



REQUEST FOR PROPOSALS

Date: February 14, 2023

BID ID # 100

The Village of Marvin will be accepting sealed proposals for the construction of two additional bays onto the existing Garage at Marvin Efird Park located at 8909 New Town Rd; all proposals are subject to all conditions, and provisions, etc., set forth herein and attached. A proposal for work will be accepted from Feb 15th at 11:00 a.m. E.S.T. All sealed proposals must be submitted to the Village of Marvin either in person or by mail to the attention of Village Manager, Christina Amos, or Village Clerk, Austin Yow by March 15th at 11:00 a.m. E.S.T. at 10006 Marvin School Road, Marvin, NC 28173. For purposes of exact time determination, the clock in the Village of Marvin Council Room will be used. **LATE PROPOSALS WILL NOT BE ACCEPTED.**

All Bids shall be placed in a sealed envelope with the following information printed on the outside of the envelope:

BID FOR:

Marvin Park Garage addition
Project Name

BID ID # 100

BIDDER'S NAME:

Vendor's Name

DO NOT OPEN UNTIL:

at 11:00 a.m. EST
Bid Opening Date & Time

COMMUNITY BACKGROUND:

The Village of Marvin owns Marvin Efird Park, a 26-acre park consisting of a playground, picnic areas, community gardens, forested and lakeside walking trails, and a country style barn used as an event venue. The Park also houses a two bay garage which staff uses for storage of maintenance equipment and various supplies

PROJECT DESCRIPTION:

The purpose of this project will be to provide plans and the construction of two additional bays onto the existing two bay garage in a manner to match the existing design.

SCOPE OF WORK:

The Village of Marvin is seeking an experienced construction company to submit sealed bids for the construction which would include all site prep and permits as needed.

Marvin Efird Park (+/-26 AC) -The park is 5 adjoining parcels and is further identified as ID# 06-207-005, #06-207-005A, #06-207-005C, #06-183-019 and #06-183-014A from the Union County GIS site.

DELIVERABLES

The final Construction Plan should include;

- List of all permits needed
- All requested revisions.

TIMELINE:

The tentative timetable for the proposal (RFP) is as follows:

- March 15, 2023-Proposals Due
- March 30, 2023-Selection of Vendor
- June 15, 2023 – Project Completion

ACCEPTANCE OF PROPOSALS:

It is the intent of the Village of Marvin to award a Contract to the most qualified, responsive Bidder provided the Proposal has been submitted in accordance with the requirements of the Bidding Documents and does not exceed the funds available. The Village reserves the sole right to waive informalities and irregularities in a Proposal received and to accept the Proposal which, in the Village's judgment, is in the Village's own best interests.

SPECIAL CONDITIONS:

If Village offices are closed due to inclement weather, the proposals shall be opened at the same scheduled hour on the next day the Village Offices are open to the public after the scheduled proposal opening date. If an act of nature occurs preventing a firm to attend a mandatory meeting or submitting a proposal on time, the Village of Marvin reserves the right to accept or excuse the firm's tardiness.

INSTRUCTIONS TO BIDDERS:

All proposals must be in a sealed envelope with two include the following supplemental documents:

- Letter of Interest/Narrative: Cover letter expressing interest in the project and identifying the firm's ability to provide the required services;
- Description of your organization, qualifications, and experience in like projects;
- Provide at least three (3) references, including the name and a description of each project, as well as primary contact information, electronic example of a master plan or similar work and the final cost of the project.

CONDITIONS:

- a. The Village of Marvin reserves the right to reject any and all proposals, and to waive all technicalities.
- b. The right is reserved in case tie bids are received to make award as considered to be most advantageous to the Village of Marvin.
- c. The successful bidder shall indemnify and save harmless the Village of Marvin and all Village officials, agents and employees, from all suits or claims of any character brought by reason of infringing on any patent trademark or copyright.
- d. Bidder must provide the following: Certificate of Insurance and W-9 forms. If you do not have worker's compensation insurance, you must complete an Independent Contractor Agreement and Independent Contactor vs. Employee Checklist.
- e. Bidder must show compliance with E-Verify.
- f. Bidders must guarantee price for a period of not less than **120 days**.