



Request for Proposal (RFP)

**Linear Trail Repaving between
Oklahoma Ave and Norris Ave**

**Town of Sykesville
7547 Main Street
Sykesville, MD 21784**

**Requester:
Kevin Rubenstein
Town Planner
410-795-8959
krubenstein@sykesville.net**

August 30, 2023

**PUBLIC NOTICE
TOWN OF SYKESVILLE
REQUEST FOR PROPOSALS**

The Town of Sykesville is requesting written, sealed proposals for the repaving of about 900 linear ft of the Linear Trail between the cul-de-sac on Oklahoma Ave and Norris Ave. To receive a copy of the RFP, contact the Town at town@sykesville.net. A Pre-Bid Conference has been scheduled for September 11, 2023, at 12:00 PM at the Sykesville Town House, 7547 Main Street, Sykesville, MD 21787. Attendance at this meeting is not mandatory but is recommended. Sealed proposals must be submitted to the Sykesville Town House no later than September 19 by 12:00 PM, at which time they will be opened and read publicly. Questions regarding this project should be directed to Kevin Rubenstein, Town Planner, Town of Sykesville, 410-795-8959 krubenstein@sykesville.net. The Mayor and Town Council reserves the right to waive any formalities and to reject all bids.



Town of Sykesville

7547 Main Street, Sykesville, MD 21784
p: 410.795.8959 f: 410.795.3818
townofsykesville.org

Date: August 30, 2023

To: Contractors

Re: Request for Proposals (RFP) by the Town of Sykesville for the Repaving of approximately 900 linear ft of the Sykesville Linear Trail between Oklahoma Ave and Norris Ave.

Introduction

The Town of Sykesville (Town) is requesting cost proposals from qualified contractors for the overlay or removal and repaving of approximately 900 LF of five-foot-wide asphalt trail. This project is in conjunction with Maryland Program Open Space (POS).

Project Summary

The Town has been awarded a Program Open Space Grant to rehab about 900 LF of asphalt trail located between Oklahoma Avenue and Norris Avenue. The work will include creating a new paved section to form one continuous path as well as the following at the discretion of the selected contractor:

- Overlay of existing paved asphalt.
- Removal of existing asphalt and repaving.

The contractor is required to secure all necessary permits. All work must be in accordance with the latest Carroll County standards and Program Open Space program regulations. Interested persons or companies **must** make a personal examination of the area and surroundings, and shall thoroughly acquaint themselves with the work to be done and all the conditions and obstacles likely to be encountered in the performance and completion of this POS funded project.

Pre-Bid Meeting

A pre-bid meeting will be held at the Sykesville Town Office, 7547 Main Street, Sykesville, Maryland, 21784, at 12:00 P.M., Monday, September 11, 2023.

Deadline to Receive Proposals

Sealed proposals must be submitted at the Sykesville Town House by 12:00 p.m., Monday, September 19, 2023 at which time they will be opened and read publicly. One original signed proposal, and three copies of the proposal, should be submitted in accordance with all the requirements of this Request for Proposal addressed to:

Town of Sykesville
Kevin Rubenstein, Town Planner

7547 Main Street
Sykesville, MD 21784

The Mayor and Town Council reserve the right to waive any formalities and to reject any and all bids.

Proposal Requirements

The proposal shall contain the following:

1. A complete and signed proposal letter (if possible, no longer than two pages) explaining how you have the required experience necessary to implement the project.
2. A resume of the actual person(s) who will be implementing the project.
3. A signed Bid Form indicating the total lump-sum fee with a breakdown of costs for each phase of the project (Site Evaluation/Design/Construction/Post-Construction). (*See Bid Form*)
4. A clear description of optional or additional services, and reimbursement costs not included in the base fee, and an hourly rate.
5. A minimum of three (3) professional references. References should include a contact name, address and phone number. (*See References Form*)
6. Proposals must be valid for at least 60 days following the deadline for submission. All prices shall be firm and not subject to increase.
7. The names and dates of other publicly funded projects successfully implemented.

Submittal Requirements

Sealed proposals consisting of all required forms will be received at the Town House 7547 Main Street, Sykesville MD 21784 by 12:00 p.m., Monday, September 19, 2023. Sealed proposals must be clearly marked "Linear Trail Rehabilitation" on the outside of the envelope.

Contract

The contractor shall not commence work until a contract and a signed Notice to Proceed has been executed, as prepared by the Town. A sample contract may be requested by contacting Town Staff.

Selection Criteria

The Town intends to award a contract upon consideration of the factors set forth below:

1. Thorough review of each prospective contractor's professional qualifications and credentials.
2. Recommendations from at least three (3) professional references.
3. Assurance from the prospective contractor that the work can be completed within specified time frame and according to required POS program specifications.
4. Project costs as shown in the sealed bid.

Payment Procedures

Payment will only be made based on work completed.

Nondiscrimination Clause

The contractor will not discriminate against any employee or applicant for employment because of race, color, religion, sex, or national origin. The contractor will take affirmative action to ensure that applicants are employed, and that employees are treated during employment without regard to their race, color, religion, sex or national origin. Such action shall include, but not limited to the following: Employment, upgrading, promotion, demotion or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided setting forth the provisions of this nondiscrimination clause.

Information

If you have any questions concerning this RFP, please contact:

Kevin Rubenstein, Town Planner

410-795-8959

krubenstein@sykesville.net

General Conditions

Disputes:

In cases of disputes as to whether the service quoted meets the specifications, the decision of the Town shall be final and binding on both parties.

Completion of Work:

The Contractor for this work will be expected to deliver the services as describe in the Project Description.

Failure to Deliver:

In the event the Contractor fails to deliver the services and/or materials covered by the contract and in accordance with the delivery terms stipulated in the contract, then the Town will have the right to purchase on the open market the services and/or materials covered in the Bid Proposal and shall have as damages the cost of obtaining such services and/or materials and any additional cost incurred by the Town as a result thereof.

Bonds:

A Bid Bond and Performance Bond are not required.

Insurance:

The Contractor shall not commence work under this proposal until all required insurance under this paragraph has been obtained, and the Town has approved such insurance. The engineer shall not allow any subcontractor to commence work until the insurance required of the subcontractor has been so obtained and approved. These insurance standards are required unless waived, amended, or altered by the Town Manager.

Professional Liability

Minimum available as approved by Town

Workers Compensation

\$1,000,000 Minimum

Indemnification:

The Contractor will be required to indemnify, defend, and hold the Town harmless against any and all liability to any person or persons for or by any reason of any condition or malfunction of the materials used, and against any and all claims made or liability to any person or persons by reason of any act or omission or negligence of the Contractor or any of its agents, servants, or employees. This indemnification shall include reasonable attorney's fees incurred by the Town in connection with such claim or liability.

The Town has the right to inspect and test all services and/or materials called for by the contract, to the extent practicable at all times and places during the term of the contract. The Town shall perform inspections and tests in a manner that will not unduly delay the work. If any of the services and/or materials does not conform to contract specifications, the Town may require the contractor to perform the service or again provide a replacement product in conformity with contract specification, at no increase in the contract amount.



Town of Sykesville

REFERENCES

The contractor shall furnish a representative list of three (3) references involving work as specific herein. Failure to submit the required information with the Proposal may be cause rejection of the Proposal.

The Town may make such investigate, as it deems necessary to determine the ability of the contractor to furnish the services and the contractor shall furnish to the Town all such information and data for this purpose as the Town may request. The Town reserves the right to reject any proposal if the evidence submitted by or investigation of such contractor fails to satisfy the Town that such contractor is properly qualified to carry out the obligation of the contact and deliver the service herein.

Local Government/Organization Name: _____

Address: _____

Contact Person: _____

Email: _____ Contract Value: _____

Local Government/Organization Name: _____

Address: _____

Contact Person: _____

Email: _____ Contract Value: _____

Local Government/Organization Name: _____

Address: _____

Contact Person: _____

Email: _____ Contract Value: _____



Town of Sykesville

Equal Opportunity Employer Form

I HEREBY AFFIRM THAT THIS COMPANY DOES NOT DISCRIMINATE IN ANY MANNER AGAINST ANY EMPLOYEE OR APPLICANT FOR EMPLOYMENT BECAUSE OF RACE, CREED, COLOR, RELIGION, AGE, COUNTRY OF NATIONAL ORIGIN, MARITAL STATUS, DISABILITY, SEXUAL ORIENTATION, GENDER IDENTITY, GENETIC INFORMATION, POLITICAL AFFILIATION, ETHNICITY OR STATUS IN ANY OTHER GROUP PROTECTED BY FEDERAL/STATE/LOCAL LAW.

Bidder: _____
Type/Print Name of Firm

Address: _____

City: _____

State/Zip Code: _____

By: _____
Signature of Person Authorized to sign Proposal

Type/print Name and Title of Person Authorized to sign Proposal



Town of Sykesville

Bid Form

Bidder: _____
Type/Print Name of Firm

Address: _____

City: _____

State/Zip Code: _____

Phone: _____ Email: _____

By: _____
Signature of Person Authorized to sign Proposal Type/print Name and Title of Person Authorized to

Clearly describe any additional services not included in the fee above:

Monthly fees for additional services described above: _____

Total Cost of Proposal _____

Comments:

