

## **TOWN OF WILLIAMSPORT (MD)**

### **REQUEST FOR PROPOSALS 2023-10**

### **BYRON PARK RESTROOM FACILITY IMPROVEMENT PROJECT**

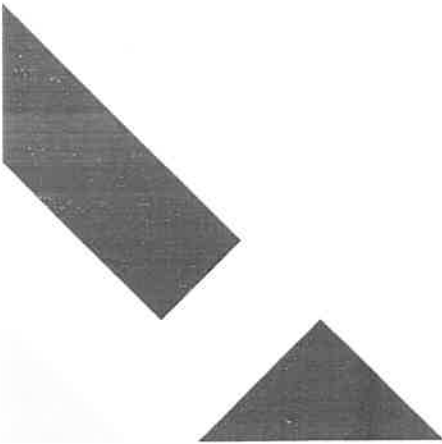
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#### **Request for Proposals 2023-11 Byron Park Restroom Facility Improvement Project**

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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 provide engineering services including general, water, sewer, and electrical grid. 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 per the Town Charter.

The Town of Williamsport reserves the right to allow for the clarification of questionable entries and for the correction of obvious mistakes or missed information, 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](mailto:crooney@williamsportmd.org)**

**DOCUMENTS REQUIRED FOR SUBMISSION AND CONSIDERATION**

Proposal Submission Form:  
Request for Proposals 2023-10 Byron Park Restroom Facility Improvement Project

- Engineering Services
- References
- If applicable; a signed copy of all advertised addenda

**REQUEST FOR PROPOSALS**  
**2023-10: BYRON PARK RESTROOM FACILITY IMPROVEMENT PROJECT**

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The Town of Williamsport (Town) invites the submittal of responses to this Request for Proposals from qualified individuals or firms (Contractor) interested in providing civil engineering services for general areas and identified projects. This project is funded through Program Open Space.

**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 and install improvements to a restroom facility located in Byron 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](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 per the Town Charter.

**II. Project Schedule**

**Pre-Bid Meeting:** Thursday, December 14, 2023, at 1:30 PM in the Planning Office at Town Hall. Any potential bidder not in attendance at the Pre-Bid Meeting will be provided a copy of an addendum based on discussion at the Pre-Bid meeting and may schedule a time to meet with the Town Manager and complete an on-site visit, if desired. Information is also available at [www.williamsportmd.gov/request-for-proposals/](http://www.williamsportmd.gov/request-for-proposals/).

**Sealed Proposals:** Due by Friday, January 5, 2024, by 3:30 PM. Envelopes must be delivered or mailed to Town Manager; Request for Proposals 2023-11; 2 North Conococheague Street; Williamsport, MD 21795. All sealed proposals must be delivered no later than 3:30pm on the due date. The Town reserves the right to reject any and all bids.

**ANY SEALED PROPOSAL RECEIVED AFTER 3:30PM ON THE DUE DATE WILL BE  
REJECTED OUTRIGHT AND SENT BACK TO THE SUBMITTING FIRM**

**Bid Opening:** All submitted bids will be opened at the January 8, 2024, meeting of the Mayor & Town Council. The Town Manager will unseal and read aloud all required documents for each submitted proposal.

**Bid Award:** The Mayor & Town Council will then consider each bid and may make a formal decision at the January 15, 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 seven days of the approval.

**Completion of Project:** It is the intention of the Mayor and Town Council to begin services on or before March 1, 2024, with an intended completion date of May 1, 2024, in time for open of the park to the public for the season.

### **III. Scope of Work**

It is the intention of the Town not to expand, nor constrict, the current shell of the facility.

- 1) Remove all current fixtures, sinks, toilets, and other accessories from restrooms (if these items will be reused in any capacity as part of this project, contractor must explain the reuse);
- 2) Expand existing door frames and install new doors to meet ADA requirements;
- 3) Install push button operations for both bathroom doors;
- 4) Install ADA compliant bathroom stalls with grab bars at proper heights;
- 5) Install sinks, hand dryers, urinals, and mirrors at proper ADA compliant heights;
- 6) Construct proper landing outside of restrooms to ensure ADA compliance;
- 7) Replace lighting fixtures to increase the visibility in the restrooms;
- 8) Install epoxy flooring with a color scheme to be agreed upon after successful proposal is selected (if the price will be affected dramatically, the color scheme will be determined and advertised as part of an addendum); and
- 9) Install one baby changing station in each restroom.

### **IV. PROPOSAL SUBMITTAL**

Please check the contents of your Request for Proposals package carefully to ensure that you have in your possession all the necessary documents, as referenced within this Request for Proposals, including any addenda. If you are missing any items, please contact Chad Rooney, Town Manager, at (301) 223-7711 or [crooney@williamsportmd.org](mailto:crooney@williamsportmd.org).

Submission of a proposal pursuant to this Request for Proposals shall constitute acknowledgement and acceptance of the terms and conditions set forth herein. Portions of this Request for Proposals and the contents of the proposal submitted by the successful proposer may become contractual obligations if an Agreement is awarded. Failure of the successful proposer to accept these obligations may result in cancellation of the award of contract.

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

The Town also reserves the right to:

- Conduct pre-award discussion and/or pre-award negotiations with any or all responsive and responsible Proposer(s) who submit proposals determined to be reasonably acceptable of being selected for award; conduct personal interviews or require presentations of any or all Proposer(s) prior to selection.
- Request that Proposer(s) furnish additional information as the Town may reasonably require.
- Process the selection of the successful Proposer without further discussion.
- Accept or reject qualifications or proposals in part or whole.
- Limit and/or determine the actual contract services to be included in a contract.
- Engage outside experts to assist staff in evaluating the merits and viability of each Proposer.
- Obtain information for use in evaluating submittals from any source.
- Verify the information received in the proposal. If a proposer knowingly and willfully submits false information or data, the Town of Williamsport reserves the right to reject that proposal. If it is determined that an Agreement was awarded because of false statements or other data submitted in response to this Request for Proposals, the Town of Williamsport reserves the right to terminate the Agreement.
- Waive any irregularity in any proposal, or reject any or all submittals, should it be deemed in the best interest of the Town of Williamsport to do so.
- The Town shall be the sole judge of the proposer's qualifications.

**Inquiries:** Technical questions may arise as firms are preparing their proposals. The Town will accept written inquiries regarding this Request for Proposals until seven (7) calendar days prior to the Request for Proposals due date. Questions received after that time will not be responded to. Answers to questions that warrant the attention of all the potential proposers will be distributed in the form of a written addendum.

**Please direct written inquiries to  
Chad Rooney, Town Manager, by e-mail at [crooney@williamsportmd.org](mailto:crooney@williamsportmd.org).**

**Rejection Rights:** The Town of Williamsport reserves the right, at any time, to modify, waive or otherwise vary the terms and conditions of this Request for Proposals including, but not limited to, the deadlines for submission and submission requirements. The Town further reserves the right to reject any or all submittals, to cancel or withdraw this Request for Proposals at any time and to negotiate with any party prior to or after submittal of proposals. Selection is also dependent upon the negotiation of a mutually acceptable contract with the successful proposers.

**Cost of Proposal Preparation:** No reimbursement will be made by the Town of Williamsport for any costs incurred in the preparation of the proposal or presentation.

**Proposals to be in Effect:** Each proposal shall state that it is valid for a period of not less than 120 days from the date of receipt.

**PROPOSAL SUBMISSION FORM**  
**REQUEST FOR PROPOSALS 2023-10:**  
**BYRON PARK RESTROOM FACILITY IMPROVEMENT PROJECT**

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 mowing and minor landscaping services as outlined in the **Byron Park Restroom Facility Improvement 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 execute 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 one service, 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 2023-10: Byron Park Restroom Facility Improvement 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  
(Print Name)

declare that I have read and fully understand the Request for Proposals documents, including the General Conditions and the Scope of Work, and that I am duly authorized to sign and submit this Proposal.

I further understand the Town reserves the right to reject any and all Submittals, to waive informalities, and to accept any Submittal or parts thereof, in its sole discretion as it determines what is in the best interest of the Town.

_____	_____
Signature	Date

**ALL SUBMISSIONS MUST BE ACCOMPANIED BY A SIGNED COPY OF ALL  
ADVERTISED ADDENDUMS IF ANY WERE ADVERTISED.**

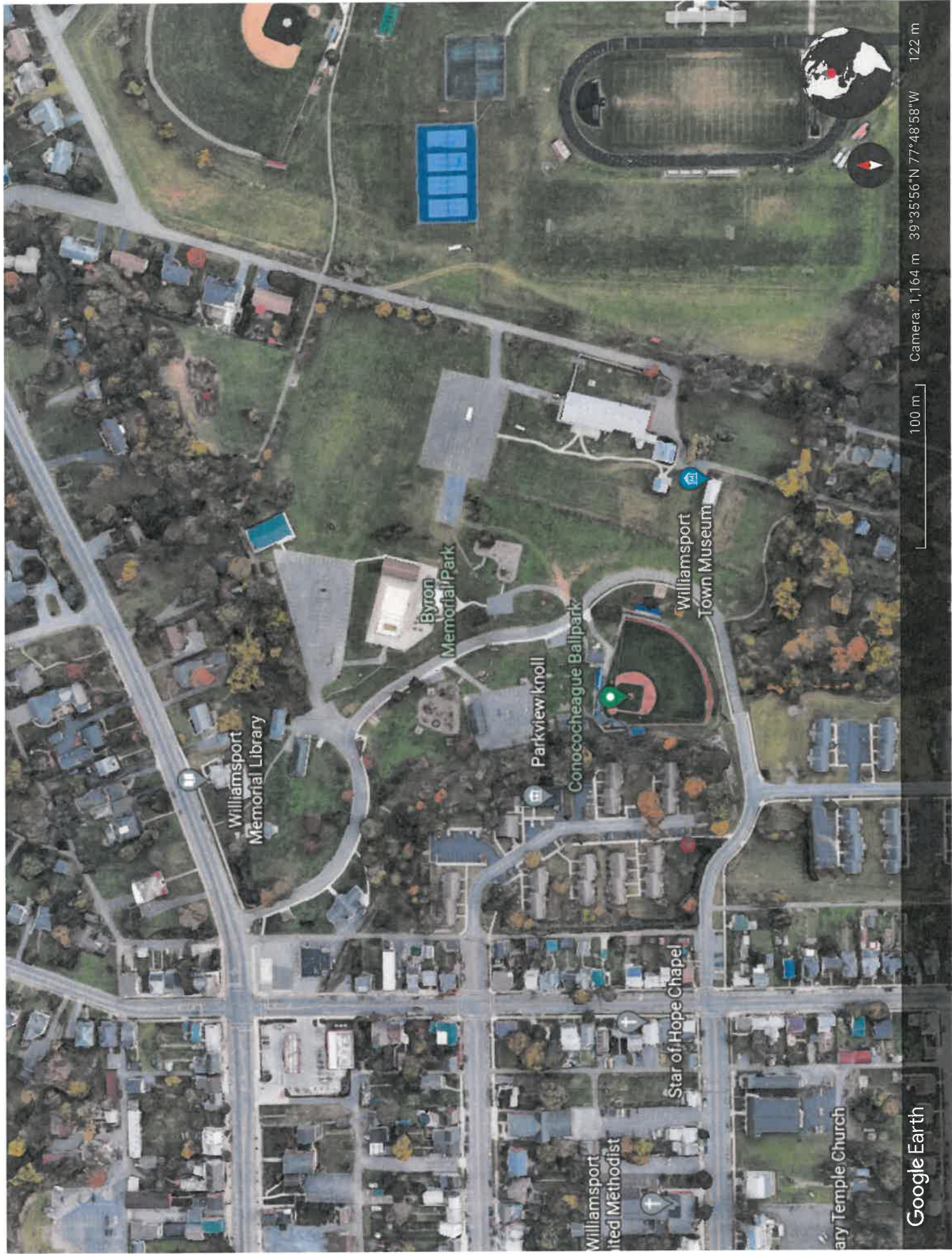
**FAILURE TO INCLUDE A SIGNED COPY OF EACH ADVERTISED ADDENDA  
WILL RESULT IN THE REJECTION OF THE SUBMITTED PROPOSAL.**

