



Request for Proposals

2023-347 Iselin Tennis and Pickleball Courts Construction

Due Date: 2:00 PM, October 13, 2023

Parks and Open Space
585 Cemetery Lane
Aspen, CO 81611
(970)920-5059
www.cityofaspen.com

REQUEST FOR PROPOSALS

Sealed proposals will be received by the City of Aspen Purchasing Department through the Bidnet Direct website, www.bidnetdirect.com, until 2:00 p.m., October 13, 2023, at which time the proposals will be opened and reviewed, for the following City of Aspen project:

2023-347 Iselin Tennis and Pickleball Courts Construction

The project will include but is not limited to: Demolition of existing courts, construction of new courts and site improvements, trail realignments and utilities.

Complete proposal packages are available to download or from www.bidnetdirect.com. Vendors must be registered to view the bid packages. There is no charge to register. Call 1-800-835-4603 if you need assistance registering.

A pre-proposal conference will be held on site at the Aspen Recreation Center at 0861 Maroon Creek Rd, Aspen, CO 81611, at 10:00 a.m., Tuesday, September 26, 2023. Attendance at the pre-proposal conference is highly recommended but not mandatory.

To submit, an electronic copy of the Proposal as a PDF or Word file, must be uploaded to the Bidnet Direct website, www.bidnetdirect.com. The file name must include the City's project number and offeror's name.

The City reserves the right to reject any or all Proposals or accept what is, in its judgment, the Proposal which is in the City's best interest. The City further reserves the right, in the best interests of the City, to accept a late submittal or to waive any technical defects or irregularities in any and all Proposals submitted.

Non-Discrimination Policy

Any business that enters into a contract for goods or services with the City of Aspen or any of its boards, agencies, or departments shall:

- (a) Implement an employment nondiscrimination policy prohibiting discrimination in hiring, discharging, promoting or demoting, matters of compensation, or any other employment-related decision or benefit on account of actual or perceived race, color, religion, national origin, gender, physical or mental disability, age, military status, sexual orientation, gender identity, gender expression, or marital or familial status.
- (b) Not discriminate in the performance of the contract on account of actual or perceived race, color, religion, national origin, gender, physical or mental disability, age, military status, sexual orientation, gender identity, gender expression, or marital or familial status.
- (c) Incorporate the foregoing provisions in all subcontracts hereunder.

Diversity and Inclusion

The City shall acquire its goods and services in a manner that integrates fiscal responsibility, social equity, women and minority business opportunity, and environmental stewardship. Bidders should provide any additional information and or certifications describing the above.

Pursuant to the Colorado Open Records Act, C.R.S. Section 24-72-200.1 (CORA), any and all of the documents that are submitted to the City of Aspen may be deemed public records subject to examination and inspection by third parties. The City of Aspen reserves the right, at its sole discretion, to release for

inspection or copying any document, plan, specification, proposal or other writing submitted pursuant to this request.

Discussion may be conducted with responsible Offerors who submit Proposals determined to be reasonably susceptible to be selected for award for purpose of clarification to assure full understanding of, and responsiveness to the solicitation requirements.

In addition to price, the criteria set forth in the Instruction to Offerors and any specific criteria listed below, may be considered in judging which Proposal is in the best interests of the City: Ability to coordinate with staff, ability to customize finish to fit our needs.

BY ORDER OF THE CITY OF ASPEN, COLORADO

Asal Vojdani, Purchasing

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1.0 INTRODUCTION

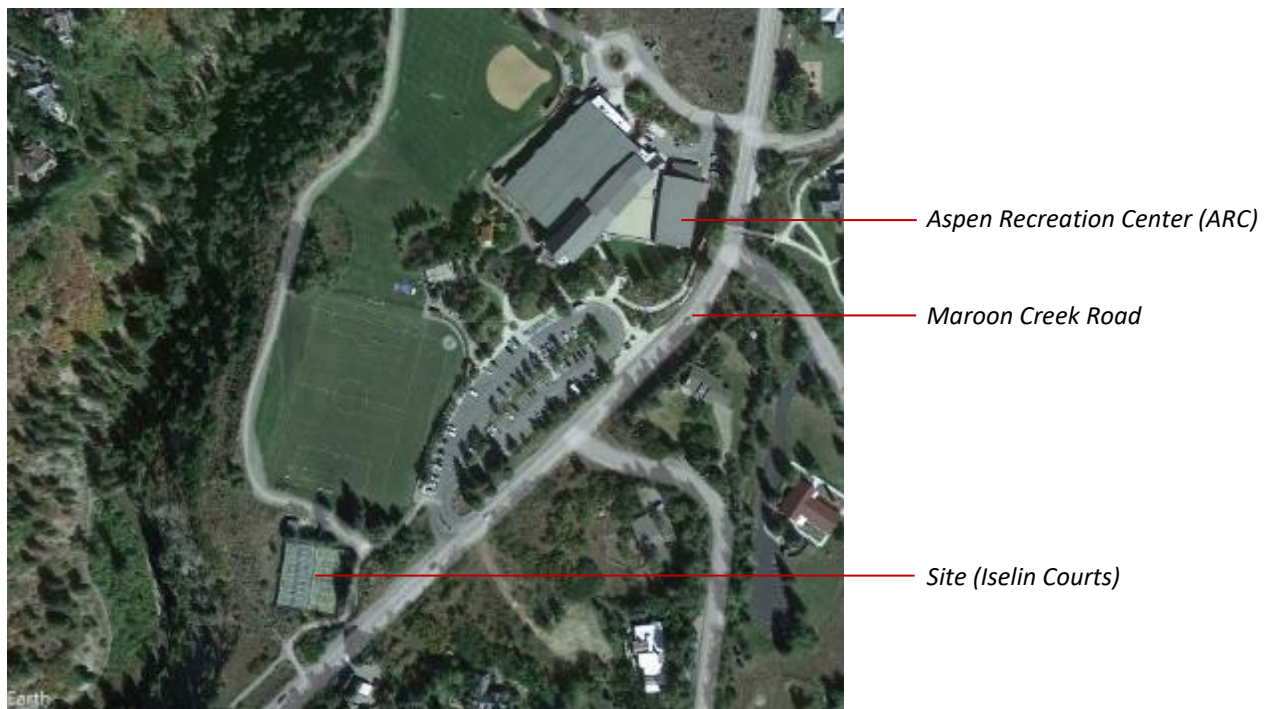
We are excited to present this Request for Proposal (RFP) for the 2024 construction of a recreational project that aims to transform the existing tennis court facilities into a modern and versatile racket sports destination, including tennis and pickleball. The purpose of this RFP is to solicit professional construction services for the Iselin Tennis and Pickleball Courts. Construction will occur in 2024.

1.1 Project Description and Background

The Parks and Open Space department and our consultant team have developed an improvement plan for the Iselin courts located at 0861 Maroon Creek Rd, Aspen. The project entails the demolition of the two existing tennis courts, paving the way for the construction of a regulation-sized tennis court, along with the creation of seven regulation-sized pickleball courts.

The proposed project is not solely focused on court expansion, but also encompasses the development of gathering areas that will facilitate social interaction and create a welcoming atmosphere for players and spectators alike. These dedicated spaces will reinforce the project's objective of promoting healthy lifestyles and leisure activities.

Through the implementation of this project, we aspire to create a vibrant recreational hub that aligns with the evolving preferences of our community members. By offering top-tier facilities for tennis and pickleball, accompanied by thoughtful gathering spaces and site enhancements, we envision this project as a catalyst for fostering connections, promoting physical well-being, and enhancing the overall quality of life within our community. We invite prospective vendors to collaborate with us in bringing this vision to life and contributing to the realization of a remarkable recreational asset.



SITE PLAN



BIRDS-EYE VIEW



1.2 Project Goals and Objectives

The primary goals of this project are to enhance the recreational offerings of our community and provide a modern, inclusive, and engaging sports facility that caters to individuals of all ages and skill levels. We aim to create a versatile environment that accommodates both tennis and pickleball enthusiasts, reflecting the diverse interests of our residents and promoting active, healthy lifestyles. To achieve these overarching goals, the project's objectives are threefold:

Court Diversity and Regulation Standards: The foremost objective is the construction of one regulation-sized tennis court and seven regulation-sized pickleball courts. These courts will adhere to the highest standards of quality, ensuring a fair and enjoyable playing experience for all users. By offering a range of court options, we seek to cater to the preferences of both seasoned athletes and newcomers to the sports, fostering skill development and progression.

