



January 9, 2026

## Request For Proposals (RFP)

**Date posted: January 9, 2026**

**Date due: February 2, 2026, by 5:00pm**

### Summary and Project Description:

The Centerville-Washington Park District (CWPD) is issuing a Request for Proposals for the redevelopment of the entry drive and parking lot at the CWPD Main Office and related asphalt repairs throughout Activity Center Park parking areas. The project will also include renovation of the existing pickleball courts to expand from six (6) courts to eight (8) courts including addressing drainage concerns to provide long term sustainability for the project.

### Background and Need

CWPD Main Office currently houses 17 staff members and holds multiple educational camps and programs for all ages throughout the year at the North end of the building. The current entry and parking lot does not facilitate safe and easy pedestrian access to the building during drop off and pick up times. The parking area within Activity Center Park is currently on our asphalt repair and replacement plan and offers an opportunity to address future maintenance needs with the project scope. The existing pickleball courts have large cracks and uneven surfaces in the playing area. These courts receive the highest use and serve as the location for CWPD pickleball leagues.

### Location and Project Details

The project is located at CWPD Main Office and Activity Center Park, 221 N. Main Street Centerville, Ohio 45459. CWPD is looking for a creative and functional solution for the main office and community room parking areas that improves the arrival experience for both vehicles and pedestrians.. The pickleball courts can be expanded using the existing footprint and may offer some additional amenity opportunities when looking at the slope and drainage in the area adjacent to the courts. Landscape using native plant material should be incorporated at entry points to the building, as buffer options or screening and as educational opportunities in pedestrian areas.

937.433.5155



[www.cwpd.org](http://www.cwpd.org)



[mail@cwpd.org](mailto:mail@cwpd.org)



221 N. Main Street  
Centerville, Ohio 45459





## Proposal Submittal

Proposals should include the following:

- General description of the proposed scope of work and list of deliverables
- Project estimate with a line-item cost breakdown
- Timeline for completion
- Warranty information
- Reference section
  - Description of previous experience with comparable projects
  - Key personnel who would be involved with this project, their previous project experience and qualifications. This information should include any sub-contractors

## Evaluation

The following criteria will be used to evaluate proposals:

- a. Proposal suitability: proposal must include all requirements stated above
- b. Innovative, functional and creative design thinking
- c. Experience and knowledge of product and scope
- d. Ability to meet the established timeline and schedule
- e. Cost estimate based on the details and scope found above

## Centerville-Washington Park District Obligations and Rights:

Response to the RFP is entirely voluntary. This RFP does not and shall not commit the Centerville-Washington Park District or any of its agents to enter into any agreement, to pay any costs incurred in the preparation of any response to this RFP, or to procure or contract for any services or supplies.

The Centerville-Washington Park District reserves the right to accept or reject any or all responses to this RFP, to enter into contractual agreement with any individual or company submitting a response to the RFP, or to delay and/or cancel in part or in its entirety this RFP if it is in the best interest of the Centerville-Washington Park District, in its sole opinion, to do so.

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### **Additional Information**

Additional information about the Centerville-Washington Park District can be found on our website, [www.cwpd.org](http://www.cwpd.org). If you have any questions regarding this proposal, please contact me at [tcarpenter@cwpd.org](mailto:tcarpenter@cwpd.org).

Proposals may be submitted by email by the required deadline to [tcarpenter@cwpd.org](mailto:tcarpenter@cwpd.org)

**Appendix A shows CWPD Main Office parking and Pickleball courts  
(For reference only)**

Sincerely,  
Tony Carpenter  
Project & Planning Manager  
221 N. Main St  
Centerville, OH 45459

937.433.5155



[www.cwpd.org](http://www.cwpd.org)



