



**City of Pittsburg, KS  
Parks and Recreation Department**

## **Request for Proposals**

JJ Richards Bandshell Restoration

**Proposal Due Date:**  
Tuesday, September 30, 2025, at 2 PM

**Request for Proposals**

# JJ Richards Bandshell Restoration Project

## General Information

The City of Pittsburg, Kansas Parks and Recreation Department is seeking bid proposals for the restoration of the JJ Richards Bandshell located in Lincoln Park. The J.J. Richards Bandshell was constructed in 1936-1937 as a WPA project, the bandshell has hosted numerous concerts and events for Pittsburg residents and surrounding communities. Due to aging and weather-related deterioration, restoration is essential to maintain its use for public events, concerts and community activities.

### Project Summary/Scope of work:

Provide all necessary materials, equipment and labor to restore the bandshell. Unless specified, all site preparation will be completed by the winning bidder. All disturbed areas will be remediated, backfilled and prepared for seeding by the completion of the project. All craftsmanship and materials must meet or exceed all specifications. Construction/Security fencing shall be installed around the bandshell during construction.

### Technical Specifications/ Areas of emphasis for remediation and scope of work:

- Roof substructure
- Roof replacement, drainage and guttering
- Remediation of water and termite damage
- Tuck pointing of all masonry areas
- Replace stage concrete with improved ADA accessibility
- Electrical upgrades/new lighting
- Off stage storage, access and security
- Perimeter walkway, access and optional food truck area
- Spectator viewing/ADA viewing
- Optional sound equipment area with electric
- Facility security
- Painting, lettering and signage
- Decorative fencing

### Proposals must include, but are not limited to the following:

- **Cover Letter** – Brief introduction and interest in the project
- **Company Information** – Name, address, years in business, relevant licenses and insurance
- **Experience and Qualifications** – Summary of similar projects completed, especially involving historic structures

- **Project Approach and Timeline** – Description of methods, work plan, and estimated timeline
- **Detailed Cost Estimate** – Itemized budget including labor, materials, equipment, permits, and contingencies
- **References** – Minimum of three references from recent similar projects
- **Suggested Materials and related warranties**
- **Bid Form**

**Evaluation Factors:**

- Relevant experience and qualifications
- Quality and feasibility of proposed approach
- Cost-effectiveness
- Timeline and ability to meet deadlines
- References and past performance

**Attachments:**

1. Site Photos
2. Map

**Procedure**

**Tentative Project Schedule:**

A tentative timeline is set forth below. This timeline is subject to change by the City, at the City’s sole discretion, as events and conditions warrant.

- |   |                                    |
|---|------------------------------------|
| • Proposal Release Date                               | August 28 <sup>th</sup> 2025       |
| • <b>Mandatory</b> Pre-Bid Meeting @ Bandshell        | Sept. 4 <sup>rd</sup> 2025 @ 10:00 |
| • All Questions regarding RFP submitted in writing by | Sept 16 <sup>th</sup> 2025         |
| • Response to Questions processed by                  | Sept 22 <sup>nd</sup> 2025         |
| • Proposals Due/Bid Opening                           | Sept. 30 <sup>th</sup> 2025 @ 2 PM |
| • Presentation of Proposal (If Required)              | Oct 7 <sup>th</sup> 2025           |
| • Formal Acceptance/Award by City Commission          | Oct 14 <sup>th</sup> , 2025        |
| • Substantial Completed by:                           | April 1 <sup>st</sup> 2026         |
| • Finished Date:                                      | May 1 <sup>st</sup> 2026           |
| • Opening Ceremony                                    | May 20 <sup>th</sup> 2026          |

### **Method of Submission:**

Proposals shall be submitted by mail or by hand to the following address. Envelopes used in submitting Proposals must be clearly marked, “**PROPOSAL: JJ Richards Bandshell Project**”:

Tammy Nagel, City Clerk  
City of Pittsburg, Kansas  
P.O. Box 688  
201 W 4<sup>th</sup> St  
Pittsburg, Kansas 66762

The deadline for submission is **Tuesday, September 30th, 2025, by 2 p.m., Central Standard Time**. There will be a public opening of Proposals in the City Hall Conference Room.

