



TOWN OF SMITHFIELD

"The Ham Capital of the World"

May 22, 2019

Request For Proposals Street Maintenance Services

The Town of Smithfield, Virginia (Town) intends to enter into a contract to begin on July 1, 2019, with the Town's option to renew for four additional one-year terms, with a qualified firm to perform a variety of street maintenance services as described in the Town's Request for Proposals (RFP) dated May 22, 2019. In this regard, the Town will accept sealed proposals for such services until **5:00 PM, Monday, June 10, 2019**. The Town shall not accept any proposals after this date/time for any reason. You must submit your proposal in a sealed envelope clearly marked on the outside *"Proposal for Street Maintenance Services."*

If you hand deliver your proposal, then please use the following street address:

Brian S. Thrower
Town Manager's Office
911 S. Church Street
Smithfield, VA 23430

If you mail your proposal, then please use the following address:

Brian S. Thrower
Town Manager
Post Office Box 246
Smithfield, VA 23431

You must complete the following information and return this page with your proposal:

Name and Address of Proposer:

Date: _____

(signature)

By: _____

Printed Name: _____

Telephone #: _____

Title: _____

Potential proposers may ask questions about this RFP by writing to the above address or by contacting Wayne Griffin, Town Engineer, at (757) 365-4253 or wgriffin@smithfieldva.gov.

The Town reserves the right to reject any and or all proposals if the Town deems it in its best interest.

TOWN MANAGER'S OFFICE

911 South Church Street • P.O. Box 246 • Smithfield, VA 23431 • (757) 365-4200 Fax (757) 365-9508
www.smithfieldva.gov • Local Cable Channel 189

Town of Smithfield, Virginia
Request for Proposals – Street Maintenance Services
May 22, 2019

Section 1. Introduction

The Town of Smithfield, Virginia (Town) intends to enter into a one-year contract to begin on July 1, 2019, with the Town's option to renew for four additional one-year terms, with a qualified firm to perform street maintenance work as described in this Request for Proposals (RFP). With this RFP, the Town invites such firms to submit to the Town written proposals for these services.

Section 2. Scope of Services

The scope of services under this contract includes, but is not limited to, the following tasks:

- 1) Sidewalk repairs:
 - a.) 100 Lin. Ft. CG-6 typ.
 - b.) 250 Lin. Ft. Sidewalk 4 inches thick x 5 feet wide

- 2) Storm Pipe installation:
 - a.) 100 Lin. Ft. 15 inch RCP
 - b.) 100 Lin. Ft. 15 inch HDPE smooth bore
 - c.) 100 Lin. Ft. 24 inch RCP
 - d.) 100 Lin. Ft. 25 inch HDPE smooth boreCost to include 6 inches bedding stone #25 or #26, with class 1 backfill, 1 foot on sides and top of pipe. Pipe installation will be at a 5 foot depth.

- 3) Clearing and grading roadway and outfall ditches:
100 feet of V ditch 2 foot deep with 3:1 side slope.
Seeding and erosion & sedimentation controls, i.e. silt fence, straw bales, etc.

- 4) Road repairs:
Total patching approx. 100 sq. yds.
Install 6 inches 21-A or B aggregate base stone and 2" of SM-9.5A asphalt.

- 5) Road overlay:
Paving approximately 20,000 sq. yds. 2 inches SM-9.5A. Traffic controls as required.
Manhole and valve box riser rings shall be provided by contractor.

The successful respondent should realize that additional work outside of the services listed above may be requested by the Town. Additional work may include site grading, paving, and storm structure installation on projects outside of roadway maintenance.

TOWN MANAGER'S OFFICE

Section 3. Proposal Requirements

You must address the following items in your written proposal:

1. The proposal shall include all information necessary for the Town to evaluate the suitability of the proposing firm to provide the services described herein.
2. You must include the following organizational information:
 - Name of company (or other business entity) submitting proposal
 - Type of business entity (i.e. corporation or partnership)
 - Place of incorporation
 - Date of incorporation
 - Name, location and telephone number of the firm's representative to contact regarding all matters pertaining to the proposal
 - If the proposer intends to subcontract any of the work set forth in this RFP, then the proposer shall include the subcontractor's name, address, telephone number and the function that the subcontractor shall perform
3. The proposal shall demonstrate the experience, resources, and capabilities of the proposer to perform these services. In this regard, the proposal should contain a concise summary of the firm's qualifications, organizational structure, past experiences, and names, addresses and telephone numbers of references.
4. The proposal shall include a detailed description of the education, experience, current certifications, and the availability of the key personnel that the firm or proposer intends to assign to work with the Town.
5. Cost to provide services as outlined in Section 2. Please provide both total and unit costs for each service outlined in Section 2.

Section 4. Instruction for the Submission of Proposals

1. Deadline for Submission of Proposals

All respondents to this RFP must submit their proposals in a sealed envelope to the Town Manager's Office by 5:00 PM, Monday, June 10, 2019. The Town will not consider any proposal that arrives in the Town Manager's Office after 5:00 PM, on Monday, June 10, 2019. The respondent (proposer) is solely responsible for ensuring that his or her proposal arrives in the Town Manager's Office by the date/time deadline set forth in this RFP.

2. Address for Submitting Proposals

Please address the envelope containing your proposal to Brian S. Thrower, Town Manager, with the title "*Proposal for Street Maintenance Services*" labeled on the outside of the envelope.

If you hand deliver your proposal, then please use the following street address:

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Brian S. Thrower
Town Manager's Office
911 S. Church Street
Smithfield, VA 23430

If you mail your proposal, then please use the following address:

Brian S. Thrower
Town Manager
Post Office Box 246
Smithfield, VA 23431

Please Note: Your proposal must include the cover sheet to the RFP.

3. *Number of Copies to Submit*

Please submit at least three copies of your proposal.

4. *Expense for Preparing Proposals*

The Town is not responsible for any expenses incurred by the respondents to this RFP in preparing and submitting a proposal.

5. *Questions Pertaining to this RFP*

Please direct all questions and inquiries to Wayne Griffin, Town Engineer, at (757) 365-4253 or wgriffin@smithfieldva.gov.

6. *Town's Right to Reject Proposals*

The Town of Smithfield has the sole right to reject any or all of the proposals it receives in response to this RFP.

Section 5. Evaluation of Proposals

The Town will evaluate the proposals using the following:

1. Firm's experience, qualifications, expertise, and performance in providing services outlined in the RFP.
2. Firm's overall suitability to provide the services set forth in this RFP in a timely manner.
3. Cost of providing services as outlined in Section 2 of this RFP.

Section 6. Insurance

The successful respondent shall be required to submit certificates of insurance (liability and workers compensation) listing the Town as an additional insured.

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