RFP Checklist for Courts

This document is intended for informational purposes and may be of assistance to the owner in developing a Request for Proposal for construction of tennis and/or pickleball facilities. It does not take the place of the guidance that can be provided by a team of experienced sports facility industry members, which should include a licensed design professional and knowledgeable court contractor. (Other members of the team may include users, coaches, administrators, athletic directors, park and recreation officials and of course, those who understand the budget for the project).

Those who are interested in having fields built should purchase the book, *Tennis Courts: Construction and Maintenance Manual*, from the American Sports Builders Association; this book walks prospective owners through the decision-making process from concept to design to construction, with additional information on court sizes and surfacing options, as well as maintenance and repair. Purchase of this book is highly recommended prior to filling out the document below as it will help users better understand their options and the choices available to them in the marketplace.

Contact information for you (or for the person who will be answering questions and/or receiving bids):

Name:

Company:

Address:

Phone Number:

E-mail:

If the sports facility has a name, what is it?

Type of Facility: ___ Tennis ___ Pickleball

___ Both (Specify how many): ___ Tennis Courts ___ Pickleball Courts

___Both, with courts to be marked for both sports (Specify total number of courts: ___)

Nets: For Tennis (note number required)

___ Permanently installed

___ Posts in sleeves

___ Portable Nets

For Pickleball (note number required)

___ Permanently installed

___ Posts in sleeves

___ Portable Nets

Which is the highest level of play this facility is expected to host on a regular basis?

___ College (NCAA)

___ High School (NFHS)

___ Professional/International Competition (examples: International Tennis Federation, etc.)

What is the location of the courts?

___ Indoor

___ Outdoor

Note: If both, indicate how many of each.

Project Details: Please indicate any decisions that have been made regarding the following, including any brand preferences:

Surface

Hard Courts:

___ Asphalt (Acrylic Coating)

___ Post-Tensioned Concrete (Acrylic Coating)

Will surface be cushioned? ___ Yes ___ No

Soft Courts:

___ Fast-Dry

___ Clay

___ Grass

___ Artificial Turf

Other:

___ Modular Tiles

Specify underlying surface:

Is this surface already in place?

___ Textile/Roll Goods

Playing Lines:

Tennis: Lines for 30-foot and 60-foot courts? ___ Yes ___ No

Has a site been selected? ___ Yes ___ No

If yes, please note whether the site is shovel-ready or needs work such as remediation, demolition, utilities, etc.

Site Address or Location: _____

Is there a specific timeline associated with this project? ___ Yes ___ No

If yes, provide details:

Will the project be built: ___All at once ___ In phases

Details on any phases:

Has a budget been developed? ___ Yes ___ No

Is LEED certification necessary? ___ Yes ___ No

Does the facility need to conform to any specific testing standard concerning safety?
Examples might be ASTM standards. If so, please list.

Bidding Qualifications:
Please note whether you will be requiring the following of any bidders:

___ Membership in the American Sports Builders Association (proof of membership required)

___ Certified Tennis Court Builder (proof of certification required)

___ ASBA Pickleball Certificate (proof required)

___ Licensed Design Professional (Proof of licensure required)

___ Insurance certificate (proof of insurance)

___ Proof of licensure as a contractor

___ Listing of contractors and major suppliers

___ Bond/Bid security documentation

___ References regarding experience in this type of facility

___ Other:

Project Delivery Method – Please indicate whether any of the following project delivery methods have been specified:

___ Design/Bid/Build

___ Design/Build

___ Negotiated Agreement

___ Construction Management Firm

___ Cooperative Purchasing Contract

___ Not Sure

Accessories and Amenities Desired:

___ Subsurface Irrigation System (necessary for soft courts such as fast-dry and clay)

___ Bleachers/Spectator Seating

___ Shade Structures for Spectators

___ Shade Structures for Players Between Sets

___ Shade Structure to Cover Facility (or parts of the facility, such as a championship court)

___ Windscreen

___ Divider Curtains

___ Admission Booth

___ Press Box

___ Concessions

___ Lighting

___ Rest Rooms

___ Parking

___ Fencing

___ Scoreboards

___ Officials' Chairs

___ Shoe Cleaners

___ Courtside Trash/Waste Cans

___ Sound System

___ Wi-Fi/Capabilities for Recording/Streaming

___ Player Analysis Capabilities

___ Storage/Maintenance Sheds

___ Water source for maintenance purposes

___ Other – Please list:

RFP Checklist for Basketball Courts

This document is intended for informational purposes and may be of assistance to the owner in developing a Request for Proposal for construction of basketball facilities. It does not take the place of the guidance that can be provided by a team of experienced sports facility industry members, which should include a licensed design professional and knowledgeable court contractor. (Other members of the team may include users, coaches, administrators, athletic directors, park and recreation officials and of course, those who understand the budget for the project).

