

REQUEST FOR BID

1. Summary and Background

The Langdon Community Association (LCA) is currently requesting bids to construct a double multifunction court system to be built within Langdon Park which will be for primarily public drop in play. The courts will be set up with the ability to play a mixture of tennis, pickle ball and basketball. Design consideration will be made to have a long term low maintenance system which will offer excellent playability to the community for many years.

2. Bid Guidelines

This Request for Bid lists the requirements for an open and competitive process. Bids will be accepted until 5pm MST, January 22 2021. Any bids received after this time will not be considered unless an extension is granted. All bids must be signed by an official agent or representative of the company submitting the bid.

If the organization submitting a bid must outsource or contract any work to meet the requirements contained herein, the subcontracted scope must be clearly stated in the bid. Any bids which call for outsourcing or subcontracting work must include a contact name and details of the company being subcontracted. Additionally, all pricing included in bids must be all-inclusive to include any outsourced or contracted work.

All costs must be itemized to include an explanation of all fees and costs.

Contract terms and conditions will be negotiated upon selection of the winning bidder. All contractual terms and conditions will be subject to review by LCA and will include scope, budget, schedule, and other necessary items pertaining to the project.

3. Project Scope

The LCA along with a private donor plan to build a double multifunction court system to be built within Langdon Park which will be for primarily public drop in play. The courts will be set up with the ability to play a mixture of tennis, pickle ball and basketball. Design consideration will be made to have a long term low maintenance system which will offer excellent playability to the community for many years.

4. Deliverables

1. The project will deliver a multicourt system orientated N/S for ease of playability with consideration to have the courts used for Tennis, Pickleball as well as Basketball. The project will provide the following design deliverables
2. Court layout for placement
3. Fenced court system connected as a double court
4. Allow spacing and lines for playing doubles or singles tennis
5. Allow spacing and lines for playing pickleball utilizing common nets with tennis (overlapping line system)
6. Allow spacing and lines for playing cross court basketball in a non-regulation court size (practice or pickup games to be the focus)
7. Practice rebound wall for tennis
8. Designed foundation which will accommodate the conditions of Langdon Park with proper drainage
9. Lighting, currently there are lights terminated at both the playground as well as at the skate park as indicated on the location data.
10. Wind protection as necessary
11. Reservation / lineup board allowing players to short term "line up" for court use.

5. Project Schedule

There will be major milestones, dates are as per the attached schedule

1. Selection of Bidder – Jan 29 2021
2. Preliminary site design for approval identifying major layout and usability along with options - February 15 2021
3. Final design based on feedback from preliminary design March 1 2021
4. Submission of grants March 15 2021 (please note – further funding has been pursued which may eliminate items 4/5 from schedule and have construction start June 2021)
5. Grant funding by June 2021
6. Construction – aligned with biweekly status updates to the LCA
7. Playability late summer 2021 early 2022

6. Location



7. Request for Bid Timeline

Request for Bid Timeline:

All bids in response to this request are due no later than 5pm MST, January 22 2021

In order to reduce face to face communications during COVID no common question period will be provided. Alternatively, all questions submitted will be recorded and answered in writing and a common list will be provided to all bidders All questions can be submitted via email or phone call to 403-542-1716. Should a site visit be requested it can be done so in the same manner.

Evaluation of bids will be conducted from January 23 – January 29 2021. If additional information or clarifications are needed with any bidders during this evaluation window, the bidder(s) will be notified.

The selection of the winning bidder will be made by the LCA no later than January 30 2021.

Upon notification, the contract negotiation with the winning bidder will begin immediately. Contract negotiations are expected to be completed by February 5 2021.

Notifications to bidders who were not selected will be completed by January 30, 2021.

8. Budget

All bids must include proposed costs to complete the tasks described in the project scope. Pricing must be itemized
NOTE: All costs and fees must be clearly described in each proposal. No costs above and beyond those included on the bids will be allowed without written authorization from the LCA and receipts or proof of additional expense from the vendor.

9. Bidder Qualifications

Bidders must provide the following items as part of their bid for consideration:

- Description of experience in planning, building, and completing similar sized projects
- Overview of anticipated costs and plan for completion of the project
- General timeframe for completion of the project
- Project management methodology and processes/procedures for change management and quality control

7. Bid Evaluation Criteria

The LCA will evaluate all bids based on the following criteria. To ensure consideration for this Request for Bid, your bid should be complete and include all of the following criteria:

- Overall bid suitability: proposed solution(s) must meet the scope and needs included herein and be presented in a clear and organized manner
- Organizational Experience: Bidders will be evaluated on their company experience as it pertains to the scope of this project
- Previous work: Bidders will be evaluated on examples of their work pertaining to completed construction as well as client testimonials and references
- Value and cost: Bidders will be evaluated on the cost of their solution(s) based on the work to be performed in accordance with the scope of this project
- Technical expertise and experience: Bidders must provide descriptions and documentation of staff technical expertise and experience

Due to the COVID pandemic each bidder will submit their bid in electronic format via email.