

City of Isle of Palms, South Carolina
Request for Proposals (RFP) 2026.01
Removal and Replacement of two (2) Tennis Courts

In compliance with the City of Isle of Palms procurement ordinances, the City is requesting proposals from qualified vendors for the removal and replacement of two deteriorated tennis courts at the Isle of Palms Recreation Center. The request will be awarded pursuant to the City's procurement ordinance. The City reserves the right to reject any and all proposals and to waive irregularities.

Proposals should be submitted to the following:

Douglas Kerr
City Administrator
City of Isle of Palms
1207 Palm Boulevard
Post Office Box 508
Isle of Palms, South Carolina 29451

Deadline for Questions: The deadline for questions is **2:00pm, Eastern Time, Thursday, March 26, 2026**. Proposers should send questions regarding this Request for Proposals to Karrie Ferrell, Recreation Director, in writing or email to kferrell@iop.net. Questions received before this deadline will be answered via addendum posted on www.iop.net. Questions received after this deadline will not be answered.

If an addendum is issued, proposers must acknowledge receipt of the addendum with their proposal.

Deadline for Submissions: The deadline for submission is **10:00am, Eastern Time Wednesday, April 8, 2026**. Proposals will be received at 1207 Palm Boulevard, Isle of Palms, South Carolina 29451 in a sealed envelope. Sealed envelopes must be clearly marked **RFP 2026.01, Removal and Replacement of two (2) Tennis Courts** and include one (1) hard copy and one (1) electronic copy saved to a USB flash drive.

It will be the responsibility of the proposers to verify receipt by the City. Proposals may be delivered by hand or by mail, but no proposal shall be considered which is not actually received by the City at the place, date and time appointed by the City and the City shall not be responsible for any failure, misdirection, delay or error resulting from the selection by any proposer of any means of delivery.

All proposals submitted shall include a current e-mail address. Once selection is complete, Notice of Award shall be posted on the City's website. Notice of Award and notices of non-award shall be sent to all Proposers via e-mail.

Proprietary and/or Confidential Information: Your proposal is a public document under the South Carolina Freedom of Information Act (FOIA), except as to information that may be treated as confidential as an exception to disclosure under the FOIA. If you cannot agree to this standard, please do not submit your proposal. All information that is to be treated as confidential and/or proprietary must be CLEARLY identified, and each page containing confidential and/or proprietary information, in whole or in part, must be stamped and/or denoted as CONFIDENTIAL, in bold, in a font of at least 12-point type, in the upper right-hand corner of the page. All information not so denoted and identified will be subject to disclosure by the City.

Proposers acknowledge and agree that the City will not be liable for any costs, expenses, losses, damages (including damages for loss of anticipated profit) or liabilities incurred by the respondent or any member of the respondent's organization as a result of, or arising out of, submitting a proposal, negotiating changes, or due to the City's acceptance or non-acceptance of the proposal or the rejection of any and all proposals. Proposers are responsible for submission of accurate, adequate and clear descriptions of the information requests. Neither issuance of the RFP, preparation and submission of a response, nor the subsequent receipt and evaluation of any response by the City of Isle of Palms will commit the City to award a contract to any respondent even if all the requirements in the RFP have been met.

Proposers must have or be able to procure an Isle of Palms Business License.

Firms considering submission under this RFP will be expected to have read and be prepared to enter into the attached contract, which is a part of this RFP. The City of Isle of Palms reserves the right to accept or reject any and all proposals, or any parts thereof; to waive irregularities or informalities in any proposal received to allow the proposal to be considered; to negotiate terms and conditions with Proposers; and to select a Proposer or to cancel in whole or in part this RFP, if it is in the best interest of the City to do so. Those proposals determined not to be in compliance with provisions of this RFP and the applicable laws and or regulations will not be processed.

By signing its proposal, proposer certifies that it will comply with the applicable requirements of Title 8, Chapter 14 of the South Carolina Code of Laws and agrees to provide the City upon request any documentation required to establish either: (a) that Title 8, Chapter 14 is inapplicable both to Bidder and its subcontractors or sub-subcontractors; or (b) that proposer and its subcontractors or sub-subcontractors are in compliance with Title 8, Chapter 14. Pursuant to Section 8-14-60, "A person who knowingly makes or files any false, fictitious, or fraudulent document, statement, or report pursuant to this chapter is guilty of a felony and, upon conviction, must be fined within the discretion of the court or imprisoned for not more than five years, or both." Proposer agrees to include in any contracts with its subcontractors language requiring its subcontractors to (a) comply with the applicable requirements of Title 8, Chapter 14 and (b) include in their contracts with sub-subcontractors, language requiring the sub-subcontractors to comply with the applicable requirements of Title 8, Chapter 14.

Scope of Work

A site visit to the Isle of Palms Recreation Center is mandatory prior to submitting a proposal. Please contact Karrie Ferrell, at (843) 886-8294, to schedule the site visit. Only those proposers who include the attached validation that they conducted a site visit to the Isle of Palms Recreation Center will be considered.

The Scope of work for the project includes, but is not limited to, the following:

- Removal of existing courts
- Engineer site drawings for courts using the existing footprint and lighting.
- Site preparation
- Grading
- Fencing
- Net posts
- Protection of water source/water fountain at courts
- Removal and reinstallation of vegetation
- All materials, equipment, supplies, furnishings, labor and supervision as necessary.
- Application of two (2) color coatings
- Line Striping per the United States Tennis Association regulations

Proposal Format

In responding to this request, firms should provide a price quote for the scope of work and detailed project schedule of the tasks needed to accomplish this work.

Work History and References: Firms submitting proposals should delineate experience with similar projects. Specific examples of similar projects must be provided.

Provide a brief description of similar projects of comparable size and complexity for which the Proposer provided services within the past five (5) years. Limit information to no more than five (5) projects. All such descriptions should include:

1. Project location
2. Renovation and/or Replacement
3. Description of original project budget versus actual cost.
4. Name and contact information for a reference with knowledge of the Proposer's work on the specified project.

Provide the Firm(s) and if possible the names and proposals of all subconsultants that will be part of the Proposer's Team and identify the specific work the sub-consultant will perform. Once the City issues a contract, no change in sub-consultants assigned to the project will be permitted without prior written approval from the City.

Evaluation Criteria

The City will evaluate proposals based on the factors outlined within this RFP and the City's procurement ordinance, which shall be applied to all eligible, responsive proposals in selecting the successful firm. The City reserves the right to disqualify any proposal from a proposer it deems as non-responsive and/or non-responsible. The City reserves the right to make such investigations of the proposals of the proposer as it deems appropriate.

Award of any contract may be made without discussion with Proposers after proposals are received. The City reserves the right to cease contract negotiations if it is determined that the proposer cannot perform the services specified in their response.

Recommendation of award for contract will be made based not only on price, which is an important factor, but also on quality of proposal, qualifications, experience, technical expertise, references and ability to execute the work. After careful evaluation, the Recreation Committee will make a recommendation to City Council for award of a contract.

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Documentation of Site visit to the Isle of Palms Recreation Tennis Courts

In association with RFP 2026.01 I, Karrie Ferrell, attest that

_____ accompanied me on
(Insert name and name of firm)

_____ for a site visit to the Recreation Tennis Courts.
(insert time and date)

Signature of Karrie Ferrell

Signature of Respondent

NOTE: This sheet must be turned in with the respondents' proposal to the City.