

Town of Franklin
Request for Proposals: Cartoogechaye Boardwalk

Posting date: Monday, March 2, 2026
Due Date: Thursday, April 2, 2026 at 3:00 p.m.

I. PROJECT BACKGROUND

Franklin (the “Town”) is a town in and the county seat of Macon County, North Carolina. It is situated within the Nantahala National Forest. The population is approximately 4,300. Franklin is a popular destination for hikers and outdoor enthusiasts, specifically in relation to the Nantahala National Forest, the Great Smoky Mountains, and the Appalachian Trail. The town and the surrounding area is rich in gems and minerals, and is known locally as the "Gem Capital of The World."

Franklin has been celebrated as a thriving community with many outdoor and recreational amenities. As part of an effort to maintain and improve connectivity, a boardwalk adjacent to the wetland area along the Allman Drive greenway connector path is proposed. This new connector and boardwalk will allow Appalachian Trail hikers the ability to connect to the greenway and avoid having to walk in a high vehicular traffic area.

II. SCOPE OF WORK

The Town of Franklin is soliciting bids for a project (this Request for Proposals, the “RFP”) which will include the preparation for and construction of a 180 LF boardwalk. The denuded limits for the project are approximately 0.77 AC.

Description:

A. The contractor shall furnish all labor, material, equipment necessary to clear, grade, and construct the boardwalk in accordance with drawings, specifications and per applicable standards and ADA requirements. Bids shall include all areas identified as part of the engineered plans.

B. The work shall include, but shall not be limited to the following (not necessarily in the order indicated):

1. Contractor shall obtain all permits necessary for construction.
2. Contractor shall contact the Town of Franklin to schedule a preconstruction conference; failure to do so at least 48 hours in advance of land disturbing activity is subject to fine.
3. Contractor shall install silt fence, timber matting and other measures as shown on plans, clearing only as necessary to install these devices.
4. Contractor shall field locate and stake existing sanitary sewer line and 50’ stream buffer prior to commencing any construction and conferring with Town staff related to the sewer line location.
5. Contractor shall field stake boardwalk.
6. Contractor shall pre-drill holes for timber piles on the boardwalk; boardwalk piles shall be driven to avoid impacts to the adjacent sewer line.

7. Contractor shall utilize top-down construction for installation of driven piles.
8. Following installation, Contractor shall temporary-seed all disturbed areas per approved seeding details and seeding mixtures.
9. Any damage to public property belonging to the Town or any other unit of government, or to private property, including without limitation utilities, roads, sidewalks, ramps, curbs, etc. during project installation must be fully repaired at contractor's expense and to the satisfaction of all relevant Town of Franklin parties.
10. Contractor is responsible for removing all debris from properties related to construction activities.
11. Town designated staff must be notified immediately in the event of a fuel, oil, or chemical spill.
12. All contractor employees will abide by Town policies and maintain professional conduct respecting general public and Town staff.
13. Work to occur so as to minimize disruptions to normal activities.

III. SUBMISSIONS & RESPONSE FORMAT

A. Questions:

Questions concerning this RFP must be made via email to the point of contact below. Responses to all submitted questions will be posted at: <https://franklinnc.com/bid-requests-town-franklin-nc.html>. Any revisions, addendums, and answers to questions received at least a week before the proposal due dates will be sent to those who directly received this RFP.

There will be a not be mandatory pre-bid site visit held by the Town; however, site visit is strongly recommended. Respondents can inspect sidewalks on their own time or schedule site visits through the point of contact below.

B. Deadline:

The deadline for responding to this RFP is **3:00 p.m. on Thursday, April 2, 2026**. It is the responsibility of the firm submitting proposals to ensure that the point of contact has received a completed proposal by the required deadline.

Point of Contact
Bill Deal, Public Works Director
Town of Franklin
95 East Main Street
Franklin, NC 28734
bdeal@franklinnc.com
828-524-2516 x 402

The Department of Public Works prefers to receive submitted materials via mail or Courier with subject line "Proposal Cartoogechaye Boardwalk".

C. Submissions:

Responses are encouraged to be concise. Respondents may partner with other firms, local or otherwise, in order to provide the best possible proposal for ensuring quality and efficient completion of the project tasks. All proposals must include, at a minimum, the following:

1. A cover page including the Request for Proposals title and applicant firm's name, any sub-Respondents or other partners, and the office location from which the work will originate.
2. A summary of the Respondents' understanding and approach of the project Scope of Work.
3. A Statement of Qualifications applicable to this project including the names, qualifications and proposed duties of the teams' staff to be assigned to this project; a listing of recent similar projects completed, including the names, titles, addresses, and telephone numbers of the appropriate persons whom the Town should contact.
4. A schedule of the work including proposed dates for each submittal discussed in the Scope of Work above.
5. A copy of the Respondent's hourly rate schedule for all personnel, and project costs anticipated to be involved in the project, and a statement that said hourly rate schedule is part of the Respondent's Proposal for use in invoicing for progress payments and for extra work incurred that is not part of this RFP. All extra work will require prior approval from the Town.

