



Project # 274-PRCR-FY25Pickleball

Title: FY25 Pickleball Court Conversion

Due Date: May 14, 2025 no later than 3:00PM EST

LATE PROPOSALS WILL NOT BE ACCEPTED

ADDENDUM NO.1

Issue Date: April 30, 2025

Issuing Department: *Parks, Recreation and Cultural Resources Dept.*

Direct all inquiries concerning this bid to:

Shangwen Liu, Capital Projects Manager
Parks, Recreation and Cultural Resources
Email: shangwen.liu@raleighnc.gov

City of Raleigh
Addendum # 1 to Project # 274-PRCR-FY25Pickleball

Issue Date: April 30, 2025

To: All Proposers

This Addendum, containing the following additions, clarifications, and/or changes, is issued prior to the receipt of bid packages and hereby becomes part of the original bid documents, and supersedes the original bid documents in case of conflict. This Addendum also includes two appendices, which are integral to the bid package—please be sure to review them carefully, as they contain important supporting information.

Receipt of this addendum must be acknowledged by signing in the area indicated below. Please make the follow additions, clarifications, and/or changes to the bid documents as listed below and **sign and return this addendum with your submittal package.**

The following changes to this bid documents are to be incorporated as part of this addendum:

Questions received in advance of the deadline for written questions - April 23, 2025:

1. Can drawings or renderings of the pickleball courts be provided?
RESPONSE: Yes. Proposed Site Plans are included in the project manual, which can be downloaded from the Electronic Vendor Portal. Please refer to Appendix II (pages 74–75) for the relevant drawings.
2. Is a Performance and Payment Bond required?
RESPONSE: A Performance & Payment Bond is not expected to be required unless the total bid amount approaches the \$300,000 threshold.
3. Since this is not a public bid opening, should bid packages be dropped off at 222 West Hargett St.?
RESPONSE: No hard copy submission is required. Please follow the electronic bidding submission instructions outlined in the Proposal Form.
4. Will the project require any asphalt paving work?
RESPONSE: Extensive asphalt repaving is not required at either site. However, associated asphalt-related improvements may include, but are not limited to: removal of existing tennis posts, installation of new pickleball posts, and localized repairs to depressions, holes, and surface cracks.
5. Is SportMaster an approved vendor or product for patch work and resurfacing on this project?
RESPONSE: SportMaster is an acceptable manufacturer; however, all products used for this project must comply with the requirements outlined in the project specifications.

Questions received during the pre-bid meeting held on April 16, 2025:

1. Is there any flexibility on the five-year warranty?
RESPONSE: Yes. In place of a five (5)-year warranty, the Contractor shall warrant the work for a period of one (1) year following final acceptance. During this period, the

Contractor is responsible for correcting any defects resulting from faulty workmanship or materials.

2. Is the 5% bid security mandatory?

RESPONSE: No. Bid security is not required for projects with an estimated cost under \$500,000.

3. What is the funding source for the project?

RESPONSE: The project is funded through City of Raleigh Capital Funds.

Sign below and return this addendum with your submittal response.

Proposer Name & Company: _____ **Date:** _____

Signature: _____ **Title:** _____

APPENDIX I



FY25 PICKLEBALL COURT CONVERSION Project #274-PRCR-FY25Pickleball Pre-Bid Conference Agenda

Wednesday, April 16, 2025 – 10:00am

2623 Sanderford Road, Raleigh, NC 27610 (Sanderford Road Park Tennis Court)

Introduction

The purpose of this meeting is to review project scope and bidding requirements regarding the **Pickleball Court Conversion** site improvements project.

Nothing during this meeting, as far as clarifications and/or answers, are to be taken as official responses. Bidders are requested to submit questions via email as indicated below. Final responses will be covered in addenda. Addenda will serve as official clarifications and answers to bidders' questions. Official meeting minutes will be issued as an addendum.

This project is being bid as an Informal Bid Project and as a Single Prime Contract. All contractors must have a valid General Contractors license in state of North Carolina.

Project Scope

Refer to drawings and project manual for complete description of project scope. The project includes:

- **Sanderford Road Park:** Permanent conversion of three (3) existing tennis courts into dedicated pickleball courts.
- **Carolina Pines Park:** Permanent conversion of two (2) of the three (3) existing tennis courts into dedicated pickleball courts.
- Associate site improvements include but not limited to:
 - Site preparation
 - Surface modification
 - Line striping
 - Fence installation
 - Net installation

- Gate installation and creation of access openings
- The Bidder represents and agrees to complete the entire project in the following number of Consecutive Calendar Days: Seventy (70) days from the date on the Notice to Proceed (NTP).

