

INVITATION TO BID (ITB)
TOWN OF MAGNOLIA
BID NUMBER 2014-01
REPAVEMENT OF PARKING LOT – MAGNOLIA VOLUNTEER FIRE COMPANY

The Town Council, Town of Magnolia, P.O. Box 233, 3 East Walnut Street, Magnolia, DE 19962, (302-335-5891) will receive sealed proposals until 6:00 p.m. on Monday, April 14, 2014, at Town Hall at the above address for the project of Repavement of Parking Lot - Magnolia Volunteer Fire Company as specified in the bid documents.

This Invitation to Bid may be obtained on the Town's website (magnolia.delaware.gov) on the page entitled "Bids", by contacting the Town of Magnolia at 302-335-5891, or by email to jrfcrm4@gmail.com.

INTRODUCTION

Over the past two decades, the Magnolia Volunteer Fire Company (MVFC) has seen increased use of its parking lot by the Town of Magnolia, employees and patrons of the United States Postal Service and the Caesar Rodney School District. Apart from the many events hosted by MVFC, it has become somewhat of a defacto public parking location for nearly every large event in the Town. MVFC has been most accommodating with these non-operational uses, but as expected this use has taken a toll on the surface of the lot. Spot repairs are not sufficient anymore and a total upgrade is now critically needed. In addition, operational uses of the lot by the MVFC include regular fueling, training, and inspection activities that require fire apparatus traffic through the lot, up to and including 80,000 lb vehicles – 25,000 lbs per axle – with very tight turning.

The State of Delaware, via DelDOT, has made available Community Transportation Funds sufficient to support the repaving of the Magnolia Volunteer Fire Company parking lot as a benefit to not only the MVFC but all the residents and visitors who use it. Any funding required above the State of Delaware's allotment will be directly paid for by the MVFC.

FORMAT OF BIDS

It is suggested that any firm interested in conducting the Repavement of Parking Lot – Magnolia Volunteer Fire Company project for the Town of Magnolia should arrange its submission as follows:

- A. Background information on the firm, including its history, size, available resources, services offered, and related information.
- B. Project team, including key professionals, showing specific roles and responsibilities.
- C. Experience with other paving projects, showing types of projects, dates of completion, and client contacts (with address, email and phone numbers).

D. Technical information, including proposed project schedule, suggestion of how the work can be accomplished, and a summary of the challenges that might be expected in completing the project.

SCOPE OF WORK

Existing parking area (2,930 SY) demolished and replaced as follows:

- Contractor will be responsible for obtaining, with information assistance from the MVFC, all appropriate permits or permissions, including but not limited to DeDOT safety permit.
- Fill existing 1,000 gallon fuel tank (located in the S/ SW corner of the lot) with flowable fill, per all local, state, and federal regulations and permitting requirements as the responsibility of the contractor.
- Contractor to remove 13” of materials – soil, asphalt, concrete – in preparation for new sub-base.
- Contractor shall be responsible for removal of small, severed telephone pole protruding from N/ NW corner of lot (nearest the dumpsters).
- Existing power line from street to rear of MVFC hall will be buried as part of this project. Contractor is not responsible for burial; however, contractor must work with MVFC-selected electrician to build burial time by said electrician into the project. If done during the project, a two-day period between demolition and sub-base construction must be provided for electrical work.
- Contractor shall indicate whether an anticipated quantity of non-bearing soils included in the bid, the total cost to remove the anticipated quantity, and the unit rate per ton or per cubic yard for any removal.
- New sub-base provided shall be 8” in depth, with materials proposed by the contractor. Materials shall consist of any combination of new materials and materials obtained through the demolition of the MVFC parking lot. Should the use of existing materials be used, contractor shall detail the manner in which they shall be combined with newly provided materials. Materials should be analytically “clean” e.g. RCA shall be tested to ensure proper compliance with local code.
- Sub-base shall be graded appropriately with preparation for new parking lot. Soils shall be uniform and shall be absent of top-soil, decomposing debris, etc. Sub-base shall be rolled or vibratory rolled to a specified compaction. Sub-base shall be proof-rolled with a loaded 10 wheeled truck to specified compaction of 92-95%.
- A 3" of 19 mm 160 gyrated PG 64-22 hot mix asphalt layer and a 2" 9.5 mm 160 gyrated PG 64-22 hot mix asphalt layer shall then be placed onto the graded lot and sub-base.
- The standard asphalt adjustment provided by DeDOT shall be used by contractors bidding on or performing this project. Information may be found as follows:
http://www.deldot.gov/information/business/bids/asphalt_cement_english.shtml
- Existing grade and watershed towards the field to the N/ NW side of the lot must be maintained. Grade must not be in such a manner that watershed from the lot encroaches upon the existing MVFC buildings or the Walnut Street property on the N/ NE boundary of the lot.

