



MEMORANDUM

TO: Kenton County Fiscal Court

FROM: _____
Scott Gunning

CC: Joe Shriver, County Administrator; Sue Kaiser, Fiscal Court Clerk

RE: Request to go out to bid for Design and Re-Construction of Sport Courts at Pioneer & Middleton-Mills Parks.

DATE: June 7, 2024

At this time, we are requesting approval to go out to bid for the design and reconstruction of the sport courts including the addition of pickleball at Pioneer & Middleton-Mills Parks.

Over the years, the courts have deteriorated beyond repair therefore requiring a complete overhaul and renovation. This project was discussed and will be completed in FY25 capital parks projects budget. Depending on the costs of the project, only one location may be completed.

Thank you for your consideration.

**Kenton County Fiscal Court
Request for Proposal
Design and Re-Construction of Sport Courts
To Include Pickleball and Fencing at Pioneer & Middleton-Mills Park**

June ??, 2024

PURPOSE

The Kenton County Fiscal Court (KCFC) is requesting proposals from qualified companies to provide design and construction services for the sport courts at Pioneer & Middleton-Mills Park.

SPECIFICATIONS

Background:

The tennis and basketball courts at Pioneer Park are located at 3952 Madison Pike, Covington, KY 41017. Currently, the area consists of two (2) tennis courts and two (2) full basketball courts. Fencing is located around the tennis court area and partially around the basketball courts. The attached map and pictures illustrate the area where the facilities are located.

The basketball courts at Middleton-Mills Park are located at 3415 Madison Pike, Covington, KY 41015. Currently, the area consists of two (2) full basketball courts without fencing around the sport court area. The attached map and pictures illustrate the area where the facilities are located.

KCFC reserves the right to proceed with the development of the courts at a single location if it deems appropriate based on project evaluation and available resources.

General:

This project will be a design-build style project, as detailed construction plans are not available. It will be the contractor's responsibility to provide quotes based from standards and specifications. The project consists of the demolition and re-construction of the court area including removing existing asphalt surface and paving new asphalt. Tennis courts are to meet the United States Tennis Association (USTA) specifications. Pickleball courts are to meet United States American Pickleball Association (USAPA) specifications. Basketball courts are to meet National Federation of State High School (NFHS) standards.

Pioneer Park is to consist of reconstructing the sport courts to include a minimum of four (4) pickleball courts, one (1) tennis courts and two (2) full basketball courts from its current design of two (2) tennis and two (2) full basketball courts. The potential maximum area or border for the proposed sport court could expand to 185 ft. x 125 ft.

Middleton-Mills Park is to consist of reconstructing the sport courts to include a minimum of two (2) pickleball courts and one (1) full basketball court from its current design of two (2) full basketball courts using the footprint of the current court area measuring 125 ft. x 90 ft.

Additionally, the project includes the installation of fencing around the courts. At Pioneer Park, fencing will be needed around the tennis and pickleball courts and the backside of the basketball courts. At Middleton-Mills Park, fencing will be needed around the pickleball courts. It is highly encouraged that bidders visit the work site and become familiar with the location and conditions of which they will be obligated to work under.

Scope of Work*:

The winning bidder or contractor will be responsible for this project. The contractor shall furnish all materials, all labor, tools, supplies and equipment to complete the work in accordance with the Plans, Specifications and/or Addenda pertaining to the construction of all-weather sport courts and including the sport court base, asphalt leveling and asphalt surface courses, net post, center anchor, and sport court net installations; acrylic resurfacer applications, acrylic color coat applications, and installation of the sport court playing lines.

Design:

This project will be a design-build style project, as detailed construction plans are not available. The Contractor shall design and re-construct the court area as follows:

Pioneer Park is to include a minimum of four (4) pickleball courts, one (1) tennis court and two (2) full basketball courts. The potential maximum area or border for the proposed sport court could expand to 185 ft. x 125 ft. Fencing will be needed around the tennis and pickleball courts and the backside of the basketball courts.

Middleton-Mills Park is to include a minimum of two (2) pickleball courts and one (1) full basketball court using the footprint of the current court area measuring 122 ft. x 86 ft. Fencing will be needed around the pickleball courts.

Additionally, the project includes the installation of fencing around the courts. At Pioneer Park, fencing will be needed around the tennis and pickleball courts and the backside of the basketball courts. At Middleton-Mills Park, fencing will be needed around the pickleball courts.

