



CITY OF HALLSVILLE REQUEST FOR PROPOSAL

TITLE: RECONSTRUCTION OF TRIBBLE PARK BASKETBALL COURT

RFP NUMBER 23-02

RFP ISSUE DATE: JANUARY 10, 2023

PROPOSAL DUE DATE: FEBRUARY 10, 2023

PROPOSAL DUE AT OR BEFORE 3:00 P.M.

The Request for Proposal and related documents may be obtained during normal business hours from the City Administrator located at 202 Hwy 124-E, Hallsville, MO 65255. This document may be viewed and/or downloaded from the City of Hallsville's website at <https://Hallsvillemo.org>. If you have any problems accessing the documents, you may contact City Hall at cityhall@hallsvillemo.org.

CITY OF HALLSVILLE REQUEST FOR PROPOSALS

RECONSTRUCTION OF TRIBBLE PARK BASKETBALL COURT

RFP #23-02

1. GENERAL

The City of Hallsville is seeking proposals from qualified firms for the reconstruction of the deteriorated Basketball Court at Tribble Park, located at 112 Hwy OO, Hallsville, Missouri 65255. The City reserves the right to reject any and all proposals and to waive irregularities.

Contract dependent on the receipt of a grant by the City of Hallsville, which proposal is needed to apply.

The scope of the work requires the contractor to provide all tools, labor, materials, equipment, and supervision necessary to perform the services as detailed in the scope of work.

The purpose of this Request for Proposal (“RFP”) is to solicit proposals from various contractors, conduct a fair and extensive evaluation based on criteria listed herein, and select the candidate who can best meet the needs of the City.

2. SCOPE OF WORK

The Scope of work for the project includes, but is not limited to, the following:

- Mill cracks and patch.
- Clean court.
- Tac coat court.
- Installation of a two inch overlay with hot mix asphalt.
- Installation of four new basketball goals (provided by the City of Hallsville).

3. PROPOSAL PROCESS

- a. Bid packets can be picked up at the City Administrator’s office, 202 Hwy 124-E, Hallsville, MO or requested from Kenyetta Ridgway-Sample by email at cityhall@hallsvillemo.org
- b. Site visit can be conducted by request from the City at 573-696-3885.
- c. Questions shall be submitted via email to cityhall@hallsvillemo.org no later than February 6, 2023. Answers to questions will be put out by addendum which will be emailed to bidders no later than February 8th, 2023 and will be posted on the City’s website at www.hallsvillemo.org.
- d. All sealed bids must be received in the Office of the City Administrator no later than 3:00 p.m. February 10th, 2023. Sealed proposals may be hand-delivered to the City Administrator, Kenyetta Ridgway-Sample at 202 Hwy 124-E or mailed to P.O. Box 170,

Hallsville, MO. Any proposals received after this date and time will be returned to the sender. All proposals must be signed by an official agent or representative of the company submitting the proposal. Proposals must be clearly labeled “RFP 23-02 – Basketball Court”

- e. The proposals will be opened at 3:05 p.m. on February 10th, 2023.
- f. Evaluation of proposals will be conducted from February 10th, 2023 through February 13th, 2023. The selection decision for the selected contractor will be by Board of Aldermen at a regularly scheduled Council Meeting on February 13th, 2023.
- g. All contractual terms and conditions will be subject to review by the City of Hallsville. This will include scope, budget, schedule, and other necessary items pertaining to the contract. This request does not commit the City to the award of a contract, or to pay any costs incurred in the preparation of a response to this request. Contract will not be awarded until City of Hallsville is approved for a grant.

4. BID REQUIREMENTS

- a. Estimated specifications for asphalt court surface.
- b. List of tasks that will be self-performed and those which will be subcontracted.
- c. List of subcontractors to be used on the project.
- d. Site protection plan to protect materials and minimize exposure of work area to the public (for review by the Superintendent of Public Works).
- e. Waste disposal plan.
- f. Each company shall submit the following documents as applicable to be considered a responsive bidder:
 - i. Itemized bid cost sheet stating the amounts for materials, supplies, and labor.
 - ii. Qualifications to meet the City’s objectives. This shall include state license, the size of the business, office location from which the service is being performed, and a list of project personnel and equipment available.
 - iii. Prior work performed, including names of prior and current clients and number of years operating in the field.
 - iv. Indicate and list any pending legal actions.
 - v. Provide current copy of IRS Form W9.
 - vi. Outsourcing Statement: If your organization must outsource or subcontract any work to meet the requirements contained herein, this must be clearly stated in the proposal. Costs should be all-inclusive to include any outsourced or subcontracted work. Any proposals that call for outsourcing or subcontracting work must include the name, description, and contact information for the organization being subcontracted.
- g. The City of Hallsville reserves the right to reject, in whole or in part, any bid submitted which, in the judgment of the City of Hallsville, would not be in its best interest. The City also reserves the right to waive minor deficiencies or reject any or all proposals.

5. OTHER REQUIREMENTS OF THE CONTRACTOR

If contract is awarded, contractor must be prepared to provide and agree to the following, at his or her own expense, prior to beginning work and at all times during performance of services:

- a. Professional Liability Insurance in the amount of \$500,000 per claim. In no event shall the deductible on any such policy of insurance exceed \$25,000.
- b. Commercial General Liability Insurance on an occurrence basis in an amount equal to \$1,000,000 for each occurrence and must include the following coverages: (i) completed operations coverage, (ii) blanket contractual coverage, including both oral and written contracts, (iii) personal injury coverage.
- c. Workers' Compensation Insurance in the amounts as follows:
 - Bodily Injury by accident, \$500,000 each accident
 - Bodily Injury by disease, \$500,000 policy limit
 - Bodily Injury by disease, \$500,000 each employee
- d. Automobile Liability Insurance in the amount of \$500,000. No endorsement limiting or excluding a required coverage is permitted.
- e. Maintenance of state licenses necessary to operate a business. These costs are not to be paid in whole or in part by the City.
- f. Indemnification and hold harmless documentation for any and all claims arising out of its performance of its duties under this contract.
- g. Willful compliance with all applicable federal, state and local laws, ordinances and regulations.
- h. The bidder selected will engage in a contractual agreement based on this proposal prior to any work being performed.
- i. Any modifications to the contract shall be in writing and signed by both parties.

6. PROPOSAL EVALUATION CRITERIA

The primary intent with regards to the procurement of these services is to obtain what the City would consider to be the best package of product and service. This includes overall proposal suitability, a clear and organized proposal, price competitiveness, quality, and timeliness of previous work performed. Bidders will further be evaluated on their experience, qualifications, and references.