# REQUEST FOR PROPOSAL (RFP)

## 2025 Creek Side Drainage Ditch Project

## Purpose

The Town of Sharpsburg (“Town”) is seeking bids for the 2025 Creek Side Drainage Ditch Project through this Request for Proposal (“RFP”).  
  
This formal request is for a qualified professional firm to provide all labor, materials, and services outlined in the scope of work for the complete drainage improvement project.  
  
The Town does not discriminate based on age, sex, ethnic origin, religion, or disability in accordance with applicable laws and regulations.

## Anticipated Procurement Schedule

|  |  |
| --- | --- |
| Milestone | Date |
| Advertise RFP | 07/07/2025 |
| Pre-Bid Conference | 07/14/2025 @ 2pm |
| Proposal Submission Due | 07/21/2025 |

## Section 1: Format for Submittals

General Information:  
The purpose of this RFP is to engage a qualified contractor to complete drainage improvements including pipe removal, replacement, excavation, grading, and site restoration per Town specifications.  
  
Contract:  
The Town of Sharpsburg intends to award a construction contract to the lowest responsive and responsible contractor whose proposal best meets the Town’s needs.  
  
Procurement Schedule:  
One (1) original copy of the bid proposal must be received no later than 3:00 PM on July 21, 2025 at:  
  
Tracy Sullivan  
Town Clerk  
Town of Sharpsburg  
3938 S Hathaway Blvd  
Sharpsburg, North Carolina 27878  
  
Late Submittals:  
Proposals received after the deadline will not be considered and will be returned unopened.  
  
Inquiries:  
All questions or requests for clarification shall be submitted via email to:  
  
Jeffery Patterson, Public Services Director  
Email: jpatterson@sharpsburgnc.com  
  
Submitters may not contact any member of the Board of Commissioners or the selection committee. Failure to comply will result in disqualification.  
  
Deadline for Questions: July 18, 2025  
  
Addenda to This RFP:  
Any changes or clarifications will be issued as written addenda to all parties who have formally requested the RFP documents.

## Section 2: Submittal Evaluation, Review, and Award Process

Evaluation Criteria:  
All proposals will be reviewed and evaluated by a committee designated by the Town of Sharpsburg. Criteria for evaluation include:  
I. Demonstrated ability to perform the required work  
II. Cost and timeline of project  
III. Compliance with applicable regulations  
IV. References and past performance on similar projects  
  
Review and Award Process:  
The selection committee will review and rank all proposals. The most responsible and responsive contractor will be recommended for award. Final approval of the contract award will be made by the Town Council.  
  
The Town reserves the right to request corrections or additional information. Failure to respond within 48 hours may result in disqualification.  
  
Acceptance or Rejection of Proposals:  
The Town reserves the right to reject any or all proposals when such rejection is deemed in the Town’s best interest.  
  
Hold Harmless:  
By submitting a response, contractors acknowledge the Town reserves full discretion in selecting a contractor and waive any claims related to the selection process.

## Section 3: Response Format

General:  
This section must be entirely typed or neatly printed in black ink. An officer or authorized representative must sign the proposal in blue ink. Incomplete responses may result in disqualification.  
  
Package Labeling:  
All submissions must be clearly labeled:  
  
RFP No.: 2025-001  
Creek Side Drainage Ditch Project  
Company Name: Town of Sharpsburg  
  
Proposal Checklist:  
The following documents must be included:  
1. Comprehensive bid proposal  
2. Project schedule/timeline  
3. Copy of liability insurance  
4. Itemized bid sheet (including labor, materials, equipment)  
5. References from similar projects  
6. Copy of NC contractor’s license  
7. Original signature in blue ink

## Section 4: Scope of Work

The scope of work for this project includes the following:  
  
Water Management and Site Preparation  
- Construct a temporary dam to divert water  
- Pump water flow across the street for dry excavation  
  
Utility Coordination  
- Lower existing 6" water main (approx. 6 feet deep)  
  
Demolition and Removal  
- Remove and dispose of ~3,000 sq ft of asphalt pavement  
- Excavate existing debris to expose current 48" CMP  
- Remove and dispose of existing 48" CMP  
  
Excavation and Pipe Installation  
- Undermine and prep trench to a depth of 3–4 feet  
- Install new 72" CMP, ensuring proper placement and alignment

Grading and Backfilling  
- Verify pipe grade  
- Backfill and compact using appropriate materials  
  
Surface Restoration  
- Repave using 3 inches of new asphalt to restore original condition  
  
Erosion Control and Pipe Protection  
- Construct Class B riprap header walls at inlet and outlet  
- Install two check dams in ditch to prevent sediment entry

## Section 5: Pre-Bid Conference

Date: July 14, 2025  
Time: 2:00pm  
Location:  
Town of Sharpsburg – Meeting Room  
3721 S Hathaway Blvd.  
Sharpsburg, North Carolina 27878  
  
Attendance is mandatory for all contractors intending to bid. Addenda and site walk-through will be provided during the meeting.

## Statement of Policy

It is the policy of the Town of Sharpsburg that no business or person shall be discriminated against based on race, color, national origin, or gender in connection with any Town-funded contract or procurement process. All firms seeking to do business with the Town must comply with this policy.

# Creek Side Drainage Ditch Project

**Proposal Format**

The Contractors shall prepare bid based on the following requests for information.

**Section 1: Signatory and Information Sheet**

Are you a Minority Business Enterprise?

Yes: \_\_\_\_\_\_ No: \_\_\_\_\_\_\_

If so, you must include a copy of your certification certificate.

## Scope of Work Bid Sheet

|  |  |  |  |
| --- | --- | --- | --- |
| Description of Work | Rate | Quantity | Amount |
| Construct temporary dam in ditch area to divert water flow |  |  |  |
| Pump water across street to establish dry work area |  |  |  |
| Lower 6-inch water main (approx. 6 feet deep) |  |  |  |
| Remove and dispose of ~3,000 sq ft asphalt pavement |  |  |  |
| Excavate and remove existing debris to expose 48” CMP |  |  |  |
| Remove and dispose of existing 48” CMP |  |  |  |
| Undermine trench area to 3–4 feet depth |  |  |  |
| Install new 72” corrugated metal pipe (CMP) |  |  |  |
| Check pipe grade for proper drainage flow |  |  |  |
| Backfill and compact area per DOT/Town standards |  |  |  |
| Repave with 3 inches of new asphalt |  |  |  |
| Construct Class B riprap header walls (inlet and outlet) |  |  |  |
| Install two (2) check dams in ditch for sediment control |  |  |  |
| Total: |  |  |  |

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Owner or Authorized Representative Date