

Request for Proposal

For: Resurfacing at Tennis Complex
Phase I Resurfacing, Courts 4-11
St. Andrew's Parish Parks and Playground Commission
1095 Playground Road
Charleston, South Carolina

St. Andrew's Parish Parks & Playground Commission
Bid Deadline: **October 10, 2025 at 11:00 AM ET**



Table of Contents

Confidentiality Statement	4
Submission Details	4
Pre-Bid Conference (Mandatory)	4
Site Visits (Optional, By Appointment Only)	4
Deadline for Bidder Questions	5
Accessibility & Accommodations	5
Submission Deadlines	5
Submission Delivery Address	5
Submission Questions and Clarifications	5
Electronic Submissions	6
General Proposal Conditions	6
Physical Sample Requirements	6
Introduction and Executive Summary	7
Business Overview & Background	7
Bidder Qualifications	8
Detailed Specifications / Scope of Work	8
Project Overview	8
Proposal Requirements	9
General Requirements	9
Site Preparation and Resurfacing	10
Utility and Amenity Improvements	10
Material and Equipment Specifications	11
USTA-Specific Scope of Work Requirements	11
Additional Scope Items	12
Integration with General RFP Scope	12
Additional Terms and Conditions	12
Assumptions and Constraints	12
Non Performance Penalties	13
Warranties	13
Insurance Requirements	13
OSHA and Safety Compliance	13
Environmental Protection	13
ADA Compliance	14
Conflict of Interest & Non-Collusion Statement	14
Termination for Cause/Convenience	14
Force Majeure	14
Retention / Withholding	15
Payment Schedule	15
Right to Negotiate Minor Irregularities	15
Project Administration and Change Orders	16

Final Inspection Meeting	16
Final Legal Protections	16
Responsibility for Site Conditions	16
Subcontractors	16
Assignment	16
Bonds and Insurance	16
Bid Security	16
No Claim for Extra Compensation	17
Freedom of Information Act (FOIA)	17
Governing Law & Venue	17
Order of Precedence	17
Substantial vs. Final Completion	17
Selection Criteria	17
Scoring System	17
Evaluation Rubric	18
Process Schedule	19
Attachment List	19
Attachment A	19
Attachment B	19

Confidentiality Statement

This document, and any attachments thereto, regardless of form or medium, is intended only for use by the addressee(s) and may contain legally privileged and/or confidential, copyrighted, trademarked, patented or otherwise restricted information viewable by the intended recipient only. If you are not the intended recipient of this document (or the person responsible for delivering this document to the intended recipient), you are hereby notified that any dissemination, distribution, printing or copying of this document, and any attachment thereto, is strictly prohibited and violation of this condition may infringe upon copyright, trademark, patent, or other laws protecting proprietary and, or, intellectual property. In no event shall this document be delivered to anyone other than the intended recipient or original sender and violation may be considered a breach of law fully punishable by various domestic and international courts. If you have received this document in error, please respond to the originator of this message or email to the address below and permanently delete and/or shred the original and any copies and any electronic form this document, and any attachments thereto and do not disseminate further.

Thank you for your consideration,
St. Andrew's Parks & Playground Commission

Please respond to RFP@standrewsparks.com **Attn: Tennis Court RFP Phase I Resurfacing (Courts 4-11)** with any questions or concerns.

Submission Details

Pre-Bid Conference (Mandatory)

All prospective Bidders are required to attend a mandatory pre-bid Q&A conference to review project requirements and ask questions.

- Date/Time: Thursday, September 25, 2025 at 10:00 AM ET
- Location: St. Andrew's Tennis Complex, 1095 Playground Rd, Charleston, SC 29407
- Sign-In: A sign-in sheet will be used. Only Bidders listed on the sign-in sheet will be eligible to submit a proposal.
- RSVP (recommended): Email RFP@standrewsparks.com by September 23, 2025 at 4:00 PM ET with company name and attendees.
- Questions: Verbal questions may be asked at the conference. All official answers will be issued by written addendum to ensure equal information for all Bidders.

Site Visits (Optional, By Appointment Only)

Optional site visits may be scheduled by appointment between September 22, 2025 and October 3, 2025.

- Cutoff: All site visits must be completed no later than October 3, 2025.

- 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 October 3, 2025 at 3:00 pm ET.

