

TOWN OF WILLIAMSPORT (MD)



REQUEST FOR PROPOSAL 2022-14

WILLIAMSPORT BOAT RAMP AT RIVER
BOTTOM PARK (ENGINEERING SERVICES)

POINT OF CONTACT

Donnie Stotelmyer, Town Manager
2 North Conococheague Street
Williamsport, MD 21795
(301) 223-7711
townmanger@williamsportmd.org

Request for Proposals 2022-14 Williamsport Boat Ramp at River Bottom Park (Engineering Services)

The Town of Williamsport invites the submittal of responses to this Request for Proposals (RFP) from qualified engineering firms interested in providing a design for the boat ramp at River Bottom Park. 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. 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 with any questions.

REQUEST FOR PROPOSALS
2022-14: Williamsport Boat Ramp at River Bottom Park (Engineering Services)

I. PROJECT OVERVIEW

The Town of Williamsport is seeking an engineering firm to provide a design to replace a dilapidating boat ramp currently located at River Bottom Park within the Town limits. The existing structure will be removed as part of a subsequent Request for Proposals for the construction of the design approved by the Town Council as part of this Request for Proposals.

The firm selected as part of this Request for Proposals will be expected to work with the Town and the awardee of the subsequent Request for Proposals for the construction of the selected design. This may include meetings, site visits, phone conferences, and virtual conferences to ensure the final design and construction is completed to a high standard. This may also mean providing drawings, schematics, and other such documents to the Town and awardee of the Request for Proposals for construction and installation of the boat ramp.

II. CALENDAR OF EVENTS

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

Pre-Bid Meeting: Friday, December 19, 2022, at 11:00 AM 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, February 3, 2023, by 3:30 PM. Envelopes must be delivered or mailed to Town Manager, Williamsport Boat Ramp at River Bottom Park (Engineering Services) 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 February 6, 2023, 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 intend to make a formal decision at the February 13, 2023, meeting of the Mayor & Town Council. It may be necessary to delay an approval vote to a future meeting and the Mayor & Town Council reserve the right to decide to approve a proposal at any Special Session scheduled between the February and March meetings. The Town Manager will contact the awardee and provide a letter to unsuccessful bidders within 7 days of the approval.

SPECIAL NOTES

- **All addendums will be provided through electronic mail to all known potential bidders.**
- **All addendums will be placed on the Town's website as soon as possible and no addendums will be issued within the 7-day window just prior to sealed submissions being due.**
- **It is the responsibility of the potential bidder, and not the Town, to ensure submissions include information released in all addendums; information not accounted for within a submission shall cause the submission to be rejected.**
- **The Town of Williamsport reserves the right to reject any and all submitted proposals for any reason they deem appropriate.**
- **All proposals shall be valid until accepted by the Mayor & Town Council.**
- **Submitted Proposals will become contractual documents once a Notice of Award / Notice to Proceed have been signed by representatives of both the successful contractor and the Town.**

III. SCOPE OF WORK

A. Design, Preparation of Plans, and Specifications for Construction

- a. A primary and secondary Point of Contact will be provided to the Town Manager and serve in the capacity of liaison between the successful contractor and the Town Manager.
- b. The engineer shall obtain the Maryland Department of the Environment (MDE) Non-Tidal Wetland's approval and the U.S. Army Corps of Engineers Permit Approvals for this project.
- c. This proposed project shall consist of the engineering design and preparation of plans and specifications for designing a replacement boat ramp. The proposed improvements include the new ramp at 32' wide, the ramp slope shall be at 15% transitioning to 18%. This new ramp will be approximately 50' long, include the DNR pattern surface and will have side walls that are imbricated stones to create protection and boat staging areas. The replacement work will be done with a small coffer dam, in the dry. There will be replacement of the existing asphalt road and creating a new section of road to provide a better flow for traffic. Include placing bedding stone and 1-man stone on the slope where the old ramp was located to provide slope protection and drainage for runoff. The design elements are to include all phases of marine demolition and construction. Design is to follow all Accessibility Guidelines. The project site is located at River Bottom Park and shown in Exhibit A.

- d. The consultant shall provide complete construction bid packages consisting of construction drawings and specifications, instructions to bidders, general contract conditions, bid forms and other related documents for construction bidding purposes.
- e. The consultant shall secure Local, State and Federal regulatory permits for this project. The successful contractor will be responsible for payment of permitting.
- f. The consultant shall be required to provide a topographic survey of the project area, including the boat ramp, adjacent structures, and associated bottom depths at least 75 ft. into the water areas.
- g. A property line survey is required for this project.
- h. The construction drawings shall be prepared in conformance with professional drafting practices and engineering standards. Site plans shall be plotted on a scale between 1" = 10' to 1" = 50' for clarity. Drawings shall include borders, title blocks, signature approval boxes, vicinity maps, general notes, traverse, and benchmark information, scaled typical sections and details, site plans, cross sections, sediment and erosion control notes and details, and other pertinent information as required by the permitting agencies and Department of Natural Resources.
- i. Project specifications shall be provided by the consultant. Specifications shall include specific instructions to the contractor detailing all aspects of the proposed work. The consultant shall also incorporate standard Department of Natural Resources and Town instructions and conditions, as well as bid proposal forms and documents.
- j. The consultant shall design, prepare, and submit construction contract documents, with all related details, for bidding and proper fulfillment of the work by a contractor in accordance with the requirements of the Town, Washington County, State and Federal agencies.
- k. Design submittals shall be made as follows:
 - i. Preliminary (30%)
 - ii. Pre-Final (90%)
 - iii. Final (100%)
- l. The consultant shall submit to the Town five (5) hard copies and one electronic copy of drawings, specifications, and cost estimates at the Preliminary and Pre-Final Design phases for approval prior to proceeding to the next phase.
- m. Upon approval and the addressing of any required revisions of the Pre-Final documents (Plans, Proposal Book, and Cost Estimate), the consultant shall submit ten (10) printed copies and one digital version of the Final Contract Documents to the Town with originals.
- n. The consultant shall prepare a cost estimate of the planned improvements at each design submittal.
- o. The CONTRACTOR agrees to complete the Design Phases of this project before July 1, 2023. The requirement for post design meeting attendance will exceed this date.

B. Permits

- a. The engineer shall obtain the Maryland Department of the Environment (MDE) Non-Tidal Wetland's approval and the U.S. Army Corps of Engineers Permit Approvals for this project.
- b. The consultant shall secure Local, State and Federal regulatory permits for this project. The successful contractor will be responsible for payment of permitting.

C. Post Design / Construction Management

- a. The consultant shall assist the Town in advertisement, bidding, review of bids, preparation of addenda, and recommendation of award.
- b. Attend one (1) Pre-Bid and one (1) Pre-Construction meeting and prepare minutes.
- c. Prepare work change orders, if any, for Town approval.
- d. Attend progress meetings as needed. Base the proposal on attending four (4) progress meetings.
- e. Perform final inspection and approval of facility in consultation with Town employees.
- f. Provide necessary consultations and/or field visits to answer contractor questions or interpret plans. Base the proposal on attending two (2) additional site visits.
- g. Attendance at the Pre-Bid and Pre-Construction Meetings will be required.

D. Contract Period

- a. Design Phase
 - i. Preliminary Submission - Four (4) weeks from the Notice to Proceed.
 - ii. Pre-Final Submission – Six (6) weeks from approval of the Preliminary Submission.
 - iii. Final Submission - Three (3) weeks from approval of the Pre-Final Submission.
- b. Construction Phase - Shall coincide with the Town's bidding and construction schedule. The project shall have a maximum of a 120-calendar day construction time frame.
- c. The Town reserves the right to terminate the contract within thirty (30) days' notice in writing, if, in the opinion of the Town, the work performed by the consultant under the provisions of the contract is not satisfactory.
- d. The proposal shall include a means for amendment to extend the performance period of any project phase as required to ensure continuity of engineering services. It is understood that the schedule outlined above does not include review time periods required by permitting and approval agencies. It also does not include potential delays if the construction must occur only during specific times of the year due to environmental windows. It is recognized by both parties that the schedule may have to be adjusted and that the consultant shall have no claim for additional compensation.
- e. Payment to satisfy the work outlined in this Request for Proposals will be made in two payments; 1) 1/2 of the project cost will be paid following delivery of Final

Design documents and digital files and the remaining balance paid at the conclusion of construction of the boat ramp.

E. Indemnification

The Engineer shall indemnify and hold harmless the Town, and its officials, employees and agents from and against any and all liabilities, judgments, settlements, losses, costs or charges (including attorney's fees) incurred by the Town or any of its officials, employees or agents as a result of any claim, demand action or suit relating to any bodily injury (including death), loss or property damage caused by., arising out of related to or associated with any act omission or default of the engineer, its employees or subcontractors, in the performance of or in connection with , any work required contemplated or performed under the contract.

F. Liability and Insurance Requirements

- a. The Town shall be free and clear of any liability. The Engineer shall accept responsibility for personal injury and property damage incurred because of their work associated with this contract, and for damages resulting from errors or omissions in the engineering, drawings and specifications and other documents relating to the design of the project.
- b. Evidence of insurance shall be submitted to The Town of Williamsport - Insurance requirements are as follows:
 - i. General Liability Insurance: Bodily injury, \$2,000,000 per occurrence and \$5,000,000.00 in the aggregate. Property damage, \$100,000.00 per occurrence and \$200,000.00 in the aggregate.
 - ii. Professional Liability Insurance: minimum coverage \$1,000,000.00
 - iii. Proof of Worker's Compensation Coverage
 - iv. Updated insurance certificates shall be submitted to the Town during the duration of the project.

IV. Documents Required for Submission of Complete Bid Package:

- Proposal Submission Form
- Evidence of Insurance (Section III, Subsection F)
- Statement of Qualifications on Similar Projects
- References
- If applicable; a signed copy of all addenda advertised throughout the RFP process

**WILLIAMSPORT BOAT RAMP AT
RIVER BOTTOM PARK (ENGINEERING SERVICES)
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 to design a boat ramp to then be put out in a separate Request for Proposals as outlined in the **Williamsport Boat Ramp at River Bottom Park (Engineering Services)** 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 the site of the work has been examined; sufficient time to examine the site of the work to determine the character of the subsurface material and conditions to be encountered was provided; and contract prices were provided by 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 2022-14: Williamsport Boat Ramp at River Bottom Park (Engineering Services) as prepared by the Town of Williamsport.

The CONTRACTOR agrees to complete the Design Phases of this project before May 1, 2023. The requirement for post design meeting attendance will exceed this date.

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

Reference #1 Printed Name	Phone Number		
E-Mail Address	Title		
Street Address	City	State	Zip
Project Name			

Reference #2 Printed Name	Phone Number		
E-Mail Address	Title		
Street Address	City	State	Zip
Project Name			

Reference #3 Printed Name	Phone Number		
E-Mail Address	Title		
Street Address	City	State	Zip
Project Name			

EXHIBIT A

