

Request for Proposal

Playground Road Tennis Complex:

Site Work - Civil Preparation, Drainage, Utility Infrastructure, Access Improvements, and Related Site Restoration

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 '**Tennis Complex Site Work RFP.**'

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: Tennis Complex Site Work RFP
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 "Tennis Complex Site Work RFP." 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.

A bidder submitting the Voluntary Alternate: Turnkey Project Delivery under this Site Work RFP is not required to duplicate the entire alternate in separate proposal packages. However, the turnkey alternate must contain separately identifiable scopes, pricing, qualifications, schedules, warranties, and subcontractor information for each of the three RFP scopes. A bidder seeking direct consideration for a separate award

under another Tennis Complex RFP must still submit a complete and responsive proposal 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.

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 site work, civil construction, grading, drainage, utility, and related contractors for site work and enabling improvements associated with 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 site work and enabling improvements necessary to support the reconstruction, resurfacing, long-term functionality, and continued public use of the Tennis Complex. The desired work may include demolition and removal as needed, erosion control, grading, drainage improvements, off-court base preparation and court-interface work, utility rough-ins, access improvements, fencing coordination, and site restoration.

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. Preliminary input from tennis court construction, resurfacing, and site work professionals indicates that the cost of the site work scope will depend heavily on existing site conditions, drainage needs, subsurface conditions, grading requirements, utility coordination, access needs, and the extent of preparation required to support court reconstruction and resurfacing.

For that reason, STAPPC is not establishing a hard cost cap for this site work scope. Contractors are expected to submit proposals that reflect their professional assessment of the work necessary to support a durable, safe, functional, and maintainable Tennis Complex. Proposals should clearly distinguish between core site work, recommended improvements, alternates, exclusions, and any work that may

need to be coordinated with separate resurfacing or reconstruction RFPs. 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 the resurfacing of Courts 4–11 and reconstruction of Courts 1–3, including but not limited to tennis court surface preparation, court reconstruction, acrylic surfacing systems, fencing, net systems, striping, and other related improvements associated with the Tennis Complex. The contractor selected under this site work RFP will be expected to coordinate with STAPPC, its project representatives, and any other contractors performing related work at the site to ensure proper sequencing, site access, protection of completed work, and efficient project completion.

Although STAPPC anticipates evaluating the Site Work, Courts 1–3 Reconstruction, and Courts 4–11 Resurfacing scopes separately, a bidder submitting a complete and responsive Site Work base proposal may also submit a Voluntary Alternate: Turnkey Project Delivery proposal. Under the alternate, the bidder would serve as the prime contractor responsible for completing and coordinating all three scopes through its own qualified personnel and qualified subcontractors. Submission of a turnkey alternate is optional and shall not replace the required Site Work base proposal. Detailed requirements are provided in Section 7 of this RFP.

STAPPC's preference is to minimize operational disruption and, where practicable, coordinate site work concurrently with the broader tennis court reconstruction and resurfacing effort. The required Site Work base proposal shall assume coordination with separately contracted tennis court contractors. A bidder electing to submit the Voluntary Alternate: Turnkey Project Delivery shall provide a separate consolidated schedule and identify all proposed specialty subcontractors in accordance with Section 7. STAPPC reserves the right to coordinate the timing, sequencing, and implementation of related Tennis Complex improvements in a 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 a diverse range of users, including youth participating in summer camps and after-school programs, adult instructional clinics, league play, sanctioned events, tournaments, 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 in safe, welcoming, and high-quality recreational opportunities.

The Tennis Complex supports a high volume of public recreation and organized programming, and the condition of the surrounding site infrastructure directly affects the safety, accessibility, drainage performance, and long-term functionality of the courts. Existing site conditions, including drainage concerns, base deterioration, access limitations, grading issues, and age-related infrastructure concerns, require coordinated site improvements before or in connection with the reconstruction and resurfacing of the tennis courts.

This site work project is part of a broader Tennis Complex improvement effort that may also include the reconstruction of Courts 1–3, resurfacing of Courts 4–11, fencing, ADA access improvements, utility coordination, access improvements, and other infrastructure repairs. The contractor selected for the site work scope will be expected to coordinate with STAPPC and any other contractors performing related work to ensure that site work activities are properly sequenced and compatible with the overall improvement plan.

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 site work, civil construction, drainage, utility, access, and restoration work of similar size and complexity in an active public-use setting.

Relevant Experience

The proposer shall have successfully completed at least three site work, civil construction, drainage, grading, utility, athletic facility, park, school, municipal, or public facility projects of similar size and scope within the past five years.

Project experience should include work involving public-use facilities, recreational facilities, athletic courts, parks, schools, municipalities, special purpose districts, or other institutional owners. Experience coordinating site work with specialty athletic court contractors is preferred.

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

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 scope proposed, which may include site work, grading, drainage, utility work, paving, concrete, electrical, plumbing, fencing, or other specialty work included in the proposal.

If the proposer intends to use subcontractors for any portion of the work, the proposer shall identify those subcontractors by trade and proposed scope of work. The proposer shall confirm that all subcontractors are properly licensed, insured, and qualified to perform their assigned work.

References

The proposer shall provide a minimum of three references from clients for whom similar work has been performed within the past five years. Each reference shall include the project name, project location, general scope of work, completion date, client contact name, phone number, and email address.

References should demonstrate the proposer's ability to complete site work, drainage, grading, utility coordination, access improvements, site restoration, or similar work in an active public-use or recreational setting.

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 proposer should identify key personnel who will be assigned to the project, including the project manager, site superintendent or lead field representative, and any specialty subcontractors. The proposer should also identify the types of equipment expected to be used for demolition, excavation, grading, compaction, drainage installation, utility rough-ins, access improvements, and site restoration.

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. A bidder submitting the

Voluntary Alternate: Turnkey Project Delivery shall demonstrate bonding capacity sufficient for the total turnkey alternate price.

Specialized Site Work and Athletic Facility Coordination

Because this work will support specialty tennis court construction and resurfacing, the proposer should demonstrate familiarity with grading and drainage tolerances, stormwater management, erosion and sediment control, utility coordination, ADA access, base and pavement interfaces, public-use facility safety, and sequencing in an active recreational environment.

The proposer should also demonstrate the ability to coordinate with STAPPC, design professionals, testing agencies, utility providers, permitting authorities, tennis court specialty contractors, and other contractors performing related work at the Tennis Complex.

6. Proposal Requirements

Each proposal shall include sufficient detail for STAPPC to evaluate the Contractor's qualifications, proposed scope of work, project approach, schedule, pricing, and ability to coordinate with related Tennis Complex improvements.

At a minimum, proposals shall include the following:

Project Approach and Scope of Work

A written understanding of the project and description of the Contractor's proposed approach to the site work, including field verification, survey and design assumptions, permitting, erosion and sediment controls, selective demolition, earthwork, grading, drainage, utility rough-ins, ADA access, fencing interfaces, construction access, site restoration, and sequencing with the separate court contractors.

The proposal shall clearly distinguish the proposed base scope from alternates, allowances, unit-priced work, exclusions, owner responsibilities, and work to be performed by others. The Bidder shall also provide a responsibility matrix identifying the proposed limits of its work and the required interfaces with the Courts 1–3 reconstruction contractor and the Courts 4–11 resurfacing contractor.

Project Timeline

A detailed project timeline identifying key milestones, including any survey, engineering, permitting, submittals, mobilization, temporary controls, demolition, earthwork, drainage installation, utility rough-ins, access improvements, restoration, inspections, closeout, and anticipated completion.

The timeline shall identify anticipated disruptions to public use, required closures, weather and groundwater limitations, permitting or inspection dependencies, material lead times, testing requirements, and coordination milestones with the reconstruction and resurfacing contractors.

Itemized Cost Proposal

An itemized cost proposal showing labor, materials, equipment, mobilization, temporary controls, demolition, erosion and sediment control, earthwork, drainage, grading, utility work, access improvements, fencing or gate work if included, site restoration, design or survey services if included, permits, testing, bonds, disposal, and all other work included in the proposal.

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, imported fill, aggregate, drainage pipe, drainage stone, concrete, asphalt, utility conflicts, and restoration.

Warranty Information

Warranty information for the site work components included in the proposal, including grading, drainage, aggregate base, geotextile, asphalt, concrete, utility rough-ins, conduit, water-line components, ADA pathways, fencing or gate work, and restoration, as applicable.

Warranty information shall identify the warranty period, covered work, exclusions, required maintenance, and any site, subsurface, groundwater, drainage, utility, third-party, or operational conditions that may limit or affect warranty coverage.

Design, Survey, Engineering, Testing, and Permitting

The Bidder shall clearly state whether its proposal includes survey work, civil design, geotechnical or materials testing, sealed engineering drawings, permit drawings, permit applications, inspection support, and record drawings. The proposal shall identify the responsible professional or subcontractor, applicable license information, deliverables, fees, schedule, and any limitations on those services.

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.

Staffing Plan and Project Contact

A proposed staffing plan identifying the project manager, site superintendent or lead field representative, 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 work areas, protect the public, maintain emergency and pedestrian access, control deliveries and equipment movement, store materials, and coordinate partial or full court closures.

If the Contractor proposes to perform work while portions of the Tennis Complex remain open for public use, the proposal must explain how fencing, barricades, signage, equipment storage, materials, and work zones will be managed to protect participants, staff, visitors, and workers.

Coordination with Related Work

A description of the coordination required with STAPPC, design professionals, utility providers, permitting authorities, the Courts 1–3 reconstruction contractor, the Courts 4–11 resurfacing contractor, and any fencing or specialty contractors.

The Contractor shall identify prerequisites, tie-in points, tolerances, access and staging conflicts, responsibility for protection of completed work, and any conditions that could affect sequencing, pricing, schedule, warranty, or long-term performance of the court improvements.

Voluntary Turnkey Alternate Submission Requirements

A bidder electing to submit the Voluntary Alternate: Turnkey Project Delivery shall include the alternate as a separately labeled part of its proposal following the complete Site Work base proposal.

The alternate shall include:

- A consolidated project approach covering all three RFP scopes;
- Identification of the proposed prime contractor and all major subcontractors;
- Documentation demonstrating that each proposed contractor meets the applicable qualifications, licensing, experience, and reference requirements of the scope it will perform;

- Separate scope descriptions and responsibility assignments for Site Work, Courts 1–3 Reconstruction, and Courts 4–11 Resurfacing;
- Separate pricing for each scope, together with any turnkey coordination cost, general-conditions cost, savings, or discount;
- A consolidated schedule showing sequencing, dependencies, court closures, cure periods, testing, inspections, milestones, and final completion;
- Separate warranty information for each major system and scope;
- A description of how the prime contractor will manage scope interfaces, subcontractor performance, schedule coordination, protection of completed work, and correction of gaps or conflicts; and
- All exclusions, assumptions, allowances, owner responsibilities, and deviations from the three RFP requirements.

