

**Town of Williamsport  
Request for Proposals  
2022-11: Engineering Services**



**SCOPE OF ADDENDUM #1 – December 15, 2023**

The following items constitute the Town’s response to questions presented by one or more of the potential firms interested in submitting a proposal. These items **must** be considered and addressed within submitted bids and any bid submissions not incorporating these addenda will be rejected.

Revision 1: Section II: Project Schedule; all questions will be accepted and responded to either by formal addendum or in writing to the person submitting the question. All questions must be provided to the Town Manager no later than 4:00pm on Thursday, December 28, 2023.

Revision 2: Section II: Project Schedule; all questions provided before the deadline stated in Revision 1 will be responded to either directly to the question submitter or by formal addendum. All addendums will be advertised no later than Friday, December 29, 2023, at 4:00pm;

Revision 3: Proposal Submission Form; the attached Proposal Submission Form will replace all previous versions and **must** be used for submissions. Any submissions on previous versions will be subject to outright rejection of the submission;

Revision 4: References; it is required for all submissions to include 3 to 5 references noting the name of the municipality/organization, primary point of contact for the municipality/organization, phone number of the primary point of contact, e-mail of the primary point of contact, project name completed for the municipality/organization, and a brief description of the project. There is not a formal References page, rather, all submissions for references must simply include this information.

Please send all questions regarding this RFP & Addendum to [crooney@williamsportmd.org](mailto:crooney@williamsportmd.org). The Town’s response to all submitted questions pertaining to the Scope of Work will be addressed by e-mail (BCC) to all those who have provided information to the Town. The response will also be advertised on the Town’s website under “*Request for Proposals*” to ensure any potential contractor wishing to submit a bid, but did not provide their information to the Town, has access to this information.

**\*\*\*\*\* A signed copy of this addendum must accompany your bid submission \*\*\*\*\***

Respectfully,

Chad P. Rooney, MBA, CBO

Town Administrator

Submitting Contractor: \_\_\_\_\_

Authorized Representative Name: \_\_\_\_\_

Date: \_\_\_\_\_

\_\_\_\_\_  
Authorized Representative Signature

**PROPOSAL SUBMISSION FORM**  
**REQUEST FOR PROPOSALS 2023-11: ENGINEERING SERVICES**

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 outlined in the **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 the date specified in the NOTICE OF AWARD / NOTICE TO PROCEED and to fully complete the PROJECT within the time set forth.

The CONTRACTOR agrees to execute a Contract for the work as awarded at the rated amounts 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 they have 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 agrees to fulfill tasks as requested by the OWNER and to do everything required to perform all work necessary for each request and to perform all other obligations imposed by this Agreement per the costs submitted in an attached, detailed Rate Schedule. The Rate Schedule will be revisited annually to ensure the OWNER is providing Engineering Services in a fiduciary responsible manner. Should the annual review deem it necessary for the Town to readvertise a new request for proposals, a 30-day notice will be provided to the successful CONTRACTOR explaining such.

----- INTENTIONALLY LEFT BLANK -----

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.**