

Great Parks of Hamilton County
Request for Proposal
Mitchell Memorial Forest Culvert Repairs
January 28, 2026

A. Introduction

Great Parks of Hamilton County (Great Parks) is requesting bid proposals for **Culvert Repairs** at 2 locations underneath Mitchell Memorial Drive within Mitchell Memorial Forest, Cleves, Ohio. This Request for Proposal Bid Packet shall be made part of the Contractor's bid proposal and will serve as the contract for this service.

Project Location:

Mitchell Memorial Drive, Mitchell Memorial Forest
Cleves, Ohio 45002
(Hamilton County)

Attachments:

See Appendix A for map and specific culvert locations.

B. Scope of Work

1. Project Overview

This project involves the repair, removal and replacement of two culvert pipes located under Mitchell Memorial Drive. Culvert A is to be slip-line repaired with 24-inch HDPE N-12 pipe. Culvert B is to be replaced with 18-inch HDPE N-12 pipe. Each culvert site shall also include construction of a concrete headwall and tailwall, installation of rip rap and erosion control, restoration of asphalt pavement and curbing, and restoration of disturbed ground.

The replacement of Culvert B will also require the excavation, cutting and repairing of a 6" water main line running alongside of Mitchell Memorial Drive in the required excavation area.

All work must comply with ODOT standards and all applicable federal, state, and local codes.

2. Scope of Services

A. Site Preparation

- Mobilization of necessary equipment and materials
- Secure the work area with temporary fencing and signage to prevent unauthorized access.

- Saw cutting of asphalt roadway and concrete curbs where excavation is required.
- Removal and proper disposal of existing asphalt, concrete curbs, underlying base materials, culvert pipes, headwalls and tailwalls.

B. Installation of New Culverts

- Install one new 24" HDPE N12 pipe at Culvert A by slip-lining the existing 30" pipe.
- Install one new 18" HDPE N12 pipe at Culvert B.
- Construct cast-in-place concrete headwalls and tailwalls at each location
- Install Mirafi 180N matting, 6" of #2 stone and 6" of Type D Rip Rap extending a minimum of 10 feet upstream of each headwall.
- Install Mirafi 180N matting, 6" of #2 stone, 6" of Type D Rip Rap and 6" of Type C Rip Rap extending a minimum of 10 feet downstream of each tailwall.
- Restore base and sub-base using ODOT-approved materials
- Replace curbs with 4000 PSI concrete with medium broom finish
- Restore roadway with ODOT-compliant asphalt to match existing pavement thickness and grade
- Apply seed and straw to all disturbed grass or soil areas

C. Testing & Certification

- Provide certification of pipe material and concrete strength
- Any compaction or backfill testing required per ODOT standards shall be coordinated and paid by the Contractor

3. Project Deliverables

- Detailed demolition and disposal plan
- Drainage layout and product datasheets
- Culvert installation plan Schedule with estimated start and completion dates
- Final walkthrough checklist and punch list
- Warranty on pipe materials and workmanship (Minimum 1-year required)

C. Bid Proposal Instructions and Submission Deadline

Persons interested in bidding to provide **Culvert Repairs** must complete all of the information requested by this Bid Proposal Packet and affix the signatures and

initials required on this Bid Proposal Packet. Failure to complete the required information and/or affix the required signatures/initials may result in the Bid Proposal being rejected in its entirety.

All Bid Proposals must be typed or written legibly on the forms in this Bid Proposal Packet. This entire signed and initialed Bid Proposal Packet, including any additional documents provided by the Supplier, shall be submitted to Great Parks at its offices located at 10245 Winton Road, Cincinnati, Ohio 45231 or emailed to gbundy@greatparks.org.

All Bid Proposals MUST BE RECEIVED by 4:00PM (EST) on February 2, 2026.

For Legal RFPs only, remove if less than \$50k total: Bid Proposals shall be publicly opened at Great Parks of Hamilton County, Winton Woods, Winton Centre Board Room, starting at 10:00 AM on February 3, 2026.

Any questions prior to the proposal deadline shall be directed to Gregor Bundy by email at gbundy@greatparks.org or by phone at 513-467-7062.

D. General Notes

1. All permits and inspections are the responsibility of the Contractor, when applicable.
2. All Work shall conform to applicable codes and authorities having jurisdiction over service area. Each Contractor shall secure and pay for all permits, tests, and inspections as required by authorities having jurisdiction for Work.
3. Work to start immediately upon awarded start date.
4. The Contractor shall furnish all labor, material, and appurtenances necessary for a complete project or operational system as outlined in the plans, specifications, and this Request for Proposal.
5. The Contractor shall visit the facility and site to become familiar with existing conditions prior to work.
6. All excess materials shall be hauled off-site and legally disposed.
7. Prevailing wages do apply.
8. Great Parks reserves the right to reject any and all bids.
9. Great Parks is tax exempt.

DI. Submission of Invoices

The Contractor shall submit proper invoices via email directly to ParkDistrictAP@avidbill.com. A proper invoice will include account number, the park, location, quantity delivered, per unit price, total amount, shipping date, invoice number, invoice date, and Great Parks' purchase order number.

F. Acceptance of Proposal and Contract Award

It is the intent of Great Parks to award a contract provided the proposal has been submitted in accordance with the requirements of the **Culvert Repair** Request for Proposal. Great Parks shall have the right to waive informalities and irregularities in a proposal received and to accept the proposal, which in Great Parks' judgment, is in Great Parks' own best interests.

In determining the lowest and best proposal, the following items will be considered in addition to the proposal amount:

1. The record of the Contractor in performing other Great Parks projects and/or similar publicly funded projects.
2. The record, experience, and ability of the Contractor to execute services of the like character, scope, and size.
3. Contractor has adequate equipment and facilities to perform the services properly in a timely and expeditious manner.
4. Contractor has suitable financial status to meet obligations incident to services.
5. Contractor has appropriate technical experience in projects of similar scope and conditions.

Prior to acceptance of the proposal and prior to performing work, the Contractor shall furnish proof of the below required documents:

1. Certificate of Insurance, listing Great Parks of Hamilton County as additional insured.
2. Ohio Bureau of Workers' Compensation (BWC) Certificate of Coverage.
3. New Vendor Form (if applicable, for Great Parks Finance Department purposes).
4. List of emergency contacts and their contact information.
5. Signed and completed Indemnification section (p. 7).
6. Signed Bid Form (p. 8).
7. Initial *all* pages in the area provided on the footer of each page (p. 1-8).

G. Certificate of Liability Insurance Requirements

Insurance coverage shall not be less than the following:

Comprehensive General Liability (including Completed Operations, Blanket Contractual, Independent Contractors, and Personal Injury):

a. Bodily Injury	\$1,000,000 Each Occurrence;	\$2,000,000
	Aggregate	
b. Property Damage	\$1,000,000 Each Occurrence;	\$1,000,000
	Aggregate	

Automobile Liability (including Owner, Non-owned and Hired):

a. Bodily Injury	\$1,000,000 Each Occurrence;	\$1,000,000
	Aggregate	
b. Property Damage	\$250,000 Each Occurrence;	\$250,000
	Aggregate	

H. Safety of Persons and Property

The Contractor shall be responsible for initiating, maintaining, and supervising all safety precautions and programs in connection with the performance of this work.

With respect to all Work performed, the Contractor shall:

1. Comply with the requirements of the Occupational Safety and Health Act of 1970 (Public Law 91-596), and the requirements of Title 29 of the Code of Federal Regulations, Paragraph 1518, as published in the "Federal Register" Vol. 36. N.75 Saturday, April 17, 1971 and as mended from time to time.
2. Exercise every precaution at all times for the prevention of accidents and the protection of persons (including employees) and property.
3. Maintain at its office and in delivery vehicles all articles necessary for giving first aid to the injured and shall make standing arrangements for the immediate removal to a hospital or doctor's care of persons (including employees) who may be injured at the work site.
4. Comply with and give notices required by applicable laws, statutes, ordinances, codes, rules and regulations, and lawful orders of public

authorities bearing on safety of persons or property or their protection from damage, injury or loss.

5. When use of storage of explosives or other hazardous material or equipment or unusual methods are necessary for execution of the Work, the Contractor shall exercise utmost care and carry on such activities under supervision of properly qualified personnel.
6. Promptly remedy damage and loss (other than damage or loss insured under property insurance required by the contract) to property caused in whole or in part by the Contractor or anyone directly or indirectly employed by any of them, or by anyone for whose acts they may be liable and for which the Contractor is, except damage or loss attributable to acts or omissions of the Great Parks or anyone directly or indirectly employed by them, or anyone for whose acts may be liable, and not attributable to the fault or negligence of the Contractor. The foregoing obligations of the Contractor are in addition to the Contractor's obligations for Indemnification.
7. Designate a responsible member of the Contractor's organization at the site whose duty shall be the prevention of accidents. This person shall be the Contractor's superintendent unless otherwise designated by the Contractor in writing to Great Parks.

I. Cancellation

This agreement may be canceled by either party thirty (30) days after written notice is given. However, no party may exercise this right for the first six (6) months the contract is in effect. Notwithstanding of these provisions, any failure to either meet contract specifications or comply with delivery requirements shall be cause for immediate cancellation.

J. Indemnification

To the fullest extent permitted by law, the Contractor shall indemnify and hold harmless, Great Parks, Great Parks' consultants, agents, vendors and employees of any of them from and against claims, damages, losses and expenses, including but not limited to attorneys' fees, arising out of or resulting from performance of the Work, provided that such claim, damage, loss or expense is attributable to bodily injury, sickness, disease or death, or to injury to or destruction of tangible property (other than the Work itself), but only to the extent caused by the negligent acts or omissions of the Contractor, a Subcontractor, anyone directly or indirectly employed by them or anyone for whose acts they may be liable. Such obligation shall not be construed to negate, abridge, or reduce other rights or obligations of indemnity which would otherwise exist as to a party or person described in this section.

In claims against any person or entity indemnified under this section by an employee of the Contractor, a Subcontractor, anyone directly or indirectly employed by them or anyone for whose acts they may be liable, the indemnification obligation under this section shall not be limited by a limitation on amount or type of damages, compensation or benefits payable by or for the Contractor or a Subcontractor under workers' compensation acts, disability benefit acts or other employee benefit acts.

Company:

Address:

City, State, Zip:

Office Phone:

Mobile Phone:

Email:

Fax:

Authorized By:

Title:

Bid Form

We, the undersigned, having familiarized ourselves with the site and local conditions and with the Request for Proposal prepared by Great Parks of Hamilton County do hereby propose to furnish all labor, materials, equipment, tools, expendable equipment, temporary services and supervision required for:

Great Parks of Hamilton County Culvert Repairs Request for Proposal

COMPANY:

BY (Name, Title):

SIGNATURE: _____ DATE: _____

COMPANY ADDRESS:

WORK NO: _____ MOBILE NO: _____

E-MAIL ADDRESS:

State whether a: Corporation (); Partnership (); Sole Proprietorship ()

Bid Tabulation

We, the Contractor, propose to supply **Culvert Repairs** services listed herein for the period outlined in this document for the price of:

Culvert Replacement	Total Cost

Appendix A