Failure to submit a turnkey alternate will not make an otherwise responsive Site Work proposal incomplete or nonresponsive.

7. Detailed Specifications / Scope of Work

Project Overview

The Contractor shall provide all labor, supervision, equipment, materials, construction means and methods, permitting support, and related services included in the approved site work package. This is a performance-based solicitation: the proposal must be sufficiently detailed to define the recommended work, quantities or allowances, design responsibility, exclusions, and sequencing required to support the overall Tennis Complex improvement plan.

The proposed site work package shall address the following categories, with each item identified as base scope, alternate, allowance, unit-priced work, excluded work, or work by others:

- Selective demolition and removal of off-court pavement, curbing, fencing components, debris, vegetation, roots, unsuitable materials, and other site features included in the approved scope. Demolition within a court footprint shall be included only if expressly proposed and accepted as an alternate.
- Site grading, proof-rolling, compaction, and preparation of stable off-court areas and tie-ins compatible with the separate tennis court reconstruction and resurfacing work.
- Site-wide and perimeter drainage improvements to manage stormwater and groundwater, provide positive outfalls, and reduce future court and site damage.

- Construction or modification of the shared stormwater drainage system serving the tennis complex, including swales, catch basins, junction boxes, piping, trench drains, underdrains, outfalls, and connections to existing drainage systems, as specifically shown or approved.
- Utility infrastructure and rough-ins for future lighting, security cameras, maintenance equipment, water fountain, bottle filler, hose bib, or other amenities identified by STAPPC, with all inclusions and exclusions clearly stated.
- ADA-compliant pedestrian access improvements connecting existing campus circulation and/or playground areas to the Tennis Complex, with route, width, slope, cross-slope, material, edge treatment, and tie-in assumptions identified.
- Site protection, erosion and sediment control, temporary fencing or barriers, pedestrian routing, and construction safety measures.
- Coordination with STAPPC, engineers, permitting authorities, utility providers, and any separate tennis court contractor.
- Final cleaning, stabilization, and site restoration.

Scope Boundaries and Coordination with Separate RFPs

STAPPC has issued separate RFPs for this site work package, 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 a manner determined to be in the best interest of the Commission.

The base site work scope is intended to cover common and off-court civil improvements. Unless expressly included as an accepted alternate, work within the Courts 1–3 footprint including demolition of court pavement, engineered court base or slab construction, final court slopes and tolerances, net-post foundations, acrylic surfacing, and line striping will be performed under the Courts 1–3 reconstruction contract. Surface preparation, crack repair, patching, acrylic coatings, striping, and tennis hardware on Courts 4–11 will be performed under the Courts 4–11 resurfacing contract.

The site work contractor shall be responsible for coordinating limits of disturbance, finished grades, drainage tie-ins, utility rough-ins, fencing interfaces, access improvements, staging, and protection so its work is compatible with the court contracts. Any proposed work within a court footprint must be separately identified and priced to avoid duplicate scope.

The required Site Work base proposal shall not include court reconstruction, court resurfacing, acrylic coatings, playing lines, or tennis-specific construction except where expressly identified as a Site Work item or scope-specific alternate. These

restrictions do not prohibit submission of the separately labeled Voluntary Alternate: Turnkey Project Delivery described below.

STAPPC reserves the right to contract separately for court reconstruction, resurfacing, fencing, net systems, surfacing materials, striping, utilities, or other specialty work. A bidder proposing work under more than one RFP must provide separate scope and pricing for each package.

Voluntary Alternate: Turnkey Project Delivery

In addition to the required Site Work base proposal, a bidder may submit a voluntary alternate proposal to serve as the prime contractor for the complete Tennis Complex improvement project, including:

1. The Site Work and civil infrastructure improvements described in this RFP;
2. Full-depth reconstruction of Courts 1–3 in accordance with the Courts 1–3 Reconstruction RFP; and
3. Resurfacing of Courts 4–11 in accordance with the Courts 4–11 Resurfacing RFP.

Submission of a turnkey alternate is optional and shall not replace or modify the bidder's required Site Work base proposal. The Site Work base proposal must remain separately identifiable, separately priced, and capable of independent acceptance by STAPPC.

A bidder submitting a turnkey alternate shall:

- Identify the proposed prime contractor and all subcontractors that would perform court reconstruction, court resurfacing, fencing, drainage, electrical, plumbing, testing, or other specialized work;
- Provide qualifications, licenses, experience, references, and proposed responsibilities for each major subcontractor;
- Demonstrate that each proposed contractor meets the applicable requirements contained in the RFP governing the scope it will perform;
- Provide separate pricing for the Site Work, Courts 1–3 Reconstruction, and Courts 4–11 Resurfacing scopes;
- Clearly identify any turnkey coordination costs, general conditions, savings, discounts, allowances, contingencies, or additional costs;
- Provide a consolidated project schedule showing sequencing, dependencies, cure periods, court closures, milestones, and completion;
- Accept responsibility for project coordination, subcontractor performance, schedule management, protection of completed work, correction of scope gaps, and delivery of the complete project;

- Provide separate warranties for the site work, reconstructed court system, resurfaced court system, fencing, tennis equipment, utilities, and other major components, as applicable; and
- Clearly identify all exclusions, assumptions, owner responsibilities, and differences between the turnkey alternate and the requirements of the three RFPs.

Except for items expressly identified as exclusions and accepted by STAPPC in writing, the turnkey alternate shall include all labor, materials, equipment, professional services, coordination, supervision, testing, permits, bonds, warranties, and incidentals reasonably necessary to deliver the complete project.

