



# **Request for Proposals**

Professional Services to RSU5

**For**

Freeport High School Tennis Court Replacement

**Due: 3:00 PM on Wednesday, November 19, 2025**

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## **SECTION 1 – GENERAL INFORMATION**

### **1.1 Purpose**

#### **A. Part One – Design and Engineering**

RSU 5 School District is soliciting proposals from qualified Consultants to provide professional design and consulting services for the following:

**Freeport High School Tennis Courts.** This work will provide all planning, engineering, design, bidding documents, and project management working under the direction of RSU5 staff to provide critical analysis and design for tennis court replacements responsive to the site and meets the needs of the community.

#### **B. Part Two – Final Design Services**

Upon successful completion of part one in this RFP and subject to obtaining sufficient funding, the RSU5 intends to retain the successful consultant to provide final design and contract administration services.

It is the intent of the RSU5 to review and assess the RFP responses to determine if the responding firms can meet the needs of the School District.

### **1.2 General Submission Information**

RSU5 intends to award a single contract for this project. The proposal should address the Consultant's capabilities for performing all aspects of the project development process while presenting specific project information and substantiating the Consultant's methodologies and approach for completing the work requested. The official title for this project is: **Freeport High School Tennis Courts.**

THE OFFICIAL TITLE MUST APPEAR ON ALL PROPOSALS AND RELATED  
CORRESPONDENCE.

### **1.3 Questions**

Questions regarding this proposal shall be submitted to:

Glen Reynolds, RSU5 Director of Facilities, 17 West Street, Freeport ME, 04032

Or by email: reynoldsg@rsu5.org  
8:00 a.m. to 4:00 p.m. EST, Monday through Friday.

### **1.4 Preparation Costs**

RSU5 shall not be responsible for proposal preparation costs, nor for costs including attorney fees associated with any (administrative, judicial or otherwise) challenge to the determination of the highest-ranked Proposer and/or award of contract and/or rejection of proposal. By submitting a proposal each RSU5 agrees to be bound in this respect and waives all claims to such costs and fees.

## **SECTION 2 – RULES GOVERNING COMPETITION**

### **2.1 Examination of Proposals**

Proposers should carefully examine the entire RFP, any addenda thereto, and all related materials and data referenced in the RFP. Proposers should become fully aware of the nature of the Work and the conditions likely to be encountered in performing the work.

### **2.2 Proposal Acceptance Period**

Award of this proposal is anticipated to be announced within **thirty (30) calendar days** after the due date, although all offers must be completed and irrevocable for **ninety (90) days** following the submission date.

### **2.3 Confidentiality**

The content of all proposals will be kept confidential until the selection of the Contractor is publicly announced. At that time the selected proposal is open for review. After the award of the Contract, all proposals will then become public information.

### **2.4 Proposal Format**

Proposals are to be prepared in such a way as to provide a straightforward, concise delineation of the Proposer's capabilities to satisfy the requirements of this RFP. Emphasis should be placed on:

Conformance to the RFP instructions

Responsiveness to the RFP requirements

Overall completeness and clarity of content

## **2.5 Signature Requirements**

All proposals must be signed. An officer or other agent of a corporate vendor, if authorized to sign Contracts on its behalf; a member of a partnership; the owner of a privately owned vendor; or other agent if properly authorized by a Power of Attorney or an equivalent document may sign a proposal. The name and title of the individual(s) signing the proposal must be clearly shown immediately below the signature

## **2.6 Proposal Submission**

**Five(5)** copies of the proposal must be received by the RSU5 **prior to 3:00 PM on Wednesday, November 19, 2025**. All copies of the proposals must be under sealed cover and plainly marked with the project name.

**Proposals shall be delivered or mailed to:**

**RSU5 Attn: Freeport High Tennis Courts**

**17 West Street, Freeport ME 04032**

RSU5 will not accept submittals by email.

## **2.7 News Releases**

News releases pertaining to the award resulting from the RFPs shall not be made without prior written approval of the RSU5.

## **2.8 Disposition of Proposals**

All materials submitted in response to this RFP become the property of the RSU5. One copy shall be retained for the official files of the RSU5 and will become public record after award of the Contract.

## **2.9 Modification/Withdrawal of Proposals**

A respondent may withdraw a proposal at any time prior to the final submission date by sending written notification of its withdrawal, signed by an agent authorized to represent the agency. The respondent may thereafter submit a new or modified proposal prior to the final submission date. Modifications offered in any other manner, oral or written, will not be considered. A final proposal cannot be changed or withdrawn after the time designated for receipt, except for modifications requested by RSU5 after the date of receipt and following oral presentations.

## **2.10 Oral Change/Interpretation**

No oral change or interpretation of any provision contained in this RFP is valid whether issued at a pre-proposal conference or otherwise. Written addenda will be issued when changes, clarifications, or amendments to proposal documents are deemed necessary by the RSU5.

## **2.11 Late Submissions**

PROPOSALS NOT RECEIVED PRIOR TO THE DATE AND TIME SPECIFIED IN SECTION 2.6 WILL NOT BE CONSIDERED AND WILL BE RETURNED UNOPENED AFTER RECOMMENDATION OF AWARD.

## **2.12 Rejection of Proposals**

RSU5 reserves the right to reject any or all proposals if determined to be in the best interest of RSU5.

## **2.13 Insurance Requirements**

**The proposer certifies that it/they can comply with RSU5 minimum insurance requirements of:**

1. Workers' compensation and employer's liability coverage as required by Maine law.
2. Commercial general liability, including contractual and personal injury coverage's -- \$1,500,000 per occurrence.
3. Commercial automobile liability - \$ 1,500,000 per accident.
4. Professional liability in the amount of \$1,500,000 per claim.

Each policy of insurance required by this Section shall provide for no less than 30 days' advance written notice to the RSU5 prior to cancellation.

RSU5 SHALL be listed as an additional insured on all policies except Professional Liability and Worker's Compensation Policies. In addition, all policies except Professional Liability and Worker's Compensation shall contain a waiver of subrogation against RSU5.

## **2.14 Conditions and Non-Collusion Form**

To receive consideration, consultants must sign the Conditions and Non-Collusion Form **(see attachment A)**.

## **SECTION 3 – SCOPE OF WORK**

### **3.1 Project Scope**

The scope of professional services required by this RFP may include, but not necessarily be limited to: See below;

#### **A. Key Elements**

1. Preparation of site survey including geotechnical investigation for base requirements under new post tension tennis courts.
2. Removal and replacement of existing tennis courts.
3. Perimeter fencing.
4. Grade adjustments to incorporate new tennis courts into existing sites.
5. Restoration of turf, landscape, and sidewalks impacted by construction and other related activities.
6. Tennis court and sidewalk grading to ensure proper drainage.

#### **B. Design Services**

1. Prepare plans specifications and supporting documents; prepare bidding and construction documents; provide the advertisement for bids, a pre-bid meeting for prospective bidders, and prepare bid tabulations and a recommendation for bid award. Provide construction supervision, contract administration, and quality control, for the facility until completed. Provide for and administer a 1 year warranty period.
2. Conform to all purchasing and contract procedures of RSU5 for the construction of the facility.
3. Coordinate as necessary with permitting agencies and utilities.

4. Comply with all Federal, State and local laws and guidelines pertaining to this project. Comply with current ADA rules. Conform to applicable industry standards.
5. Provide all necessary printing and reproduction.

#### **SECTION 4 – PROPOSAL AND SUBMISSION REQUIREMENTS**

To achieve a uniform review process and obtain the maximum degree of comparability, the proposals shall be organized in the manner specified below.

- Core Content of the proposals shall not exceed five (5) pages in length (items 1, 2, 3, and 4 in section 4.1 item D. below).
- Supporting Attachments (see section 4.1 item E. below) to the proposal shall not exceed eight (8) total pages.

Information in excess of those allowed will not be evaluated/scored. One page shall be interpreted as one side of a single-spaced, typed, 8 1/2" x 11" sheet of paper with 1-inch margins. The typeface of all pages in this proposal shall be 12 font or greater.

#### **4.1 Proposal Narrative**

All proposal information shall be presented in a single-bound volume that has been checked sufficiently to ensure completeness and accuracy of detail. Proposals that do not comply with the instructions in this RFP will not be accepted. It is mandatory that the proposal contains items A through D below (item E is optional), and that it be presented in the following order:

##### **A. Cover**

Show the RFP title being proposed on and the name of your firm.

##### **B. Letter of Transmittal (1 page)**

1. Identify the RFP project for which the proposal has been prepared, the name of your firm, address, telephone number(s), e-mail, name of contact person, and date.
2. Briefly state your Firm's understanding of the services to be performed and make a positive commitment to provide the services as specified.

3. Provide the name(s) of the person(s) authorized to make representations for your firm, their titles, address, and telephone numbers.
4. A corporate officer or other individual who has the authority to bind the firm must sign the letter. The name and title of the individual(s) signing the proposal must be clearly shown immediately below the signature.

### **C. Table of Contents (1 page)**

Clearly identify the materials by Section and Page Number.

### **D. Core Content (5 pages maximum)**

1. Recent Parks and Recreation Park Planning and Project Experience

Include as a part of your proposal, a brief statement concerning the recent relevant experience of the persons from your firm and each sub-consultant who will be actively engaged in the proposed effort. *Do not include firm experience unless individuals who will work on this project participated in that experience.*

If the consultant proposal includes sub-consultants, a list of such sub-consultants shall be submitted and qualifications and experience stated for each sub-consultant.

2. Consultant Work Plan

The proposal must include a brief description of the Proposer's overall approach to tennis court construction and any unique capabilities the Firm can bring to the project.

Also include information addressing how the Proposer plans to provide project management, quality assurance, contract deliverables, budget and cost control, schedule control, and internal/external coordination for this project.

3. Key Project Personnel

Specific background information on key individuals who will be assigned to the project must be included. The background information on these individuals should emphasize their work experience relative to project requirements, current projects, and availability. The proposed key personnel must be the personnel assigned to the project.

It is intended that personnel assigned will carry this project to conclusion. If for unforeseen reasons a key personnel can no longer contribute to the discipline specialties for which they have been selected, the Consultant may petition the Project Manager in writing within thirty (30) days of any changes of personnel that are included in this statement and the addition to the Consultant's staff of personnel who may contribute to the discipline specialties for which the key personnel has been selected.

RSU5 reserves the right to approve all personnel changes. RSU5 also reserves the right to cancel any task request in effect should it determine that the proposed personnel is not available or assigned to the task order.

#### 4. Past Project Performance

Information is to be provided on the firm's performance on past projects (include RSU5 projects if applicable), emphasizing on meeting project budget goals and timelines.

Provide the names, addresses, current telephone numbers, and a brief project description of three past or current clients who are able to comment on aspects of your work relevant to this proposal. Include reference contact information.

### **E. Supporting Attachments (if necessary 8 pages maximum)**

Attach only information pertinent to the project being proposed on and that will provide reviewers clear and concise insights into your firm's capabilities.

Items D and E should be separated with either color-coded or tab-type dividers so that information may be quickly located. Please note that grammar, spelling and conformance to RFP instructions will be a scoring factor of each proposal submitted.

### **SECTION 5 – EVALUATION CRITERIA AND SELECTION PROCESS**

Firms will be ranked using the points available for each RFP criterion. The criterion categories and points available for each are as follows:

<b>Category</b>	<b>Points</b>
<b>Recent Parks and Recreation Project Management</b>	<b>35</b>

<b>Consultant Work Plan</b>	<b>25</b>
<b>Key Project Personnel</b>	<b>25</b>
<b>Past Project Performance</b>	<b>10</b>
<b>Grammar, Spelling and Conformance to RFP Instructions</b>	<b>5</b>
<b>Total Points</b>	<b>100</b>

A committee of individuals representing RSU5 will evaluate the proposals. The committee will rank the proposals as submitted.

RSU5 reserves the right to award contract(s) solely on the written proposal.

RSU5 also reserves the right to request oral interviews with the highest-ranked firms (short-list).

The purpose of the interviews with the highest-ranked firms is to allow expansion upon the written responses.

RSU5 reserves the right to request additional questions to be answered during the interviews, determine the format and content of the interviews, and establish the maximum number of people who attend the interview from each short-listed firm.

If interviews are conducted, a maximum of three firms will be short-listed.

The Consultant’s project manager identified in the proposal will be required to attend the interviews.

By submitting a proposal, it is understood that the Proposers may not change (add or delete) personnel for interviews from those listed in the proposals without written consent RSU5.

A second score sheet will be used to score those firms interviewed. If oral interviews are conducted, the final selection will be based on the total of all evaluators’ scores achieved on the second rating. The highest-ranked Proposer(s), after the second scoring, if performed,

may be invited to enter into final negotiations with RSU5 for the purposes of Contract award.

#### **SECTION 6 – CONTRACT NEGOTIATION PROCESS**

The highest-ranked Proposer(s) may be invited to enter into Contract negotiations with the RSU5. If an agreement cannot be reached with the highest-ranked Proposer, RSU5 notify the Proposer and terminate negotiations. The second highest Proposer may be contacted for negotiations. This process may continue until successful negotiations are achieved. However, RSU5 reserves the right to terminate negotiations with any Proposer should it be in RSU5's best interest. The right is reserved to reject any or all proposals received, to waive irregularities, and to accept that proposal which is in the best interests of the RSU5.

**ATTACHMENT A**

**CONDITIONS AND NON-COLLUSION FORM**

To receive consideration, this form must be signed in full by a responsible, authorized agent, officer, employee or representative of your firm.

**CONDITIONS AND NON-COLLUSION AGREEMENT**

We have read and agree to the conditions and stipulations contained herein and to the Standard Terms and Conditions contained on the attached.

In signing this proposal, you also certify that you have not, either directly or indirectly, entered into any agreement or participated in any collusion or otherwise taken any action in restraint of free competition; that no attempt has been made to induce any other person or firm to submit or not to submit a proposal; that this proposal has been independently arrived at without collusion with any other proposer, competitor or potential competitor; that this proposal has not been knowingly disclosed prior to the due date and time to any other proposer or competitor; that the above statement is accurate under penalty of perjury.

\_\_\_\_\_ Legal Name of Firm/Corporation

\_\_\_\_\_ Address

\_\_\_\_\_ City/State/Zip

\_\_\_\_\_ Date

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

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

\_\_\_\_\_ Title

\_\_\_\_\_ Telephone Number