

REQUEST FOR BIDS #19-0103

The Town of Altavista, Virginia requests sealed bids for design, layout and construction of a multi-use trail for hike/hike use from qualified and experienced contractors. The project will include approximately 1,750 linear feet of new trail which will traverse a hillside. The trail will be predominately earthen surface and will be located on town owned lands.

Sealed bids will be received until **2:00 p.m. on Thursday, January 3, 2019 at the Town offices located at 510 7<sup>th</sup> Street, Altavista, VA.**

This request will be consistent with Town ordinances as set forth in Chapter 2, Division 2 of the Code of the Town of Altavista, VA as related to procurement.

A bid packet can be reviewed on the Town's website or requested from Town Hall, 510 7<sup>th</sup> Street, Altavista, VA or (434) 369-5001 Ext. 102 or at [jwcoggsdale@altavistava.gov](mailto:jwcoggsdale@altavistava.gov).



## TOWN OF ALTAVISTA REQUEST FOR BID

RFB NUMBER: 19-0103

DESCRIPTION: Trail design/construction (off Westwood Drive)

BID OPENING DATE: Thursday, January 3, 2019 @ 2:00 P.M.  
Town Hall

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### **A. Introduction**

The Town of Altavista is accepting sealed bids from qualified and experienced contractors to design, layout and construct a multi-purpose trail for hike/bike use. All expenses incurred by your company in preparing your proposal, attending meetings, making site visits and all such expenses otherwise associated with this proposal solicitation shall be the sole responsibility of your company

### **B. Description of Project**

This project will include construction of approximately 1,750 linear feet of new trail which will traverse a hillside leading down to an existing utility easement. It is anticipated that there will be three stream crossings, which will be constructed by others. The trail will be predominately earthen surface and will be located on town owned lands.

### **C. General Trail Construction, Trail Work Specifications and Trail Standards**

The Town will work with the successful contractor to layout the desired route of the trail. The attached "Hiking and Single-Track Mtn. Bike Trail Detail" will be the guide layout and construction of the trails. In addition, the International Mountain Bicycling Association's (IMBA) Trail Solutions '*IMBA's Guide to Building Sweet Single-track*' will also guide trail layout and development. Share hiking and biking trails have surface slope for both mountain bike and hiker. Trail design, site work, erosion control measures, drainage features, or other trail work must adhere to the IMBA "Trail Solutions". Erosion and sediment control measures should address: cut and fill areas (cuts & banks) must be stabilized; disturbed areas with sloping require matting; any run-off or drainage structures need to be approved by the Town prior to installation. All ingress/egress routes and plans must first be approved by the Town of Altavista before work begins.

Width	4' (with passing areas) – 10'
Surface	Native soil, gravel as needed.
Longitudinal Slopes	0 – 5% (to 12% if needed)
Cross Slopes	2%
Radius	10' min.
Side Slope	Varies
Vertical Clearance	8'
Horizontal Clearance	1' from side of tread

#### **D. Duration of Project Work**

The approximate date that work may begin is dependent on the signing of the contract by all parties. All trail work shall be completed by three months from the signed date, unless otherwise agreed upon by both parties.

#### **E. Optional Pre-Bid Site Visit**

A pre-bid site visit for this project is optional. To schedule a time please contact Waverly Coggsdale at (434) 369-5001 Ext. 102.

#### **F. Bids - Receipt/ Evaluations/Award/Misc.**

Bids will be received in the office of the Town Manager, 510 7<sup>th</sup> Street, Altavista, Virginia, 24517, until 2:00 p.m. local time, Thursday, January 3, 2019. Bids received after that time will be returned unopened. Bids will be opened publicly and read aloud at 2:01 p.m., local time, Thursday, January 3, 2019 in the Altavista Town Hall. Bids shall be sealed envelopes bearing the bidder's name and address and clearly marked "**SEALED BID, TRAIL PROJECT**".

The Town will utilize the factors outlined in Section 1-224 Competitive Sealed Bidding of the Altavista Town Code for evaluation and award of the bid.