Accessibility & Accommodations

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

Submission Deadlines

All submissions in response to this request must be submitted on paper and delivered to our office, as stated below, no later than:

October 10, 2025 at 11:00 AM ET

Proposals must be submitted in a plainly marked and sealed envelope with the Bidder's full name and complete address, addressed as stated below.

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

Proposals with total costs exceeding \$150,000 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: Tennis Court RFP Phase I Resurfacing (Courts 4-11)
1095 Playground Rd
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 will be accepted at RFP@standrewspark.com. The subject line must read "**Tennis Court RFP Phase I Resurfacing (Courts 4-11).**"

Important Notes Regarding Electronic Submissions:

- Electronic submissions received after **October 10, 2025 at 11:00 AM ET** will not be considered.
- Bidders submitting electronically must also provide physical material samples to the address above by the submission deadline. Failure to do so will render the submission non-responsive.

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

Physical Sample Requirements

Bidders shall provide physical product samples with their proposals, delivered to the Commission by the submission deadline. Samples must be clearly labeled with the manufacturer name, product line, and intended use. At a minimum, the following items shall be provided:

- Acrylic surfacing system sample cards or layered sample board (showing resurfacer, cushion if proposed, and final color coatings in USTA-approved colors).
- Acrylic line paint sample (standard white and proposed blended-line color).
- Section of vinyl-coated chain-link fencing fabric (9-gauge minimum) and post finish sample (galvanized or powder-coated steel).
- Tennis net post and hardware sample (e.g., anchor sleeve, strap, or equivalent) with manufacturer's specification sheet.
- Tennis net sample (short section of nylon netting or equivalent product documentation).
- Any optional system samples proposed, including cushioning underlayment or drainage components.

Introduction and Executive Summary

St. Andrew's Parks & Playground Commission (STAPPC) is soliciting proposals for the resurfacing of eight (8) tennis courts (Courts 4–11) at the St. Andrew's Tennis Complex, 1095 Playground Road, Charleston, SC. This project represents Phase I of the Tennis Complex improvement plan and has a total budget not to exceed \$150,000. Proposals exceeding this budget will be deemed non-responsive and will not be evaluated. The resurfacing of Courts 4–11 will directly support expanded community programming and equitable access to safe, high-quality tennis opportunities for youth, adults, and seniors across Charleston County.

Note: Phase I includes resurfacing of Courts 4–11. Phase II, the reconstruction of Courts 1–3, will be bid under a separate RFP once funding is allocated.

Business Overview & Background

St. Andrew's Parish Parks & Playground Commission was created by the General Assembly of the State of South Carolina in 1945 to provide public recreation opportunities for residents of the parish. The Commission operates five public parks and recreational facilities, including an 18-acre recreation complex located at 1095 Playground Road in Charleston, SC.

The complex features eleven (11) public tennis courts that are heavily used year-round for youth and adult programming, including summer camps, instructional lessons, league play, and recreational drop-in use. On average, the facility hosts approximately 12,000 participant visits annually, making it one of the most active public tennis complexes in the Charleston region. The courts serve a diverse range of users, including youth in summer camps, after-school programs, adult instructional clinics, league play, and drop-in recreation. The Commission places a strong emphasis on affordability and accessibility, ensuring that community members of all ages and abilities have the opportunity to participate. Planned improvements will also enhance ADA compliance and strengthen the facility's ability to host sanctioned USTA events, clinics, and tournaments.

The Commission is committed to maintaining its tennis facilities to USTA standards in order to expand opportunities for play, promote community health and wellness, and ensure safe, high-quality recreational infrastructure for future generations.

Bidder Qualifications

In order to be considered for award, each BIDDER must demonstrate that it meets the following minimum qualifications:

- Relevant Experience
 - BIDDER shall have successfully completed at least three (3) tennis court resurfacing or reconstruction projects of similar size and scope within the past five (5) years.
 - Project references must include at least one (1) public entity (e.g., municipality, school district, or parks and recreation agency).
- Licensing and Certification
 - BIDDER shall possess all required state and local licenses necessary to perform tennis court construction and resurfacing work in South Carolina.
 - Copies of current licenses must be submitted with the proposal.
- References
 - BIDDER shall provide a minimum of three (3) references from clients for whom similar work has been performed within the last five (5) years. Each reference shall include the project name, scope, completion date, client contact name, and phone/email.
- Staffing and Equipment
 - BIDDER shall demonstrate that it has the qualified personnel, specialized equipment, and technical capacity required to complete the project within the specified schedule.
- Financial Capacity
 - Upon request, BIDDER shall provide evidence of financial stability sufficient to perform the work, including the ability to obtain a performance bond and provide proof of insurance as required under this RFP.