- Ten (10) 4-inch bollards installed at locations to be determined by MVFC. Bollards should be steel, filled with concrete, and six feet in length with a 24” buried depth. Bollards shall be covered with a plastic sleeve matching those existing in front of the MVFC engine bays.
- Thirty concrete curb stops will be provided by the contractor, installed, and secured at locations determined by MVFC.
- Appropriate paint markings upon completion of paving to maximize parking space availability within the lot, to include the existing number of handicapped parking spaces. Contractor will provide proposed diagram with bid package.
- The contractor will provide a warranty period on all work performed for a period of no less than one year.

CONTRACT COMMITTEE

The bids will be evaluated by the Town’s Contract Committee. The Contract Committee will include the Mayor, Vice Mayor, and two representatives of the Magnolia Volunteer Fire Company.

EVALUATION CRITERIA

All responses to ITB 2014-01 will be reviewed and evaluated against the following criteria:

Category Weighting Factors

1. Firm’s ability and capacity to meet project requirements	30 points
2. Demonstrated experience with similar projects	30 points
3. Proposed bid price	30 points
4. Geographical location of firm	10 points
TOTAL	100 points

Point totals will be awarded by each Contract Committee member. The firms will be ranked based on their total scores.

AWARD OF CONTRACT

1. The Town may conduct such investigations as deemed necessary to assist in the evaluation of any Bid and to establish the responsibility, qualifications and financial ability of Bidders, proposed subcontractors, suppliers and other persons and organizations to perform and furnish the work in accordance with the Contract Documents to the Town’s satisfaction within the prescribed time.
2. Upon completion of the rank ordering, a contract will be signed with the winning firm to begin the Repavement of Parking Lot – Magnolia Volunteer Fire Company. The Town,

however, reserves the right to reissue ITB 2014-01. This agreement shall be subject to final approval by the Town Council.

3. The Town reserves the right to withdraw the Bid and cancel the project at any time up to the point that a contract is finalized and signed.

PROJECT TIME SCHEDULE

1. Bid release date is March 10, 2014.
2. A question and answer period will be open after that date, and will close on March 21, 2014.
3. On or before March 25, 2014, an addendum will be released/distributed containing all questions received during the above period and corresponding answers.
4. Deadline for receipt of sealed bid proposals by the Town of Magnolia is 6:00 pm, April 14, 2014.
5. An award of the contract will be made on or before May 15, 2014.
6. Site work may begin after June 15, 2014.
7. Project shall be completed prior to August 15, 2014.

INSTRUCTIONS TO BIDDERS

1. Four (4) copies of all bids shall be submitted in a sealed envelope endorsed with the title of the bid on the lower left-hand corner of the envelope and addressed to the Town of Magnolia, P.O. Box 233, 3 East Walnut Street, Magnolia, DE 19962.
2. All bids should be **Mailed by Special Delivery Mail** or **Delivered By Hand** to the notice of the Town of Magnolia. At the time set for opening, the bids will be publicly opened and acknowledged as to the submitting vendor. Any bids received contrary to this procedure or past the published deadline will be rejected and not considered.
3. All bids shall hold good for sixty (60) days from the time set for opening. A bidder may withdraw his bid after it has been submitted only if the request to do so has been submitted in writing and received prior to the time set for opening.
4. All bidders are hereby notified and instructed that the use of the term "Council" shall refer to and be applicable to the Town Council, Town of Magnolia.
5. The bidder who is awarded the bid will be required to be licensed and insured in the State of Delaware. Proof of insurance, showing minimum limits of liability and coverages of the contractor's insurances, should be included in the bid response.
6. The successful bidder will comply with state procurement laws for this project. Prevailing wage rates under 29 Del Code, Section 6960 must be used on projects where state funds are used. For this project, "Prevailing Wages for Highway Construction" shall apply. See Addendum A.
7. **PERFORMANCE BOND:** A 100% performance bond shall be required and paid for by the successful bidder for a construction contract. If the contractor fails to provide such a bond or a

binder within fifteen (15) days of the award of the contract, the award of the contract or the contract shall be void. Other insurance or bonds as required by the state/and/or federal laws shall be furnished by the contractor.

8. FORMAL CONTRACT: Any bid that is accepted by the Town will be formalized by utilizing a Town of Magnolia approved contract for services.

9. All bidders are hereby instructed and notified that the Town reserves the right to reject any or all bids, to accept any or all items, and to waive informalities at its discretion. The Town shall determine that a bidder is responsible before awarding such bidder any contract. Factors to be considered in the determination of responsible bidder shall include:

- The bidder's financial, physical, personnel or other resources, including subcontractors.
- The bidder's record of performance and integrity, both within and without the Town.

10. The Town of Magnolia hereby notifies all bidders that it will affirmatively ensure that in any contract entered into pursuant to this bid, minority business enterprises will be afforded full opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, creed, color, sex or national origin in consideration for an award.

11. Ownership of all data, material, documentation, and related submittals originated and prepared for the Town pursuant to this contract shall remain with the Town upon completion of the contract.

12. No firm may use the name of the Town in any advertisement without the written consent of the Town of Magnolia.

13. No firm shall directly or indirectly enter into any agreement, participate in any collusion, or otherwise take any action in restraint of free competition for this contract.

SPECIAL CONDITIONS

COPIES OF BIDDING DOCUMENTS

Complete sets of Bidding Documents must be used in preparing Bids; the Town will not assume any responsibility for errors or misinterpretations resulting from the use of incomplete sets of Bidding Documents. Bidding Documents consist of Scope of Work, Instructions to Bidders, Special Conditions, and Bid Proposal Form (See Addendum B).

EXAMINATION OF CONTRACT DOCUMENTS AND SITE

- l. It is the responsibility of each Bidder before submitting a Bid to:
 - a. examine the Contract Documents thoroughly;
 - b. to become familiar with local conditions that may affect cost, progress, performance or furnishing of the work;
 - c. consider federal, state and local laws and regulations that may affect costs, performance or furnishing of the work;
 - d. study and carefully correlate Bidder's observation with the Contract Documents; and
 - e. notify the Town of all conflicts, errors or discrepancies in the Contract Documents.

2. Before submitting a Bid, each Bidder will, at Bidder's own expense, make or obtain any additional examinations, measurements, investigations, explorations, tests and studies and obtain any additional information and data which pertain to the physical condition (surface, subsurface and underground facilities) at or contiguous to the site or otherwise which may affect cost, progress, performance or furnishing of the work and which Bidder deems necessary to determine its Bid for performing and furnishing the work in accordance with the time and other terms and conditions of the Contract Documents.

INTERPRETATION AND ADDENDA

1. Questions about the meaning or intent of the contract documents may be directed to: James Frazier, Mayor, Town of Magnolia; Telephone: (302) 943-0934 (cell); E-Mail: jrfcrm4@gmail.com

2. Any technical questions may be directed to: Earle Dempsey, President, Magnolia Volunteer Fire Company; Telephone: (302) 335-3260; E-Mail: edempsey@magnolia55.com.

Interpretations or clarifications considered necessary in response to such questions will be issued by Addenda mailed or delivered to all parties recorded by the Town as having received bidding documents. Only questions answered by formal written Addenda will be binding. Oral and other interpretations or clarifications will be without legal effect.