



Request for Proposals General Right-of-Way Maintenance

To: Contractors
From: Town of Belville
Subject: **Re-advertisement** - RFP for General Right-of-Way Maintenance
Date: July 29, 2008

This is the re-advertisement of a request for proposals originally advertised on March 28, 2008. Proposals were originally accepted through 12:00 p.m. on Wednesday, April 30, 2008. Since the Town received only two (2) proposals and this is a request for proposals for construction, maintenance, and/or repair work, the Town is obligated to re-advertise the request for proposals.

The intent of this Request for Proposal (RFP) is to select a contractor(s) to provide general right-of-way maintenance service for the Town of Belville, in Brunswick County, North Carolina (the "Town"), to include the provision of at least one (1) of the following three (3) service groups to be performed on an as-needed basis to the right-of-ways owned and maintained by the Town:

1. Street repair, to include the repair of potholes, cracksealing, sealcoating, and other services that may be identified by qualified applicants:
2. Maintaining the storm water system and drainageways, to include the cleaning and reshaping of drainageways and swales, and other services that may be identified by qualified applicants; and
3. Mowing, trimming, and cutting of grass and/or vegetation within the Town's right-of-ways

The Town invites qualified contractors to submit sealed proposals for the provision of these services as described in the attached specifications. Written proposals using the official forms provided will be received until 12:00 p.m. on Wednesday, August 6, 2008:

Tracie Davis, Town Manager
Town of Belville
497 Olde Waterford Way, Suite 205
Belville, North Carolina, 28451



At that time, proposals will be opened in the Board of Commissioners Chambers, located at the same address. All qualified proposals will be evaluated.

The contractor(s) chosen should provide the Town with the highest quality and most flexible services for the lowest cost. Please submit only standard RFP forms; however, supplemental information may be attached. Materially incomplete proposals may result in the rejection of the entire proposal.

Please address any questions concerning this RFP to Tracie Davis, Town Manager, (910) 371-2456, or traciedavis@townofbelville.com. For all question(s) received, the answer(s) will be shared with all contractors who are listed by the Town Manager as having received a copy of the original RFP.

Proposals will be evaluated based on the contractor's ability to provide services contained in this RFP efficiently and at a reasonable cost to the Town; the Town will consider proposals to provide one (1) or more of the three (3) service groups contained in this RFP. Previous experience and references will also be considered and should be included with the submitter's proposal.

The Town reserves the right to accept or reject any or all proposals.

General Requirements

1. All contractors participating in the bid process must be licensed as required by North Carolina General Statutes.
2. All contractors participating in the bid process must provide proof of Workers' Compensation coverage in the amount of \$100,000. They must also provide proof of \$1,000,000 of general liability insurance.
3. All equipment utilized in the provision of services must comply with all applicable Federal, State and Local rules and regulations.
4. All persons operating vehicles on State and Local roads must be licensed as per State requirements and operate said vehicles in accordance with all Federal, State and Local laws.
5. All Federal, State, and Local work safety laws and regulations must be strictly adhered to.



Terms and Conditions of the Contract

1. The contract period shall be for one (1) year/twelve (12) months, to commence on the date a contract is entered into by the parties.
2. Either party may terminate the contract upon ninety (90) days written notice.
3. This contract is for services to be performed on an as-needed basis. Contractors shall provide the Town with per hour, per linear foot or per service costs (depending on the service), based on materials and labor to be utilized, and identify the estimated time needed to perform the services identified herein.
4. Costs proposed by a contractor for each service shall include the costs associated with the removal of any construction and demolition (C&D) or vegetative debris generated from the provision of service from any location within the Town to the Brunswick County C&D debris site at Supply, North Carolina.



General Right-of-Way Maintenance RFP BID SHEET

CONTACT INFORMATION	
Company Name:	
Business Address:	
Contact Person:	
Phone Number:	
Fax Number:	
Email address:	

In general, which services are you proposing to provide to the Town?
<input type="checkbox"/> Street Repairs <input type="checkbox"/> Maintenance of Stormwater System and Drainageways <input type="checkbox"/> Vegetation Maintenance

SERVICE RATES		
Service to be Performed	Charge per Hour/Linear Foot/Service	Estimated Number of Hours to Complete Service
Street Repairs		
Pothole Repair - Hot Mix		
Pothole Repair - Cold Patch		
Cracksealing		
Sealcoating		
Other Contractor Identified Services:		



Maintenance of Stormwater System and Drainageways		
Cleaning of drainageways and swales		
Reshaping of drainageways and swales		
Other Contractor Identified Services:		
Vegetation Maintenance		
Mowing and trimming of grass		
Vegetation Removal, including trees		
Other Contractor Identified Services:		

DESCRIPTION OF SERVICES TO BE PROVIDED

A separate attachment may be used if desired

- a. For all services identified above, please briefly describe the manner in which the service will be provided, including the process, equipment, and personnel to be utilized. A separate attachment may be used if desired.

- b. Please state whether you will furnish fuel for the operation of gas/diesel powered equipment. If not, please state how you plan to accomplish this necessity.

