



Request for Proposal
Pickleball Court Improvements
#B2026-REC-05

Town of Seabrook, New Hampshire
Recreation Department



REQUEST FOR PROPOSAL # B2026-REC-05

The Town of Seabrook, New Hampshire, through its Recreation Department, invites qualified contractors to submit sealed written proposals to provide improvements to the existing outdoor playing courts located at the Seabrook Community Center. Proposals shall be submitted in accordance with the specifications, terms, and conditions set forth in this Request for Proposal (RFP).

Prospective respondents are encouraged to review this RFP carefully before submitting a proposal.

Three (3) copies of the Bid Proposal must be submitted in a sealed envelope plainly marked:

**RFP# B2026-REC-05
Court Improvements
C/o Shaylia Wood
Chief Procurement Officer
99 Lafayette Road
Seabrook, NH 03874**

Optional Site Walk through April 8, 2026, at 10:00 am.

All proposals/bids must be received by April 23, 2026, at 2:00 pm EST and will be opened publicly at such time.



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PROJECT DESCRIPTION

The Work includes the resurfacing of existing outdoor athletic courts, approximately 107-foot by 107-foot fenced area, located at the Town of Seabrook Recreation Department, 311 Lafayette Road, Seabrook, New Hampshire. The project includes evaluation of existing pavement and surface conditions, selective removal and replacement as required, construction of new athletic surfacing system, and playing court layout and striping. All Work shall be performed in accordance with the Contract Documents and applicable industry standards to provide complete, durable, and playable pickleball courts.

SCOPE OF WORK

The Scope of Work is detailed in the attached specifications, pages 9-12.

WARRANTY

Proposers shall provide details of any warranties offered, including coverage for defects or failures in materials or workmanship, and the duration of such warranties.

PERFORMANCE REQUIREMENTS

The Contractor shall perform all work to the satisfaction of the Town of Seabrook and in compliance with all applicable federal, state, and local laws, ordinances, rules, and regulations.

The Town reserves the right to conduct inspections at any time during the project. Any deficiencies identified shall be corrected by the Contractor at no cost to the Town. Failure to correct deficiencies may result in withholding payment sufficient to remedy the work.

PROPOSAL TERMS AND CONDITIONS

The Town of Seabrook reserves the right to accept or reject any or all proposals, as a whole or in part, and to waive informalities or minor defects in proposals.

Selection will be based on the proposal deemed most advantageous to the Town, considering price, quality, qualifications, and ability to perform the work. The Town reserves the right to negotiate modifications with the selected proposer prior to contract award. No reimbursement will be made for costs incurred in preparing proposals.



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INSURANCE REQUIREMENTS

The successful bidder shall carry any and all insurance that will protect the Town of Seabrook and its officials, agents, employees, and volunteers from any and all claims and demands, costs, damages, loss of service or consortium, expenses, compensation, and attorney's fees.

Worker’s Compensation Insurance as required under New Hampshire law for all employees engaged in the work hereunder and shall provide a certificate to the Town indicating such insurance coverage before engaging in any work hereunder.

The successful bidder shall also carry the following types of insurance with the Town named as an additional insured under each. The limits shall be at least \$1 million on account of any one person or accident and \$1 million on account of any additional person or accident.

- Public Liability Insurance, Property Damage Insurance, Bodily Injury Insurance, Property Damage Insurance covering the operation of vehicles or equipment, bodily Injury Insurance covering the operation of vehicles or equipment, and Non-Ownership Automobile Liability Insurance.

SUB-CONTRACTING

No portion of the work may be subcontracted without prior written approval from the Town. Approved subcontractors must meet all insurance requirements of the successful bidder.

PAYMENT FOR SERVICES

Invoices shall be paid within thirty (30) days of receipt, subject to verification that work has been satisfactorily completed.

Invoices must include: - Company name - Date work was completed - Brief description of services rendered

The Town of Seabrook does not provide advance payments or deposits.

INTENTION TO BID / ADDENDA

Prospective bidders are encouraged to submit an Intent to Bid form to receive addenda and updates. Forms are available at:

www.seabrooknh.info/procurement

Completed forms and all questions shall be submitted in writing to:

Shaylia Wood, Chief Procurement Officer

Email: Swood@seabrooknh.org

Questions must be received by April 14, 2026, at 2:00 PM (EST). Responses and addenda will be posted by on April 17, 2026, at 12:00 PM.



