

December 12, 2025

Marlowe Village, Myrtle Beach, South Carolina

Dear Contractor,

Thank you for expressing interest in preparing a bid for the sitework and infrastructure at Marlowe Village. Marlowe Village will be a 24 lot residential neighborhood off of Freewoods Rd. in Myrtle Beach South Carolina.

This Bid Letter presents a summary of information, requirements and stipulations pertaining to the project as follows:

1. Construction Bid Documents ("CBD's") for Project include the following:
  - a. The Earthworks Group Engineering & ROWE Surveying Site Development Plans (Permit Drawings) (PDF & DWG Files)
  - b. Applied Geotech LLC Geotechnical Exploration Report.
2. CBD's will be emailed by Habitat to the contractor. Hard copies of the bid package will not be provided to the contractor.
3. Construction Bid Documents will be sent by email to all interested contractors.
4. **Bid proposals are due by email no later than January 16, 2026. They are to be emailed to [mkuzdrall@habitatmb.org](mailto:mkuzdrall@habitatmb.org).**
5. **All bidders will be contacted by February 20, 2026.**
6. The contractor pricing should include a line item breakdown outlining the quantity, unit price and total price for each item incorporated as part of their Bid Proposal. Please submit them in an Excel file.
7. The contractor will include a construction schedule with the anticipated rain days included. The contractor will detail the timeline of milestones of major tasks.
8. Awarding the contract is based on pricing, scheduling, and previous like kind work experience.
9. Progress payments by Habitat for Humanity of Horry County to the contractor shall be subject to the receipt of Contractor's Lien Waivers along with a 10% Retainage prior to Substantial Completion. (Substantial completion is 24 finished lots, approved by all AHJs)
10. The contractor is advised that the date of Final Completion shall be defined by acceptance of the roadways and storm drainage network by Horry County Public Works Department, acceptance of the water and sanitary sewer system by Grand Strand Water and Sewer and completion of punch list items identified during a final inspection conducted by Habitat for Humanity of Horry County, Engineer, and Contractor.
11. Traffic Control Measures are to be all inclusive and include activities to be performed by the Contractor and/or its subcontractors.
12. Habitat will provide the initial geotechnical testing. Habitat be responsible for retaining a geotechnical consultant to perform geotechnical services / geotechnical testing as follows:

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- a. Roadways, Storm Drainage, Utilities, etc. – Stripping & Subgrade Observations, Proof Rolls, Undercutting Verification of Unsatisfactory Soils, Density Testing, Concrete Compression Testing, Asphalt Testing, etc. as described in the CBD's and/or required by the applicable Governmental Agency.
  - b. Building Pads – Stripping & Subgrade Observations, Proof Rolls, Undercutting Verification of Unsatisfactory Soils, Density Testing and a DCP Test to confirm the building pad with each residential lot has achieved a minimum bearing pressure of 2,000 psf prior to completion of Project.
13. A Storm Water Pollution Prevention Plan ("SWPPP") has been created for the Project. The contractor and their subcontractors agree to become Co-Permittees on the SWPPP. Contractors will be responsible for maintaining erosion control devices until land disturbance activities associated with their work are complete within the Project. The contractor and their subcontractors must attend an onsite SWPPP pre-construction meeting prior to commencing work on the Project.
14. The contractor is advised that pre-construction meetings with the applicable Governmental Agency, Engineer and Habitat are required prior to commencing with the applicable clearing & grading activities, roadway & storm drainage operations and installation of the water system & sanitary sewer system associated with Project.
15. The contractor shall be responsible for inspections, testing, surveying, staking, videos and as-builts / record drawings (roadways, storm drainage, water, sanitary sewer, etc.) as required to provide for closeout with the applicable Governmental Agency.
16. The contractor is advised that any additional costs resulting from failed inspections or tests that may be incurred by Habitat such as engineering fees shall be the responsibility of Contractor.
17. The contractor shall be responsible for establishing and maintaining areas grassed by the contractor within the limits of the Project such as lots, roadway shoulders, common areas, etc. until final completion as set forth in the Contract Documents.
18. The contractor shall follow OSHA guidelines.
19. The contractor is advised for purposes of providing continuity to the bid proposals submitted to Habitat that no "soil exchange" is to occur within any portion of the property (lots, ponds, common areas, etc.) comprising the Project. However, "soil exchange" is permitted during construction if the soil is Geotech approved.
20. The contractor is advised for pricing purposes to undercut roadways to a depth that provides for twelve inches (12") of select fill (offsite borrow material) below the base course elevation to provide continuity within each of the bid proposals submitted to Habitat.
21. The contractor is advised to assume that the on-site material excavated in conjunction with installation of the storm drainage network and utilities (sanitary sewer and water) is suitable as backfill material as a measure to provide continuity within each of the bid proposals submitted to Habitat.
22. The contractor is advised that slopes for roadway shoulders within the right-of-way are not to exceed a cross slope of two percent (2%) to provide for the future installation of sidewalks adjacent to residential lots by the Homebuilding Team(s).
23. The contractor shall be responsible for the preparation of Building Pad As-builts indicating the spot elevations at the center point as well as at each corner of the building pad to validate conformance with the construction drawings. Contractor shall furnish Habitat with an original copy (stamped/signed by a PLS) and an AutoCAD File (.dwg format) of the Building Pad As-builts prior to final completion set forth

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in the Contract Documents. The contractor is advised that the building pad elevations may not differ by more than fifteen hundredths of a foot (0.15') from the design elevations indicated on the Grading Plan prepared by Engineer.

24. The contractor is advised that any work that deviates from the Contract Documents must first be approved by Habitat and Engineer in the form of a change order issued by Contractor.
25. Habitat for Humanity of Horry County's Board of Directors will approve the bid award.
26. Companies with 50 or more employees: Standard Form 100 (aka EEO-1 form) is received within 30 days and annually thereafter. Written affirmative action compliance policy or program are received within 120 days and annually thereafter.
27. All bidders are required to provide a Certificate of Non-Debarment with their bid and verify through sam.gov.
28. Equal Employment Opportunity, Davis-Bacon Act, Copeland "Anti-Kickback" Act, Section 3 of the HUD act of 1968, Contract Work Hours and Safety Standards Act. See appendix 23 that is attached.

If you have any questions, please contact Matt Kuzdrall at [mkuzdrall@habitatmb.org](mailto:mkuzdrall@habitatmb.org)

Thank you for bidding on this project.

Matt Kuzdrall

Director of Home Production and Repairs

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I understand and agree to the requirements and stipulations as set forth above in this Bid Letter.

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

Accepted by: \_\_\_\_\_ Date: \_\_\_\_\_