



**TOWN OF LEESBURG, VIRGINIA  
REQUEST FOR QUOTATION**

**TRAFFIC SIGNAL INSTALLATION ON CATOCTIN CIRCLE AT  
LOUDOUN RESCUE  
RFQ No. 100317-FY18-29  
March 1, 2018**

The Town of Leesburg is requesting written price quotations for the installation of a traffic signal and repair of the communication portion of the signal on Catoctin Circle at the Loudoun Rescue Squad building, as described below. Quotes may be emailed to [rlafollette@leesburgva.gov](mailto:rlafollette@leesburgva.gov), mailed, or hand delivered to: Town of Leesburg, Attn: Renée LaFollette, Public Works Director, 25 West Market Street, Leesburg, VA 20176.

**Quotes must be received by 5:00 p.m. ET on Tuesday, March 20, 2018.**

Background

As the result of a traffic accident, the traffic signal at the Loudoun County Rescue Squad building on Catoctin Circle was damaged and removed. This contract is intended to install a new traffic signal in the same location.

Scope of Work

The awarded bidder, also referred to herein as Contractor, shall furnish all services necessary to provide, finish and complete the signal work indicated. The work performed under this contract involves the removal of an existing traffic signal foundation, installation of a new foundation, new pole, mast arm, signal heads, and SE-5 electrical service. Also included will be all wiring and communications shown on the bid form. The Town of Leesburg will provide the controller and MMU.

Work hours allowed for this project will be 9:00 a.m. to 3:30 p.m. Monday through Friday. Saturday work will be allowed with permission from the project manager. Some work may have to take place at night and allowable night work hours are 7:00 p.m. to 6:00 a.m. Night work will have to be planned a minimum of two weeks in advance so that all applicable notifications can be given.

## Contract Items of Work

**Working hours:** Work will be allowed during the hours of 9:00 am to 3:30 pm. Some night work may be required.

**Testing:** Third-party testing is required for all concrete work. The Contractor is responsible for the cost of this testing.

**Specifications:** All work performed under this Request for Quote shall be performed in accordance with the current edition of the VDOT Road and Bridge Specifications and the current edition of the Virginia Work Area Protection Manual.

**Dust Control:** The Contractor shall make every effort to control dust on site.

**Maintenance of Traffic:** This item is to be considered incidental to all other items of work.

**Contract Term:** This contract is for the stated work only. Contract time will be established on an agreed upon schedule between the Contractor and the Town.

**Existing Fiber Runs:** There are existing fiber runs that exist from EJB2 that extend towards the W&OD trail and towards Harrison Street. These fiber runs MUST remain functional during and after this project.

## Questions

Questions should be emailed to [CapitalBidQuestions@leesburgva.gov](mailto:CapitalBidQuestions@leesburgva.gov), no later than 5:00 p.m., Wednesday, March 14, 2018.

## Notice of Addenda

Any addenda to this RFQ will be posted on the Town's Bid Board (<http://www.leesburgva.gov/bidboard>) and eVA (<https://eva.virginia.gov/>). A courtesy email will be sent to those firms who have registered on the Bid Board. It is the firm's responsibility to provide a correct email address for the Bid Board and to be aware of any addenda.

## Insurance Requirements

- Liability, 1M; combined single limit/each occurrence in the primary policy or through the use of Umbrella or Excess Limits.
- Automobile, 1M; combined single limit per occurrence in the primary policy or through the use of Umbrella or Excess Limits.
- Workers Comp, Statutory.
- Name Town as an additional insured and provide a copy of the additional insured endorsement.

## Submission of Quotes

Bidders are to submit:

- One copy of the attached bid form.
- List of equipment available for performing the work requested.

### Negotiations with the Lowest Bidder

Unless all quotes are cancelled or rejected, the Town reserves the right granted by 2.2-4318 of the *Code of Virginia* to negotiate with the lowest responsive, responsible bidder to obtain a contract price within the funds available. Funds available shall mean those funds which were budgeted for this contract prior to the issuance of the written Request for Quote. Negotiations with the low bidder may include both modifications of the bid price and the Scope of Work/Specifications to be performed. The Town shall initiate such negotiations by written notice to the lowest responsive, responsible bidder that its bid exceeds the available funds and the Town wishes to negotiate a lower contract price. The times, places, and manner of negotiating shall be agreed to by the Town and the lowest responsive, responsible bidder.

Your interest in doing business with the Town of Leesburg is appreciated.