STAPPC is not obligated to accept or separately score a turnkey alternate solely because it is submitted. STAPPC may award the three scopes separately, make a combined or turnkey award, reject the alternate, request clarification, negotiate permitted modifications, or make another award arrangement determined to be in the Commission's best interest.

Coordination, Inspection, and Handoff

Before the Courts 1–3 Reconstruction contractor begins structural court construction, the Site Work contractor shall participate in a joint inspection with STAPPC and the Courts 1–3 Reconstruction 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 Site Work contractor shall remain responsible for deficiencies in its work. Acceptance of a tie-in or work area by another contractor does not transfer responsibility for concealed defects or work that does not conform to the approved Site Work scope.

Unless expressly assigned otherwise, the Courts 1–3 Reconstruction contractor shall be responsible for final acceptance of the court subgrade and for the compatibility and performance of the complete court pavement and surfacing system.

General Requirements

- All work must comply with applicable federal, state, and local laws, codes, permit requirements, ADA requirements, OSHA requirements, utility requirements, and accepted construction standards.
- The contractor is responsible for verifying field conditions, dimensions, elevations, drainage patterns, utility locations, access constraints, and all other conditions affecting the work.
- The contractor shall coordinate with South Carolina 811 and any applicable utility owners before excavation.
- The contractor shall protect existing buildings, courts not included in the work area, pavement, landscaping, utilities, irrigation, trees, fences, gates, signage, and adjacent facilities unless removal is specifically authorized.
- The contractor shall maintain safe ingress and egress for staff, participants, pedestrians, emergency access, and facility operations as directed by STAPPC.
- The contractor shall keep the site clean and organized, remove debris regularly, and restore disturbed areas at the conclusion of work.
- The Contractor shall provide drawings, sketches, marked-up plans, calculations, survey information, or other documentation sufficient to define the proposed grading, drainage, utility, access, and restoration work and to support permitting and coordination, as applicable.
- The Contractor shall clearly identify whether the proposal includes engineered drawings, survey work, geotechnical or materials testing, sealed plans, permit drawings, permit applications, inspection support, or other design services, and shall separately identify any services that must be provided by STAPPC or others.
- If geotechnical reports, core sampling results, survey information, prior site evaluations, or other reference materials are provided with this RFP, such materials are provided for bidder information only. The Contractor remains responsible for verifying field conditions and identifying any assumptions, exclusions, allowances, or recommended additional investigation based on its own review of the site.
- The Contractor shall immediately notify STAPPC of any unforeseen conditions, including unsuitable soils, buried debris, utility conflicts, groundwater, drainage obstructions, hazardous materials, or conditions that may affect schedule, cost, safety, or compatibility with court construction.

Site Work Scope

The Contractor shall provide a scope-responsibility and sequencing summary identifying which site work must be completed before, during, or after the Courts 1–3 reconstruction and Courts 4–11 resurfacing work.

Selective Demolition and Removal

The Contractor shall identify any trees, roots, vegetation, or landscape features that may affect the work. No tree removal or major root disturbance shall occur without prior approval from STAPPC and any required permitting authority. The Contractor shall protect existing trees and landscaped areas not designated for removal.

In addition, the Contractor shall:

- Remove pavement, subbase, curbing, fencing components, posts, vegetation, roots, unsuitable soils, or other site materials specifically included in the approved scope. Removal within a court footprint shall occur only if included in an accepted alternate or written change order.
- Remove and legally dispose of demolition debris, excess materials, unsuitable soils, and waste off site unless STAPPC approves an alternate disposal method in writing.
- Protect adjacent courts, buildings, walkways, utilities, and site features during demolition and hauling operations.
- Identify any hazardous, unusual, buried, or unexpected materials encountered and immediately notify STAPPC before proceeding.

Earthwork, Subgrade, and Base Preparation

Because the site work supports specialty tennis court construction and resurfacing, grading, compaction, drainage, and tie-in work shall be compatible with the tolerances and performance requirements communicated by the court contractors and applicable manufacturer or industry standards.

- Excavate, grade, proof-roll, compact, and prepare subgrade for off-court site improvements, drainage improvements, access improvements, and required tie-ins. Work within the Courts 1–3 reconstruction limits shall be performed only when expressly identified as an accepted interface alternate. Unless specifically assigned by STAPPC, final preparation and acceptance of the Courts 1–3 court subgrade shall remain the responsibility of the Courts 1–3 Reconstruction contractor.
- Remove soft, unstable, organic, or unsuitable material within the Site Work limits and replace it with approved compacted fill or base material. Removal or replacement within the Courts 1–3 reconstruction limits shall be performed only as an accepted interface alternate or authorized change order.
- Provide geotextile fabric, stone, engineered fill, aggregate base, asphalt, concrete, or other approved materials for access, pathways, drainage, site restoration, and any accepted court-preparation alternate.

- Establish final grades that support positive drainage away from courts and adjacent improvements while remaining compatible with tennis court tolerances and ADA access requirements.
- Include any recommended allowances for additional undercutting, unsuitable soil removal, or drainage stone if subsurface conditions vary from expected conditions.

Drainage, Grading, and Stormwater Management

The Contractor shall provide a recommended drainage strategy and itemized pricing to address observed and anticipated site drainage issues. The proposal shall identify the design basis, proposed collection and conveyance methods, tie-ins, outfalls, maintenance needs, and any additional investigation required.

