



TOWN OF EMMITSBURG

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

REQUEST FOR PROPOSAL

RE: EMMITSBURG BATHHOUSE REHABILITATION

The Mayor and Commissioners of Emmitsburg, Maryland are requesting sealed bids from qualified general contractors for the rehabilitation of the Community Pool Bathhouse located at 201 West Lincoln Avenue, Emmitsburg, Maryland 21727.

All sealed bids must be received by 4:00 pm on Friday June 28, 2019. Proposals will not be accepted via email. Please boldly note on sealed bids **“Pool House Bid, Do Not Open.”** Please note there is a mandatory preproposal site visit, which bidders should schedule on an individual basis with the Town.

Please direct questions to Maddy Shaw, Town Clerk, at (301) 600-6300 or mshaw@emmitsburgmd.gov.

I. OUTLINE OF RFP

This RFP consists of the following seven (7) parts:

- Part 1: Outline of RFP
- Part 2: Introduction & Background
- Part 3: Scope of Work
- Part 4: Submittal Requirements
- Part 5: Evaluation Criteria and Process
- Part 6: Proposed Timeline
- Part 7: Miscellaneous Information
- Exhibit A: Photos on Existing Interior (As of April 2019)
- Exhibit B: 1975 Pool House Drawings/Plans

II. INTRODUCTION & BACKGROUND

The Town of Emmitsburg (“Town”) is in need of a qualified general contractor to complete the rehabilitation of the Emmitsburg Community Pool Bathhouse (“Pool House”) located at 201 West Lincoln Avenue, Emmitsburg, Maryland. The work requested includes, but is not limited to, interior demolition, plumbing, painting and minor electrical work. The 45+ year old Bathhouse is owned by the Town and is a 2,720 square foot single-story building. In 2017 the Town received grant money to replace the pool with a brand new American with Disabilities Act (ADA) compliant pool. Continuing in the Town’s work, the Town would like to update the pool house by making it more ADA compliant with wheel chair accessible showers, toilets and changing stalls. Please find photos of the existing bathhouse under “Exhibit A.”

The pool house features six (6) total areas: front desk, men’s bathroom, women’s bathroom, lifeguard room, concession stand and a pump/chemical room. The largest rooms in the pool house are the men’s restroom and women’s restroom, which is where the majority of the requested work will occur.

The 2019 pool season ends on September 2, 2019. Rehabilitation work can begin the week after (week of September 9, 2019). Contractors will not have access to the site prior to this date.

Contractors please note that the Town anticipates funding the majority of this project through a Program Open Space grant through the State of Maryland, which was awarded in April 2019.

III. SCOPE OF WORK

All bids must meet and/or exceed the requirements contained herein. Please note the final scope of work will be negotiated with the selected contractor prior to execution of the proposal. The Town will provide the building permits for the project. The scope of services for this project should include the following:

1. **Meetings:** Two (2) meetings with Town staff including a project kickoff meeting and a final “punch-list” project review meeting.
2. **Demolition and Debris Removal:** Demo labor of cinder block walls around communal shower (Men’s Room) and 4 individual showers (Women’s Room). Demo work of wooden partitions around changing stalls and toilets. Removal of concrete block tripping-hazard in front desk area. Other demo work as needed.
3. **Plumbing:** All water supply lines, hot and cold, shall be new from the main cold water line inside the plumbing chase to all fixtures inside the building and outside as well. In addition, a new electric hot water heater, new mixing valve and three (3) new Zurn frost-free hose bibs are requested.
4. **Painting & Patch Work:** Painting is needed in the men’s room, women’s room and front desk area. Painting will include the walls and the ceiling/ceiling beams. There is a large metal beam that goes down the middle of the men and women’s restroom. The beam is rusting and in need of rust removal and painting. Patching of cinder block walls as needed.
5. **Electrical Work:** Minor electrical work will be needed for the installation of two (2) hand dryers (4 total) and one exhaust fan (2 total) in each restroom. Two (2) new electrical outlets are also requested for the front desk area. The Town is *considering* the addition of two (2) ceiling fans in each restroom as well. No other electrical work is anticipated.
6. **Installation of New Partitions:** The following new plastic partition are needed:
 - a. Four (4) new changing room stalls in the men’s restroom.
 - b. Four (4) new changing room stalls in the women’s restroom.
 - c. Four (4) new toilet stalls in the women’s restroom.
 - d. Three (3) new toilet stalls in the men’s restroom.At least one changing stall and one toilet stall should be wheelchair accessible in each restroom.
7. **Installation of New Sinks, Toilets and Sink/Toilet Accessories:** There are four (4) toilets and three (3) sinks in the women’s restroom and two (2) toilets, two (2) urinals and three (3) sinks in the men’s restroom. At least one sink and one toilet should be wheelchair accessible in each restroom.
 - a. Six (6) new toilets
 - b. Two (2) new urinals
 - c. Six (6) jumbo toilet paper dispensers
 - d. Four (4) sanitary napkin receptacles
 - e. Seven (7) new sinks
 - f. Seven (7) drip-proof soap dispensers
8. **Installation of New Showers and Shower Accessories:** There are four (4) showers in each restroom. At least one shower should be wheelchair accessible in each restroom.
 - a. Eight (8) shower stalls with wood framing and fiberglass reinforced plastic (FRP) panels.
 - b. Eight (8) shower fixtures (*must have scald proofing*).
9. **Miscellaneous Installations:**
 - a. Two (2) new interior doors leading into Men and Women’s.
 - b. Eight (8) wall-mounted wooden benches (one in each changing stall).

IV. SUBMITTAL REQUIREMENTS

Please submit at least three (3) copies of your bid to Town of Emmitsburg, Attn: Town Manager, 300A South Seton Avenue Emmitsburg MD 21727. Email submittals will *not* be accepted. Please note on bid envelopes, **“Pool House Bid, Do Not Open.”** At the minimum, all bids must include the following. Failure to not include the requested information may result in disqualification.

A.) There is a **MANDATORY** pre-proposal site visit for all contractors, which will be scheduled on an individual basis. Please contact Steve Fissel, Building Maintenance, to schedule your visit at (301) 447-2162 or sfissel@emmitsburgmd.gov. Appointments can be made Monday through Friday between the hours of 8:00 a.m. and 3:00 p.m. The Town reserves the right to reject any contractor proposals if they do not attend the mandatory preproposal site visit.

B.) **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 regarding the bid should be directed.
2. Federal taxpayer identification numbers of your organization.
3. Briefly summarize your understanding of the project and the services to be provided.
4. State the date/time you attended the mandatory site visit.
5. 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”.

C.) **Detailed Cost Estimates**

The cost should be broken down into the following line items with a clear cost for each. Please see *Scope of Work* section for details regarding each item.

Emmitsburg Pool House Items:	Proposed Cost:
Demolition and Debris Removal	\$
Plumbing	\$
Painting & Patch Work	\$
Electrical Work	\$
New Partitions (Toilet Stalls and Changing Stalls)	\$
Installation of New Sinks, Toilets and Sink/Toilet Accessories	\$
Installation of New Showers and Shower Accessories	\$
2 New Interior Doors	\$
2 New Exhaust Fans	\$
<i>Optional:</i> Ceiling fans (4 total)	\$
PROPOSED TOTAL COST:	\$

D.) **References**

Provide client references for similar work completed within the past five (5) years. Please provide the organization, name, address and telephone number of the person(s) at the client reference who can comment on the work completed by your organization.

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 submit proof of insurance. Policy number, insurance company, and expiration date must be provided at a minimum for bids.

V. EVALUATION CRITERIA AND PROCESS

- A.) The Town Manager will designate a selection committee composed of town staff to conduct an evaluation of qualifications and will rate each submittal based upon the following criteria:
- a. Cost and/or fee structure.
 - b. Experience.
 - c. Understanding of services to be provided.
 - d. Satisfaction of clients/references.

VI. PROPOSED TIMELINE

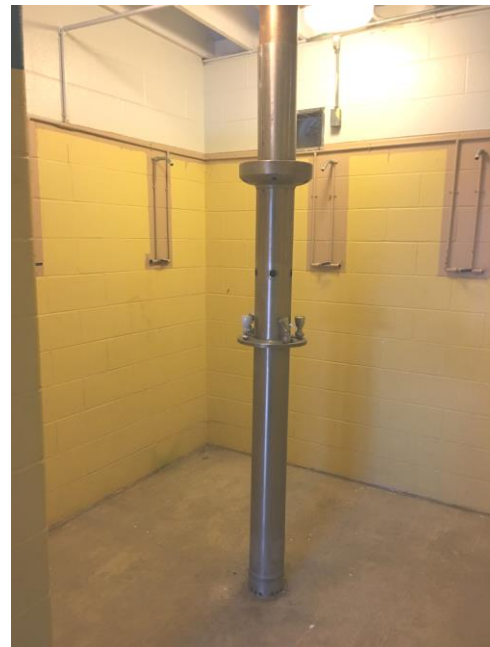
Wednesday May 1, 2019	RFP available on the Town of Emmitsburg's website
Friday June 28, 2019	DEADLINE: Bids due by 4:00 p.m.
Monday August 5, 2019	Bid review/approval by the Board of Commissioners.
Friday August 9, 2019	Bid award/rejection letters email and mailed out.
Monday September 9, 2019	Winning bidder can begin work.

VII. MISCELLANEOUS INFORMATION

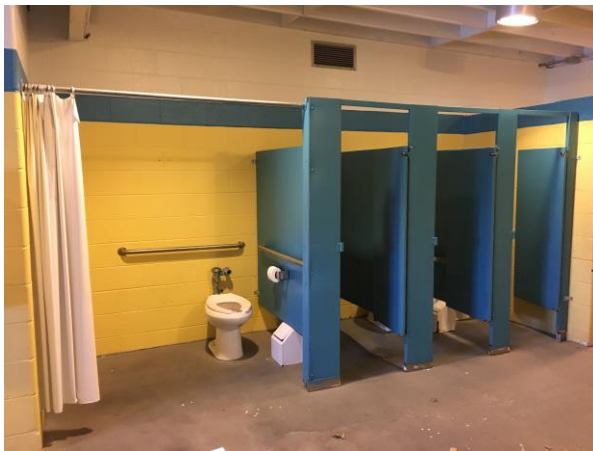
- The Town of Emmitsburg reserves the right to accept or reject any and/or all bids and to waive any informalities or irregularities in the bidding process.
- The RFP creates no obligation on the part of the Town to award a contract or to compensate the proposer for any costs incurred during the proposal 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, religion, age and disability in employment or the provision of services.

EXHIBIT A: PHOTOS OF EXISTING INTERIOR (AS OF APRIL 2019)

Men's Restroom:



Women's Restroom:



Front Desk Area:



EXHIBIT B: 1975 POOL HOUSE DRAWINGS/PLANS

*For a larger copy, please email Mshaw@emmitsburgmd.gov *

