



CITY OF BERE

REQUEST FOR PROPOSAL

Pickleball Court Paving

214 Jefferson Street, Berea KY

Contact:	Direct Questions to: Brian Reed Email: brian.reed@bereaky.gov Phone: 859-986-8528
Submit Proposals to:	Three hard copies should be mailed or delivered to: City of Berea Attn: City Clerk, Robin Adams 212 Chestnut Street Berea, KY 40403 "Pickleball Court Paving" should be clearly marked on sealed envelope.
Issue Date:	Thursday, July 17 th 2025
Deadline for Questions:	Tuesday, July 29 th 2025
Proposal Due Date and Time:	Friday, August 1 st 2025-4:00 PM
Anticipated Selection Date:	Friday, August 8 th 2025

CITY OF BEREA
REQUEST FOR PROPOSAL
Pickleball Court Paving
214 Jefferson Street, 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/for-business/bids-rfps-rfqs/>.

II. NATURE OF SERVICES REQUIRED

A. Scope of Work

The city is requesting a proposal for the paving of an asphalt pickleball court which will include the labor, equipment and material for the following:

1. The area to be paved will be 112' x 132' (14,784 square feet). The area will be staked out, and will be on-grade with crushed stone, with approximately 1% slope when the paving company arrives.
2. There will be eight light pole foundations and sleeves in place for the installation of six sets of pickleball nets and center hold downs after by the city after paving.
3. This price should include final grading and compacting of the stone.
4. Installation of 2" minimum of asphalt base coat and 1.25" minimum of asphalt surface coat.
5. The asphalt shall be relatively flat to promote drainage and shall have no puddles of standing water deeper than .5" one hour after rainfall.
6. The access to the court shall be through the construction entrance shown on the aerial map. No construction vehicles or equipment shall be driven on the walking trail.

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

If the company submitting the proposal has not done work for the city in the last five years, reference contact information for at least three completed projects must be included. 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 and any addenda will be uploaded to the city's website on Thursday, July 17th 2025 at <https://bereaky.gov/for-business/bids-rfps-rfqs/>.

2) Pre-bid Walk through

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

3) RFP Submission

To be considered, three hard copies of the sealed proposal must be received by the City Clerk by 4:00 PM on Friday, August 1st, 2025. 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

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.

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

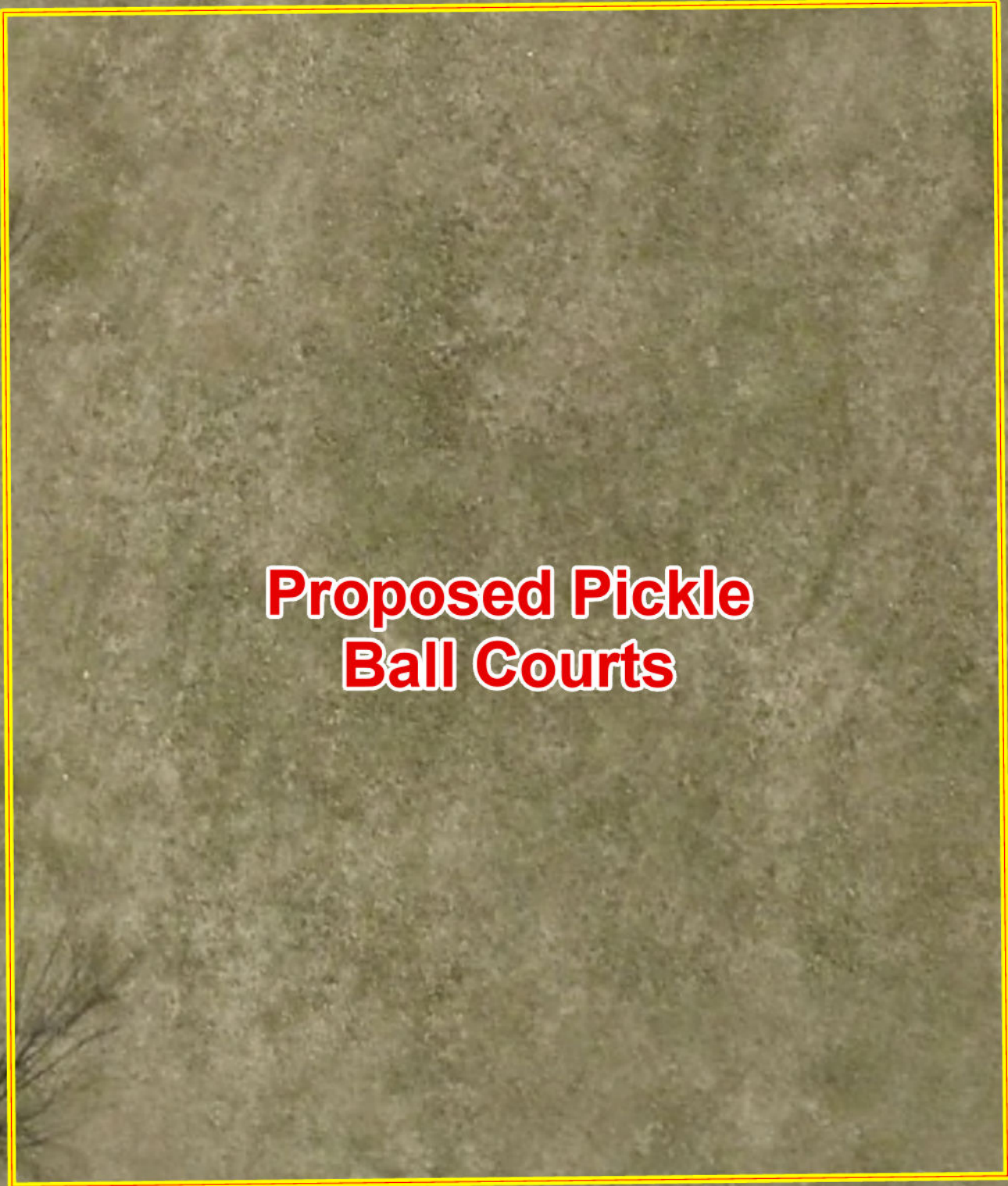
V. Inquiries

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

Brian Reed
212 Chestnut Street
Berea, KY 40403
Brian.reed@bereaky.gov (preferred communication method)

