D.C. & Francis Linn Community Park Parking Lot & Paving Project

(Project # 26-201)

REQUEST FOR PROPOSALS (RFP)

ROUND 1

Town of Landis, North Carolina

Issued: November 5, 2026

Response Due: November 20, 2026, before 2 pm

TABLE OF CONTENTS

Section 1: Project Overview

- **Summary**

Section 2: Proposal

- **Proposal Content**

Section 3: RFP Timeline

Section 4: Other Procedural Information

Proposal Attachments:

- **Proposal Form & Signature Page**
- **Proposal References**
- **Company Narrative**
- **Property/Liability Workers' Compensation**
- **Proposal for the Independent Contractor Statement**
- **Certification Regarding Lobbying**

SECTION 1: PROJECT OVERVIEW

Summary

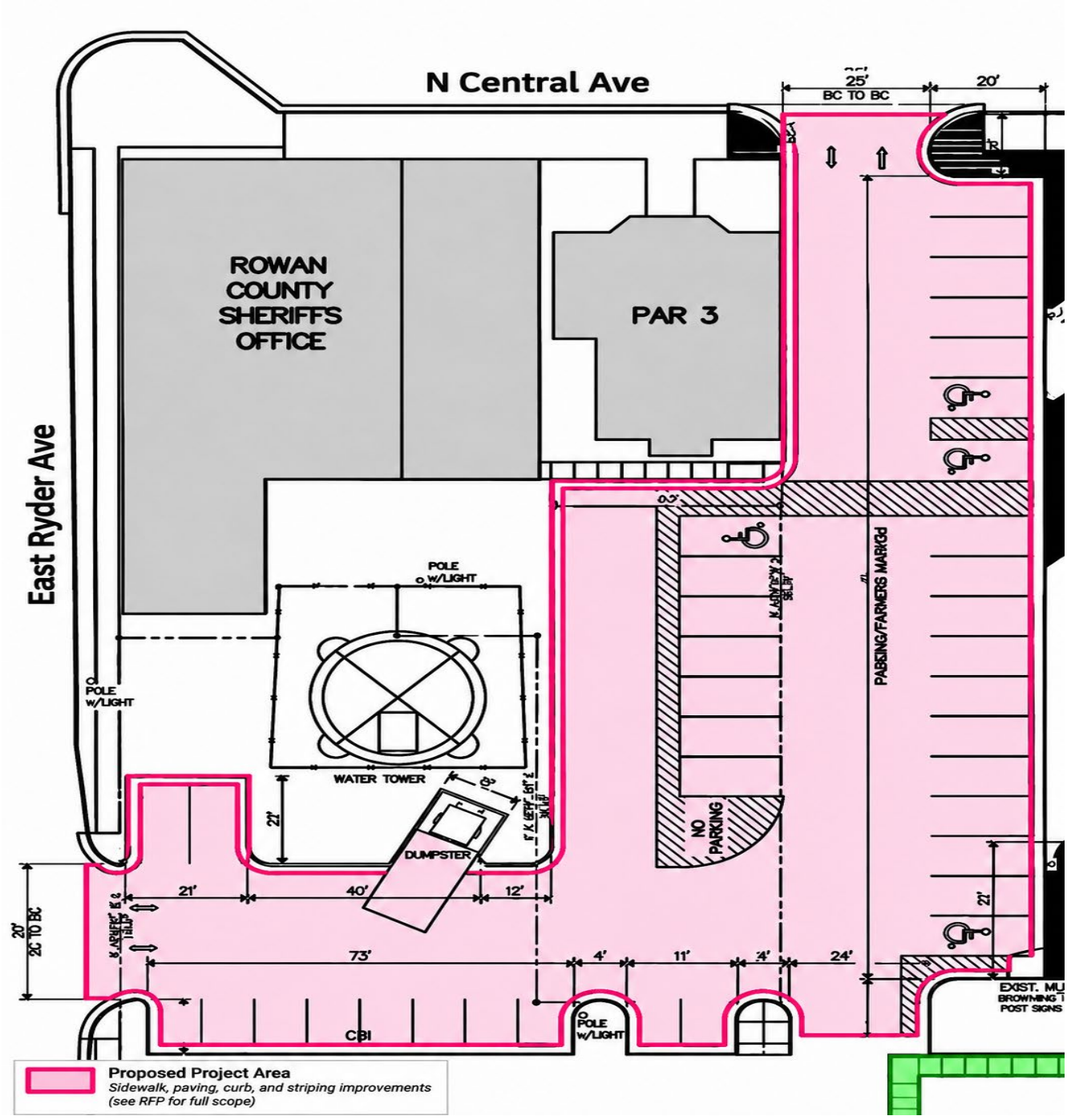
The Town of Landis, hereafter referred to as the "Town", is accepting Proposals from contractor/construction vendors or a team of vendors for the D.C. & Francis Linn Community Park Parking Lot and Paving Project. Improvements within the shaded limits located at the site of the future D.C. & Francis Linn Community Park, shown on the attached plan (Exhibit A & B). Work includes concrete, curb, and parking space striping. The goal is to improve parking, access, and surface conditions.