Please be sure that your bid addresses the following items (where applicable):

- a. The ability, capacity, and skill of the bidder to perform the contract or provide the service required;
- b. Whether the bidder can perform the contract or provide the service promptly, or within the time specified, without delay or interference;
- c. The character, integrity, reputation, judgment, experience, and efficiency of the bidder;
- d. The quality of performance of previous contracts or services;

- e. The previous and existing compliance by the bidder with laws and ordinances relating to the contract or service;
- f. The sufficiency of the financial resources and ability of the bidder to perform the contract or provide the services;
- g. The quality, availability and adaptability of the goods or services to the particular use required;
- h. The ability of the bidder to provide future maintenance and service for the use of the subject of the contract;
- i. The number and scope of conditions attached to the bid.

The bid award criteria:

- a. Bids shall be awarded to the lowest responsive and responsible bidder.
- b. Unless cancelled or rejected, a responsible bid from the lowest responsible bidder shall be accepted as submitted except that if the bid from the lowest responsible bidder exceeds available funds, the town may negotiated with the apparent low bidder in obtaining a contract price within available funds.

Withdrawal of bid due to error will be handled as addressed in Section 2-223 of the Town Code. Other conditions/requirements for sealed bids as outlined in Sections 2-227 through 2-233 of the Town Code.

## **G. Bid Format**

Bids should consist of the following:

- Contact information for the Company and a primary contact person. Include email address and direct phone number.
- The attached bid form with the Lump Sum cost of the trail design, layout and construction cost as described. Additional work pricing should also be included on the bid form.
- A proposed schedule indicating the dates of commencement and completion of the trail.
- An example of a contract for a trail building project of similar scale and scope created by the Company for a previous client. (This is an optional document, but inclusion will help expedite fulfillment of our internal administrative requirements.

## **H. Bid Submissions**

Questions concerning this Request for Bids should be directed to Waverly Coggsdale, Town Manager, at (434) 369-5001 Ext. 102.

Bids must be received at Town Hall (510 7<sup>th</sup> Street) no later than 2:00 p.m. on Thursday, January 3, 2019.

Mailing Address:  
Town of Altavista  
Attn: Waverly Coggsdale  
P.O. Box 420  
Altavista, VA 24517

Delivery Address:  
Town of Altavista  
Attn; Waverly Coggsdale  
510 7<sup>th</sup> Street  
Altavista, VA 24517

Email: [jwcoggsdale@altavistava.gov](mailto:jwcoggsdale@altavistava.gov)

The Town of Altavista reserves the right to reject any and all bids for any reason, to negotiate with any qualified contractor, or to cancel in part or in its entirety this Request for Bid. This solicitation in no way obligates the Town of Altavista to award a contract.

## **I. Insurance Requirements**

The selected contractor will provide all proper safeguards and shall assume all risks incurred in performing the services hereunder. The selected contractor shall maintain the following minimum insurance coverage and will provide certificate of insurance to the Town naming Town of Altavista as additional insured. Such certificate shall provide the town be given at least thirty (30) days prior written notice of any cancellation of, intention not to renew, or material change in such coverage. The selected contractor will provide the Town with proper certificates when any additions, deletions, or changes are made.

- a. Bodily Injury Liability - \$1,000,000 per occurrence
- b. Property Damage Liability - \$1,000,000 each occurrence
- c. Contractor shall maintain statutory Workers Compensation insurance in accordance with the laws of the Commonwealth of Virginia. Contractor shall also maintain Employer's Liability insurance with limits not less than \$1,000,000 per accident and \$1,000,000 each employee injury by disease.

## **J. Special Terms and Conditions**

The following Special Terms and Conditions shall govern this invitation to bid:

- a. Unless otherwise specified in the contract, the contractor shall furnish all the necessary personnel, materials, equipment, services and facilities necessary to complete the aforementioned description of work.
- b. All bids are good for sixty (60) days from the date submitted. The Town reserves the right to decrease or increase the quantities on the contract.
- c. The contractor shall be responsible for keeping the roadways and sidewalks adjacent to the work area clean and free of debris.

- d. Payment terms are net, 30 days from date of acceptance by the Town.

Bids shall be opened and read aloud by the Town Manager at the appointed hour and date and such of the bidders or members of the public as choose to attend.

The Town reserves the right to reject any and all bids and waive all informalities.

