



# ROWE PROFESSIONAL SERVICES COMPANY

*Large Firm Resources. Personal Attention.<sup>sm</sup>*

May 21, 2015

Mr. Gregg Guetschow, City Manager  
City of Charlotte  
111 E. Lawrence Avenue  
Charlotte, MI 48813

RE: Proposal for Tennis Court Engineering

Dear Mr. Guetschow:

ROWE Professional Services Company appreciates the opportunity to submit this proposal for design and construction engineering assistance to the City of Charlotte for the above referenced project.

ROWE has assisted the city with various successful projects over the past 10 years. Our firm includes more than 130 staff members and a history of 50 years serving municipal clients throughout Michigan. We provide an interdisciplinary team that can perform survey, engineering, and landscape architecture services for this project. We have specific tennis court design and construction experience as listed in the attached information. Please contact our references for these projects.

We understand this project is located in Bennett Park. It involves reconstruction of four tennis courts to be funded by the city's general fund and grants. ROWE has extensive experience with Michigan Department of Natural Resources grants as well as U.S. Tennis Association grants and project development according to their processes and requirements. We have included a schedule to meet your goals for project completion by September 30, 2015. A 20-day cure of pavement is recommended prior to color surfacing and striping to maximize the life of the coloring. ROWE will do our best to expedite this process while informing the city of short- and long-term impacts.

The scope of work will include the following based on a May 26, 2015 award.

## Design

- Meet with city representatives to review the project budget, site conditions, scope of work, and schedule. Details will be reviewed such as points of access, drainage issues, fencing options, additional striping for 'pickle ball' dual play, and other items. Grant opportunities will also be discussed as well as associated requirements.
- Complete site topographic survey of existing tennis court area and set two benchmarks.
- Prepare construction drawings, details and specifications including:
  - Site plan
  - Grading and drainage plan (no new storm water infrastructure is anticipated)
  - Fencing, net post, backboard and pavement details
  - Court surfacing and striping plan
  - Opinion of construction cost

Engineering | Surveying | Aerial Photography/Mapping | Landscape Architecture | Planning

Corporate: The ROWE Building, 540 S. Saginaw Street, Ste. 200; P.O. Box 3748 • Flint, MI 48502 • O (810) 341-7500 • F (810) 341-7573

With Offices In: Lapeer, MI • Mt. Pleasant, MI • Farmington Hills, MI • Grayling, MI • Tri-Cities, MI • Myrtle Beach, SC

[www.rowepsc.com](http://www.rowepsc.com)

- Provide 70 percent review set for city comment. Address comments and prepare bid documents using ROWE front end and specifications.
- Advertisement and bidding will be conducted by the city. ROWE will address bidder questions.
- ROWE will review bids and provide a recommendation of award.

Construction (total of 53 hours)

- Eight hours for leading a pre-construction meeting and reviewing shop drawings
- Completion of one construction staking trip
- Six hours for two progress meetings onsite
- Twenty hours to provide part time construction observation including:
  - One trip for proof rolling subgrade
  - One trip to perform density test for final aggregate prior to paving
  - One trip to check on forms for net posts
  - One trip to check on fence installation and preparation for surfacing
- No materials testing of HMA pavement
- Create punch list with owner and contractor
- Four hours miscellaneous for technical questions and review of pay requests

Additional scope can be completed on a time and materials basis.

Schedule

Notice to proceed	5-26-15
Kick off meeting	week of 6-1-15
70% review meeting	week of 6-22-15
Final plans to city	7-3-15
Bid period (advertising)	7-6-15 to 7-21-15
Bid opening	7-21-15
City award	7-27-15
Construction	8-3-15 to 9-30-15

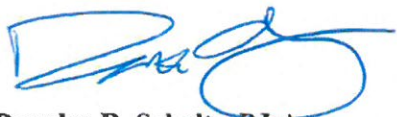
The following lump sum fees are proposed for the work listed above.

Survey and Design	\$4,000
<u>Construction</u>	<u>\$5,200</u>
<b>Total</b>	<b>\$9,200</b>

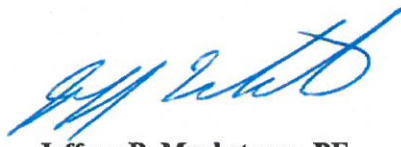
Please contact me us (810) 341-7500 with any questions, if you require additional information, or if we need to modify our scope to better meet your needs.