Written questions on the RFP will be accepted until Tuesday, July 29th, 2025, to allow time for staff to respond in writing to all holders of this RFP. Written questions submitted after that date may go unanswered.

**Location of Proposed
Pickle Ball Courts in the
Berea City Park Expansion**



**Proposed Pickle
Ball Courts**

0 5 10 Feet

Map Created by Matthew Thomas
City of Berea Codes & Planning Department, GIS Office
Last Updated: 7/8/2025



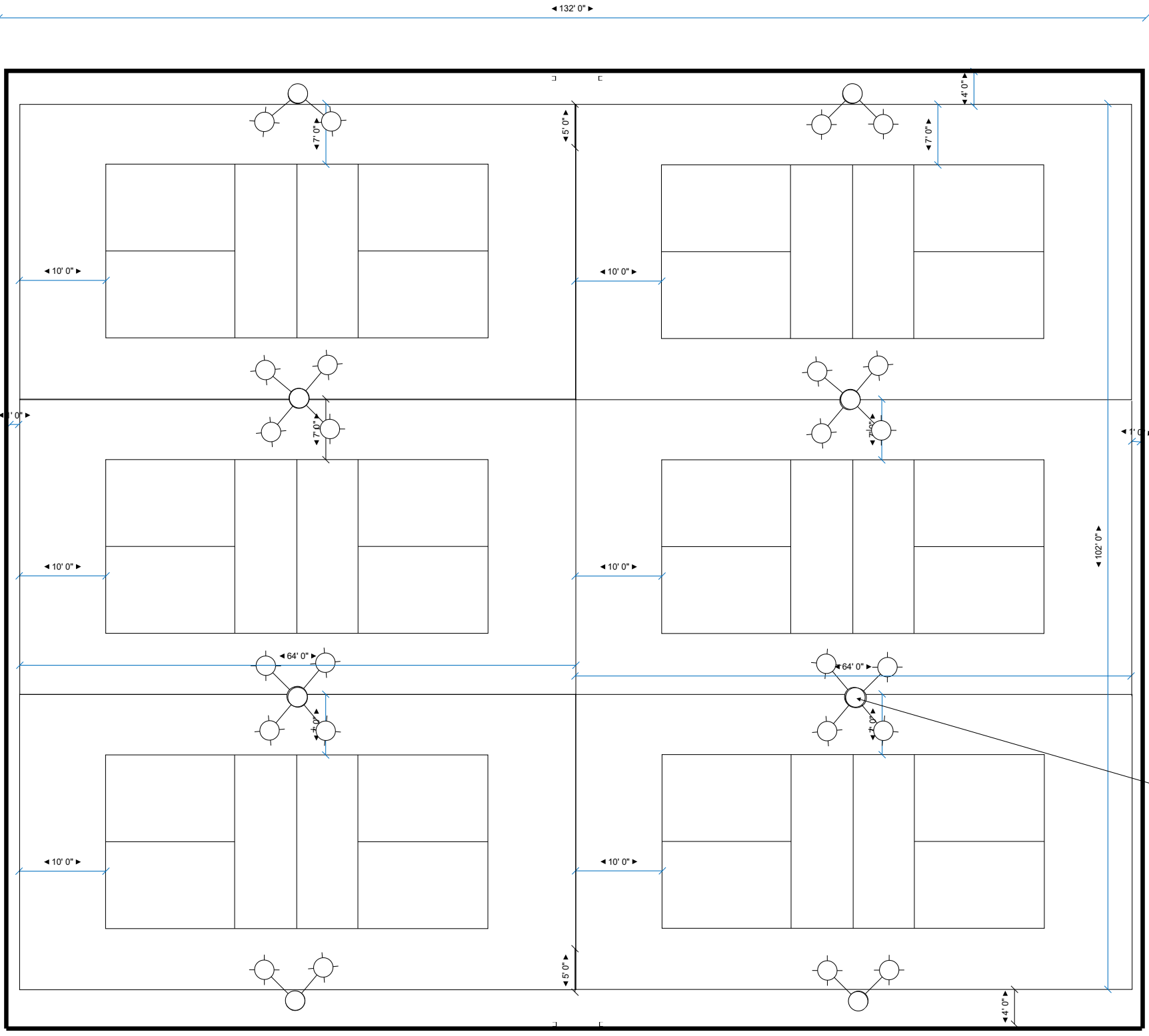
**Location of Proposed
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Berea City Park Expansion**



0 50 100 Feet

Map Created by Matthew Thomas
City of Berea Codes & Planning Department, GIS Office
Last Updated: 7/9/2025





The Darker line around the perimeter will be the the outside of paving, the other lines will be the court markings that we will install later. The lights and light poles are shown in this drawing, but only the footings will be installed when we pave.