Materials:

All materials shall be new and of first quality, excepting where specified in the Plans, Specifications and/or Addenda.

1. Crushed limestone stone base of pugged dense grade aggregate (DGA).
2. Leveling course (asphalt base) of binder asphalt virgin mix.
3. Surface course of Class I asphalt virgin mix.
4. Acrylic resurfacer per manufacturer's (Sealmaster Industries, Inc.) specifications for new asphalt.
5. Acrylic paint courses per manufacturer's specifications for new asphalt (such as Sealmaster Industries, Inc.). Tennis playing surface shall be blue. Outside court area shall be green. Pickleball surface shall be blue. Outside court area shall be green. Kitchen area shall be light blue. Basketball keys to be blue.
6. Painted white sport court playing lines per "Sportmaster" specifications.
7. Douglas DTP 37 Tennis Posts and Douglas Pickleball Premier XS net posts or approved equal.
8. Basketball goals are to be First Team Legend series or approved equal. *(Basketball goals and posts will be provided by Kenton County Parks & Recreation for Pioneer Park only.)*
9. Sport court net center stainless steel anchor to tie down the center of the net.
10. Sport court nets to be double mesh with vinyl headband or approved equal.

Sport Court Installation & Workmanship:

1. Contractor shall remove all fencing around the court area. This material will need to be removed and legally disposed of offsite. See attached Pavement Core Results for depths of current asphalt.
2. Contractor shall mill the existing asphalt and leave it in place to act as the water break maternal and increase the depth of the base. The compaction of existing pulverized asphalt tennis court

material shall be compacted with a sheep's foot roller until compaction with roller no longer occurs, or as directed by project manager. The existing net post footers and basketball goals and footers are to be removed during this step. The holes shall be filled with sand.

3. Upon completion of all sub-base fills, the Contractor shall install 3" of dense grade aggregate (DGA) with a laser grader. The grade shall be a 1% slope on a single plane. The DGA base shall be approximately three inches (3") in thickness. DGA thickness is dependent upon the compaction of the existing pulverized asphalt material.
4. Upon completion of the dense grade aggregate (DGA) as weather and conditions permit, the contractor shall install all base leveling course of binder asphalt mix to compacted two inches (2") in thickness and to grade.
5. The asphalt leveling course shall be installed using a conventional asphalt road paver and compacted with a clean, steel, smooth drum roller.
6. An asphalt tack course will **not** be necessary to be placed between the binder asphalt course and the surface asphalt course.
7. Contractor shall install the surface course of Class I asphalt mix to a compacted thickness of one and one-half inches (1 1/2") throughout and as set forth per the sport court construction plans.
8. The surface course of Class I asphalt mix shall be installed using a conventional asphalt road paver and compacted with a clean, steel, smooth drum roller.
9. The completed asphalt surface course construction shall be of a smooth finish with no undulations and no roller cuts.
10. All outer edges of the paved sport court adjacent to turf areas shall be finish tamped with a level lute to create a finished edge.
11. Upon completion of the installation of the Class I asphalt surface course, the sport court fence shall be installed, and the net post footers shall be installed to USTA and USAPA specifications along with the new basketball goals.
12. Also, upon completion of the installation of the Class I asphalt source course, the sport courts shall be flooded with water to determine low ponding areas. All areas holding water thicker than a nickel shall be properly filled and leveled with proper patching materials per manufacturer's specifications.
13. After all low areas are brought to corrected grade two (2) applications of acrylic resurfacer shall be applied over the entire playing area per manufacturer's specifications. A waiting time between applications shall be per manufacturer's specifications.
14. Install full one-hundred percent (100%) acrylic color finish system in two (2) applications with adequate drying time between applications. The color scheme for the sport courts shall be blue within the playing area and green in the out-of-bounds area (such as Latex-ite U.S. Green or Sealmaster forest green) or approved equal.
15. Accurately layout and stripe the sport courts using one-hundred percent (100%) acrylic based striping paint in white color in strict accordance with the United States Tennis Association specifications for doubles play, USAPA, and High School regulations for basketball play. Masking tape must be used. Lines to be sharp and precise. Lines with edges which are not crisp and precise will be unacceptable.
16. Furnish and install Douglas DTP 37 tennis net posts, Douglas Pickleball Premiere XS net posts, and First Team's Legend basketball goals or approved equal. (*Basketball goals and posts will be provided by Kenton County Parks & Recreation for Pioneer Park only. Installation to be completed by Contractor.*)
17. Furnish and install top quality Tennis and Pickleball nets with adjustable center straps. Pickleball nets to have double mesh knotted at every intersection with vinyl headband. Nets to be tied down at the center anchor.

