

**TOWN COUNCIL of PAW PAW,  
WEST VIRGINIA**

**Request for Proposals (RFP) For  
Pavilion Construction Services**

**November, 2022**

**REQUEST FOR PROPOSALS (RFP)  
REGARDING PROPOSALS FOR  
PAVILION CONSTRUCTION  
SERVICES**

The Town Council of Paw Paw, West Virginia (herein referred to as the “Town Council” or “Paw Paw”) is requesting Proposals from interested parties for Pavilion Construction Services as it relates to the demolition of the existing pavilion and construction of a new pavilion at the Town of Paw Paw Park located at 699 Winchester Street, Paw Paw, WV 25434.

The Town Council (or its designated representatives) will be evaluating submissions to this request and will ultimately select a firm judged to be both responsible and responsive to the request in every way. The Town Council may interview some or all prospective firms to discuss Proposals. The format for submittals, information regarding the scope of work, and selection criteria used by the Town Council is available at <https://region9wv.com/procurement> or from the Town Council Office, 122 Winchester Street, Paw Paw, WV 25434. Inquiries should be directed to Ron Davis, Town of Paw Paw Clerk.

Two (2) copies of submittals of Proposals from interested businesses should be enclosed in a sealed opaque envelope marked “**Request for Proposals for Pavilion Construction Services – Town of Paw Paw Park**”. Proposals must be submitted and time-stamped into the Paw Paw Town Hall 122 Winchester Street, Paw Paw, WV 25434 **no later than 4:00 p.m. on Friday, December 30, 2022**. Failure to provide the required information as requested in the RFP for Town Council’s review may result in disqualification.

Proposals received will be opened and entered into public record on January 3, 2023 at the Paw Paw Town Council Meeting at 6:00PM, 122 Winchester St, Paw Paw, WV, 25434.

There will be a non-mandatory pre-bid meeting at the Town of Paw Paw Park on December 6, 2022 at 12:00PM.

The Town of Paw Paw shall make positive efforts to utilize Disadvantaged Business Enterprises for its supplies and services and shall allow these sources the maximum feasible opportunity to compete for contracts. The Town of Paw Paw does not discriminate on the basis of race, color, national origin, sex, religion, age or disability for the provision of services.

The Town of Paw Paw reserves the right to accept or reject any or all proposals, to waive technicalities, and to take whatever action is in the best interest of the Town of Paw Paw.

## **INTRODUCTION:**

The Town Council of Paw Paw, West Virginia, (hereinafter referred to as “Town Council” or “Paw Paw”) is requesting proposals from firms to perform the demolition of the existing pavilion including the existing concrete and wooden structure. The firm will then construct all new footings/piers, lay a new concrete slab, frame new posts, beams, trusses, and build a new roof. The new pavilion will be located at the same location as the old pavilion, and it will have the same footprint. The project is located at the Town of Paw Paw Park is located at 699 Winchester Street, Paw Paw, WV 25434. Only written responses to this RFP shall be considered. All materials submitted shall become part of the proposal.

## **BACKGROUND:**

The Town of Paw Paw is positioned in the southwest corner of Morgan County which is located in the Eastern Panhandle of West Virginia. According to 2020 Census information, Paw Paw has a population of 410 residents.

Paw Paw is a small, rural town located within minutes of Berkeley Springs (Town of Bath), West Virginia and Cumberland, Maryland. The town is strategically located along WV Route 9/MD Route 51 to attract visitors from all across the region.

The Town of Paw Paw is currently governed by a five (5) member Town Council.

The Town of Paw Paw applied for National Park Service (NPS) Land and Water Conservation Fund to revitalize the Town of Paw Paw Park. Part of this project will be to demolish the current dilapidated pavilion and construct a new pavilion at the park.

## **SCOPE OF WORK:**

The amount budgeted for this project is not to exceed \$72,000 with demolition of the existing, disposal of existing pavilion materials and construction of a new pavilion. Vendors should include either pictures of their pavilion or 3 dimensional drawings of what is being proposed. Vendors will be required to provide a supervisor for construction. The proposed site of the proposed site is 28’ by 35’.

Working with the Town of Paw Paw the successful Pavilion Construction firm will assist in or be responsible for:

1. Demolition of the Existing Pavilion
  - a. Firm will demolish the existing park pavilion
  - b. Firm will dispose of concrete and existing building materials
2. Construction of New Pavilion
  - a. Firm will be tasked with the construction of a new pavilion at the same location. Construction will include; new concrete, all new footings/piers, slab, posts, beams, trusses, sheathing, felt paper, shingles and misc. hardware required to replace full pavilion to current size.

- b. The new pavilion will be the same size as the current pavilion (28' by 35').

**PROPOSAL:**

Respondent shall respond to and reference each section and subsection for portion(s) of RFP. ***At a minimum, your Qualifications Proposal shall include the following information. Failure to discuss each item may deem the submittal non-responsive and may result in non-consideration of respondent's services.***

a. Firm Information

- i. Name, address, telephone number, and email address.
- ii. Nature of Construction firm and parent company, if any.

b. Firm Capabilities

- i. Describe the size of your firm/project office as related to size of staff.

c. Firm Principals and Background

- ii. Submit the names, titles, and resumes of the "principal" staff member(s) who will be responsible for the project during the performance of the contract. Please assure that the information provided includes specialized experience and technical competence in providing relevant services on similar sized projects during the past three (3) years.
- iii. Describe in depth the operations team available to the "principal" staff member(s).
- iv. Provide a list of at least three (3) but no more than five (5) similar and/or relevant projects that you have completed during the past five (5) years. This information must include the business name, contact person, address, email address, and phone number.

d. Miscellaneous Requirements:

All proposals must provide written proof that:

- The selected Pavilion Construction firm has the required professional licensing to conduct business in the State of West Virginia.
- If subcontractors are used, subcontractors must also provide proof of professional licensing license and workers compensation in good standing (if applicable).
- All construction proposals should include any conclusions, remarks and/or supplemental information that is pertinent to this request. Submitters are also required to provide written information regarding their inability to

conform to any of the technical requirements listed above. Failure to do so will result in disqualification of proposal.

**TERM OF CONTRACT:**

The contract will commence upon award by the Paw Paw Town Council.

If the Company awarded the bid subsequently fails to comply with the specifications, it will be given thirty (30) calendar days' notice to render satisfactory service. If at the expiration of such thirty (30) calendar days' notice, the unsatisfactory conditions have not been corrected, the County Council reserves the right to terminate the contract.

**USE OF EXISTING DOCUMENTS:**

The Paw Paw Town Council will cooperate to the fullest extent by making available to the Firm/Company all documents pertinent to this service that may be in the Town Council's possession. Paw Paw makes no warranty as to the accuracy of existing documents or will the Town Council accept any responsibility for errors and omissions that may arise from the Firm/Consultant having relied upon them.

**QUESTIONS:**

All questions in connection with the bidding documents shall be emailed to Ron Davis, Town of Paw Paw Clerk at [rdavis@townofpawpaw.com](mailto:rdavis@townofpawpaw.com).