Community-Focused Gathering Areas: We aim to go beyond the confines of the courts by creating dedicated gathering areas that foster social interaction, encourage relationships among players and spectators, and cultivate a sense of belonging. These spaces are thoughtfully designed to accommodate seating, shaded areas, and amenities, promoting a welcoming environment where individuals can connect, and share experiences.

Comprehensive Site Enhancements: Our project seeks to revitalize the entire site, not just the playing surfaces. This includes landscaping improvements that beautify the surroundings and consideration for the various aspects of the facility. Furthermore, the project places a strong emphasis on accessibility, ensuring that individuals with diverse mobility needs can fully participate in the sports and enjoy the facilities without constraints.

Through these objectives, we intend to establish a facility that not only addresses the immediate demand for quality tennis and pickleball courts but also stands as a testament to our commitment to community well-being and recreation. We encourage interested vendors to align their proposals with these goals and objectives, contributing to the realization of a project that will enrich our community's active lifestyle offerings for years to come.

2.0 RFP PROCESS

2.1 Communication

Questions must be posted on the Bidnet Direct website, www.bidnetdirect.com. Answers are posted online for all Offerors to review and consider. It is the Vendor's responsibility to check the website for Q&As, addendums, and other important information.

Vendors may contact Asal Vojdani at Asal.Vojdani@aspen.gov or 720-589-4943 for questions regarding the procurement process or uploading proposals.

2.2 Pre-Proposal Meeting

A pre-proposal conference will be held on site, at 10:00 a.m at **Aspen Recreation Center** 0861 Maroon Creek Rd, Aspen, CO 81611., Tuesday, September 26, 2023. Attendance at the pre-proposal conference is highly recommended but not mandatory.

2.3 Proposal Submission

Electronic submission is to be uploaded on the Bidnet Direct website, www.bidnetdirect.com. The electronic submission must be compiled into a single concise pdf. The name of the document must contain the city project number and the bidding company name.

2.4 Schedule

The proposal, evaluation and selection schedule are as follows:

- September 26: Pre bid meeting at 10AM
- October 6: Questions due
- October 13: Bids due by 2:00PM.
- Spring 2024 – Construction commences.
- Fall 2024 – Construction completion.

2.5 Selection Criteria

The criteria for selection shall include but may not be limited to the following:

1. The ability, capacity and skill of the bidder to perform the contract or provide the Service or Construction required; (20%)
2. Whether the bidder can perform the contract within the time specified, without delay or interference; (10%)
3. The character, integrity, reputation, judgment, experience, and efficiency of the bidder; (10%)
4. The quality of performance of previous contracts or Construction; (10%)
5. The sufficiency of the financial resources and ability of the bidder to perform the contract or provide the Construction; (5%)
6. Project Costs (45%)

The City reserves the right to reject any or all Proposals or accept what is, in its judgment, the Proposal which is in the City's best interest. The City further reserves the right, in the best interests of the City, to accept a late submittal or to waive any technical defects or irregularities in any and all Proposals submitted.

Discussion may be conducted with responsible offerors who submit Proposals determined to be reasonably susceptible to be selected for award for purpose of clarification to assure full understanding of, and responsiveness to the solicitation requirements.

3.0 PROJECT SCOPE OF WORK

The selected contractor will be responsible for providing and installing all the necessary components related to the site improvements, unless explicitly noted otherwise. The bathroom building and foundation vault will be fabricated off site by others. The selected contractor will be responsible for site excavation, preparation, and installation of the prefabricated foundation vault. All demolition items shall be removed and disposed of offsite, leaving the site clean and ready for subsequent work. Project work includes:

3.1 General Conditions and Mobilization

The contractor shall be responsible for site construction fencing and removing all above and below ground elements as required to complete the proposed site work.