Qualified vendor(s) will be able to provide the following services/needs for this project:

- **Field Verification:**
  - Verify all project limits, quantities, existing grades, drainage conditions, and underground or aboveground utilities.
- **Site Preparation:**
  - Perform all necessary site preparation prior to construction.
- **Base Repairs:**
  - Complete necessary repairs to existing base materials as required to provide a stable foundation.
- **Concrete and Curb Work:**
  - Perform concrete repairs, replacement, and curb and gutter improvements where applicable.
- **Pavement Striping:**
  - Provide parking space striping, including designated accessible parking spaces and required ADA markings.
- **Traffic Control:**
  - Provide appropriate traffic control measures to maintain safety throughout construction.
- **Site Cleanup:**
  - Remove construction debris and restore affected areas upon completion.
- **Itemized Pricing:**
  - Provide detailed quantities, measurements, and unit pricing for all proposed work.
- **Conceptual Site Plan:**
  - Acknowledge that the shaded site plan is conceptual and does not constitute a surveyed construction drawing. The Contractor shall verify all measurements and actual site conditions.
- **Facility Access:**
  - Maintain safe and reasonable access to adjacent facilities throughout construction, coordinating any necessary temporary restrictions with the Town.

EXHIBIT A - PROPOSED PROJECT AREA:

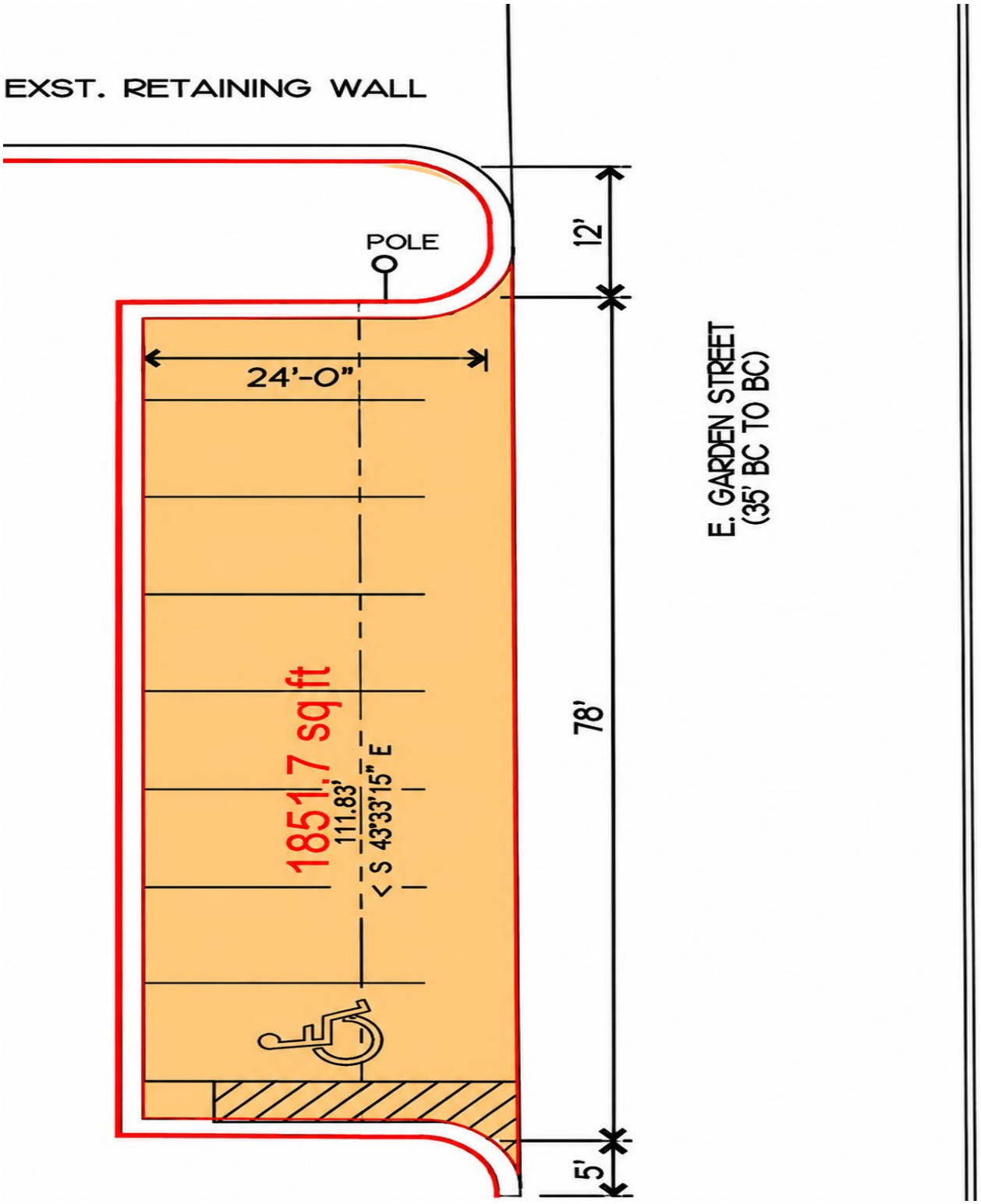
Pink shading identifies the proposed work area for Project #27-201. Existing dimensions and labels are shown for reference only; bidders must field-verify conditions and quantities.



Required Permits/Approvals: Applicable Town approvals, permits, and utility coordination, traffic control, and compliance with ADA and applicable construction standards.

EXHIBIT B - PROPOSED PROJECT AREA:

Red Lines and Orange shading identify the proposed work area for Project #27-201. Existing dimensions and labels are shown for reference only; bidders must field-verify conditions and quantities.



Required Permits/Approvals: Applicable Town approvals, permits, and utility coordination, traffic control, and compliance with ADA and applicable construction standards.

Section 2: Proposal

Vendors are required to submit a proposal that presents the vendor's qualifications and understanding of the work to be performed. Before submitting a proposal in response to this request, a walkthrough of the existing sidewalk and roadway surface site, *located on North Central Avenue, Landis, NC 28088,* is recommended. A site walkthrough tour can be requested prior to the bid opening on November 20, 2026*,* by contacting Clerk Martin at (704)-857-2411 ext. 200 for scheduling.

Proposals must be clearly marked "D.C. & Francis Linn Community Park Parking Lot & Paving Project", sealed, and submitted no later than *November 20, 2026,* before 2 pm EST. Proposals must be sealed when mailed, or hand-delivered to**:**

Attention: Victoria Martin, Town Clerk
312 N. Main St., Landis, NC 28088 / *townclerk@townoflandisnc.gov*

No submissions or supporting documents will be accepted after this deadline. The Town of Landis assumes no responsibility or liability for costs incurred by the responsive vendor in submitting this proposal. Vendors accept all risks for late delivery of the Proposal Package regardless of fault.

IMPORTANT NOTE: All employees of the selected contractor will be required to submit to a background check prior to working on site.

Proposal Content

1. Proposal Form & Signature Page:
   The proposal form and signature page must be completed and signed by an individual authorized to bind the vendor. All proposals submitted without such proposal form and signature page may be deemed non-responsive.

2. References:
   Proposals shall include a list of three (3) references, including name, address, phone number, and contact person. The Town reserves the right to contact references other than, and/or in addition to, those furnished by a vendor.

3. Company Narrative:
   Provide information regarding your experience level, years of operation, etc.

4. Property/Liability and Worker's Compensation Certification

5. Independent Contractor Statement

6. E-Verify Affidavit

SECTION 3: RFP TIMELINE

This is the Town's best estimate of the timeline that will be followed:

Surface Site Walkthrough (*by appointment only*):

- *November 12, 2026 at 4:00 PM*
- *November 13, 2026 at 4:00 PM*

Closing date to submit application .....*November 20, 2026, before 2 pm*

Present to the Town Council ..... *January 11, 2026, at 6 pm*

Vendor notification & contract negotiation ..... *January 18, 2026*

SECTION 4: OTHER PROCEDURAL INFORMATION

4.1 Other Procedures and Conditions

The Town reserves the sole discretion and right to reject any and all responses received with respect to the RFP and to cancel the RFP process at any time prior to entering into a formal agreement. The Town further reserves the right to request additional information or clarification of information provided in any response. The Town also reserves the right, but is under no obligation, to waive technicalities and informalities. The Town shall make the award as deemed in its best interest. A response to this RFP should not be construed as a contract, nor indicate a commitment of any kind.

4.2 Public Records

Upon receipt by the Town, your Bid Package is considered a public record except for material that qualifies as "Trade Secret" information under North Carolina General

Statute §66-152 et seq. Your Bid Package will be reviewed by Town staff, as well as members of the general public who may submit public record requests. To properly designate material as a trade secret under these circumstances, each firm must take the following precautions: (a) any trade secrets submitted by a firm should be submitted in a separate document marked "Trade Secret -Confidential and Proprietary Information - Do Not Disclose Except for the Purpose of Evaluating this Bid Package," and (b) the same trade secret/confidentiality designation should be stamped on each page of the trade secret materials contained in the document.

In submitting a Bid Package, each firm agrees that the Town may reveal any trade secret materials contained in such response to all staff involved in the evaluation process and to any outside consultant or other third parties who are hired to assist in the evaluation process. Furthermore, each firm agrees to indemnify and hold harmless the Town and each of its officers, employees, and agents from all costs, damages, and expenses incurred in connection with refusing to disclose any material that the firm has designated as a trade secret. Any firm that designates its entire Bid Package as a trade secret may be disqualified from the evaluation process.

PROPOSAL ATTACHMENTS

D.C. & Francis Linn Community Park Parking Lot & Paving Proposal Form & Signature Page

It is the intent of the Town to accept the lowest responsible/responsive proposal. The selected proposal will be the most advantageous regarding price, quality of service, vendor qualifications and capabilities to provide the specified service, and other factors which the Town may consider. The Town reserves the right to accept or reject any or all proposals and to waive irregularities therein.

The undersigned hereby submits the following proposal for the cost of Contractor/Construction services as described within this Request for Proposal document:

Business Name: _____

Representative Name/Title: _____

Address: _____

Office Phone: _____ Cell Phone: _____

Website: _____ Email: _____

Material Costs	Labor Costs	Other / Note

Total Cost: _____

Payment will be made to the contractor within 30 days of receiving the monthly invoice. The invoice shall include date(s) of service and amount for each date. Special services provided will be billed via a separate invoice and described by the service provided and the date it was provided.

Authorized Signature: _____ Date: _____

Note: This form may not be signed electronically. All firms proposed for the contract must sign and return this form as part of the solicitation response.

Proposal References

Please list three (3) client references. The Town reserves the right to contact references other than, and/or in addition to, those being furnished below.

Business Name: _____

Address: _____

Contact Name: _____ Phone: _____

Business Relationship: _____

Business Name: _____

Address: _____

Contact Name: _____ Phone: _____

Business Relationship: _____

Business Name: _____

Address: _____

Contact Name: _____ Phone: _____

Business Relationship: _____

Company Narrative

Company Name: _____

Number of Employees: _____ Years of Operation: _____

Current Clients: _____

Please include a brief narrative in the space below to include any additional information you wish to share that may assist us in choosing the best vendor for our needs:

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

Property/Liability and Workers' Compensation Certification

The selected vendor must provide a Certificate of Insurance including workers' compensation coverage naming the Town as an additional insured with the minimum insurance requirements of $1,000,000.

- I understand that, if my proposal is selected, I will be required to provide a Certificate of Insurance with a minimum coverage of $1,000,000 naming the Town of Landis as an additional insured.

- I hereby certify that I have and will maintain in full force and effect a policy of Workers Compensation Insurance in compliance with the Laws of the State of North Carolina with the following insurance company:

Insurance Company Name: _____

Agent's Name, Address, Telephone: _____

Policy Number: _____ Effective Date: _____

Proposal for the Independent Contractor Statement

It is agreed that nothing herein contained is intended or should be construed in any manner as creating or establishing the relationship of co-partners between the parties hereto or as constituting the Contractor as the agent, representative, or employee of the Town for any purpose or in any manner whatsoever. The Contractor is to be and shall remain an independent contractor with respect to all services performed.

The Contractor represents that it has, or will secure at its own expense, all personnel required in performing services. Any and all personnel of the Contractor or other persons, while engaged in the performance of any work or services required, shall have no contractual relationship with the Town, shall not be considered employees of the Town and any and all claims that may or might arise under the Unemployment Compensation Act or the Workers' Compensation Act of the State of North Carolina on behalf of said personnel arising out of employment or alleged employment including, without limitations, claims of discrimination against the Contractor, its officers, agents, contractors or employees, shall in no way be the responsibility of the Town; and the Contractor shall defend, indemnify and hold the Town, its officers, agents and employees harmless from any and all such claims irrespective of any pertinent tribunal, agency, board, commission or court. Such personnel or other persons shall neither require nor be entitled to any compensation, rights, or benefits of any kind whatsoever from the Town, including, without limitation, tenure rights, medical and hospital care, sick and vacation leave, Workers' Compensation, Unemployment Insurance, disability, or severance pay.

Company/Individual Name: _____

Official Address: _____

Signature & Title: _____

Date: _____

Note: This form may not be signed electronically. All firms proposed for the contract must sign and return this form as part of the solicitation response.

Certification Regarding Lobbying

The undersigned Firm certifies, to the best of his or her knowledge and belief, that:

No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal Contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal Contract, grant, loan, or cooperative agreement.

If any funds other than Federal appropriated funds have been paid or will be paid to any person for making lobbying contacts to an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal Contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form--LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions [as amended by "Government wide Guidance for New Restrictions on Lobbying," 61 Fed. Reg. 1413 (1/19/96). Note: Language in paragraph (2) herein has been modified in accordance with Section 10 of the Lobbying Disclosure Act of 1995 (P.L. 104-65, to be codified at 2 U.S.C. 1601, et seq.)]

The undersigned shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including Sub-contracts, sub-grants, and Contracts under grants, loans, and cooperative agreements) and that all sub-recipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by 31, U.S.C. § 1352 (as amended by the Lobbying Disclosure Act of 1995). Any person who fails to file the required certification shall be subject to a civil penalty of not less than $10,000 and not more than $100,000 for each such failure.

[Note: Pursuant to 31 U.S.C. § 1352(c)(l)-(2)(A), any person who makes a prohibited expenditure or fails to file or amend a required certification or disclosure form shall be subject to a civil penalty of not less than $10,000 and not more than $100,000 for each such expenditure or failure

Signature of Firm's Authorized Official: _____

Name and Title of Firm's Authorized Official: _____

Date: _____

Note: This form may be signed electronically. All firms proposed for the contract must sign and return this form as part of the solicitation response