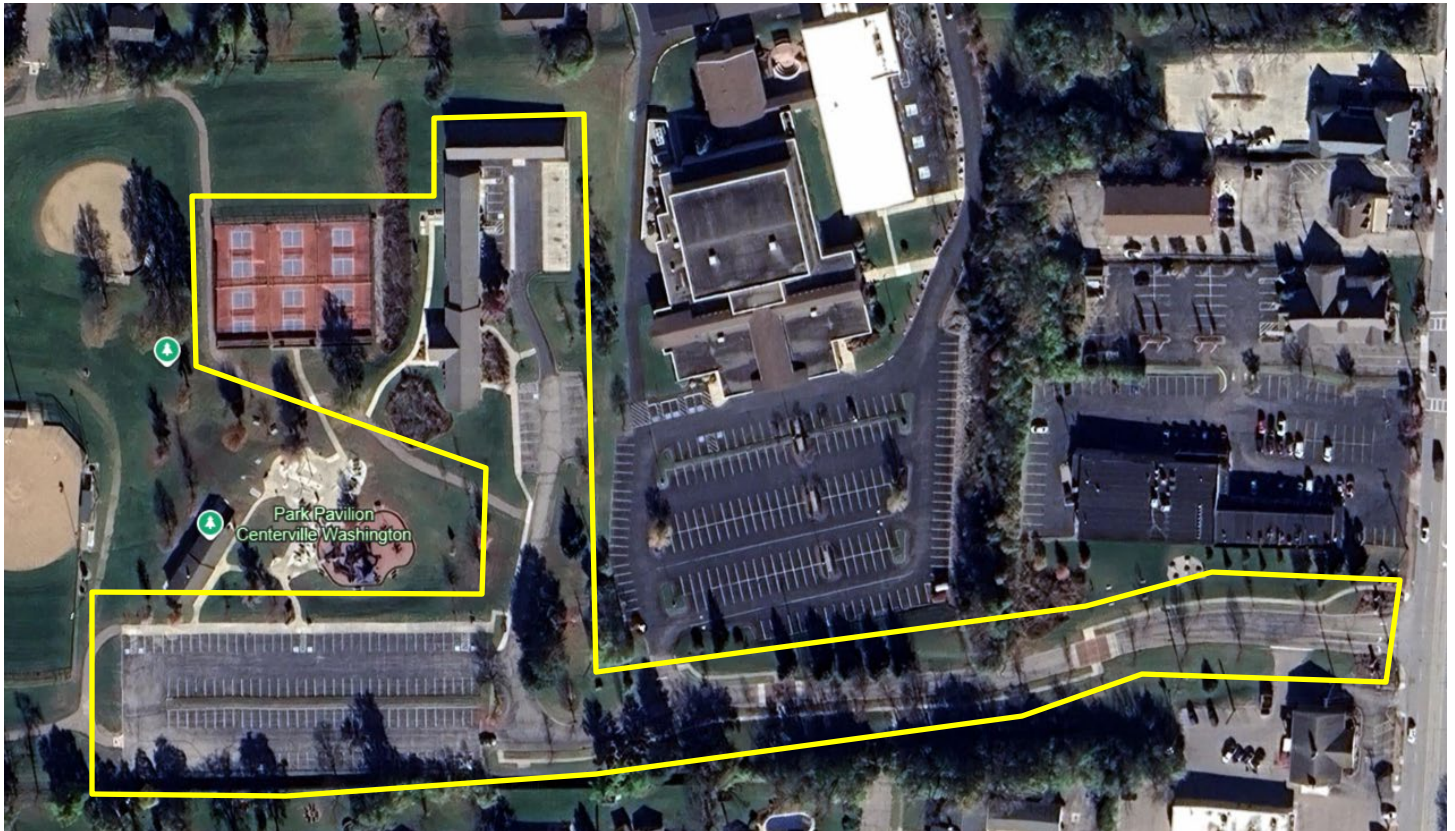
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## Appendix A



*Project area outlined in yellow for reference only. Actual project boundaries to be determined once the project has been awarded.*

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