



# TOWN OF SMITHFIELD

*"The Ham Capital of the World"*

## REQUEST FOR PROPOSALS

### ADDENDUM # 1

### RFP #25-002

November 10, 2025

Town of Smithfield

310 Institute St

Smithfield, VA 23430

<https://www.smithfieldva.gov/>

## Right of Way & Drainage Easement Maintenance

Sealed Proposals, subject to the conditions and instructions contained herein, will be received at the above office until the time and date shown below (local prevailing time), for furnishing the items or services described in the proposal.

**Scope of Work:** The Town of Smithfield's Department of Public Works & Utilities is requesting proposals from qualified contractors for scheduled and emergency maintenance within the Town of Smithfield's right of way and drainage easements. A lot of this work is hand work or handheld equipment work.

**Proposal Due Prior to: November 20, 2025 at 3:00 PM**

### **\*\*AN ELECTRONIC RESPONSE IS REQUIRED\*\***

*The Purchasing Agent, Michael Coburn, is the sole contact official for the Town of Smithfield with respect to this RFP. All questions and/or comments should be directed to him at this email address: [mcoburn@isleofwightus.net](mailto:mcoburn@isleofwightus.net). The respondents to this RFP shall not contact, either directly or indirectly, any other employee or agent of the Town regarding this RFP. Any such unauthorized contact may disqualify the bidder from the procurement.*

Company Name:

\_\_\_\_\_

Address:

\_\_\_\_\_

City / State / Zip:

\_\_\_\_\_

Telephone:

FAX No.:

\_\_\_\_\_

E-mail:

\_\_\_\_\_

Print Name:

Title:

\_\_\_\_\_

Signature:

Date:

\_\_\_\_\_



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## Addendum # 1

### Right of Way & Drainage Easement Maintenance

\*\*\* Due to the delay in getting the Addendum posted the Town of Smithfield is extending the due date for all proposals to November 20<sup>th</sup> @ 3:00 p.m.\*\*\*

The following questions and answers are made part of this Request for Proposals and are published herein to improve understanding of the scope of the services to be provided.

**Question # 1:** Can you Provide locations to the easements?

**Answer:** The Town does not have a list of scheduled work; this work is scheduled as needed.

**Question # 2:** Can you provide maps?

**Answer:** No, this work is done as needed not at set locations

**Question # 3:** What is the size of the easements?

**Answer:** Varying sizes.

**Question # 4:** What pricing structure are you seeking?

**Answer:** Hourly rates for labor and equipment.

**Question # 5:** Will the Town provide pick up debris services? Or is the contractor responsible for the debris?

**Answer:** Contractor is responsible for all debris disposal.

**Question # 6:** Once the contractor is contacted for services, how much time does the contractor have to respond to the service call?

**Answer:** Contractor shall be available within 24 hours of service call.

**Question #7:** Is there a list of locations for scheduled maintenance work for us to view?

**Answer:** The Town does not have a list of scheduled work; this work is scheduled as needed.

**Question #8:** How many locations are there on a scheduled maintenance cycle?

**Answer:** The Town does not have a scheduled maintenance cycle. This work is scheduled as needed.

**Question #9:** What is the frequency of the scheduled work (i.e. bi-weekly, monthly, quarterly, etc.)?

**Answer:** As needed.

**Question #10:** What is the required response time for emergency maintenance work after a storm?

**Answer:** Contractor shall be available within 24 hours after a minor storm