The Site Work contractor shall be responsible for the site-wide and shared drainage system outside the defined court reconstruction limits and for extending that system to the designated connection points serving the court work. Court-specific drainage located within the Courts 1–3 reconstruction limits shall be the responsibility of the Courts 1–3 Reconstruction contractor unless expressly assigned to the Site Work contractor as an accepted interface alternate. The proposal shall clearly identify each connection point, elevation, pipe size, and party responsible for the final connection.

- Site grading adjustments to direct stormwater away from court surfaces and structures.
- Subsurface drainage systems, including perforated pipe, cleanouts, stone trenches, geotextile fabric, and positive outfall connections.
- French drains, swales, catch basins, yard inlets, trench drains, or other suitable collection methods.
- Outfall improvements and stabilization at discharge points as required.
- Erosion and sediment control measures during construction.
- Coordination with permitting authorities if stormwater design, land disturbance permits, or other approvals are required.

The proposal must describe the bidder's recommended drainage strategy, including assumptions regarding existing elevations, outfall locations, soil conditions, groundwater conditions, and long-term maintenance requirements.

Drainage improvements shall be designed or installed to reduce the likelihood of recurring water intrusion, ponding, erosion, base deterioration, or moisture-related court damage.

Because subsurface conditions may vary, the contractor should identify recommended unit pricing or allowances for unsuitable soil removal, additional stone, additional

drainage pipe, additional excavation, unexpected utility conflicts, and other conditions that cannot be fully verified prior to demolition.

Utility and Amenity Improvements

The Bidder shall separately identify and price the following utility and amenity infrastructure as base work or required alternates, as appropriate to its proposed approach and field conditions:

- Electrical conduit and pull boxes at the rear or perimeter of courts for future lighting, security cameras, scoreboard/timing equipment, or maintenance equipment. Electrical work shall be performed by properly licensed personnel when required.
- Coordination or rough-in for any required electrical panel upgrades, service pathways, grounding, or future expansion needs, with clear identification of what is included and excluded.
- Water supply line and capped connection for a future outdoor water fountain, bottle filler, hose bib, or related amenity, including necessary shutoff valves, sleeves, drainage, and backflow considerations if applicable.
- Sleeves or conduit under pavement or court areas where future access would otherwise require disturbance of new construction.
- Preparation of a stable area for a future tennis hitting wall, including base preparation and coordination with fencing layout or future wall foundation requirements.
- All future-use conduits, sleeves, capped connections, and utility rough-ins shall be clearly marked, mapped, and included in closeout/as-built documentation.

Any plumbing, electrical, or utility work requiring licensed trades must identify the applicable subcontractor and license information in the proposal.

Access, Staging, Safety, and Site Restoration

The contractor shall provide temporary construction fencing, barricades, cones, signage, or other measures necessary to restrict access to construction areas and protect the public.

The Contractor shall coordinate work hours, delivery times, staging, construction access, noise-producing activities, and temporary closures with STAPPC to minimize disruption to facility operations, camps, programs, public access, and scheduled events. STAPPC reserves the right to restrict access to certain areas or require modified sequencing based on operational needs.

The contractor shall coordinate delivery routes, staging areas, parking, material storage, and equipment movement with STAPPC before mobilization.

The contractor shall maintain emergency access and safe pedestrian routing as directed by STAPPC.

The Bidder shall provide separate pricing and design assumptions for an ADA-compliant pathway from existing campus circulation and/or playground areas to the Tennis Complex using durable, low-maintenance materials. The proposal shall identify the route, width, surface, slope, cross-slope, edge treatment, drainage, and tie-in points.

The Contractor shall restore all disturbed grass, landscaped areas, pathways, pavement, irrigation, fencing, gates, and adjacent site features damaged or disturbed by the contractor.

The Contractor shall protect completed work, adjacent courts, newly installed improvements, and work performed by other contractors. Any damage caused by the Contractor to existing facilities or completed work shall be repaired at the Contractor's expense unless otherwise approved by STAPPC.

Alternates, Allowances, and Unit Prices

Scope-specific alternates identified in this section are separate from the Voluntary Alternate: Turnkey Project Delivery. A bidder shall not combine the Site Work base proposal, individual scope alternates, and the turnkey alternate into a single undifferentiated lump-sum price.

The proposal may separately price limited interface alternates within the Courts 1–3 reconstruction limits, including demolition, unsuitable-material removal, rough grading, drainage extensions, or preparation of drainage and utility connection points. Unless expressly identified by STAPPC in the final pricing documents, interface alternates shall not include final court subgrade acceptance, aggregate court base, asphalt or concrete court pavement, acrylic surfacing, playing lines, net-post foundations, or tennis equipment.

Full construction of Courts 1–3 and resurfacing of Courts 4–11 may be offered under this RFP only through the separately labeled Voluntary Alternate: Turnkey Project Delivery.

Separate pricing shall also be provided, as applicable, for fencing and gate replacement, tree or root removal, additional drainage, utility service extensions, the ADA pathway, hitting-wall site preparation, panel or service upgrades, and other future-use infrastructure.

Unit prices and allowances shall state the unit of measure, included labor and equipment, material assumptions, disposal, overhead and profit, and any quantity thresholds or limitations.

The turnkey alternate cost proposal shall separately show:

- Required Site Work base price;
- Courts 1–3 Reconstruction price;
- Courts 4–11 Resurfacing price;
- Turnkey project management, coordination, bonding, insurance, and general-conditions costs not already included within the individual scopes;
- Turnkey savings or discount, shown as a separate deduction;
- Allowances and unit prices applicable to each scope; and
- Total Turnkey Alternate price.