Those who are interested in having fields built should purchase the book, *Courts and Recreational Facilities: Construction and Maintenance Manual*, from the American Sports Builders Association; this book walks prospective owners through the decision-making process from concept to design to construction, with additional information on playing area sizes and options for base and sub-base construction, as well as maintenance and repair. Purchase of this book is highly recommended prior to filling out the document below as it will help users better understand their options and the choices available to them in the marketplace.

Contact information for you (or for the person who will be answering questions and/or receiving bids):

Name:

Company:

Address:

Phone Number:

E-mail:

If the sports facility has a name, what is it?

Type of Facility: ___ Single Court (two goals)

___ Half Court (3x3, one goal)

___ Multiple Courts – specify number and type:

Nets: ___ Permanently installed

___ Temporary/Roll-Away

Which is the highest level of play this facility is expected to host on a regular basis?

___ Recreational/Municipal Court Only (no governing body)

___ College (NCAA; may include intramural play)

___ High School (NFHS)

___ Professional/International Competition (examples: NBA, FIBA, etc.)

What is the location of the courts?

___ Indoor

___ Outdoor

Note: If both, indicate how many of each.

Project Details: Please indicate any decisions that have been made regarding the following, including any brand preferences:

Surface

Hard Courts:

___ Asphalt (Acrylic Coating)

___ Post-Tensioned Concrete (Acrylic Coating)

Other:

___ Modular Tiles

Specify underlying surface:

Is this surface already in place?

Please note any specific color/color combinations you would like to specify for the surface of the court(s):

Does the facility need to conform to any specific testing or safety standard? Examples might be ASTM standards. If so, please list.

Has a site been selected? ___ Yes ___ No

If yes, please note whether the site is shovel-ready or needs work such as remediation, demolition, utilities, etc.

Site Address or Location: _____

Is there a specific timeline associated with this project? ___ Yes ___ No

If yes, provide details:

Will the project be built: ___All at once ___ In phases

Details on any phases:

Has a budget been developed? ___ Yes ___ No

Is LEED certification necessary? ___ Yes ___ No

Bidding Qualifications:
Please note whether you will be requiring the following of any bidders:

___ Membership in the American Sports Builders Association (proof of membership required)

___ Licensed Design Professional (Proof of licensure required)

___ Insurance certificate (proof of insurance)

___ Proof of licensure as a contractor

___ Listing of contractors and major suppliers

___ Bond/Bid security documentation

___ References regarding experience in this type of facility

___ Other:

Project Delivery Method – Please indicate whether any of the following project delivery methods have been specified:

___ Design/Bid/Build

___ Design/Build

___ Negotiated Agreement

___ Construction Management Firm

___ Cooperative Purchasing Contract

___ Not Sure

Accessories and Amenities Desired:

___ Benches for Players

___ Bleachers/Spectator Seating

___ Shade Structures for Players: ___ Over Court Benches ___ Over the Facility Itself

___ Shade Structures for Spectators

___ Concessions

___ Lighting

___ Rest Rooms

___ Parking

___ Fencing

___ Sound System

___ Wi-Fi/Capabilities for Recording/Streaming

___ Storage/Maintenance Sheds

___ Other – Please list:

RFP Checklist for Indoor Sports Facilities

This document is intended for informational purposes and may be of assistance to the owner in developing a Request for Proposal for construction of indoor sports facilities, or for the surfaces on which they are played. It does not take the place of the guidance that can be provided by a team of experienced sports facility industry members, which should include a licensed design professional and knowledgeable court contractor. (Other members of the team may include users, coaches, administrators, athletic directors and of course, those who understand the budget for the project).