**TOWN OF LEESBURG, VIRGINIA  
DEPARTMENT OF PUBLIC WORKS & CAPITAL PROJECTS  
25 WEST MARKET STREET  
LEESBURG, VIRGINIA 20176**

**TRAFFIC SIGNAL INSTALLATION ON CATOCTIN CIRCLE AT  
LOUDOUN RESCUE  
RFQ No. 100317-FY18-29**

**SUBMIT A SIGNED BID FORM BY EMAIL, MAIL OR IN PERSON TO  
RENEE LAFOLLETTE, PULIC WORKS DIRECTOR**

QUOTES ARE DUE NO LATER THAN 5:00 pm, Tuesday, March 20, 2018.

THE UNDERSIGNED CERTIFIES THAT (CONTRACTOR NAME):

IS CURRENTLY REGISTERED WITH THE VIRGINIA STATE BOARD OF CONTRACTORS AS REQUIRED BY THE CODE OF VIRGINIA. CERTIFICATE NUMBER \_\_\_\_\_ WAS ISSUED ON THE \_\_\_\_\_ DAY OF \_\_\_\_\_, \_\_\_\_\_. THE UNDERSIGNED FURTHER CERTIFIES THAT THE REGISTRATION FEE AND ALL RENEWAL FEES REQUIRED UNDER LAW HAVE BEEN PAID. THE CONTRACTOR AGREES TO FURNISH ALL NECESSARY LABOR, EQUIPMENT, MATERIALS, AND ALL THINGS NECESSARY TO PERFORM THE WORK AS SET FORTH IN ACCORDANCE WITH THE PLANS AND SPECIFICATIONS AT THE FOLLOWING PRICES: (ALL PRICES INCLUDE PROVISION AND INSTALLATION).

<u>SUBMITTED BY:</u>	
VENDOR NAME:	
ADDRESS:	
CITY/STATE/ZIP:	
AUTHORIZED SIGNATURE:	
PRINT NAME AND TITLE:	
TELEPHONE NO:	FACSIMILE NO.:

STATE CORPORATION COMMISSION ID #	
TAX ID NUMBER (FIN/SSN):	VA. CONTRACTOR LICENSE #:
THIS FIRM IS A: (INSERT NAME OF STATE): _____	
<input type="checkbox"/> CORPORATION <input type="checkbox"/> GENERAL PARTNERSHIP <input type="checkbox"/> LTD LIABILITY COMPANY	<ul style="list-style-type: none"> <li>• <input type="checkbox"/> LIMITED PARTNERSHIP</li> <li>• <input type="checkbox"/> UNINCORPORATED ASSOC.</li> <li>• <input type="checkbox"/> SOLE PROPRIETORSHIP</li> </ul>
E-MAIL ADDRESS:	LEESBURG BPOL #:

ADDENDA

Bidder acknowledges receipt of the following ADDENDA, which have been considered in the preparation of this bid.

Addendum No. \_\_\_\_\_  
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Addendum No. \_\_\_\_\_

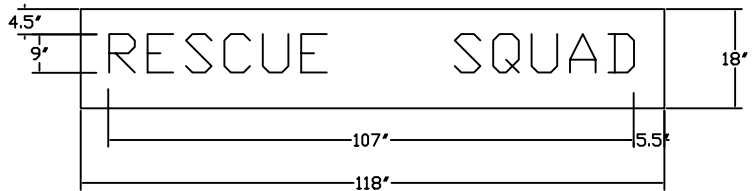
Dated: \_\_\_\_\_  
Dated: \_\_\_\_\_  
Dated: \_\_\_\_\_  
Dated: \_\_\_\_\_  
Dated: \_\_\_\_\_

Traffic Signal Installation – Bid Form

		Unit	QTY	Unit Price	Extended Price
1	Mobilization	LS	1		
2	Signal Pole Foundation	EA	1		
3	Test Bore including soil report and letter	EA	1		
4	Signal Pole	EA	1		
5	65' mast arm	EA	1		
6	30' mast arm	EA	1		
7	3-section signal head, hanger and back plates, per drawing (2-12" lens, 1-8" lens)	EA	4		
8	1-section signal head w/ back plates, per drawing (12" lens)	EA	2		
9	SE-5 Electrical Service, including 50' of 6/3 cable	EA	1		
10	14/7 Signal conductor cable	LF	3,365		
11	2" rigid metal conduit	LF	10		
12	3" conduit PVC	LF	20		
13	1-1/4" rigid metal conduit	LF	10		
14	118"x18" Signs "Rescue Squad" with 9" white lettering on brown background	EA	2		
15	Remove damaged signal pole foundation	EA	1		
TOTAL					

Total Bid amount in words:

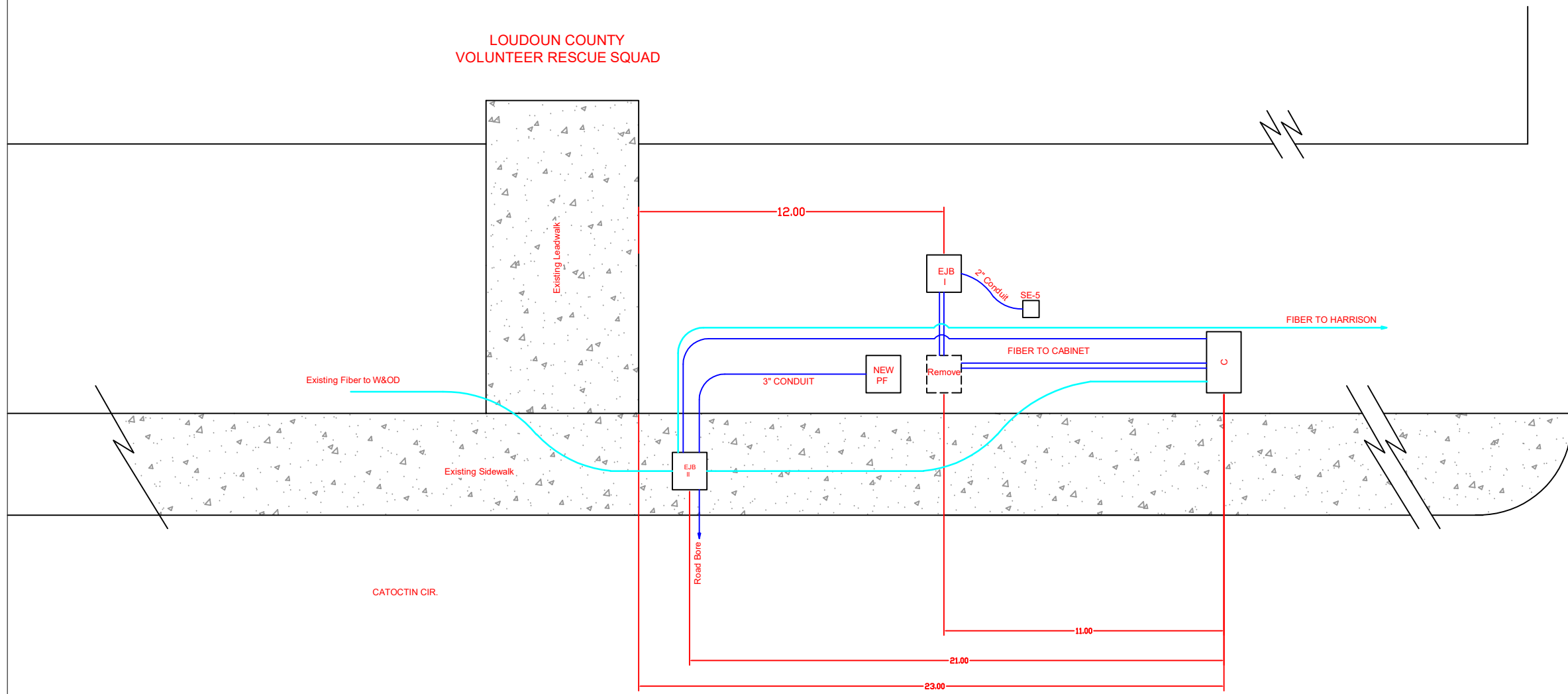
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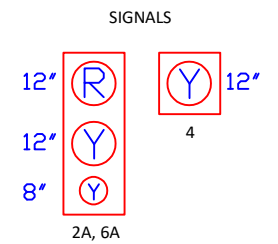
N.T.S.

- PF (1)
  - SE-5 (1)
  - 3" Conduit 20'
  - 1 1/4" Conduit 10'
  - 14/7 250'
  - 6/3 Cable 12'
  - 65/30' Mast Arm 1
  - 12" RED 6
  - 12" YELLOW 4
  - 8" YELLOW 4
  - SM-3 6
  - Sign "Rescue Squad" 2
- with Polycarbonate back plates

LOUDOUN COUNTY  
VOLUNTEER RESCUE SQUAD



- GENERAL NOTES:**
- 1- Verify soil for foundation design.
  - 2- Pull back signal cable to EJB 2 from Controller.
  - 3- Remove existing damaged Pole Footer (PF), Demo to 2 feet below existing grade.
  - 4- Install new Pole Footer (PF) and SE-5 service.
  - 5- Install new conduit from EJB 2 to new PF.
  - 6- Connect SE-5 to existing 1 1/4" metal.
  - 7- Install 2 Signs "RESCUE SQUAD"
  - 8- Locate existing Fiber before starting any construction. FIBER MUST NOT BE DAMAGED.



DATE:	2-19-2018
TOWN OF LEESBURG	
DRAWING TITLE: CATOCTING CIR. RESCUE SQUAD SIGNAL POLE REPLACEMENT	
DRAWING NUMBER:	01
SCALE:	1:5
DRAWN BY: WQ	