



**TOWN OF STRATHAM  
DEPARTMENT OF PUBLIC WORKS**

**Request for Proposal**

**RFP # 05-26-03**

**Stevens Park Pickleball Courts**

**Documents Included**

*Request for Proposal*

*Project Details*

*Key Dates*

*Submitting Requirements*

*Evaluation Criteria*

*References*

*RFP Receipt Acknowledgement*

***Proposals Due by June 19<sup>th</sup>, 2026 at 3:30 PM***



## REQUEST FOR PROPOSAL

### TOWN OF STRATHAM DEPARTMENT OF PUBLIC WORKS

#### Stevens Park Pickleball Courts

The Town of Stratham is requesting proposals from qualified contractors for the construction of six (6) new outdoor pickleball courts and associated site improvements at Stevens Park located at 68 Bunker Hill Avenue, Stratham, NH 03885.

The Town reserves the right to request additional information or clarification of any submitted proposals. Proposals and pricing must remain open for sixty (60) days. This solicitation will become an addendum to any resultant contract.

The RFP is available on our website at

[https://www.strathamnh.gov/departments/administration/bids\\_rfps\\_for\\_sale/index.php](https://www.strathamnh.gov/departments/administration/bids_rfps_for_sale/index.php)

Proposals will be reviewed in accordance with the Evaluation Criteria stated within this RFP. This RFP supersedes all other proposals, oral and written, and all negotiations, conversations, or discussions between the Town and any other entity related to the subject matter. The award of the contract shall be made to the proposer offering the best overall value to the Town of Stratham, as determined solely by the Town, and shall not necessarily be awarded to the lowest-priced proposal. The Town reserves the right to consider all factors it deems pertinent to the Town's interests and to make an award that, in its judgment, best serves the public good.

Interested firms should submit five (5) paper bound copies of the proposal and one (1) copy of the sealed bid price with the submission to the following address:

Town of Stratham NH  
Attn: Department of Public Works  
10 Bunker Hill Avenue  
Stratham, NH 03885

They shall also submit an electronic copy of the proposal in PDF format provided via email to [admincoordinator@strathamnh.gov](mailto:admincoordinator@strathamnh.gov) or on a USB jump drive (also known as a thumb drive). The electronic file name should contain the project name and the submitting firm. The sealed proposal shall be plainly and clearly marked with the project name and the name of the firm submitting the proposal. Interested firms are encouraged to submit succinct, well-organized proposals where the requirements of this RFP can be easily identified. Sealed proposals are due by June 19<sup>th</sup>, 2026, by 3:30 PM, either by mail or personal delivery. Proposals received after that due date and time will not be considered.



## PROJECT DETAILS

### DESCRIPTION:

The project will include construction of six pickleball courts adjacent to the existing tennis court area, associated fencing, surfacing, pavement markings, drainage improvements, and related site work necessary to provide complete and operational recreational facilities.

The project will also include drainage improvements surrounding the existing tennis court area to address existing drainage deficiencies and improve stormwater management within the recreational court complex.

The pickleball court project is part of a larger phased improvement effort at Stevens Park, which also includes pavilion construction, utility improvements, and parking area reconstruction. The court construction work shall be coordinated with the parking area reconstruction project and may occur following or partially concurrent with portions of the paving and site work activities. Contractors shall account for coordination and sequencing of work activities accordingly.

Upon request, the Town will provide site plans prepared by Emanuel Engineering, Inc., which shall serve as the basis for all work performed under the awarded contract.



## SCOPE OF SERVICES

The Contractor shall furnish all labor, materials, equipment, supervision, and coordination necessary to complete the project in accordance with the plans prepared by Emanuel Engineering and all applicable standards.

The work shall include, but is not limited to, the following:

### **Court Construction:**

- Construction of six (6) new pickleball courts adjacent to the existing tennis court area
- Installation of asphalt or other specified court surfacing systems
- Installation of court color coating, striping, and pavement markings for pickleball play areas
- Fine grading and surface preparation necessary to achieve proper drainage and playability

### **Site Preparation and Base Installation:**

- Excavation, grading, and preparation of court areas
- Removal and disposal of unsuitable materials as necessary
- Preparation and compaction of subgrade materials
- Installation of gravel base and subbase materials in accordance with project specifications

### **Fencing and Court Accessories:**

- Installation of perimeter fencing, divider fencing, gates, and associated hardware
- Installation of net systems, sleeves, or related court equipment as specified
- Coordination of any additional recreational amenities associated with the court area

### **Drainage and Site Improvements:**

- Installation of drainage improvements surrounding the existing tennis court and proposed pickleball court areas
- Adjustment or installation of drainage features associated with the court complex
- Restoration and stabilization of disturbed areas
- Erosion and sedimentation control measures throughout construction
- Final site cleanup and restoration of adjacent lawn or landscaped areas impacted by construction

### **Coordination Requirements:**

- Coordination with contractors performing pavilion, utility, and parking area reconstruction work at Stevens Park
- Sequencing of work activities to minimize conflicts with ongoing site construction operations
- Protection of completed site improvements and adjacent infrastructure during construction activities

Please include any exclusions, assumptions, alternates, or proposed surface system specifications within your proposal submission.



## KEY DATES

Event or Requirement	Date and Time
RFP Posted to Town's Website	<b>May 22<sup>nd</sup>, 2026</b>
Current site visit	<b>Open to the Public</b>
Deadline for submissions of questions due via email to admincoordinator@strathamnh.gov	<b>June 5<sup>th</sup>, 2026</b>
Responses to comments and questions posted to Town's website and distributed to all those who made inquiries	<b>June 12<sup>th</sup>, 2026</b>
Proposals Due (via paper or electronically)	<b>June 19<sup>th</sup>, 2026 at 3:30 PM</b>
Opening of Proposals	<b>June 22<sup>nd</sup>, 2026</b>

## MANDATORY SUBMITTING FIRM REQUIREMENTS

Submitting firms are required to assume responsibility for all services offered within the firm's proposal regardless of whether they are produced "in-house" or performed through a sub-contract arrangement. The submitting firm will provide the name of a project manager who will serve as the sole point of contact regarding contractual matters, including payment of all contract costs and fees.

## PROPOSAL FORMAT / EVALUATION CRITERIA

In order to ensure a uniform review process and obtain maximum degree of compatibility, it is required that the proposals be organized in the manner specified below.

1. Title page: The submitting firm should identify the RFP subject, the name of the contractor, local address, telephone number, name and title of contact person and date of submission.
2. Table of Contents: Provide clear identification of the material by section and by page number to include the scope of work and material specifications.
3. Company History and Qualifications: Briefly describe your company's history and any relevant experience for this project.
4. References: List at least three (3) client references for whom similar work has been completed (see attached reference sheet).
5. Costs: Describe the costs for the services, equipment, materials and installation. Describe the payment structure for the project, required deposits, progress payments, etc. that you propose for the project work requested within this RFP.
6. Subcontractors: Provide a list (including name, address, contract information and principal contact at each Subcontractor) of any subcontractors you will use in performing the work for the Town.
7. Warranty: Provide terms, conditions and length for all warranties on labor and materials.



## SELECTION CRITERIA

A selection committee will score proposals based on the following factors:

1. The proposal's responsiveness to the RFP, including the format of the proposals, capabilities of the firm, professional and technical approaches, clarity, and demonstrated ability to lead the project.
2. The ability of the firm to address the project scope and core competencies outlined in this RFP.
3. Innovation and creativity in the proposal's approach to the project.
4. A proven track record of working with clients to navigate comparable efforts, overcome impediments, and successfully complete projects on time and within budget.
5. The capabilities and experience of the Project Team.
6. Cost Proposal

## RESERVATION OF RIGHTS

The Town of Stratham reserves the right to reject any or all proposals or accept the proposal the Town deems to be in its best interest. The Town of Stratham assumes no responsibility or liability for costs incurred by consultant teams in responding to this RFP or in responding to any further request for interviews, additional data or information, or clarification of any items included in the proposal. The Town reserves the right to request additional data or information or that the firm provide the Town a presentation in support of written proposals. The Town further reserves the right to:

- Not award a contract for the requested services;
- Waive any irregularities or informalities in any proposals;
- Accept the proposal deemed to be the most beneficial to the public and the Town;
- Negotiate and accept, without advertising, the proposal of any other respondent in the event a contract cannot be successfully negotiated with the selected firm; and
- Retain products submitted by respondents for its own use at its sole discretion.

## GENERAL INFORMATION

1. Interview: The submitting firm may be required to make a presentation of their proposal. This will provide an opportunity to clarify or elaborate on the proposal, but will not, in any way, provide an opportunity to change any cost or fee amount originally proposed. Should the Town choose to schedule presentations, the submitting firms will be notified of time and location.
2. Modifications: The Town will allow both submittal modifications and withdrawals up to the RFP's closing time.
3. Request for Additional Information: The submitting firm will furnish clarifying information if requested by the Town.



4. Acceptance/Rejection/Modification to Proposals: The Town reserves the right to negotiate modifications to proposals that it deems acceptable, reject any and all proposals, and waive minor irregularities in the proposals and/or Town procedures.

#### **OTHER DEFINITIONS, CONTRACT TERMS AND CONDITIONS:**

Contract Documents – The contract documents shall consist of the “Stevens Park Pickleball Courts”, all documents submitted by the firm in satisfying this request, and a signed contractual agreement executed in a form approved by the Town.

Default – The Town shall have the right to declare the firm in default if (a) the firm becomes insolvent; (b) the firm makes an assignment for the benefit of creditors; (c) a voluntary or involuntary petition of bankruptcy is filed by or against the firm; or (d) the firm is unable to provide evidence of required insurance coverage as set forth below. Further, the Town may declare the firm in default if it fails to perform as required by the contract and such failure continues after notice is provided to the firm and it fails to cure the default. If the firm is declared in default or is in breach of the contract for any reason, the Town shall have the right to terminate the contract.

Firm – Any combination of the firm and its respective sub-contractors that will provide the services requested. All subcontractors will be required to provide evidence of insurances and name the Town as an Additional Insured in the same way as the submitting firm.

Indemnification – The firm must agree to defend, hold harmless, and indemnify the Town, their officers, agents and employees against any and all claims, or injuries to any person or entity, arising out of the actions of the firm, its officers, agents, or employees arising from or related in any way to its contract with the Town.

Liability Coverage – The successful Firm will be required to provide certificate(s) of insurance as follows:

- General Liability in the amount of \$1,000,000 per occurrence; \$3,000,000 aggregate
- Automobile Liability in the amount of \$1,000,000 combined single limit
- Workers' Compensation per State of NH Statutes
- Professional Liability in the amount of \$1,000,000

*The Town of Stratham is to be named as an additional insured.*

Certificates of insurance naming the Town of Stratham as an additionally insured entity must be filed with the Town Administration Office within two weeks of the award of the contract. The firm shall provide no less than thirty (30) days prior notice of insurance cancellation, or any material change in coverage.

Non-Appropriation – Any contract shall include a non-appropriation clause which states, “In the event that sufficient funds are not appropriated for project completion and other requested services during the ensuing fiscal year, the Town of Stratham may terminate this agreement by written notice within thirty (30) days of adoption of the budget for the fiscal year in question, and the agreement shall be terminated effective immediately.”



Non-Transferable – The firm shall not have the right to transfer or assign the contract to any other person, company or corporation.

Payment Terms – To be determined. If, in the opinion of the Town, the quality of service is unsatisfactory or if any other non-performance or sub-standard issues arise, payment may be withheld, and/or the contract may be terminated. The amount and withholding period are at the discretion of the Town.

Termination for Performance – The contract may be terminated at any time by the Town for unsatisfactory performance. In such case, the Town will provide written notice to the firm citing the unsatisfactory performance and giving the firm ten (10) working days to improve its performance to the satisfaction of the Town. If the firm's performance does not improve to the satisfaction of the Town, the contract for services may be immediately terminated by the Town.

Termination Options – In the event the Contract is terminated, the Town reserves the right to employ another firm to complete the term of this agreement. The original firm shall be responsible for any extra or additional expense or damage suffered by the Town. In that event, the firm shall be required to indemnify the Town of Stratham for any loss that may be sustained.



## Town of Stratham Request for Proposal

### Stevens Park Pickleball Courts

#### LIST OF REFERENCES

***IMPORTANT: This form must be returned with the bid proposal form.***

1. Name of Client/Company:

Address:

Contact Person/Title:

Telephone Number:

Email Address:

2. Name of Client/Company:

Address:

Contact Person/Title:

Telephone Number:

Email Address:

3. Name of Client/Company:

Address:

Contact Person/Title:

Telephone Number:

Email Address:

Authorized Signature \_\_\_\_\_ Date \_\_\_\_\_

Printed Name \_\_\_\_\_ Title \_\_\_\_\_



## Town of Stratham Request for Proposal

### Stevens Park Pickleball Courts

#### RFP Receipt Acknowledgement

Contractor Name: \_\_\_\_\_

Contractor Address: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Contact person's E-mail Address: \_\_\_\_\_

Date RFP Acquired: \_\_\_\_\_

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_