Detailed Specifications / Scope of Work

Project Overview

The Contractor shall provide a comprehensive proposal for the site preparation, and full resurfacing of eight (8) tennis courts (courts 4-11). The project includes:

- Asphalt milling and crack repair to ensure structural stability.
- Leveling and patching of low areas (“birdbaths”) to improve drainage and playability.

- Identification, removal and treatment of organic matter (e.g., mushrooms or similar growth) that has penetrated or disrupted the asphalt or acrylic surface.
- Identification, treatment and mitigation of subsurface moisture intrusion.
- Application of USTA-compliant striping for standard tennis play, including blended 36' and 60' lines for youth play.
- Repairing or replacing sixteen (16) tennis net poles, including sleeves, anchors, and center straps.
- Repairing and replacing as needed all chain-link fencing (fabric, posts, footings, and hardware) surrounding the courts to restore structural integrity, improve safety, and comply with ADA requirements.

Proposal Requirements

The proposal must include:

- Detailed project timeline with key milestones for demolition, base repair, resurfacing, curing, painting, and installation of nets and fencing. Indicate estimated completion date and any anticipated disruptions to community use.
- Itemized costs for all materials, labor, equipment rental, disposal of debris, fencing repairs, and contingencies. The total cost of the proposal must **not exceed \$150,000**. Proposals over this amount will be deemed non-responsive and will not be considered.
- Warranty information for court surfacing system, net posts, and fencing.
- Proposed staffing plan and project manager contact information.
- Safety plan describing how work areas will be secured while courts remain partially open for public use.

General Requirements

- The Contractor shall provide scaled drawings showing resurfaced courts, net post locations, and fencing layout.
- The Contractor shall submit material samples of acrylic coatings, paint colors, and fencing finishes for Agency approval prior to installation.
- The Contractor shall ensure that all coatings and paints are fade-resistant, non-slip, and suitable for year-round outdoor use.
- The Contractor shall include all transportation, handling, and product delivery costs in the proposal.
- The Contractor shall provide proof of compliance with USTA court construction guidelines and local permitting requirements.

Site Preparation and Resurfacing

- The Contractor shall demolish and remove all deteriorated surfacing, net poles, and damaged fence sections.
- The Contractor shall perform subsurface preparation, including crack routing, patching, and leveling to ensure a stable base.
- The Contractor shall identify and remove all organic matter (e.g., mushrooms or other growth) that has penetrated or disrupted the asphalt or acrylic surface. Affected areas shall be excavated as needed, treated with an appropriate fungicide or barrier method, and patched/leveled to restore a smooth, safe playing surface.
- The Contractor shall identify and mitigate areas where water intrusion from the water table is causing efflorescence (white salt deposits) on the court surface. Affected areas shall be excavated, moisture barriers installed and/or drainage improvements made as needed, and restored with compatible base and resurfacing materials to prevent recurrence.
- The Contractor is responsible for identifying and addressing all site conditions that may affect performance or longevity, even if not expressly listed.
- The Contractor shall power clean all court surfaces prior to application of new coatings.
- The Contractor shall install a multi-layer acrylic surfacing system, with a cushioning option for player comfort if included in the bid.
- The Contractor shall apply line striping for all courts using high-quality acrylic line paint, ensuring accuracy within USTA tolerances.
- The Contractor shall install new or refurbished net posts and nets, anchored with appropriate foundations and hardware.
- The Contractor shall perform final cleaning and site restoration, including removal of construction debris, power washing of adjacent walkways, and delivering courts in “turn-key” playable condition.

Utility and Amenity Improvements

- The Contractor shall confirm and, if needed, adjust existing drainage to ensure no pooling or water retention after rainfall.
- The Contractor shall replace or add gate hardware, latches, and ADA-compliant access points as part of fencing repairs.
- The Contractor shall provide conduit for future lighting or security upgrades, if feasible during fencing work.
- The Contractor shall protect spectator and pedestrian areas adjacent to courts during construction and restore them upon project completion.