Sincerely,

**ROWE Professional Services Company**



**Douglas R. Schultz, PLA**  
Director of Landscape Architecture/Project Manager



**Jeffrey B. Markstrom, PE**  
Senior Project Manager

Attachments

Proposal for Tennis Court Engineering  
May 21, 2015  
Page 3

*Having reviewed this proposal, acceptance of this proposal is hereby confirmed. ROWE Professional Services Company is authorized to proceed with the work. Our standard terms and conditions are attached and considered part of this proposal.*

Accepted by: \_\_\_\_\_  
Signature Date  
\_\_\_\_\_  
Print Name and Title

## TERMS AND CONDITIONS

The Owner will designate a representative with the authority to provide direction, receive and review information, and make decisions regarding the project. Decisions and direction shall be provided in a timely manner, so as to not delay the project.

The Engineer will perform services in a timely manner, consistent with sound professional practice. The Engineer will strive to perform the services within the established schedule, if any. Services are considered to be complete when deliverables have been presented to the Owner.

The Owner will provide the Engineer with all available information pertinent to the site of the project and access to the project site.

The Engineer will assist the Owner in preparing applications and documents to secure approvals and permits. The Owner is responsible for payment of permit application fees and charges.

Services provided by the engineer shall be performed with the care and skill normally exercised by other members of the profession practicing under similar conditions.

The Owner shall promptly notify the Engineer of defects or suspected defects in the work.

The Engineer's opinions of construction costs will be based upon experience and historical information.

The Engineer will be responsible for the safety precautions and programs of its employees only.

If the Engineer is reviewing work by contractors or others on behalf of the Owner, the Engineer may only recommend to the Owner that work which does not conform to the project requirements be rejected.

Payment for work completed shall be made within thirty days of invoicing. Unless otherwise provided, invoices will be submitted monthly as the work progresses.

In the event additional work is needed because of a change in scope or unforeseen conditions, the Engineer will submit a proposal defining the modified scope of work and any modifications to the schedule and fee for the Owner's approval.

This agreement may be terminated by either party with fourteen days written notice; however, the Engineer shall be paid for work completed prior to the date of termination.

All documents prepared by the Engineer in completing this work are considered the Engineer's property as instruments of service and are not intended for re-use by the Owner or others.

The Engineer is an independent contractor, responsible to the Owner for the results of this undertaking and is not an employee or agent of the Owner.

The Owner agrees to limit ROWE Professional Services Company's total liability to the Owner and any contractors on the project to the Engineer's fee.

The Owner and Engineer each bind themselves and any partners, successors, and assigns of the other party to this agreement. Neither party will assign, sublet, or transfer their interest in this agreement without the consent of the other party.

The terms of this agreement shall be governed by the laws of the State of Michigan. In the event a provision of this agreement is rendered unlawful, the remaining terms and provisions shall remain in effect.

In performance of this work, the Engineer will comply with their policies regarding non-discrimination against employees on the basis of race, color, religion, national origin or ancestry, age or sex.





## ROWE PROFESSIONAL SERVICES COMPANY

Engineering – Surveying – Aerial Photography/Mapping  
Landscape Architecture – Planning

*Large Firm Resources. Personal Attention.<sup>sm</sup>*

### The ROWE Building

540 S. Saginaw Street, Suite 200  
PO Box 3748, Flint, MI 48502  
Tel: 810.341.7500  
Fax: 810.341.7573  
www.rowepsc.com

