



TOWN OF WILLIAMSPORT (MD)

REQUEST FOR PROPOSALS 2023-02

BILLY DOUB PARK SIDEWALK PROJECT

Request for Proposals 2023-02 Billy Doub Park Sidewalk Project

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 remove existing sidewalk and construct a new sidewalk in Billy Doub Park within Town limits. 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
Chad Rooney, Town Manager
2 North Conococheague Street
Williamsport, MD 21795
(301) 223-7711
crooney@williamsportmd.org

Request for Proposals 2023-02
Billy Doub Park Sidewalk Project

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 construct sidewalks in Billy Doub Park within the town limits of the Town of Williamsport. 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: Chad Rooney, Town Manager, can be reached at 301-223-7711 or crooney@williamsportmd.org with any questions.

REQUEST FOR PROPOSALS
2023-02: Billy Doub Park Sidewalk Project

SPECIAL NOTES

DOCUMENTS REQUIRED FOR SUBMISSION AND CONSIDERATION

- Proposal Submission Form
- References
- If applicable; a signed copy of all addenda advertised throughout the RFP process

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 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.

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 construct sidewalks in Billy Doub Park as identified in this Request for Proposals. These areas are depicted on the exhibits providing general locations of each.

II. CALENDAR OF EVENTS

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

Pre-Bid Meeting: Friday, February 3, 2023, at 9:30 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, March 3, 2023, by 3:30 PM. Envelopes must be delivered or mailed to Town Manager, Billy Doub Sidewalk Project, 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 March 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 make a formal decision at the March 13, 2023, meeting of the Mayor & Town Council. 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. Exhibit 1 illustrates the area where existing blacktop pathways will be removed and replaced by concrete sidewalks compliant with current Americans with Disabilities Act regulations.
- B. The contractor will need to excavate the existing blacktop pathways and adjacent grass and dirt next to the path to a depth necessary to allow for compaction of the subbase, installation of 4 inches of compacted gravel and then for a 4" thick concrete sidewalk to be built.
- C. All materials will be removed and hauled away for disposal by the contractor.
- D. Install/Construct a continuous concrete sidewalk leading from the parking lot to concession area and then continuing to the small parking lot behind the main baseball field. The total length is estimated at 365 linear feet, but measurements by potential contractors is encouraged.
- E. Install/Construct concrete sidewalk about midway on the pathway described in Section A, Section 3, leading from this path to the playground area. The total length is estimated at 45 linear feet, but measurements by potential contractors is encouraged.

- F. The work should include everything necessary to complete the project such as (but not limited to): supplying of all materials, saw-cutting and removal of existing pavement, sidewalk, and tree removal where necessary. Work also to include clearing, grubbing, and other site preparation, performing final seeding, mulching, and cleanup.
- G. The work should include everything necessary to complete the project such as (but not limited to): supplying of all materials, saw-cutting and removal of existing pavement, sidewalk, and tree removal where necessary. Work also to include clearing, grubbing, and other site preparation, performing final seeding, mulching, and cleanup.
- H. Potential contractors must satisfy themselves of the accuracy of the estimated quantities for the completion of the project. The Town will assume no responsibility regarding discrepancies on estimated quantities.
- I. After submissions have been received, potential contractors shall not assert that there was a misunderstanding concerning the quantities of work or of the nature of the work to be done.
- J. The successful contractor will be notified through the United States Postal Service and electronic mail of their selection to complete this project within seven days of the decision.
- K. The Notice of Award / Notice to Proceed will be required to be executed within ten calendar days from the date when the NOTICE OF AWARD is delivered to the successful contractor.
- L. In case of failure of the successful contractor to execute the Agreement, the Town may consider the successful contractor in default. The Town, within ten (10) days of receipt of acceptable Agreement signed by the party to whom the Agreement was awarded, shall sign the Agreement, and return to such party an executed duplicate of the Agreement. Should the Town not execute the Agreement within such period, the successful contractor may, by WRITTEN NOTICE, withdraw the signed Agreement. Such notice of withdrawal shall be effective upon receipt of the notice by the Town.
- M. Failure on the part of the Contractor to properly perform the work pursuant to the progress schedule shall result in a penalty of one hundred dollars (\$100.00) per day liquidated damages for each week that construction progress is regarded as a direct result of the Contractor's failure to execute the work. The above penalties will not apply to causes beyond the Contractor's control such as, but not limited to, Acts of God, information withheld by the Owner, Construction Agent, or Engineer.
- N. All applicable laws, ordinances, and the rules and regulations of all authorities having jurisdiction over construction of the PROJECT shall apply to the contract throughout.

IV. MATERIALS

- A. The successful contractor will be responsible to provide equipment, personnel, and supplies to provide adequate services within the timeframe established.

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 construction and installation as outlined in the **Billy Doub Park Sidewalk Project** 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 the date 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 2023-02: Billy Doub Sidewalk Project as prepared by the Town of Williamsport.

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
Doub Park