General Conditions and Mobilization includes:

- Mobilization, general conditions, and supervision
- Traffic and pedestrian control
- Protection of existing structures to remain
- Protection of existing trees to remain

3.2 Erosion Control

The contractor shall furnish all labor, materials, and equipment necessary to complete the bid items. Erosion control shall be provided for the duration of the project, and include installation, maintenance, and removal.

Erosion Control includes:

- Silt fencing
- Concrete washout
- Inlet protection
- Vehicle tracking control
- Outfall protection with riprap
- Compost topsoil blanket with seed
- Erosion control maintenance
- Erosion control removal

3.3 Demolition and Earthwork

The contractor shall furnish all labor, materials, and equipment necessary to complete earthwork on-site as shown on the Contract Documents. This includes, but is not limited to excavating, stockpiling, and hauling excavated material to fill areas within the site - placing, reworking, and compacting fill material in lifts; and removing and exporting deleterious materials. Refer to plan specifications and notes for additional requirements and the contractor's responsibilities. Contractor is responsible for verifying all quantities. Substitutions are not accepted at this time. Replacements required by warranty are not limited in number.

Demolition and Earthwork includes:

- Demo Existing Misc. Structures
- Relocate bench
- Remove sign
- Demo existing gravel sidewalk
- Demo existing asphalt
- Demo existing underground electric
- Sawcut asphalt
- Cut, fill and compact onsite material
- Remove existing subgrade
- Import common fill
- Utility Allowance to Support & Relocate Exist Utilities

3.4 Asphalt Paving

The contractor shall furnish all labor, materials, and equipment necessary to complete paving on-site as shown on the Contract Documents. This includes, but is not limited to, placing and compacting asphalt in lifts. Refer to plan specifications and notes for additional requirements and the contractor's responsibilities. Contractor is responsible for verifying all quantities. Substitutions are not accepted at this time. Replacements required by warranty are not limited in number.

Asphalt Paving Includes:

- Asphalt T-Patch (assume 6" thick)
- Asphalt Paving (6")

3.5 Utilities – Water, Electrical, Sanitary Sewer, Storm Sewer

The contractor shall furnish all labor, materials, and equipment necessary to complete dry and wet utilities on-site as shown on the Contract Documents. Refer to plan specifications and notes for additional requirements and the contractor's responsibilities. Contractor is responsible for verifying all quantities. Substitutions are not accepted at this time. Replacements required by warranty are not limited in number.

Utilities Water Includes:

- Service Tap - 1.5" (typ) - includes corp and curb stop
- Water Line - 1-1/2" Copper
- Tracer wire
- Tracer wire test station

Electrical Includes:

- 20 A Electrical Branch Circuit, Underground Conduit, Buried in Trench (100 LF)
- 200A Panel & Meter Enclosure
- GRI/WP Receptacles
- Post Mounted GFI/WP Receptacles
- Junction boxes
- Electrical primary feeder, underground

Sanitary Sewer Includes:

- Sewer Line - 4" PVC SDR 35
- Cleanout w/ conc. collar
- Wye - 8" x 6" (Connect to Existing Sewer)
- Video inspection

Storm Sewer Includes:

- Storm Line - 6" PVC SDR 35
- Storm Line - 8" PVC SDR 35
- Storm Line - 12" PVC SDR 35
- FES - 8" PVC Outlet
- FES - 12" PVC Outlet
- Underdrain - 4" PVC (perforated underdrain)
- Cleanout
- Manhole - 4' (5' depth)
- Inlet - 8" Area Drain (Nyloplast)
- Inlet - 12" Area Drain (Nyloplast)
- Trench Drain - 8"

3.6 Plant Material

The contractor shall furnish all labor, materials, and equipment necessary to complete plant material installation. For trees this includes the cost for excavating plant pits, staking, guying, backfilling, installing mulch rings (where required), and soil amendments. For shrubs this shall include the cost of excavating planting pits to the sizes called out in the plan notes, soil amendments, back fill, and mulch rings (when required). Refer to plans and specifications for additional requirements of the plant material and the contractor's responsibilities. Contractor is responsible for verifying all quantities. Substitutions are not accepted at this time. Unit Cost of all plant material shall include a one year warranty. Replacements required by warranty are not limited in number. At time of final acceptance all plant material must be in good health and have an acceptable appearance.