### Farmington Hills

27300 Haggerty Road, Suite F-30  
Farmington Hills, MI 48331  
Tel: 248.675.1096  
Fax: 800.974.1704

### Grayling

403 Huron Street, Box 831  
Grayling, MI 49738-1987  
Tel: 989.348.4036  
Fax: 989.348.5416

### Lapeer

128 N. Saginaw Street  
Lapeer, MI 48446  
Tel: 810.664.9411  
Fax: 810.664.3451

### Mt. Pleasant

127 S. Main Street  
Mt. Pleasant, MI 48858  
Tel: 989.772.2138  
Fax: 989.773.7757

### Tri-Cities

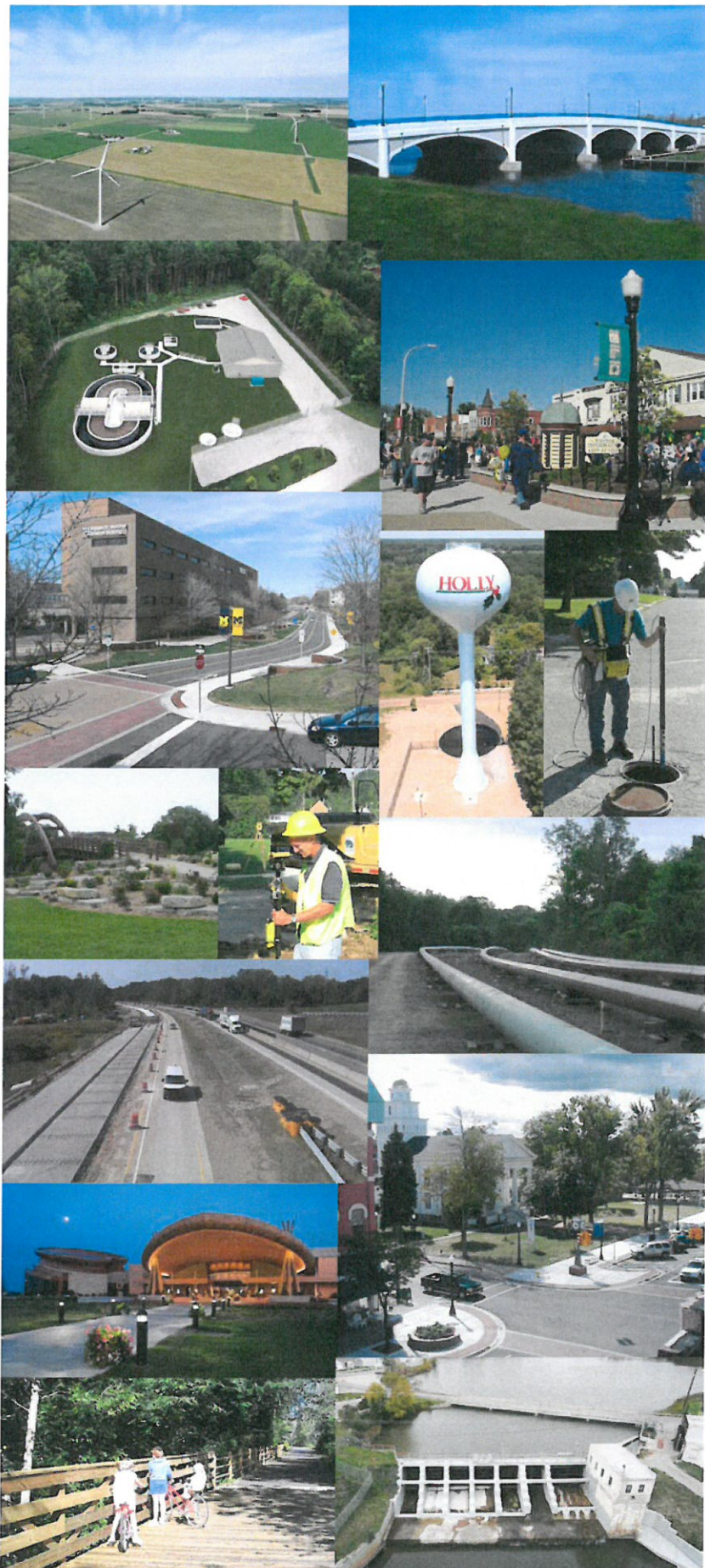
419 N. Madison Avenue  
Bay City, MI 48708  
Tel/Fax: 989.894.4001

### Myrtle Beach

511 Broadway Street  
Myrtle Beach, SC 29577  
Tel: 843.444.1020  
Fax: 843.448.3936

### Air-Land Surveys

The ROWE Building  
540 S. Saginaw Street, Suite 200  
PO Box 3748, Flint, MI 48502  
Tel: 810.762.6800  
Fax: 810.762.6801





## Professional Services

### Civil Engineering

#### *Construction Management and Engineering*

- Roads/Bridges
- Traffic Engineering
- Pavement Management Systems
- Sidewalks and Bicycle Paths
- Streetscapes

#### *Utility Planning and Analysis*

- Sanitary Sewers
- Storm Water Management
- Water Mains
- Water Storage and Wells
- Water and Wastewater Treatment
- Pumping Stations
- Rate Studies

#### *Land Development Services*

- Due Diligence
- Site Planning
- Detailed Engineering
- Construction Administration
- Wetland Permitting and Mitigation

### Surveying

#### *Survey Types*

- Architectural
- Cadastral and Boundary
- Land Title (ALTA/ACSM)
- Retracement
- Right-of-Way
- Topographic Mapping

#### *Additional Surveying Services*

- Aerial Control
- Construction Layout and Control
- Government Corners Remonumentation
- Mortgage Reports
- Wetland Mapping

### Planning

#### *Plan Types*

- Land Use
- Comprehensive
- Master
- Parks and Recreation

#### *Additional Planning Services*

- Zoning Ordinances and Maps
- Grant Application Preparation
- Implementation Manuals
- Zoning, Site Plan, and ZBA Review

### Landscape Architecture

- Streetscapes & Enhancements
- Park Design
- Parks and Recreation Plans
- Trailways



## *Tennis Court Project Experience*

**CLINTONWOOD PARK TENNIS COURT, Clarkston, MI**

*Client:* Independence Township

*Client Contact:* Ken Elwert, Director; 6483 Waldon Center Drive,  
Clarkston, MI 48346; (248) 625-8223; [kelwert@indtwp.com](mailto:kelwert@indtwp.com)

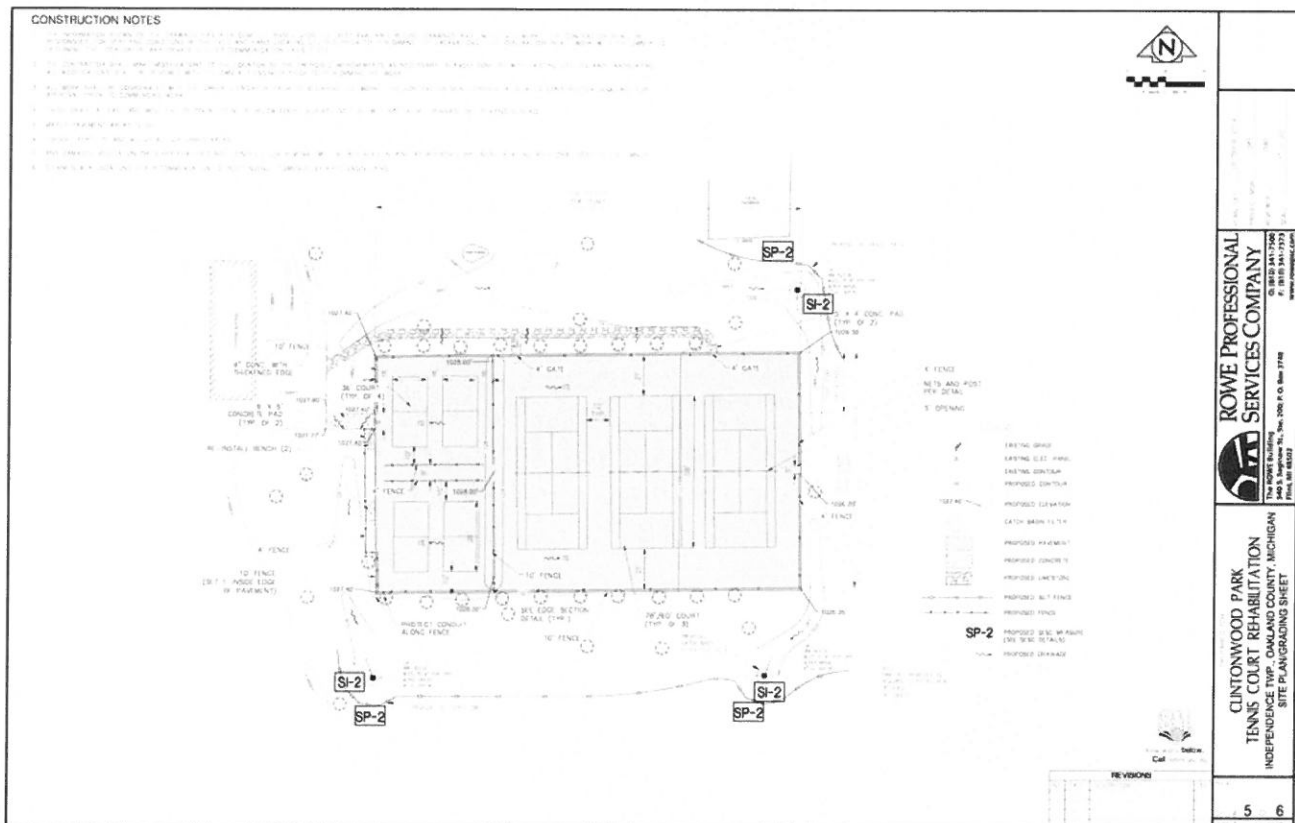
*Completion:* ongoing

Consultant Cost: \$10K

*Construction Cost: \$206K*

*Project Manager:* Douglas Schultz, PLA

ROWE prepared design for reconstruction of tennis courts and accessible routes in accordance with requirements of USTA grant, including junior court layout. Construction observation assistance provided.



**CITY OF CHARLOTTE, MICHIGAN**  
*Tennis Court Engineering*





## ***Tennis Court Project Experience***

### ***KEARSLEY HIGH SCHOOL TENNIS COURTS, Flint, MI***

*Client:* THA Architects Engineers / Flint Community Schools

*Client Contact:* Jeffrey Bennett, 817 East Kearsley Street, Flint, MI 48503; (810) 767-5600; [jbennett@tha-flint.com](mailto:jbennett@tha-flint.com)

*Completion:* 2013

*Consultant Cost:* \$27K

*Construction Cost:* \$450K

*Project Engineer:* Daniel Bartlett, PE, CFM

ROWE provided surveying and engineering services for the construction of new tennis courts and a parking lot at Kearsley High School. To work within the school district's budget constraints, the project was phased and constructed in separate summers. The first phase involved constructing the eight new tennis courts in green space adjacent to the existing courts. A detention basin was constructed to handle the increased storm water runoff. During the second phase, the old tennis courts were demolished and replaced with an 87 space parking lot. To enhance the aesthetics of the facility, a landscaped plaza was constructed between the parking lot and tennis courts.