Project Contact and Questions

- The main point of contact will be the PRCR Project Manager, **Shangwen Liu**. All questions and correspondence will run through her via email: shangwen.liu@raleighnc.gov.
- All questions should be received in writing via email by **5:00PM on Wednesday, April 23**. No questions will be answered over the phone or in person.
- An addendum, if necessary, will be issued by **5:00PM on Wednesday, April 30** and posted on the **North Carolina electronic Vendor Portal**.

Bid Documents:

Complete bidding documents can be obtained from the **North Carolina electronic Vendor Portal**.

- No plan deposit is required.
- Neither the Owner nor the Bid Agent will be responsible for full or partial sets of Contract Documents, including any Addendum, obtained from any other source.
- Partial sets of plans and specifications will not be issued. Contractors are responsible for distributing documents to all sub-contractors.

Project Bidding

- This project is being bid as a Single Prime Contract. All contractors must have a valid NC General Contractors license.
- **Base bid** shall be provided as a lump sum to include all labor, equipment, materials, and services required to complete the project. Base bid shall include a **Lump-Sum Allowance**: Include the sum of \$5,000 for Owner's contingency.
- All bids are to be submitted to shangwen.liu@raleighnc.gov following the bidding submission requirement under Proposal Form included in bidding documents no later than **3:00PM on May 14, 2025**.
- See the **Bid Submittal Checklist** included in bidding documents for all items required as part of the Bid Submittal.
- **This project is being bid informally. Bids will NOT be opened at a public forum.**

Construction Meetings

- Pre-construction meeting will be scheduled after execution of the Contract. Contractor is expected provide a draft construction schedule during the meeting.
- The City plans to conduct Bi-Weekly, or as necessary, onsite construction meetings during the active site construction periods the project.
- City reserves the right to hold other meetings with the Contractor as necessary to discuss progress and quality of work.

Additional Project Information:

- Contractor always expected to respectful to the surrounding neighborhood.
- Keep a clean, safe, and secured site.
- Contractor to coordinate with the City in placement of necessary park closure signs and access control fencing.
- Meet regulatory agencies requirements.
- Quality workmanship on all construction.
- Contractor to coordinate all trades on site including scheduling of work and site access.

Questions and Site Walk

End of Pre-Bid Agenda

APPENDIX II



City Of Raleigh
North Carolina

Parks Recreation and Cultural Resources Department
FY25 Pickleball Court Conversion Project #274-PRCR-FY25Pickleball

Pre-Bid Meeting – Sign-in Sheet

Date: Wednesday, April 16, 2025, 10:00am

Location: Sanderford Road Park Tennis Court, 2623 Sanderford Road, Raleigh, NC 27610

Attendee Sign-In Info:				The City of Raleigh is evaluating minority business interest in City projects. If you are representing a HUB or DBE firm, please let us know the following:		
Name	Company	Phone	Email	NCHUB or NCDBE?	Does this project interest you as a Prime or a Sub? (check one)	
					Prime	Sub
Shangwen Liu	City of Raleigh Parks, Recreation and Cultural Resources (Owner representative)	919-996-4993	shangwen.liu@raleighnc.gov			
David Bell	City of Raleigh Parks, Recreation and Cultural Resources (Owner representative)	919-996-4129	david.bell@raleighnc.gov			
Jeffrey Bryant	City of Raleigh Parks, Recreation and Cultural Resources (Owner representative)	919-996-4870	jeffrey.bryant@raleighnc.gov			
Brianna Andrews	Pinam Construction	984-459-7707	brianna@pinamconstruction.com	✓	✓	
Austin Riccio	BAR Construction	336-274-2477	BidseBARconstruction.com		✓	

February 8, 2024

Tennis Resurfacing

Pre-Bid Meeting Sign-in Sheet – April 16, 2025

Attendee Sign-In Info:				The City of Raleigh is evaluating minority business interest in City projects. If you are representing a HUB or DBE firm, please let us know the following:		
Name	Company	Phone	Email	NCHUB or NCDBE?	Does this project interest you as a Prime or a Sub? (check one)	
					Prime	Sub
Lucas Gooding	Court One	919-886-8605	lgooding@courtone.net	N/A	✓	
Ashley Buchanan	Graal Development LLC	984-212-6116	graaldevelopmentllc@gmail.com	✓		✓