

# TOWN OF WILLIAMSPORT (MD)



## REQUEST FOR PROPOSAL 2022-11

### PAVING OF TOWN HALL PARKING LOT

#### POINT OF CONTACT

**Donnie Stotelmyer, Town Manager**  
**2 North Conococheague Street**  
**Williamsport, MD 21795**  
**(301) 223-7711**  
**[townmanager@williamsportmd.org](mailto:townmanager@williamsportmd.org)**

#### Request for Proposals 2022-11 Paving of Town Hall Parking Lot

The Town of Williamsport invites the submittal of responses to this Request for Proposals (RFP) from qualified firms interested in providing labor, materials, supplies, and equipment to perform work to the subbase and pave the parking lot behind Town Hall located at 2 North Conococheague Street, Williamsport, Maryland. The Town intends to consider Firms and/or individuals who possess the professional and administrative capabilities to provide the scope of services detailed within the bid package available on our website at [www.williamsportmd.gov](http://www.williamsportmd.gov). This Request for Proposals is being released to ensure ongoing services with respect to the responsible use of tax dollars. The Town's Elected Officials will participate in the process of selecting the appropriate firm.

The Town of Williamsport reserves the right to allow for the clarification of questionable entries and for the correction of obvious mistakes, to reject submittals containing any additional terms or conditions not specifically requested in the original Scope of Work, and to reject any or all proposals, and waive informalities as may be deemed in the best interest of the Town.

**Point of Contact:** Donnie Stotelmyer, Town Manager, can be reached at 301-223-7711 or [townmanager@williamsportmd.org](mailto:townmanager@williamsportmd.org) with any questions.

**REQUEST FOR PROPOSALS**  
**2022-11: Paving of Town Hall Parking Lot**

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**I. PROJECT OVERVIEW**

The Town of Williamsport invites the submittal of responses to this Request for Proposals (RFP) from qualified firms interested in providing labor, materials, supplies, and equipment to perform work to the subbase and pave the parking lot behind Town Hall.

The area to be serviced measures approximately 100 feet by 32 feet, with a depth of ½- inch overlay of blacktop. These measurements are to provide an estimate; formal measurements will be discussed and determined at the pre-bid meeting and specifically identified by potential contractors as part of their bid submission. Each potential contractor is expected to provide their own measurements to determine cost estimates.

**II. CALENDAR OF EVENTS**

**Any submissions received after the receipt date and time will not be accepted.**

Pre-Bid Meeting: Tuesday, October 4, 2022, at 2:00 PM in the Planning & Zoning Board Conference Room at Town Hall. Any potential bidder not in attendance at the Pre-Bid Meeting, may request a copy of any and all written addendums based on discussion at the Pre-Bid meeting and submitted written questions and are encouraged to schedule a time to meet with Town staff and complete an on-site visit.

Sealed Bids: Due by Friday, November 4, 2022, by 3:30 PM. Envelopes must be delivered or mailed to Town Manager, Paving of Town Hall Parking Lot, 2 North Conococheague Street, Williamsport, MD 21795. The Town reserves the right to reject any and all bids.

Bid Opening: All submitted bids will be opened at the November 7, 2022, meeting of the Mayor & Town Council. The Town Manager will unseal and read aloud required documents of each submitted proposal.

Bid Award: The Mayor & Town Council will then consider each bid and make a formal decision at the November 14, 2022, meeting of the Mayor & Town Council. The Mayor & Town Council reserve the right to decide to approve a proposal at any Special Session scheduled between the November and December meetings. The Town Manager will contact the awardee and provide a letter to unsuccessful bidders within 7 days of the approval.

**III. SCOPE OF WORK**

A. The Town of Williamsport operates its Administration and Public Works Department primarily from the offices in Town Hall. Employees utilize a small parking lot to the rear of the facility which currently has an uneven surface covered with stone. The Town is seeking a firm to remove current materials and provide sub-base work and paving overlay to provide a firm, even surface for employees, better drainage for storm water, and an area for use by the public during non-

business hours. The contractor will then stripe parking spaces and restricted, handicap spaces and provide signage for such.

B. It is unknown at this time if any subbase work will need to be completed; however, it is understood this would be minimal due to low traffic frequency and low weight vehicles parking on the surface.

C. The contractor shall be responsible for all supplies and materials, equipment, and other necessary apparatus to complete the project. Storage of supplies, materials, equipment, and apparatus will be at a designated location determined by the approved contractor and Town staff.

D. The contractor shall be responsible to ensure all work follows federal, state, and local laws, regulations, and ordinances and will be responsible for the costs associated with corrections of work should any work be found not to be in compliance.

E. The contractor shall be responsible to remove all current materials and provide disposal of such following federal, state, and local laws and regulations. The Town may determine an alternate use of current materials and will require the approved contractor to be accepting of transporting materials to a location in or near Town in lieu of disposal.

F. Contractor will be responsible for disposal of any items and materials not being reused within the scope of this project.

G. The work site will be clean and organized at the end of each workday. Rubbish, empty refuse cans, rags, and other such materials will be clear of the work site each day. A storage area will be determined by both the approved contractor and the Town for equipment, supplies, and materials. "Roping off" or placing caution tape around the area at the end of each workday will be completed by the approved contractor to restrict the public from accessing the area during non-work hours.

H. The timeline for approval of a submission is outlined in Section I; as part of the approvals the Town will work with the approved contractor to select a start date. The project must be completed no later than June 1, 2023.

#### **IV. MATERIALS**

A. The Town is expecting for typical construction materials and supplies to be used including fill dirt, sand, stone, and blacktop. All materials will be discussed in the pre-bid meeting and an addendum will be issued should materials outside of typical construction materials be decided by the Town to be acceptable as part of this Request for Proposals.

PROPOSAL SUBMISSION FORM

Proposal of \_\_\_\_\_ hereinafter called "CONTRACTOR", organized and existing under the laws of the State of \_\_\_\_\_ doing business as \_\_\_\_\_ for the Town of Williamsport, Maryland (hereinafter called "OWNER").

In compliance with the information contained in the Request For Proposals distributed by the Town of Williamsport, the CONTRACTOR hereby proposes to perform all WORK for rehabilitation of a community swimming pool as outlined in the **Paving of Town Hall Parking Lot**. Request For Proposals in strict accordance with the CONTRACT DOCUMENTS, and at the lump sum price stated below in the proposal submission form.

By submission of this PROPOSAL, the CONTRACTOR certifies, and in the case of a joint PROPOSAL each party thereto certifies as to its own organization, that this PROPOSAL has been arrived at independently, without consultation, communication, or agreement as to any matter relating to this PROPOSAL with any other CONTRACTOR or with any competitor.

The BIDDER hereby agrees to commence WORK under this Contract on or before a date to be specified in the NOTICE OF AWARD / NOTICE TO PROCEED and to fully complete the PROJECT within the time set forth. The CONTRACTOR further agrees to pay liquidated damages for each consecutive calendar day thereafter.

The CONTRACTOR agrees to execute a Contract for the work as awarded at the lump sum amount quoted in the bid proposal and further guarantees completion within the time stipulated with allowances for any extensions of time that may be approved.

The CONTRACTOR hereby states that he has available adequate equipment and finances to prosecute the work properly and expeditiously as bid and is prepared to present further information to substantiate this statement.

The CONTRACTOR further covenants and warrants that he has examined the site of the work; that he has had sufficient time to examine the site of the work to determine the character of the subsurface material and conditions to be encountered; and that he has based the contract prices on his own independent examination and investigation of the site, subsurface materials, and conditions, and has not relied on any subsurface information furnished to him by the Owner.

The CONTRACTOR agrees to do everything required to perform all work necessary for, or incidental to , and to perform all other obligations imposed by this Agreement for the full and just Lump sum of \_\_\_\_\_ dollars (\_\_\_\_\_), lawful money of the United States of America in strict accordance with the Contract Documents for Proposal 2022-11: Paving of Town Hall Parking lot as prepared by the Town of Williamsport.

**The CONTRACTOR agrees to complete the project before June 1, 2023.**

Respectfully submitted by:

_____		_____	
Contractor Printed Name		Date	
_____		_____	
E-Mail Address		Title	
_____			
Street Address	City	State	Zip
_____		_____	
License # (if applicable)		Phone Number	

SEAL IF A  
CORPORATION

**AUTHORIZED SIGNATURE:** I, \_\_\_\_\_ do hereby  
(Original signature required in each document)  
declare that I have read and fully understand the RFP Documents and, including the General Conditions and the Scope of Work, and that I am duly authorized to sign and submit this Submittal.

The Town reserves the right to reject any and all Submittals, to waive informalities, and to accept any Submittal or parts thereof as the Town, in its sole discretion, determines to be in the best interest of the Town.

**PROPOSER: PLEASE ENSURE THAT YOU HAVE SIGNED THE RFP RESPONSE FORM OF THIS REQUEST FOR PROPOSAL. OMISSION OF A SIGNATURE ON THAT PAGE WILL RESULT IN REJECTION OF YOUR PROPOSAL.**

**REFERENCES**

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Reference Printed Name	Phone Number		
E-Mail Address	Title		
Street Address	City	State	Zip

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Project Name

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Reference Printed Name	Phone Number		
E-Mail Address	Title		
Street Address	City	State	Zip

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Project Name

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Reference Printed Name	Phone Number		
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Project Name

# **EXHIBIT A**

