

I. Proposal Instructions

Three (3) sealed copies of all bid materials shall be submitted by no later than 3:00pm on 11/2/15 to:

**Town of Bath Cemetery Committee
271 Wilkes Street
Berkeley Springs, WV 25411
Attn: Councilwoman Elizabeth Skinner**

A copy of the Drawings and Contract Documents may be viewed at the Town of Bath office (address above) or obtained at the Engineer's office for a non-refundable fee of \$15. The Engineer is WH Gordon and Associates, 301 N. Mildred, St. Charles Town, WV, Phone: 304-725-8456. For digital plan set requests please email kstolipher@gordon.us.com; subject line "Greenway Cemetery Plan Set".

A mandatory Pre-Bid meeting will be held at 10:00am Est on 10/20/15 at the Greenway Cemetery located along Greenway Drive Berkeley Springs, WV 25411. No further questions or inquiries in regard to the bidding of the project will be addressed after the conclusion of the mandatory pre-bid meeting. Proposals submitted by Bidders who are not represented at the pre-bid conference will not be considered.

II. Project Description and goals

The purpose of this project is to improve visitor safety and address erosion and stormwater issues occurring within the Greenway Cemetery.

Scope of Work Task Outline

- Review the WH Gordon Drawings (PLAN) with project manager and engineer before beginning excavation and Construction work.
- Install 500 Linear Feet (LF) of Silt Fence down grade of any ground disturbance.
- Raze and appropriately dispose of 661 square feet (sf) of existing pavement, as shown on the PLAN.
- Amend with appropriate soil and stabilize from erosion the removed 661 sf of pavement areas with a low-maintenance vegetative ground cover (To be determined).
- Install 1,700 LF of 10" plastic perforated underdrain system and associated connections for future construction phases, as shown on the PLAN.
- Convert steep ditches along the main drive aisle with a designed ditch line consisting of 250 Cubic Yards (CY) of clean, rinsed gravel, as shown on the PLAN.

The work will be substantially completed within 180 calendar days after the date when the Contract Times commence to run, and completed and ready for final payment within 270 days after the date when the Contract Times commence to run.

III. Contractor Qualifications Required

At a minimum, the selected contractor must carry the following insurance for the entire period of the awarded contract, and must name Morgan County Board of Education 271 Wilkes Street, Berkeley Springs, WV as an additional insured:

WV Workers Compensation (State Minimum)

General Liability or similar comprehensive insurance policy with a minimum of \$1,000,000 per incident coverage

Sign and Adhere to the Health and Safety Awareness Plan document dated 4th quarter 2014

Hold or obtain such Contractors' and Business Licenses as required by State of West Virginia Statutes and Laws.

Provide 3 recent references the Town of Bath can contact including Name, Phone, and project cost with beginning and end dates.

Each bidder must be an Equal Opportunity Employer as defined by federal and State Law

Bids will be opened 11/3/15 at 10:00am at the Town of Bath located at 271 Wilkes Street, Berkeley Springs, WV 25411

Bidders must hold a current West Virginia contractors license on the date of Bid Opening.

Bidders are advised that the Contract awarded under this Advertisement for Bids is to be funded (entirely/or in part) by a grant from the National Fish and Wildlife Foundation. Neither the United States nor any of its departments, agencies, or employees is or will be a party to this Advertisement for Bids or any resulting Contract.

Bidders must comply with the requirements for Affirmative Action and Minority Business Enterprise participation as described in the Federal Specifications insert to the Contract Documents. Bidders must comply with Title VI of the Civil Rights Act of 1964, the Davis Bacon Act, the Copeland Act, the Contract Work Hours and Safety Act, and the West Virginia Division of Labor Wages for Construction of Public Improvements pursuant to West Virginia Code 21-5A-3.

The Town will not make any award or permit any award (subgrant or contract) at any tier to any party that is debarred or suspended or is otherwise excluded from or ineligible for participation in Federal assistance programs.

Site Contractor RFP Scoring Sheet

Initial Pricing (1-30)	_____
Tiered Pricing (1-5)	_____
Scope of Services (1-15)	_____
Date of Completion (1-20)	_____
Experience (1-10)	_____
References (1-10)	_____
Insurance (1-10)	_____