Material and Equipment Specifications

The Contractor shall submit specifications and expected longevity for all materials, including:

- Tennis court surfacing system: Manufacturer name, warranty period, number of layers, slip resistance rating, UV stability.
- Paint and color coatings: Acrylic-based, USTA-approved colors; expected fade resistance in coastal climates.
- Chain-link fencing: Minimum 9-gauge, vinyl-coated fabric with galvanized steel posts and rust-resistant hardware.
- Tennis net poles and nets: Heavy-duty, outdoor-rated steel or aluminum poles with internal winders and center anchors; tournament-grade nylon nets.
- Drainage, electrical, and plumbing components: Specifications only if adjustments are required for site drainage or future amenities.

USTA-Specific Scope of Work Requirements

In addition to the general project requirements described above, contractors shall incorporate all United States Tennis Association (USTA) scope-of-work requirements into their proposals. These items are mandatory for funding eligibility, and proposals that fail to address them in full will be deemed non-responsive and disqualified from consideration. The following USTA-specific requirements are in addition to, and not in conflict with, the General Scope of Work described above. Where overlap exists, the stricter requirement shall govern.

- Court Cleaning/Preparation
 - The Contractor shall sand, scrape, and/or power wash the entire court surface to remove dirt, stains, debris, mildew, loose surfacing material, and any contaminants that may impact adhesion of acrylic coatings.
- Low Spot/Birdbath Repair
 - Prior to application of surfacing, the entire court area shall be flooded with water and allowed to drain for sixty minutes.
 - Areas holding water deeper than 1/16 inch shall be marked, patched, and leveled using acrylic court leveling material.
- Crack Repair (Typical Small Cracks)
 - The contractor shall rout, air blow, and clean all structural cracks.
 - Fill cracks with acrylic patch binder material to full depth; multiple applications may be required.
 - Feather and sand crack repairs flush with adjacent court surface.
- Manufactured Crack Repair (For Cracks > 1")
 - Where specified, the Contractor shall overlay pavement cracks with a manufactured crack repair system per manufacturer instructions.
 - Estimate shall identify the linear feet of manufactured crack repair to be performed.
- Resurfacer Coats
 - The Contractor shall provide and install one (1) to two (2) coats of 100% acrylic resurfacer (quantity based on court condition) at an undiluted coverage rate of 0.05–0.07 gallons per square yard per coat. Resurfacer shall be applied by

squeegee to ensure a uniform surface, in accordance with the manufacturer's recommendations and USTA/ASBA standards.

- Color Coats
 - The Contractor shall provide and install two (2) to three (3) coats of 100% acrylic color coating, each applied at an undiluted coverage rate of 0.04–0.05 gallons per square yard per coat. Color coating shall include silica sand for texture, applied by squeegee to achieve a uniform, non-slip playing surface in USTA-approved colors.
- Playing Lines
 - The Contractor shall provide and install one (1) coat of 100% acrylic textured line paint for all required playing lines, applied in accordance with the Rules of Tennis and USTA/ASBA specifications. All lines shall be masked with line tape, primed/sealed to prevent bleeding, and applied by brush or roller only. Lines shall be straight, crisp, and uniform, with a width of 2 inches. Fuzzy, irregular, or spray-applied lines will not be accepted.
- Blended Playing Lines
 - The Contractor shall provide and install blended 36' and 60' playing lines on designated courts in accordance with USTA QuickStart Tennis specifications. Blended lines shall be 1.5 inches wide and shall terminate 3 inches short of the 78' regulation lines.
 - Blended lines shall be applied using 100% acrylic textured line paint within the same color family as the court surface but contrasting enough to distinguish from standard playing lines. All blended lines shall be masked, primed/sealed, and applied by brush or roller only. Spray application is not permitted.
- Clean Up
 - The Contractor shall remove all equipment, barrels, debris, and construction materials from site and restore the general area to acceptable condition.

Additional Scope Items

- Contractor must provide details and specifications for any additional work, including:
 - Court layout adjustments or gate access modifications (requires site plan).
 - Repair/replacement or installation of fencing/gates.
 - Replacement of net posts and center strap anchors.

Integration with General RFP Scope

- The Bidder shall integrate these USTA-required details directly into their scope of work estimates.
- The RFP response will be used as part of the USTA grant submission, and therefore must meet both STAPPC and USTA requirements.