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WITHDRAWAL OF BID PROPOSAL

A proposal may be withdrawn unopened if written notice is received prior to the proposal opening deadline.

CONSIDERATION OF PROPOSALS

Proposals will be publicly opened and recorded. In the event of discrepancies, prices written in words shall govern over figures.

AWARD OF CONTRACT

The successful bidder will be notified in writing. The Town reserves the right to cancel an award at any time prior to contract execution without liability.

EXTRAS

No payment will be made for extra work or materials unless authorized in writing by the Town Manager.

**The Town of Seabrook is a tax-exempt organization.*

PROPOSAL FORMAT AND CONTENT

Proposals shall be concise and include the following sections:

1. Proposal Summary- Discuss the highlights, key features, and distinguishing points of the Proposal. A separate sheet shall include a list of individuals and contacts for this proposal and how to communicate with them.
2. Company Profile- Include a brief description of the Proposer firm size and the organization structure. Previous work summaries, including reference contact information for at least three (3) contracts (jobs), are similar in scope to the services described herein.
3. Work Plan or Schedule- Present a well-conceived service plan. Include a full description of major tasks and subtasks. This section of the proposal shall establish that the Proposer understands the City's objectives and work requirements and the Proposer's ability to satisfy those objectives and requirements.
4. Proposed Innovations- The Proposer may also suggest technical or procedural innovations that have been used successfully on other engagements, and which may provide the Town



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with better service delivery. In this section discuss any ideas, innovative approaches, or specific new concepts included in the Proposal that would provide benefit to the Town.

5. Project Staffing- This Chapter shall discuss how the Proposer would propose to staff this project. Key project team members shall be identified by name, title, and specific responsibilities on the project.

6. Proposal Exceptions- This section shall discuss any exceptions or requested changes that the Proposer has to the Town’s RFP conditions, and requirements. If there are no exceptions noted, it is assumed the Proposer will accept all conditions and requirements identified. Items not excepted will not be open to later negotiation.

7. Cost Proposal Bid Form- The fee information is relevant to a determination of whether the fee is fair and reasonable in light of the services to be provided. Provision of this information assists the Town in determining the firm's understanding of the project and provides staff with tools to negotiate the cost and provide details on the bid form (See pages 7 & 8). This section shall include the proposed costs to provide the services desired. Include any other cost and price information that would be contained in a potential agreement with the Town.

PLEASE NOTE: The Town of Seabrook does not pay for services before it receives them. Therefore, do not propose contract terms that call for upfront payments or deposits.

BID SUBMISSIONS

Bids must be signed by an official authorized to bind the contractor to its provisions for at least a period of 90 days. Failure of the successful bidder to accept the obligation of the contract may result in the cancellation of any award.

“The undersigned certifies under penalties of perjury that this bid is in all respects bona fide, fair, and made without collusion or fraud with any other person. As used in this section, the word "person" means any natural person, joint venture, partnership, corporation, or other business or legal entity.”

 (Authorized Signature)

 (Date)

 (Company) & (Title)



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CONTRACT TERMS

Final contract terms will be negotiated with the selected proposer and are subject to review by Town legal counsel.

TIMELINE

- April 8, 2026 **Optional Site walk through; 10 am**

- April 14, 2026 **Question submissions due by 2 pm**
Submitted to Swood@seabrooknh.org

- April 17, 2026 **Addenda and question responses will be posted by 12 pm**

- April 23, 2026 **Submissions are due at Seabrook Town Hall; at 2 pm**
Proposals will be opened publicly immediately after in the Selectmen’s Meeting Room.

Approved by: 
William M. Manzi III 3/16/26

Town Manager



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BID FORM

RFP B2026-REC-05 – Pickleball Court Improvements

Town of Seabrook, New Hampshire
 Recreation Department

BIDDER INFORMATION

Legal Name of Bidder: _____
 Business Address: _____
 City / State / Zip: _____
 Contact Person: _____
 Phone: _____
 Email: _____

BASE BID PRICE

The undersigned bidder proposes to furnish all labor, materials, equipment, and supervision necessary to complete the Pickleball Court Improvements in accordance with RFP #B2026-REC-05 and all associated specifications for the following lump sum price:

Base Bid (Lump Sum):

\$ _____

(Written Amount): _____

ALTERNATES / ADDITIONAL PRICING (IF APPLICABLE)

Description	Price
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PROJECT SCHEDULE

Proposed Start Date: _____

Estimated Duration (Calendar Days): _____



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BID FORM

RFP B2026-REC-05 – Pickleball Court Improvements

WARRANTY INFORMATION

Warranty Provided (Description and Term):

ACKNOWLEDGMENTS

By signing below, the bidder certifies that:

- This bid is submitted in response to RFP #B2026-REC-05.
- The bidder has examined the site (or waived the site visit), reviewed all RFP documents, and is familiar with local conditions.
- The bid price includes all costs necessary to fully perform the work.
- The bidder agrees to hold this bid open for a period of ninety (90) days from the proposal due date.
- No gratuities, inducements, or collusion were used in the preparation of this bid.

NON-COLLUSION CERTIFICATION

The undersigned certifies under penalties of perjury that this bid is bona fide, fair, and made without collusion or fraud with any other person or entity.

SIGNATURE

Authorized Signature: _____

Printed Name: _____

Title: _____

Company Name: _____

Date: _____

The Town of Seabrook is a tax-exempt organization.

SECTION 32 18 23 – ATHLETIC COURT SURFACING

PERFORMANCE SPECIFICATION

PART 1 – GENERAL

1.1 SUMMARY

- A. This Work consists of the rehabilitation and resurfacing of the existing playing courts within an existing fenced athletic court area located at the Town of Seabrook Recreation Department, 311 Lafayette Road, Seabrook, New Hampshire.
- B. The existing athletic court area is approximately 107 feet by 107 feet and currently includes pavement, surfacing, striping, and tennis and pickleball court appurtenances.
- C. The intent of the Work is to improve the condition, playability, and appearance of the existing playing court surfaces through surface repairs, resurfacing, and restriping, without full reconstruction of the court pavement section, unless otherwise directed by the Owner.
- D. The primary intended use of the rehabilitated athletic courts is pickleball and tennis.

1.2 PERFORMANCE-BASED REQUIREMENTS

- A. This specification is performance-based. The Contractor shall be responsible for the selection and implementation of materials, methods, sequencing, and workmanship necessary to meet the performance criteria described herein.
- B. No specific materials, pavement section, coating manufacturer, or construction method are prescribed.
- C. The Contractor shall determine the extent of surface repairs and preparatory work required to achieve the specified performance outcomes, within the intent of a rehabilitation project.

1.3 EXISTING CONDITIONS AND CONTRACTOR RESPONSIBILITY

- A. The Contractor shall be solely responsible for evaluating existing site conditions prior to bidding, including but not limited to:
 - 1. Existing pavement conditions of the playing courts.
 - 2. Existing playing court drainage characteristics.
 - 3. Existing fencing, fence posts, tennis net, and net posts.
- B. By submitting a bid, the Contractor acknowledges that it has examined the existing site, whether through a site visit or other reasonable means, and accepts responsibility for all conditions affecting construction of the Work.

- C. Surface deficiencies identified by the Contractor, including cracking, settlement, surface irregularities, or localized pavement failures, shall be addressed through appropriate surface repairs necessary to achieve the specified performance criteria.
- D. No additional compensation shall be granted for conditions that could have been reasonably identified through a pre-bid investigation. Latent conditions materially different from those reasonably observable shall be addressed in accordance with the Contract.

1.4 LIMITS OF WORK AND PROTECTION OF EXISTING IMPROVEMENTS

- A. Existing perimeter fencing shall remain in place, unless otherwise directed by the Owner.
- B. The Contractor shall protect existing fencing, fence posts, gates, tennis nets and nets posts, and other athletic court appurtenances during construction and shall repair or replace damaged elements at no additional cost to the Owner.
- C. Removal, replacement, or modification of existing tennis nets, net posts, or pickleball net systems shall not be included in the base bid.
- D. A pre-bid site visit is available to bidders. Submission of a bid shall constitute acknowledgment that the Contractor has investigated the site and existing conditions, either through a site visit or other means, and has included all required Work in the bid price.
- E. The completed pickleball courts shall conform to the latest applicable requirements of:
 - 1. American Sports Builders Association (ASBA) – Outdoor Court Construction Guidelines.
 - 2. USA Pickleball – Court Construction and Facility Guidelines.
 - 3. Applicable ASTM standards for athletic court surfacing materials.

1.5 INFORMATIONAL REFERENCES

- A. An informational exhibit depicting existing site conditions, including approximate court dimensions, perimeter fencing, site location, and representative site photographs, is provided in Appendix A for bidder reference only.
- B. The exhibit is provided for general information purposes and shall not be interpreted as a design drawing, scope limit, or instruction for means, methods, or materials.
- C. The Contractor remains solely responsible for independently verifying all existing conditions and for determining the scope of Work required to meet the performance criteria specified in this Section.

PART 2 – PERFORMANCE REQUIREMENTS

2.1 GENERAL COURT PERFORMANCE

- A. Upon completion, the playing courts shall:

1. Be suitable for outdoor recreational athletic court use, including pickleball and tennis.
2. Provide a uniform, stable, and slip-resistant playing surface.
3. Provide adequate surface drainage and prevent ponding water following rainfall.
4. Provide consistent ball bounce and reliable player footing.
5. Withstand freeze-thaw conditions typical of coastal New Hampshire.

2.2 SURFACE REPAIRS AND PREPARATION

- A. The Contractor shall perform localized surface repairs as necessary to prepare the existing pavement to receive the athletic surfacing system.
- B. Repairs shall address surface cracking, minor settlement, surface irregularities, and other defects that would adversely affect playability, drainage, or long-term performance.
- C. Full-depth pavement removal or subgrade reconstruction is not anticipated as part of this Work and shall not be performed, unless otherwise directed by the Owner.

2.3 ATHLETIC SURFACING SYSTEM

- A. The athletic surfacing system shall:
 1. Be designed for outdoor athletic court use.
 2. Be acrylic-based or equivalent athletic court surfacing system.
 3. Be UV-resistant and weather-resistant.
 4. Provide appropriate surface texture for traction and playability.
 5. Be applied in accordance with manufacturer recommendations.

2.4 COURT LAYOUT AND STRIPING

- A. Court layout and striping shall generally reflect existing conditions and the primary intended use identified in Section 1.1.
- B. Final court layout, striping configuration, and sport use shall be confirmed by the Owner prior to application.
- C. Striping shall be applied using durable, non-slip coatings and shall be clearly visible and accurately aligned.
- D. Court surface and line colors shall be selected by the Owner from the Contractor's standard available color options prior to construction.

2.5 PICKLEBALL AND TENNIS NET SYSTEMS

- A. Existing portable pickleball net systems shall be stored and protected during construction and placed back on the playing courts upon completion of construction.
- B. Existing tennis nets shall be stored and protected during construction and reinstalled upon

completion of construction.

- C. Installation of new net systems, whether permanent or portable, shall not be included unless specifically authorized by the Owner.

PART 3 – EXECUTION

3.1 QUALITY CONTROL

- A. The Contractor shall perform all Work in a professional manner consistent with industry standards and shall correct any deficiencies identified prior to final acceptance.

3.2 FINAL ACCEPTANCE

- A. Satisfaction of the Owner shall be based on compliance with the performance requirements and acceptance criteria defined in this Section.
- B. Final acceptance shall be based on:
 - 1. Visual inspection.
 - 2. Surface uniformity.
 - 3. Drainage performance.
 - 4. Overall playability and completeness of the courts.

END OF SECTION 32 18 23



APPENDIX A – INFORMATIONAL REFERENCES

SITE PHOTOS



Photo 1 – Taken at center of athletic courts, facing northeast.



Photo 2 – Taken at center of athletic courts, facing east.



Photo 3 – Taken at west tennis court, facing northeast.



Photo 4 – Taken at west tennis court, facing west.



Photo 5 – Taken at center of athletic court, facing northwest.



Photo 6 – Taken at west tennis court.