
**Advertisement for Request for Proposals
Sugar Mountain Golf Course Stream Repair Project
Village of Sugar Mountain**

I. Introduction

- The Village of Sugar Mountain is seeking proposals from qualified contractors to perform Hurricane Helene repairs to the Sugar Mountain Golf Course streams. The purpose of this project is to repair Sugar Mountain Golf Course streams to their pre-disaster condition.

II. Project Description

The Stream Repair Project will include, but is not limited to:

- Site Preparations
- Erosion and Sedimentation Control
- Earthwork
- In Stream Structures
- Culvert Replacements
- Site Stabilization and Plantings

III. Proposal Submission Guidelines

Proposal/Bid Documents can be obtained at: www.seesugar.com/Village/announcements/. This includes the complete Request for Proposal outlining the proposal process and requirements, the Design Plans and Specifications, and the sample Contract.

The Contractor must satisfy himself as to the labor and equipment needed. Any explanation desired by a Proposer regarding the meaning or interpretation of the advertisement for proposal, specifications, etc., must be requested in writing to the Village with sufficient time allowed for a reply to each Proposer before the submission of their proposals. The deadline for submission of questions will be determined at the Mandatory Site Visit. Any interpretation made will be in the form of an Addendum to the Request for Proposals, specifications, etc., and will be furnished to all prospective Proposers. Its receipt by the Proposer must be acknowledged in the space provided on the addendum proposal form or by letter received before the time set for submission of proposals. Oral explanations or instructions given before the award of the contract will not be binding.

The Contractor certifies, by submission of a proposal, that the Contractor has inspected the project included in his formal proposal and has become familiar with the conditions under which the proposed work will be performed. Failure to do so will not relieve Proposers from responsibility for estimating properly the difficulty or cost of successfully performing the work. The Village will assume no responsibility for any understanding or representations concerning conditions made by any of its officers or agents prior to the execution of the contract, unless included in the advertisement for proposal, the specifications, or related documents.

Proposals shall be properly executed and submitted on the forms furnished, or copies thereof, and must be signed manually. If erasures or other changes appear on the forms, the person signing the proposal must initial each erasure or change. Proposals by Contractors must be received by the Village at the time and place specified in the Request for Proposal and shall be made part of the Contract Documents. Alternate bids will not be considered.

Submittal of Proposals. Sealed Proposals/bids will be submitted to **1) if mailed: Village of Sugar Mountain, Attn: Susan Phillips, 251 Dick Trundy Ln, Sugar Mountain, NC 28604, 2) if hand delivered: Village Hall, Village of Sugar Mountain, 251 Dick Trundy Ln, Sugar Mountain, NC 28604**, prior to or at the appointed

day and time. **Each proposal must be submitted in a sealed envelope bearing on the outside the name of the proposer, the name of the project for which the proposal is submitted, and the date and time of the proposal submission.** All proposals submitted must be typed or written in ink and signed by the Contractor's designated representative. All proposal/bid forms and all requested certifications must be submitted; failure to include all forms may result in rejection of a proposal. Any proposal may be withdrawn without prejudice prior to the official submission time.

Interested parties must submit their Proposals using the forms and process outlined in the complete Request for Proposals no later than **Thursday, July 16, 2026, at 3:00 pm EDT** to:

Susan Phillips, Village Manager
Village Hall, 251 Dick Trundy Ln, Sugar Mountain, NC 28604
manager.finance@seesugar.com

Late submissions will not be considered.

IV. Proposal Requirements

Each proposal must include the following:

1. Price Proposal Summary
2. Bid Bond: The Price Proposal Summary (bid) shall be accompanied by a bid bond in the amount of five percent (5%) of the bid price not including Alternate Bid Items. The bid bond must be executed by a corporate surety licensed under the laws of North Carolina to execute such bonds.
3. Contractors Proposal Qualification Form (with Certificate of Insurance attached)
4. Performance and Payment Bonds: Proof (letter from corporate surety) of ability to provide Performance Bond equal to 100% of the contract amount, ensuring completion of the project in accordance with specifications, and Payment Bond equal to 100% of the contract amount, guaranteeing payment to subcontractors, suppliers, and laborers.
5. Copy of the proposer's North Carolina General Contractors License

V. Evaluation Criteria

Proposals that satisfy the proposal requirements including proof of insurance, licensure, and the ability to provide the Bond requirements will then be evaluated based on the following:

- Cost proposal
- Corporate Information: If a Proposer is a corporation, it shall be certified with the North Carolina Secretary of State and have a corporate status in good standing, and in the case of out-of-state corporation, they must present evidence of authority to do business in North Carolina. The corporate seal should be affixed to the proposal.
- Licenses and Certificates: List any licenses or certificates related to the scope of work described in the RFP. State if the Proposer does not have any related or applicable licenses or certifications.
- License Sanctions: List of any regulatory or license agency sanctions. State if there are no license sanctions against the Proposer.
- Past Performance: Proposer(s) must list and provide required information from three projects of similar size, complexity, and cost within the past seven (7) years. Required information from each project listed includes total miles/ft of stream repair, general scope of repair, total dollar amount of each project. The Proposer must also provide a contact person familiar with the project, telephone number, and e-mail address for each project.
- Acknowledgment of Addenda: Include a signed and dated copy of all addendums issued by the Village, if any.

VI. Pre-Proposal Site Visit

A **mandatory** site visit will be held on **June 25, 2026, at 10:00 AM EDT** at 251 Dick Trundy Rd, Sugar Mountain. Contractors will have the opportunity to inspect the site and ask questions. Only Proposers that have representative attend the mandatory site visit and sign the attendance registry will be allowed to submit a proposal.

The deadline for proposers to submit questions regarding the project and RFP will be **June 29, 2026, at 12:00 PM EDT**, with responses provided by **June 30, 2026, at 12:00 PM EDT**.

VII. Contact Information

For any questions or clarifications, please contact:

Susan Phillips
(828) 898-9292
manager.finance@seesugar.com

VIII. Disclaimer

The Village of Sugar Mountain reserves the right to reject any or all proposals, to waive informalities or irregularities, and to award the contract in the best interest of the organization.
