



Monroe City – Request for Proposals
Monroe Pickleball Courts
June 18, 2026

Request for Proposals

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Monroe City, Utah, is soliciting proposals from qualified contractors to provide construction services for two outdoor pickleball courts. Monroe City invites experienced firms with demonstrated expertise in pickleball, tennis, and/or sports court construction to submit cost proposals for this Monroe Pickleball Courts Project. The project includes: site preparation, court construction, surfacing, striping, fencing, net systems, drainage, lighting/electrical, and any related improvements necessary for a complete and functional facility.

The project will be managed by Ron Clegg, P.E. (consultant) and Allison Leavitt (City Recorder). All proposals must be emailed as one pdf document to both Ron Clegg (ron@cleggconsult.com) and Allison Leavitt (allison@monroeut.gov) by **5:00 pm on Monday, July 20, 2026**.

A mandatory virtual pre-proposal meeting will be held on Thursday, July 9, 2026 at 1:00 pm. Proposers who do not attend this meeting will not be allowed to submit a proposal. Please RSVP Ron Clegg (ron@cleggconsult.com) and Allison Leavitt (allison@monroeut.gov) by 5:00 pm on July 7, 2026. A Google Meet link will be sent to all who RSVP.

PROJECT SCHEDULE

The proposed project schedule is as follows:

ADVERTISE RFP: Thursday, June 18, 2026

MANDATORY PRE-PROPOSAL VIRTUAL MEETING: Thursday, July 9, 2026 at 1:00 pm

PROPOSALS DUE (ELECTRONICALLY): Monday, July 20, 2026 at 5pm

SELECTION TEAM TO REVIEW PROPOSALS: Tuesday, July 21, 2026 - Monday, July 27, 2026

PRESENT TO CITY COUNCIL: Tuesday, July 28, 2026

NOTICE TO PROCEED: Wednesday, July 29, 2026

BEGIN CONSTRUCTION: Thursday, July 30, 2026

END CONSTRUCTION: Wednesday, September 30, 2026

PROJECT INFORMATION

- The courts will be located on the east side of the tennis courts located at Mountain View Park at approximately 450 W 170 S (coordinates: 38.628895, -112.130945) as shown on the attached project drawings.



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- The courts will be located approximately 15' east of the existing tennis courts. The South Sevier School District owns the property where the tennis courts are located. The approximate property line is shown on the attached site plan.
- In the future, the City may add two additional pickleball courts north of these courts. The future expansion should be considered as these courts are built.
- The site is flat and the soil consists of native material covered by a thin layer of gravel. It is anticipated that the material will need to be excavated to get the appropriate grades on the pickleball courts.
- There are two potential power source locations as shown on the attached drawings. The City will purchase and install electrical conduits and wiring.
- Performance and payment bonds will be required for this project.
- The Contractor will be responsible for locating utilities prior to beginning work.
- Lighting for the courts has not been shown on the attached project plans. As part of this proposal, the Contractor shall provide a sketch showing the proposed lighting plan. Identify the fixture type, brand, model number, and other important information.
- The Contractor will be required to follow Monroe City Specifications.

SCOPE OF WORK

The scope of work for this project includes the following elements:

1. Grade the existing site to accommodate the new courts and base material. **Excess material is to be stockpiled on-site and the City will dispose of the material at it's convenience.**
2. Supply and install 4" base material.
3. Supply and install 1 layer of 6 mil poly sheeting over subgrade.
4. Supply and install 5" post-tensioned concrete pickleball courts and reinforced closure, one post-tensioned slab (64' by 68'), 4000 psi, thickened edges, reinforced with ½" steel tendons and #4 rebar.
5. Construct two 6'x20'x4" concrete slabs for the benches. The City will purchase and install the benches.
6. Supply and install two sets of Douglas XS Premier net posts and two Douglas PN-30 pickleball nets.
7. **The City will provide the 6' chain link fence fabric and posts and will install the fabric. The contractor will be responsible for installing the posts.** Supply and install 4' divider galvanized chain link fence with two 4'x4' access gates. Top and bottom rails to be galvanized 1 5/8" LG-40 pipe or equivalent. All fabric to be 2" galvanized 9-gauge.
8. After curing period apply a 3-coat acrylic surface the includes lines for two pickleball courts.
9. Site cleanup.



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PROPOSAL INSTRUCTIONS

SUBMITTAL INSTRUCTIONS. All proposals shall be submitted as one pdf file emailed to **both** Ron Clegg (ron@cleggconsult.com) and Allison Leavitt (allison@monroeut.gov) by **5pm on Monday, July 20, 2026**. Any proposals received after the submittal deadline will be disqualified. Proposals shall not exceed **10 pages** in length. A minimum 10 point font shall be used. Sheet size shall be 8 ½" x 11", with up to 2 11"x17" sheets allowed. A cover page and introduction letter will not count as one of the pages.

