



**CITY OF BERE A**

**REQUEST FOR PROPOSAL  
Basketball Court Replacement  
6 Pirate Parkway, Berea KY**

<b>Contact:</b>	Direct Questions to: Brian Reed Email: <a href="mailto:brian.reed@bereaky.gov">brian.reed@bereaky.gov</a> Phone: 859-986-8528
<b>Submit Proposals to:</b>	An electronic version of the proposal on a USB drive plus (3) hard copies should be mailed or delivered to:  <b>City of Berea Attn: City Clerk, Robin Adams 212 Chestnut Street Berea, KY 40403</b>  "Basketball Court Replacement" should be clearly marked on sealed envelope.
<b>Issue Date:</b>	Monday, April 15 <sup>th</sup> 2024
<b>Deadline for Questions:</b>	Wednesday, May 8 <sup>th</sup> 2024
<b>Proposal Due Date and Time:</b>	Wednesday, May 15 <sup>th</sup> 2024-4:00 PM
<b>Anticipated Selection Date:</b>	Tuesday, May 21 <sup>st</sup> 2024

**CITY OF BEREA**  
**REQUEST FOR PROPOSAL**  
**Basketball Court Replacement**  
**6 Pirate Parkway, Berea KY**

**I. INTRODUCTION**

**A. Invitation to Submit Proposal**

The City of Berea (City) is requesting proposals (RFP) from qualified contractors.

There is no expressed or implied obligation for the City to reimburse the responding firms for any expenses incurred in preparing proposals in response to this request. Materials submitted by respondents are subject to public inspection pursuant to open record laws. Any language purporting to render the entire proposal confidential or proprietary will be ineffective and disregarded.

The City reserves the right to revise or amend this RFP prior to the date set for receipt of the proposals. The date set for receipt of proposals may be changed if deemed necessary by the city. Any proposer requiring clarification of the information provided in this solicitation must submit specific questions or comments in writing (preferably in email) to the Contact shown on page 1 of this document. If the City determines that additional information or clarification to the RFP is necessary, or if changes are made to the RFP, such information will be supplied in addenda. Addenda shall have the same binding effect as though contained in this RFP. Any revisions and/or addenda will be available on the City's website at <https://bereaky.gov/forbusiness/bids-rfps-rfqs/>.

**II. NATURE OF SERVICES REQUIRED**

**A. Scope of Work**

The city is requesting a proposal for the replacement of the asphalt basketball court which will include the labor and material for the following:

1. Removal of the existing asphalt basketball court (approximately 106' x 70')
2. The existing basketball goals shall remain in place.
3. Compaction of the existing crushed stone aggregate and verification that the depth of the stone is a minimum of 4" in all areas. Add crushed stone as needed to meet 4" minimum.
4. Installation of 2" minimum of asphalt base coat and 1.25" minimum of asphalt surface coat, maintaining 10' from the top of the surface coat to the top of the rim on the basketball goal.
5. The asphalt shall be crowned to promote drainage and shall have no puddles of standing water deeper than .25" one hour after rainfall.
6. Any damage to the adjacent walking trail, lawn, or any city owned property shall be repaired upon completion of the paving.
7. The area of work shall be contained within temporary fencing or barriers during construction.

### **C. Additional Services**

Any discrepancies shall be brought to the attention of the City immediately after being discovered. All change orders shall be in writing and approved prior to the work commencing.

### **D. Payment**

Payments will be made upon completion of the project. Terms will be Net 30.

## **III. PROPOSAL REQUIREMENTS AND INFORMATION**

### **A. Contents of Proposal**

The purpose of this proposal is to demonstrate your competency, cost effectiveness, and timeliness in the completion of this project.

While additional data may be presented, the areas detailed below must be included. They represent the criteria against which the proposal will be evaluated.

#### **1) References**

Include reference contact information for at least three completed projects. Include the name, telephone number, and email address of the principal client contact. The City reserves the right to contact any or all listed references.

#### **2) Price**

The dollar cost proposal should specify the total cost of all labor, material, equipment, and any indirect costs associated with the project.

#### **3) Schedule**

The estimated time to complete the project shall be submitted. After the bid has been accepted, a construction schedule will be determined based on the contractor's availability and the City's scheduled events at the park.

### **B. Proposal Key Action Dates**

#### **1) Distribution of RFP**

Request for Proposals will be sent by the city on Monday, April 15<sup>th</sup>, 2024.

## **2) Pre-bid Walk through**

The park and basketball court will be open and available for any potential bidders to access the existing conditions at any time during normal business hours.

## **3) RFP Submission**

To be considered, an electronic version of the proposal on a USB drive plus three hard copies of the sealed proposal must be received by the City Clerk by 4:00 PM on Wednesday, May 15, 2024. Proposals received after this time will not be considered and will be returned to the proposer unopened. It shall be the proposer's responsibility to ensure that their proposal is received by the City Clerk within the time limit indicated. It is the proposer's responsibility to ensure that they have received all addenda related to this proposal. The City reserves the right to reject any or all proposals submitted and to re-solicit for services.

