



STREET SCAPE PROJECT

TOWN OF SUNSET BEACH
REQUEST FOR PROPOSAL
PART 2
Land Scape

~~June 25, 2013~~ **July 17, 2013**

Bid Due Date/Time: **August 12, 2013 September 3, 2013**

Mailing Address: 700 Sunset Blvd., N.
Sunset Beach, NC 28469

Attention To: Gary Parker, Town Administrator

Project Contacts: Tim Cate
Tim Cate Designs
categolf@earthlink.net
910-579-9163

Sandy Wood
Building Inspections Director
Town of Sunset Beach
srwood@atmc.net
910-579-0068

Dustin Graham
Public Works Director
Town of Sunset Beach
dgraham66@atmc.net
910-579-6297

Notice to Bidders

Formal Bids will be received by the Town of Sunset Beach, hereinafter called the OWNER until 2:00 pm on ~~August 12, 2013~~ **September 3, 2013**. At said time and place, all bids will be publicly opened and read.

Project Description:

The 2013 Streetscape Project spans from the island's Northern entry along Sunset Boulevard across ~~to~~ Main Street., ~~and includes the public beach access parking lot to the south of Main Street.~~ The boundary overlays a portion of the North Carolina Department of Transportation (NCDOT) project covering recent bridge and causeway construction.

THIS PROJECT INCLUDES BUT IS NOT LIMITED TO:

- SITE PREPARATION- FURNISHING ALL MATERIAL, LABOR, EQUIPMENT, SOIL AMENDMENTS ETC, REQUIRED FOR THE COMPLETE INSTALLATION OF THIS LANDSCAPE DESIGN.
- ALL BIDDING CONTRACTORS SHALL BE FULLY INSURED AND A LICENSED NORTH CAROLINA LANDSCAPE CONTRACTOR.
- NO PLANTINGS SHALL INTERFERE WITH THE VISIBILITY OF TRAFFIC AND TRAFFIC SIGNAGE.
- ALL UTILITIES SHALL BE LOCATED BY THE CONTRACTOR PRIOR TO CONSTRUCTION. CONTRACTOR SHALL BE RESPONSIBLE FOR ANY DAMAGES TO UTILITIES.
- COORDINATION WITH THE TOWN OF SUNSET BEACH FOR WATER SOURCES AND CONTROLLER LOCATIONS WILL BE REQUIRED. ALL PLANT MATERIAL SHALL BE DRIP IRRIGATED AND SOD AREAS SHALL BE SPRAY IRRIGATED.
- PLANTING SOILS SHALL BE AMENDED BY MIXING AN APPROVED ORGANIC MATERIAL WITH THE SITE SOILS AT A RATE OF ONE THIRD ORGANIC MATERIAL FOR EVERY TWO THIRDS OF SITE SOILS. PLANTING HOLES SHALL BE A MINIMUM OF TWICE THE SIZE OF THE ROOT OF THE PLANT TO BE INSTALLED.
- GRASS AREAS SHALL RECEIVE THE RECOMMENDED APPLICATIONS RESULTING FROM SOIL TESTS.
- ALL PLANTED AREAS SHALL RECEIVE A 5" MINIMUM INITIAL LAYER OF DARK BROWN HARDWOOD MULCH.
- ALL PLANTED AREAS SHALL RECEIVE A CLOTH WEED BARRIER.
- THIS PLANTING PLAN ILLUSTRATES THE OVERALL DESIGN INTENT THAT WILL COMPLEMENT THE NATURAL ISLAND LANDSCAPE. BUT IT WILL REQUIRE ARRANGEMENT AND PLACEMENT ADJUSTMENTS.
- ~~TWELVE ADDITIONAL DWARF SABALS ARE INCLUDED IN THE PLANT LIST AND ARE INTENDED TO BE INSTALLED AT THE CAUSEWAY LANDING AREA TO ACCENT THE EXISTING VEGETATION THAT IS TO BE THINNED AND PRUNED AS DIRECTED.~~
- PLANTING PROCEDURES SHALL MEET OR EXCEED THE HIGHEST HORTICULTURAL PRACTICES IN THE INDUSTRY.

- ALL PLANT MATERIAL SHALL BE GUARANTEED FOR A PERIOD OF ONE YEAR AFTER INSTALLATION IS COMPLETE.
- CONTRACTOR SHALL FOLLOW ALL NCDOT SAFETY AND TRAFFIC CONTROL PROCEDURES AT ALL TIMES.

PLANT MATERIAL NOTES:

- ALL PLANT MATERIAL FOR THIS PROJECT IS TO BE OF THE HIGHEST QUALITY OBTAINABLE AND ALL PLANT MATERIAL MUST MEET OR EXCEED THE STANDARD NURSERY INDUSTRY SPECIFICATIONS. DOWNSIZING OR SUBSTITUTIONS WILL NOT BE ALLOWED WITHOUT PRIOR APPROVAL. ALL PLANT MATERIAL SHALL BE INSPECTED THOROUGHLY UPON DELIVERY BY THE CONTRACTOR AND LANDSCAPE ARCHITECT. DAMAGED ROOT BOUND, UNHEALTHY APPEARING, NON-SPECIMEN MATERIAL SHALL NOT BE ACCEPTED.

The foregoing shall not be construed as a complete description of all work required. Contractors are responsible for reviewing and adhering to **attached the** landscaping plan and specification sheets by Tim Cate Designs, and **attached the** irrigation plans and specifications prepared by STI Designs and field visits as necessary to capture details of construction considerations. Work will not be considered complete without final approval by the Town of Sunset Beach.

Each Bid must be made on the blank forms provided in the Contract Documents and must be enclosed in a sealed envelope and addressed to Gary Parker, Town Administrator for the Town of Sunset Beach. The name, address and the NC Contractor's License Number of the Bidder must be plainly written on the outside of the envelope, and the envelope marked "**Street Scape Part 2/Landscape Project**".

The bid proposal must be accompanied by a Proposal Bond or a Certified Check payable to the Owner in an amount equal to not less than five percent (5%) of the bid.

The complete examination and understanding of the specifications, contract documents and site evaluation of the proposed work is necessary to properly submit a proposal.

Plans, Specifications and Documents may be viewed on the CD provided or obtained from the office of:

Sandy Wood, Building Inspections Director
Town of Sunset Beach
srwood@atmc.net
910-579-0068

Dustin Graham, Public Works Director
Town of Sunset Beach
dgraham66@atmc.net
910-579-6297

Interested contractors are encouraged to attend a Pre-Bid Conference to be held at Sunset Beach Town Hall at 2:00 p.m. on ~~July 10, 2013~~ **August 6, 2013**.

Questions regarding plan details following the Pre-Bid Conference may be directed to:

Tim Cate
Tim Cate Designs
categolf@earthlink.net
910-579-9163

or either of the Sunset Beach Town Representatives noted above.

The successful bidder will be required to execute and to provide a Payment Bond and Performance Bond each in an amount of not less than one hundred percent (100%) of the total value of the contract awarded to him with a satisfactory surety or sureties for the full and faithful performance of the work. **No bonds will be released until both the Town and NCDOT have inspected and given final approval of the work.**

1. GENERAL PROVISIONS

A. State Licenses

The successful bidder will be required to have any necessary licenses or permits to conduct the work as may be prescribed by the State of North Carolina.

B. Examination of Conditions Affecting Work

1. Prior to submitting a proposal, each Bidder shall examine and thoroughly familiarize himself with all existing conditions including all applicable laws, codes, and ordinances, rules, and regulations that will affect this work. Bidders shall visit the site, examine the grounds and all existing buildings, utilities, and roads, and shall ascertain by any reasonable means all conditions that will in any manner affect the work.
2. Contractor will provide estimates for each stage of project.
3. Contractor will coordinate schedule with OWNER so that adequate Public Notice is given to street residents where work will be done.

C. Nondiscrimination

Bidders must comply with the President's Executive Order No. 11246, which prohibits discrimination in employment regarding race, creed, color, sex or national origin.

The Bidder shall also not discriminate against any employee or applicant for employment because of age, disability, sexual orientation or gender expression/identity.

D. Bonds

Bid, Payment and Performance Bonds shall be specified; only the Bid, Payment and Performance Bonds in the form set out within these documents are acceptable.

E. Insurance Requirements

A certificate of insurance, in accordance with the General Conditions and properly executed by the Contractor's insurance carrier, must be attached prior to the execution of the Contract.

II. PREPARATION AND SUBMISSION OF PROPOSALS

A. All bids shall be prepared and submitted in accordance with the following supplemental provisions. Failure to comply with any requirement shall cause the bid to be considered irregular and therefore is subject to rejection for irregular bid submittal.

1. The Bid sheet furnished by the Town of Sunset Beach with the proposal shall be used and shall not be altered in any manner. **DO NOT SEPARATE THE BID SHEET FROM THE PROPOSAL!**
2. All entries on the bid sheet, including signatures, shall be written in ink.
3. The Bidder shall submit a total price for every item on the bid form. The unit prices for various contract items shall be written in figures.
4. A bid amount shall be entered on the bid sheet for each item. The bid amount for each item shall be determined by multiplying each unit bid by the quantity for that item and shall be written in figures in the “Amount Bid” column of the sheet.
5. The total amount of the bid shall be written in figures in the proper place on the bid sheet. The total amount shall be determined by adding the bid amounts for each item.
6. Changes in any entry shall be made by marking through the entry in ink and making the correct entry adjacent thereto in ink. A representative of the Bidder shall initial the change in ink.
7. Town of Sunset Beach encourages the utilization of Minority-owned, Women-owned, Disadvantaged-owned Business Enterprises (MWBE) in its contracting and procurement activities.
8. The bid shall be properly executed. All bids shall show the following information:
 - a. Name of individual, firm, corporation, partnership, or joint venture submitting the bid.
 - b. Name of individual or representative submitting bid and position or title.
 - c. Name, signature, and position or title of witness.
 - d. Federal Identification Number
 - e. Contractor’s License Number
 - f. Faxed bids are not acceptable and will be disqualified.
9. Bids submitted by corporations shall bear the seal of the corporation.

10. The bid shall not contain any unauthorized additions, deletions, or conditional bids.
11. The bidder shall not add any provision reserving the right to accept or reject an award, or to enter into a contract pursuant to an award.
12. Instruction for submitting a bid and complete specifications may be obtained at the Town of Sunset Beach.

If delivered by mail, the sealed envelope shall be placed in another sealed envelope and the outer envelope shall be addressed as follows:

Attention: Gary Parker, Town Administrator
Town of Sunset Beach
700 Sunset Blvd. North
Sunset Beach, NC 28468

**“Bid Proposal – Street Scape Part 2/Landscape Project”
AWARD OF CONTRACT**

The Award of the contract, if it be awarded, will be made to the lowest responsive, responsible bidder. The lowest responsive, responsible bidder will be notified the bid has been accepted and awarded the contract. The Town of Sunset Beach reserves the right to reject all bids.

**Proposal
Town of Sunset Beach
Street Scape Part 2/Landscape Project**

Proposal of _____ (hereinafter called "BIDDER"), organized and existing under the laws of the State of North Carolina doing business as _____ (insert "a corporation," "a partnership," or "an individual" as applicable).

To Town of Sunset Beach (hereinafter called "OWNER").

Bidder hereby proposes to furnish all materials, equipment, and labor to perform all work in connection with the **Street Scape Part 2/Landscape Project**, in strict accordance with the Contract Documents within the time set forth therein, and at the prices stated below.

By submission of this Bid, each Bidder certifies, and in the case of a joint Bid each party thereto certifies as to his own organization, that this Bid has been arrived at independently, without consultation, communication or agreement as to any matter relating to this Bid with any other Bidder or with any competitor.

Bidder hereby agrees to commence work under this contract on or before a date to be specified in the Notice to Proceed and to fully complete the **Street Scape Part 2/ Landscape Project** in accordance with the following schedule:

Bidder further agrees to pay as liquidated damages, the sum of \$350.00 for each consecutive calendar day which elapses between the agreed completion date for each assigned project phase and the date of actual completion. The date of availability for this project is **October 7, 2013** pending award of the contract, and the completion date for this project is **January 21, 2014**. Bidder/contractor shall not be responsible for established deadline dates when there are documented delays caused by other contractors working under separate contract with the Town. The deadlines will be extended by the same number of days as the documented delays.