PROPOSAL CONTENT AND SCORING

Proposals should include the following sections. Please prepare your proposal using the headings indicated below. Points allocated for each section have been indicated.

- **FIRM QUALIFICATIONS (15 points)**

State the relevant qualifications of the firm submitting the proposal as well as any subconsultants included as part of the project team. The selected contractor will be expected to design and construct two regulation pickleball courts and provide all labor, materials, equipment, supervision, and coordination required to complete the project. Proposing firms should be properly licensed, insured, and able to demonstrate successful completion of similar pickleball, tennis, or recreational court projects.

- **RELEVANT EXPERIENCE AND REFERENCES (25 points)**

This section of the proposal is to be used to identify the firm and team experience working on pickleball courts, tennis courts, sport courts and similar projects. Please identify the following:

- List at least five pickleball courts, tennis courts, sport courts and similar projects completed by your firm in the last 2 years in Utah. Include the following information: project description, client, client contact person, key work elements, total project cost, any other information you feel is relevant.

- **PROJECT TEAM (25 points)**

Identify the proposed project team, including subconsultants. State the expertise and experience of the construction firm, the project manager, and the team members. Identify key team members and provide the following for each key team member: role on this project, years of experience, brief bio, qualifications, and identify the percentage of time planned for this project. Emphasis should be placed on the proposed project manager.

- Identify each subconsultant and the role they will play in the project.



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- **PROJECT SCHEDULE (10 points)**

The Contractor must include the schedule for completing the work. The City desires to have the project completed by September 30, 2026 but is open to a later date if it results in a project cost savings. The City does not want to do any cold weather concrete work so the project must be completed before the weather turns cold.

- **COST (25 points)**

The attached **Bid Form** must be completed and included as part of the contractor’s proposal. The form will not count as part of 10 page limit.

RIGHT TO REJECT PROPOSALS

Monroe City reserves the right to reject any or all proposals.



BID FORM

The terms used in this Bid with initial capital letters have the meanings stated in the Instructions to Bidders, the General Conditions, and the Supplementary Conditions.

ARTICLE 1—OWNER AND BIDDER

- 1.01 This Bid is to be emailed to the Owner and Engineer **by 5:00 p.m. on Monday, July 20, 2026.**
- 1.02 The undersigned Bidder proposes and agrees, if this Bid is accepted, to enter into an Agreement with Owner in the form included in the Bidding Documents to perform all Work as specified or indicated in the Bidding Documents for the prices and within the times indicated in this Bid and in accordance with the other terms and conditions of the Bidding Documents.

ARTICLE 2—ATTACHMENTS TO THIS BID

- 2.01 The following documents are submitted with and made a condition of this Bid:
 - A. Required Bid security;
 - B. List of Proposed Subcontractors;
 - C. List of Proposed Suppliers;
 - D. Evidence of authority to do business in the state of the Project; or a written covenant to obtain such authority within the time for acceptance of Bids;
 - E. Contractor's license number as evidence of Bidder's State Contractor's License or a covenant by Bidder to obtain said license within the time for acceptance of Bids;
 - F. Required Bidder Qualification Statement with supporting data.



ARTICLE 3—BASIS OF BID - UNIT PRICES

3.01 *Unit Price Bids*

A. Bidder will perform the following Work at the indicated unit prices:

Item No.	Description	Unit	Estimated Quantity	Bid Unit Price	Bid Amount
1	MOBILIZATION/DEMOBILIZATION	LS	1	\$	\$
2	4" THICK CONCRETE FLATWORK	SF	240	\$	\$
3	5" THICK PICKLEBALL CONCRETE	SF	4,352	\$	\$
4	PICKLEBALL COATINGS	LS	1	\$	\$
5	PICKLEBALL LIGHTING	LS	1	\$	\$
6	PICKLEBALL FENCING	LS	1	\$	\$
7	PICKLEBALL MISC	LS	1	\$	\$
	TOTAL OF ALL BID ITEMS				

B. Bidder acknowledges that:

1. Each Bid Unit Price includes an amount considered by Bidder to be adequate to cover Contractor’s overhead and profit for each separately identified item, and
2. Estimated quantities are not guaranteed, and are solely for the purpose of comparison of Bids, and final payment for all Unit Price Work will be based on actual quantities, determined as provided in the Contract Documents.

ARTICLE 4—TIME OF COMPLETION

4.01 Bidder agrees that the work will be **FINAL COMPLETION** on or before **September 30, 2026**. This project does not have a “substantial completion”. Final project completion will be determined by the Owner and Engineer.

ARTICLE 5—BIDDER’S ACKNOWLEDGEMENTS: ACCEPTANCE PERIOD, INSTRUCTIONS, AND RECEIPT OF ADDENDA

5.01 *Bid Acceptance Period*

A. This Bid will remain subject to acceptance for 60 days after the Bid opening, or for such longer period of time that Bidder may agree to in writing upon request of Owner.

