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**CITY OF NORTHWEST**  
**DITCH BULKHEAD**

DATE: \_\_\_\_\_

CITY OF NORTHWEST 4889 Vernon Road, Leland, N.C. 28451  
Attention: Sylvester Ballard, City Councilman

**Reference: NORTHWEST TOWN HALL DITCH BULKHEAD PROJECT**

Address: 4889 Vernon Road  
Town of Northwest  
Brunswick County, North Carolina 28451

Dear Councilman Ballard,

\_\_\_\_\_ is pleased to present the following proposal for services associated with the above referenced ditching project. \_\_\_\_\_ was provided the quantities and work scope defined by the town of Northwest. It is important to note \_\_\_\_\_ anticipates the work scope can be accomplished with the following equipment:

Excavator, Tractor and Trailer.

**1. PROJECT OVERVIEW**

\_\_\_\_\_ understands that the park renovation project is proposed at the above captioned existing park area per the quantities and location provided by client (City of Northwest). The work scope constitutes improvements to the left and right ditches located at the front driveway of the City Hall building.

This project is designed to provide reinforced concrete bulkhead/side walls with a reinforced base in the main entrance ditches to prevent further soil erosion from taking place.

**I. Scope of Work and Proposal Cost**

**A-The dimension of the ditch area located on the side adjacent to the City sign and flag pole is as follows:**

40'(length) x 10'(height) x 4"(thickness sidewalls) with a 36" (width) base x 6" (thickness), all reinforced with #5 rebar.  
**(Area estimated at 80ft x 20'x 4" x 6", equating to 30 yards of concrete.)**

**B- The dimension of the opposite ditch is as follows:**

30'(length) x 10'(height) x 4"(thickness sidewalls) with a 36" (width) base x 6" (thickness), all reinforced with #5 rebar.  
**(Area estimated at 60ft x 20'x 4" x 6", equating to 25 yards of concrete.)**

**II. TASK LIST**

Each task has been assigned a number for reference throughout the rest of this document and during the commission of the project.

**(1) Ground preparation**

**(2) Forming Layout**

**(3) Performance of work**

**(4) Site Cleanup**

**1- (Ground preparation)-** The necessary excavation to remove existing erosion on both sides of the ditch, and in the base of the ditches, will be done to achieve equal 45 degrees angle sides. The base will be cleared out, leveled to allow smooth drainage flow.

**2- (Forming Layout)-** The base and the sides will be properly formed utilizing 2x4 or greater forming materials. Number 5 rebar will be installed in both, the base and sidewalls of the ditches.

**3- (Performance of Work)-** Quality grade concrete will used in the commission of the scope of work. All equipment utilized during this scope of work agreement will be at the sole cost of the contractor performing the services. The final outcome will be a professional finished product that will provide lasting erosion protection in the targeted area.

**4- (Site Cleanup)-** Worksite cleanup will be the sole responsibility of the contractor. All construction debris and excess masonry materials will be completely remove and discarded off the City property, to the satisfaction of the assigned Project Manager of designated City employee.

**PROJECT OBJECTIVE**

This is a FIXED-COST AGREEMENT CONTRACT. A \$500 (Five hundred dollar) retainer fee will held for the duration of 4 (four) week proceeding the completion of work (final inspection).

**[Schedules]**

Projected Start Date \_\_\_\_\_

Projected Completion Date: \_\_\_\_\_

Project Close-out: \_\_\_\_\_

**By signing below, I verify that I am a representative of the below identified entity and that I have the authority to bind such entity.**

Project Approval:

Contractor Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Project Manager: \_\_\_\_\_

Date: \_\_\_\_\_

Witness: \_\_\_\_\_

Date: \_\_\_\_\_

Witness: \_\_\_\_\_

Date: \_\_\_\_\_

**KEY PERSONNEL LIST**

Name of Key Personnel	Role / Title	Responsibilities
_____	_____	_____
_____	_____	_____

**PROBLEM STATEMENT**

\*\*The erosion area around sides of the existing masonry wall will be filled in with concrete supported with #5 rebar to prevent further erosion into the ditches.

**PROJECT GOAL(S)**

To protect ditch areas from further erosion caused by storm water runoff from the property.

**HOW GOAL WILL BE ACHIEVED-**

By installing a minimum 4-inch thick sidewalls and 6 inch deep concrete ditch base.

**Comprehensive Bid Total**

**Total Fee: \$ \_\_\_\_\_**

\*\*\***Items not included** in this proposal include the following:

- Fill dirt and gravel (**provided by client**)
- State or Local Agency Permitting
- Surveying Services
- Environmental Services including wetlands permitting or determination Miscellaneous scope changes per owner's request or owner's agents Work activities outside of work scope and area -
- Any other professional services not specifically listed

I acknowledge that I accept the terms of this proposal by signing where indicated below and returning it to the Northwest City Clerk office. In addition, acknowledge awareness that a retainer fee of **\$1,000.00** will be withheld for 30 business days after the successful completion of this project. To the start of the project a 50% payment invoice will be allowed with a final invoice to be generated at the projects completion and to be paid within one (2) weeks.

\_\_\_\_\_ appreciates the opportunity to provide a proposal for this project. Please do not hesitate to contact us at \_\_\_\_\_ with any questions regarding these matters.

Sincerely,

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**Contractor Signature**

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**City Official**

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**Witness**