

Request for Proposal

Playground Road Tennis Complex:

Reconstruction of Courts 1–3

St. Andrew's Parish Parks & Playground Commission

1095 Playground Road

Charleston, South Carolina

St. Andrew's Parish Parks & Playground Commission

Bid Deadline: **Friday, September 18, 2026, at 11:00 a.m. ET**



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1. Confidentiality Statement

This Request for Proposal (RFP), including any attachments or related information provided by St. Andrew's Parish Parks & Playground Commission (STAPPC), is intended for use by prospective bidders for the limited purpose of preparing a proposal for the work described herein. Bidders shall not use the information for any unrelated purpose or distribute it except as necessary to prepare a responsive proposal.

Public records disclosure requirements may apply to proposals submitted to STAPPC. Bidders should clearly identify any limited portions of their proposal that they believe contain confidential, proprietary, or trade secret information. STAPPC cannot guarantee that all information marked confidential will be exempt from disclosure under applicable law.

Questions regarding this RFP should be directed to RFP@standrewsparks.com with the subject line 'Reconstruction of Courts 1–3.'

2. Submission Details

Mandatory Joint Pre-Bid Conference and Site Visit

All prospective bidders must attend the joint pre-bid conference and site visit before submitting a proposal. The meeting will allow bidders to inspect existing conditions, confirm access and staging constraints, review the relationship between the site work and the separate court reconstruction and resurfacing scopes, and ask questions necessary to prepare a complete proposal.

Mandatory Joint Pre-Bid Conference and Site Visit:

Monday, August 17, 2026, at 10:00 a.m. ET

Location: 1095 Playground Road, Charleston, SC 29407.

Bidders are responsible for taking their own measurements and verifying all existing conditions.

All prospective bidders must attend the Mandatory Joint Pre-Bid Conference and Site Visit. Attendance will be documented by STAPPC. A proposal submitted by a bidder that did not have an authorized representative attend the mandatory meeting will be deemed non-responsive.

For questions regarding the pre-bid meeting, contact:

Susan Klugman | Executive Director | 843-763-4360 | RFP@standrewsparks.com

Site Visits (Optional, By Appointment Only)

Optional site visits may be scheduled by appointment between August 18–21, 2026.

- Cutoff: All site visits must be completed no later than Friday, August 21, 2026, at 3:00 p.m. ET
- Scheduling & Questions: Contact Susan Klugman, Executive Director at 843-763-4360 or RFP@standrewsparks.com
- Any clarifications arising from site visits will be documented and, if material, incorporated into an addendum.

Deadline for Bidder Questions

The deadline for Bidder questions is:

Monday, August 24, 2026, at 3:00 p.m. ET

Accessibility & Accommodations

Bidders needing accommodations for the conference or site visits should notify STAPPC in writing at RFP@standrewsparks.com at least 48 hours in advance.

Submission Deadlines

Proposals may be submitted electronically or by hard-copy delivery. All proposal materials must be received by the submission deadline. Electronic submissions must comply with the requirements below, and any required original bid bond or other hard-copy security must also be received by STAPPC by the deadline unless STAPPC provides written permission otherwise.

The submission deadline for this RFP is:

Friday, September 18, 2026, at 11:00 a.m. ET

Late submissions will be considered non-responsive and will not be evaluated.

Submission Delivery Address

The delivery address to be used for all submissions is:

**St. Andrew's Parks & Playground Commission
Attn: Reconstruction of Courts 1–3
1095 Playground Road
Charleston, SC 29407**

Submission Questions and Clarifications

For all questions or clarifications regarding this RFP, please contact:
Susan Klugman

Executive Director

Tel: 843-763-4360

Email: RFP@standrewsparks.com

Electronic Submissions

Electronic submissions must be emailed to RFP@standrewsparks.com as one PDF file with the subject line “Reconstruction of Courts 1–3.” A scanned copy of the bid bond shall be included in the PDF, and the original bid bond must be delivered to STAPPC by the submission deadline unless STAPPC authorizes another form of security in writing.

General Proposal Conditions

Bidders must submit one (1) original and three (3) copies of their proposal if submitting in hard copy.

All proposals must be signed by an authorized representative of the Bidder. Unsigned proposals will be deemed non-responsive.

Proposals must follow the order and format outlined in this RFP and include all required forms, certifications, and attachments.

A bidder responding to more than one Tennis Complex RFP must submit a separate, complete proposal and separate pricing for each RFP. Cross-references may be used for common qualifications, but each proposal must stand on its own and clearly identify the scope and price offered under that RFP.

Proposals may be withdrawn or modified by written notice prior to the submission deadline but may not be withdrawn or altered after the deadline.

By submitting a proposal, the Bidder agrees that its submission shall remain valid for ninety (90) days from the deadline.

A bidder submitting the Voluntary Alternate: Turnkey Project Delivery under the Site Work RFP is not required to duplicate the turnkey alternate in this proposal package. However, a bidder seeking direct consideration for a separate award of the Courts 1–3 Reconstruction scope must submit a complete and responsive proposal under this RFP.

The Commission reserves the right to reject any or all proposals, waive informalities, and accept the proposal deemed most advantageous to the Commission.

3. Introduction and Executive Summary

St. Andrew’s Parish Parks & Playground Commission (“STAPPC” or the “Commission”) is soliciting proposals from qualified tennis court construction contractors for the demolition and full-depth reconstruction of three tennis courts, identified as Courts 1–3, at the St. Andrew’s Tennis Complex located at 1095 Playground Road, Charleston, South Carolina.

This project is part of STAPPC’s broader Tennis Complex improvement plan. The scope of this RFP is focused on the reconstruction of Courts 1–3 from demolition through delivery of complete, safe, durable, and playable tennis courts. The work is expected to include court-footprint demolition, evaluation and preparation of the subgrade, construction of the proposed court base and pavement or slab system, court-specific drainage and grading, acrylic surfacing, playing lines, net systems, and directly related closeout work.

The Commission has authorized the use of up to \$1,000,000 from unassigned fund balance for the overall Tennis Complex improvement project, subject to applicable procurement requirements. The cost of reconstructing Courts 1–3 will depend on the selected court system, existing pavement and base conditions, subsurface conditions, drainage requirements, demolition and disposal, material quantities, design and testing responsibilities, and coordination with the separate Site Work and Courts 4–11 Resurfacing contracts.

For that reason, STAPPC is not establishing a hard cost cap for this reconstruction scope. Bidders are expected to submit proposals reflecting their professional assessment of the work necessary to provide a durable, maintainable, and warrantable court system. Proposals shall clearly distinguish the base reconstruction scope from alternates, allowances, unit-priced work, exclusions, owner responsibilities, and work assigned to other contractors. STAPPC reserves the right to reject any or all proposals, negotiate scope where appropriate, and award the work based on best overall value and available project funding.

STAPPC has issued separate RFPs for common and off-court site work and for resurfacing Courts 4–11. The Contractor selected under this reconstruction RFP will be expected to coordinate with STAPPC, its project representatives, the site work contractor, the resurfacing contractor, and any fencing, utility, testing, or design professionals involved in the broader project. Coordination shall include sequencing, construction access, drainage and grade tie-ins, utility interfaces, protection of completed work, surface-color consistency, and efficient project completion.

Although STAPPC anticipates evaluating the three Tennis Complex scopes separately, the Site Work RFP permits a bidder to submit an optional Voluntary Alternate: Turnkey Project Delivery covering the Site Work, Courts 1–3 Reconstruction, and Courts 4–11 Resurfacing scopes. This Reconstruction RFP governs the technical requirements applicable to Courts 1–3 whether the reconstruction work is awarded separately or incorporated into an approved turnkey award.

STAPPC's preference is to minimize operational disruption and, where practicable, coordinate reconstruction concurrently with the broader Tennis Complex improvement effort. Bidders shall clearly identify whether their proposed schedule assumes a stand-alone reconstruction package, prerequisites to be completed under the site work contract, or inclusion of separately priced related work. STAPPC reserves the right to coordinate the timing, sequencing, and implementation of the related contracts in the manner determined to be in the best interest of the Commission.

4. Business Overview & Background

St. Andrew's Parish Parks & Playground Commission ("STAPPC" or the "Commission") was created by the General Assembly of the State of South Carolina in 1945. The Commission operates public recreation facilities and programs serving the West Ashley and greater Charleston community. The Playground Road campus includes administrative offices and an outdoor Tennis Complex consisting of eleven public-use tennis courts.

On average, the Tennis Complex hosts approximately 12,000 participant visits annually, making it one of the most active public tennis complexes in the Charleston region. The courts serve youth and adult instructional programs, summer camps, after-school programs, league play, sanctioned events, tournaments, and drop-in recreation. The Commission places a strong emphasis on affordability and accessibility so community members of all ages and abilities can participate in safe, welcoming, and high-quality recreation.

Courts 1–3 exhibit conditions that cannot be adequately corrected through routine crack repair or resurfacing. The intent of this project is to remove the failed court pavement system and construct complete, durable, regulation tennis courts, including the structural pavement system, court-specific drainage, acrylic surfacing, playing lines, net systems, and related court improvements.

This reconstruction project is part of a broader improvement effort that may also include common and off-court drainage, grading, utility infrastructure, ADA access

improvements, fencing coordination, resurfacing of Courts 4–11, and related restoration. The reconstruction Contractor must coordinate its work so that the new Courts 1–3 system is compatible with the site improvements and presents a consistent finished facility with Courts 4–11.

5. Bidder Qualifications

To be considered for award, each proposer must demonstrate the experience, licensing, staffing, equipment, technical capacity, and financial capacity necessary to complete the full construction or reconstruction of public-use outdoor tennis courts of similar size and complexity.

Relevant Experience

The proposer shall have successfully completed at least three outdoor tennis court construction or full reconstruction projects of similar size and scope within the past five years. Resurfacing-only projects may be included as supplemental experience but will not, by themselves, satisfy the full reconstruction experience requirement.

Comparable experience should include demolition, subgrade evaluation and preparation, aggregate base and asphalt or concrete court construction, court drainage and grading, acrylic surfacing, line striping, tennis equipment, and coordination with civil/site contractors or design professionals.

At least one project reference shall be from a public or institutional owner, such as a municipality, school district, parks and recreation agency, special purpose district, college, or similar entity.

Licensing and Certification

The proposer shall possess all state and local licenses required to perform the proposed work in South Carolina. Copies of current licenses shall be submitted with the proposal. Licensing shall be appropriate for the court construction system and all related work proposed, including paving, concrete, drainage, fencing, electrical, plumbing, engineering, or other specialty work when included.

If the proposer intends to use subcontractors for any portion of the work, the proposer shall identify each subcontractor by trade and proposed scope and confirm that the subcontractor is properly licensed, insured, and qualified to perform the assigned work.

References

The proposer shall provide a minimum of three references from clients for whom comparable tennis court construction or reconstruction work was completed within the past five years. Each reference shall include the project name, project location, general scope, court system, completion date, client contact name, phone number, and email address.

References should demonstrate successful performance in workmanship, drainage and surface performance, schedule management, public-site safety, coordination, warranty response, and closeout.

Staffing and Equipment

The proposer shall demonstrate that it has the qualified personnel, specialized equipment, and technical capacity required to complete the project within the proposed schedule. The proposal shall identify the project manager, site superintendent or lead field representative, court surfacing lead, design or testing professionals if included, and all specialty subcontractors.

The proposer should identify the major equipment and resources expected to be used for demolition, excavation, proof-rolling, grading, compaction, paving or concrete placement, surface preparation, acrylic coating, striping, and court equipment installation.

Financial Capacity

Each bidder shall submit a letter from an authorized surety confirming the bidder's ability to provide Performance and Payment Bonds, each equal to one hundred percent (100%) of the anticipated awarded contract value. If the bidder seeks award of additive alternates, the letter shall demonstrate bonding capacity sufficient for the highest aggregate amount for which the bidder seeks award.

Specialized Tennis Court Construction Knowledge

The proposer shall demonstrate familiarity with outdoor tennis court demolition and reconstruction, subgrade and base preparation, pavement or slab design, court drainage and slope requirements, net-post foundations, acrylic surfacing, line layout, curing requirements, weather limitations, and warranty considerations in a humid coastal environment.

The proposer should also demonstrate the ability to coordinate with STAPPC, civil/site contractors, engineers, surveyors, geotechnical and materials-testing providers, utility providers, permitting authorities, fencing contractors, and tennis court resurfacing contractors.

6. Proposal Requirements

Each proposal shall include sufficient detail for STAPPC to evaluate the Bidder's qualifications, proposed reconstruction system, project approach, schedule, pricing, warranty, and ability to coordinate with the related Tennis Complex contracts.

At a minimum, proposals shall include the following:

Project Approach and Scope of Work

A written understanding of the project and a detailed description of the Bidder's proposed approach to reconstructing Courts 1–3, including field verification, demolition, subgrade evaluation, earthwork within the court footprint, base and pavement or slab construction, court drainage and grading, curing, acrylic surfacing, playing lines, tennis equipment, testing, quality control, and closeout.

The Bidder shall identify one recommended base court system and state whether it is asphalt, conventional concrete, post-tensioned concrete, or another proposed system. Any alternative court system shall be separately described and priced so STAPPC can compare proposals on a consistent basis.

The proposal shall clearly distinguish the base scope from alternates, allowances, unit-priced work, exclusions, owner responsibilities, and work to be performed by others. The Bidder shall provide a responsibility matrix identifying the proposed limits of its work and the required interfaces with the site work contractor and Courts 4–11 resurfacing contractor.

Project Timeline

A detailed project timeline identifying key milestones, including any survey, design, engineering, permitting, submittals, mobilization, demolition, subgrade preparation, testing, base construction, paving or slab placement, curing, acrylic surfacing, striping, tennis equipment installation, final inspection, and closeout.

The timeline shall identify prerequisites to be completed by the site work contractor or STAPPC, anticipated court and facility closures, weather and groundwater limitations, curing and coating windows, material lead times, inspection and testing dependencies, and coordination with the Courts 4–11 resurfacing schedule.

Itemized Cost Proposal

An itemized cost proposal showing labor, materials, equipment, mobilization, demolition, disposal, excavation, unsuitable-material handling, subgrade preparation, aggregate or engineered base, asphalt or concrete work, court drainage, acrylic

surfacing, striping, net systems, court hardware, testing, permits, bonds, supervision, cleanup, and other work included in the proposed base scope.

Recommended alternates, allowances, contingency recommendations, and unit prices shall be listed separately. Unit prices should be provided for reasonably foreseeable variable work, including unsuitable soil removal, additional excavation, additional aggregate or engineered fill, additional asphalt or concrete, drainage pipe or stone, utility conflicts, fencing adjustments, and restoration.

Warranty Information

Warranty information for all components of the proposed reconstruction system, including subgrade and base work performed by the Contractor, asphalt or concrete pavement, court-specific drainage, acrylic surfacing, line striping, net-post foundations, tennis net systems, and fencing or gate work if included.

Warranty information shall identify the warranty period, covered work, exclusions, required maintenance, response procedures, and any existing off-site, groundwater, utility, or third-party conditions that may limit coverage. The Contractor shall remain responsible for the complete approved reconstruction scope regardless of whether portions are performed by subcontractors.