### **Questions and Answers**

All questions regarding this RFP should be directed to:

Toby Book  
Director of Parks and Recreation  
620-231-8310  
[Tobias.Book@pittks.org](mailto:Tobias.Book@pittks.org)

Questions must be submitted in writing by September 16<sup>th</sup>, 2025, responses will be compiled and shared with all interested parties by September 22<sup>nd</sup> 2025.

### **General Terms and Conditions**

- **Evaluation of Bids:** Award shall be to the lowest responsible bidder taking into consideration conformity with the specifications, terms of delivery, weighted local preference policy and other conditions imposed by this RFP. Award will be by line item, group totals, or total lot, whichever is in the best interest of the City.
- **Acceptance or Rejection:** The City reserves the right to accept or reject any or all bid responses or part of a bid response; to waive any informalities or technicalities; clarify any ambiguities in bid responses; modify any criteria in this RFP; and unless otherwise specified, to accept any item in a bid response.
- Contractors must have a current City of Pittsburg business license.

- Contractors must comply with all city codes and permits. Permit fees will be waived for this project.
- It is understood by the bidder that the City is exempt from state sales tax and federal excise tax and, therefore, the net amount of the bid should not reflect these items.
- All proposals and supporting materials will become property of City of Pittsburg, Kansas
- Contract: The successful firm will be required to enter into written contract with the City
- Bid Bond Not Required
- Performance and Statutory Bonds Required and must be submitted with contract
- Insurance required
- Mandatory pre-bid meeting attendance is required to submit a proposal

### General Terms and Conditions – Cont.

#### **Insurance:**

The City of Pittsburg has certain insurance requirements that must be met. The FIRM will be responsible for purchasing and maintain at its sole expense the following insurance coverage:

- Professional liability insurance covering negligent acts, errors or omissions of FIRM, its agents, officers, and employees. Total aggregate policies of insurance shall be in an amount of not less than One Million Dollars and 00/100 Cents (\$1,000,000.00).
- A comprehensive general liability policy of insurance shall be purchased and maintained that lists the City as an additional insured. Such policy of insurance shall be in an amount of not less than One Million Dollars and 00/100 Cents (\$1,000,000.00).
- A Workmen’s Compensation and Employer’s Liability Policy shall be procured and maintained. This policy shall include an “all states” endorsement. Said insurance policy shall also cover claims for injury, disease or death of employees which, for any reason does not fall within the provisions of the Workmen’s Compensation Law. Liability Limits shall not be less than:
  - Workmen’s Compensation – Statutory
  - Employer’s Liability - \$500,000.00 Each Occurrence.
- FIRM shall furnish the City copies of all insurance polies or certificates of insurance relating to the insurance policies that must be maintained hereunder.

In addition, insurance policies applicable hereto shall contain a provision that the City shall be given thirty (30) days written notice by the insurance company before each policy is substantially changed or cancelled.

## **Nondiscrimination Agreement**

The Recipient, in accordance with Title VI of the Civil Rights Act of 1964, 78 Stat. 252, 42 U.S.C. 2000d to 2000d-4 and Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Nondiscrimination in Federally-Assisted Programs of the Department of Transportation issued pursuant to such Act, hereby notifies all bidders that it will affirmatively ensure that in any contract entered into pursuant to this advertisement, disadvantaged business enterprises as defined at 49 CFR Part 26 will be afforded full opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, national origin, or sex in consideration for an award.



## Bid Form

Line Items Bid	Price
Roof substructure	\$
Roof replacement, drainage and guttering	\$
Remediation of water and termite damage	\$
Tuck pointing of all masonry areas	\$
Replace stage concrete with improved ADA accessibility	\$
Electrical upgrades/new lighting	\$
Off stage storage, access and security	\$
Perimeter walkway, access and optional food truck area	\$
Spectator viewing/ADA viewing	\$
Optional sound equipment area with electric	\$
Facility security	\$
Painting, lettering and signage	\$
Decorative fencing	\$
<b>Total Lump Sum Bid Price</b>	<b>\$</b>