WEST VIRGINIA
DEPARTMENT OF TOURISM

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Charleston, West Virginia 25305
(304) 558-2200 | WVtourism.com

REQUEST FOR QUOTATION
WEST VIRGINIA DEPARTMENT OF TOURISM
GRAVE CREEK MOUND ARCHAEOLOGICAL COMPLEX
HISTORIC MASONRY RESTORATION
ARFQ TOR2700000006

Issued by:
The West Virginia Department of Tourism
1900 Kanawha Boulevard, East
State Capitol Complex, Building 9, Suite 106
Charleston, WV 25305

Date Issued: October 5, 2026

Solicitation Closes: October 19, 2026

SPECIFICATIONS

1. PURPOSE AND SCOPE

1.1. The West Virginia Department of Tourism (Agency), on behalf of the Grave Creek Mound Archaeological Complex, is soliciting bids from qualified historic masonry contractors to restore deteriorated masonry at the historic steps and adjacent masonry features at the Grave Creek Mound Archaeological Complex in Moundsville, West Virginia. The work shall preserve the historic integrity of the site while protecting sensitive archaeological resources associated with the prehistoric Indigenous burial mound.

1.2. Vendor shall provide all labor, materials, equipment, supervision, permits, transportation, insurance, overhead, profit, and incidentals necessary to complete the project, including mortar analysis, mock-ups, repointing, repair or approved replacement of damaged masonry, preservation-appropriate cleaning, site protection, and final cleanup.

1.3. The Contract shall be a firm-fixed-price, lump-sum project contract. All project requirements, including correction of punch-list items and final acceptance, shall be completed no later than November 30, 2026, unless extended in writing by Agency in accordance with applicable State procedures.

2. DEFINITIONS

2.1. **Agency** means the West Virginia Department of Tourism, or its authorized representative.

2.2. **Contract** means the written agreement resulting from this solicitation between Agency and the successful vendor.

2.3. **Masonry Repair** means repair or stabilization of existing masonry while preserving as much original material as possible.

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2.4. **Punch List** means a written list of incomplete or deficient work prepared before final acceptance.

2.5. **Replacement Masonry** means new masonry installed only when original material is beyond repair and approved for replacement.

2.6. **Repointing** means the removal of deteriorated mortar and replacement with approved mortar without damaging adjacent masonry.

2.7. **Sensitive Archaeological Area** means areas designated by Agency or SHPO where excavation or disturbance is prohibited without approval.

2.8. **SHPO** means the West Virginia State Historic Preservation Office.

2.9. **Vendor** means any individual, partnership, firm, corporation, or other legal entity submitting a quotation in response to this ARFQ. The term "Vendor" shall be used throughout this solicitation both prior to and after award.

3. MANDATORY REQUIREMENTS

3.1. Vendor shall possess a valid West Virginia contractor license appropriate to the work, shall provide the license number and classification with its bid, and shall maintain the license throughout Contract performance.

3.2. Commercial General Liability: $1,000,000 per occurrence.

3.3. Automobile Liability: $1,000,000 combined single limit.

3.4. Workers' Compensation as required by West Virginia law.

3.5. The successful Vendor shall provide certificates of insurance demonstrating required coverage before work begins and shall maintain coverage throughout Contract performance.

3.6. Vendor shall have at least five (5) years of experience performing historic masonry work.

3.7. Vendor shall have completed at least three (3) comparable historic preservation projects within the past five (5) years.

3.8. Vendor shall submit with its bid documentation demonstrating the experience required by mandatory requirements. For each comparable project, Vendor shall provide project name, location, description of work, completion date, owner or client, and reference contact information.

3.9. Vendor shall demonstrate a record of performing work consistent with the applicable Secretary of the Interior's Standards.

4. HISTORIC PRESERVATION REQUIREMENTS

4.1. All work shall comply with the applicable Secretary of the Interior's Standards for the Treatment of Historic Properties and associated Guidelines, including the Standards for Rehabilitation, Preservation, or Restoration as determined by Agency in consultation with SHPO.

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4.2. Historic masonry shall be preserved to the greatest extent reasonably practicable.

4.3. Vendor shall prepare representative mock-ups and submit proposed mortar mix designs and cleaning methods for Agency review and written approval before production work begins.

4.4. Final acceptance is subject to completion of all work, correction of deficiencies, submission of closeout documentation required under Section 16, and any SHPO review or concurrence required for the project. Delays attributable solely to Agency or SHPO review, and not caused by Vendor, shall not constitute Vendor default.

5. MORTAR ANALYSIS

5.1. Vendor shall extract representative mortar samples and conduct laboratory analysis sufficient to determine binder composition, aggregate characteristics, color, texture, and other characteristics necessary for a compatible replacement mortar formulation.

5.2. Vendor shall submit the written laboratory report and proposed mortar formulation to Agency for review and, when required, SHPO review before preparing the production mock-up or beginning repointing.