The sum of the separately stated components shall reconcile to the total turnkey alternate price.

Material and Equipment Specifications

The Contractor shall provide product data, applicable standards, installation requirements, expected service life, and warranty information for all proposed materials and components, including:

- Aggregate base, engineered fill, geotextile fabric, asphalt, concrete, or other base materials.
- Drainage pipe, cleanouts, catch basins, inlets, swales, trench drains, filter fabric, stone, and outfall stabilization materials.
- Electrical conduit, pull boxes, sleeves, warning tape, panel coordination items, and related components.
- Water line, fittings, valves, sleeves, capped connections, backflow-related components, and drainage materials.
- Fencing repair or replacement materials, including chain-link gauge, coating, post sizing, gates, hardware, and footings, if included.
- ADA pathway materials and edge restraints.
- Erosion control and site stabilization materials.

All materials must be suitable for outdoor recreational use in a humid coastal climate and must be appropriate for public-use facilities.

Deliverables and Closeout

At project closeout, the selected contractor shall provide:

- Final walk-through with STAPPC representatives.

- Punch list completion prior to final payment.
- As-built sketches or marked-up drawings showing drainage, utility, conduit, sleeves, water line, cleanouts, capped connections, and other buried or future-use infrastructure.
- Photographs and marked-up documentation of buried infrastructure, including drainage pipe, cleanouts, conduit, sleeves, water lines, capped connections, utility crossings, and other future-use infrastructure prior to backfill or concealment.
- Compaction, materials, concrete, asphalt, utility, drainage, or other testing and inspection reports required by the approved scope.
- Final survey, sealed record drawings, or engineer certifications if included in the approved scope.
- Warranty documentation and maintenance recommendations.
- Permit closeout documentation, inspection approvals, and lien releases, as applicable.
- Final cleaning and removal of construction materials, debris, temporary controls, and equipment.
- For a turnkey award, the warranty, testing, documentation, closeout, and final-acceptance requirements apply to all three RFP scopes and to all work performed by the prime contractor and its subcontractors.

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, or sequencing issue that may affect the schedule. Because site work may be affected by weather, subsurface conditions, groundwater, utility conflicts, permitting, material availability, and sequencing with related tennis court reconstruction or resurfacing work, the Contractor shall identify all assumptions, constraints, and scheduling limitations in its proposal. Compliance with all federal, state, and local regulations is required.

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 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 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 be responsible for verifying existing conditions before beginning work and shall promptly notify STAPPC in writing of any unforeseen conditions that may affect scope, schedule, cost, safety, or compatibility with related Tennis Complex work.

The Contractor 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.

The Contractor shall obtain and close out permits, inspections, and licenses 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, or other related Tennis Complex improvements. The Contractor shall coordinate reasonably with STAPPC and any other contractor performing related work at the site to support proper sequencing, site access, protection of completed work, and efficient project completion.

The Contractor shall not damage, interfere with, or unreasonably delay work performed by others. Any 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 site work components included in the approved scope, including

grading, drainage improvements, pipe, cleanouts, inlets, outfall stabilization, aggregate base, geotextile materials, concrete, asphalt, utility rough-ins, conduit, sleeves, water line components, ADA pathway materials, fencing or gate work if included, and site restoration.

Warranty information shall identify the warranty period, covered work, exclusions, maintenance requirements, and any existing site, subsurface, drainage, groundwater, utility, or third-party conditions that may limit or affect warranty coverage.

For a turnkey award, the warranty, testing, documentation, closeout, and final-acceptance requirements apply to all three RFP scopes and to all work performed by the prime contractor and its subcontractors.

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 regulations, 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,

excavation, trenching, equipment operation, utility work, traffic and pedestrian control, dust suppression, runoff prevention, and debris containment.

Environmental Protection

The Contractor shall be responsible for environmentally safe handling, storage, and disposal of demolition debris, unsuitable soils, excess fill, vegetation, pavement, concrete, asphalt, drainage materials, utility materials, construction waste, and any regulated or hazardous materials. The Contractor shall implement erosion control, sediment control, runoff prevention, dust control, and debris containment measures to ensure no construction by-products enter storm drains, adjacent recreational areas, landscaped areas, or natural waterways.

ADA Compliance

Any access improvements, pathways, ramps, gate modifications, route tie-ins, spectator areas, or other pedestrian access components included in the Contractor's approved scope shall comply with the Americans with Disabilities Act (ADA) and applicable accessibility standards. The Contractor shall identify path width, surface material, slope assumptions, cross-slope assumptions, edge treatment, tie-in points, and any site conditions that may affect ADA compliance. If the Contractor identifies ADA-related concerns outside the site work scope, those items shall be identified as coordination items or alternates.

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.

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 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 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 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 may be made based on work satisfactorily completed and approved by STAPPC, subject to any withholding permitted under the contract.

Payment applications shall include sufficient documentation to support the work completed, materials stored, approved change orders, and any other amounts requested.

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

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 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 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.

No Unauthorized Work

The Contractor shall not perform extra work, changed work, 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

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

9. Final Legal Protections

The Contractor shall be responsible for inspecting the site and accounting for conditions that are visible, reasonably discoverable, and relevant to the Contractor's proposed site work scope. Conditions that may affect grading, drainage, utility installation, access improvements, base preparation, site restoration, warranty, pricing, or schedule shall be identified in the proposal. Conditions requiring work outside the approved site work scope, including major redesign, additional engineering, unsuitable soil remediation, utility relocation, hazardous material handling, or work assigned to a tennis court specialty contractor, shall be brought to STAPPC's attention before work proceeds and addressed through written direction or 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.

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. For a Site Work-only proposal, the bond shall equal at least five percent (5%) of the Site Work base proposal plus any additive alternates that may be accepted. For a bidder submitting the Voluntary Alternate: Turnkey Project Delivery, the bond shall equal at least five percent (5%) of the total turnkey alternate price.

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 make claims for additional compensation due to conditions that were visible, reasonably discoverable, or identified in the RFP documents, unless STAPPC approves a written change order. Weather-related delays may affect the approved schedule but shall not entitle the Contractor to additional compensation unless expressly approved in writing by STAPPC.

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

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

For a turnkey award, the Courts 1–3 Reconstruction RFP shall govern the technical requirements applicable to Courts 1–3, and the Courts 4–11 Resurfacing RFP shall govern the technical requirements applicable to Courts 4–11. This Site Work RFP, including the Voluntary Alternate: Turnkey Project Delivery requirements, shall govern overall project administration, coordination, consolidated pricing, 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 the site work is sufficiently complete for its intended use and for the related court work to proceed or operate safely, required drainage and utility components are functional, access and temporary protections are safe, and only minor punch-list work remains. Final Completion means all punch-list work is complete, disturbed areas are restored, permits and inspections are closed, warranties and closeout documents are submitted, lien waivers are delivered, 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.

If STAPPC awards the Voluntary Alternate: Turnkey Project Delivery, Substantial Completion means that the Site Work, Courts 1–3 Reconstruction, and Courts 4–11 Resurfacing scopes are sufficiently complete for their intended use; all required pavement, coating, and other cure periods have expired; all courts included in the award are playable and available for safe public use; required drainage, utilities, access improvements, fencing, court equipment, coatings, playing lines, and related improvements 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 the safe use, operation, appearance, or intended performance of the Tennis Complex.

10. Selection Criteria

Scoring System

This project will not necessarily be awarded to the lowest bidder. Proposals will be evaluated for responsiveness, overall value, contractor qualifications, relevant past performance, technical approach, scope clarity, design and coordination responsibility, materials, warranty, schedule, cost transparency, and available project funding. STAPPC reserves the right to award in whole or in part, reject any or all proposals, waive minor informalities, request clarification, negotiate terms, and select the proposal that best serves the public interest and project needs.

The required Site Work base proposal will be evaluated under the published Evaluation Rubric. STAPPC may evaluate a turnkey alternate only after determining that the bidder's Site Work base proposal is responsive.

In evaluating a turnkey alternate, STAPPC may additionally consider:

- Qualifications and experience of the complete proposed team;
- Compliance with the technical requirements of all three RFPs;
- Completeness and clarity of scope responsibility;
- Consolidated scheduling and sequencing;
- Single-point accountability and project-management capacity;
- Warranty coordination;
- Overall risk to STAPPC;
- Total turnkey cost; and
- Any savings, efficiencies, disadvantages, or risks compared with making separate awards.

STAPPC may compare the total turnkey alternate with the combined cost and overall value of the preferred separate proposals. Submission of the lowest turnkey price does not guarantee award.

Evaluation Rubric

<u>Evaluation Criteria</u>	<u>Weight</u>	<u>Description</u>
Experience & Qualifications	25%	Demonstrated experience with at least three (3) comparable site work, civil construction, drainage, grading, utility, athletic facility, park, school, municipal, or public projects completed within the past five years; qualifications of key staff; proof of appropriate licensing and technical capacity.
References & Past Performance	15%	Quality and relevance of references; successful performance in active public-use or recreational settings; record of schedule, budget, workmanship, coordination, and issue resolution.
Technical Proposal & Project Approach	20%	Clarity, completeness, and feasibility of the proposed scope, responsibility matrix, drainage and grading approach, utility and access plan, sequencing, safety measures, staffing, and coordination with the separate court contractors.

Materials, Design, Warranties & Specifications	15%	Quality, suitability, durability, and compatibility of proposed materials and systems; clarity of survey, design, engineering, testing, permitting, and submittal responsibilities; warranty coverage, exclusions, maintenance requirements, and closeout documentation.
Cost Proposal	15%	Competitiveness, completeness, transparency, and reasonableness of pricing, including clear separation of base work, alternates, allowances, unit prices, exclusions, professional services, permits, testing, bonds, and owner responsibilities.
Schedule Commitment	5%	Ability to meet the required completion dates; demonstrated capacity to manage weather, permitting, utilities, subsurface conditions, and material lead times; clarity of milestones and phasing to minimize disruption and support the court contracts.
Project Management & Communication	5%	Strength of project management, communication, documentation, and coordination plan, including designation of 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, geotechnical 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. STAPPC does not warrant the accuracy, completeness, or suitability of owner-furnished information for bidding, construction, permitting, or final design purposes.

13. Attachment List

Attachment A

USTA Grant-Related Construction Document Requirements

If the overall Tennis Complex project is partially funded by a grant from the United States Tennis Association (USTA), the following documents may be required before release of grant funding.

Not all items listed below apply to this site work package. The Bidder shall identify which applicable documents or portions are included in its proposal and which would be provided by STAPPC, a licensed design professional, a court specialty contractor, or another contractor.

The following items summarize potential USTA grant-documentation requirements. They are provided to help bidders identify design and documentation responsibilities. Bidders shall communicate with STAPPC and shall not contact USTA regarding this project unless authorized by STAPPC.