Unless all bids are canceled or rejected, the Town reserves the right granted by Section 11-53 of the Code of Virginia to negotiate with the lowest responsive, responsible bidder to obtain a contract price within the funds available to the Town whenever such low bid exceeds the Town's available funds. For the purpose of determining when such negotiations may take place, the term "available funds" shall mean those funds which were budgeted by the Town for this contract prior to the issuance of the written Invitation to Bid. 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 that the Town wishes to negotiate a lower contract price. The time, place, and manner of negotiating shall be agreed to by the Town and the lowest responsive, responsible bidder.

The Town of Altavista does not discriminate on the basis of handicapped status in admission or access to its programs and activities. Accommodations will be made for handicapped persons upon prior requests.

EOE

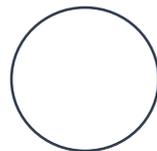
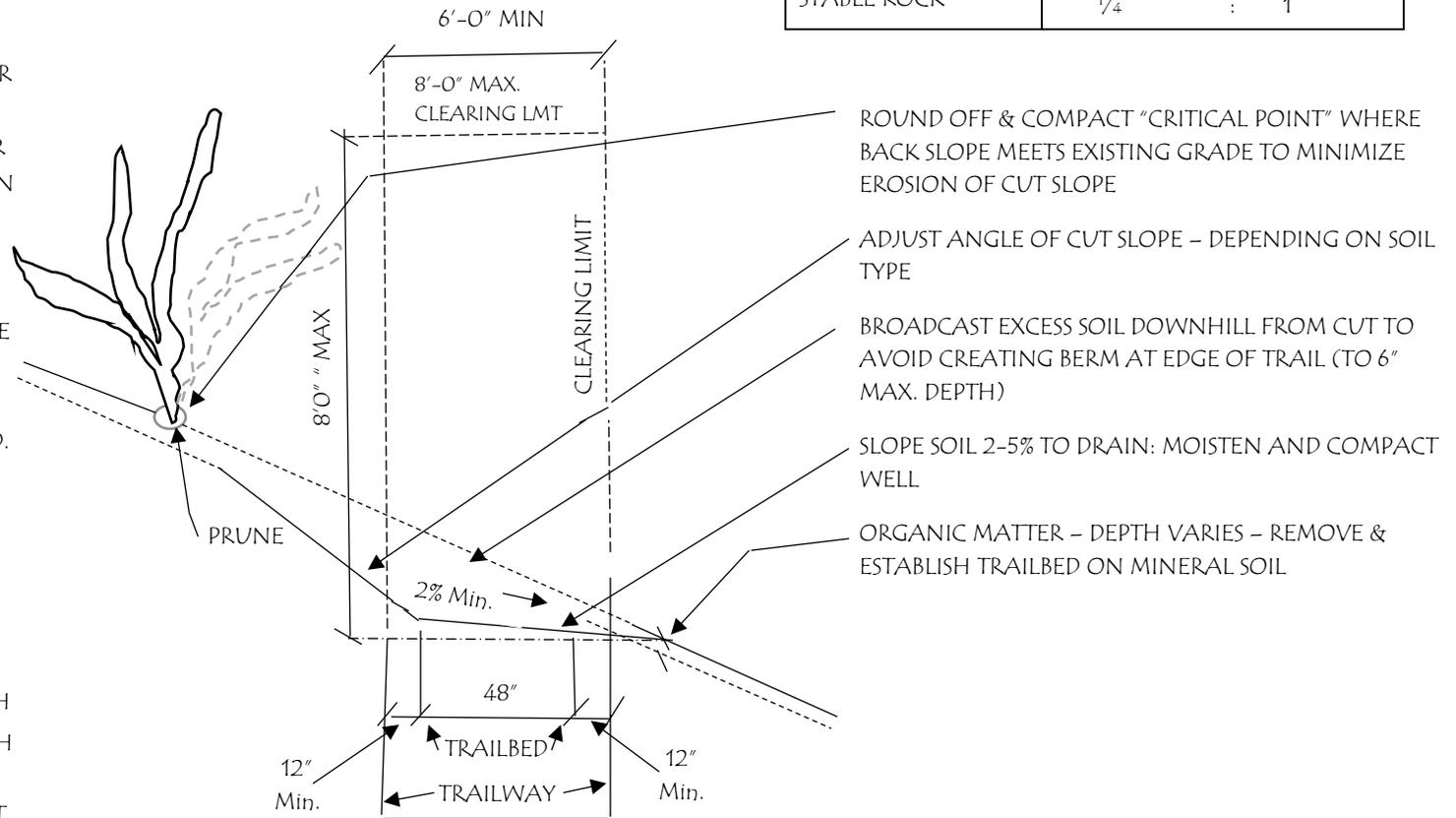
50% SIDE SLOPE – FULL BENCH  
 30-50% SIDE SLOPE – 3/4 BENCH  
 10-30% SIDE SLOPE – BALANCED SECTION

