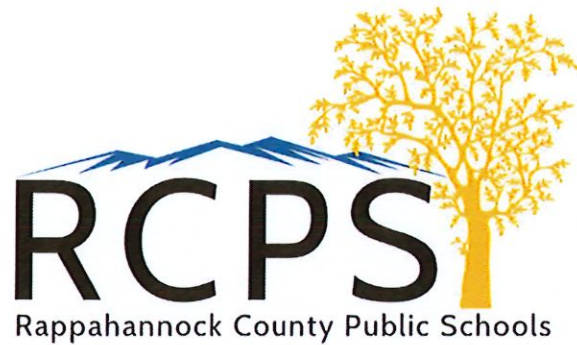




REQUEST FOR PROPOSAL (RFP)

Concrete Courtyard and Walkway Project
Rappahannock County Public Schools

Issued by:
Rappahannock County Public Schools
6 Schoolhouse Road
Washington, VA 22747

Contact:
Dr. Robin Bolt
Executive Director of Administrative Services
Email: rbolt@rappahannoickschools.us
Phone: 540-227-0023

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REQUEST FOR PROPOSALS

For Concrete Courtyard and Walkway Project at Rappahannock County Public Schools

Issued by: Rappahannock County Public Schools (RCPS)

INTRODUCTION

Rappahannock County Public Schools (RCPS) is seeking SEALED proposals from qualified contractors for the construction of a new concrete courtyard pad and connecting walkway at Rappahannock County Public Schools. The project consists of installing a concrete pad approximately 364 square feet in area and a walkway approximately 57 feet in length, meeting all applicable building codes, safety standards, and accessibility requirements.

1. Project Overview

This project includes the preparation of the work area, installation of base material, placement of reinforced concrete, finishing, curing, and cleanup. The work shall meet RCPS specifications for durability, appearance, and safety. All proposals should include detailed cost estimates (itemized for pad and walkway) and a timeline for completion.

2. Proposal Requirements

- Proposals must be itemized and include total cost of materials, labor, permits, and all associated expenses.
- Contractors must visit the project site to assess current conditions before submitting a proposal.
- Proposals must be submitted in a sealed envelope clearly marked:

'REQUEST FOR PROPOSAL FOR CONCRETE COURTYARD AND WALKWAY
PROJECT – Rappahannock County Public Schools.'

All proposals must be received at the Rappahannock County Public School System School Board Office, 6 School House Rd, Washington, VA by 3:00 p.m. on **January 5, 2025**. Three copies of each proposal must be provided. Any questions concerning this RFP will be directed to Dr. Robin Bolt and not to any other person at the School System. The School System will determine whether any addenda should be issued as a result of any questions raised or other matters raised.

Attention:
Dr. Robin Bolt
Executive Director of Administrative Services
Rappahannock County Public Schools
6 Schoolhouse Road
Washington, VA 22747

3. General Requirements

All work must be conducted in compliance with local and state building codes.

Contractors must hold a valid Class A or B Contractor's License in the Commonwealth of Virginia. A copy of the license must accompany the proposal.

Contractors must demonstrate experience with similar concrete projects completed within the past five years. Include at least three references with contact information.

4. Site Visit

A mandatory site visit is required for all interested bidders to familiarize themselves with the project's scope and layout. Visits must be scheduled in advance by contacting:

Dr. Robin Bolt

Email: rbolt@rappahannockschools.us

Phone: 540-227-0023

5. Scope of Work

Note: This project is contingent upon available funding.

The scope of work includes, but is not limited to, the following:

Preparation and Excavation:

- Removal of debris, vegetation, or existing surfaces.
- Grading and compaction of subgrade.
- Installation of gravel or stone base.

Concrete Installation:

- Placement and finishing of approximately 364 sq. ft. concrete pad and 57 linear feet of walkway (approx. 4 ft. width, 4-inch depth).
- Reinforcement with rebar or wire mesh.
- Proper finishing (broom finish or decorative finish as approved).
- Integration of ADA-compliant slopes or transitions where required.

Curing, Sealing, and Cleanup:

- Application of curing compound or equivalent method.
- Removal and disposal of waste material.
- Site cleanup and restoration of affected landscaping areas.

Warranty:

- Provide a minimum 5-year workmanship warranty.

6. Timeline

Contractors should submit a detailed project schedule outlining milestones from mobilization to final inspection.

7. Proposal Submittal Deadline

All proposals must be received no later than January 5, 3:00 PM. Late submissions will not be accepted.

8. Bidding Process

The bidding period will open on November 13, 2025. Questions must be submitted via email to Dr. Robin Bolt, rbolt@rappahannockschools.us. Responses to all bidder inquiries will be shared with all participants.

9. Evaluation Criteria

Proposals will be evaluated using the following weighted criteria:

- Total Cost (0–35 points)
- Past Performance & Experience (0–25 points)
- Project Timeline (0–25 points)
- Warranty & Post-Completion Support (0–15 points)

10. Mandatory Provisions

Contractors must comply with nondiscrimination provisions of the Code of Virginia.

Proposals must certify that no employee assigned to the project has been convicted of any felony or offense involving the abuse of a child.

11. Submission Information

Proposals should be addressed to:

Dr. Robin Bolt
Executive Director of Administrative Services
Rappahannock County Public Schools
6 Schoolhouse Road
Washington, VA 22747
Phone: 540-227-0023
Email: rbolt@rappahannockschools.us

BID FORM
Concrete Courtyard and Walkway Project
Rappahannock County Public Schools

Company Name: _____

Address: _____

Phone Number: _____

Email: _____

Contractor's License #: _____

Description	Quantity / Dimensions	Total Cost
Concrete Pad (approx. 364 sq. ft.)		\$ _____
Concrete Walkway (approx. 57 ft.)		\$ _____
Sub-base Material & Site Prep		\$ _____
Expansion Joints & Finishing		\$ _____
Cleanup & Disposal		\$ _____
Total		\$ _____

Proposed Start Date: _____

Proposed Completion Date: _____

The undersigned hereby certifies that:

- All information provided in this proposal is true and accurate.
- The bidder has visited the project site and understands the scope of work.
- The bidder agrees to perform all work in compliance with RCPS specifications and the Virginia Public Procurement Act.

Authorized Signature: _____

Printed Name & Title: _____

Date: _____

Attachments

A. Virginia Freedom of Information Act

Except as provided below, once an award is announced, all proposals submitted in response to this RFP will be open to the inspection of any interested person, firm, or corporation, in accordance with the Virginia Freedom of Information Act. Trade secrets or proprietary information submitted by firms as part of its proposal will not be subject to public disclosure under the Virginia Freedom of Information Act; however, the firm must invoke the protections of this section prior to or upon submission of its proposal and must identify the specific data or other materials to be protected and state the reasons why protection is necessary. Firms may not request that their entire proposal be treated as proprietary information.

B. Small, Women-owned, Minority-owned (SWAM), and Rappahannock County Business Specify whether the firm is a SWAM or located within the Rappahannock County boundaries. Firms can only be considered a Small, Women-owned or a Minority-owned Business if certified by the Commonwealth of Virginia's Department of Minority Business Enterprise (DMBE). All certified SWAM firms will be assigned a specific identification number. No SWAM firm is required to certify under this program and no SWAM firm will be excluded from doing business with the Commonwealth because of their failure to certify as a SWAM firm. The Commonwealth's definitions are:

- **Minority-owned Business Enterprise** refers to a business that is at least 51 percent owned and controlled by one or more minority individuals who also manage its daily operations.
- **Minority Individual** means a person who is a citizen of the United States or a legal resident alien and who satisfies one or more of the following definitions:
 - "Asian Americans" means all persons having origins in any of the original peoples of the Far East, Southeast Asia, the Indian subcontinent, or the Pacific Islands, including but not limited to Japan, China, Vietnam, Samoa, Laos, Cambodia, Taiwan, Northern Marinas, the Philippines, U. S. territory of the Pacific, India, Pakistan, Bangladesh, and Sri Lanka and who are regarded as such by the community of which these persons claim to be a part.

- "African Americans" means all persons having origins in any of the original peoples of Africa and who are regarded as such by the community of which these persons claim to be a part.

- "Hispanic Americans" means all persons having origins in any of the Spanish speaking peoples of Mexico, South or Central America, or the Caribbean Islands or other Spanish or Portuguese cultures and who are regarded as such by the community of which these persons claim to be a part.

- "Native Americans" means all persons having origins in any of the original peoples of North America and who are regarded as such by the community of which these persons claim to be a part or who are recognized by a tribal organization.

- "Eskimos and Aleuts" means all persons having origins in any of the peoples of Northern Canada, Greenland, Alaska, and Eastern Siberia and who are regarded as such in the community of which these persons claim to be a part.

- **Small Business Enterprise** means an independently owned and operated business which, together with affiliates, has 250 or fewer employees, or average annual gross receipts of \$10 million or less averaged over the previous three years. Nothing in this provision prevents a program, agency, institution, or subdivision from complying with the qualification criteria of a specific state program or a federal guideline to be in compliance with a federal grant or program.

- **Woman-owned Business Enterprise** refers to a business that is at least 51 percent owned and controlled by one or more women who are U.S. citizens or legal resident aliens. In the case of a corporation, partnership, limited liability company, or other entity, at least 51 percent of the equity ownership interest must be held by one or more women who also manage and direct the firm's daily business operations.

- **Rappahannock County Business** means any private business enterprise, located within the jurisdictional boundaries of the County of Rappahannock.