



P.O. Box 4773
Seneca, SC 29679
www.seneca.sc.us

RFP-2025-11-COS	
PROJECT NAME:	Design & Construction of six (6) Pickleball Courts and Parking Lot
DESCRIPTION:	Seeking competitive sealed proposals from qualified firms for the design and construction of six (6) pickleball courts and an asphalt access drive and parking lot.
DATE ISSUED:	09/04/2025
CONTACT:	Ryan Thomas: Assistant City Administrator 864.888.0881 rthomas@seneca.sc.us

PRE-BID MEETING:	A non-mandatory scheduled pre-bid site visit will be held on Friday, September 26 at 10:00 AM at the project location (see Appendix C for project location). Firms that do not attend the scheduled Pre-Bid Meeting are still required to independently visit the site.
BID SUBMISSION: (Public Bid Opening)	Friday, October 10, 2025 at 2:00 PM EST Hand Delivery: 221 E. North 1 st St, Seneca, SC 29678 Mail: PO Box 4773, Seneca, SC 29679 Reference: Design & Construction of six (6) Pickleball Courts and Parking Lot Attention: Office of the City Administrator, ATTN: Ryan Thomas *Bids must be submitted in a sealed package with project name and opening date printed on the exterior. Late bids will not be accepted.

NAME OF AGENCY (Full legal name of business submitting the bid)	
AWARD & AMENDMENTS:	Award and Amendment information will be available at the physical address listed above, at www.seneca.sc.us or by contacting Ryan Thomas at 864.888.0881 or rthomas@seneca.sc.us .

ACKNOWLEDGMENT OF AMENDMENTS Agency acknowledges receipt of amendments by indicating amendment number and issue date.	Amendment Number	Amendment Issue date	Amendment Number	Amendment Issue date

Drug Free Workplace Certification: By submitting a Bid/Proposal, the Agency certifies that, if awarded a contract, the Agency will comply with all applicable provisions of The Drug-free Workplace Act, Title 44, Chapter 107 of the South Carolina Code of Laws, as amended.
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You must submit a signed copy of pages 1-2 with your Bid/Proposal. By submitting a bid or proposal, You agree to be bound by the terms of the Solicitation. You agree to hold Your Bid open for a minimum of thirty (30) calendar days after the Opening Date. You agree that your bid can be made public under the **Freedom of Information Act, 5 U.S.C § 552**. The City of Seneca reserves the right to reject any and all bids, and to waive any informalities or irregularities.

NAME OF AGENCY (Full legal name of business submitting the bid)		AGENCY'S TYPE OF ENTITY: (Check one) <input type="checkbox"/> Sole Proprietorship <input type="checkbox"/> Partnership <input type="checkbox"/> Corporation (tax-exempt) <input type="checkbox"/> Corporate entity (not tax-exempt) <input type="checkbox"/> Government entity (federal, state, or local) <input type="checkbox"/> Other _____
PRINTED NAME (Printed name of person signing below)		
TITLE (Business title of person signing above)		
Instructions regarding Agency's name: Any award issued will be issued to, and the contract will be formed with, the entity identified as the Agency above. A bid may be submitted by only one legal entity. The entity named as the Agency must be a single and distinct legal entity. Do not use the name of a branch office or a division of a larger entity if the branch or division is not a separate legal entity, <i>i.e.</i> , a separate corporation, partnership, sole proprietorship, etc.		
STATE OF INCORPORATION (If Agency is a corporation, identify the state of Incorporation.)		
TAXPAYER IDENTIFICATION NO.		STATE LICENSE NO.
HOME OFFICE ADDRESS (Address of principal place of business):		PAYMENT ADDRESS (Address to which payments will be sent.)
EMAIL:		PHONE:
By signing below, the Agency certifies they are qualified and hold all licenses, permits and regulatory authority to perform the scope of work set forth in the bid/proposal documents. Upon request, proof of licenses, permits and regulatory authority must be provided to the owner prior to contract award.		
AUTHORIZED SIGNATURE (Person signing must be authorized to submit a binding bid/proposal to enter contract on behalf of Agency named above.)		DATE:
TOTAL BID:		\$

****Include pages 1 & 2 with your bid****



1. INTRODUCTION

The City of Seneca, South Carolina ("City") invites qualified Design-Build firms to submit sealed proposals for the design and construction of six (6) pickleball courts, including an asphalt access drive and parking lot.