- **Site Plan** – should show the entire tennis complex with dimensions of courts, locations of access walkways, gate locations, seating areas, and relationship of courts to the site.
- **Grading and Drainage Plan** – should show detailed grading of the tennis courts with spot elevations at key locations on the courts that demonstrate the slope of the courts and how areas adjacent to the courts are sloped away from the courts. The plan should also show drainage in enough detail so that one can be assured that stormwater and groundwater will be properly collected and managed so as to not cause future damage to the tennis courts. Grades on player access walkways should demonstrate ADA accessibility to the tennis courts.
- **Fencing Details** – should identify gate sizes and widths (ADA accessibility), fence height, fence post footings, fabric size and gauge, etc. A note should state that the fabric should be installed on the inside face of the fence frame (facing the courts).
- **Court Striping Dimensions** – showing the detailed layout of lines and relationship to the net and fixed obstructions. 36' and 60' lines should also be included.
- **Net Post Foundations and Center Strap Anchor Details** – demonstrating that the foundations will withstand the forces imposed by the tennis court equipment and showing the relationship of the foundations to the surface pavement.
- **Pavement Details** – showing the base course and pavement thicknesses. For post tension slabs, enough detail should be provided to identify the spacing of tendons, thickness of slab, relationship of tendons to slab, edging details, relationship of fence posts and foundations to tendons, and edge reinforcement, jointing, etc.
- **Lighting Plans** – showing light pole locations, relationship of poles and foundations to court fencing, foundation details, fixture heights, photometric modeling results, circuiting, panels, etc.
- **Building Plans** – building plans should have enough detail to secure required building permits and approvals. The plan should clearly show ADA accessibility and details for general construction, plumbing, mechanical, and electrical trades.

Attachment B

Approximate Site Information and Aerial Image

Approximate measurements, sketches, photographs, prior reports, geotechnical information, or layout drawings may be provided by STAPPC solely for general reference and orientation. They are not official measurements and are not a substitute for field verification, survey, design, or permitting information required for the proposed work.

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

The aerial image appears at the end of this RFP and is provided only for general orientation.

14. Bidder Selection Checklist

Project Name: Tennis Complex Site Work

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 the total turnkey alternate when submitted.
- ☐ 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 site work, civil, drainage, grading, utility, athletic facility, park, school, municipal, or public project experience.
- ☐ Comparable Projects – At least three (3) comparable projects completed within the past five years.

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

Technical & Scope Submissions

- ☐ Project Understanding and Approach – Written understanding of the project, proposed approach, and sequencing.
- ☐ Scope and Responsibility Matrix – Clear separation of base work, alternates, allowances, unit-priced work, exclusions, owner responsibilities, and work by others.
- ☐ Project Timeline – Milestones for design/survey if included, permitting, mobilization, temporary controls, demolition, earthwork, drainage, utilities, access, restoration, inspection, and closeout.
- ☐ Itemized Cost Proposal – Labor, materials, equipment, mobilization, demolition, erosion control, drainage, grading, utilities, access, restoration, permits, testing, professional services, bonds, allowances, alternates, and unit prices.
- ☐ Design, Survey, Engineering, Testing, and Permitting Statement – Included services, excluded services, responsible professionals, deliverables, fees, owner responsibilities, and required approvals.
- ☐ Drainage and Grading Approach – Narrative and available drawings, sketches, spot elevations, or calculations sufficient to explain the proposed strategy and tie-ins.
- ☐ Utility and Amenity Plan – Proposed conduit, sleeves, pull boxes, water service, capped connections, future-use infrastructure, and associated exclusions.
- ☐ ADA Access Plan – Proposed route, width, surface, slope/cross-slope assumptions, drainage, edge treatment, and tie-ins.
- ☐ Safety, Access, and Staging Plan – Public protection, emergency access, pedestrian routing, deliveries, equipment, material storage, closures, and OSHA compliance.
- ☐ Material and Equipment Specifications – Product data and standards for proposed drainage, base, geotextile, aggregate, concrete, asphalt, pipe, conduit, water line, fencing, access, erosion-control, and restoration materials.
- ☐ Warranty and Maintenance Information – Coverage, exclusions, maintenance requirements, and conditions affecting warranty.
- ☐ Closeout Deliverables – Proposed as-builts, photographs of buried work, testing reports, permit closeout, warranties, maintenance information, lien waivers, and restoration documentation.

☐ USTA Grant-Related Document Responsibility – Identification of applicable construction documents included in the proposal or to be provided by others.

The following items are required only when the Bidder elects to submit the Voluntary Alternate: Turnkey Project Delivery. Failure to submit the alternate does not affect the responsiveness of the required Site Work base proposal.

Voluntary Turnkey Alternate — Complete Only if Submitted

- ☐ Complete and responsive Site Work base proposal
- ☐ Separately labeled turnkey alternate
- ☐ Proposed prime contractor and subcontractor team
- ☐ Qualifications, licenses, and references for each major contractor
- ☐ Separate scope and responsibility matrix for all three RFP packages
- ☐ Separate pricing for each scope
- ☐ Turnkey coordination and general-conditions costs
- ☐ Turnkey savings or discount
- ☐ Consolidated project schedule
- ☐ Separate warranties by scope and system
- ☐ Consolidated safety, staging, and project-management plan
- ☐ Turnkey exclusions, assumptions, allowances, and owner responsibilities
- ☐ Bid security sufficient for the total turnkey alternate

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 exclusions and items to be provided by others.

Signature: _____

Name/Title: _____

Date: _____