No work will be permitted and no purchase order will be issued until all required bonds and prerequisite conditions and certifications have been satisfied.

Bidder further acknowledges receipt of the following addenda:

The undersigned hereby proposes to do all of the work and furnish all tools, machinery, apparatus, labor and materials required in exact accordance with the terms of the Notice to Bidders, Instruction to Bidders, Contract (Agreement), and Technical Specifications (Town of Sunset Beach and North Carolina Department of Transportation Standard Specifications, General Provisions, Supplemental General Provisions, and Special Provisions) contained or referenced herein and in this proposal.

The undersigned has carefully examined the site of the work, and has informed himself fully in respect of the conditions of the place where the work is to be performed, and has examined the

proposed contract, and the contract documents relating thereto, has examined all special provision, labor requirements, and other matters relating thereto.

It is understood that the Owner reserves the right to reject all bids or to award the contract to the lowest, responsive, responsible Bidder. Award will be on the basis of the lowest responsive bidder taking into consideration quality, performance and time specified.

Upon being awarded a construction contract, the undersigned will execute a contract for the construction of the work described in conformity with the Contract Documents in the form hereto attached.

The undersigned agrees, that if awarded the contract, he will commence work not later than the date set by the Town of Sunset Beach in the Notice to Proceed, and that all items of work on the **Street Scape Part 2/Landscape Project** will be complete within **115 calendar days**; and the Bidder further agrees to pay as liquidated damages, the sum of \$350.00 for each consecutive calendar day thereafter during which the project remains incomplete except for any documented delays caused by other contractors working under separate contract with the Town.

Bidder agrees to furnish all labor, materials, tools, equipment, fees, bonds and services and do all things necessary to perform the work described in the Contract Documents for the **Street Scape Part 2/Landscape Project** for the following unit prices.

The Bidder proposes and agrees if this Proposal is accepted to contract with the Town of Sunset Beach (with a definite understanding that no money will be allowed for extra work except as set forth in the Contract Documents) that all work will be done for the sum of:

Base Bid* _____ Dollars
_____ (\$_____).

*Base Bid shall include the estimated quantities as specified on the unit price bid form. Actual quantities for these items that are determined during the work will be used as an “add to” or “deduct from” the Base Bid using the unit price bid for each item. The Base Bid amount shall include the North Carolina state and local sales and use taxes. Alternates are not included in the Base Bid amount.

The undersigned attaches hereto a Certified Check or Bid Bond in an amount equal to not less than five percent (5%) of the Base Bid

_____ (\$_____)
payable to the Town of Sunset Beach as required by the Notice to Bidders, and the undersigned agrees that in case he fails to fulfill his obligations under the foregoing bid and Contract, the Town of Sunset Beach may, at its option, determine that the undersigned has abandoned his rights and interests in such bid and that the Cashier’s Check or Bid Bond accompanying his bid has been forfeited. Otherwise, the Check or Bid Bond shall be returned to the undersigned upon the execution of the contract and the acceptance of the bonds and insurance, or upon the rejection of his bid.

The legal status of the undersigned is:

- a. A Corporation duly organized and doing business under the laws of the State of

_____ ,

For whom

_____ ,

Bearing official title of

_____ ,

Whose signature is affixed to this bid, is duly authorized to execute contracts.

If Foreign Corporation:

Date of Qualification in

_____ (State).

Process agent name

Process agent address

- b. A partnership all of the members of which address, are partners (Designate general partners as such):

If all partners are non-residents of North Carolina designate name and address of agent for service of process located in North Carolina.

- c. An individual, whose signature is affixed to the bid (If non-resident of North Carolina resident agent for the service of process must be designated.)

The bidder shall fill out the appropriate form (a, b, or c) above.

Dated and Signed at: _____,

This the _____ day of _____, 2013.

Name of Bidder: _____

Signed By: _____

Print Name and Title: _____

Business Address: _____

License Number: _____

Employer ID Number: _____

Witness: _____

Bid Security

Attach Bid Bond or Cashier's Check Below