

Great Parks of Hamilton County
Request for Proposal
Winton Woods Farm & Equestrian Center Arena Refooting
July 27, 2026

A. Introduction

Great Parks of Hamilton County (Great Parks) is requesting bid proposals for **Riding Arena Refooting** at the Winton Woods Farm & Equestrian Center in Hamilton County, Ohio. This Request for Proposal shall be made part of the Contractor's bid proposal and will serve as the contract for this service. The project is located at the Winton Woods Farm & Equestrian Center at 10073 Daly Road, Cincinnati, OH 45231.

B. Scope of Work

Great Parks is requesting proposals from qualified contractors who possess the experience and skill to install, maintain, alter, and repair equestrian riding arena footing systems to provide refooting services to three existing riding arenas. The general scope of work shall include:

1. Outdoor Jump Arena: 150 feet by 200 feet – refooting to include the following:
 - a) Before commencing work, establish grade benchmarks to ensure each lift of material and final footing surface will be at a consistent grade tying in to surrounding grades and drainage patterns.
 - b) Establish consistent, compacted subgrade utilizing laser-guided equipment.
 - c) Install 4-inch depth of compacted limestone base material over prepared subgrade. Limestone material shall be ¾ inch to dust crushed limestone screenings. Base material shall be placed and compacted consistent with grade benchmarks utilizing laser-guided equipment.
 - d) Install 3-inch depth sand/clay mixture arena footing mixture over prepared base. Sand/clay mixture shall be Alvis Materials Diamond Arena Mix or approved equal. Footing material shall be placed and loosely compacted consistent with grade benchmarks utilizing laser-guided equipment.
 - e) Provide an allowance for undercutting, removal, and legal off site disposal of up to 100 cubic yards of unsuitable material including but not limited to material built up at arena perimeter and material containing excessive organic matter and/or silt.

2. Outdoor Flat Arena: 100 feet by 200 feet – refooting to include the following:
 - a) Before commencing work, establish grade benchmarks to ensure each lift of material and final footing surface will be at a consistent grade tying in to surrounding grades and drainage patterns.
 - b) Establish a consistent, compacted subgrade utilizing laser-guided equipment.
 - c) Install 4-inch depth of compacted limestone base material over prepared subgrade. Limestone material shall be ¾ inch to dust crushed limestone screenings. Base material shall be placed and compacted consistent with grade benchmarks utilizing laser-guided equipment.
 - d) Install 3-inch depth sand/clay mixture arena footing mixture over prepared base. Sand/clay mixture shall be Alvis Materials Diamond Arena Mix or approved equal. Footing material shall be placed and loosely compacted consistent with grade benchmarks utilizing laser-guided equipment.
 - e) Provide an allowance for undercutting, removal, and legal off site disposal of up to 100 cubic yards of unsuitable material including but not limited to material built up at arena perimeter and material containing excessive organic matter and/or silt.
3. Indoor Arena: 65 feet by 150 feet – refooting to include the following:
 - a) Before commencing work, establish grade benchmarks to ensure each lift of material and final footing surface will be at a consistent grade tying in to surrounding building grades and door openings
 - b) Excavate and remove up to 7-inch depth of existing footing material and legally dispose off site.
 - c) Establish consistent, compacted subgrade utilizing laser-guided equipment.
 - d) Install 4-inch depth of compacted limestone base material over prepared subgrade. Limestone material shall be ¾ inch to dust crushed limestone screenings. Base material shall be placed and compacted consistent with grade benchmarks utilizing laser-guided equipment.
 - e) Install 3-inch depth sand/clay mixture arena footing mixture over prepared base. Sand/clay mixture shall be Alvis Materials Diamond Arena Mix or approved equal. Footing material shall be placed and loosely compacted consistent with grade benchmarks utilizing laser-guided equipment.

It is anticipated to take two weeks to complete the work. Great Parks preferred schedule to complete the work is August 24, 2026 – September 6, 2026. The contractor shall confirm the duration and dates they can reasonably complete the work by providing a schedule as outlined in the required submittal documentation below.

C. Bid Proposal Instructions and Submission Deadline

Persons interested in bidding to provide **Winton Woods Farm & Equestrian Center Arena Refooting** must complete all of the information requested by this Request for Proposal and affix the signatures and initials required on this Request for Proposal. Failure to complete the required information and/or affix the required signatures/initials may result in the Request for Proposal being rejected in its entirety.

Required submittal documentation:

1. Contractor shall provide a detailed narrative on how the firm proposes to complete the entire project. Include details on how each of the scope of work tasks will be completed.
2. Contractor shall provide a schedule outlining the sequence of work per Great Parks preferred work window of August 24, 2026 to September 6, 2026. If the contractor is unable to reasonably complete the work in the anticipated two-week duration or during Great Parks preferred work window, submit a schedule proposing an alternate duration and time of work. Contractor's ability to complete the work in a timely manner will be considered when evaluating proposal for award.
3. Contractor shall provide documentation of their qualifications as an equestrian riding arena footing systems contractor. Include information pertaining to staffing and equipment.
4. Contractor shall provide reference contact information for a minimum of 3 previous similar or related projects with contact names, addresses, phone numbers and email addresses. Please notify references that they may be contacted by Great Parks staff.