Submissions should be mailed, or hand delivered to:

**City of Berea Attn: City Clerk, Robin Adams 212 Chestnut Street Berea, KY 40403**

All proposals must be submitted in a sealed envelope and clearly marked Basketball Court Replacement. Proposals will be opened by the selection committee in the Community Room at City Hall at 4:15 on Wednesday, May 15, 2024.

## **IV. EVALUATION PROCESS**

### **A. Selection Committee**

City staff and administration will serve as a selection committee which will review and evaluate each proposal. One or more qualified candidates may be invited to an interview with a selection committee. Contractors participating in interviews will be asked to make a brief presentation and to answer the questions of the selection committee. It is anticipated that the City Council will be informed of the selected contractor at the Tuesday, May 21<sup>st</sup>, 2024, meeting.

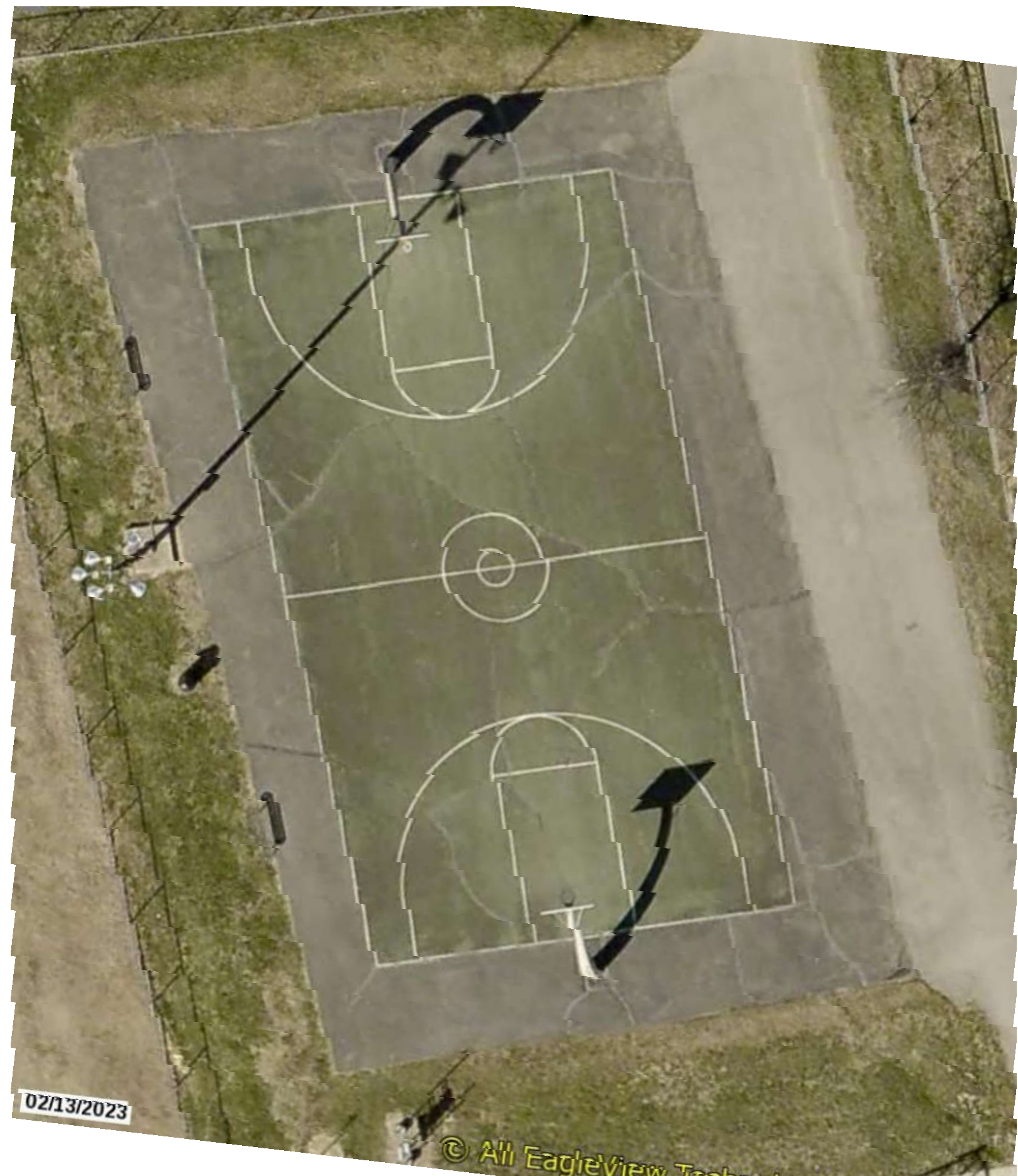
The contractor successful in obtaining the contract will be required to provide and maintain WC / GL Insurance and City of Berea Business License.

## V. Inquiries

Inquiries concerning the request for proposals and the subject of the request for proposals must be addressed in writing to:

Brian Reed Codes Manager  
212 Chestnut Street  
Berea, KY 40403  
[Brian.reed@bereaky.gov](mailto:Brian.reed@bereaky.gov) (preferred communication method)

Written questions on the RFP will be accepted until Wednesday, May 8<sup>th</sup>, 2024, to allow time for staff to respond in writing to all holders of this RFP. Written questions submitted after Wednesday, May 8<sup>th</sup>, 2024, may go unanswered.



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