



CITY OF EMPORIA

December 14, 2015

**Cover Sheet
Invitation to Bid
Infrastructure Improvements to the Belfield Commercial District**

The City of Emporia, Virginia intends to enter into a contract with a qualified contractor for the construction of Infrastructure Improvements to the Belfield Commercial District. The City will accept sealed bids for services until **4:00 P.M., Tuesday, January 19, 2016**; the City shall not accept any bids after this date/time for any reason. You must submit your bid in a sealed envelope clearly marked on the outside "*Bid for Infrastructure Improvements to the Belfield Commercial District.*"

The required bid bond must be included with your bid.

Bid Bond Requirements:

Bidders shall submit a bid bond equal to 5% of the bid amount with their proposal. Bidders may submit a certified check, cash escrow, personal bond, property bond, or bank letter of credit equal to 5% of the bid amount, in lieu of a bid bond.

Payment and Performance Bond Requirements:

If awarded the contract, the contractor shall submit both a payment bond and a performance bond equal to the sum of the contract amount. The contractor may submit certified checks, cash escrows, personal bonds, property bonds, or bank letters of credit equal to the sum of the contract amount, in lieu of the payment and performance bonds.

If you hand deliver your proposal, then please use the following street address:

City Manager's Office
Municipal Building
201 South Main Street
Emporia, Virginia 23847

If you mail your proposal, then please use the following address:

City Manager's Office
Post Office Box 511
Emporia, Virginia 23847

**PROJECT: Infrastructure Improvements to the Belfield Commercial District
15-0095.V01**

LOCATION: Belfield Commercial District, City of Emporia

DATE: December 14, 2015

The **City of Emporia** will receive sealed Bids for the above titled Project at the **office of the City Manager**, located at **201 South Main Street**, until **4:00 p.m.** local time on **Tuesday January 19, 2016**, at which time the Bids will be publicly opened and read aloud. Any Bids received after the specified time and date will not be considered.

The Work under this Project consists of infrastructure improvements in the Belfield District along Baker Street, Halifax Street, Valley Street and Green Street as shown on the project plans.

Bid Documents may be examined at the offices of **Summit Design and Engineering Services, PLLC**, located at **1320 Seymour Drive, South Boston, VA** and have been provided to the following plan room services:

Summit Design and Engineering Services
1320 Seymour Drive
South Boston, VA 24592

Southern VA-iSqFt Plan Room
100 Aragon Blvd., Suite 103
Virginia Beach, VA 24016

Dodge Plan Room
9 North Third Street
Richmond, VA

Bid Documents may be obtained from the office of **Summit Design and Engineering Services, PLLC** upon a non-refundable payment of **\$ 150.00** for each set of documents. Neither the Owner nor any of its representatives shall be responsible for full or partial sets of Contract Documents, including addenda, obtained from any other source. Requests for Bid Documents to be mailed to the Bidder shall be made in writing and accompanied by a non-refundable check in the amount of **\$150.00**. Checks shall be made payable to **Summit Design and Engineering Services**.

The Hampton Roads Planning District Commission's *Regional Construction Standards, Fifth Edition*, December 2010, are hereby referenced and are part of the Bid Documents, except as may be modified by the Special Provisions of this Project or as may be shown by bold type for additions and strike-throughs for deletions. Copies of the *Regional Construction Standards* may be purchased at the offices of the HRPDC, 723 Woodlake Drive, Chesapeake, VA 23320 (Telephone 757-420-8300) or Executive Tower, Suite 1-C, 2101 Executive Drive, Hampton, VA 23666 (Telephone 757-262-0094). The latest edition of the *Regional Construction Standards* and Publication Updates may be downloaded at the HRPDC website http://www.hrpdcva.gov/Regional_Construction_Stnds/REGCONST_Home.asp

Bid Security in the amount of **five percent (5%)** of the Bid shall be submitted with each Bid.

A [~~MANDATORY~~/NON-MANDATORY] PRE-BID CONFERENCE will be held on **Tuesday January 5, 2016**, at **3:00 p.m.** Local Time at **City of Emporia Municipal Building, 201 South Main Street, Emporia, VA 23847**.

Contractor registration in accordance with Title 2.2 Chapter 43, Code of Virginia is required. The Bidder shall include in its Bid the following notation: "Licensed Virginia Contractor No. _____."

Withdrawal of Bids due to error shall be subject to and in accordance with Section 2.2-4330 of the Code of Virginia and the Contract Documents.

The Owner reserves the right to waive minor non-substantive informalities in the Bid, to reject any/or all Bids, to award any Bid in whole or in part and award the Bid considered to be in the best interest of the Owner. The Owner also reserves the right to negotiate with the lowest responsive, responsible Bidder should Bid exceed available funds.

The (**City of Emporia, VA**) does not discriminate in the solicitation or awarding of contracts on the basis of race, religion, faith-based organizations, color, national origin, age, disability or any other basis prohibited by state or federal law.

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