5.3. Vendor shall prepare a representative masonry repair and repointing mock-up at a location and of a size approved by Agency. The mock-up shall demonstrate mortar color, texture, joint profile, tooling, workmanship, and cleaning method.

5.4. The approved mock-up shall remain in place when practicable and establish the minimum standard of workmanship. Unapproved work does not constitute acceptance of a method or material

6. MASONRY WORK

6.1. Mortar Removal: Vendor shall remove deteriorated mortar with manual hand tools or approved precision equipment without damaging the arrises, faces, or edges of historic masonry. Mortar shall be removed to a sound depth appropriate to the approved preservation method and replacement mortar system.

6.2. Mortar Installation: Vendor shall install approved mortar with deep, uniform compaction and tool joints to match the approved historic profile. Mortar shall be cured and protected according to the approved mortar system and preservation requirements.

6.3. Material Replacement: Masonry units may be replaced only when structurally unsound or beyond reasonable restoration. No unit may be replaced without prior Agency approval and any required SHPO approval. Replacement units shall match original masonry in size, color, texture, appearance, and relevant physical characteristics, including porosity.

6.4. Weather and Curing: Vendor shall not install mortar when weather would impair proper placement or curing. Vendor shall protect work from freezing, excessive heat, direct sun, wind, and precipitation according to approved material and preservation requirements.

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7. CLEANING

7.1. Use the mildest effective cleaning method. Acid washing, high-pressure washing or rinsing, sandblasting, and abrasive blasting are prohibited unless expressly authorized in writing by Agency and SHPO, as applicable.

7.2. Before general cleaning, Vendor shall prepare a representative test area for Agency review and approval. The approved test area establishes acceptable method and appearance.

7.3. Vendor shall protect adjacent historic fabric, structures, walkways, landscaping, visitors, employees, archaeological resources, and other property from damage, staining, dust, debris, equipment, and construction operations.

7.4. Vendor shall maintain a safe and orderly work area and remove debris and surplus materials generated by its work.

8. ARCHAEOLOGICAL AND SITE PROTECTION

8.1. No excavation, trenching, probing, drilling, anchoring, staking, or other ground-disturbing activity shall occur without prior written authorization from Agency and any approvals required by SHPO or other applicable authorities.

8.2. Vendor shall protect the Grave Creek Mound, adjacent historic resources, landscaping, visitor areas, and archaeological resources from damage arising from Vendor's operations.

8.3. If previously unknown archaeological materials, human remains, features, or other potentially significant archaeological resources are encountered, Vendor shall immediately cease work in the affected area, protect the discovery from disturbance, and immediately notify Agency. Vendor shall not resume work in the affected area until authorized in writing by Agency following consultation with SHPO and any other authorities having jurisdiction.

8.4. Vendor shall maintain appropriate barriers, signage, dust control, runoff control, material storage, equipment staging, and daily cleanup necessary to protect the site and the public.

9. CONTRACT AWARD

9.1. **Contract Award:** The Contract is intended to provide Agency with a purchase price for the Contract Services. The Contract shall be awarded to the Vendor that provides the Contract Services meeting the required specifications, at the lowest overall total cost, as shown on the Pricing Pages.

9.2. The Contract shall be awarded to the lowest qualified responsible bidder whose bid conforms in all material respects to the requirements of this Solicitation and satisfies all mandatory requirements. Agency reserves the right to reject any or all bids, to reject a bid that does not comply with the Solicitation, and to make determinations of bidder qualification and responsibility in accordance with applicable law and State procurement requirements.

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9.3. **Pricing Page:** Vendor shall complete and sign the Pricing Page in full. Vendor shall provide one firm, fixed lump-sum price for all work identified in this ARFQ. The price shall include labor, materials, equipment, supervision, permits, insurance, transportation, laboratory testing, mock-ups, site protection, cleanup, overhead, profit, travel, and all other costs necessary for completion. No additional compensation is due except for a written change order under Section 17.

Agency is not responsible for taxes from which the State is exempt by law.

10. **PERFORMANCE** Vendor shall commence work upon Agency's written Notice to Proceed and diligently prosecute the work to completion no later than November 30, 2026, unless Agency authorizes a written extension under the Contract. Within five (5) business days after the Notice to Proceed, Vendor shall submit a project schedule identifying commencement, major activities, mortar and mock-up review, substantial completion, punch-list correction, and final completion. Vendor shall promptly notify Agency in writing of a potential delay, its cause, and anticipated duration.

11. **PAYMENT** Agency shall pay the Lump-Sum Contract Price for work properly performed and accepted under the Contract, subject to applicable State payment procedures and requirements. Payment shall be made only for work satisfactorily performed and accepted. Travel, lodging, mileage, travel time, and incidental expenses shall be included in the bid price and shall not be reimbursed separately.

12. **TRAVEL** Vendor shall be responsible for all mileage and travel costs, including travel time, associated with performance of this Contract. Any anticipated mileage or travel costs may be included in the Lump listed on the Vendor's bid, but such costs will not be paid by Agency separately.