All Bid Proposals must be typed or written legibly on the forms in this Request for Proposal. This entire signed and initialed Request for Proposal, including any additional documents provided by the Contractor, shall be submitted to Great Parks at its offices located at 10245 Winton Road, Cincinnati, Ohio 45231 or via email to bhelmes@greatparks.org.

All proposals MUST BE RECEIVED by 10:00 AM EDT on Monday, August 10, 2026.

Proposals shall be publicly opened at Great Parks of Hamilton County, Winton Woods, Winton Center Oak Conference Room, starting at 10:05 AM EDT on Monday, August 10, 2026.

Any questions prior to the proposal deadline shall be directed to Ben Helmes via email at bhelmes@greatparks.org or by phone at 513-259-9565 per the timeline included below.

Proposal Timeline

ACTIVITY	DATE
Request for Proposal advertised and published	July 27, 2026
Prebid Meeting	August 3, 2026, 10:00 AM EDT
Submittal of Written Questions	August 4, 2026 by 5:00 PM EDT
Responses to Written Questions	August 5, 2026 by 5:00 PM EDT
Proposal Deadline	August 10, 2026, 10:00 AM EDT
Recommendation presented to Great Parks Board of Commissioners for approval	August 20, 2026
Commencement of Services (GP Preferred)	August 24, 2026
Completion of Project (GP Preferred)	September 6, 2026

D. General Notes

1. All permits and inspections are the responsibility of the Contractor, when applicable.
2. All Work shall conform to applicable codes and authorities having jurisdiction over service area. Each Contractor shall secure and pay for all permits, tests, and inspections as required by authorities having jurisdiction for Work.
3. Work to start immediately upon awarded start date.
4. The Contractor shall furnish all labor, material, and appurtenances necessary for a complete project or operational system as outlined in the plans, specifications, and this Request for Proposal.
5. The Contractor shall visit the facility and site to become familiar with existing conditions prior to work.
6. All excess materials shall be hauled off-site and legally disposed.
7. Prevailing wages **DO** apply. Contractor will be responsible for paying prevailing wages to all persons performing labor and submitting required documentation.
8. Great Parks reserves the right to reject any and all bids.
9. Great Parks is tax exempt.

E. Submission of Invoices

The Contractor shall submit proper invoices via email directly to ParkDistrictAP@avidbill.com. A proper invoice will include an account number, the park, location, quantity delivered, per unit price, total amount, shipping date, invoice number, invoice date, and Great Parks' purchase order number.

F. Acceptance of Proposal and Contract Award

It is the intent of Great Parks to award a contract provided the proposal has been submitted in accordance with the requirements of the **Winton Woods Farm & Equestrian Center Arena Refooting** Request for Proposal. Great Parks shall have the right to waive informalities and irregularities in a proposal received and to accept the proposal, which, in Great Parks' judgment, is in Great Parks' own best interests.

In determining the lowest and best proposal, the following items will be considered in addition to the proposal amount:

1. The record of the Contractor in performing other Great Parks projects and/or similar projects.
2. The record, experience, and ability of the Contractor to execute services of the like character, scope, and size.
3. Contractor has adequate equipment and facilities to perform the services properly in a timely and expeditious manner.
4. Contractor has suitable financial status to meet obligations incident to services.
5. Contractor has appropriate technical experience in projects of similar scope and conditions.

Prior to acceptance of the proposal and prior to performing work, the Contractor shall furnish proof of the below required documents:

1. Certificate of Insurance, listing Great Parks of Hamilton County as additional insured.
2. Ohio Bureau of Workers' Compensation (BWC) Certificate of Coverage.
3. New Vendor Form (if applicable, for Great Parks Finance Department purposes).
4. List of emergency contacts and their contact information.

5. Signed and completed Indemnification section (p. 8).
6. Signed Bid Form (p. 9).
7. Initial *all* pages in the area provided on the footer of each page (p. 1-10).

G. Certificate of Liability Insurance Requirements

Insurance coverage shall not be less than the following:

Comprehensive General Liability (including Completed Operations, Blanket Contractual, Independent Suppliers, and Personal Injury):

- | | | |
|------------------------------|------------------------------|-------------|
| a. Bodily Injury Aggregate | \$1,000,000 Each Occurrence; | \$2,000,000 |
| b. Property Damage Aggregate | \$1,000,000 Each Occurrence; | \$1,000,000 |

Automobile Liability (including Owner, Non-owned and Hired):

- | | | |
|------------------------------|------------------------------|-------------|
| a. Bodily Injury Aggregate | \$1,000,000 Each Occurrence; | \$2,000,000 |
| b. Property Damage Aggregate | \$1,000,000 Each Occurrence; | \$1,000,000 |

H. Safety of Persons and Property

The Contractor shall be responsible for initiating, maintaining, and supervising all safety precautions and programs in connection with the performance of this work.