MAXIMUM CUT (BACK) SLOPES

MATERIAL	HORIZONTAL : VERTICAL	
SANDY SOIL	3 TO 4	: 1
MOIST CLAY	3 TO 2	: 1
LOOSE GRAVELLY SOIL OR HUMUS	2 TO 15	: 1
SHALE	1	: 1
LOOSE ROCK	1/2	: 1
STABLE ROCK	1/4	: 1

NOTES:

1. USE FULL BENCH CUT WHEREVER POSSIBLE
2. MAINTAIN OUTSLOPE SO WATER RUNS ACROSS INSTEAD OF DOWN TRAIL.
3. SELECT TRAIL ALIGNMENT TO PROVIDE ROLLING GRADE OF CRESTS AND DIPS THAT MINIMIZE WATER FLOWS ON TRAIL.
4. RETAIN LARGE, STABLE ROUND ROCKS AT SURFACE OF TRAILBED.
5. REMOVE SHARP, POINTED OR LOOSE STONES.
6. LONGITUDIAL SLOPE (RUNNING GRADE) SHOULD BE LESS THAN HALF SLOPE OF HILLSIDE (1/2 RULE)
7. 2% MIN. CROSS SLOPE – 1/2" V: 12" H  
5% MAX CROSS SLOPE – 1/4" V: 12" H
8. ALLOW NATIVE HERBACEOUS PLANTS TO REVEGETATE ALL BUT TRAILBED. SEED OR MULCH AS NEEDED.



HIKING AND SINGLE-TRACK MTN BIKE TRAIL DETAILS

NO SCALE

Last Updated: 11/29/2018

Town of Altavista

Trail design/construction (off Westwood Drive)

Bid Date: Thursday, January 3, 2019 @ 2:00 p.m.

*This layout (yellow line) is for illustration purposes only. Not to scale.*



**BID FORM – Town of Altavista**  
**Trail Design/Construction (off Westwood Drive)**  
**Due Date: Thursday, January 3, 2019 – 2:00 p.m.**

**BID FORM**

1. The undersigned BIDDER proposes and agrees, if this Bid is accepted, to enter into an Agreement with OWNER to complete all Work as specified for the Trail Design/Construction Project (off Westwood Drive) for the Contract Price indicated in this Bid within the Contract Time and in accordance with the Contract Documents. The undersigned BIDDER submits this Bid with the understanding that the OWNER reserves the right to reject any or all bids submitted.
2. In submitting this bid, BIDDER represents as more fully set forth in the Agreement, that:
  - a. This Bid is genuine and not made in the interest of, or on behalf of, any undisclosed person, firm or corporation and is not submitted in conformity with any agreement of rules of any group, association, organization or corporation; BIDDER has not directly or indirectly induced or solicited or induced any person, firm or a corporation to refrain from bidding; and BIDDER has not sought by collusion to obtain for himself any advantage over any other Bidder or over OWNER.
  - b. BIDDER hereby states that he has available adequate equipment and finances to properly and expeditiously prosecute the Work as bid, and is prepared to present further information to substantiate this statement; and
3. BIDDER agrees that Work will be completed within the dates indicated.
4. BIDDER covenants and warrants that he has had sufficient time to examine the site of the Work; that he has examined the site of Work; and that he has based the Contract Price on his own independent examination and investigation of the site and conditions and had not relied on any information furnished to him by the OWNER not included in the Bid Documents. BIDDER has examined the legal requirements (federal, state and local laws, ordinances, rules, codes and regulations) and the conditions affecting cost, progress or performance of the work and has made such independent investigations as BIDDER deems necessary.
5. BIDDER will complete the Work for the following price: Work includes all labor, material, equipment, tools, incidentals, and all associated work necessary for the design and construction of the Trail (off Westwood Drive) as indicated.