18. Site must be left in game “ready” state. Any and all damages to curb, fencing or surrounding area must be repaired.

Fencing:

Removal of Fencing: Remove all fencing around the court area. This material will need to be removed and legally disposed of offsite.

Replacement of Fencing: Replace all fencing while including additional fencing dividing tennis courts from pickleball courts. Fence shall be 10 ft. tall. All posts and top rails will be black vinyl coated schedule 40 using 2.5” line posts, 3” corner posts, 1-5/8” top rail, 1-3/4” mesh with 8 gauge finish, with a 9 gauge tension wire. At Pioneer Park, fencing will be needed around the tennis and pickleball courts and the backside of the basketball courts. At Middleton-Mills Park, fencing will be needed around the pickleball courts.

*Tennis Technology was consulted on the RFP Scope of Work Specifications from previous project.

Plan Submittals: Before the contractor begins any work, the following plans shall be submitted to the County for approval before work commences.

1. Site plan
2. Demolition Plan
3. Grading and Utility Plan
4. Design Plan for all sport courts and surrounding area.
5. Fencing Plan – Include area and material to be repurposed.
6. Location of utilities at the site.

Area:

At Pioneer Park, the potential maximum area or border for the proposed sport court could expand to 185 ft. x 125 ft. At Middleton-Mills Park, the area is the footprint of the current court area measuring 125 ft. x 90 ft.

The attached map and pictures illustrate the area where tennis and basketball courts are located.

Installation Start and Completion Date:

Please indicate the approximate start date and completion date for the renovation and repair for the sport courts at Pioneer & Middleton-Mills Park.

Clean Up and Disposal:

Contractor is responsible for maintaining a clean and safe area. Removal and disposal of all wasted materials shall be done on a continuous daily basis.

No debris, paint or cleaning fluids shall be allowed to enter any of the local storm drains on site.

Inspection:

A field inspection by Kenton County Parks Services Supervisor is required prior to completion of construction. Work shall not proceed until unsatisfactory conditions are corrected. Prior to final acceptance, contractor shall submit maintenance manuals which includes all necessary instructions for the proper care and preventative

maintenance of all equipment and surfacing.

Quality Control:

Tennis courts shall meet the United States Tennis Association (USTA) specifications.

Pickleball courts meet the United States American Pickleball Association (USAPA) specifications.

Basketball courts meet the National Federation of State High School (NFHS) standards.

Warranty:

Warranty information must accompany the Proposal. Please provide all warranty information on materials and labor. This includes the replacement of material, surface or paint that may peel, fade prematurely, or otherwise lose its appearance or playability.

Maintenance:

A future detailed maintenance plan should be provided prior to job completion.

Payment of Work:

Payment to the Vendor will be made upon the presentation of a properly documented invoice. All billing should be made to the Kenton County Fiscal Court. No state use taxes are applicable.

Proposal Requirements:

- A. Proposals shall be submitted in writing and contain a cover sheet, the Cost Proposal form signed by an authorized agent of the company, and other detailed information requested or which supplements the proposal. The following paragraphs briefly outline what is desired in each of the categories listed above.
- B. The cover sheet shall list the contractor with name, phone number and email address.
- C. Qualifications: Information shall include:
 - 1. Professional qualifications to provide the services described herein. Include number of years in business, number of employees, location of office or offices, and names of principals or employees who will complete the services. Provide resumes of all personnel assigned to the project. Proposed sub-consultants to be used for this contract must be listed and must provide the information addressed above.
 - 2. References from a minimum of three customers who have received similar successfully executed projects. Please include name, business or agency affiliation, and phone number.
- D. Project Approach: Provide a detailed project plan including schedule with milestones.

Insurance Requirements:

- A. Vendor shall provide at his own expense the following insurance for himself and his employees in connection with their work under this project:

1. Worker's Compensation: Statutory
 2. General Liability: \$1,000,000 each occurrence and aggregate
 3. Auto Liability Insurance
- B. The vendor/contractor shall indemnify and hold harmless KCFC against and from all liability, claims, damages, demands and cost, including attorney fees of every kind and nature and attributable to bodily injury, sickness, disease or death or to damage or destruction of property resulting from or in any manner arising out of or in connection with the project and the performance of the work under this contract.

Questions:

Any questions regarding this Request for Proposal should be directed to the Purchasing Agent in writing by email to:

Email: Holly.hill@kentoncounty.org

All questions must be received by 2:00PM on **July ??, 2024**. Inquiries received after 2:00PM on **July ??, 2024** will not receive responses.

All questions must be submitted in writing. Responses to all questions will be answered and posted on our website for all respondents at www.kentoncounty.org.

Submission of Proposals:

All proposals are to be submitted to the Kenton County Fiscal Court:

Kenton County Fiscal Court
Holly Hill
1840 Simon Kenton Way, Suite 5100
Covington, KY 41011

Proposals must be marked "**Request for Proposals – Design and Re-Construction of Tennis and Basketball Courts**" and received no later than 2:00 p.m. (local time) on **Friday, July ??, 2024**. Proposals received after this time and date will not be accepted and will be returned to offeror unopened.

Cost of Responding:

All costs incurred by the Proposer in preparation of responses to this RFP, including presentations to the County and/or for participation in an interview shall be the responsibility of the proposer; the County shall not be liable for any of these costs. At no time will the County provide reimbursement for submission of a response.

Bids accepted by the Kenton County Fiscal Court will be available to all members of the Northern Kentucky Governmental Purchasing Association. The Kenton County Fiscal Court reserves the right to reject any and all bids, to waive formalities, and to negotiate with the apparent qualified bidder to such an extent as may be determined by the Fiscal Court, even though such bid may not, on its face, appear to be the lowest and best price.

Bid Notice:

Pursuant to the provisions of KRS 45A.343, the contractor or vendor is required to reveal to the County any final determination of violation of KRS Chapters 136, 139, 141, 337, 338 and 342 by the contractor or vendor within the previous five (5) years; and further that said contractor or vendor has been and is in continuous compliance with the provisions of KRS Chapters 136, 139, 141, 337, 341 and 342 for the duration of the contract. The failure of a contractor or vendor to reveal a final determination of a violation to a local government, or to comply with the statutory requirements, is considered grounds for cancellation of a contract and disqualification of the contractor or vendor from eligibility for any County contracts for a period of two (2) years.

KENTON COUNTY FISCAL COURT

COST PROPOSAL FORM

**Design and Re-Construction of Sport Courts
To Include Pickleball and Fencing at
Pioneer Park**

The undersigned certifies that they have familiarized themselves with the above mentioned request for proposals and with full knowledge thereof proposes to provide the services required under these specification to the Kenton County Fiscal Court. The offeror affirms that the materials/services provided will be in compliance with all Federal, State, and local regulations.

Name of Offeror: _____

Address: _____

Date: _____, 2024 Telephone: _____

Email Address: _____

Contact Person: _____

Signature: _____ Title: _____

Bid for Pioneer Park:

Design and Re-Construction of Tennis, Pickleball and Basketball Courts:

Design: _____

Demolition: _____

Installation: _____

Subtotal Cost: _____

Removal and Replacement of Fencing:

Material Cost: _____

Installation Cost: _____

Subtotal Cost: _____

Total Project Cost: _____

KENTON COUNTY FISCAL COURT

COST PROPOSAL FORM

**Design and Re-Construction of Sport Courts
To Include Pickleball and Fencing at
Middleton-Mills Park**

The undersigned certifies that they have familiarized themselves with the above mentioned request for proposals and with full knowledge thereof proposes to provide the services required under these specification to the Kenton County Fiscal Court. The offeror affirms that the materials/services provided will be in compliance with all Federal, State, and local regulations.

Name of Offeror: _____

Address: _____

Date: _____, 2024 Telephone: _____

Email Address: _____

Contact Person: _____

Signature: _____ Title: _____

Bid for Middleton-Mills Park:

Design and Re-Construction of Pickleball and Basketball Courts:

Design: _____

Demolition: _____

Installation: _____

Subtotal Cost: _____

Removal and Replacement of Fencing:

Material Cost: _____

Installation Cost: _____

Subtotal Cost: _____

Total Project Cost: _____