

**REQUEST FOR PROPOSAL (RFP)
CONVERSION OF TENNIS COURTS TO PICKLEBALL COURTS
INCLUDING CRACK SEALING AND COLOR COATING SIX PICKLEBALL COURTS
AND TWO HANDBALL COURTS**

I. INTRODUCTION

Hemlock Farms Community Association is requesting proposals from qualified contractors to convert two existing tennis courts; court #2 and court #3, into six pickleball courts. Also included in this project is crack sealing and color coating six Pickleball courts and two handball courts. The scope of work includes, but is not limited to, court layout modifications, surface preparation, crack sealing, color coating, and line painting. The objective of this project is to enhance the usability of the courts for the community while ensuring durability and quality play conditions.

II. PROJECT SCOPE

The project involves the following tasks:

1. Court Conversion:

- Remove or modify existing tennis court lines, nets and posts. Includes filling tennis court pole sleeves with acrylic cement.
- Lay out and construct six pickleball courts within the footprint of the two existing tennis courts. (Ref. HFCA Courts #3 & #4)
- Supply and install appropriate six (6) pickleball playing lines, posts and nets. Six sets of pickleball post foundations shall be installed not less than 36" in depth. Posts shall be set plumb and true to support the tightened net at 36" above the court surface, at the net posts.
- Supply and install a 4' high by 108' long, green vinyl coated fence with two gates at each end of the fence.

2. Surface Preparation, crack sealing and color coating:

- Thoroughly clean the existing court surface. Entire court surface shall be pressure washed to remove all loose debris. Any areas of peeled, chipped or bubbled paint shall be hand scraped and tacked with acrylic, preferred Nova Bond acrylic.
- Fill and seal all visible cracks with appropriate crack sealant, preferred Armor crack repair system.
- Ensure surface leveling where necessary to prevent water pooling.

3. Color Coating & Line Painting:

- Apply an acrylic color coating system suitable for pickleball courts to match existing colors of playing surface and lines.

- Stripe the courts with regulation pickleball lines using high-quality, durable paint. Colors to match existing. Preferred one coat of seal-a-line; two coats of novatex line paint.
- Ensure proper curing time before use.

III. PROJECT TIMELINE

The anticipated timeline for this project is as follows:

- RFP Issued: Monday, March 3, 2025
- Proposal Submission Deadline: SEALED BIDS due; Wednesday, May 21, 2025 at 10:00 a.m.
- Contractor Selection and Award: Sunday, June 1, 2025 Committee recommendation followed by Saturday, June 28, 2025 Board of Directors awarding of the bid.
- Project Commencement: Tuesday, September 2, 2025
- Project Completion: Friday, October 17, 2025

IV. PROPOSAL REQUIREMENTS

Interested contractors must submit a proposal that includes:

- 1) **Company Information** – Name, address, contact person, and relevant experience.
- 2) **Project Understanding** – A brief description of how the contractor plans to complete the project.
- 3) **Work Plan & Schedule** – Outline of project milestones and estimated completion time.
- 4) **Cost Estimate** – Detailed breakdown of costs, including labor, materials, and any additional fees. Three final costs to include three lump sum amounts including;
 - a) Converting tennis courts to six pickleball courts. \$ _____
 - b) Crack sealing and color coating six existing pickleball courts. \$ _____
 - c) Crack sealing and color coating two handball courts. \$ _____
- 5) **References** – List of at least three past projects of similar scope with client contact information.
- 6) **Insurance & Licensing** – Proof of valid contractor’s license, liability insurance, and worker’s compensation coverage.
- 7) **Site visit** – Contractor must visit the site to confirm all site requirements.

V. SUBMISSION DETAILS

All proposals must be submitted via sealed envelope by day and time of the submission deadline. Late submissions will not be considered.

For questions or site visits, please contact Kayla Kirincic, Building Administrator at 570-775-4200 ext. 119 or email at KaylaK@HFCA.com

We look forward to receiving your proposal and appreciate your interest in this project.

Hemlock Farms Community Association

1007 Hemlock Farms, Lords Valley PA 18428

Kayla Kirincic; Building Administrator

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