.

### **INSURANCE REQUIREMENTS**

Insurance coverage specified herein constitutes the minimum requirements and said requirements shall in no way lessen or limit the liability of the firm under the terms of the contract. The firm shall procure and maintain at their own expense any additional kinds and amounts of insurance that, in their own judgment, may be necessary for their proper protection in the undertaking of the work. The firm shall carry insurance as prescribed herein and all policies shall be with companies satisfactory to the City.

No part of the work will be sublet to another individual or firm without the City of Gretna's approval.

Certificates of insurance shall state that thirty (30) days written notice will be given to the City before the policy is canceled or non-renewed. No firm or sub-firm will be allowed to start any work on the contract until certificates of all insurance required herein are filed and approved by City Officials. The certificates shall show the type, amount, class of operations covered,



effective dates, and the dates of expiration of policies. In addition, the certificates shall name the City as insured. The firm shall secure and maintain in effect for the period of the contract and pay all premiums for the following kinds of insurance.

**A. Workman's Compensation and Employer's Liability Insurance**

This insurance shall protect the firm against all claims under applicable State Workmen's Compensation Laws. The liability limits shall not be less than the required statutory limits for Workmen's Compensation and Employer's Liability in the amount of \$1,000,000 Each Accident, \$1,000,000 Disease-Each Employee, \$1,000,000 Disease-Policy Limit.

**B. Firm's Comprehensive General Liability Insurance**

This insurance shall cover all operations in connection with the performance of the contract in amounts not less than the following: Coverage in the amount of \$1,000,000 for each occurrence and \$2,000,000 general aggregate and \$2,000,000 products/completed operations aggregate for claims by third parties for bodily injury, property damage or personal injury. Coverage shall be provided on an occurrence form, not claims made. No exclusions or limitations related to height of work will be allowed.

The Comprehensive General Liability policy carried by both the prime and the sub-firms shall be maintained by the contractor for at least two years after completion of services.

**C. Automotive Liability**

The firm shall maintain automobile liability insurance in the amount of not less than \$1,000,000 combined single limit for bodily injury or property damage liability to protect it from any and all claims arising from the use of the following:

- (1) Firm's own automobile and trucks.
- (2) Hired/leased or rented automobiles and trucks.

The aforementioned is to cover use of automobiles and trucks on and off the site of the project.

**D. Owner's Protective Liability Policy**

The firm shall maintain Owner's Protective Liability Insurance with the City, and its servants, agents, and employees as insured in amounts not less than \$1,000,000 each occurrence and \$2,000,000 general aggregate.

**E. Builder's Risk Insurance**

Until the project is completed and is accepted by the City, the firm is required to maintain Builder's Risk Insurance adequate to fully cover the insurable portion of the project for the benefit of the City, the prime firm, and sub-firms as their interest may appear.

**F. Contractor's Professional Liability**

This insurance shall cover Contractors and Engineers Professional Liability in amounts of at least \$2,000,000.

**G. Umbrella Liability**

Umbrella or Excess Liability police in amounts of at least \$10,000,000 shall be provided.

**AFFIDAVIT**

I, \_\_\_\_\_, being an authorized representative of the firm of \_\_\_\_\_, located in the City of \_\_\_\_\_, State \_\_\_\_\_, Zip Code \_\_\_\_\_, Phone \_\_\_\_\_, have read and understood the contents of the formal proposal and hereby submit our proposal accordingly as of this date \_\_\_\_\_.

\_\_\_\_\_  
**Signature of Authorized Representative**

\_\_\_\_\_  
**Attest**