

REQUEST FOR PROPOSALS
County Commission of Jefferson County, West Virginia
Request for Construction Services
Burch Manor Subdivision – Site Work

The Jefferson County Commission is accepting sealed Proposals for the completion of site work for the Burch Manor Subdivision in Jefferson County, West Virginia.

Construction Plans may be examined or purchased from the Jefferson County Engineering Department, 104 East Washington Street, Charles Town, West Virginia, 25414, for a non-refundable \$10.00 fee, payable to: Jefferson County Commission.

SCOPE OF WORK:

- a. Provide all materials, labor, and equipment necessary for installation of four storm water management infiltration basins;
- b. Installation of 400 lineal feet of a 3' wide gravel shoulder along Route 13/1;
- c. Grade two existing driveway entrances and install two asphalt driveway aprons approximately 20' wide x 25' long.
- d. Provide all traffic control devices and measures, in accordance with West Virginia Division of Highway requirements;
- e. Provide sediment and erosion control measures during construction;
- f. Finish grade disturbed areas and provide and place a 2" depth of topsoil over the disturbed areas, and stabilize with seeding & mulching;
- g. Clean up and disposal of all trash and debris resulting from the contractor's work;
- h. Provide as-built drawings and professional engineer's certification of the storm water infiltration basins;
- i. Provide liability insurance in the amount of one million dollars (\$1,000,000);
- j. All work to be performed in accordance with the approved Preliminary Plat, Jefferson County Planning Commission File no. 02-12.

BID PRICE SUBMISSION:

A pre-proposal conference will be on **Wednesday, October 17, 2007, at 10:00 A.M.** (local prevailing time) in the Jefferson County Commission conference room located at 124 East Washington Street, Charles Town, West Virginia.

Written Sealed Proposals will be accepted until **3:00 p.m. (local prevailing time), Wednesday, October 24, 2007,** in the Office of the Jefferson County Commission, at 124 East Washington Street, 2nd floor, Charles Town, West Virginia, 25414. Proposals will then, at said time, be publicly opened and read aloud in the conference room of the Office of the Jefferson County Commission. Failure to submit the written proposal before the deadline shall be due cause to reject the proposal.

The proposal shall be submitted in a sealed envelope with proper identification. The envelope shall be identified as "Burch Manor Subdivision – Site Work Proposal." The envelope shall be sealed and labeled with the Contractor's name and return mailing address.

The sealed envelope shall contain the following items:

1. Contractor's proposal with lump sum cost for completing the scope of work.
2. List of West Virginia Licensed Subcontractors proposed for work on this project.
3. Copy of current West Virginia contractor's license.

The Contractor's bid price shall remain open for forty-five (45) calendar days from the proposal due date. The Jefferson County Commission reserves the right to waive any informality in the proposals and any formality in the proposal submission process; and the right to reject any or all proposals.

All Contractors shall hold a current West Virginia Contractor's License on the proposal due date and shall be in good standing with the State of West Virginia.