Those who are interested in having fields built should purchase the book, *Courts and Recreational Facilities: Construction and Maintenance Manual*, from the American Sports Builders Association; this book walks prospective owners through the decision-making process from concept to design to construction, with additional information on court/playing area sizes and surfacing options, as well as maintenance and repair. Purchase of this book is highly recommended prior to filling out the document below as it will help users better understand their options and the choices available to them in the marketplace.

Contact information for you (or for the person who will be answering questions and/or receiving bids):

Name:

Company:

Address:

Phone Number:

E-mail:

If the sports facility has a name, what is it?

Type of Facility: ___ Indoor Sports Club ___ Recreation Center

___ Fieldhouse ___ Multi-Sport Indoor Arena

Other (specify): _____

Has any part of the facility been built already? ___ Yes ___ No

If yes, please describe what will be added:

If this project involves construction from the ground up, please note the following:

Has a site been selected? ___ Yes ___ No

If yes, please note whether the site is shovel-ready or needs work such as remediation, demolition, utilities, etc.

Does the site have a pre-existing base/sub-base? ___ Yes ___ No

Site Address or Location: _____

Is there a specific timeline associated with this project? ___ Yes ___ No

If yes, provide details:

Will the project be built: ___All at once ___ In phases

Details on any phases:

Has a budget been developed? ___ Yes ___ No

Is LEED certification necessary? ___ Yes ___ No

Does the facility need to conform to any standard concerning safety or testing? Examples might be ASTM standards. If so, please list.

Surface desired: ____ Hardwood ___ Acrylic

___ Other (Facility is an arena that will host a large number of sports and flooring may need to be brought in)

Sport(s) to be accommodated (check all that apply):

___ Basketball

___ Volleyball

___ Racquetball/Wallyball/Club Handball

___ Squash

___ Weight Room/Fitness/Training Facility

___ Functional Fitness (CrossFit and similar)

___ Open studio space for fitness classes, yoga, etc.

___ Esports

___ Ice Sports (Ice Hockey/Figure Skating/Curling, Broomball, etc.)

___ Indoor Team Handball

___ Futsal

___ Goalball

___ Dodge Ball

___ Floor Games for Children's Recreational Use

___ Roller Skating/Roller Derby

___Wrestling

___ Boxing

___ Martial Arts

___ Mixed Martial Arts

___ Floor Hockey

___ Gymnastics/Acro/STUNT/Cheer/Dance: ___ Training ___ Competition

___ Sports for Wheelchair Use (Rugby, Basketball, etc.)

___ Other (please list):

List any specific considerations that will affect construction; i.e., facility is expected to host large number of sports for persons with disabilities; facility is expected to be used for large youth tournaments; facility is expected to host crowds who come to watch events listed above (or others, such as BMX, rodeo, etc., that will require materials to be trucked in).

Which is the highest level of play this facility is expected to host on a regular basis?

___ College (NCAA)

___ High School (NFHS)

___ Professional/International Competition (examples: International Volleyball Federation, etc.)

Bidding Qualifications:
Please note whether you will be requiring the following of any bidders:

___ Membership in the American Sports Builders Association (proof of membership required)

___ Licensed Design Professional (Proof of licensure required)

___ Insurance certificate (proof of insurance)

___ Proof of licensure as a contractor

___ Listing of contractors and major suppliers

___ Bond/Bid security documentation

___ References regarding experience in this type of facility

___ Other:

Project Delivery Method – Please indicate whether any of the following project delivery methods have been specified:

___ Design/Bid/Build

___ Design/Build

___ Negotiated Agreement

___ Construction Management Firm

___ Cooperative Purchasing Contract

___ Not Sure

Accessories and Amenities Desired:

___ Bleachers/Spectator Seating

___ Divider Curtains

___ HVAC

___ Admission Booth

___ Press Box

___ Concessions

___ Lighting

___ Rest Rooms

___ Parking

___ Scoreboards

___ Sound System

___ Wi-Fi/Capabilities for Recording/Streaming (Note: If facility is to be used for esports, enhanced capabilities will be needed)

___ Player Analysis Capabilities

___ Storage/Maintenance Areas

___ Other – Please list:

RFP Checklist for Beach/Sand Volleyball Facilities

This document is intended for informational purposes and may be of assistance to the owner in developing a Request for Proposal for construction of beach/sand sports facilities, or for facilities that host other beach/sand sports. It does not take the place of the guidance that can be provided by a team of experienced sports facility industry members, which should include a licensed design professional and knowledgeable court contractor. (Other members of the team may include users, coaches, administrators, athletic directors and of course, those who understand the budget for the project).

