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Community Services Director  
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## **Town of Cape Elizabeth Request for Bid Proposals Fort Williams Park - Pickleball Court Project**

The Town of Cape Elizabeth is seeking bid proposals from companies interested in transforming the four Pickleball courts in Fort Williams Park into eight new courts. Bidders shall submit a lump sum and/or phase specific bids, exclusive of taxes, fuel surcharges and mobilization fees.

The Town of Cape Elizabeth shall receive sealed bids until **2:00 P.M. on Thursday, November 9, 2023** at which time they will be publicly opened and read in the Town Council Chambers at the Town Hall. Questions regarding this bid should be directed to Kathleen Raftice, Director of Community Services and Fort Williams Park at 207-799-2868 or via e-mail at [Kathleen.Raftice@capeelizabeth.org](mailto:Kathleen.Raftice@capeelizabeth.org).

Proposals shall be listed on the bid form provided and submitted in a sealed envelope, plainly marked "FWP Pickleball Court Project", and addressed to Matthew Sturgis, Town Manager, 320 Ocean House Road, P.O. Box 6260, Cape Elizabeth, Maine 04107. No late, unmarked, facsimile, or electronic bids will be accepted.

It is the custom of the Town of Cape Elizabeth to pay its bills within thirty (30) days following the delivery of, and receipt of bills for, all services covered by a purchase order and/or contract. In submitting bills under these specifications, bidders should take into account all discounts, both trade and time, allowed in accordance with above named policy.

The Town of Cape Elizabeth expects to award this bid to the lowest bidder for the services requested. However, company experience and quality of service provided to the Town of Cape Elizabeth in the past on similar projects will also be taken into consideration when awarding this bid. The Town of Cape Elizabeth reserves the right to waive any informality in the bids, to accept any bid, and to reject any or all bids, should it deem in the best interest of the Town to do so.

### **Project Location and Description:**

The Fort Williams Park Committee on behalf of the Town of Cape Elizabeth, Maine is looking for a vendor or multiple vendors to convert four existing pickleball courts (which were formally tennis and basketball courts) into eight PB courts. The existing courts are within FWP and oriented end-to-end along an east/west axis. The new courts would be located at the same

location but rotated 90° to best utilize the allocated space and improve safety by reducing sun glare. The new courts would require an extension to the width of the existing courts from ~48' to about 64'. The existing 240' length should accommodate the width of the eight new courts.

The work efforts have been divided into phases. Vendors may bid on any single phase, combination of phases or all phases. Each bid should include pricing per phase. Those phases are as such:

**Phase 1-Fence Removal:**

Removal and disposal of the existing 10' chain link fence, posts and footings. This includes ~580 of fencing with associated posts, post footings and gates.

Trim existing oak tree (2 of 5 spurs) at SE corner of court complex to enhance court drying and safety.

**Phase 2 – Court Excavation:**

Excavation, grading, loaming and seeding as needed of additional land to accommodate length of new courts and proper (swale or french) drainage system along northern edge of courts. Impact area is the 240' length of the new facility, 16 additional feet of court space, and around 10' for drainage.  $((16+10) \times 240) = 6240$  square feet.

Removal and disposal of existing concrete curbing and asphalt surface. This area is approximately (48' x 240') 11,520 square feet of asphalt surface area. As a note, there are a few rubber membrane repair seams in the existing surface that may affect reuse or disposal of the asphalt.

Placement of approximately (64' x 240') 15,360 square feet of gravel bedding. Rough grading and preparation of gravel. Gravel sub-base should be 18" deep or not less than 10" deep where ledge removal is required. Top three inches of base gravel shall be ¾" MDOT Type A gravel. Sub-base gravel shall be MDOT Type D gravel. Four compaction tests @ 95% or higher required. Material sampling to be coordinated and supplied by Contractor.

**Phase 3-Court Construction:**

Final laser grading of gravel court bedding, and installation of asphalt paving to USA PB standards (1" of 9.5mm-Surface Mix asphalt over 1.5" of 19mm binder course). Court Surface warranty of 20 Years.

Several core samples to be made available upon vendor request.

Painting of courts to USA PB standards including contrasting colors for service, NVZ (kitchen) and apron areas plus lines. Colors to be determined and must contain grit throughout the entire surface.

Installation of new posts, nets and signage to USA PB standards.  
Regrade and seed construction area as needed.

## Phase 4 – Fencing

Installation of:

- 4' high all black chain-link fence with at least 2 gates
- 2-1/2" O.D. Terminal/Gate Posts, 2" O.D. Line Posts
- Terminal/Gate Posts set in concrete footings, Line posts pneumatically driven – posts spaced 10" O.C. max
- 1-5/8" O.D. Top Rail, Bottom Tension Wire
- 2" Mesh, #8ga Black Chain Link Wire

Fence would run across the two ends and the south side. Loose balls at the north end contained by gravel drainage and up-sloped retention lawn. Fencing (64' + 64' + 240' = 368')

Installation of four 3-foot-high removable fabric divider nets between every two courts.

Fence installation would happen after asphalt and before court painting to protect painted surfaces from scratches and construction damage. As such, the Fencing Phase will overlap and will need to be coordinated with the Construction Phase.

**Work Requirements:** Contractor(s) to provide the means, methods, equipment and materials for aspects related to these specifications. **Successful bidder shall furnish, install and comply with the project on or before Friday, June 14, 2024, unless extended by the Director of Fort Williams Park.**

### **Target Completion Dates for Phases are:**

- Phase 1 – Fence Removal – Dec 1, 2023
- Phase 2 – Court Excavation – Jan 1, 2024
- Phase 3 – Court Construction – June 14, 2024
- Phase 4 – Court Fencing, June 1, 2024

**Display of Signage:** No display of company signage, logos or banners shall be permitted on any areas, unless approved by the Town of Cape Elizabeth. Signage to be removed at the completion of the project. No company signage shall be affixed or displayed without the permission of the Town of Cape Elizabeth. All signage shall conform to the requirements of Chapter 21 of the Cape Elizabeth Code of Ordinances.

**Work Performance Standards:** The successful bidder shall comply with all applicable O.S.H.A. regulations. Employees and sub-contractors performing services shall also wear long pants, shirts and steel-toed shoes meeting O.S.H.A. regulations.

**Invoices:** Successful bidder shall invoice the Town upon the satisfactory completion of the project, after approval of completed work by the Director of Public Works. The Town of Cape Elizabeth will not pay mobilization and/or fuel surcharges neither separately, nor as a percentage of any invoice.

**Insurance Requirements:** The successful bidder shall supply the Town of Cape Elizabeth a Certificate of Insurance listing the Town of Cape Elizabeth both "Certificate Holder" and as an "Additionally Named Insured". Coverage shall be for not less than the following amounts:

a. General liability including comprehensive form, premises/operations, products/completed operations, contractual, independent contractors, broad form property damage and personal injury.

1. \$1,000,000 Bodily Injury and Property Damage Each Occurrence
2. \$2,000,000 Bodily Injury and Property Damage Aggregate
3. \$2,000,000 Personal Injury Aggregate

b. Automobile liability including any auto, hired autos and non-owned autos - \$1,000,000 bodily injury and property damage combined.

c. Workers' Compensation and Employer's Liability

1. \$500,000 each accident
2. \$500,000 Disease - Policy Limit
3. \$500,000 Disease - Each employee

Kathleen Raftice  
Director Community Services and Fort Williams Park

**Town of Cape Elizabeth**

**FWP Pickleball Courts Bid Form**

**All bid prices shall be listed in the designated spaces below.**

**FWP Fence Demolition/Removal and Disposal Phase 1 Bid: \$\_\_\_\_\_**

**FWP Court Excavation Phase 2 Bid: \$\_\_\_\_\_**

**FWP Court Construction Phase 3 Bid: \$\_\_\_\_\_**

**FWP Fencing Phase 4 Bid: \$\_\_\_\_\_**

*and/or*

**FWP Pickleball Courts Total Package Bid: \$\_\_\_\_\_**

Signed: \_\_\_\_\_(Required)      Date: \_\_\_\_\_

Name: \_\_\_\_\_ (Please Print of Type)

Company: \_\_\_\_\_ Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

Phone: \_\_\_\_\_ FAX: \_\_\_\_\_

24-Hour Emergency Phone Number (s): \_\_\_\_\_

E-mail: \_\_\_\_\_

**CROSS SECTION  
LOOKING WEST TO EAST**

