



**TOWN OF LEESBURG, VIRGINIA
REQUEST FOR QUOTATION (RFQ)**

**WALKING TRAIL IMPROVEMENTS
RFQ NO. 100313-FY18-44
JUNE 1, 2018**

The Town of Leesburg is requesting written price quotations for Walking Trail Improvements as described below. Quotes may be emailed to EBrown@LEESBURGVA.GOV, mailed, or hand delivered to: Town of Leesburg, Attn: Eddie Brown, Assistant Superintendent, 25 West Market Street, Leesburg, VA 20176.

Quotes must be received by 5:00 p.m. ET on Friday, June 8, 2018.

Background

The Town of Leesburg (the Owner) has numerous asphalt walking trails throughout the Town limits that are in need of maintenance and repair. The Town is seeking quotes for the required trail improvements so that the repairs can begin promptly and the trails remain usable throughout the year.

Scope of Work

The awarded bidder, also referred to herein as Contractor, shall furnish all material, labor, equipment and services necessary to provide, finish and complete the walking trail improvements described herein. Work will involve excavation, backfill and compaction of soil and stone, tree root clearing, crack sealing, asphalt patching, and overlay of existing asphalt trails, and all incidentals related thereto. Refer to the attached bid form below.

Contract Items of Work

Working hours: Weekdays between the hours of 7:00 a.m. and 5:00 p.m. Work occurring outside of these days and times will not be allowed unless the Contractor receives written approval from the Owner prior to starting work.

Testing: Third-party testing is required for asphalt, stone and subgrade soil compaction. The Contractor is responsible for the cost of this testing. Test results shall be submitted to the Owner within one business day of each test performed.

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
- Town of Leesburg Design and Construction Standards Manual (DCSM), and

- Town of Leesburg Code

Dust Control: The Contractor shall be responsible for dust control associated with the work.

Maintenance of Traffic: This item is to be considered incidental to all other items of work and must conform to the latest edition of the Manual on Uniform Traffic Control Devices (MUTCD).

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.

Required Submittals: Prior to performing any work, the Contractor shall submit to the Owner for review and approval the following:

1. VDOT Approved Asphalt Mix Designs for each type used.
2. A copy of the asphalt plant operator's VDOT technician certification.
3. A copy of the asphalt plant scales' test results.
4. Copies of bituminous concrete testing gradation and asphalt content per lot.
5. Stone Certifications including gradation analysis results.
6. Soil gradation, Atterberg Limits and density test results for any soil backfill material.
7. Schedule of work to be performed as part of this contract.

Questions

Questions should be emailed to CapitalBidQuestions@leesburgva.gov, no later than 5:00 p.m., Wednesday, June 6, 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:

- A minimum of three (3) client references for which similar work has been performed.
- 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**

**WALKING TRAIL IMPROVEMENTS
RFQ NO. 100313-FY18-44**

**SUBMIT A SIGNED BID FORM BY EMAIL, MAIL OR IN PERSON TO
EDDIE BROWN, ASSISTANT SUPERINTENDENT
DEPARTMENT OF PUBLIC WORKS**

QUOTES ARE DUE NO LATER THAN 5:00 P.M. ET ON FRIDAY JUNE 8, 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"> • <input type="checkbox"/> LIMITED PARTNERSHIP • <input type="checkbox"/> UNINCORPORATED ASSOC. • <input type="checkbox"/> SOLE PROPRIETORSHIP
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. _____
Addendum No. _____
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Addendum No. _____

Dated: _____
Dated: _____
Dated: _____
Dated: _____
Dated: _____

Walking Trail Improvements – Bid Form

Item	Description	Estimated Quantity	Unit of Measure	Unit Price	Extended Price
	<u>Base Scope of Work</u>				
1	2-Inch Overlay: Work is to include placement of SM9.5A hot-mix bituminous asphalt over existing trail to a compacted thickness of 2-inches minimum, including tack coat and associated QC testing. Trail width varies between 5ft and 10ft.	13000	SF		
2	3-Inch Overlay: Work is to include placement of SM9.5A hot-mix bituminous asphalt over existing trail to a compacted thickness of 3-inches minimum, including tack coat and associated QC testing. Trail width varies between 5ft and 10ft.	500	SF		
3	Patching: Work is to include saw cutting and demolition of existing pavement and subbase stone, compaction of subgrade soil, and repair of the trail including placement and compaction of suitable subbase stone to a compacted thickness of 4-inches minimum, tack coating, placement of SM9.5A hot-mix bituminous asphalt to a compacted thickness of 3-inches minimum, and associated QC testing.	30	SF		
4	Seeding and Haying: Work to include seeding and haying disturbed soil areas and shall include the first watering after placement.	100	SY		
5	Crack Repair: Work is to include drying and cleaning out of cracks in existing trails and properly filling the crack flush with trail surface and applying 12-inch-wide Paveprep strips or approved equal.	250	LF		
TOTAL BID PRICE (ITEMS 1 - 5)					

Notes: Contractor is responsible for signage and MOT for all above activities, the cost of which is included in the rates above.
Quantities above are approximate, actual quantities may vary.

Total Bid amount in words:
