



**TOWN OF EMMITSBURG**

300A South Seton Avenue Emmitsburg, Maryland 21727; Phone: 301-600-6300; info@emmitsburgmd.gov

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**REQUEST FOR PROPOSAL  
OWNER’S PROJECT MANAGEMENT SERVICES**

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**I. SCOPE OF WORK**

The Mayor and Commissioners of Emmitsburg, Maryland are requesting sealed bids from a qualified Owner’s Project Manager (OPM) to provide project management services in the site preparation/assembly/installation of one (1) modular restroom/concession stand building. The proposed pre-fabricated building has not been ordered but will be approximately 20’ x 24’ in size and will feature two multiuser restrooms in half of the building and a concession stand in the other half of the building. The restroom/concession stand building will be located in E. Eugene Myers Community Park at 201 West Lincon Avenue, Emmitsburg MD 21727. Sealed proposals are due by 4:00 p.m. on Friday, July 21, 2023. Please see “Submittal Requirements” on how to submit your bid.

**A non-mandatory pre-bid meeting will be held at the project site at 10:00 a.m. on Monday, June 26, 2023. See attached map for project location in E. Eugene Myers Community Park.**

The OPM will be responsible for the following:

**Phase 1: Pre-Construction Phase**

Procurement

- Modular Building Selection/Bidding
  - The Town will advertise a request for proposal (RFP) for the purchase of a modular building. OPM will review the RFP and make recommendations for changes.
  - Attend bid opening meeting. Date to be determined.
  - Assist the Town in the selection of a winning bidder and ordering of building.
  - *Note:* Modular building fabrication can take 6+ months after bid selection.

**Phase 2 – Construction Phase**

Site Preparation

- Coordination of Water and Sewer Hookup
  - Coordination of the connection of the Town’s public water and sewer system to the pre-fab building. The Town has chosen KelCo Plumbing & Backhoe Service LLC and will pay all invoices to KelCo Plumbing for the work.
  - OPM will ensure connections align with tie in location for pre-fab building.

- Coordination of Stabilized Construction Entrance and Compacted Base for Building
  - Assist Town in hiring of a construction company to build the stabilized construction entrance and compacted base/site pad for building to engineer requirements. See Fox & Assoc. Inc. Site Plan document.
  - The Town will directly pay contractor for the work.
- Coordination of Sidewalk Installation
  - Assist Town in hiring of a contractor to construct sidewalks around exterior of building to engineer specifications. See Fox & Assoc. Inc. Site Plan document.
  - The Town will directly pay contractor for the work.

#### Building Delivery

- Advise the Town in hiring of a crane company to transfer building from shipping vehicle to site pad.
- Coordinate modular building delivery and installation of the modular building on the compacted base/site pad.
- OPM must be onsite on the day of modular building delivery and installation.

#### Project Meetings

- Attend up to three (3) scheduled meetings to include a pre-construction meeting and a final walk through meeting.
- In addition to regular communication with town staff throughout the duration of the project, the OPM is expected to coordinate construction activities with the chosen contractors as appropriate and required and attend all necessary meetings with the chosen contractors.

#### Construction Quality Control

- Coordinate provided testing services, review ongoing construction means and methods and quality, and facilitate the resolution of construction questions and issues.
- Advise on an ongoing basis of all project developments, including conditions and circumstances that may cause delay in the project schedule, increase costs, or otherwise may be inconsistent with the Town's expectations.

#### Punch list and Project Closeout

- Assist the Town in the preparation of final project punch lists and facilitate their timely completion.
- Ensure all building commissioning and turnover is complete.
- Review all warranty documentation, as-built documents and operations and maintenance manuals to ensure compliance with project specifications.
- Ensure that the project delivers documentation that all work has been successfully tested and has been built according to the contract documents.

**Questions?** Please submit your question in writing to Madeline Shaw, Grants Administrator, at Mshaw@emmitsburgmd.gov. All questions and corresponding answers will be posted in writing on the Town's website for bidder reference.

## II. PROJECT LOCATION MAP







### III. SUBMITTAL REQUIREMENTS

Please submit four (4) hard copies of your bid to Town of Emmitsburg, Attn: Town Manager, 300A South Seton Avenue Emmitsburg MD 21727. No email submittals will be accepted. Please note on bids, **“Project Manager Bid, Do Not Open.”** Contractors can either mail submittals, deliver submittals to the Town Office on the 2<sup>nd</sup> floor, or place submittals in the black drop box labeled “Town of Emmitsburg” at the rear of the Emmitsburg Community Center (300A South Seton Ave.). If a submittal receipt is requested, please email [info@emmitsburgmd.gov](mailto:info@emmitsburgmd.gov) or call 301-600-6300. Bids are due by 4:00 p.m. Friday, July 21, 2023. At the minimum, all bids must include the following:

**A.) Letter of Transmittal:** The letter of transmittal must contain the following information:

1. Name, title, address, e-mail address, and telephone number of the person(s) whom correspondence should be directed regarding the bid and any questions.
2. Statement which indicates “proposal and cost schedule shall be valid and binding for ninety (90) days following proposal due date and will become part of the contract that is negotiated with the Town of Emmitsburg”.

**B.) Detailed cost statement:**

Clearly show the cost for each phase and the total project cost.

**C.) References:**

Please provide the name, phone number and **email** of at least three (3) client references for similar work completed within the past three (3) years.

**D.) Resume of proposed Project Manager.**

**E.) Proof of Insurance:**

The successful proposer must have and maintain current worker's compensation insurance, comprehensive general liability and automobile insurance for bodily injury, death or loss of or damage to property of third persons in the minimum amount of \$1,000,000 per occurrence with the Town of Emmitsburg as an additional name insured. Please list the policy number, insurance company, and expiration date with your bid.

### IV. PROPOSED TIMELINE

Thurs. June 15, 2023

Request for proposal published.

Mon. June 26, 2023

Non-mandatory pre-bid meeting at 10:00 a.m.

**Fri. July 21, 2023**

**DEADLINE: Bids due by 4:00 p.m.**

Mon. August 21, 2023

*Tentative:* Bid review/approval by the Board of Commissioners.

Tues. August 22, 2023

*Tentative:* Bid announcement made.

## V. MISCELLANEOUS INFORMATION

- *The Town of Emmitsburg reserves the right to accept or reject any and/or all bids and to waive any informalities or irregularities in the bidding process.*
- *The RFP creates no obligation on the part of the Town to award a contract or to compensate the proposer for any costs incurred during the proposal presentation, response, submission, presentation, or oral interviews (if requested/held). The Town reserves the right to award a contract based upon proposals received without further discussion or negotiation. Proposers should not rely upon the opportunity to alter their qualifications during discussions.*
- *The Town further reserves the right to make investigations as it deems necessary to determine the ability of proposers to furnish the required services, and proposers shall furnish all such information for this proposal as the Town may request.*
- *Proposers must specifically identify any portion of their submittals deemed to contain confidential or proprietary information.*
- *The Town of Emmitsburg does not discriminate based on race, color, national origin, sex, sexual orientation, religion, age and disability in employment or the provision of services.*