



Request for Proposal (RFP) For: MBCPR War Memorial Park Hollow Pavilion Replacement Project

RFP Posted: 11/05/24

Bids Due and Opening: 10:00 AM 11/12/2024

Introduction

Martinsburg Berkeley County Parks & Recreation will receive sealed bids for this RFP at the administrative office located at 273 Woodbury Avenue, Martinsburg, WV 25404 or by email. If emailing, send quotation in PDF no later than the due date and time to joe.burton@mbcparks-rec.org

For more information about the project, please contact Joe Burton, MBCPR Executive Director at joe.burton@mbcparks-rec.org

Background

The successful bidder will be awarded full scope of work for pavilion replacement at War Memorial Park, 500 N. Tennessee Ave., Martinsburg, WV.

Pre-Bid meeting

Pre-bid site inspections are available by appointment between the dates of 11/7/24-11/8/24. Contact Joe Burton to schedule inspection at joe.burton@mbcparks-rec.org

Submission Procedure & Opening

The sealed bids will be accepted until the date and time listed above (**Bid Due and Opening**), at the MBCPR, 273 Woodbury Avenue, Martinsburg, WV 25404, at which time and place all bids will be publicly opened and read aloud. All bids should be marked "War Memorial Park Pavilion Project" attention to "Joe Burton". MBCPR reserves the right to reject any or all bids and to waive any informalities in the bidding process.

Proposal Evaluation and Award of Contract

All proposals satisfying the requirements of this RFP will be evaluated to establish which of the bidder's best fulfills the needs of the Owner and this project.

There will be a maximum of one week of evaluation by the Owner, after which all bidders who submitted a complete proposal will be notified of the results.

This RFP does not commit the Owner to award a contract, to pay any costs incurred in the preparation of the proposal or to contract for the goods and/or services offered. The Owner reserves the right to

accept or reject any or all proposals received as a result of this request, to rescind this RFP, if it is in the best interests of Owner to do so. An award will be made in the best interest of Martinsburg Berkeley County Parks & Recreation. The decision of MBCPR Berkeley County Board of Education shall be final.

Project Completion

The scope of work described in this bid must be completed by April 1, 2025

Contractor Requirements

- Contractor must hold a valid WV Contractors License
- Contractor must have a City of Martinsburg Business License
- Contractor shall maintain general liability and property damage insurance (\$1,000,000 per incident, 1,000,000 in aggregate) and workers compensation coverage as required by law. Copies of the insurance certificate must be included in bid documents.

Proposal Contents

Proposal must include the following:

- *Complete proposal including all materials and labor required to complete the scope of work.*
- *Any optional or additional line items recommended.*
- *Clear specifications of products used*
- *Proposed start date*
- *Any proposed subcontractors*
- *Additional information pertinent to the project*
- *WV contractor's License*
- *City business license*
- *Insurance Information*
- *Two professional references*
- *Please specify all warranties provided.*

Contractor will attend the following construction meetings for the project:

- Pre-construction meeting to review schedule and building details
- Weekly site meetings during construction
- Walk-through at substantial completion

Scope of Work

Contractor will provide turn-key services to deliver:

Erect a 24x50 steel pavilion by Americana Outdoors on a 28x50 concrete slab. Install new 6' wide concrete sidewalk from designated location along asphalt parking area to designated location at pavilion slab. Prior to new construction, the contractor will demo and remove existing wood pavilion, concrete slab, and existing walkway. Turnkey construction will include:

- Demo old pavilion, slab, and concrete walkway. Haul away and dispose off-site
- Prep site for new pavilion and sidewalks
- Install footers per plan, top of footer elevation should be 6" below finished floor elevation
- Erect new 24x 50 steel pavilion package (provided by owner, plans attached)
- Install concrete slab under pavilion 28'x50'
- Install new sidewalk from asphalt drive to pavilion at designated areas, approximately 100'x6'
- Backfill, finish grading
- Seed and straw disturbed areas
- Install power pole with meter socket and 100 amp disconnect
- Install UG conduit from pole to pavilion