13. **VENDOR DEFAULT:**

13.1. The following shall be considered Vendor default under this Contract:

13.1.1. Failure to perform Contract Services in accordance with the requirements contained herein.

13.1.2. Failure to comply with other specifications and requirements contained herein.

13.1.3. Failure to comply with any laws, rules, and ordinances applicable to the Contract Services provided under this Contract.

13.1.4. Failure to remedy deficient performance upon request.

13.2. The following remedies shall be available to Agency upon default.

13.2.1. Immediate cancellation of the Contract.

13.2.2. Immediate cancellation of one or more release orders issued under this Contract.

13.2.3. Any other remedies available in law or equity.

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14. **INDEMNIFICATION** Vendor shall indemnify, defend, and hold harmless the State of West Virginia, the Agency, and their officers, employees, and agents from and against any and all claims, damages, losses, liabilities, costs, and expenses, including reasonable attorney fees, arising out of or resulting from Vendor's performance of the Contract, including but not limited to bodily injury, property damage, or failure to comply with applicable laws or regulations.

15. **FORCE MAJEURE** Neither party shall be liable for delays or failures in performance resulting from causes beyond reasonable control, including but not limited to acts of God, weather events, fire, flood, government action, or other unforeseeable events. Vendor shall promptly notify the Agency of any such occurrence.

16. **COMPLIANCE WITH LAW** Vendor shall comply with all applicable labor laws, workforce requirements, federal, state, and local laws, rules, regulations, licensing requirements, and safety standards associated with this contract.

17. **CHANGE ORDERS AND UNFORESEEN CONDITIONS** Vendor shall not perform work outside the scope of this ARFQ or claim additional compensation without a written change order executed by authorized representatives of Agency and Vendor before the additional or changed work is performed, except as otherwise expressly permitted by the Contract or applicable law. On discovery of concealed, unknown, or materially differing site conditions, Vendor shall promptly notify Agency in writing, protect the affected area, and await Agency direction before proceeding with affected additional work.

18. **SITE ADMINISTRATION AND CLOSEOUT**

18.1. Site Access and Safety: Vendor shall coordinate site access, staging, deliveries, and work hours with Agency before mobilization; maintain safe separation of visitors and employees from the work; and comply with Agency site rules communicated to Vendor.

18.2. Damage to Property: Vendor shall promptly notify Agency of damage caused by its operations to historic masonry, archaeological resources, utilities, buildings, walks, grounds, landscaping, or other property and shall repair or restore such damage at no additional cost, subject to Agency approval and any required SHPO review.

18.3. Subcontractors: Vendor remains responsible for the acts, omissions, qualifications, supervision, and payment of its subcontractors and shall identify proposed specialty preservation subcontractors with its bid. Subcontracting does not relieve Vendor of Contract responsibilities.

18.4. Closeout: Before final acceptance and final payment, Vendor shall deliver the mortar laboratory report, approved mortar formulation and product information, photographs of completed work, applicable warranties, final punch-list correction documentation, and any other project documentation expressly required by the Contract or an approved change order.

18.5. Warranty: Vendor shall warrant its workmanship and furnished materials against defects for one (1) year after final acceptance and shall correct covered defects at no additional

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cost after written notice from Agency. This warranty does not cover damage caused by others or conditions outside the scope of Vendor's work.

19. MISCELLANEOUS

19.1. There will be a mandatory pre-bid meeting October 14, 2026 at 12 PM at the Grave Creek Archaeological Complex located at 801 Jefferson Avenue, Moundsville, WV 26041.

19.2. Questions: Any questions submitted concerning the RFQ must be received no later than October 9, 2026, at 12 pm. Questions must be submitted via email to Mary Kemper at Mary.R.Kemper@wv.gov.

19.3. Agency response to questions will be no later than October 13, 2026 at 4 PM.

19.4. Bid Submissions: Bids must be submitted by October 19 , 2026 at 2:00 PM via wvOASIS or by email to mary.r.kemper@wv.gov

19.5. **Contract Manager:** Vendor shall designate a primary contract manager authorized to act on behalf of the Vendor. The contract manager must be available during normal business hours and during event operations. The vendor should list its Contract manager and his or her contact information below.

Contract Manager: _____

Telephone Number: _____

Email Address: _____

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EXHIBIT A
PRICING PAGE

Provide one firm, fixed lump-sum price including all labor, materials, equipment, supervision, permits, insurance, taxes, transportation, cleanup, overhead, profit, and incidentals required to complete the project.

Item	Description	Unit	Price
1	Historic masonry restoration complete per specifications	Lump Sum	$_____
	TOTAL BID PRICE		$_____

VENDOR CERTIFICATION

Company Name: _____

Authorized Representative: _____

Signature: _____ Date: _____

Printed Name: _____

Title: _____

Address: _____

Telephone: _____ Email: _____

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EXHIBIT B
VISUAL REFERENCE

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