Plant Material Includes:

- Common Hackberry
- Narrowleaf Cottonwood
- Quaking Aspen
- Oneseed Juniper
- Rocky Mountain Juniper
- Ponderosa Pine
- Hot Wings Tatarian Maple
- Serviceberry
- Utah Serviceberry
- Isanti Redosier Dogwood
- Buffalo Juniper
- Blond Ambition Blue Grama Grass

3.7 Ground Treatment, Paving, and Site Elements

The contractor shall furnish all labor, materials, and equipment necessary to complete installation of each material. This includes the cost for excavation, subgrade prep, and / or soil amendments, tillage and incorporation into the soil to a depth of 6" as required, and fine grading. Refer to plans and specifications for additional requirements of the paving, ground treatment, and site elements, and the contractor's responsibilities. Contractor is responsible for verifying all quantities. Substitutions are not accepted at this time. Unit Cost of all paving, ground treatment, and site elements shall include a one year warranty. Replacements required by warranty are not limited in number. At time of final acceptance ALL paving, ground treatment, and site elements must be installed as indicated in the plans and specification and have an acceptable appearance.

Ground Treatment, Paving and Site Elements Includes:

- Cobble (Does not include soil Prep)
- Planting Beds (fine grading with soil prep, mulch, weed fabric)
- Rain Garden Seed Mix (fine grading with soil prep)
- Native Grass Seed Mix (fine grading with soil prep)
- Manicured Turf (fine grading with soil prep)
- Pavers (Includes Subgrade compaction and compacted road base)
- Crusher Fines (Organiloc Stabilized, 3" min depth)
- Stone Edger
- Landscape Boulders (1 to 1.5 tons each)
- Landscape Boulder Slabs (1 to 1.5 tons each, Boulders to have natural cleft faces)

3.8 Site Furnishings and Site Amenities

The contractor shall furnish all labor, materials, and equipment necessary to complete installation of site furnishings. This includes the cost for excavation, subgrade prep, and concrete pads (where applicable.) Structurally engineered shop drawings stamped by a locally licensed engineer shall be provided to the owner's representative for review prior to installation. Refer to plans and specifications for additional requirements of the site furnishings and the contractor's responsibilities. Contractor is responsible for verifying all quantities. Substitutions are not accepted at this time. Unit Cost of all site furnishings shall include a one year warranty. Replacements required by warranty are not limited in number. At time of final acceptance ALL site furnishings must be installed as indicated in the plans and specification, manufacturer's recommendations, and have an acceptable appearance.

Ground Treatment, Paving and Site Elements Includes:

- Bench – 5 Cubby
- Trash Receptacle
- Recycle Receptacle
- Tables
- Chairs
- Bike Racks
- Custom Staircase (Weathered Metal, 5 treads @ 1', Railing)
- Shade Structure (Materials, Installation, Freight)
- Installation of prefabricated building (supplied by others)
- Monument Signage

3.9 Complete Underground Irrigation System

The contractor shall furnish all labor, materials, and equipment necessary to install a complete underground irrigation system as designed. This includes the cost for trenching and backfilling. Trench settling and impacted landscape shall be repaired by the contractor at the contractor's expense. Contractor shall document installation on red-lined plans and provide final record drawings to the owner prior to final acceptance. Refer to plans and specifications for additional requirements of the irrigation system, and the contractor's responsibilities. Contractor is responsible for verifying all quantities. Substitutions are not accepted at this time. Unit Cost of all irrigation components shall include a one year warranty. Replacements required by warranty are not limited in number. At time of final acceptance the irrigation system shall be fully operational as designed.

Complete Underground Irrigation System Includes:

- Controller
- Point of connection for new irrigation system
- Backflow preventer and enclosure
- Drain valve
- Rain sensor
- Flow sensor
- Master valve
- Complete underground irrigation system

3.10 Fencing, Gates and Walls

The contractor shall furnish all labor, materials, and equipment necessary to complete installation of fencing, gates, and walls on-site as shown on the Contract Documents. Refer to plan specifications and notes for additional requirements and the contractor's responsibilities. Contractor is responsible for verifying all quantities. Substitutions are not accepted at this time. Replacements required by warranty are not limited in number.

