



Request for Bids (RFB) For: MBCPR War Memorial Park Inclusive playground

RFB Posted: 6/4/2025 at 9:00AM

Bids Due: 7/11/2025 at 4:00 PM

Introduction and Background

The Martinsburg-Berkeley County Parks and Recreation Department (MBCPR) is requesting bids from qualified firms for a playground set to be delivered and installed on site. The playground set is required to be ADA compliant and will include inclusive elements that provide enjoyment for kids of all ages, sizes, learning abilities, and mobilities. It is intended to include a variety of elements that will allow the park to be accessible and enjoyable to all of its visitors. Funding for this project comes from a variety of sources including the National Park Service Land and Water Conservation Fund. Only written responses to this RFB shall be considered. MBCPR will receive sealed bids for this project at the Administrative Office located at 273 Woodbury Avenue, Martinsburg, WV 25404. All materials submitted will become part of the bid.

The successful bidder will provide a playground completed to the specifications included in this document at **War Memorial Park, 500 N. Tennessee Ave, Martinsburg, WV.**

For more information about the project, please contact Joe Burton, MBCPR Executive Director at joe.burton@mbcparks-rec.org

Pre-Bid meeting

There will be a non-mandatory, pre-bid meeting on June 13, 2025, at 9AM at the Hollow Pavillion in War Memorial Park. MBCPR Executive Director, Joe Burton will be available for questions during this time.

Submission Procedure & Opening

The sealed bids will be accepted until July 11, 2025, at 4PM at the MBCPR, 273 Woodbury Avenue, Martinsburg, WV 25404. All bids should be marked "Inclusive Playground" attention to "Joe Burton". Bids shall be made in lumpsum figure. Bids will be opened and read aloud at the regular MBCPR Board Meeting on July 15, 2025, at 11:30AM at the Berkeley 2000 Rec Center, 273 Woodbury Avenue, Martinsburg WV (any changes in meeting date, time or location will be announced).

BID Evaluation and Award of Contract

All Bids will be reviewed by the MBCPR Board.

This RFB does not commit the MBCPR to pay any costs incurred in the preparation of the Bids or to contract for the goods and/or services offered. The MBCPR reserves the right to accept or reject any or all bids received as a result of this request.

Project Completion

The project described in this bid must be completed within 180 days of contract award.

Contractor Requirements

- Contractor must hold a valid WV General Contractors License at time of bid and obtain a City of Martinsburg business license prior to beginning work.
- Contractor shall maintain general liability and property damage insurance (\$1,000,000 per incident, 1,000,000 in aggregate) and workers compensation coverage as required by law. Copies of the insurance certificate must be included in the bid documents.
- DBE Requirements:
Each Contractor must fully comply with the requirements, terms, and conditions as set forth in the contract documents to achieve Disadvantaged Business Enterprise (DBE) participation during the performance of this contract. The bidder commits itself to the program for DBE participation and all other requirements, terms, and conditions of the bid conditions by submitting a properly signed bid.
- Nondiscrimination in Employment:
Contractor on this work will be required to comply with the President's Executive Order No. 11246. The requirements for bidders and contractors under this order are explained in the specifications.

Bid Contents

Bids must include the following in two separate envelopes inside of one large, sealed envelope:

First Envelope Shall Contain:

- *WV contractor's License*
- *Insurance Information*
- *Two professional references*
- *Photos of similar work completed*
- *Please specify all warranties provided.*
- *5% bid bond*
- *Any proposed subcontractors*
- *All relevant Certifications (i.e. non-segregation, Equal Employment Opportunity, Disadvantaged Business Enterprises, Build America, Buy America, Drug-Free Workplace Affidavit)*

Second Envelope Shall Contain:

- *Complete lump sum proposal for the Inclusive Playground as described in scope of work, any additional materials required, and all labor*

Scope of Work

Contractor will provide the following services:

- Mark the limits of construction with MBCPR representative
- Provide any necessary storm water management measures (silt fence, Silt socks, inlet protection, etc)
- Grade and prepare site for playground, make allowance for rock removal which may be required
- Supply and install inclusive sensory dome feature (Kompan COR856001-0403) or equivalent to manufacturer's specifications
- Install 4" compacted stone base to specifications provided by Poured in place (PIP) rubber surface vendor
- Supply and install 1335 SF of PIP playground surface in owners chosen color, in the area under and around the sensory dome
- Tie in 6' wide ADA accessible sidewalk from existing asphalt on the park drive to new PIP surface
- Complete walk-through inspection with owner at the time of substantial completion and final

Contractor will attend the following construction meetings for the project:

- Pre-construction meeting to review schedule and final details
- Weekly site meetings during construction
- Walk-through at substantial and final completion

Base bid should include the following items:

Contractor will supply and install

- Sensory Dome climbing structure, Kompan COR856001-0403 or equivalent (1)
 - Poured in place rubber surface (specify manufacture specs) (approx. 1335 SF) installed over compacted stone base.
 - Concrete curbing as required
 - 6' wide ADA accessible sidewalk from park road to PIP surface along the western limits of construction.
 - All excavation and rock removal as required for playground installation
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- Please provide alternate pricing for an optional 6' sidewalk from the new playground extending up hill to connect with the existing sidewalk. Must meet ADA accessibility standards

Inclusive Playground Site Plan

War Memorial Park, 500 N. Tennessee Ave, Martinsburg, WV

Area E1 is the subject of this RFB. Other areas are future additions.

