

# REQUEST FOR PROPOSAL TOWN OF WILLIAMSTON

## A. GENERAL

The Town of Williamston Public Works Department intends to fund the repair or rebuild of several streets in Williamston, NC. The Town intends to select a qualified contractor to provide these services.

## B. Scope of Services.

The project is comprised of several different street locations within the Town of Williamston. Services required will vary from street location to street location. These services include, but are not limited to: milling of the existing asphalt roadway(s)/base, removal/replacement of the existing asphalt roadway(s), undercut and placement of CABC stone, and/or asphalt overlay of street(s).

The project consists of the following street locations and description of required services:

1. Peaks Street from East Blvd. to Union Avenue – mill and remove 7.5" of asphalt and base, install 6" of CABC stone and resurface with 1.5" of asphalt.
2. Union Avenue from Peaks Street to Jamesville Road – mill and remove 7.5" of asphalt and base, install 6" CABC stone and resurface with 1.5" of asphalt.
3. Carolina Avenue from Washington Street to Pinecrest Street – overlay 1.5" of asphalt.
4. White Street from Martin Luther King, Jr. Drive to N. Houghton Street – overlay 1.5" of asphalt.
5. North Biggs Street and East Grace Street from School Drive back around to Franklin Street – overlay 1.5" asphalt.
6. Melbourne Avenue – mill and remove 7.5" of asphalt and base, install 6" of CABC stone, resurface 1.5" of asphalt. **(This will not include the drainage area at the corner of Melbourne Avenue and Little Street)**

**Although all areas for estimates are marked with white paint lines, it is requested that all bidders contact the Town of Williamston Public Works Department and arrange to meet staff on site when measuring for estimates.**

It is requested that the bid total include separate pricing for each of the above-mentioned locations. All work completed by the contractor will be subject to the inspection and approval of The Town of Williamston Public Works Department personnel.

## C. BIDDER QUALIFICATIONS

BIDDER shall demonstrate qualifications to perform the work associated with this project by submitting written evidence such as financial data, previous experience, present commitments and other such data as may be requested within five days of the Town of Williamston (OWNERS) request.

## D. EVALUATION CRITERIA

1. Contractor selection shall be conducted in accordance with 24 CFR 85.36 (Competitive Negotiation). Qualifications received by the deadline and prepared in accordance with RFQ instructions will be reviewed to determine the level of service considered most advantageous to the interests of the Town of Williamston.
2. The selected Contractor will provide proof of Liability Insurance (Certificate of Liability Insurance) to the Town of Williamston.

3. The selected Contractor will provide proof of Worker's Compensation Coverage to the Town of Williamston.
4. The Town of Williamston will be named as "Also Insured" for the project within project documents, project correspondences, emails and/or communications.
5. Proposals will be reviewed and evaluated by the Town of Williamston staff familiar with the project and existing facilities.
6. All bids received shall be "SEALED BIDS" to be opened and reviewed at the predetermined date and time listed below.

**E. SUBMISSION INFORMATION**

1. Sealed Proposals must be received by **Tuesday, August 22, 2023 @ 5:30 p.m.** at the **Town of Williamston Public Works Department, located at 602 Tank Street in Williamston, NC 27892**; and should contain a firm estimate of fees to be charged and an estimate of expenses incurred. All "Sealed Bid" delivery envelopes, whether mailed or hand-delivered must be addressed to **Town of Williamston Proposal for the 2023 Street Program.**
2. **Sealed Proposals will be opened and reviewed at the Town of Williamston Board room located at Town Hall, 102 East Main Street, Williamston, NC 27892 at 2:00 p.m., Wednesday, August 23, 2023.**

3. Proposals may sent to:

Mr. Stacy Stalls, Public Works Director  
Town of Williamston Public Works Department  
P.O. Box 506  
602 Tank Street  
Williamston, NC 27892

4. Questions should be addressed to:

Mr. Edward Keel, Street and Lines Supervisor  
Town of Williamston Public Works Department  
P.O. Box 506  
602 Tank Street  
Williamston, NC 27892  
Office Ph: 252-792-1024  
Cell Ph: 252.799-9136

**F. SMALL AND/OR MINORITY FIRMS ARE ENCOURAGED TO SUBMIT QUALIFICATIONS**

**G. ALL AWARDS PURSUANT TO THIS PROCUREMENT ARE CONTINGENT UPON RECEIPT AND APPROVAL. NO FUNDS WILL BE OBLIGATED UNTIL APPROPRIATE DOCUMENTS ARE EXECUTED AND APPROPRIATE CONDITIONS ARE SATISFIED.**