Design, Survey, Engineering, Testing, and Permitting

The Bidder shall clearly state whether its proposal includes survey work, court layout and grading design, geotechnical review, pavement or structural design, sealed engineering drawings, permit drawings, permit applications, materials testing, compaction testing, asphalt or concrete testing, inspection support, and record drawings.

Any excluded professional services, testing, permits, approvals, or owner-furnished information shall be specifically identified, together with the information or decisions STAPPC must provide before work can begin. The proposal shall identify the licensed professionals and testing providers responsible for included services.

Staffing Plan and Project Contact

A proposed staffing plan identifying the project manager, site superintendent or lead field representative, court surfacing lead, design professionals if included, testing providers, and all proposed subcontractors by trade and scope.

The proposal shall include the project manager's name, phone number, email address, and role during the project.

Safety, Access, and Staging Plan

A safety, access, and staging plan describing how the Contractor will secure Courts 1–3 and adjacent work areas, protect the public and workers, maintain emergency and pedestrian access, control deliveries and equipment movement, store materials, and coordinate partial or full Tennis Complex closures.

If portions of the Tennis Complex remain open during construction, the proposal must explain how temporary fencing, barricades, signage, dust and debris control, equipment storage, material handling, and work zones will be managed to protect participants, staff, visitors, adjacent courts, and completed work.

Coordination with Related Work

A description of the coordination required with STAPPC, design and testing professionals, permitting authorities, the site work contractor, the Courts 4–11 resurfacing contractor, and any fencing, utility, or specialty contractors.

The Bidder shall identify prerequisites, court-footprint and off-court limits, drainage and grade tie-ins, utility or sleeve interfaces, construction access needs, tolerance and elevation requirements, protection responsibilities, and any conditions that could affect sequencing, pricing, schedule, warranty, or long-term court performance.

Material and Product Information

The proposal shall include manufacturer data, system descriptions, proposed thicknesses, standards, expected service life, and warranty information for the proposed court base, pavement or slab, acrylic surfacing system, line paint, tennis equipment, drainage components, and any fencing or related items included in the proposal. Color charts and product literature shall be submitted with the proposal; physical samples may be requested during evaluation or prior to final product selection.

7. Detailed Specifications / Scope of Work

Project Overview

The selected Contractor shall provide all labor, supervision, equipment, materials, construction means and methods, professional services included in its proposal, and incidentals necessary to demolish and fully reconstruct Courts 1–3. The completed work shall provide three safe, durable, maintainable, and fully playable tennis courts suitable for public recreation, instruction, league play, youth tennis, and community use.

The base reconstruction scope is intended to include the following work within the Courts 1–3 footprint and directly related court interfaces:

- Field verification of dimensions, elevations, drainage patterns, visible conditions, and construction access affecting Courts 1–3.
- Demolition and removal of the existing court pavement, court base, net-post foundations, and other deteriorated or conflicting materials required for the proposed reconstruction system.
- Evaluation and preparation of the court subgrade, including proof-rolling, correction of unsuitable areas, compaction, and required testing.
- Construction of the complete engineered court base and asphalt, concrete, post-tensioned concrete, or other approved pavement or slab system.
- Court-specific grading and drainage within the reconstruction footprint, together with tie-ins to the common or off-court drainage system at coordinated connection points.
- Installation of the acrylic surfacing and color-coating system, regulation playing lines, and approved blended youth lines if included.
- Installation of new net-post foundations, sleeves, posts, anchors, center straps, nets, and related tennis equipment.
- Testing, quality-control documentation, final cleaning, restoration of affected court interfaces, and delivery of Courts 1–3 in playable condition.

The Contractor shall identify any condition that may require work beyond the proposed base scope, including unsuitable soils, buried debris, groundwater, drainage deficiencies, utility conflicts, tree roots, hazardous materials, or site conditions that could affect design, warranty, durability, playability, or long-term performance.

Scope Boundaries and Coordination with Separate RFPs

STAPPC has issued separate RFPs for common and off-court site work, reconstruction of Courts 1–3, and resurfacing of Courts 4–11. STAPPC may award one or more contracts, reject any or all proposals, negotiate scope, accept alternates, or combine portions of related scopes in the manner determined to be in the best interest of the Commission.

The base Courts 1–3 reconstruction scope is intended to cover the work within the reconstruction footprint from demolition through final tennis court completion. The separate site work contract is intended to cover common and off-court civil improvements, including site-wide or perimeter drainage, utility rough-ins, ADA access routes, common grading and tie-ins, erosion and sediment control, and restoration outside the Courts 1–3 footprint. The Courts 4–11 contract will cover surface

preparation, crack and low-spot repair, acrylic coatings, striping, and related tennis hardware on those courts.

The reconstruction Contractor shall coordinate the required subgrade or grade handoff, drainage connections, utility sleeves, fencing interfaces, construction access, and protection of completed work with the site work Contractor. Work outside the Courts 1–3 footprint shall be included only when expressly identified and priced in the proposal or authorized by STAPPC. Any proposed overlap with another RFP shall be separately identified to avoid duplicate scope.

The Contractor shall also coordinate final acrylic colors, texture, line layout, and visible court details with STAPPC and the Courts 4–11 resurfacing contractor so the completed Tennis Complex presents a consistent appearance and playing environment to the extent practicable.

If STAPPC accepts a Voluntary Alternate: Turnkey Project Delivery submitted under the Site Work RFP, the prime contractor shall remain responsible for complying with all technical, qualification, warranty, testing, documentation, and closeout requirements contained in this Reconstruction RFP.

Coordination, Inspection, and Handoff

Before structural construction of Courts 1–3 begins, the Reconstruction Contractor shall participate in a joint inspection with STAPPC and the Site Work Contractor. The parties shall document:

- Completed drainage and utility connection points;
- Applicable grades and elevations;
- Limits of disturbance and limits of each contractor's work;
- Available compaction, materials, and testing reports;
- Construction access and staging conditions;
- Adjacent improvements requiring protection; and
- Outstanding deficiencies or incomplete work.

The Reconstruction Contractor shall promptly identify any visible condition, incomplete work, elevation discrepancy, drainage-interface issue, or other condition that could affect the reconstructed court system before accepting the work area and proceeding with structural court construction.

The Site Work Contractor shall remain responsible for deficiencies in its work. Acceptance of a tie-in or work area by the Reconstruction Contractor does not transfer

responsibility for concealed defects or work that does not conform to the approved Site Work scope.

Unless expressly assigned otherwise by STAPPC, the Reconstruction Contractor shall be responsible for final acceptance of the Courts 1–3 subgrade and for the compatibility, construction, performance, and warranty of the complete court pavement, drainage, surfacing, and equipment system included in its approved scope.

General Requirements

- Perform all work in accordance with the approved proposal, final contract, manufacturer requirements, applicable laws and codes, permit requirements, USTA/ASBA guidance, and accepted construction standards.
- Verify field dimensions, court orientation, elevations, drainage patterns, utility locations, access constraints, fence and gate conditions, and all other conditions affecting the work.
- Coordinate with South Carolina 811 and applicable utility owners before excavation.
- Protect adjacent courts, buildings, pavement, landscaping, utilities, irrigation, trees, fences, gates, signage, and other facilities not authorized for removal.
- Maintain safe ingress and egress for staff, participants, pedestrians, emergency access, and facility operations as directed by STAPPC.
- Keep the site clean and organized, remove debris regularly, protect completed work, and restore areas disturbed by the Contractor.
- Immediately notify STAPPC in writing of unforeseen conditions that may affect scope, cost, schedule, safety, design, warranty, or compatibility with related work.

Field Verification, Design, and Submittals

Before construction, the Contractor shall verify the proposed court limits, dimensions, orientation, elevations, drainage direction, clearances, net locations, fence and gate interfaces, access points, and relationship to the site work. The Contractor shall not rely solely on approximate owner-furnished measurements or aerial images.

The Contractor shall provide construction drawings, shop drawings, layout sketches, grading information, pavement or slab details, net-post and center-anchor details, product submittals, and other documentation sufficient to describe and construct the proposed system. Documents requiring professional design or a seal shall be prepared by appropriately licensed professionals when included in the approved scope or required by law, permitting authorities, the proposed system, or the USTA funding requirements.

No material substitution, court-system change, design change, or deviation from approved submittals shall occur without prior written approval from STAPPC.

Demolition and Existing Conditions

- Remove the existing Courts 1–3 acrylic surface, pavement or slab, base materials, net-post foundations, anchors, and other materials required for the approved reconstruction system.
- Remove and legally dispose of demolition debris, unsuitable soils, vegetation, roots, and waste materials off site unless STAPPC approves another method in writing.
- Coordinate any temporary fence or gate removal needed for equipment access and restore or replace those components as included in the approved scope.
- Protect adjacent facilities during demolition, hauling, saw cutting, excavation, and equipment operation.
- Stop work in the affected area and notify STAPPC upon encountering buried debris, unexpected utilities, hazardous or unusual materials, groundwater, unstable conditions, or other unforeseen conditions.

Subgrade and Earthwork Within the Court Footprint

The Contractor shall excavate, grade, proof-roll, compact, and prepare the subgrade within the Courts 1–3 footprint as required for the proposed court system. Soft, unstable, organic, or otherwise unsuitable material shall be removed and replaced with approved compacted fill or base material in accordance with the approved design and testing requirements.

The proposal shall identify the assumed subgrade condition, required elevations, compaction standard, testing frequency, geotextile or stabilization measures, and any reliance on work to be completed under the separate site work contract. Variable quantities shall be addressed through clearly stated allowances and unit prices.

The Contractor shall not place base, pavement, or slab materials until the prepared subgrade and required testing have been accepted in accordance with the approved quality-control plan.

Court Base and Pavement or Slab System

The Contractor shall construct the complete court base and pavement or slab system proposed in the accepted bid. The proposal shall identify the system type and all material layers, thicknesses, reinforcement, compaction requirements, jointing or tendon details, edge conditions, curing requirements, and relationship of foundations and penetrations to the court system.

For an asphalt system, the proposal shall identify aggregate-base composition and thickness, asphalt mix and lift thicknesses, compaction requirements, paving tolerances, curing or oxidation period before acrylic surfacing, and any manufacturer or designer requirements. For a concrete or post-tensioned system, the proposal shall identify slab thickness, reinforcement or tendon layout, stressing and testing procedures, jointing and edge details, penetrations, curing, moisture considerations, and requirements before acrylic surfacing.

All court-system components shall be compatible and suitable for heavily used outdoor public tennis courts in a humid coastal environment. The Contractor shall be responsible for coordination among its base, paving or concrete, surfacing, and equipment subcontractors.

Court Drainage, Grading, and Surface Tolerances

The reconstructed courts shall be graded to provide consistent positive drainage in accordance with the approved design, applicable tennis court standards, and the requirements of the selected court system. Court grades shall coordinate with fence lines, gates, adjacent pavement, pedestrian access, the site work contract, and the identified drainage tie-in points.

The Contractor shall provide a grading and drainage plan or equivalent documentation showing proposed drainage direction, spot elevations or control points, slopes, tie-ins, and court-specific drainage components. The Contractor shall identify any common or off-court drainage work that must be completed before reconstruction can proceed or before the courts can be accepted.

The Reconstruction Contractor shall be responsible for court-specific drainage within the Courts 1–3 reconstruction limits and for making the final connection to the drainage connection points provided under the Site Work contract, unless another responsibility assignment is expressly approved by STAPPC in writing. Before beginning affected work, the Contractor shall verify the location, elevation, size, condition, and compatibility of each connection point and promptly notify STAPPC of any discrepancy.

Before acrylic surfacing and again before final acceptance, the Contractor shall verify surface drainage and identify irregularities or ponding that do not comply with the approved system or applicable court standards. Corrective work within the Contractor's scope shall be completed before acceptance.

Acrylic Surfacing System

After the pavement or slab has cured and is otherwise ready in accordance with manufacturer and system requirements, the Contractor shall prepare and install a complete multi-layer acrylic tennis court surfacing system suitable for outdoor public use in a humid coastal environment.

The proposal shall identify the manufacturer, complete product system, primers or specialty treatments, number of resurfacer and color coats, application rates, silica or texture materials, slip and pace characteristics, temperature and moisture limitations, curing requirements, expected service life, and warranty. Application shall follow manufacturer requirements and applicable USTA/ASBA guidance.

Final court colors, texture, and visible finish shall be approved by STAPPC in writing. The Contractor shall coordinate with the Courts 4–11 resurfacing contractor so colors and playing characteristics are consistent across the complex to the extent practicable. A cushioned surfacing system may be proposed as a separately priced alternate.

Playing Lines and Blended Youth Lines

The Contractor shall provide and install regulation tennis playing lines in accordance with the Rules of Tennis and applicable USTA/ASBA guidance. Lines shall be masked, sealed or primed as required to prevent bleeding, and applied using compatible 100% acrylic textured line paint. Lines shall be straight, crisp, uniform, and of the required width; fuzzy, irregular, or spray-applied lines will not be accepted.

The Contractor shall also provide separate pricing for blended 36-foot and 60-foot youth tennis lines on designated courts. Blended lines shall follow applicable USTA youth tennis guidance and use a color approved by STAPPC that is distinguishable from the court surface but less prominent than regulation lines.

Tennis Court Hardware

The base reconstruction scope shall include new heavy-duty outdoor net-post foundations, sleeves, posts, center-strap anchors, center straps, and tennis nets appropriate for heavily used public courts, unless the proposal clearly states and justifies another approach accepted by STAPPC.

Foundation and anchor details shall be coordinated with the proposed pavement or slab system so they do not compromise reinforcement, tendons, drainage, surface tolerances, or warranty. All hardware shall be installed plumb, aligned, secure, and ready for regulation play.

Fencing, Gates, ADA Interfaces, Utilities, and Future Amenities

Common or off-court ADA pathways, utility rough-ins, site-wide or perimeter drainage, and broader fencing or gate replacement are assigned to the separate site work contract unless expressly included in the reconstruction proposal and accepted by STAPPC. The reconstruction Contractor shall coordinate court elevations, fence and gate interfaces, access clearances, sleeves, conduit crossings, and other tie-ins with that work.

Temporary removal and reinstallation of fencing or gates required solely for reconstruction access shall be identified in the base scope or separately priced. New fencing, gate replacement, ADA route construction, lighting infrastructure, water service, hitting-wall infrastructure, or other future amenities shall be clearly identified as alternates or work by others to avoid duplicate scope.

Alternates, Allowances, and Unit Prices

The proposal shall separately identify and price recommended alternates, allowances, and unit-priced work. Alternates may include a different court structural system, cushion surfacing, blended youth lines, fencing or gate work, limited off-court drainage or grading, utility or sleeve work, or other improvements not included in the base reconstruction scope.

Unit prices and allowances should address conditions that cannot be fully verified before demolition, including unsuitable soil removal and replacement, additional excavation, geotextile or stabilization, aggregate or engineered fill, additional asphalt or concrete, court drainage components, utility conflicts, root removal, and restoration. Each unit price shall state the unit of measure and what labor, materials, equipment, disposal, overhead, and profit are included.

Material and Equipment Specifications

The Contractor shall submit product data, material standards, manufacturer information, expected service life, compatibility information, and warranty information for all proposed materials and components. At a minimum, the proposal shall address, as applicable:

- Geotextile, stabilization, engineered fill, aggregate base, and subgrade-improvement materials.
- Asphalt mixes and thicknesses; or concrete, reinforcement, tendon, joint, curing, and moisture-related materials and details.
- Court-specific drainage pipe, stone, fabric, cleanouts, inlets, or connection components included in the reconstruction scope.

- Acrylic primers, resurfacers, patching or leveling materials, color coatings, texture materials, cushion layers if proposed, and line paint.
- Net-post foundations, sleeves, posts, anchors, center straps, nets, and related tennis hardware.
- Fencing, gates, hardware, coatings, footings, conduit, sleeves, or related interface materials when included.

All materials shall be new unless expressly approved otherwise, suitable for outdoor public recreational use in a humid coastal climate, and compatible as part of the complete approved court system.

Quality Control, Testing, and Documentation

The Contractor shall implement a quality-control plan appropriate for the proposed court system. The proposal shall identify inspections and testing for subgrade, compaction, aggregate base, asphalt, concrete, post-tensioning, elevations, slopes, drainage, surface preparation, coating conditions, and other critical work, together with the party responsible for each test and associated cost.

The Contractor shall provide STAPPC with test results, inspection reports, delivery tickets, batch or mix information, photographs of concealed work, survey or elevation documentation, approved submittals, and other records reasonably necessary to verify compliance before affected work is covered or subsequent work proceeds. STAPPC's observation or acceptance of tests does not relieve the Contractor of responsibility for complying with the contract or correcting defective work.

Cleanup, Final Inspection, and Closeout

The Contractor shall perform final cleaning and restoration, remove debris, excess materials, equipment, barrels, temporary protections, and waste from the site, and restore areas damaged or disturbed by the Contractor.

The Contractor shall participate in a final walk-through with STAPPC and complete all punch-list items before final acceptance. The completed courts shall be delivered in a clean, safe, fully cured, and playable condition.

Closeout documents shall include warranties, product data, maintenance and cleaning recommendations, final test and inspection reports, permit closeout documentation, lien waivers, approved color and product records, and as-built or marked-up drawings showing court layout, grades, drainage components, net foundations, sleeves, conduit, and other concealed work installed under this contract.

8. Additional Terms and Conditions

Assumptions and Constraints

The Contractor shall make reasonable efforts to meet the approved project schedule and shall promptly notify STAPPC of any weather, shipping, material availability, site condition, testing, permitting, or sequencing issue that may affect the schedule.

Because reconstruction may be affected by demolition findings, subsurface conditions, groundwater, utility conflicts, base preparation, pavement or slab curing, acrylic-coating conditions, and coordination with related work, the Contractor shall identify all assumptions, constraints, cure times, and scheduling limitations in its proposal. Compliance with all federal, state, and local requirements is mandatory.

The Contractor shall be responsible for repairing damage caused by the Contractor, its subcontractors, suppliers, or agents to adjacent courts, fencing, walkways, buildings, landscaping, utilities, parking areas, or other STAPPC property.

The Contractor should be aware that portions of the Tennis Complex or surrounding campus may remain in use during construction. The Contractor shall maintain safe ingress and egress for vehicles, pedestrians, participants, staff, and emergency access as directed by STAPPC.

The Bidder must attend the mandatory joint pre-bid conference and site visit. Attendance at an optional follow-up visit does not replace the mandatory meeting requirement.

The Contractor shall verify existing conditions before beginning work and promptly notify STAPPC in writing of unforeseen conditions that may affect scope, design, schedule, cost, safety, warranty, or compatibility with related Tennis Complex work.

The Bidder must be acquainted with the nature and location of the project; local conditions affecting labor, deliveries, equipment, utilities, water, power, access, storage, and disposal; the visible condition of the courts and surrounding site; the character of materials likely to be encountered; and the facilities required to perform the work.

The Contractor shall obtain and close out permits, inspections, licenses, and testing included in the approved scope. The proposal shall identify permit fees, design documents, owner signatures, and approvals that are included or required from STAPPC or others before work can begin.

Coordination with Other Contractors

The Contractor acknowledges that STAPPC may award separate contracts for site work, reconstruction of Courts 1–3, resurfacing of Courts 4–11, fencing, utilities, testing, design, or other related Tennis Complex improvements. The Contractor shall coordinate reasonably with STAPPC and all other contractors performing related work to support proper sequencing, access, grade and drainage tie-ins, consistent finishes, protection of completed work, and efficient project completion.

The Contractor shall not damage, interfere with, or unreasonably delay work performed by others. Damage caused by the Contractor, its subcontractors, suppliers, or agents to existing facilities or completed work by others shall be repaired at the Contractor's expense unless otherwise approved in writing by STAPPC.

Liquidated Damages

Liquidated damages will not apply unless an amount, applicable milestone, and method of calculation are established by addendum issued before the proposal deadline.

Warranties

The Contractor shall provide all available manufacturer and workmanship warranty documentation for the complete reconstruction scope, including subgrade and base work performed by the Contractor, aggregate and stabilization materials, asphalt or concrete pavement, post-tensioning if applicable, court-specific drainage, acrylic surfacing, line striping, net-post foundations, tennis equipment, and fencing or gate work if included.

Warranty information shall identify the warranty period, covered work, exclusions, maintenance requirements, claim procedures, and any existing off-site, groundwater, utility, drainage, or third-party conditions that may limit coverage. The Contractor remains responsible for coordinating and administering warranties for its subcontractors and suppliers. Unless the final contract states otherwise, warranties shall begin upon Final Completion and written acceptance by STAPPC.

Insurance Requirements

The Contractor shall maintain, at a minimum, the following insurance coverage throughout the term of the contract and for any additional period required below:

- **Commercial General Liability:** \$1,000,000 per occurrence; \$2,000,000 general aggregate; and \$2,000,000 products-completed operations aggregate. The general aggregate shall apply separately to this project.

- **Business Automobile Liability:** \$1,000,000 combined single limit per accident for bodily injury and property damage, covering owned, hired, leased, borrowed, and non-owned vehicles.
- **Workers' Compensation:** Statutory limits as required by South Carolina law.
- **Employer's Liability:** \$500,000 each accident; \$500,000 disease per employee; and \$500,000 disease policy limit.
- **Umbrella or Excess Liability:** \$2,000,000 per occurrence and \$2,000,000 aggregate, applying in excess of the Commercial General Liability, Automobile Liability, and Employer's Liability policies.
- **Professional Liability:** When the approved scope includes engineering, surveying, drainage design, professional calculations, sealed drawings, or other professional services, the responsible professional or firm shall maintain Professional Liability insurance of not less than \$1,000,000 per claim and \$1,000,000 aggregate.
- **Contractor's Pollution Liability:** When the approved scope includes handling, removal, transport, or disposal of contaminated soil, hazardous materials, pollutants, or other regulated substances, the responsible contractor shall maintain Contractor's Pollution Liability insurance of not less than \$1,000,000 per occurrence and \$1,000,000 aggregate.

St. Andrew's Parish Parks & Playground Commission, its Commissioners, officers, employees, and agents shall be named as Additional Insureds on the Commercial General Liability, Automobile Liability, and Umbrella or Excess Liability policies for liability arising from the Contractor's work. Commercial General Liability additional-insured coverage shall apply to both ongoing and completed operations.

The Contractor's insurance shall be primary and noncontributory with respect to insurance or self-insurance maintained by STAPPC. The Commercial General Liability, Automobile Liability, Workers' Compensation, and Umbrella or Excess Liability policies shall include waivers of subrogation in favor of STAPPC when commercially available.

The Contractor shall provide certificates of insurance and copies of required endorsements before contract execution or commencement of work, whichever occurs first. Certificates alone shall not replace required policy endorsements.

Coverage shall be issued by insurers authorized to conduct business in South Carolina and reasonably acceptable to STAPPC. The Contractor shall be responsible for all deductibles and self-insured retentions. Any deductible or self-insured retention exceeding \$25,000 shall be disclosed in the proposal and is subject to STAPPC's approval.

The Contractor shall require all subcontractors to maintain insurance appropriate to their assigned work. Unless STAPPC approves different limits in writing, subcontractors shall maintain the same required coverage and limits applicable to the work they perform. The Contractor remains responsible for verifying subcontractor insurance and for the acts and omissions of its subcontractors.

Professional Liability coverage shall be maintained through completion of the professional services and for at least three years after Final Completion. Commercial General Liability completed-operations coverage shall be maintained for at least three years after Final Completion.

For a turnkey award, these insurance requirements apply to the prime contractor and all subcontractors performing the Site Work, Courts 1–3 Reconstruction, and Courts 4–11 Resurfacing scopes. STAPPC reserves the right to require higher limits or additional coverage by addendum before the proposal deadline if warranted by the final project scope.

OSHA and Safety Compliance

The Contractor shall comply with all applicable federal, state, and local occupational safety and health requirements, including OSHA standards. The Contractor shall maintain a safe worksite, ensure employees are properly trained, provide required protective equipment, and implement appropriate measures for demolition, saw cutting, excavation, trenching, compaction, equipment operation, paving or concrete placement, post-tensioning if applicable, coating application, dust and debris control, public access control, and pedestrian protection.

Environmental Protection

The Contractor shall be responsible for environmentally safe handling, storage, and disposal of demolition debris, removed pavement and base, unsuitable soils, asphalt, concrete, coating containers, cleaning materials, construction waste, and regulated or hazardous materials. The Contractor shall implement erosion and sediment control, runoff prevention, dust control, spill prevention, and debris containment so construction by-products do not enter storm drains, adjacent recreational areas, landscaped areas, or natural waterways.

ADA Compliance

Court-level access tie-ins, gates, clear openings, route connections, and other accessibility components included in the reconstruction scope shall comply with the Americans with Disabilities Act and applicable accessibility standards. Common or off-court ADA routes are assigned to the site work contract unless expressly included here. The Contractor shall identify any elevation, threshold, gate, slope, or clear-space

condition that may prevent a compliant connection and coordinate corrective work before final court grades are established.

Conflict of Interest & Non-Collusion Statement

The Bidder shall certify that its proposal is made without prior understanding, agreement, or connection with any corporation, firm, or person submitting another proposal for the same services, and is in all respects fair and without collusion or fraud. The Bidder further certifies that no officer, employee, or agent of the St. Andrew's Parks & Playground Commission has a financial interest, either directly or indirectly, in the proposal or in the services to be provided under the contract. The Bidder agrees that this certification is a material representation of fact and that, if it is determined that the Bidder violated this certification, the Commission may reject the proposal or terminate any resulting contract for default.

Nothing in this certification prohibits a disclosed prime-contractor/subcontractor, joint-venture, supplier, or project-team arrangement permitted by this RFP. All such relationships must be identified in the proposal and may not involve collusive pricing, bid suppression, market allocation, or disclosure of a competing bidder's confidential pricing.

Termination for Cause/Convenience

The Commission reserves the right to terminate the contract, in whole or in part, under the following conditions:

- **Termination for Cause:** If the Contractor fails to perform in accordance with the contract; fails to make progress so as to endanger performance; or otherwise breaches the contract, the Commission may terminate for cause by written notice. The Contractor shall be liable for damages resulting from the default, including additional costs incurred by the Commission to complete or correct the work.
- **Termination for Convenience:** The Commission may, at its sole discretion and without cause, terminate for convenience upon thirty (30) days' written notice. The Contractor shall be entitled to payment for satisfactory work performed through the effective date of termination but shall not be entitled to lost profits, unearned overhead, or consequential damages.

Force Majeure

Neither the Commission nor the Contractor shall be held liable or deemed in default for delay or failure in performance arising directly from causes beyond reasonable control and without fault or negligence, including acts of God, natural disasters,

hurricanes, floods, fires, earthquakes, pandemics, war or terrorism, labor disputes, embargoes, or government orders.

In the event of a force majeure occurrence:

- The affected party shall provide written notice to the other party within five (5) business days, describing the event and expected duration of the delay.
- The parties shall make reasonable efforts to minimize the impact and resume performance as soon as practicable.
- If the delay extends for more than sixty (60) consecutive days, the Commission may terminate the contract without penalty by written notice.

Retention / Withholding

The Commission does not anticipate withholding retainage. STAPPC may withhold disputed amounts or amounts reasonably necessary to address incomplete or defective work as permitted by the contract.

Final payment, including any amounts properly withheld, will be made only after:

- Completion of all punch-list items;
- Submission of required warranties, closeout documents, test reports, record drawings, and lien waivers;
- Permit and inspection closeout where applicable; and
- Final inspection and written acceptance by the Commission.

The Commission may withhold additional amounts if, in its reasonable judgment, the Contractor has not performed in accordance with the contract, has caused damage, has defective or incomplete work, or has outstanding obligations including cleanup, permits, testing, documentation, or payment to subcontractors and suppliers.

Payment Schedule

Progress payments may be made based on work satisfactorily completed and approved by STAPPC, subject to permitted withholding. Payment applications shall include a schedule of values and documentation supporting completed work, stored materials, test results, approved change orders, and other amounts requested.

Final payment will be issued only after Final Completion, final inspection, completion of all punch-list items, submission of required warranties and closeout documents, permit closeout where applicable, lien waivers, and written acceptance by STAPPC.

Right to Negotiate Minor Irregularities

The Commission reserves the right to waive minor informalities or irregularities in proposals when deemed to be in the best interest of the Commission.

Project Administration and Change Orders

- The Executive Director of the St. Andrew's Parish Parks & Playground Commission shall serve as the Project Manager for this project.
- The Executive Director is the only person authorized to approve and sign change orders.
- Other Commission staff or project representatives may oversee portions of the work and provide input or recommendations; however, final decisions, approvals, and contractual authorizations rest with the Executive Director.
- The Contractor shall direct communications regarding scope, schedule, payment, substitutions, delays, or changes to the Executive Director unless otherwise directed in writing.

No Unauthorized Work

The Contractor shall not perform extra work, changed work, substitutions, or work outside the approved scope without prior written authorization from the Executive Director. Work performed without prior written authorization may not be eligible for payment.

Final Inspection Meeting

A final inspection meeting will occur before final payment and will be attended by representatives of the Contractor and STAPPC. The Contractor shall provide all required closeout materials and complete identified punch-list items as a condition of final acceptance.

9. Final Legal Protections

The Contractor shall inspect the site and account for conditions that are visible, reasonably discoverable, and relevant to the proposed reconstruction scope. Conditions affecting demolition, subgrade, base or pavement construction, drainage, elevations, access, utilities, acrylic surfacing, warranty, pricing, or schedule shall be identified in the proposal. Conditions requiring work outside the approved scope, including major redesign, additional engineering, off-court drainage, utility relocation, hazardous-material handling, or work assigned to the site work contractor, shall be brought to STAPPC's attention before work proceeds and addressed through written direction or an approved change order.

Subcontractors

Subcontractors identified in and accepted as part of the awarded proposal will be deemed approved for their stated scopes, subject to verification of licenses, insurance, and qualifications. Substitution or addition of a subcontractor after award requires STAPPC's prior written approval. The Contractor remains fully responsible for the

actions, coordination, workmanship, schedule, warranties, and performance of all subcontractors, suppliers, design professionals, and agents.

Assignment

The Contractor shall not assign, transfer, or convey any portion of the contract without prior written consent of the Commission.

Bonds and Insurance

The selected Contractor shall furnish a Performance Bond and Payment Bond, each in the amount of one hundred percent (100%) of the awarded contract value, before construction begins. Bonds shall be issued by a surety authorized to conduct business in South Carolina and acceptable to STAPPC.

Bid Security

Each proposal shall be accompanied by a Bid Bond equal to at least five percent (5%) of the highest aggregate amount for which the bidder seeks award, including the base proposal and any additive alternates that may be accepted. For electronic submissions, a scanned copy shall be included in the PDF and the original shall be delivered by the proposal deadline. Failure to provide required bid security will render the proposal non-responsive, subject only to any cure expressly permitted by applicable law or STAPPC's procurement procedures.

No Claim for Extra Compensation

The Contractor shall not claim additional compensation for conditions that were visible, reasonably discoverable, identified in the RFP documents, or included in stated assumptions, unless STAPPC approves a written change order. Weather, moisture, cure-time, or material delays may affect the approved schedule but do not entitle the Contractor to additional compensation unless expressly approved in writing.

Freedom of Information Act (FOIA)

All proposals are subject to disclosure under the South Carolina Freedom of Information Act. Proprietary or confidential information must be clearly marked, but the Commission cannot guarantee nondisclosure when disclosure is required by law.

Governing Law & Venue

The contract shall be governed by the laws of the State of South Carolina. Venue for any action shall lie exclusively in Charleston County, South Carolina.

Order of Precedence

Unless the final contract states otherwise, the following order of precedence will govern: (1) executed contract and approved change orders; (2) RFP addenda; (3) this RFP, including technical scope and attachments; (4) incorporated plans, specifications, and grant requirements; and (5) the Contractor's accepted proposal. A

specific requirement will govern over a general requirement when the documents are otherwise of equal priority.

If the Courts 1–3 Reconstruction scope is awarded as part of the Voluntary Alternate: Turnkey Project Delivery, this Reconstruction RFP shall govern the technical requirements applicable to Courts 1–3. The Site Work RFP, including its turnkey requirements, shall govern overall project administration, consolidated pricing, coordination, and prime-contractor responsibility. Any unresolved conflict shall be submitted to STAPPC for written interpretation before the affected work proceeds.

Substantial vs. Final Completion

Substantial Completion means Courts 1–3 are fully constructed, drained, surfaced, lined, equipped, and sufficiently complete for their intended use; all required pavement, coating, and other cure periods have expired; the courts are playable and available for safe public use; required access, drainage connections, fencing interfaces, court equipment, coatings, and playing lines are complete and functional; all required inspections and approvals permitting public use have been obtained; and only minor punch-list items remain that do not interfere with safe use, appearance, operation, or intended court performance.

Final Completion means all punch-list work is complete, affected areas are restored, permits and inspections are closed, test reports and record documents are submitted, warranties and maintenance information are delivered, lien waivers are provided, and STAPPC has issued written acceptance. Any amounts properly withheld under the contract will not be released until the applicable deficiencies, incomplete work, or outstanding obligations have been resolved and Final Completion has been achieved.

10. Selection Criteria

Scoring System

Proposals will be evaluated based on overall value, responsiveness, full reconstruction experience, quality and completeness of the proposed court system, scope clarity, materials, design and testing approach, warranty, schedule, cost transparency, references, coordination, and available project funding. The project will not necessarily be awarded to the lowest bidder.

STAPPC reserves the right to award in whole or in part, reject any or all proposals, waive informalities, request clarification, conduct interviews, negotiate terms or scope, accept or reject alternates, and select the proposal that best serves the public interest and project needs.

Evaluation Rubric

Evaluation Criteria	Weight	Description
Experience & Qualifications	25%	Demonstrated experience with at least three comparable outdoor tennis court construction or full reconstruction projects completed within the past five years; qualifications of key staff and subcontractors; appropriate licensing, equipment, and technical capacity.
References & Past Performance	15%	Quality and relevance of references; successful performance for public or institutional owners; record of workmanship, drainage and surface performance, schedule, budget, warranty response, coordination, and closeout.
Technical Proposal & Project Approach	20%	Clarity and feasibility of the proposed reconstruction system, responsibility matrix, demolition and subgrade approach, drainage and grading strategy, sequencing, safety, quality control, testing, staffing, and coordination with the site work and resurfacing contracts.
Court System, Materials, Warranties & Specifications	15%	Quality, durability, and compatibility of the proposed base, pavement or slab, acrylic surfacing, line system, tennis equipment, and related components; clarity of design, testing, permitting, warranty, maintenance, and closeout responsibilities.

Evaluation Criteria	Weight	Description
Cost Proposal	15%	Competitiveness, completeness, transparency, and reasonableness of pricing, including clear separation of base work, alternate court systems, allowances, unit prices, exclusions, professional services, testing, permits, bonds, and owner responsibilities.
Schedule Commitment	5%	Ability to meet required completion dates; capacity to manage demolition findings, weather, groundwater, curing, testing, permitting, material lead times, and coordination dependencies; clarity of milestones and phasing to minimize disruption.
Project Management & Communication	5%	Strength of project management, communication, documentation, and coordination plan, including responsible personnel, regular updates to the Executive Director, schedule and issue reporting, submittal and change-order controls, and protection of work by others.
Total	100%	

11. Process Schedule

- RFPs Posted on STAPPC Website: Wednesday, July 29, 2026
- First Newspaper Notice: Friday, July 31, 2026
- Second Newspaper Notice: Sunday, August 2, 2026
- Third Newspaper Notice: Wednesday, August 5, 2026
- Fourth Newspaper Notice: Sunday, August 9, 2026
- Mandatory Joint Pre-Bid Conference and Site Visit: Monday, August 17, 2026, at 10:00 a.m. ET
- Additional Site Visits by Appointment: August 18–21, 2026
- Cutoff for Additional Site Visits: Friday, August 21, 2026, at 3:00 p.m. ET

- Deadline for Bidder Questions: Monday, August 24, 2026, at 3:00 p.m. ET
- Final Addenda Issued: Friday, August 28, 2026
- Proposals Due: Friday, September 18, 2026, at 11:00 a.m. ET
- Initial Compliance Review: September 21–23, 2026
- Technical and Cost Evaluations: September 24–October 2, 2026
- Clarifications or Interviews, if Needed: October 5–7, 2026
- Notice of Intent to Award: Friday, October 9, 2026
- Contract, Insurance, and Bond Documentation: October 12–30, 2026
- Notice to Proceed and Project Kickoff Meetings: Week of November 2, 2026
- Anticipated Mobilization: Following contract execution and issuance of a written Notice to Proceed by STAPPC
- Substantial Completion: No later than June 30, 2027
- Final Completion: No later than July 30, 2027

12. Agency-Furnished Information

STAPPC may provide available sketches, photographs, approximate measurements, prior reports, core-sampling or geotechnical information, survey information, or other background materials for bidder convenience. Such materials are provided for general reference only and are not a substitute for the Bidder's independent field verification, professional judgment, or included design responsibility. STAPPC does not warrant the accuracy, completeness, or suitability of owner-furnished information for bidding, construction, permitting, or final design purposes.

Bidders shall identify any additional survey, geotechnical investigation, testing, engineering, or owner decision required to support their proposed court system and shall state whether the associated service and cost are included, excluded, or proposed as an alternate.

13. Attachment List

Attachment A

USTA Construction Document Requirements

As this project may be partially funded through a United States Tennis Association (USTA) grant, the following documents may be required before release of grant funding. The Bidder shall identify which applicable documents are included in its proposal, the responsible professional, the proposed deliverable, and any documents to be provided by STAPPC, the site work contractor, or another party.

Bidders shall communicate with STAPPC regarding grant-documentation requirements and shall not contact USTA regarding this project unless authorized by STAPPC.

- **Site Plan** – Show the entire Tennis Complex, court dimensions, access walkways, gate locations, seating areas, fixed obstructions, and the relationship of Courts 1–3 to the site.
- **Grading and Drainage Plan** – Show detailed court grading with spot elevations or control points demonstrating court slopes, adjacent grading, drainage collection and discharge, groundwater management where applicable, and accessible route connections.
- **Fencing Details** – Identify gate widths and accessibility, fence height, post and footing details, fabric size and gauge, coatings, hardware, and the relationship of the fence to the court. The fabric should be shown on the court side of the frame when applicable.
- **Court Striping Dimensions** – Show regulation line layout, relationship to the net and fixed obstructions, and approved 36-foot and 60-foot blended lines when included.
- **Net-Post Foundations and Center-Strap Anchor Details** – Demonstrate that foundations and anchors can resist imposed forces and show their relationship to pavement, reinforcement, tendons, drainage, and surface elevations.
- **Pavement or Slab Details** – Show subgrade preparation, base materials and thicknesses, pavement or slab thickness, reinforcement, joints, edge details, and related foundations. For post-tensioned slabs, show tendon spacing, slab thickness, edge reinforcement, jointing, stressing, penetrations, and the relationship of fence and net foundations to tendons.
- **Lighting Plans** – When lighting work is included, show pole locations and foundations, fence relationships, fixture heights, photometric results, circuiting, panels, and related electrical details.
- **Building Plans** – When any building or amenity structure is included, provide sufficient general construction, accessibility, plumbing, mechanical, and electrical detail to secure required permits and approvals.
- **Specifications** – Provide project specifications sufficient to define materials, installation requirements, quality control, testing, tolerances, warranties, and acceptance criteria for the proposed reconstruction system.

Attachment B

Approximate Measurements and Aerial Image

Approximate measurements, photographs, sketches, reports, or layout images are provided as a courtesy to indicate the general scope of the project. They are not

official measurements and are not a substitute for the Bidder's field verification, survey, design, or engineering responsibilities.

Bidders must take their own measurements, verify elevations and existing conditions, and request access from STAPPC as needed to prepare a responsive proposal.

Approximate surface area for Courts 1–3: 19,000 square feet.

*Please see the final page for an aerial image of the Tennis Complex.

14. Bidder Selection Checklist**Project Name: Reconstruction of Courts 1 – 3**

Bidders must ensure that all required items are included with their proposal submission. Failure to include a mandatory submission item may render a proposal non-responsive. STAPPC reserves the right to determine responsiveness and to waive minor informalities or irregularities when permitted and determined to be in the Commission's best interest.

Mandatory Submission Items

- ☐ Signed Proposal – Executed by an authorized representative of the Bidder.
- ☐ Proposal Copies – One (1) original and three (3) copies for a hard-copy submission.
- ☐ Electronic Submission, if used – One PDF emailed to RFP@standrewsparks.com by the deadline.
- ☐ Mandatory Pre-Bid Attendance – Confirmation that an authorized representative attended the joint pre-bid conference and site visit.
- ☐ Bid Bond – At least five percent (5%) of the highest aggregate amount for which the Bidder seeks award, including applicable additive alternates; original received by the proposal deadline.
- ☐ Performance and Payment Bond Commitment – Surety letter confirming the ability to provide bonds equal to 100% of the awarded contract value.
- ☐ Insurance Evidence – Current certificates of insurance or a letter from the Bidder's insurance agent confirming the Bidder's ability to provide all coverage, limits, endorsements, and other insurance requirements stated in this RFP, including Commercial General Liability, Business Automobile Liability, Workers' Compensation, Employer's Liability, Umbrella or Excess Liability, and any applicable Professional Liability or Contractor's Pollution Liability coverage.
- ☐ Licenses – Copies of all South Carolina state and local licenses required for the proposed work and identified subcontractors.
- ☐ Completed Bidder Selection Checklist and Certification.

Qualifications & References

- ☐ Company Profile and Experience – Relevant tennis court construction and full reconstruction experience.
- ☐ Comparable Projects – At least three (3) outdoor tennis court construction or full reconstruction projects completed within the past five years.

- ☐ References – Minimum of three (3), including at least one public or institutional owner; include project, location, court system, scope, completion date, contact name, phone, and email.
- ☐ Staffing and Equipment Plan – Key personnel, project manager contact, site supervision, court surfacing lead, design/testing resources if included, major equipment, and available capacity.
- ☐ Subcontractor List – Each proposed subcontractor identified by trade, scope, license, and role.

Technical & Scope Submissions

- ☐ Project Understanding and Approach – Written understanding of the reconstruction project, proposed court system, approach, and sequencing.
- ☐ Scope and Responsibility Matrix – Clear separation of base work, alternates, allowances, unit-priced work, exclusions, owner responsibilities, site work interfaces, and work by others.
- ☐ Project Timeline – Milestones for design/survey if included, permitting, submittals, mobilization, demolition, subgrade, testing, base and pavement or slab construction, curing, surfacing, striping, equipment, inspection, and closeout.
- ☐ Itemized Cost Proposal – Labor, materials, equipment, demolition, disposal, earthwork, base, asphalt or concrete, drainage, acrylic surfacing, striping, equipment, testing, permits, bonds, allowances, alternates, and unit prices.
- ☐ Design, Survey, Engineering, Testing, and Permitting Statement – Included and excluded services, responsible professionals, deliverables, fees, owner responsibilities, and required approvals.
- ☐ Court System Description – Proposed asphalt, concrete, post-tensioned, or other system; layer thicknesses; compaction or reinforcement; joint/tendon details; curing; and expected service life.
- ☐ Subgrade, Grading, and Drainage Approach – Assumptions, preparation, testing, slopes, spot elevations or control points, drainage direction, tie-ins, and dependencies on the site work contract.
- ☐ Acrylic Surfacing and Line Plan – Manufacturer, complete coating system, colors, texture, cure requirements, regulation lines, and separate pricing for blended youth lines.
- ☐ Tennis Equipment Plan – Net-post foundations, sleeves, posts, anchors, straps, nets, and relationship to the court structural system.
- ☐ Safety, Access, and Staging Plan – Public protection, adjacent-court protection, emergency access, pedestrian routing, deliveries, equipment, storage, closures, dust/debris control, and OSHA compliance.

- ☐ Material and Product Specifications – Product data, standards, proposed thicknesses, expected service life, compatibility, warranty, and color charts for the complete court system.
- ☐ Quality-Control and Testing Plan – Required inspections and tests, frequency, responsible party, documentation, and cost.
- ☐ Warranty and Maintenance Information – Coverage for the complete approved reconstruction scope, exclusions, claim procedures, maintenance, and conditions affecting warranty.
- ☐ Alternates, Allowances, and Unit Prices – Clearly identified scope, unit of measure, included costs, and assumptions.
- ☐ Closeout Deliverables – Test reports, warranties, maintenance information, permit closeout, lien waivers, photographs of concealed work, and as-built or marked-up drawings.
- ☐ USTA Grant-Related Document Responsibility – Identification of applicable construction documents included in the proposal or to be provided by others.

Bidder Certification

By checking each applicable box and signing below, the Bidder certifies that the proposal includes all required submission items and accurately identifies all assumptions, exclusions, alternates, allowances, owner responsibilities, and work to be provided by others.

Signature: _____

Name/Title: _____

Date: _____