5.02 *Instructions to Bidders*

A. Bidder accepts all of the terms and conditions of the Instructions to Bidders, including without limitation those dealing with the disposition of Bid security.

5.03 *Receipt of Addenda*

A. Bidder hereby acknowledges receipt of the following Addenda:



Addendum Number	Addendum Date

ARTICLE 6—BIDDER’S REPRESENTATIONS AND CERTIFICATIONS

6.01 *Bidder’s Representations*

A. In submitting this Bid, Bidder represents the following:

1. Bidder has examined and carefully studied the Bidding Documents, including Addenda.
2. Bidder has visited the Site and/or reviewed project photos, conducted a thorough visual examination of the Site and adjacent areas, and become familiar with the general, local, and Site conditions that may affect cost, progress, and performance of the Work.
3. Bidder is familiar with all Laws and Regulations that may affect cost, progress, and performance of the Work.
4. Bidder has carefully studied the reports of explorations and tests of subsurface conditions at or adjacent to the Site and the drawings of physical conditions relating to existing surface or subsurface structures at the Site that have been identified in the Supplementary Conditions, with respect to the Technical Data in such reports and drawings.
5. Bidder has carefully studied the reports and drawings relating to Hazardous Environmental Conditions, if any, at or adjacent to the Site that have been identified in the Supplementary Conditions, with respect to Technical Data in such reports and drawings.
6. Bidder has considered the information known to Bidder itself; information commonly known to contractors doing business in the locality of the Site; information and observations obtained from visits to the Site; the Bidding Documents; and the Technical Data identified in the Supplementary Conditions or by definition, with respect to the effect of such information, observations, and Technical Data on (a) the cost, progress, and performance of the Work; (b) the means, methods, techniques, sequences, and procedures of construction to be employed by Bidder, if selected as Contractor; and (c) Bidder’s (Contractor’s) safety precautions and programs.
7. Based on the information and observations referred to in the preceding paragraph, Bidder agrees that no further examinations, investigations, explorations, tests, studies, or data are necessary for the performance of the Work at the Contract Price, within the Contract Times, and in accordance with the other terms and conditions of the Contract.
8. Bidder is aware of the general nature of work to be performed by Owner and others at the Site that relates to the Work as indicated in the Bidding Documents.
9. Bidder has given Engineer written notice of all conflicts, errors, ambiguities, or discrepancies that Bidder has discovered in the Bidding Documents, and of



discrepancies between Site conditions and the Contract Documents, and the written resolution thereof by Engineer is acceptable to Contractor.

10. The Bidding Documents are generally sufficient to indicate and convey understanding of all terms and conditions for performance and furnishing of the Work.
11. The submission of this Bid constitutes an incontrovertible representation by Bidder that without exception the Bid and all prices in the Bid are premised upon performing and furnishing the Work required by the Bidding Documents.

6.02 *Bidder's Certifications*

A. The Bidder certifies the following:

1. This Bid is genuine and not made in the interest of or on behalf of any undisclosed individual or entity and is not submitted in conformity with any collusive agreement or rules of any group, association, organization, or corporation.
2. Bidder has not directly or indirectly induced or solicited any other Bidder to submit a false or sham Bid.
3. Bidder has not solicited or induced any individual or entity to refrain from bidding.
4. Bidder has not engaged in corrupt, fraudulent, collusive, or coercive practices in competing for the Contract. For the purposes of this Paragraph 8.02.A:
 - a. Corrupt practice means the offering, giving, receiving, or soliciting of anything of value likely to influence the action of a public official in the bidding process.
 - b. Fraudulent practice means an intentional misrepresentation of facts made (a) to influence the bidding process to the detriment of Owner, (b) to establish bid prices at artificial non-competitive levels, or (c) to deprive Owner of the benefits of free and open competition.
 - c. Collusive practice means a scheme or arrangement between two or more Bidders, with or without the knowledge of Owner, a purpose of which is to establish bid prices at artificial, non-competitive levels.
 - d. Coercive practice means harming or threatening to harm, directly or indirectly, persons or their property to influence their participation in the bidding process or affect the execution of the Contract.

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BIDDER hereby submits this Bid as set forth above:

Bidder:

(typed or printed name of organization)

By:

(individual's signature)

Name:

(typed or printed)

Title:

(typed or printed)

Date:

(typed or printed)

Bidder's Contact:

Name:

(typed or printed)

Title:

(typed or printed)

Phone:

Email:

Address:

Bidder's Contractor License No.: (if applicable)

