Request for Contractor Bids for the historic New Salem Baptist Church Rehabilitation Project

The Preservation Alliance of West Virginia, in partnership with the Trustees of the New Salem Baptist Church, is soliciting an experienced historic preservation contractor for the rehabilitation of the New Salem Baptist Church located at 297 McAlpin Rd, Tams, WV 25920. This project must adhere to the Secretary of the Interiors Standards for Rehabilitation and will be fully-funded by the National Trust for Historic Preservation's African-American Cultural Heritage Action Fund, Preserving Black Churches Grant.

The New Salem Baptist Church is individually-listed in the National Register of Historic Places and was recognized on America's 11 Most Endangered List in 2024. The church is the last remaining vestige of the once-thriving Black coal camp in Tams. At the height of coal mining and during a time of segregation, the Gothic Revival Church was constructed in 1921 for the Black Baptist congregation in the Tams company town under the pastorate of Rev. Burton Ziegler. The building has a newer roof that will be retained. Work will be done to address deteriorating exterior elements of the building, including the bell tower, poplar siding, doors, some windows, and masonry foundation. Architectural drawings drafted by ZMM Architects & Engineers are available for review upon request. Please contact Danielle Parker, PAWV executive director at info@pawv.org or call 304-345-6005 to view the drawings.

The Scope of Work shall include the following:

1.) Completely demolish front stair.
2.) Remove existing siding at least 4 laps above any roof surface on all elevations, prepare for new sheathing, flashing installation, and installment of new poplar siding to match existing.
3.) Remove existing door and repair. Paint after repair.
4.) Remove existing drip edge and install new white oak drip edge.

5.) Repair vents in bell tower to match existing. Prime and paint after repair. Apply insect screens on inside of vents.
6.) Replace existing plywood panels with windows to match existing adjacent window. Windows may be wooden reconstructions or purchased from an approved vendor.
7.) Scrape and prepare soffit for painting. Prime and paint per specification.
8.) Reapply moulding to match existing and paint.
9.) Reattach water table siding to make joint tight and paint.
10.) Build or supply one five-panel door according to specifications. Install and paint.
11.) Scrape, prime, and paint siding according to specifications.
12.) Install rubber gasket around pipe. Caulk between gasket and plaster.
13.) Repair masonry cracks in foundation
14.) The bidder will be responsible when the project is complete to remove and dispose all waste and unwanted material from the job site.
15.) The contractor will have 60 days from the Notice of Award to start the project. The project is to be completed within 90 days of the start date. All work to be completed by December 31, 2026.
16.) No bid may be withdrawn for a period of 90 days after the time of the opening of the bids.
17.) Contractor must follow the Secretary of the Interior's Standards for the Rehabilitation of Historic Properties for all work, and all work and change orders must be approved by the National Trust for Historic Preservation.
18.) Contractor is responsible for any permits.
19.) Contractor is responsible for all tools, labor, materials, equipment, supervision, and associated items.

General Notes on the Scope of Work:

1. All demolition work must be carefully undertaken so as to not damage existing surfaces, which are to remain.
2. All items which are to be removed for repair are to be carefully removed so as not to damage items or surfaces that remain.
3. All wood surfaces, whether new or existing, are to be painted upon installation or repair.
4. All plaster surfaces, whether new or existing, are to be pained upon installation or repair.

Add-alternate for Scope of Work:

1.) Demolition of existing handicap-accessible ramp, prep, and construction of new ramp according to architectural specifications provided by ZMM Architects and Engineers.
2.) Reconstruction of new front stair according to architectural specifications provided by ZMM Architects and Engineers.

Source of Funding:

Funds for this project are provided by the National Trust for Historic Preservation's African-American Cultural Heritage Action Fund's Preserving Black Churches grant. All work must be approved by the National Trust for Historic Preservation prior to payment. All applicable federal, state and local laws and regulations apply.

Qualifications:

The contractor must have experience working on historic rehabilitation projects that have complied with the Secretary of the Interior's Standards for Rehabilitation. The contractor must prove they have the ability to complete the project in a timely manner and meet all deadlines set here within. The contractor must have the required licenses, permits and insurances to execute the stated work.

PAWV may make such investigations as deemed necessary to determine the ability of the bidder to perform the obligations of the contract. The bidder shall furnish all such information and data as requested. PAWV reserves the right to reject any bid if the investigation fails to satisfy PAWV that a bidder is properly qualified to carry out the obligations of the Agreement.

Pre-Bid Inspection Meeting:

The property will be open for a pre-bid site visit at 11:30 am on Monday, June 29, 2026, at the site located at 297 McAlpin Rd, Tams, WV 25920.

Project Selection Criteria:

Contractors will be selected based on experience with similar historic preservation projects, proven ability to complete a project, and cost. The contractor must carry out the described work in compliance with the Secretary of the Interior's Standards for Rehabilitation.

Project Deadline:

The project completion date is 90 days past the start date and will be reviewed by the Preservation Alliance of West Virginia and the National Trust for Historic Preservation's African-American Cultural Heritage Action Fund for all payments.

Payment Schedule:

Payments will be made in 4 installments and require approval by the National Trust for Historic Preservation:

1. Upon signing of the contract (1/4)
2. When work is 50% complete (1/4)
3. When work is 75% complete (1/4)
4. Upon completion of the work with the approval (1/4)

Addenda and Interpretations:

Bidders are asked to direct all questions or comments to Danielle Parker, executive director of PAWV, info@pawv.org or by calling 304-345-6005. No interpretation of the meaning of the specifications or other bid documents will be made to any bidder orally. All questions by prospective bidders, including interpretations of 'approved equal' value must be submitted in writing to info@pawv.org and received by 5pm on Friday, July 3, 2026. Addenda will be sent to all bidders who are invited to submit proposals and placed on the www.pawv.org website by Friday, July 10, 2026. Failure to acknowledge any addendum may result in the rejection of the bid.

Award of Contract:

Bids must be approved by the National Trust for Historic Preservation prior to a contract being awarded. PAWV aims to select and award the contract by Friday, July 31, 2026. PAWV reserves the right to reject any or all proposals or waive any irregularity in this bid or in responses, to negotiate with all qualified sources, or to cancel, in part of in its entirety, this invitation to bid, in the best interest of PAWV. PAWV also reserves the right to re-advertise for proposals using the same or a different request for proposal. This invitation to bid does not commit PAWV to award a contract or to procure or contact for services or goods.

Requirements of the Bid Submission:

All bids must be received no later than Friday, July 17, 2026, at 4pm. Each proposal should be emailed to PAWV at info@pawv.org with the subject line: "Contractor Bid – New Salem Baptist Church".

The submission must include the following:

1. Letter of interest detailing previous historic preservation experience including a statement indicating that they read and understand the Secretary of the Interior's Standards for Rehabilitation
2. Three references from three individual previous historic projects with contact information
3. Copy of State of West Virginia Contractor's License
4. Bid Proposal Form (use attachment or contractor can use their own computer software)
5. Signed Certification Page (use attachment)

Documents which may be required after notification of Award:

1. Fully executed Certificate of Liability Insurance

RFP Timeline:

Date:	June 12, 2026	Bid Documents Sent Out
Date:	June 29, 2026	Pre-bid meeting time, 11:30 am at the site
Date:	July 3, 2026	Deadline for Submission of Questions, Time: 5pm
Date:	July 10, 2026	Addenda sent out and posted on www.pawv.org, if necessary
Date:	July 17, 2026	Proposal due by 4pm
Date:	July 31, 2026	Contract Award due pending approval from the National Trust

Dispute Resolution:

Either PAWV or Contractor may request mediation of any dispute that may arise hereunder. The mediation will be governed by Rule 25 Mediation of the WV Trial Court Rules. The requesting party shall submit the request for mediation in writing to the other party. The parties shall participate in the mediation process in good faith.

Bid Proposal Form

Bidder (Company): _____

Bidder's proposal will be submitted in conformity with the Bidding Documents and terms set forth in the construction agreement. Please note, if there is a discrepancy between the written amount and the numerical amount, the written amount will prevail.

Base Bid:

1.) Completely demolish front stair.

Material Cost: $_____

2.) Remove existing siding at least 4 laps above any roof surface on all elevations, prepare for new sheathing, flashing installation, and installment of new poplar siding to match existing.

Material Cost: $_____

3.) Remove existing door and repair. Paint after repair.

Material Cost: $_____

4.) Remove existing drip edge and install new white oak drip edge around the building.

Material Cost: $_____

5.) Repair existing vents to match existing. Prime and paint after repair. Apply insect screens on inside of vents.

Material Cost: $_____

6.) Replace existing plywood panels with windows to match existing adjacent window.

Material Cost: $_____

7.) Scrape and prepare soffit for painting. Prime and paint per specification.

Material Cost: $_____

8.) Reapply moulding to match existing and paint.

Material Cost: $_____

9.) Reattach water table siding to make joint tight and paint.

Material Cost: $_____

10.) Build or supply 5 panel door according to specifications. Install and paint.

Material Cost: $_____

11.) Scrape, prime, and paint siding according to specifications.

Material Cost: $_____

12.) Install rubber gasket around pipe. Caulk between gasket and plaster.

Material Cost: $_____

13.) Repair masonry cracks in foundation

Material Cost: $_____

14.) Other project costs not included:

Other Costs: $_____

15.) Add-alternate costs if bidding:

Add-alternate Cost: $_____

Total Project Cost: $ _____

Spell out in words: _____

This form also certifies that the contractor has read and understands the Secretary of the *Interior's Standards for Rehabilitation.*

Representative (print): _____

Representative (Signature): _____

Phone Number: _____

Email Address: _____

Date: _____

Number of Addenda Received: _____

Certification and Signature Page

By signing below, I _____ on behalf of

_____, hereinafter Company, certify that I have reviewed the PAWV's solicitation for bid or request for proposal for the New Salem Baptist Church Rehabilitation Project; that the requirements, terms and conditions and other information contained therein are clearly understood; that the Company is submitting this bid or proposal or response for PAWV's review and consideration; that the Company agrees to hold firm the terms and conditions of this bid or proposal or response for a period of 90 days, the bid hold period; that if during the bid hold period, the owner accepts the terms and conditions of this bid, proposal and response, that the terms and conditions including but not limited to price, quantities and shipping and delivery, constitute a binding and valid contract between the company and the owner for the time period stated in the solicitation for bid or request for proposal; that I am authorized by the Company to execute this certification and any documents relating thereto on the Company's behalf; that I am authorized to bind the Company in a contractual relationship with the Owner and that this certification and signature page together with the attached proposal or response and the goods described therein has been made between the Company and the Owner.

Company_____

Representative Name and Title _____

Representative Signature and Date _____

Contact Phone _____

Email Address _____