



TOWN OF EMMITSBURG

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

REQUEST FOR PROPOSAL

RE: EMMITSBURG STREET PAVING

The Mayor and Commissioners of Emmitsburg, Maryland are requesting sealed bids from qualified contractors for the paving of eight (8) street areas within the Town of Emmitsburg.

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 **“Street Paving 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 any questions to Jimmy Click, Emmitsburg’s Director of Public Works, at (301) 447-6495 or at jclick@emmitsburgmd.gov.

I. OUTLINE OF RFP

This RFP consists of the following six (6) parts:

- Part 1: Outline of RFP
- Part 2: Scope of Work
- Part 3: Submittal Requirements
- Part 4: Evaluation Criteria and Process
- Part 5: Proposed Timeline
- Part 6: Miscellaneous Information

II. SCOPE OF WORK

All bids must meet and/or exceed the requirements contained herein. The Town of Emmitsburg (“Town”) is need of qualified paving contractors to complete the paving of eight (8) different street areas in Emmitsburg. Please note there is a mandatory site visit to show specifics for project, which will be schedule on an individual basis.

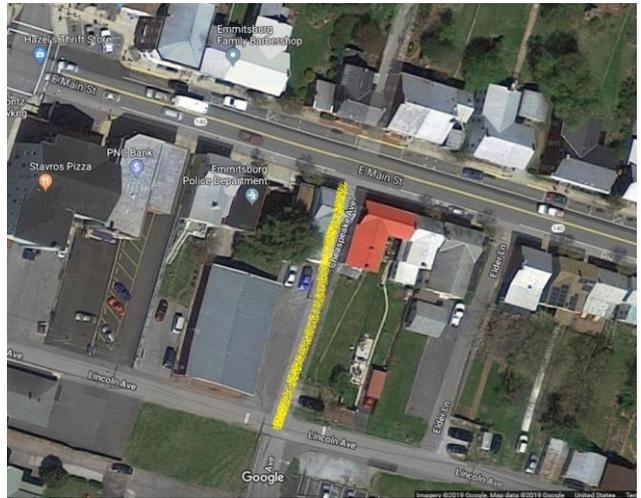
Paving Needed in the Following Areas: (SEE ATTACHED PHOTOS)
<ol style="list-style-type: none">1. Chesapeake Avenue (East Main St. to East Lincoln Ave.)2. Chesapeake Ave. (Potomac St. to Potomac Ave.)3. Wagerman Lane4. Bunker Hill Drive5. Creamery Way6. Saint Joseph’s Lane (Seton Place to North Seton Ave.)7. West Lincoln Ave. at the Jamison Ave. intersection8. West Lincoln Ave. at the Patterson Ave. intersection

The required services for paving must include the following:

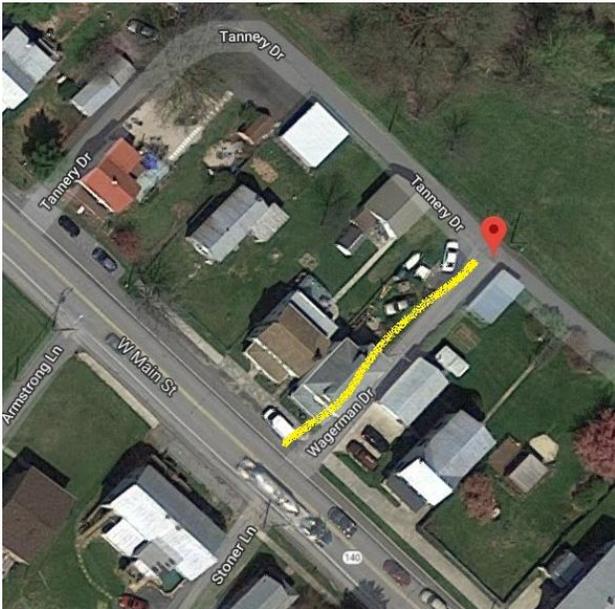
- Removing existing asphalt from existing roadway.
- All streets with be a 2-inch mill and overlay.
- Restore any landscape, sidewalk or other damage to the site upon project completion.



Chesapeake Ave.
(Potomac St. to Potomac Ave.)



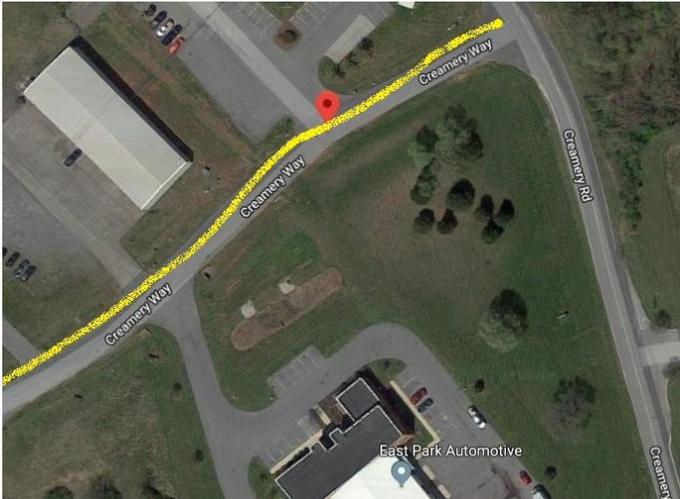
Chesapeake Ave.
(East Main St. to East Lincoln Ave.)



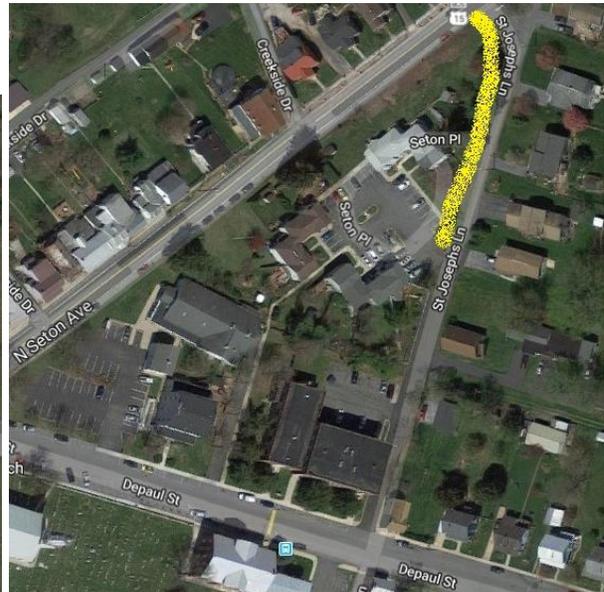
Wagerman Lane



Bunker Hill Drive



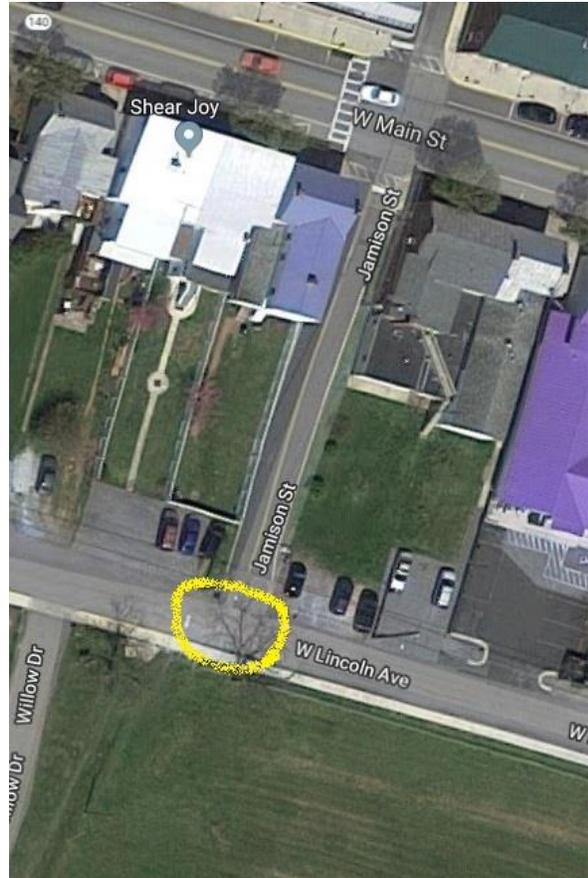
Creamery Way



St. Joseph's Lane
(Seton Place to North Seton Ave.)



Intersection of West Lincoln Ave.
& Patterson Ave.



Intersection of West Lincoln Ave.
& Jamison St.

III. 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, “**Street Paving 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 Jimmy Click, Director of Public Works, to schedule your visit at (240) 674-7450 or jclick@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.

Street Paving Areas:	Proposed Cost:
Chesapeake Avenue (East Main St. to East Lincoln Ave.)	\$
Chesapeake Avenue (Potomac St. to Potomac Ave.)	\$
Wagerman Lane	\$
Bunker Hill Drive	\$
Creamery Way	\$
Saint Joseph’s Lane (Seton Place to North Seton Ave.)	\$
West Lincoln Ave. at the Jamison Ave. intersection	\$
West Lincoln Ave. at the Patterson Ave. intersection	\$
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.

IV. 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.

V. PROPOSED TIMELINE

Monday May 6, 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 August 12, 2019	Winning bidder can begin work.

VI. 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.