Those who are interested in having facilities built should purchase the book, *Courts and Recreational Facilities: Construction and Maintenance Manual*, from the American Sports Builders Association; this book walks prospective owners through the decision-making process from concept to design to construction, with additional information on court/playing area sizes, as well as maintenance and repair. Purchase of this book is highly recommended prior to filling out the document below as it will help users better understand their options and the choices available to them in the marketplace.

Contact information for you (or for the person who will be answering questions and/or receiving bids):

Name:

Company:

Address:

Phone Number:

E-mail:

If the sports facility has a name, what is it?

Type of Facility: ___ Beach/Sand Volleyball ___ Beach/Sand Soccer

___ Other Beach/Sand Sport (please specify):

Is this a facility to be located:

___ On an existing beach or sandy area

___ In a landlocked area

Is this facility:

___ Associated with a school

___ Associated with a Municipality or Homeowners' Association

___ Public

___ Other (please specify):

When do you anticipate this facility being used:

___ Year-Round ___ School Year

___ In Warm Weather Only

How many courts/playing areas will be needed? _____

If this project in a landlocked area that involves construction from the ground up, please note the following:

Has a site been selected? ___ Yes ___ No

If yes, please note whether the site is shovel-ready or needs work such as remediation, demolition, utilities, etc.

Site Address or Location: _____

Is there a specific timeline associated with this project? ___ Yes ___ No

If yes, provide details:

Will the project be built: ___All at once ___ In phases

Details on any phases:

Has a budget been developed? ___ Yes ___ No

Is LEED certification necessary? ___ Yes ___ No

Does the facility need to conform to any standard concerning safety or testing? Examples might be ASTM standards. If so, please list.

List any specific considerations that will affect construction; i.e., facility is expected to host tournaments.

Should net posts/goals be installed:

___ Permanently

___ In sleeves or as temporary/moveable fixtures

Which is the highest level of play this facility is expected to host on a regular basis?

___ College (NCAA)

___ High School (NFHS)

___ Professional/International Competition (examples: International Volleyball Federation, etc.)

___ Pick-up/Recreational Play (no organized leagues, games or structure)

Bidding Qualifications:
Please note whether you will be requiring the following of any bidders:

___ Membership in the American Sports Builders Association (proof of membership required)

___ Licensed Design Professional (Proof of licensure required)

___ Insurance certificate (proof of insurance)

___ Proof of licensure as a contractor

___ Listing of contractors and major suppliers

___ Bond/Bid security documentation

___ References regarding experience in this type of facility

___ Other:

Project Delivery Method – Please indicate whether any of the following project delivery methods have been specified:

___ Design/Bid/Build

___ Design/Build

___ Negotiated Agreement

___ Construction Management Firm

___ Cooperative Purchasing Contract

___ Not Sure

Accessories and Amenities Desired:

___ Bleachers/Spectator Seating

___ Shade Structures for Players

___ Shade Structures for Spectators

___ Divider Curtains/Fencing Between Playing Areas

___ Umpire/Referee Chairs

___ Admission Booth

___ Press Box

___ Concessions

___ Lighting

___ Rest Rooms

___ Parking

___ Fencing

___ Scoreboards

___ Sound System

___ Wi-Fi/Capabilities for Recording/Streaming

___ Player Analysis Capabilities

___ Storage/Maintenance Areas

___ Other – Please list:

RFP Checklist for Sports Field Facilities

This document is intended for informational purposes and may be of assistance to the owner in developing a Request for Proposal for a sports field facility. It does not take the place of the guidance that can be provided by a team of experienced sports facility industry members, which should include a licensed design professional and knowledgeable sports field contractor. (Other members of the team may include users, coaches, administrators, athletic directors and of course, those who understand the budget for the project).

