



**VILLAGE OF HOBART, WISCONSIN
REQUEST FOR PROPOSALS – PICKLEBALL COURTS**



Section 1 – Introduction

The Village of Hobart (“the Village”), Wisconsin is soliciting Requests for Proposals (RFP) from qualified contractors to construct two (2) and possibly (4) pickleball courts at Four Seasons Park (471 Four Seasons Drive, Hobart). The area of the park where the courts would be constructed is highlighted in black in Attachment A.

The Village is in northeast Wisconsin in Brown County, adjacent to the Austin Straubel International Airport, approximately 120 miles northwest of the City of Milwaukee, bordering the western border of the City of Green Bay, and 30 miles northeast of the City of Appleton. The Village encompasses approximately 33 square miles. The 2023 Wisconsin Department of Administration population estimate for the Village is 10,808, a 5.85% increase over the 2020 population census of 10,211, and a 74.83% increase since the 2010 Federal Census report of 6,182. The 2023 growth was the result of a total of 71 new housing units added within the Village during 2022.

Section 2 - Timeline for the process

The following is a list of the important dates for activities related to the RFP process:

RFP released	July 2, 2024
Submission Deadline	August 2, 2024 (11:00 AM)
Vendor Interviews	August 5-10, 2024
Village Board Action	August 19, 2024

The Village reserves the right to change these dates and will post the changes on its website. In the event it becomes necessary to amend, alter or delete any part of the RFP, changes to the RFP will be posted on the Village website.

Section 3 – Proposal Submittal Instructions

- **Timeline for the procurement process** - See Section 2 for the detailed timeline for the procurement process.
- **Submission of questions** - Questions submitted to:
Aaron Kramer – Village Administrator - Email: aaron@hobart-wi.org Phone: (920) 869-3804
Jerry Lancelli – Village Director of Public Works - Email: jerry@hobart-wi.org Phone: (920) 869-3807
- **Submission of proposals** - Proposals may be mailed or delivered to:

Aaron Kramer, Village Administrator
Attention: Pickleball RFP
Village of Hobart
2990 South Pine Tree Road
Hobart, WI 54115

Alternatively, proposals may be emailed as an attachment, with the email subject “Financial Advising Proposal” and with the email addressed to: aaron@hobart-wi.org.

- **Deadline for Proposals** - The deadline for proposals is Friday August 2, 2024 at 11:00 A.M. All proposals submitted on time become the property of Village upon submission, and the proposals will not be returned to the vendors. By submitting a proposal, the vendor agrees that the Village may copy the proposal for purposes of facilitating the evaluation.

Section 4 – Experience and Qualifications

- **Introduction** - Describe the firm’s organization and size.
- **Firm Experience** - Describe your firm’s experience in constructing pickleball facilities or similar recreational projects.

- **Staff Qualifications** - Provide resumes describing the work experience for each of the key staff who would be assigned to the project. Identify the staff person who will serve as manager and primary contact on the project.
- **Vendor References** - Each applicant must include in their proposal a list of organizations, including points of contact (name, address, and telephone number), which can be used as references for work performed in the area of service required. Selected organizations may be contacted to determine the quality of work performed and personnel assigned to the project. The results of the references will be provided to the evaluation team and used in scoring the written proposals.

Section 5 – Scope of Project

A. Design and provide engineering estimates and construction documents for the building of two (2) pickleball courts, at a minimum, and four (4) pickleball courts, to be designated as Option A, at Four Seasons. The facility will be built on Village-owned property. It is understood that the actual site location could be adjusted as recommended in writing by the contractor and approved by the Village following the opening of proposals. Each bidder is responsible for inspecting the site.

B. The orientation of the pickleball courts shall be North-South.

C. Designs shall be submitted with a scale drawing of the layout and written descriptions of each component of the Outdoor Pickleball Courts. The contractor must provide bid specifications to these minimum standards:

1) Two pickleball courts – The playing surface court size will be 20' x 44' to the outside edge of the 2" white boundary lines. Each court will be 30' x 60' rectangular.

2) Construction of courts - The construction of the courts shall include, but is not limited to:

A. Remove and stockpile topsoil, excavate and prepare subgrade to specified grade supplied by the Village, verify subgrade compaction to 95% modified compaction.

B. Haul and place eight (8) inches of compacted ¾" crushed aggregate.

C. Test to verify proper compaction of aggregate to 95% modified proctor.

D. Apply 1.75" Asphaltic concrete binder pavement 4 LT 58-28 S, and 1.25" Asphaltic concrete surface pavement 5 LT 58-28 S.

E. Install 4 net post foundations.

F. Apply two (2) coats of black and two (2) coats of ACRYTECH colored full acrylic playing surface (color selected by owner).