Additional Terms and Conditions

Assumptions and Constraints

- The Contractor shall assume responsibility for meeting project deadlines regardless of weather and shipping delays.
- Compliance with all federal, state, and local regulations is required.

- The Contractor is responsible for fixing and/or compensating for any damages that occur to other areas that are not undergoing reconstruction and resurfacing.
- The Contractor should be aware that the tennis complex may be in use during construction. Care should be taken by the Contractor to provide safe ingress/egress to the facility for automobiles, pedestrians, and participants.
- The Bidder shall be required to perform an on-site walk through of the facility prior to submitting a proposal for requested work.
- The Bidder must be acquainted with: the nature and location of the project; the local conditions especially those associated with the handling and storage of materials, availability of labor, water, electric power and roads, the condition of the facility; the quality and character of the substrate to be encountered; and the character of equipment and facilities needed before and during the performance of the work.
- All required permits and licenses must be obtained and presented before the start of the project.

Non Performance Penalties

A penalty of \$750 per day will be assessed for delays beyond the agreed-upon completion date.

Warranties

- Provide full warranty documentation for court surfaces and net systems.
- Include cleaning and maintenance recommendations.
- Courts must be warranted for a minimum of 10 years.

Insurance Requirements

The Contractor shall provide proof of insurance, including:

- Workers' Compensation
- Performance Bond
- Errors and Omissions
- Professional and Personal Liability

Insurance policies must name St. Andrew's Parks & Playground Commission as Additional Insured.

OSHA and Safety Compliance

The Contractor shall comply with all applicable federal, state, and local occupational safety and health regulations, including OSHA standards. The Contractor shall maintain a safe worksite at all times, ensure employees are properly trained, and provide all necessary protective equipment. The Contractor shall implement dust control, debris containment, and other safety measures during demolition and resurfacing to protect workers, staff, and the public.

Environmental Protection

The Contractor shall be responsible for environmentally safe handling, storage, and disposal of resurfacing waste, including asphalt grindings, acrylic coating containers, and any hazardous

materials. The Contractor shall implement runoff prevention measures to ensure no construction by-products enter storm drains, adjacent recreational areas, or natural waterways.

ADA Compliance

All improvements, including access gates, pathways, and fencing repairs, shall comply with the Americans with Disabilities Act (ADA) and applicable accessibility standards. The Contractor shall ensure that court access points, gate hardware, and spectator areas are accessible to persons with disabilities.

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 shall be a material representation of fact, and that if it is determined at any time that the Bidder has violated this certification, the Commission shall have the right to reject the proposal or terminate any resulting contract for default.

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 the work in accordance with the terms, conditions, and specifications of the contract; fails to make progress so as to endanger performance; or otherwise breaches the contract, the Commission may, by written notice, terminate the contract for cause. In such case, the Contractor shall be liable for all damages resulting from the default, including any additional costs incurred by the Commission to complete the work.
- **Termination for Convenience:** The Commission may, at its sole discretion and without cause, terminate the contract for convenience upon thirty (30) days' written notice to the Contractor. In such an event, the Contractor shall be entitled to payment for work satisfactorily performed up to the effective date of termination, but shall not be entitled to recover any lost profits, overhead, or other consequential damages resulting from termination.

Force Majeure

Neither the Commission nor the Contractor shall be held liable or deemed in default for any delay or failure in performance under this contract if such delay or failure arises directly from causes beyond their reasonable control and without fault or negligence. Such causes include,

but are not limited to: acts of God, natural disasters, hurricanes, floods, fires, earthquakes, pandemics, acts of 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 of the event, describing the nature of the occurrence and the expected duration of the delay.
- The parties shall make reasonable efforts to minimize the impact of the event and to resume performance as soon as practicable.
- If the delay extends for more than sixty (60) consecutive days, the Commission may, at its discretion, terminate the contract without penalty by providing written notice to the Contractor.

Retention / Withholding

The Commission shall retain a portion of each progress payment as security for the satisfactory completion of the project. Unless otherwise specified in writing, ten percent (10%) of the amount due on each progress payment shall be withheld until final acceptance of all work by the Commission.

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

- Completion of all punch-list items;
- Submission of all required warranties, close-out documents, and lien waivers;
- Final inspection and written acceptance by the Commission.