With respect to all Work performed, the Contractor shall:

1. Comply with the requirements of the Occupational Safety and Health Act of 1970 (Public Law 91-596), and the requirements of Title 29 of the Code of Federal Regulations, Paragraph 1518, as published in the "Federal Register" Vol. 36. N.75 Saturday, April 17, 1971 and as amended from time to time.
2. Exercise every precaution at all times for the prevention of accidents and the protection of persons (including employees) and property.
3. Maintain at its office and in delivery vehicles all articles necessary for giving first aid to the injured and shall make standing arrangements for the immediate removal to a hospital or doctor's care of persons (including employees) who may be injured at the work site.
4. Comply with and give notices required by applicable laws, statutes, ordinances, codes, rules and regulations, and lawful orders of public authorities bearing on safety of persons or property or their protection from damage, injury or loss.
5. When use of storage of explosives or other hazardous material or equipment or unusual methods are necessary for execution of the work, the Contractor

shall exercise utmost care and carry on such activities under supervision of properly qualified personnel.

6. Promptly remedy damage and loss (other than damage or loss insured under property insurance required by the contract) to property caused in whole or in part by the Contractor or anyone directly or indirectly employed by any of them, or by anyone for whose acts they may be liable and for which the Contractor is, except damage or loss attributable to acts or omissions of the Great Parks or anyone directly or indirectly employed by them, or anyone for whose acts may be liable, and not attributable to the fault or negligence of the Contractor. The foregoing obligations of the Contractor are in addition to the Contractor's obligations for Indemnification.
7. Designate a responsible member of the Contractor's organization at the site whose duty shall be the prevention of accidents. This person shall be the Contractor's superintendent unless otherwise designated by the Contractor in writing to Great Parks.

I. Cancellation

This agreement may be canceled by either party thirty (30) days after written notice is given. However, no party may exercise this right for the first six (6) months the contract is in effect. Notwithstanding of these provisions, any failure to either meet contract specifications or comply with delivery requirements shall be cause for immediate cancellation.

J. Indemnification

To the fullest extent permitted by law, the Contractor shall indemnify and hold harmless, Great Parks, Great Parks' consultants, agents, vendors and employees of any of them from and against claims, damages, losses and expenses, including but not limited to attorneys' fees, arising out of or resulting from performance of the Work, provided that such claim, damage, loss or expense is attributable to bodily injury, sickness, disease or death, or to injury to or destruction of tangible property (other than the Work itself), but only to the extent caused by the negligent acts or omissions of the Contractor, a Subcontractor, anyone directly or indirectly employed by them or anyone for whose acts they may be liable. Such obligation shall not be construed to negate, abridge, or reduce other rights or obligations of indemnity which would otherwise exist as to a party or person described in this section.

In claims against any person or entity indemnified under this section by an employee of the Contractor, a Subcontractor, anyone directly or indirectly employed by them or anyone for whose acts they may be liable, the indemnification obligation under this section shall not be limited by a limitation on amount or type of damages, compensation or benefits payable by or for the Contractor or a Subcontractor under workers' compensation acts, disability benefit acts or other employee benefit acts.

Company: _____

Address: _____

City, State, Zip: _____

Office Phone: _____ Mobile Phone: _____

Email: _____ Fax: _____

Authorized By: _____ Title: _____

Bid Form

We, the undersigned, having familiarized ourselves with the site and local conditions and with the Request for Proposal prepared by Great Parks of Hamilton County do hereby propose to furnish all labor, materials, equipment, tools, expendable equipment, temporary services and supervision required for:

**Great Parks of Hamilton County
Winton Woods Farm & Equestrian Center Arena Refooting
Request for Proposal**

COMPANY: _____

BY (Name, Title): _____

SIGNATURE: _____ DATE: _____

COMPANY ADDRESS: _____

WORK NO: _____ MOBILE NO: _____

E-MAIL ADDRESS: _____

State whether a: Corporation (___); Partnership (___); Sole Proprietorship (___)

Bid Tabulation

We the Contractor, propose to supply **Winton Woods Farm & Equestrian Center Arena Refooting** listed herein for the period outlined in this document.

Ref No.	Arena	PRICE
1	Jump Arena Refooting: 150 feet by 200 feet	\$
	Allowance: Undercut and remove up to 100 yards unsuitable material	\$
2	Flat Arena Refooting: 100 feet by 200 feet	\$
	Allowance: Undercut and remove up to 100 yards unsuitable material	\$
3	Indoor Arena Refooting: 65 feet by 150 feet	\$
TOTAL BID		\$

In addition to the total bid above, provide unit prices for the following potential additional work items:

Ref No.	Work Item	UNIT PRICE
1	Excavation, removal and off site disposal of additional unsuitable material. Price per yard.	\$ /CY
2	Furnish, place, and compact additional limestone base material. Price per yard.	\$ /CY