MONROE CITY PICKLEBALL COURTS - 2026

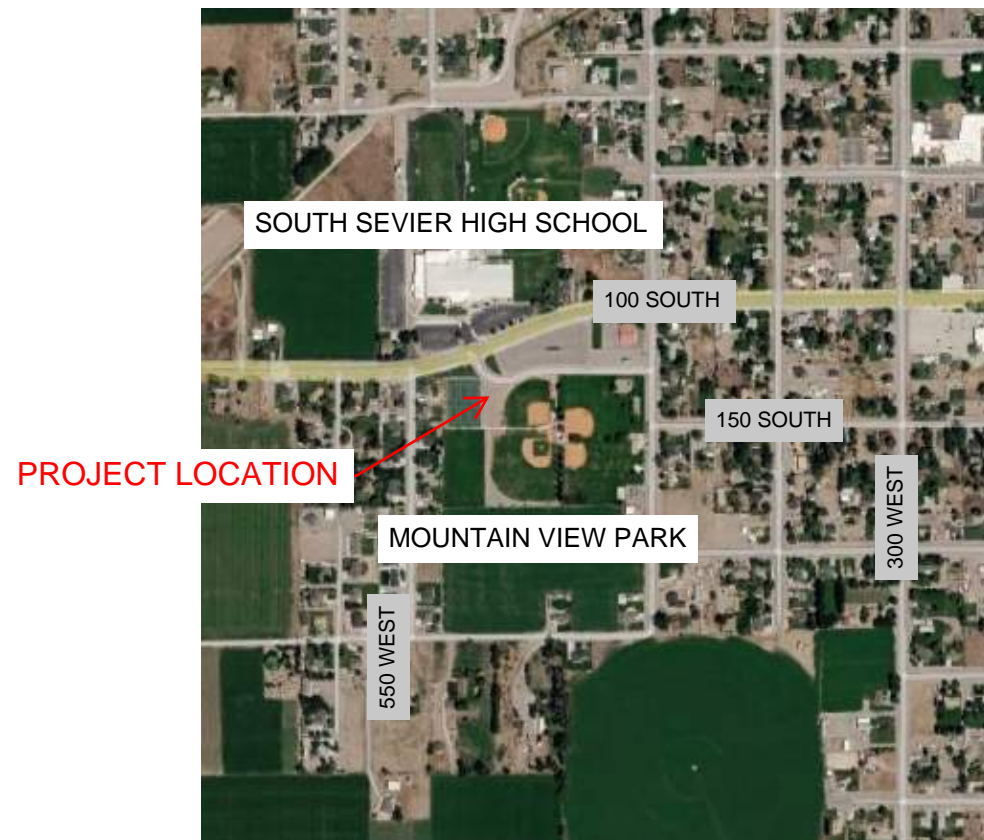


COVER SHEET
MONROE PICKLEBALL
COURTS - 2026

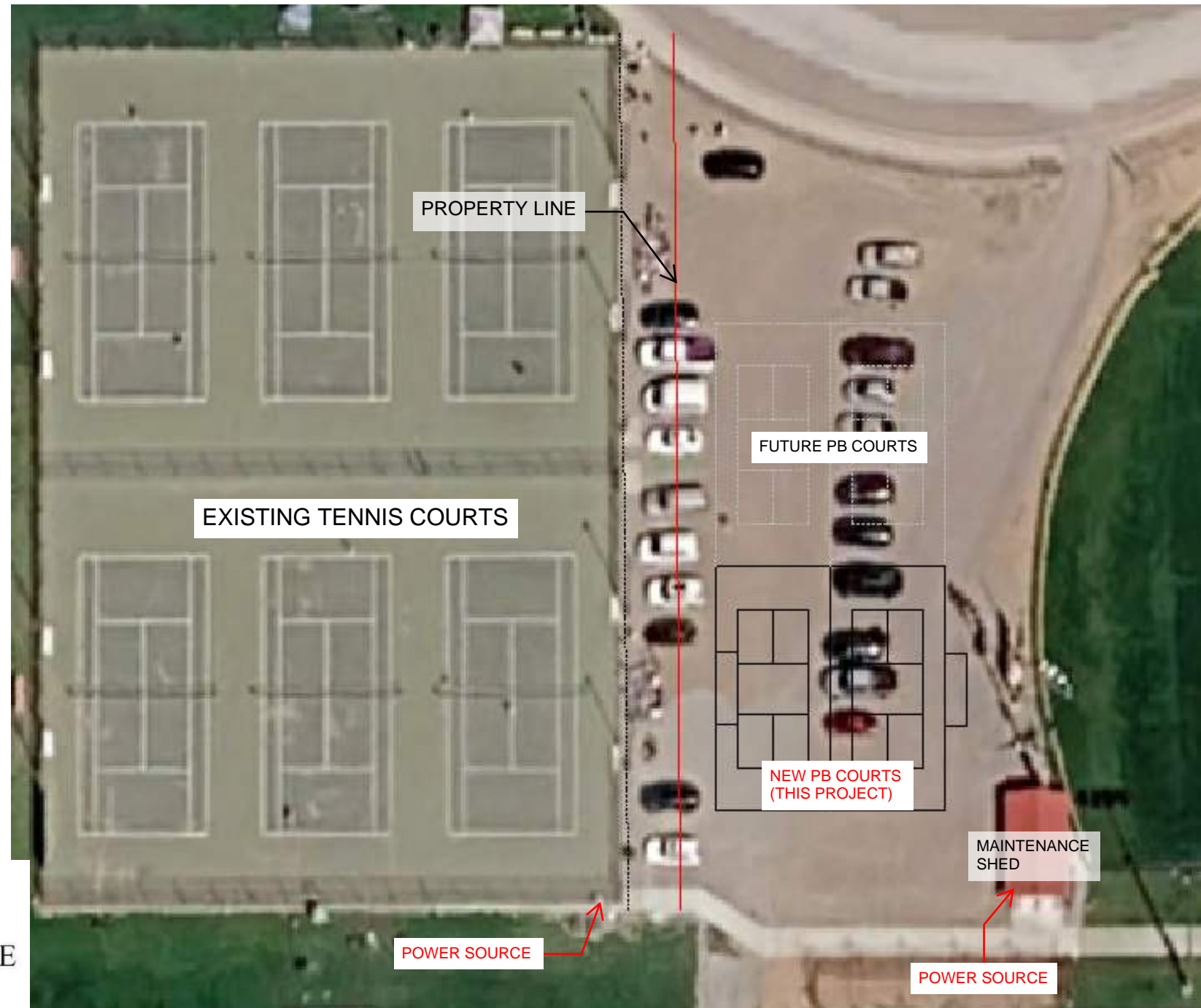


DATE
6-18-26

SHEET
1



LOCATION MAP



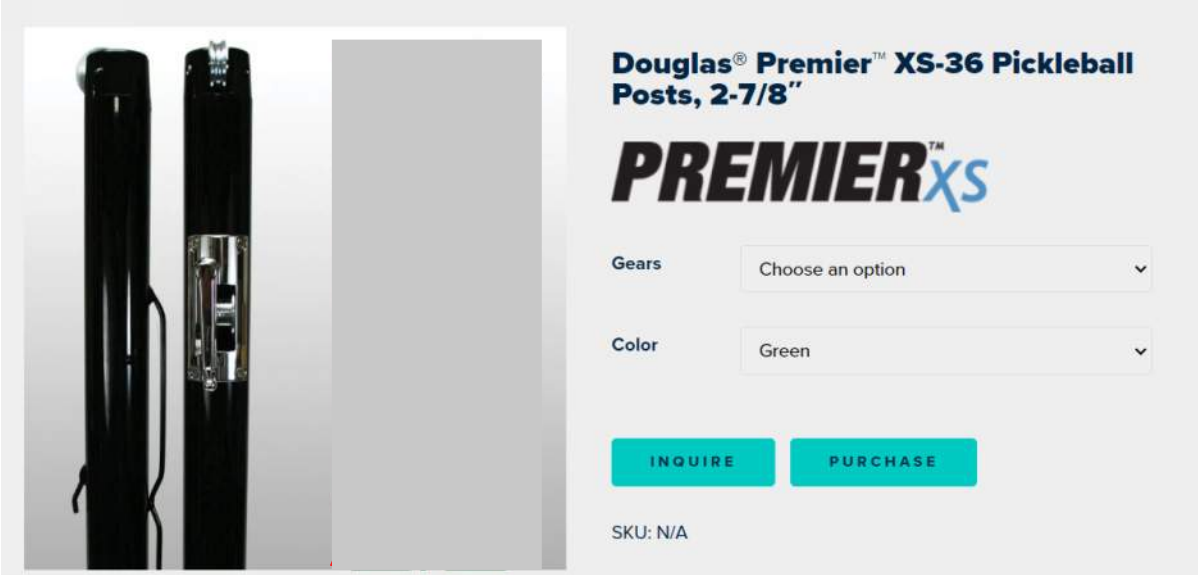
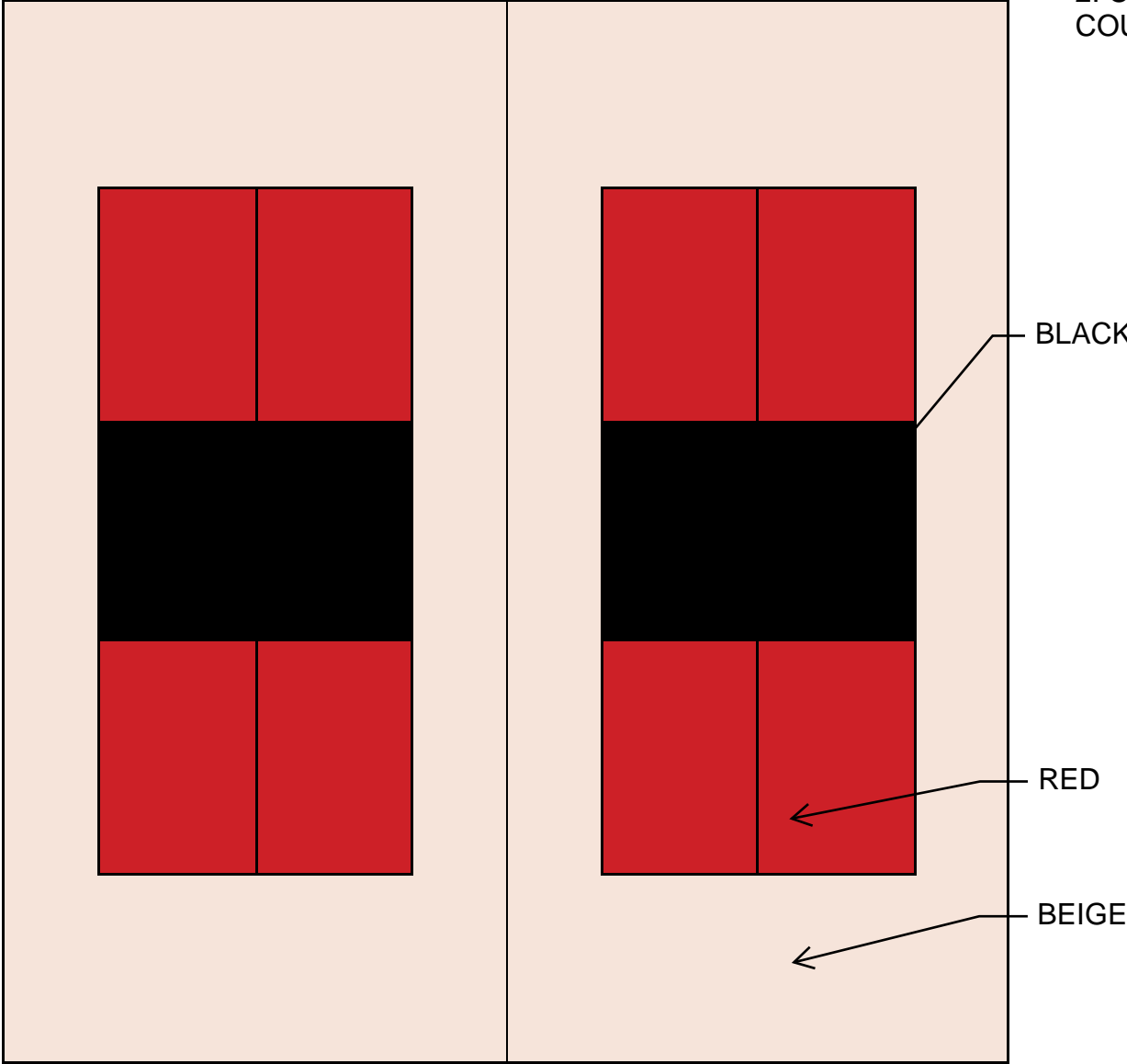
SITE PLAN



PICKLEBALL SURFACING AND NETS

COATING NOTES:
1. PICKLEBALL COATINGS TO BE SPORTMASTER (SEE SPORTMASTER.NET) PICKLEBALL COURT SURFACING. INSTALL FOLLOWING MANUFACTURER'S RECOMMENDATIONS.
2. COLORS ARE AS FOLLOWS: BORDER - BEIGE, COURT - RED, NON-VOLLEY ZONE - BLACK.

NET/POST NOTES:
1. THE CONTRACTOR SHALL PROVIDE/INSTALL THE PICKLEBALL NETS AND POSTS.
2. NETS SHALL BE DOUGLAS PN-30, 31" X 21'9", OR APPROVED EQUAL.
3. POSTS SHALL BE DOUGLAS PREMIER XS-36, 2-7/8". COLOR BLACK.



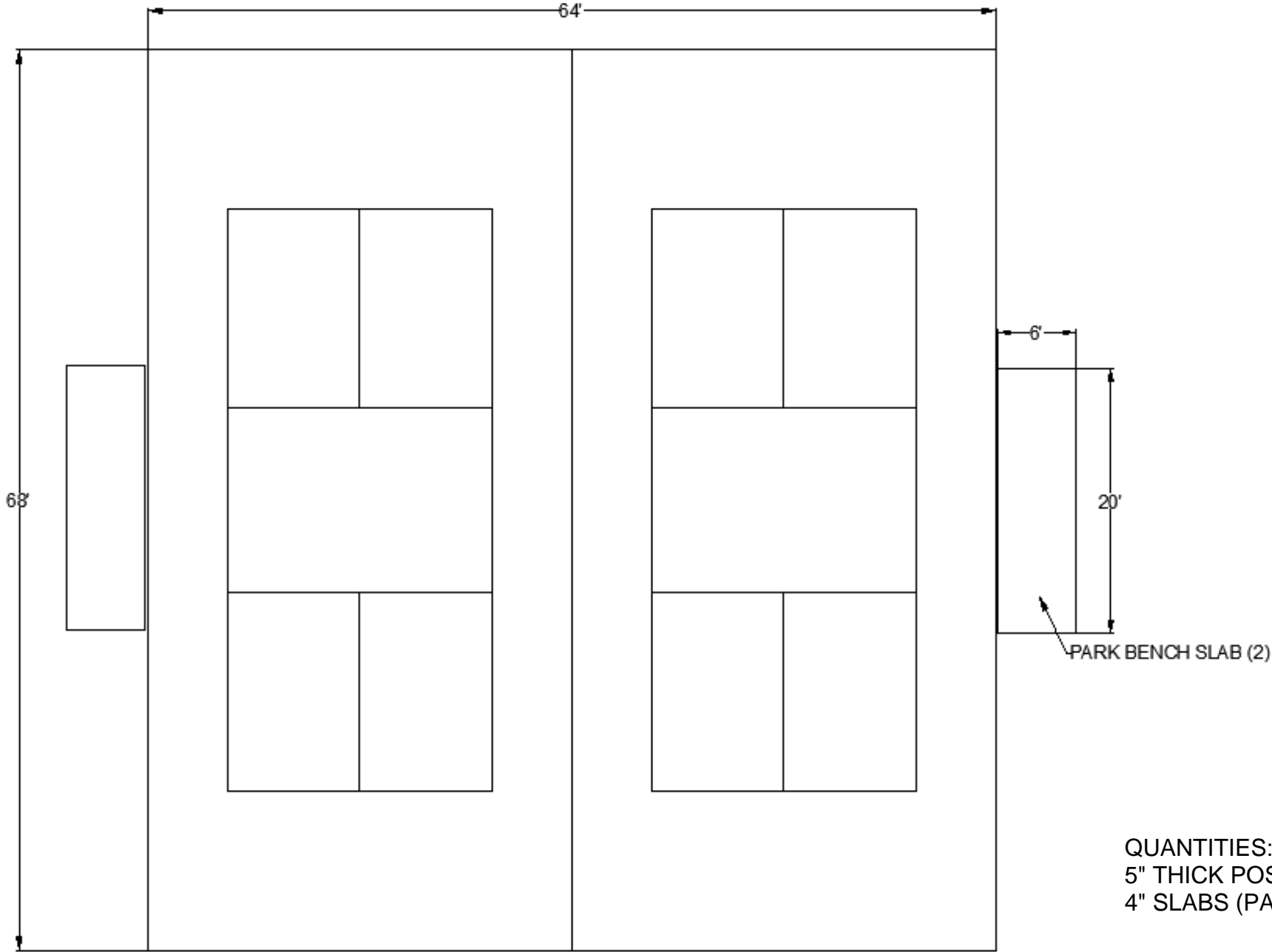
PICKLEBALL SURFACING AND NETS
MONROE PICKLEBALL COURTS - 2026



DATE
6-18-26

SHEET
2

CONCRETE



QUANTITIES:
5" THICK POST-TENSIONED CONCRETE (PB COURTS) = 4352 SQ FT
4" SLABS (PARK BENCHES) = 240 SQ FT



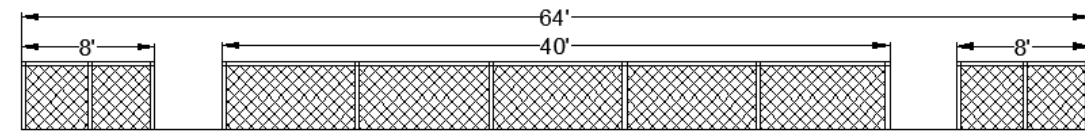
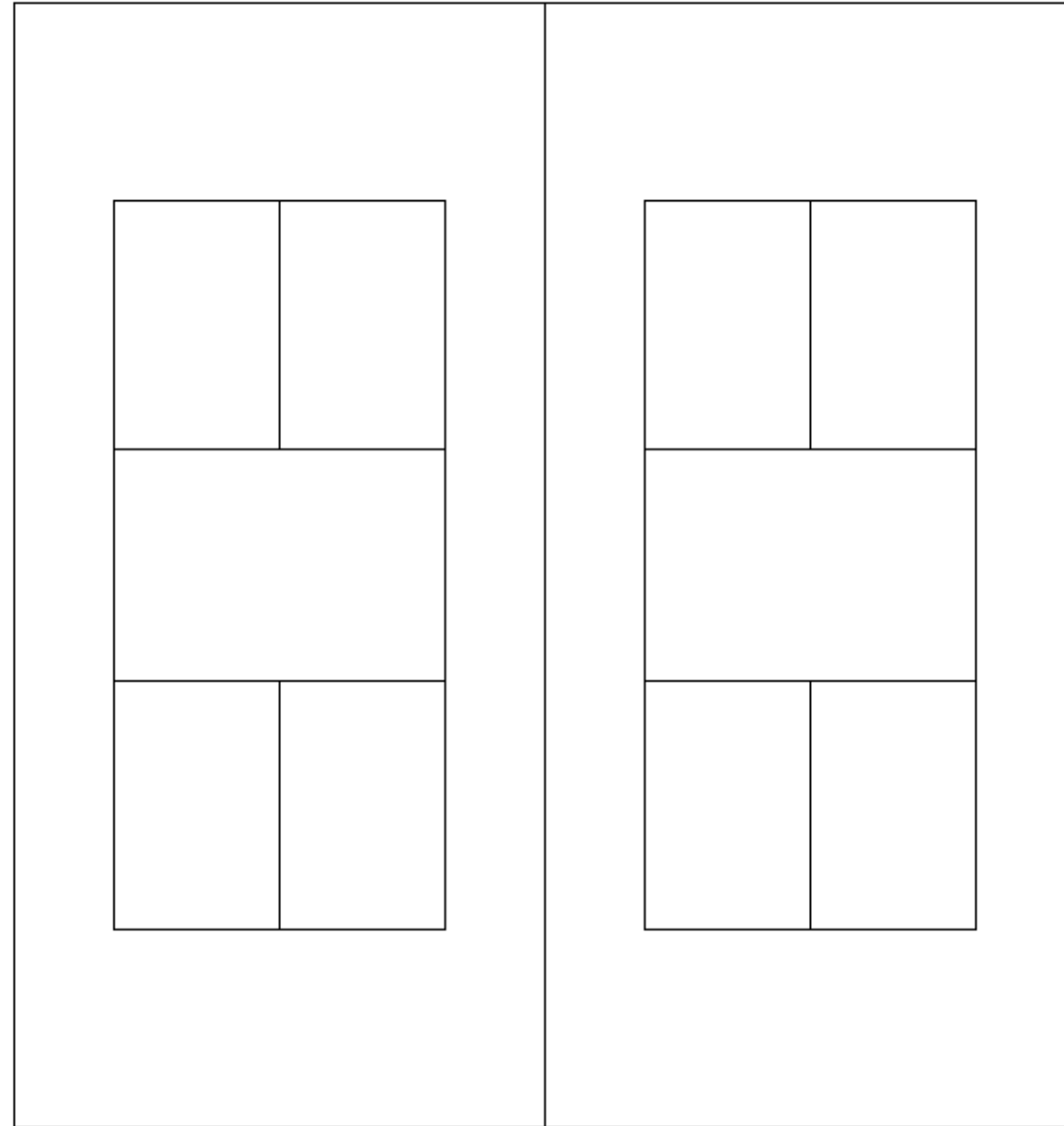
CONCRETE
MONROE PICKLEBALL
COURTS - 2026



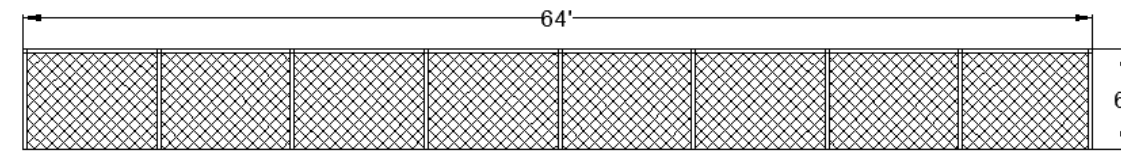
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6-18-26

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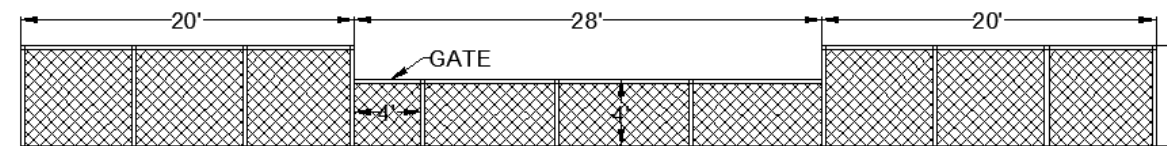
PICKLEBALL FENCING



INTERIOR FENCE (BETWEEN COURTS)



NORTH AND SOUTH EXTERIOR FENCES



EAST AND WEST EXTERIOR FENCES

QUANTITIES:

6' CHAIN LINK FENCE = 208'

4' CHAIN LINK FENCE = 104'

4' GATES = 2

NOTES:

1. ALL FENCING TO BE GALVANIZED CHAIN LINK.
2. GATES ARE 4'X4'.
3. MONROE CITY TO PROVIDE AND INSTALL THE 6' CHAIN LINK FENCE.
THE CONTRACTOR WILL NEED TO SET THE POSTS.



PICKLEBALL FENCING
MONROE PICKLEBALL
COURTS - 2026



DATE

6-18-26

SHEET

4

PHOTOS



PHOTOS
MONROE PICKLEBALL
COURTS - 2026



DATE
6-18-26

SHEET
5

PHOTOS - 2



PHOTOS - 2
MONROE PICKLEBALL
COURTS - 2026



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6-18-26

SHEET
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