The Commission reserves the right to withhold additional amounts if, in its reasonable judgment, the Contractor has failed to perform in accordance with the contract, has caused damage to other property, or has outstanding obligations (including but not limited to permit approvals or cleanup).

Payment Schedule

- Progress payments available, subject to retainage for incomplete work.
- Final payment issued after Final Inspection & Approval.

Right to Negotiate Minor Irregularities

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

Project Administration and Change Orders

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

Final Inspection Meeting

The final inspection meeting will occur before final payment, attended by representatives from both Contractor and STAPPC.

Final Legal Protections

Responsibility for Site Conditions

The Contractor shall be responsible for identifying and accounting for all site conditions that may affect performance of the work. Failure to do so shall not constitute grounds for additional compensation. Any conditions not expressly listed in this RFP but reasonably discoverable during site inspection shall be deemed to have been known to the Contractor.

Subcontractors

The Contractor shall not subcontract any portion of the work without prior written approval from the Commission. The Contractor shall remain fully responsible for the actions and performance of all subcontractors, suppliers, 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 Contractor shall furnish a Performance Bond equal to 100% of the contract price and, if required, a Payment Bond in the same amount. Minimum insurance coverage shall include Commercial General Liability (\$1M per occurrence / \$2M aggregate), Workers' Compensation (statutory), and Automobile Liability (\$1M combined single limit). Policies must name St. Andrew's Parks & Playground Commission as Additional Insured.

Bid Security

Each proposal shall be accompanied by a Bid Bond equal to five percent (5%) of the total bid, issued by a surety licensed in South Carolina. Failure to provide a bid bond shall render the proposal non-responsive.

No Claim for Extra Compensation

The Contractor shall make no claims for additional compensation due to weather delays, scheduling conflicts, availability of labor or materials, or conditions that could reasonably have been anticipated at the time of bidding.

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 if disclosure is required by law.

Governing Law & Venue

This 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

In the event of a conflict between documents, the following order of precedence shall govern: (1) Commission's General Terms and Conditions, (2) Technical Specifications, (3) USTA requirements, (4) Contractor's proposal.

Substantial vs. Final Completion

Substantial Completion = courts are safe, playable, and available for public use. Final Completion = all punch-list items completed, warranties and closeout documents submitted, lien waivers delivered, and Commission issues written acceptance. Retainage will not be released until Final Completion.

Selection Criteria

Scoring System

Proposals will be evaluated using a weighted scoring system. Only proposals with a total cost estimate not exceeding \$150,000 will be considered responsive and eligible for evaluation. Proposals exceeding this budget cap will be disqualified from further consideration.

This RFP does not commit the Commission to award a contract, pay any price incurred in the preparation of a proposal in response to the RFP or to procure or contract for any services. This project will not necessarily be awarded to the lowest bidder. All qualified responses to this RFP will be evaluated based on the response that is the most advantageous to STAPPC and will provide the highest quality of service at a fair and competitive price. Furthermore, St. Andrew's Parks and Playground reserves the right to award in whole or in part and/or reject any and all bids and to negotiate other terms in the proposal.

Evaluation Rubric

<u>Evaluation Criteria</u>	<u>Weight</u>	<u>Description</u>
Experience & Qualifications	25%	Demonstrated experience with at least three (3) tennis court resurfacing/reconstruction projects of similar size and scope in the last five (5) years; qualifications of key staff; proof of required licensing.
References & Past Performance	15%	Quality of references provided; history of successful performance with municipalities, schools, or recreation agencies.
Technical Proposal & Project Approach	20%	Clarity and feasibility of the proposed work plan, timeline, safety measures, and staffing plan.
Materials, Warranties & Specifications	15%	Quality and durability of proposed surfacing system, nets, fencing, and warranties (minimum 10-year court surfacing warranty required).
Cost Proposal	15%	Competitiveness, completeness, and transparency of the cost breakdown, provided the total proposal does not exceed \$150,000.
Schedule Commitment	5%	Ability to meet the required project completion deadline of June 30, 2026; demonstrated capacity to manage weather or shipping delays; clarity of proposed timeline milestones and phasing to minimize disruption to public use of the facility.
Project Management & Communication	5%	Strength of the Bidder's proposed project management and communication plan, including designation of a project manager, methods for providing regular updates to the Executive Director, responsiveness to Commission staff, documentation of change orders, and approach to maintaining clear and timely communication throughout the project.
Total	100%	

