

**ADVERTISEMENT FOR INFORMAL BIDS**  
POSTED: OCTOBER 16, 2025  
CITY BID NUMBER: 274-PRCR-MARSHCRSITE2025

**Project: Marsh Creek Park – Site and Utilities Improvements for Outdoor Pavilion**

Owner: City of Raleigh, North Carolina, Parks, Recreation and Cultural Resources  
Department, 222 West Hargett St. Suite 601, Raleigh, NC 27601  
Contact: Gary Claiborne, Capital Project Supervisor  
(gary.claiborne@raleighnc.gov)

Engineer: Timmons Group, Raleigh, NC

**Sealed Bids will be received until 1:00 pm, Thursday, November 13, 2025, at the Raleigh Municipal Building, Conference Room 305, 222 W. Hargett Street, Raleigh, NC 27601,** at which time and place bids will be opened for the construction of the Marsh Creek Park – Site and Utilities Improvements for Outdoor Pavilion project.

After Bids are opened, the Owner shall evaluate them in accordance with the methods and criteria set forth in the Instructions to Bidders. The Owner/City Council reserves the right to waive any informality or to reject any or all Bids. Unless all Bids are rejected, Award will be made to the lowest responsible and responsive Bidder, taking into consideration quality, performance and the time specified in the Bid Form for the performance of the Contract.

**The Project consists generally of the following major items:**

- Site preparation, erosion controls and tree protection, site and utility improvements, site grading, and hydroseeding necessary for the installation of an outdoor pavilion structure to be located at Marsh Creek Park, 3050 N New Hope Road, Raleigh, NC 27604.
  - The pavilion will be installed via a separate contract with the pavilion vendor. Site contractor will be required to coordinate schedule and work with pavilion installer throughout the project.
- Subgrade preparation and utility connections necessary for the pavilion installation are included in this Project.

**A non-mandatory Pre-Bid Meeting will be held on 2:00 pm, Thursday, October 23, 2025 at the project site located at Marsh Creek Park, 3050 N New Hope Road, Raleigh, NC 27604.** Meet at the west side of the community center, near the proposed project site.

**Bidder questions related to this project shall be made via email to Gary Claiborne, Capital Project Supervisor, [gary.claiborne@raleighnc.gov](mailto:gary.claiborne@raleighnc.gov), with the Raleigh Parks, Recreation and Cultural Resources Dept. All questions are due no later than 5:00 pm, Wednesday, October 29, 2025.** Any questions submitted after this deadline will not be accepted. Responses to all questions will be issued via an addendum on November 5, 2025. Any and all communications during the bidding period shall be by email to Gary Claiborne at [gary.claiborne@raleighnc.gov](mailto:gary.claiborne@raleighnc.gov). ***No telephone calls regarding this project or bid will be accepted during the bidding period.***

**Electronic Bid Documents (bid forms, plans, and specifications) may be obtained** by registering with Raleigh Parks, Recreation and Cultural Resources Dept. by emailing Gary Claiborne at [gary.claiborne@raleighnc.gov](mailto:gary.claiborne@raleighnc.gov) . No hardcopies will be provided.

No plan deposit is required. The City of Raleigh will not be responsible for full or partial sets of Bid Documents, including any Addenda, obtained from any other source.

With each e-mail request for Bidding Documents, supply the following information: Company name, contact person, street address, phone number, and email address for bidder point of contact. Indicate if the firm will be a Prime bidder, Supplier or Sub-Contractor.

Bidders will be required to show evidence that they are licensed to perform the work in the Bidding Documents as required by North Carolina General Statute, Chapter 87.

Pursuant to General Statutes of North Carolina Sections 143-128.2 and 143-131, and in accordance with City policy, the City of Raleigh encourages and provides equal opportunity for certified Minority and Woman-Owned Business Enterprise (MWBE) businesses to participate in all aspects of the City's contracting and procurement programs to include Professional Services; Goods and Other Services; and Construction. The prime contractor will be required to identify participation of MWBE businesses in their Bid, and how that participation will be achieved.

Furthermore, the City's goal is to contract or sub-contract fifteen percent (15%) of the contract amount to certified MWBEs on construction projects over \$300,000, or with contracts that include \$100,000 or more in state funding.

**Bidders are encouraged to hand deliver Bids**, either directly at the bid opening or prior to bid opening to the Raleigh Parks, Recreation and Cultural Resources reception desk on the 6th floor of the Raleigh Municipal Building, Conference Room 305, 222 W. Hargett Street, Raleigh, NC 27601.

- **If a Bid is sent by mail or other delivery service**, the sealed envelope containing the Bid shall be enclosed in a separate package plainly marked on the outside with the notation "BID ENCLOSED." A delivery system submitted Bid shall be addressed to:
  - **Via Registered Mail (USPS) ONLY:** City of Raleigh, Parks, Recreation and Cultural Resources Department, Attn: Gary Claiborne, RE: Marsh Creek Park – Site and Utilities Improvements, P.O. Box 590, Raleigh, North Carolina 27602.
  - **Via other delivery systems (FedEx, USPS, etc.):** City of Raleigh, Parks, Recreation and Cultural Resources Department, Attn: Gary Claiborne, RE: Marsh Creek Park – Site and Utilities Improvements, 222 W. Hargett Street, Suite 601, Raleigh, NC 27601.

### **Bid Checklist**

The following forms, included in the Bid Documents, must be completed by the Bidder and included with the Bid:

- Bid Proposal Form, including:
  - Base bid in both written words and numerals
  - General Contractor, Electrical, Plumbing, and Mechanical Contractor names and license numbers (list N/A if not applicable)
  - Unit Prices
  - Allowances (include amounts in base bid)
  - Acknowledgment of Receipt of Addenda (signed)
  - Proposal Signature Page (signed)
  - Bidder Qualifications
  - Additional Bidder's Certification (signed)
  - Contractor's Performance Policy (signed)
- MWBE forms
  - Acknowledgment of MWBE Policy (signed)
  - Identification of MWBE Participation for Informal Projects
- Evidence of authority to do business in the state of the Project (i.e., copy of contractor's license)

**END OF ADVERTISEMENT FOR INFORMAL BIDS**