



City of Norman, OK

Municipal Building
Council Chambers
201 West Gray
Norman, OK 73069

Master

File Number: K-1415-114

File ID: K-1415-114

Type: Contract

Status: Consent Item

Version: 1

Reference: Item 13

In Control: City Council

Department: Parks and Recreation
Department

Cost: \$104,380.00

File Created: 03/03/2015

File Name: Westwood Tennis Center Youth Courts Project

Final Action:

Title: CONSIDERATION OF REQUEST FOR PROPOSAL RFP-1415-41, APPROVAL OF CONTRACT K-1415-114 WITH MERRITT TENNIS AND TRACK SYSTEMS WHICH INCLUDES THE BASE BID OF \$83,880 AND ADD ALTERNATE A IN THE AMOUNT OF \$20,500 FOR A TOTAL CONTRACT PRICE OF \$104,380; PERFORMANCE BOND B-1415-77, STATUTORY BOND B-1415-78, AND MAINTENANCE BOND MB-1415-72 FOR THE WESTWOOD TENNIS CENTER YOUTH COURTS PROJECT AND ADOPTION OF PROJECT AGENT RESOLUTION R-1415-89 AND BUDGET APPROPRIATION FROM THE ROOM TAX FUND BALANCE.

Notes: ACTION NEEDED: Motion to accept or reject Request for Proposal RFP-1415-41 from Merritt Tennis & Track Systems for the Westwood Tennis Youth Courts Project; and, if accepted, approve Contract K-1415-114 which includes the base bid of \$83,880 and Add Alternate A in the amount of \$20,500 for a total contract price of \$104,380 and the performance, statutory, and maintenance bonds; authorize the execution of the contract and bonds; direct the filing of the bonds; adopt Resolution R-1415-89; and appropriate \$14,000 from the Room Tax Fund Balance (023-0000-253.20-00) to Project RT0082, Westwood Tennis Youth Courts, Construction (023-9364-451.61-01)

ACTION TAKEN: _____

Agenda Date: 03/24/2015

Agenda Number: 13

Attachments: Westwood Courts Landscape, Bid Tab, K-1415-114,
Perf B-1415-77, Stat B-1415-78, MB-1415-72,
R-1415-89, Pr Merritt.pdf

Project Manager: James Briggs, Park Planner

Entered by: james.briggs@normanok.gov

Effective Date:

History of Legislative File

Ver- sion:	Acting Body:	Date:	Action:	Sent To:	Due Date:	Return Date:	Result:

Text of Legislative File K-1415-114

Body

BACKGROUND: During the Fiscal Year Ending 2015 Capital Improvement Budget process, City Council approved funding out of the Room Tax Fund for the Westwood Tennis Center Youth Court Construction Project. This project is for construction of a 56' X 114' tennis court that will be striped and have nets placed in a manner that results in four "youth courts" within a single fenced area. This will help provide a single dedicated

area for youth instruction and development that would have to compete for space on the existing courts, which are often reserved for local, regional and national-level tournaments in the warm months. The project plan included the new courts, as well as some paved area for shaded bleachers and connection of the new facility to the existing courts at Westwood. The staff at Westwood has already contacted the United States Tennis Association (USTA) about applying for a Youth Tennis Development Grant, which could reimburse up to 20% of project costs, if awarded. However, the project must be financed by the City, including the construction drawings for the courts, which must be submitted to be considered for the grant. If received, the grant will be used to cover whatever project costs are eligible, according to USTA guidelines. (bleachers, site furnishings, construction cost reimbursement, etc.).

DISCUSSION: On January 16 and 23, 2015, RFP 1415-41 for the Westwood Tennis Center Youth Courts Construction Project was advertised in the *Norman Transcript*. The project was also advertised in *Reid Construction Data*, *Dodge Report*, *CMD*, *Bid News*, *i-SquareFoot* and on *e-plan*. Bid Documents were distributed to three contractors, two of whom responded with complete bids.

In order to maximize our project scope at this time, the bid documents included an add-alternate item to construct the concrete patio and build the shade structures for the bleachers adjacent to the new youth courts. This additional paving will provide a logical connection to the future phase of court construction north of the youth courts (see plan from RFP, attached). We recommend funding this paving construction with an additional appropriation of Room Tax Funds, so that work can be awarded at the same time.

Bids were received on January 26, 2015 (Bid Tabulation attached). The lowest and best proposal to meet specifications was received from Merritt Tennis & Track Systems. The proposals were evaluated based on the total design and construction cost of the project as shown in the proposal drawing generated by the USTA and Westwood staff. The base bid from Merritt Tennis & Track Systems for the Design-Build of the new youth courts (post-tensioned concrete, fencing, nets, playing surface and all line work) was \$83,880 (budget of \$95,000). The paving for the area between the new youth courts and the existing and future adult courts, including the new shade structures for the new bleachers, was bid at \$20,500. The total project cost for these two items is \$104,380. This is \$9,380 above the available budget; however, there is a balance of over \$40,000 in the Room Tax Fund reserved for Parks and Recreation projects in FYE 2015. We are requesting that funds be appropriated for the balance of this project, as well as for bleacher purchase, additional trash cans and miscellaneous site work costs to other contractors that we estimate will be necessary by the end of the work (total appropriation of \$14,000). If a grant is received from the USTA, those funds will be used to reimburse the Room Tax Fund for any eligible costs, as previously mentioned.

Staff recommends that funding be appropriated from the Room Tax Fund balance; and that the contract be awarded to Merritt Tennis & Track Systems, in the total amount of \$104,380, as the lowest and best bid to meet specifications for the Westwood Tennis Center Youth Courts Construction Project.

RECOMMENDATION 1: The budget for this project was \$95,000 and the low bid, by Merritt Tennis & Track Systems, was \$104,380. It is recommended that the City Council approve an appropriation of \$14,000 from the Room Tax Fund Balance (account 023-0000-253.20-00) to Westwood Tennis Youth Courts, Construction (023-9364-451.61-01; project RT0082).

RECOMMENDATION 2: It is recommended that City Council accept Request for Proposal RFP 1415-41 for the Westwood Tennis Center Youth Courts Project for the Parks and Recreation Department submitted by Merritt Tennis & Track Systems which includes the base bid of \$83,880 and Add Alternate A in the amount of \$20,500 for a total price of \$104,380.

RECOMMENDATION 3: It is further recommended that Contract K-1415-114 which includes the base bid of \$83,880 and Add Alternate A in the amount of \$20,500 for a total contract price of \$104,380, Performance Bond B-1415-77, Statutory Bond B-1415-78, and Maintenance Bond MB-1415-72 be approved.

RECOMMENDATION 4: It is further recommended that Merritt Tennis & Track Systems be authorized and appointed as project agent for the Westwood Tennis Center Youth Courts Construction Project by Resolution R-1415-89.