G. Stripe two pickle ball courts with one coat of primer and two coats of texturized white line Paint.

H. Install new net posts, new pickleball nets and center straps.

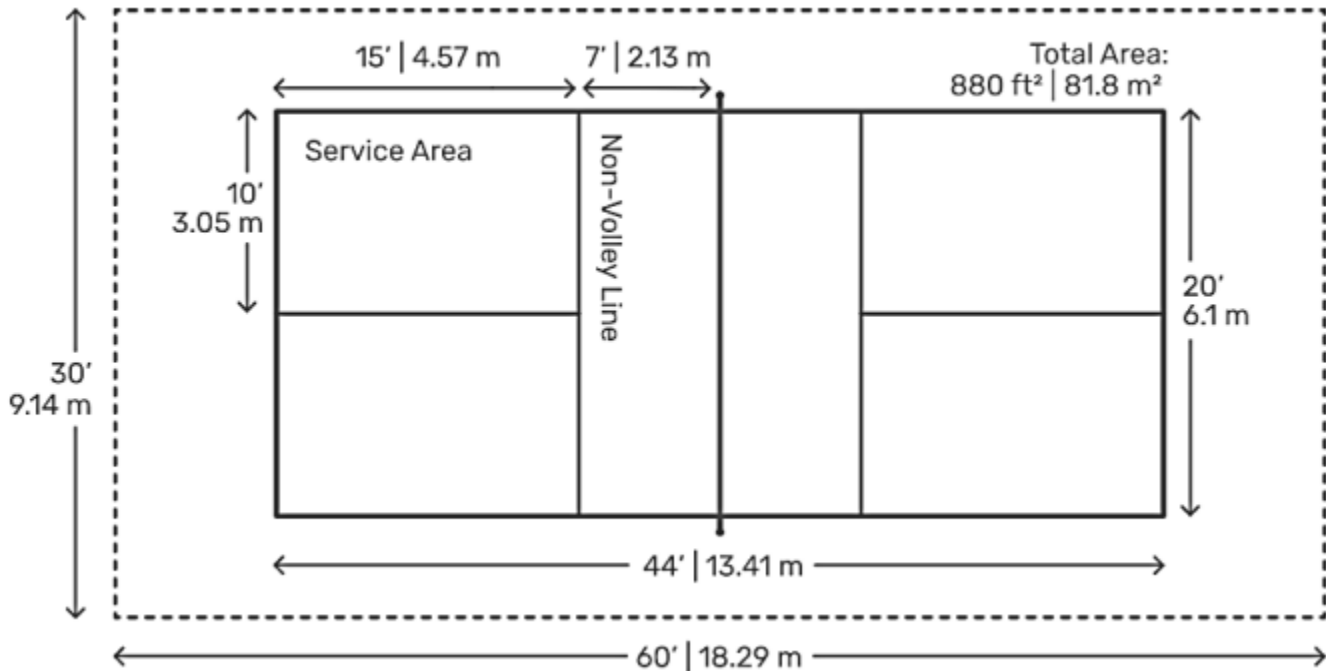
3) All perimeter fencing must include black windscreens.

4) Five (5) feet of hard surface, consisting of the same material as the courts, shall divide the two (2) northern most courts from the two (2) southernmost courts in Option A.

5) An eight-foot-wide sidewalk leading from the parking lot to the courts, aligning with the hard surface walkway referenced in (4) above, shall be included in the bid.

6) The courts must be green in color. The non-court area shall be charcoal grey. The service area between the courts (in Option A) shall be blue in color.

7) Netting must adhere to the USA pickleball standards with post and sleeves.



Section 6 – Terms and Conditions

Terms and Conditions:

1. The Village reserves the right to accept or reject any or all proposals or portions thereof without stated cause.
2. The Village reserves the right to re-issue any requests for proposals.
3. Upon the selection of a finalist vendor, the Village, by its proper officials, employees, or agents shall attempt to negotiate and reach a final agreement with this vendor. If the Village, for any reason, is unable to reach a final agreement with this vendor, the Village reserves the right to reject such vendor and negotiate a final agreement with the vendor who has the next most viable proposal or bid. The Village may also elect to reject all proposals and re-issue a request for proposal.
4. Clarification of proposals: The Village reserves the right to obtain clarification of any point in a vendor's proposal or obtain additional information. Please provide an email address or contact/phone number for this.
5. The Village is not bound to accept the proposal with the lowest cost but may accept the proposal that demonstrates the best ability to meet the needs of the Village.

6. The Village reserves the right to waive any formalities, defects, or irregularities in any proposal, response, and/or submittal where the acceptance, rejection, or waiving of such is in its best interests.
7. The Village reserves the right to disqualify any proposal, before or after opening, upon evidence of collusion, intent to defraud, or any other illegal practice on the part of the vendor.
8. The vendor agrees to the fullest extent permitted by law, to indemnify, defend and hold harmless, the Village, and its agents, officers and employees, from and against all loss or expense including costs and attorney fees by reason of liability for damages including suits at law or in equity, caused by any wrongful, intentional, or negligent act or omission of the vendor, or its (their) agents and / or subcontractors which may arise out of or connected with activities covered by this contract.
9. Insurance: Vendor agrees that in order to protect itself as well as the Village, its officers, Boards, and employees under the indemnity provisions set forth in the paragraph above, vendor will at all times, during the terms of this contract, keep in force insurance policies issued by an insurance company authorized to do business and licensed in the State of Wisconsin. Unless otherwise specified in WI Statutes, the types of insurance coverage and minimum amounts shall be as follows: a) Workers' Compensation: minimum amount statutory, and b) Comprehensive General Liability: \$1,000,000 per occurrence and in aggregate for bodily injury and property damage.
10. The Village shall be given thirty (30) days advanced written notice of any cancellation or non-renewal of insurance during the term of this contract. Upon execution of this contract, the vendor will furnish the Village with written verification of the existence of such insurance. In the event of any action, suit, or proceedings against the Village upon any matter herein indemnified against, the Village shall within five (5) working days cause notice in writing thereof to be given to the vendor by certified mail, addressed to its post office address.
11. The Village shall cooperate with the vendor and its attorneys in defense of any action, suit, or other proceedings.
12. Termination of contract. The contract shall include the following language: "without cause termination of contract with 90 days' notice by either party".

ATTACHMENT A