**CITY OF CHARLOTTE, MICHIGAN**  
*Tennis Court Engineering*





## ***Tennis Court Project Experience***

### ***FIRE HALL PARK TENNIS COURT, Port Sanilac, MI***

*Client:* Village of Port Sanilac

*Client Contact:* Gail Travis, Village Council; PO  
Box 628, Port Sanilac, MI 48469; (810) 622-9963;

Gale\_D@att.net

*Completion:* 2013

*Consultant Cost:* \$38K

*Construction Cost:* \$240K

*Project Manager:* Douglas Schultz, PLA

*Project Engineer:* Douglas Scott, PE, LEED® AP BD+C

ROWE assisted with a successful Michigan Department of Natural Resources Trust Fund grant application for a trailhead-welcome center / restroom building, basketball court, and tennis court. ROWE also assisted with the concept plan, design, and construction assistance as Professional of Record and coordinated with the village to provide many in-kind services to maximize local match funding sources.



**CITY OF CHARLOTTE, MICHIGAN**  
*Tennis Court Engineering*

# MOORE & BRUGGINK, INC.

Consulting Engineers

2020 Monroe Avenue, N.W.

Grand Rapids, Michigan 49505-6298

May 21, 2015

RFQ – Tennis Courts

Greg Guetschow, City Manager  
City of Charlotte  
111 E. Lawrence Avenue  
Charlotte, Michigan 48813

Dear Mr. Guetschow:

We are writing in response to the City of Charlotte's Request for Proposal (RFP) for Tennis Court Reconstruction in Bennett Park. We are providing qualifications in accordance with the requirements described in the RFP as outlined below.

**Brief Description of firm:** See attached Corporate Resume.

**Description of Similar Projects:** See attached Case Histories (3 as requested).

**Project Schedule:**

City Award Engineering Contract	May 26, 2015
Design services	May 27, 2015 – July 1, 2015
Bid Documents for City review	July 1, 2015
Plans "on the table" for bidders	July 14, 2015
Open Bids	July 30, 2015
City Award of Bids	August 10, 2015
Contract documents, bonds, insurance	August 11, 2015 – August 21, 2015
Construction	August 24, 2015 – September 30, 2015
Project Completion	September 30, 2015

The above is an aggressive schedule and may result in higher bids from contractors given the current work load. We will review construction completion dates and discuss the issue with City Staff and contractors and provide a recommendation for any adjustments to the schedule.

**Scope of Services:** The Moore & Bruggink, Inc. team will provide the following work tasks for implementation of our understanding of the scope of work:

1. Provide site field topographic survey locating the tennis courts, adjacent tree rows, and other relevant information within 25 feet of the court perimeter. Information will include elevations for use in drainage design or minor court elevation changes that may be necessary. Provide base plan for construction documents.



2. Provide pavement core and soil boring in the existing tennis courts to determine existing geotechnical conditions for basis of reconstructed tennis court cross section and support values.
3. Prepare construction plans, cross sections, specifications and bidding proposal for City review. Revise documents per City direction.
4. Assist City in bidding services. Provide electronic bid documents for City printing and use in distribution to bidders. Answer contractor bid questions.
5. Review bids, interview low bidder and make recommendation of Award to City.
6. Arrange for, attend, and provide minutes to preconstruction meeting.
7. Answer Contractor Requests for Information regarding project construction. Review shop drawings.
8. Provide full time inspection services for all paving operations and placement of Aggregate base as necessary. Other periodic inspections will be provided where necessary.
9. Attend up to two progress meetings over the five week construction period.
10. Provide contractor pay estimates and recommend payment of same to City.
11. Arrange for and attend final project walk through and prepare punch-list for contractor completion.

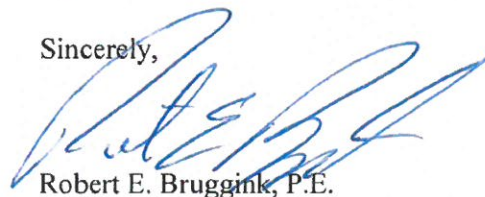
The above Professional Services will be provided by experienced personnel and will be performed to the intent to remove and replace the existing (4) tennis courts, fencing, posts, and backboards including any subgrade improvements. Various surface options will be presented to the City for decisions regarding final materials and coloring.

**Additional Information:** The following lump sum not to exceed Professional Services Contract amount will apply:

Design and Bidding Services:	\$7,300
Construction Engineering Services:	<u>\$8,000</u>
Total PSC:	\$15,300

Thank you for the invitation to provide this bid and Qualifications. If you have any questions please call me.

Sincerely,



Robert E. Bruggink, P.E.

REB/ml

# MOORE & BRUGGINK, INC.

Consulting Engineers

2020 Monroe Avenue, N.W.

Grand Rapids, Michigan 49505-6298

## CORPORATE RESUME

Moore & Bruggink Consulting Engineers, Inc. is a full service municipal civil engineering firm with 40 employees, including 13 engineers, 6 surveyors, and 9 inspectors, plus CAD technicians, a landscape designer, administrative and support personnel. The firm was founded in 1956 by two former Grand Rapids City Engineers. The experience of Moore & Bruggink for these last 59 years has been exclusively in providing complete civil engineering and municipal consulting services to state, city, county, village, township, educational institutions and private clients in Michigan.

Our office is located in the City of Grand Rapids, Kent County, Michigan.

Since our beginning, the firm has been in private ownership of West Michigan individuals. The present principals of the firm are Robert E. Bruggink, P.E., President, Steven C. Groenenboom, P.E., Vice President, and William G. Kozak, P.E., Secretary/Treasurer. Other stockholders are Alan Pennington, P.E., Zachary S. Voogt, P.E., Steven J. Green, P.S., Timothy J. Hoffert, P.E., Brian J. Hannon, P.E., Justin F. Longstreth, P.E., and Ryan Arends, P.E.. Moore & Bruggink, Inc. is employee owned through an Employee Stock Ownership Plan.

Moore & Bruggink, Inc. is experienced in the entire spectrum of civil engineering. We provide planning, surveying, design, and construction engineering services for *all municipal needs* including streets, highways, storm sewer, drainage, flood control, sanitary sewer treatment and collection, water treatment, storage and distribution, sidewalks, bridges, downtown renovation, parks, recreation, downtown streetscapes, and landscaping.

Our work includes zoning, grant and loan applications, feasibility studies, budgets, water and sewer rate studies, capital improvement plans, millage and tax proposals, special assessments, tax increment financing (TIFA), downtown development authority, shopping area redevelopment boards and computerized mapping. We have been retained and have extensive experience in negotiating joint agreements between municipalities, townships, school districts, counties, and utilities.

We are experienced in site selection, property purchases and easement and right-of-way acquisition. We also provide right-of-way acquisition on many of our municipal projects on behalf of our clients.

Moore & Bruggink also prepares Phase I Environmental Site Assessments for municipal clients. These site assessments are performed in accordance with ASTM (American Society for Testing and Materials) Standards as required for due diligence.

We provide site plan, zoning, and drainage review services for municipal clients, acting on their behalf in negotiating with developers.



Moore & Bruggink, Inc.  
Corporate Resume - Page Two

Moore & Bruggink is also one of the major surveying firms in West Michigan. Our surveying includes ALTA/ACSM Land Title Surveys, boundary surveys, topographic surveys and construction staking. We employ two professional registered surveyors and two survey crews. In addition, one party chief is eligible and is actively pursuing registration. Each of the survey chiefs has a minimum of 10 years experience. Each survey crew is assigned a truck which is equipped with a full compliment of survey equipment including Leica GPS 1200 Smart Stations, Leica digital levels, HP-48GX computer, two-way radios, safety equipment and cell phones. Moore & Bruggink's survey department is also equipped with a GPS Trimble 5700 and Leica TPS 1200 Series Total Stations. We are fully equipped with the latest software which includes Autodesk Civil 3D 2012 - Land Desktop 2004-2007, Microstation V8, Leica Geo Office, TDS Foresight and Trimble Geomatics Office.

Our construction engineering services include field staking, inspection, testing, video recording, flow monitoring, authorizations for payment, public relations and contact, dispute resolution, and as-built plans. We provide these services on all Moore & Bruggink projects as well as providing inspection services for our municipal clients on development projects designed by others. Those services, funded by escrow deposits by the developers, include project closeout, dispute resolution, record plans, and updates to the base water and sewer atlas maps.

We are experienced in preparing public information material and press releases, conducting public hearings and informational sessions, and have testified on behalf of municipal clients in courts of law. We also maintain legislative contact with a number of West Michigan legislators on issues which affect local governments.

References can be provided upon request.

## Calvin College; Outdoor Competition Tennis Courts

**Owner:** Calvin College

**Contact Person:** Mr. Phil Beezhold,  
Physical Plant Supervisor, (616) 299-3973

**Location of Project:** City of Grand Rapids,  
Kent County, Michigan

**Completion Date:** September 2010

**Actual Construction Cost:** \$500,000

**Project Team:**

Robert E. Bruggink, P.E., Project Engineer

**Project Description:**

Moore & Bruggink assisted Calvin College on the construction of six competition, outdoor tennis courts located in the heart of campus. The college desired a crack free facility to host regular MIAA tennis matches. The selected construction method was to use a post-tensioned concrete slab for the courts. Moore & Bruggink provided pre-design survey, site layout, drainage, and construction staking, engineering assistance on the project.



[www.mbce.com](http://www.mbce.com) 616-363-9801

**MOORE & BRUGGINK, INC.**  
consulting engineers



## Grand Rapids Township Park

**Owner:** Grand Rapids Township

**Contact Person:** Mr. Mike DeVries,  
Township Supervisor, (616) 361-7391

**Location of Project:** Grand Rapids Township,  
Kent County, Michigan

**Completion Date:** Fall 2002

**Actual Construction Cost:** \$1,000,000

**Project Team:**

Robert E. Bruggink, P.E., Project Manager

Tim Athy, P.E., Project Engineer

Greg White, Landscape Designer

Doug Tobin, P.S., Surveyor

Mark DeVries, ASLA, Landscape Architect

**Project Description:**

This exciting park project in Grand Rapids Township was funded in part by a Michigan Department of Natural Resources Clean Michigan Initiative Grant. The park is located adjacent to the Township Hall. Consisting of approximately 30 acres, the park includes a historic school used as a museum. Moore & Bruggink, Inc. was the surveyor, design and construction engineer on this project that included landscaping around the historic school and numerous park amenities. A bike trail was constructed within the park that connected with existing bike paths located in the neighborhood. Parking lots, drainage, and sanitary sewer were designed and constructed. Moore & Bruggink also provided site work engineering and layout for the new playground, 4 tennis courts, sand volleyball, and basketball courts, a new softball diamond, and soccer fields.