Process Schedule

- First Notice of Invitation to Bid: September 8, 2025
- Mandatory Pre-Bid Q&A Conference: September 25, 2025 at 10:00 am ET
- Optional Site Visits (by appointment): September 22 – October 3, 2025 (by appointment only)
- Deadline for Bidder Questions: October 3, 2025 at 3:00 pm ET
- Additional Site Visits: By appointment only, no later than October 3, 2025
- Addenda: All Addenda will be issued no later than October 6, 2025
- Submissions Due: October 10, 2025 at 11:00 am ET
- Staff Bid Evaluations: October 13–16, 2025
- Staff Recommendations Finalized: October 17, 2025
- Commission Meeting & Approval of Award: October 23, 2025
- Notice of Intent to Award: October 24, 2025
- Formal Notice to Proceed & Project Kickoff Meeting: Week of October 27, 2025 (time TBD)
- Completion Date: Project must be completed by June 30, 2026

Attachment List

Attachment A

Bidders must complete and submit the Bidder Submission Checklist as part of their proposal package. Failure to complete or include this checklist will render the proposal non-responsive. The checklist is designed to ensure all required elements are submitted and to assist the Commission in verifying completeness at bid opening.

***Please see page 20 for the Bidder Submission Checklist.**

Attachment B

Approximate measurements of facility

These measurements are provided as a courtesy to indicate the scope of the project and should not be construed as official measurements to be used as part of the bid process. Bidders should be prepared to take their own measurements and should contact St. Andrew's Parks and Playground if access to the facility is needed to perform such measurements.

Total surface area for Phase I = Approximately 51,250 square feet (for courts 4-11)

***Please see page 22 for a Google image of the facility.**

Bidder Submission Checklist

Project Name: Tennis Court Resurfacing (Phase I – Courts 4–11)

Bidders must ensure that all required items are included with their proposal submission. Incomplete submissions will be deemed non-responsive and will not be evaluated.

Mandatory Submission Items

- Signed Proposal – Executed by an authorized representative of the Bidder.
- Proposal Copies – One (1) original and three (3) copies (hard copy submissions).
- Electronic Copy (if applicable) – PDF submission emailed to RFP@standrewspark.com by the deadline.
- Bid Bond – 5% of total bid, issued by a surety licensed in South Carolina.
- Performance Bond & Payment Bond Commitment – Letter from surety confirming ability to issue required bonds (100% of contract value).
- Insurance Certificates – Proof of required insurance coverage and limits.
- Licenses – Copies of all required South Carolina state and local licenses for tennis court construction/resurfacing.
- Financial Capacity – Proof of financial stability (e.g., letter from bank or CPA, if requested).

Qualifications & References

- Experience Documentation – At least three (3) tennis court resurfacing/reconstruction projects within the past five (5) years.
- References – Minimum of three (3), including one public entity. Provide name, scope, completion date, contact name, phone, and email.
- Staffing Plan – Key personnel qualifications, project manager contact, and staffing resources.

Technical & Scope Submissions

- Project Timeline – Detailed schedule with milestones (demolition, resurfacing, curing, painting, fencing).
- Safety Plan – Description of site safety, public access control, and OSHA compliance.
- Drawings – Scaled drawings showing courts, net post layout, and fencing.
- USTA Scope Compliance – Court cleaning, birdbath repair, crack repair, resurfacers and color coat application, line striping, blended lines.
- Material Specifications – Manufacturer cut sheets for surfacing, coatings, fencing, and net systems.
- Warranties – Minimum 10-year court surfacing warranty, plus net/fencing warranties.

Physical Product Samples (delivered by submission deadline)

- Acrylic surfacing system (sample cards or layered sample board).
- Acrylic line paint (white + blended line color).
- Section of vinyl-coated chain-link fencing fabric and post finish sample.
- Tennis net post hardware (anchor sleeve, strap, or equivalent).
- Short section of tennis netting.
- Optional system samples (cushion underlayment, drainage components if proposed).

Bidder Certification:

By checking each box and signing below, the Bidder certifies that all required items have been included in this submission.

Signature: _____

Name/Title: _____

Date: _____