IV. RESPONDENT SELECTION

Proposals will be reviewed and evaluated by Town staff based on the information provided. The Project will be awarded, subject to a satisfactory contract, to the lowest responsive responsible bidder.

Additional information may be requested prior to final selection. Final costs will be determined through negotiations with the selected firm.

V. EXHIBITS

Exhibit A: Area where construction will occur including measured footage.

Exhibit B – Bid Submission Acknowledgement – to be returned as part of the submission packet.

VI. CONTRACTING

The selected Respondent must qualify as an independent contractor and, prior to being awarded a contract, must apply for registration in North Carolina. The contract will not be executed until the Respondent is registered with the Secretary of State's Office.

Prior to beginning any work, the Respondent shall obtain Insurance Coverage in accordance with the Town's policies. The certificate of insurance coverage shall be documented on forms acceptable to the Town.

VII. AGREEMENT REQUIREMENTS

The selected Respondent will be required to execute a contract with the Town on the terms and conditions required by the Town.

VIII. LIMITATIONS OF LIABILITY

The Town assumes no responsibility or liability for the response to this Request for Proposals.

IX. COSTS ASSOCIATED WITH PROPOSAL

Any costs incurred by any person or entity in preparing, submitting, or presenting a proposal are the sole responsibility of that person or entity, including any requests for additional information or interviews. The Town will not reimburse any person or entity for any costs incurred prior to the issuance of the contract.

X. INDEMNIFICATION

Any party responding to this Request for Proposals is acting in an independent capacity and not as an officer or employee of the Town. Any party responding to this Request for Proposals will be required to indemnify, defend, and hold harmless the Town, its officers, and employees from all liability and any claims, suits, expenses, losses, judgments, and damages arising as a result of the responding party's acts and/or omissions in or related to the response.

XI. REJECTION OF PROPOSALS

The Town reserves the right to reject any or all proposals, to negotiate with one or more parties, or to award the contract to the proposal the Town deems will meet its best interests, even if that proposal is not the lowest bid. The Town reserves the right to re-advertise for additional proposals and to extend the deadline for submission of the proposals. This Request for Proposals in no way obligates the Town to award a contract.

XII. OWNERSHIP OF DOCUMENTS

Any materials submitted to the Town in response to this Request for Proposals shall become the property of the Town unless another arrangement is made by written agreement between the Town and the responding party. The responding party may retain copies of the original documents.

XIII. DUTY TO INFORM TOWN OF BID DOCUMENT ERRORS

If a bidder knows, suspects, or has reasonable cause to believe, that an error or omission exists in any of the bid documents, including but not limited to unit prices and rate calculations, the bidder shall immediately give the Town written notice thereof. Respondents shall not cause or permit any work to be conducted that may be related to the error or omission without first receiving written acknowledgment from the Town that Town representatives understand the possible error or omission and have approved the requested modifications to the bid or contract documents or that the Respondent may proceed without any modification being made to the bid or contract documents.

XIV. PUBLIC RECORDS

Any and all records submitted to the Town, whether electronic, paper, or otherwise recorded, are subject to the North Carolina Public Records Law. The determination of how those records must be handled is solely within the purview of Town. All records the responding party considers to be trade secrets, as that term is defined by subsection 132-1.2 of the Public Records Act, or that the responding party otherwise seeks to have the Town consider as exempt must be identified clearly and specifically at the time of submission. It is not sufficient to merely state generally that a proposal is proprietary, contains a trade secret, or is otherwise exempt.

EXHIBIT A

See Attached Engineered Plans for Specifics

EXHIBIT B

Bid Submission Acknowledgement

In submitting this proposal, it is understood that the unrestricted right is reserved by the Town in making the award to reject any and all proposals or parts thereof, or to waive any informalities or technicalities in said bids. The undersigned hereby certifies that this bid is genuine, and not a sham or collusive, or made in the interest or in behalf of any person, firm or corporation not herein named; that the undersigned has not directly or indirectly induced or solicited any bidder to refrain from bidding, and that the undersigned has it, in any manner, sought by collusion to secure for himself and advantage over any other bidder.

Print Name

Signature

Title

Date

State of _____

County of _____

I, _____, Notary Public, do hereby certify that _____
[Name of Individual(s) Whose Acknowledgment is Being Taken] personally appeared before me
this day and acknowledged the due execution of the foregoing instrument.

Witness my hand and official seal this _____ day of _____, 20__.

(Official Seal)

Official Signature of Notary

Notary's Printed or Typed Name

My Commission Expires: _____