www.mbce.com 616-363-9801

**MOORE & BRUGGINK, INC.**  
consulting engineers

Name of Project: **Walker City Recreational and DPW Complex**

Owner: City of Walker

Contact Person: Cathy VanderMeulen,  
City Manager  
(616) 791-6850

Location of Project: City of Walker, Kent County,  
Michigan

Date of Completion: September 2000

Dollar Value: \$3,200,000

**Project Team:**

Gary C. Voogt, P.E., Principal in Charge

Joseph D. Camp, P.E., Project Manager

Mark DeVries, ASLA, Landscape Architect



**Descri**

as well as the Design and Construction Engineer for nine projects in the City of Walker Department of Public Works, Recreational Complex, and City Hall addition work. These included a park project with four restrooms/storage buildings, tree clearing, well installation, a cold storage building addition site work and building construction, and a \$1,200,000 DPW complex enhancement that included a salt storage building and a cold storage garage improvement. Site work engineering was also provided for a major City Hall expansion. Park improvements included 3 tennis courts, roller blade / hockey rink, sand volley ball, soccer fields, (4) softball / baseball fields, picnic pavilion, playground and fishing docks. Coordination of contractors, owner, schedules, and budgets was a critical aspect of this series of projects.





**CITY OF CHARLOTTE  
REQUEST FOR PROPOSAL  
for  
TENNIS COURT RECONSTRUCTION**

**PURPOSE OF THIS REQUEST FOR PROPOSAL (RFP):**

The City of Charlotte is soliciting professional services to provide design and construction engineering services for the reconstruction of four tennis courts located at Bennett Park 1149 S Cochran Avenue, Charlotte, Michigan.

**SCOPE OF WORK:**

The City of Charlotte is requesting proposals from firms to provide consulting engineering for the reconstruction of four community use tennis courts. The project is funded through the City's General Fund and grants. The project will include removing and replacing the existing courts, fencing, posts and backboards including any necessary enhancements to the existing subbase. The selected firm will be responsible for providing design engineering services for the project including but not limited to any survey work, preparation of plans, specifications, bid documents and cost estimates for the project. The selected firm will also be responsible for construction engineering and project management, including but not limited to periodic inspections, progress meetings, shop drawing review, and preparation of contractor pay estimates. The desired completion date of this project is September 30, 2015.

**INVOICE/ PAYMENTS:**

Payment of invoice(s) shall be effected by the City of Charlotte and be tied to the acceptable performances deemed appropriate by the City of Charlotte. It is preferred that all proposals separate design and construction engineering with a "not to exceed" price for each.

**INQUIRIES ABOUT THIS RFP:**

All inquiries and questions regarding this RFP shall be directed to:

Gregg Guetschow, City Manager  
(517) 543-8852- telephone  
(517) 543-8851- fax  
[gguetschow@charlottemi.org](mailto:gguetschow@charlottemi.org) – e-mail

If warranted, any clarifications will be issued in addendum form to all vendors.



**PROPOSAL SUBMITTAL DEADLINE:**

Proposals are due no later than 2:30 p.m. on Thursday, May 21, 2015. One copy of the proposal must be e-mailed to [gguetschow@charlottemi.org](mailto:gguetschow@charlottemi.org) and indicate "PROPOSAL FOR TENNIS COURT ENGINEERING" in the subject line. Any proposal received after the deadline date and time will not be considered. Incomplete proposals may not be considered if the omissions are determined to be significant.

**SUBMISSION OF QUALIFICATIONS:**

All proposing firms shall include the following information and documents in this order:

- Brief description of the firm.
- Descriptions of other recent and similar tennis court projects designed by the company, their costs, their locations, and references from those clients (please provide at least three references).
- A time line for completion for the entire project. Please assume council award a design contract at the meeting of May 26, 2015. This date may need to be altered by the City to accommodate fund raising.
- A full explanation of the services offered.
- Any additional information pertinent to this project.

**SELECTION:**

The City reserves the right to accept or reject all or any proposals and to make the selection in any manner deemed to be in the best interest of the City. Selection will be based on: Experience, Responsiveness, Availability, Professionalism, References, and Cost.



1 inch = 50 feet

CHARLOTTE WELL FIELD