The selected Design-Build firm will be responsible for comprehensive services, including project design, permitting, and full construction delivery. The City seeks a single point of responsibility for both design and construction to ensure cost control, schedule adherence, and high-quality workmanship.

2. SCOPE OF WORK

A. Design Services

- i. Provide complete site design, civil engineering, grading/drainage, and utility coordination.
- ii. Prepare construction documents, specifications, and stamped drawings in compliance with all applicable codes.
- iii. Secure all necessary permits and approvals from the City and other relevant authorities.
- iv. Develop a final design in collaboration with City staff to ensure compliance with USA Pickleball standards and community expectations.

B. Construction Services

- i. Site Preparation
 - a) Demolition and removal of existing tennis court surface.
 - b) Proper disposal of all debris in accordance with Oconee County landfill regulations.
 - c) Site grading and stabilization to ensure proper drainage.
- ii. **Pickleball Courts (6 Total)**
 - a) Court layout per USAPA standards (20' x 44' playing area with 10' clear zones).
 - b) Post-tension concrete or asphalt base with professional acrylic surfacing system.
 - c) Two-tone acrylic color coating system, per City approval.
 - d) Permanent pickleball line striping with regulation white textured paint.
 - e) Heavy-duty net and post systems, center straps.
 - f) 10' black vinyl-coated chain link fencing with lockable gates.
- iii. **Access and Drive Parking Lots**
 - a) Asphalt access drive from nearest public ROW (E. Perkins Creek Rd).
 - b) Parking lot with minimum 30 spaces, with 2 ADA spaces.
 - c) 2" asphalt surface course over 4" compacted aggregate base.
 - d) Concrete curb & gutter.
 - e) ADA-compliant striping and signage.
 - f) Drainage and stormwater improvements as needed/required.
 - g) ADA-compliant sidewalk access to courts.



iv. **Landscaping and Finishing**

- a) Site restoration with sod/seed and straw.
- b) Limited landscaping (shrubs) as approved by City.

C. Site Examination

All prospective interested firms are required to visit and examine the project site prior to submitting a proposal (see **Appendix C** for project site location). By submitting a proposal, the bidder affirms that:

- i. They have personally inspected the site and its surroundings.
- ii. They are familiar with all existing conditions, including access, utilities, drainage, grading, and any other variables that may affect the work.
- iii. Their proposal accounts for all such conditions, whether apparent or reasonably discoverable during a site visit.
- iv. They will not be entitled to additional compensation for conditions that could have been identified during a proper site examination.

A **Pre-Bid Meeting and Site Visit** will be held on **Friday, September 26 at 10:00 AM EST** at the project location. Attendance at the Pre-Bid Meeting is strongly encouraged but not mandatory.

- Firms that attend the scheduled Pre-Bid Meeting will have their site visit recorded by City staff.
- Firms that do not attend the scheduled Pre-Bid Meeting are still required to independently visit the site and must explicitly state in their proposal that they conducted a site visit, including the date and time of their visit.
- Failure to comply with this requirement will render a proposal **non-responsive**.

3. PROPOSAL SUBMISSION REQUIREMENTS

- i. Cover Letter – Firm introduction and acknowledgment of scope.
- ii. Design-Build Team Qualifications – Demonstrated experience in both design and construction of athletic/recreational facilities.
- iii. Project Understanding & Approach – Narrative describing design process, quality control, and construction methodology.
- iv. Conceptual Design – Preliminary layout/site plan (schematic level).
- v. References – Three (3) Design-Build projects of similar scope in the last five years.
- vi. Cost Proposal – Lump sum fee with breakdown for design, construction, and any recommended alternates.
- vii. Schedule – Preliminary design and construction timeline.
- viii. All proposals must include a completed **Proposal Price Form (Appendix A)**.
- ix. Required Forms – See **Appendix B – Required Forms Checklist**.

4. PROPOSAL EVALUATION CRITERIA

- i. Experience & qualifications – 20%
- ii. Overall design and project schedule – 20%



- iii. Cost proposal (**Appendix A**) – 50%
- iv. References & past performance – 10%

The City of Seneca (the City) intends to select and retain a contractor whose response to this Request for Proposals best demonstrates ability to perform and comply with requirements herein. Requirements are not intended to be restrictive but indicate minimum requirements necessary. The City will determine if minor deviations are acceptable. All work will be performed in accordance with applicable local, state and federal requirements. Unless stated otherwise herein, the basic and governing language of any contract resulting from this solicitation shall be comprised of the RFP documents, including any attachments and Addendums, and a signed Bid Form (pages 1 & 2 of this RFP). The City anticipates that it will award a contract in a timely manner. All respondents shall be notified in writing of the final selection via a Notice of Award posted to the City's website. The City reserves the right to accept or reject any, all or any part of offers received as a result of this request, to waive any informalities or to cancel in part or in its entirety this request, if it is in the best interest to do so. The City will be sole judge as to whether proposals submitted meet all requirements. This solicitation does not commit the City to award a contract, to pay any cost incurred in the preparation of proposals or to procure or contract for goods and services.

5. BID BOND

A Bid Bond or certified check payable to the City of Seneca, SC in the amount of five (5) percent of the Bid sum must accompany the proposal. Security shall be either certified check or bid bond issued by surety licensed to conduct business in the State of South Carolina.

The successful bidder's security will be retained until it has executed a Contract and furnished the required payment and performance bonds

6. PERFORMANCE AND PAYMENT BOND REQUIREMENT

The selected firm shall furnish both a Performance Bond and a Labor & Material Payment Bond equal to 100% of the contract amount within 10 days of receiving a fully executed contract.

7. GENERAL CONDITIONS

- i. The City reserves the right to reject any or all proposals and waive any technicalities or informalities.
- ii. No proposal may be withdrawn within sixty (60) days of the opening date.
- iii. All design and construction must comply with City of Seneca codes, SCDOT standards, ADA requirements, and USA Pickleball specifications.
- iv. Contractor must carry required insurance and secure all permits.
- v. The Agency and any Subcontractor shall promptly pay all federal, state, and local taxes which may be assessed against him in connection with the work or his operations under the Agreement and/or the other contract documents, including, but not limited to, taxes attributable to the purchase of materials and equipment, to the performance of services, and the employment of persons in the prosecution of the work.
- vi. **The selected Agency and all Subcontractors will each be required to obtain a City of Seneca Business License.**



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8. GENERAL LIABILITY INSURANCE

This insurance to be in the comprehensive form, shall protect the Agency, and shall be written to include the City of Seneca, SC against any/all claims arising from injuries to the public, or damage to property of others arising out of any act or omission of the Agency, its agents, employees or subcontractors.

An original certificate of insurance, indicating that the awarded Agency has coverage in accordance with the requirements of this section, shall be furnished by the Agency to the City within five (5) working days of such request and must be received and accepted by the City prior to contract execution and/or before any work begins.

The Agency shall carry comprehensive general liability insurance with limits of liability not less than:

Bodily Injury:	\$1,000,000.00 - Each Person
	\$1,000,000.00 - Each Accident
Property Damage:	\$1,000,000.00 - Each Accident
	\$1,000,000.00 - Aggregate

The liability coverage under this policy shall contain no exclusion relative to blasting, explosive, collapse of buildings or damage to underground property. Liability limits under this policy shall be not less than the following:

Bodily Injury:	\$1,000,000.00 Each Person
	\$1,000,000.00 Each Accident
Property Damage:	\$1,000,000.00 Each Accident
	\$1,000,000.00 Aggregate

The Agency shall carry comprehensive fleet liability policy with limits of liability not less than:

Bodily Injury:	\$1,000,000.00 - Each Person
	\$1,000,000.00 - Each Accident
Property Damage:	\$1,000,000.00 - Each Accident

9. WORKMAN'S COMPENSATION INSURANCE

The Agency and all Subcontractors shall carry Workman's Compensation and Employer's Liability Insurance with the statutory limits applying to employer's liability (\$100,000.00) covering all employees employed by him or City approved subcontractors while engaged under this Contract. A Certificate shall be provided to the City as proof of coverage.



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10. QUESTIONS & INQUIRIES

Questions and inquiries regarding this solicitation shall be submitted to the City no later than:

2:00 pm on Friday, October 3, 2025

Ryan Thomas, Assistant City Administrator
rthomas@seneca.sc.us

The City of Seneca's [Bid & Proposal Opportunities webpage](#) shall be the official site for information as related to this Request for Proposal (RFP). Answers to questions and any other changes or clarifications will be communicated via an addendum. It is the Agency's responsibility to check the City's website for updates. The Agency must acknowledge acceptance of all amendments on the Bid Form (pages 1 & 2 of this document) submitted with its proposal.