Fencing, Gates and Walls Includes:

- Court fencing – 10'
- Court fencing – Transition
- Court fencing – 4'
- Gates – 10'
- Gates – 4'
- Retaining wall PIP
- Retaining wall Allan Block

3.11 Sport Court

The contractor shall furnish all labor, materials, and equipment necessary to complete installation of the sport court on-site as shown on the Contract Documents. Refer to plan specifications and notes for additional requirements and the contractor's responsibilities. Contractor is responsible for verifying all quantities. Substitutions are not accepted at this time. Replacements required by warranty are not limited in number.

Fencing, Gates and Walls Includes:

- Post Tension Slab (6")
- Acrylic Topping A
- Acrylic Topping B
- Gates – 10'
- Gates – 4'
- Tennis Nets and Equipment
- Pickleball Nets and Equipment

3.12 Additional Considerations

Coordination

To ensure effective coordination, the contractor will be responsible for arranging and leading weekly meetings to discuss construction progress, upcoming activities, and any schedule modifications.

Bid Tabs

Completion of the attached bid tab is mandatory. Bid tabs can help to ensure transparency and fairness in the bidding process. Contractors may note changes or deviations however, prices must be shown in the bid tabs. Items may be omitted in the final contract.

Construction Schedule

Construction schedule is an important consideration. The contractor shall include a project construction schedule as part of their bid. Project construction and completion is anticipated in 2024.

Bonding

This project requires the following bonds:

- Bid Bond 5% of total contract price
- Performance Bond 100% of total contract price, held for 2 years
- Maintenance Bond 100% of total contract price, held for 2 years

4.0 PROPOSAL FORMAT

All proposals will follow the format as outlined below.

- | | |
|------------------|--|
| Section 1 | Introduction
Introduce the company and key staff assigned to this project. Include contact person name, phone number and email address for purposes of this procurement process. |
| Section 2 | Qualifications and Experience
List firm's previous experience with relevant projects. |
| Section 3 | Approach to Project
Include a complete scope of work and schedule that includes special considerations for the project and any alternatives that can be identified. Include any other work to complete the design work, not specifically listed in this RFP that you feel necessary. |
| Section 4 | References
Include relevant references that include project name, year work on completed, delivered cost, contact name, phone number and email address. |
| Section 5 | Schedule and anticipated fees
Include a project schedule and schedule of professional fees. Provided bid tab must be included. |

We would like a concise response to the RFP, submitted as one PDF file.

5.0 LEGAL

The City reserves the right to reject any or all Proposals or accept what is, in its judgment, the Proposal which is in the City's best interest. The City further reserves the right, in the best interests of the City, to accept a late submittal or to waive any technical defects or irregularities in any and all Proposals submitted.

Pursuant to the Colorado Open Records Act, C.R.S. Section 24-72-200.1 (CORA), any and all of the documents that are submitted to the City of Aspen may be deemed public records subject to examination and inspection by third parties. The City of Aspen reserves the right, at its sole discretion, to release for inspection or copying any document, plan, specification, proposal or other writing submitted pursuant to this request.

In order to fully understand the legal parameters of the City's procurement process and contractual requirements, Respondents must review Exhibit A *Instructions for Offerors of Professional Services* and Exhibit B *Professional Services Agreement*.

By participating in the City's procurement process, you are agreeing to the terms and conditions of the procurement process and the legal parameters of doing business with the City without change.

6.0 EXHIBITS

The following files are attached for your use and reference as needed to properly respond to the RFP request:

- Instructions to Offerors of Professional Services
- Professional Services Agreement
- Bid Tab (available in Excel and PDF format)
- Bonds
- Site Plans and Documentation (The contractor is responsible for reviewing the project drawings and becoming familiar with the site and required work. Any discrepancies, questions or clarifications should be identified during this bid process and prior to establishing a contract price)

Site plans and documentation include:

- Cover Sheet
- Civil Set
- Landscape Architecture Set
- Electrical Set
- Irrigation Set
- Specifications
- Materials Board