Those who are interested in having fields built should purchase the book, *Sports Fields: A Construction and Maintenance Manual*, from the American Sports Builders Association; this book walks prospective owners through the decision making process from concept to design to construction, with additional information on field sizes and surfacing options, as well as maintenance and repair. Purchase of this book is highly recommended prior to filling out the document below as it will help users better understand their options and the choices available to them in the marketplace.

Contact information for you (or for the person who will be answering questions and/or receiving bids):

Name:

Company:

Address:

Phone Number:

E-mail:

If the sports field facility has a name, what is it?

Which is the highest level of play this facility is expected to host on a regular basis?

___ College (NCAA)

___ High School (NFHS)

___ Professional/International Competition (examples: FIFA, World Rugby, etc.)

Field Location:

___ Indoor

___ Outdoor

Scope of Project:

___ Single Field

___ Multiple Fields (Specify How Many: _____)

Note: In the case of multiple fields, will any fields be built for smaller-sided sports such as 3x3 soccer, or can larger fields simply be divided on a temporary basis for those sports?

Which sports will the field(s) host? Please check all those that apply:

___ Football

___ Soccer

___ Lacrosse

___ Field Hockey

___ Rugby

___ Cricket

___ Softball

___ Baseball

___ Quadball/Quidditch

___ Other (Specify)

Number of Fields:

If you are planning a multi-field facility and you know how many of each type of field you intend to have built, please indicate; for example, three softball fields, two soccer fields, etc.

___ Football

___ Soccer

___ Lacrosse

___ Field Hockey

___ Rugby

___ Cricket

___ Softball

___ Baseball

___ Quadball/Quidditch

___ Multi-Use Fields (Rectangular)

___ Multi-Use Fields (Diamond)

___ Other (Specify)

Has a site been selected? ___ Yes ___ No

If yes, please note whether the site is shovel-ready or needs work such as remediation, demolition, utilities, etc.

Site Address or Location: _____

Is there a specific timeline associated with this project? ___ Yes ___ No

If yes, provide details:

Will the project be built: ___All at once ___ In phases

Details on any phases:

Has a budget been developed? ___ Yes ___ No

Is LEED certification necessary? ___ Yes ___ No

Does the facility need to conform to any specific testing or safety standard? Examples might be ASTM standards. If so, please list.

Bidding Qualifications:
Please note whether you will be requiring the following of any bidders:

___ Membership in the American Sports Builders Association (proof of membership required)

___ Certified Field Builder (proof of certification required)

___ Licensed Design Professional (Proof of licensure required)

___ Insurance certificate (proof of insurance)

___ Proof of licensure as a contractor

___ Listing of contractors and major suppliers

___ Bond/Bid security documentation

___ References regarding experience in this type of facility

___ Other:

Project Delivery Method – Please indicate whether any of the following project delivery methods have been specified:

___ Design/Bid/Build

___ Design/Build

___ Negotiated Agreement

___ Construction Management Firm

___ Cooperative Purchasing Contract

___ Not Sure

Project Details: Please indicate any decisions that have been made regarding the following, including any brand preferences:

Surface

___ Natural Grass – Specify any preferred grass variety: _____

___ Synthetic Turf – Specify any preferred brand name: _____

If any specific infill preference, please specify: _____

___ Hybrid

If this field is part of a track & field facility, will it contain field events, rather than hosting sports? ___ Yes ___No

If yes, please specify which field events:

<u>Jumping Events</u>:

___ Long Jump

___ Triple Jump

___ Pole Vault

___ High Jump

___ Steeplechase

Throwing Events:

___ Discus

___ Shot Put

___ Hammer

___ Javelin

Where will field events be located?

___ Inside the track enclosure – Specify which events:

___ Outside the track enclosure – Specify which events:

Accessories and Amenities Desired:

___ Irrigation System

___ Bleachers

___ Dugouts or Player Benches

___ Admission Booth

___ Press Box

___ Concessions

___ Lighting

___ Rest Rooms

___ Parking

___ Fencing

___ Scoreboard

___ Sound System

___ Wi-Fi/Capabilities for Recording/Streaming

___ Storage/Maintenance Sheds

___ Other – Please list:

RFP Checklist for Running Track Facilities

This document is intended for informational purposes and may be of assistance to the owner in developing a Request for Proposal for a running track facility. It does not take the place of the guidance that can be provided by a team of experienced sports facility industry members, which should include a licensed design professional and a knowledgeable running track contractor. (Other members of the team may include users, coaches, administrators, athletic directors and of course, those who understand the budget for the project).