11. SUBMITTAL

One hard copy of the proposal is due in the Office of the City Administrator no later than **Friday, October 10, 2025 at 2:00 PM EST**. Proposals must be submitted in a sealed envelope and marked "**Design & Construction of six (6) Pickleball Courts and Parking Lot**".

Late Submittals

Under no circumstances shall proposals be accepted after the specified deadline. The City will not be responsible for late deliveries or delayed mail. It is the Agency's sole responsibility to ensure that submittals are complete and delivered prior to the stated deadline. Oral offers or offers by facsimile or email are not acceptable.

12. PUBLIC OPENING

A public opening will be held 5 minutes following the submittal deadline at the following location:

Seneca City Hall, Council Chambers
221 E. North 1st Street
Seneca, South Carolina 29678

No packages will be accepted at the Public Opening. Packages must be submitted prior to the deadline to be considered. The names of the firms submitting proposals will be read aloud and recorded.

This Request for Proposals does not commit the City of Seneca to executing an agreement, to paying any costs incurred in the preparation of a proposal, or to contracting for services.

Appendix A

Proposal Price Form

Project: Design & Construction of six (6) Pickleball Courts and Parking Lot
RFP Number: RFP-2025-11-COS

Firm Name: _____

Address: _____

Phone: _____ **Email:** _____

A. Base Bid

The undersigned, having become familiar with the RFP, the project site, and all conditions affecting the work, hereby proposes to furnish all design, permitting, labor, materials, equipment, services, and bonds required to complete the project in accordance with the specifications and contract documents.

Base Bid (Lump Sum):

\$ _____ (in figures)

_____ (in words)

The Base Bid shall include, at minimum:

- Complete design services (site, civil, drainage, permitting).
- Demolition and removal of existing tennis courts and any additional obsolete or dilapidated site improvements.
- Construction of six (6) regulation pickleball courts with surfacing, striping, fencing, nets, and posts.
- Asphalt access drive and paved parking lot with a minimum of 20 spaces, including 2 ADA spaces.
- Stormwater and grading improvements.
- Concrete or asphalt sidewalks and ADA access.

- Landscaping restoration and site signage installation.
- All required bonds, insurance, and permits.

B. Recommended Alternates

1. Alternate 1 – LED Sports Lighting System

Add: \$ _____

2. Alternate 2 – Bidder's Recommended Alternate

Description: _____

Add/Deduct: \$ _____

3. Alternate 3 – Bidder's Recommended Alternate

Description: _____

Add/Deduct: \$ _____

4. Alternate 4 – Bidder's Recommended Alternate

Description: _____

Add/Deduct: \$ _____

5. Alternate 5 – Bidder's Recommended Alternate

Description: _____

Add/Deduct: \$ _____

C. Proposal Acknowledgements

By signing below, the undersigned affirms:

- They have visited and examined the project site in accordance with Section 2(C) of the RFP.
- Their Base Bid and Alternates (if applicable) include all costs required for complete design and construction.
- They will execute the contract and provide required Performance and Payment Bonds within ten (10) calendar days of Notice of Award.

Firm Name: _____

Authorized Representative (Print): _____

Title: _____

Signature: _____ Date: _____

Appendix B

Required Forms Checklist

Project: Design & Construction of six (6) Pickleball Courts and Parking Lot

RFP Number: RFP-2025-11-COS

The following forms and documentation must be included with the proposal. Failure to include any required items may result in the proposal being deemed non-responsive.

- ☐ Bid Bond (5% of total base bid)
- ☐ Certificate of Insurance (meeting minimum coverage requirements)
- ☐ South Carolina Contractor's License (copy)
- ☐ Completed W-9 Form
- ☐ List of Proposed Subcontractors (if applicable)
- ☐ Site Visit Certification (including date and time of visit if Pre-Bid Meeting not attended)
- ☐ References (3 similar projects completed within past five years)

Firm Name: _____

Authorized Representative (Print): _____

Title: _____

Signature: _____ Date: _____

Appendix C

Project Location Map

Project: Design & Construction of six (6) Pickleball Courts and Parking Lot

project site does not currently have a street address. The site is located on East Perkins Creek Road, directly behind the old Seneca Middle School, which is located at 810 W. South 4th Street, Seneca, SC. The parcel is identified on Oconee County tax maps as TMS# 520-37-01-136 (1.62 acres). The aerial map below highlights the project site.

