

# TENNIS COURT RESURFACING RFP WOL006-2024

APRIL 2024



A cultivated experience for the mind, body, and soil



## Request for Proposal Tennis Court Resurfacing

The Town of Wolfville will be accepting proposals for the complete resurfacing of three Town-owned tennis courts located in Rotary Park (next to the Recreation Centre) at 7 Victoria Avenue in Wolfville, Nova Scotia.

Proposals will be received until **14:00, local time, Thursday, May 23, 2024.**

**All proposals must be submitted electronically in a single PDF file, by email with the subject line reading “Submission for WOL006-2024 – TENNIS COURT RESURFACING” sent to:**

Karen Outerleys at [kouterleys@wolfville.ca](mailto:kouterleys@wolfville.ca)

All inquiries related to this RFP shall be addressed, in writing, to Nick Zamora by email at [nzamora@wolfville.ca](mailto:nzamora@wolfville.ca). Information obtained from any other source is not official and is not binding upon the Town of Wolfville.

The lowest, or any proposal will not necessarily be accepted. The Town reserves the right to accept or reject any or all proposals. The Town further reserves the right to award the work in whole, or in part, to one or more parties.

**GENERAL INSTRUCTIONS AND INFORMATION**

- 1) All Primary Proposal Submission information shall be supplied on the forms provided in the RFP document.
- 2) When indicated, submit certificates of insurance that meet the following requirements:
  - a.) Town of Wolfville named as an additional insured;
  - b.) A minimum of \$5,000,000 coverage inclusive per occurrence for general commercial liability, incident, bodily injury, death, and damage to property;
  - c.) Policy to include a cross liability clause, waiver of subrogation, and include coverage for Tenant's legal liability and personal injury (where applicable);
  - d.) Coverage/policies maintained for the duration of the work.
- 3) When indicated, the proposal submission must include the following documents:
  - a.) Completed Town of Wolfville Contractor Health & Safety Checklist, and acknowledgement that the proponent will adhere to all elements in the Town of Wolfville Contractor Health & Safety Requirements;
  - b.) a current WCB clearance letter;
  - c.) WCB safety accreditation or Certificate of Recognition from Construction Safety Association.
- 4) All submissions will be evaluated based on information contained in the completed documents received. All submissions must be dated and signed by the proponent, or a representative of the proponent having signing authority. Supplemental attachments to the completed proposal documents will only be reviewed and evaluated if indicated or requested in the RFP.
- 5) The Town of Wolfville considers that all proponents act in good faith and intend to supply services and/or equipment of the highest quality.
- 6) The Town of Wolfville will not accept any products, equipment, or material that is inferior to, or substituted for specified products, unless otherwise approved by the Town.
- 7) This RFP is not intended to favour any particular equipment, manufacturer, contractor, or service provider. When particular equipment, manufacturers, or vendors are indeed specified, these specifications are made to suit the operational requirements of the Town.
- 8) The Town assumes all terms and conditions of the RFP are accepted by the proponent based on their signature on the submission. Any exceptions or exclusions to the scope of work required and specified in this document will not be considered binding unless agreed to by an addendum ahead of the submission deadline.
- 9) Consideration for award will be based on the following:
  - a.) The proposal meets the budgetary and scope requirements of the Town of Wolfville;
  - b.) The proposal meets or exceeds the "Specifications", where provided;
  - c.) All RFP forms are complete, and the proposal is approved by the issuing department.

- 10) The following may not be accepted or considered:
  - a.) Informal proposals, or proposals not in compliance with the terms of this RFP;
  - b.) Proposals arriving after the closing date/time;
  - c.) Corrections or additions to any submitted proposal unless initialed by the proponent, and received before the closing date/time.
- 11) Proposals are to be submitted electronically, in a single PDF file, by email with the subject line reading **“Submission for WOL006-2024 – TENNIS COURT RESURFACING”** and are to be received no later than 14:00 on Thursday, May 23, 2024 by Karen Outerleys at kouterleys@wolfville.ca.
- 12) All information requested must be provided by the proponent. Submissions not containing the requested information may be deemed informal, and rejected or accepted at the Town of Wolfville’s discretion.
- 13) Any and all costs associated with preparing a submission to this RFP shall be the responsibility of the proponent submitting the proposal.
- 14) All materials submitted in response to this RFP, including any supporting documentation, shall become the property of the Town of Wolfville upon submission.
- 15) All prices are to be clearly indicated as part of the proposal, and shall be all inclusive of all labour, material, and equipment necessary to provide the scope of work requested.
- 16) The expected duration of the work following notice of award must be provided where indicated in the submission.
- 17) No part of the work scope shall be performed by any party except the proponent, unless authorized by the Town of Wolfville.
- 18) The General Conditions (GCs) of the CCDC 18-2001 Civil Works Contract and/or the most current version of the Standard Specification for Municipal Services published by the Joint Committee on Contract Documents may be referenced during the execution of this work.
- 19) The Town may consider adjustments to the proposal price by lump sum or unit price change order. To prepare change order pricing, the proponent shall adhere to the following:
  - a.) Maximum total markup for overhead and profit shall be:
    - i.) Ten percent (10%) for work performed by the contractor's own forces, unless hourly rates already appear to include allowances for overhead and profit, in which case rates will not be marked up further;
    - ii.) Five percent (5%) for work performed by an approved subcontractor;
    - iii.) Five percent (5%) for products provided by an external supplier.
  - b.) Upon request by the Town of Wolfville, the contractor shall prepare a detailed cost summary for proposed lump sum or unit price costs associated with the change which will include at minimum the following breakdown:
    - i.) Labour rates;
    - ii.) Equipment rates, including operators;
    - iii.) Supervisory staff rates;
    - iv.) Subcontractor/supplier invoices and other expense details (where applicable);

Price will be assessed by the Town of Wolfville based on the prevailing rates its locality.

- c.) All subcontractors and suppliers performing a part or parts of the work, or supplying labour and/or products (described in GC 3.9) required by the change, shall have a direct contract with the proponent, and upon request, produce a detailed cost summary and/or written proposals as described above.
  - d.) No compensation for extra work, product, expenses, construction equipment, or delays shall be allowed unless such extras are ordered in writing by the Town of Wolfville, and any associated delays are evaluated and approved by the same.
  - e.) While executing an approved change order, the proponent shall, each working day, report to the Town of Wolfville in writing and in full detail as described in 19 (b.), the amount and costs associated with carrying out such work on the preceding working day. No claim for compensation shall be considered or allowed unless such reports have been made. The Town of Wolfville shall not allow any compensation for the cost of repairs to construction equipment or in respect of construction equipment of any kind idle on the site except as directed and approved by the Town of Wolfville in writing.
  - f.) The price applicable to any work omitted from the scope defined in these proposal documents, which shall be deducted from the proposal price, will be mutually agreed upon by the proponent and the Town of Wolfville. The price will be assessed by the Town of Wolfville based on the prevailing rates in its locality.
- 20)** Proponents are required to familiarize themselves with the existing conditions at the project location. Site visits can be arranged by appointment with Nick Zamora prior to closing, pending weather conditions and staff availability.
- 21)** The Proponent agrees to carry out all work outlined herein by the specified completion date. The preferred timing of the work to be done is late October 2024, however, proposals with differing timelines may still be considered. Proponents must allow for two-weeks of notice for closure to the public before beginning work.
- 22)** The Town of Wolfville will not provide any labour related to the work scope outlined herein, including (but not limited to) removal of fencing, preparation of surfaces, delivery of materials, and/or cleanup related to the project during or after completion of the scope of work.
- 23)** The Town of Wolfville may use all, parts of, or none of the submitted proposal in considering the merits of the submission, and reserves the right to award some or all of the scope to any proponent.
- 24)** The contingency allowance, if included, shall be reserved to cover any cost for extra work as requested by the Engineer which is not included in the Scope of Requirements. No payment will be made under this item unless authorized by Engineer. Any such expenditures under the contingency allowance shall be authorized in accordance sub-heading 19 herein.

## Project Scope

### **Purpose**

The Town of Wolfville is seeking a proponent to carry out the complete resurfacing of three Town-owned tennis courts located in Rotary Park (next to the Recreation Centre) at 7 Victoria Avenue in Wolfville, Nova Scotia.

### **Background**

In 2018, the Town had its three courts resurfaced. Since that time, the surfacing has not performed as expected and shows multiple points of failure, delamination, and cracking, especially in low areas that allow standing water.

### **Scope of Requirements**

- Clean and prepare all existing court surfaces in accordance with product application requirements to promote maximum bonding and adhesion, including treating areas experiencing algae growth to prevent reoccurrence, and removing any vegetation growth from existing cracks;
- Carry out all necessary repairs to correct cracks and level/fill areas that allow for standing water deep enough to cover a ten-cent coin, i.e. “bird bath” depressions, using products suitable for the application;
- After correction of all depressions, seal around all net posts and anchors to prevent ingress of surface water and localized failure points in the new surface. Provide provisional pricing on bid form to supply and install replacement post sleeves and caps;
- Apply the multi-coat rubberized surface coating system in accordance with the manufacturer’s product application requirements. Standard of acceptance is a three-coat system, unless a superior performing product is submitted for consideration;
- Apply line striping and appropriate perimeter lining on each of the three 2-colour playing fields to match existing layout/configuration using compatible products from the coating manufacturer’s product line. Colours to be submitted and approved by the Town of Wolfville prior to application;
- Dispose of all removed materials off-site in accordance with applicable legislation;
- Clean all court areas after work concludes, and leave ready for use.
- Proponent is to return after a period of one (1) year for a detailed inspection and evaluation of the surface performance, accompanied by Town staff. Proponent shall submit a written summary of findings to the Town for record keeping.

## Information to Proponents

### 1) Primary Proposal Submission

The response to this RFP shall be submitted electronically as a single PDF file on the forms supplied herein, in accordance with the General Instructions and Information. Failure to submit the required information on this form may cause the submission to be deemed informal, and be grounds for disqualification.

#### *a.) Proposed Costs to Deliver Scope*

Complete the Lump Sum or Unit Costs in the areas indicated. Projects broken up by tasks or major components of the overall assignment shall be priced individually as indicated. Depending on timing or budgetary constraints, the Town may choose to proceed with some or all of the tasks indicated, or proceed with all tasks in stages in different fiscal years. Proponents are to carry mobilization pricing assuming work will not be carried in more than one fiscal period.

Lump sum or task/item pricing submitted shall be inclusive of all costs, duty, freight, and any other expenses required to complete the scope. Prices are to be quoted in Canadian dollars, exclusive of Harmonized Sales Tax (HST). As costs alone may not be the determining factor for award, the Town of Wolfville may negotiate a final offer with a selected proponent.

#### *b.) Schedule of Services*

Each proponent is to provide milestone completion dates for each task in the areas indicated. Duration (in days or weeks) for each task following notice of award, or specific dates may be requested. If the completion of this work is time-constrained, the Town's required completion dates will be provided. Proponents agree to complete the scope items by the dates indicated when submitting a response to this RFP. A more detailed schedule may be provided as an appendix in the Supplemental Submissions, if desired.

## 2) Supplementary Submissions

All supplemental materials are to be combined in a separate PDF file to accompany the Primary Proposal Submission PDF. All materials contained in the Supplementary Submission shall be preceded with a title or cover page that clearly indicates the submission date, the title of this RFP, and the information about the proponent (name, address, telephone number, and contact email address).

### a.) *Proposed Products and Solution*

Provide detailed manufacturer's product information and specifications for all court repair and surfacing system components, including available colours and installation instructions.

### b.) *Warranty and Guarantee*

Provide a detailed description of the proponent's guarantee against defects in workmanship and materials. Include a description of the actions that will be taken by the proponent during the coverage period should there be any claims of defects by the Town. Submission to include any manufacturer's warranty information for the products that will be supplied.

### c.) *Proponent's Project Resources*

Provide information about key project resources, including proponent contact information, the names of sub-consultants or sub-contractors, if any, and a list of all personnel who will be assigned to the project. One-page resumes for each of the identified key project resources may be submitted as part of this section.

### d.) *Qualifications, and Experience*

The proponent is to demonstrate to the Town of Wolfville that they are qualified and capable of fulfilling the scope requirements defined in this RFP. Provide 3-4 project profiles and references to similar projects, each with a contact name, email, and phone number for the owner or manager of the referenced project.

### e.) *Insurance, Health and Safety, and WCB*

Provide WCB clearance/accreditation, and proof of coverage insurance for all categories specified in the General Instructions and Information. Proponent to complete the attached Town of Wolfville Health & Safety documentation.



## Evaluation Criteria and Award

Proposals will be evaluated on the basis of information provided by the proponent. Each proposal will be reviewed to determine if the proposal is compliant with the submission requirements outlined in the RFP. Failure to comply with these requirements may cause the submission to be deemed informal, and be grounds for disqualification.

Proposals will be evaluated generally based on the criteria presented below. Any other relevant information provided by the proponent in the Supplementary Submissions may also be used in the evaluation process. The Town of Wolfville reserves the right to confidentially prioritize and weigh the importance of factors contributing to the score of each of the following, and does not guarantee award to any proponent.

<i>Project Costs</i>	<b>30%</b>
<i>Product Specifications/Solution</i>	<b>25%</b>
<i>Warranty Length and Coverage</i>	<b>25%</b>
<i>Proponent Experience and Qualifications</i>	<b>20%</b>

## PRIMARY PROPOSAL FORM

### Proposed Costs to Deliver Scope

ITEM	DESCRIPTION	LUMP SUM PRICE
1.	Resurface three tennis courts in accordance with the project specifications described in this Request for Proposal	\$
2.	Supply and install replacement post sleeves and caps [PROVISIONAL]	\$
3.	Contingency Allowance	\$ 10,000

*Optional proposed upgrade costs or additional costing details (as required) may be provided by the Proponent on a separate sheet(s) in the Supplementary Submissions.*

Subtotal	\$
HST (15%)	\$
<b>TOTAL PRICE</b>	<b>\$</b>

### Schedule of Services

Anticipated award date: May 31, 2024

**Anticipated Start Date:**

**Completion Deadline:**

*Schedule to be based on the anticipated award date above. If the scope of work is awarded later than the anticipated award date, the proposed dates will be adjusted accordingly in coordination with the successful proponent.*

Company Name:

Mailing Address:

Contact and Title:

Telephone Number:

Email Address:

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Print Name**

\_\_\_\_\_  
**Date**