## APPENDIX A



# **MAP OF PROJECT LOCATION**





Williamsport Memorial Library

Byron Memorial Park

Parkview knoll

Conococheague Ballpark

Williamsport United Methodist

Star of Hope Chapel

Williamsport Town Museum

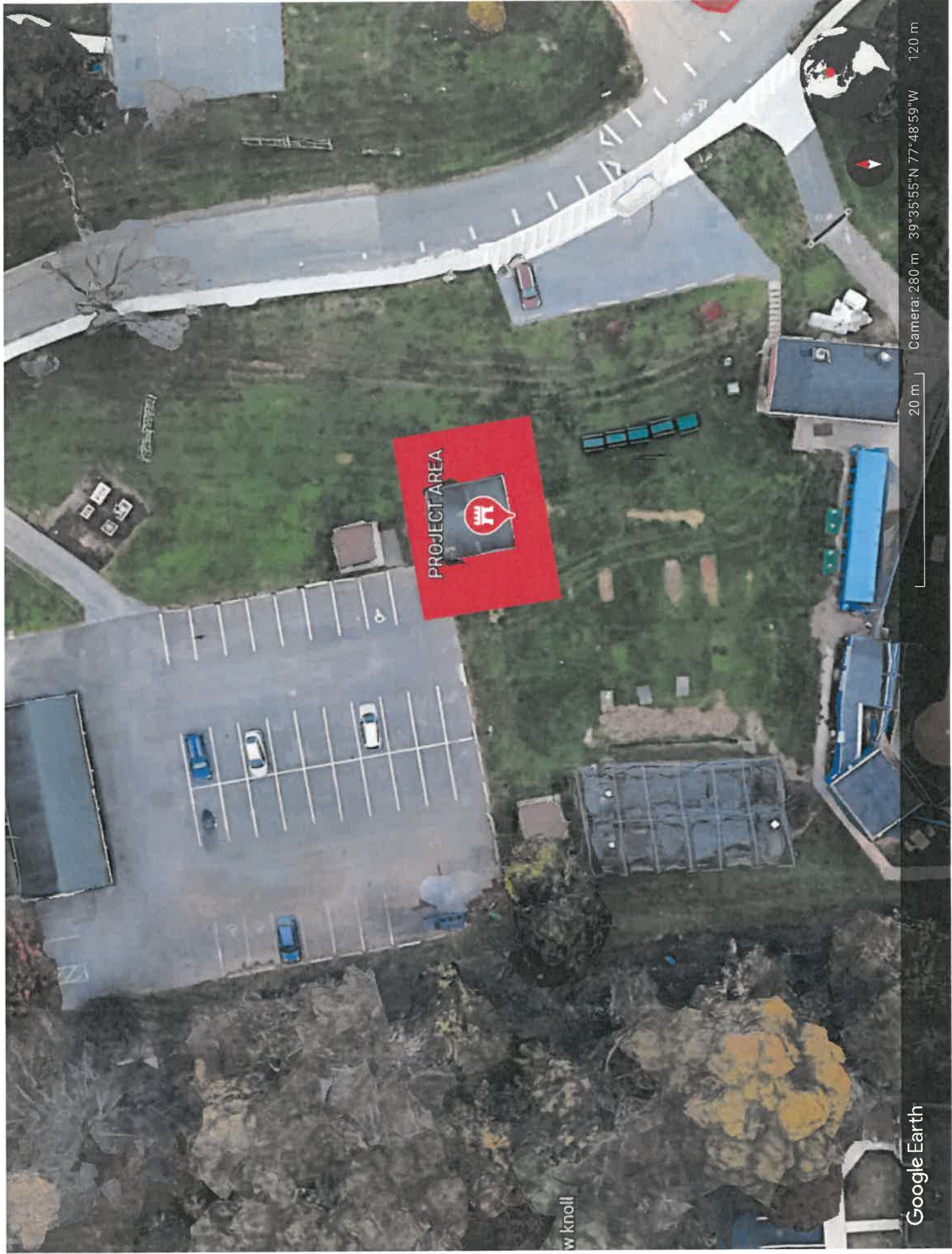
Mary Temple Church

Google Earth

100 m

Camera: 1,164 m 39°35'56"N 77°48'58"W 122 m





w knoll

PROJECT AREA