



TOWN OF WILLIAMSPORT (MD)

REQUEST FOR PROPOSALS 2023-06

SPRINGFIELD BARN IMPROVEMENT PROJECT - HVAC / LIGHTING

Request for Proposals 2023-06 Springfield Barn Improvement 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 improve an interior area of the Springfield Barn. 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

DOCUMENTS REQUIRED FOR SUBMISSION AND CONSIDERATION

- Proposal Submission Form
- Breakdown of Costs (created by Firm)
- References
- If applicable; a signed copy of all addenda advertised throughout the RFP process

Request for Proposals 2023-06
Springfield Barn Improvement Project- HVAC / Lighting

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Point of Contact: Chad Rooney, Town Manager, can be reached at 301-223-7711 or crooney@williamsportmd.org with any questions.

REQUEST FOR PROPOSALS
2023-06: Springfield Barn Improvement Project – HVAC / Lighting

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 improve an interior area of the Springfield Barn. The current state of the area to be improved is open air, has a dirt floor, and exposed stone walls. The windows and doors provide minimal protection from the weather and have almost non-existent protection from vandals.

The Town wishes to rehabilitate the area into a usable space for dinner parties or similar events. The flooring will consist of stamped concrete, but much of the current structure will be used as part of this project. Windows, doors, walls, and ceiling will be improved, but not replaced. Those materials and supplies which will be newly constructed include HVAC, lighting, and cement floor. An area will be created within this designated area to facilitate the service of food and beverages for events.

II. CALENDAR OF EVENTS

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

Pre-Bid Meeting: Friday June 9, 2023, at 9:15 A.M. in the Springfield Barn. 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, June 7, 2023, by 3:30 P.M. Envelopes must be delivered or mailed to Town Manager, Springfield Barn Improvement Project-HVAC & Lighting, 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 next July 10, 2023, meeting of the Mayor & Town Council. The Town Manager will unseal and read aloud the required documents of each submitted proposal.

Bid Award: The Mayor & Town Council will then consider each bid and may make a formal decision at the July 17, 2023, meeting of the Mayor & Town Council, or a meeting thereafter. The Town Manager will contact the awardee and provide a letter to unsuccessful bidders within 7 days of the approval.

Pre-Construction Meeting: The successful contractor will schedule a meeting with the Town Manager and Public Works Supervisor no sooner than two weeks prior to the established start date to discuss the start and anticipated progression of the project and exchange contact information.

III. SCOPE OF WORK

A. Project Timeline

- a. The Town would like to commence and complete this project in a timely manner with the project beginning no later than October 1, 2023, and completed no later than October 31, 2023; accommodations may be made by mutual agreement in the event of weather events, structural issues, reservations, or other unforeseen hindrances.
- b. Work on this project must respect event reservations made by the Town for use of the Springfield Barn and surrounding area. Dates and times of reservations will be communicated with the successful contractor to avoid scheduling conflicts.

B. Demolition & Removal of Items

- a. The Town will be responsible for removing all items being stored in this area and those materials wishing to be kept by the Town.
- b. The successful contractor will be responsible for the removal of any materials in the room on the established start date to include off-site disposal of such materials. A temporary dumpster may be kept on site if desired by the successful contractor and order and invoiced directly to the Town.
- c.
- d. Hazardous materials and materials not accepted by the contracted company providing the dumpster will not be placed in the dumpster, rather they will be disposed of by the successful contractor.
- d. Should there be a question as to the disposal of any materials or items in the room, a representative of the successful contractor will communicate the question to the Town Manager and the question and direction will be communicated in writing by the Town.

C. Drop Ceiling & HVAC

- a. A drop ceiling and HVAC system will be installed for heating and air conditioning.

D. Lighting

- a. An appropriate amount of lighting, similar to, but necessarily an exact match to the existing lighting in the Bridal Suite, will be used as part of this project.
- b. The lighting to be used will be agreed upon by the successful contractor and the Town before starting work as part of this project; a visual representation of such lighting is encouraged to be submitted with the Proposal Submission Form, but it is not required as part of the submission.

IV. MATERIALS

- A. The successful contractor will be responsible for providing equipment, personnel, and supplies to provide adequate services to satisfy work outlined in the scope of work within the timeframe established.

V. INSURANCE DOCUMENTATION

- A. The successful contractor will submit proof of insurance and worker's compensation prior to the start of work as part of this project.

VI. ADDENDUMS (IF NECESSARY)

- A. In the event an Addendum or Addendums are required to change the scope of the project, clarify a part of the project, or modify any portion of this Request for Proposals; an Addendum will be e-mailed to all those who provided contact information; all Addendums will be advertised on the Town of Williamsport's webpage at <https://williamsportmd.gov/request-for-proposals/>. All advertised addendums must be signed and dated by a representative of the submitting contractor. Failure to include a signed copy of advertised Addendums will result in rejection of the submitted proposal.

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 **Springfield Barn Improvement Project – HVAC / Lighting** 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 CONTRACTOR 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 complete 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 2023-06: Springfield Barn Improvement Project – HVAC / Lighting as prepared by the Town of Williamsport.

Respectfully submitted by:

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Contractor Printed Name		Date	
<hr/>		<hr/>	
E-Mail Address		Title	
<hr/>			
Street Address	City	State	Zip
<hr/>		<hr/>	
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			