Those who are interested in having a running track built should purchase the book, *Running Tracks: A Construction and Maintenance Manual*, from the American Sports Builders Association; this book walks prospective owners through the decision-making process from concept to design to construction, with additional information on field events, as well as maintenance and repair. Purchase of this book is highly recommended prior to filling out the document below as it will help users better understand their options and the choices available to them in the marketplace.

Contact information for you (or for the person who will be answering questions and/or receiving bids):

Name:

Company:

Address:

Phone Number:

E-mail:

If the running track facility has a name, what is it?

Which is the highest level of play this facility is expected to host on a regular basis?

___ College (NCAA)

___ High School (NFHS)

___ Professional/International Competition (USA Track & Field/World Athletics)

Track Location:

___ Indoor

___ Outdoor

Track Length:

___ 400M

___ Other (Specify: _____)

Has a site been selected? ___ Yes ___ No

If yes, please note whether the site is shovel-ready or needs work such as remediation, demolition, utilities, etc.

Site Address or Location: _____

Is there a specific timeline associated with this project? ___ Yes ___ No

If yes, provide details:

Will the project be built: ___All at once ___ In phases

Details on any phases:

Has a budget been developed? ___ Yes ___ No

Is LEED certification necessary? ___ Yes ___ No

Bidding Qualifications:
Please note whether you will be requiring the following of any bidders:

___ Membership in the American Sports Builders Association (proof of membership required)

___ Certified Track Builder (proof of certification required)

___ Licensed Design Professional (Proof of licensure required)

___ Insurance certificate (proof of insurance)

___ Proof of licensure as a contractor

___ Listing of contractors and major suppliers

___ Bond/Bid security documentation

___ References regarding experience in this type of facility

___ Other:

Project Delivery Method – Please indicate whether any of the following project delivery methods have been specified:

___ Design/Bid/Build

___ Design/Build

___ Negotiated Agreement

___ Construction Management Firm

___ Cooperative Purchasing Contract

___ Not Sure

Project Details: Please indicate any decisions that have been made regarding the following, including any brand preferences:

Surface

Permeable

Polyurethane:

___ Polyurethane Base Mat Surfacing System

___ Polyurethane Base Mat Structural Spray Surface

___ Premanufactured Track

Semi-Permeable

Latex:

___ Black Mat

___ Colored Binder

___ Colored Sandwich System

___ Full-Depth Color

Impermeable

Polyurethane:

___ Polyurethane Sealed Base Mat Structural Spray Surface

___ Polyurethane Base Mat Sandwich System

___ Polyurethane Full-Pour Surface

___ Premanufactured Track

Is this a track & field project? ___ Yes ___ No

Will the project include field events? ___ Yes ___ No

If yes, please specify:

Jumping Events:

___ Long Jump

___ Triple Jump

___ Pole Vault

___ High Jump

___ Steeplechase

Throwing Events:

___ Discus

___ Shot Put

___ Hammer

___ Javelin

Where will field events be located?

___ Inside the track enclosure – Specify which events:

___ Outside the track enclosure – Specify which events:

Will the field host sports?

___ Yes

___ No

If yes, which sports will it host? Please check all those that apply:

___ Football

___ Soccer

___ Lacrosse

___ Field Hockey

___ Rugby

___ Quadball/Quidditch

___ Other (Specify)

Preference for field surface: ___ Grass ___Synthetic Turf ___ Hybrid

If natural grass, note any preference of grass variety:

If synthetic turf, note any brand preference:

If synthetic turf, note any infill preference:

Does the facility need to conform to any specific safety or testing standard? Examples might be ASTM standards. If so, please list.

Accessories and Amenities Desired:

___ Irrigation System

___ Bleachers

___ Sideline Benches for Players

___ Admission Booth

___ Press Box

___ Concessions

___ Lighting

___ Rest Rooms

___ Parking

___ Fencing

___ Scoreboard

___ Sound System

___ Wi-Fi/Capabilities for Recording/Streaming

___ Storage/Maintenance Sheds

___ Other – Please list: