

# RFP 2021-03 Paving of Streets and Pathway

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## ADVERTISEMENT

TOWN OF BERLIN  
REQUEST FOR PROPOSALS  
RFP # 2021 – 03  
PAVING OF STREETS AND PATHWAY

Due Date: Wednesday, December 15, 2021  
Time: 10:00 AM EST

The Town of Berlin is seeking Proposals for the Demolition as required and Paving of certain streets and a park pathway in the Town of Berlin. Qualified contractors are encouraged to visit the Town of Berlin website at [berlinmd.gov/government/request-for-proposals/](http://berlinmd.gov/government/request-for-proposals/) or contact Town Administrator Jeffrey Fleetwood at 410-641-4002/[jfleetwood@berlinmd.gov](mailto:jfleetwood@berlinmd.gov) for the official RFP. EEO.



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## GENERAL INFORMATION

**NOTICE:** Notice is hereby given that proposals will be received by the Town of Berlin, Maryland for the Demolition as required and Paving of certain streets and a walking path by filing with the Town by the date and time and at the location as indicated herein.

**RFP # 2021 – 03**  
**PAVING OF STREETS AND PATHWAY**

**Due Date: Wednesday, December 15, 2021**  
**Time: 10:00 AM EST**

**Deliver submittals to:**  
Jeffrey Fleetwood, Town Administrator  
Town of Berlin  
10 William St.  
Berlin, MD. 21811  
Attn: RFP 2021 – 03

The Town of Berlin (the “Town”) is seeking contractor (“Submitter” or “Bidder”) proposals for the Demolition as required and Paving of:

- Graham Avenue east of MD 377/William Street;
- Stevenson Lane;
- Decatur Street from MD 376/Bay Street to Burley Street; and
- the existing walking path in Stephen Decatur Park

all located in the Town of Berlin, Maryland 21811. Proposals must be submitted to the address and by the date and time, and in the format indicated herein.

It is the responsibility of potential bidders to thoroughly review this Request for Proposal and ensure their full understanding of same.

Proposals received after the due date will not be considered. Submitters accept all risks of late delivery of mailed or shipped submittals regardless of fault.

The Town of Berlin reserves the right to reject any and all submittals and to waive irregularities and informalities in the submittal and evaluation process. This Request for Proposals (“RFP”) does not obligate the Town to pay any costs incurred by respondents in the preparation and submission of their proposal. Furthermore, the RFP does not obligate the Town to accept or contract for any expressed or implied services.

It is the Town of Berlin's policy to assure that no person shall, on the grounds of race, color, religion, sex or national origin, as provided by Title VI of the Civil Rights Act of 1964, be excluded from participation in, be denied the benefits of, or be otherwise discriminated against.



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The Town is committed to a program of equal employment opportunity regardless of race, color, creed, sex, age, nationality, disability, or sexual orientation. The successful bidder (“Contractor”) must comply with the Town of Berlin’s equal opportunity requirements.

**ABOUT BERLIN:** The Town of Berlin is a community of approximately 5,000 people located on Maryland’s eastern shore. The Town operates under a Strong Mayor form of government. Berlin provides the following services to the community’s residents: police, public works, parks, water, wastewater, stormwater, electricity, economic development, planning, code enforcement, engineering (under contract), and general administration. The Town operates on a one-year budget cycle from July 1 through June 30.

## SCOPE OF SERVICES

The Town of Berlin seeks to enter into a contract with a qualified firm for the purchase and replacement of windows at Berlin Town Hall.

### A. SPECIFICATIONS

Demolition as required to include the removal of existing materials to a depth of 1.5 inch and paving of the following locations and for the approximate distances indicated below:

1. Graham Avenue east of MD 377/William Street (380 ft x 30 ft);
2. Stevenson Lane (392 ft x 18 ft);
3. Decatur Street from MD 376/Bay Street to Burley Street (2082 ft x 21 ft); and
4. the existing scrap tire walking path in Stephen Decatur Park ( 3200 ft x 4 ft); excavate minimum of 6 inches and backfill with 4 inches of crush and run then 2 inches of hot mix.

### B. MINIMUM REQUIREMENTS

1. Work shall be started within 60 (sixty) days of award of contract.
2. Work shall be completed within 90 (ninety) days of start date.
3. Contractor is responsible for, at a minimum:
  - a. Notification of appropriate agencies as required by regulation prior to start of work.
    1. NOTE: All streets intersect with Maryland State Highways.
  - b. Complete traffic control to include physical barricades and flagger-personnel as required.
  - c. Arrangements for staging of equipment and materials; the Town of Berlin shall assist in determining suitable locations, however, if non-Town owned property is used for staging, it shall be the full responsibility of the contractor to enter into any agreement(s) with property owners, including negotiation and satisfaction of any compensation required.
4. Contractor shall ensure that personnel working on site shall be appropriately supervised to ensure the completion of duties per the contract.
5. Contractor and their personnel shall conduct themselves in a professional manner and shall take reasonable care to ensure the safety and comfort of residents and visitors to the Town.
6. Contractor shall take reasonable care to ensure the cleanliness of the streets, sidewalks, parking areas and other affected areas during the workday and overnight/over non-workdays.
7. Workday hours shall be:



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- a. For streets: workday shall begin no earlier than 9:00 AM and shall end no later than 5:00 PM, including set-up and clean-up, Monday through Friday, excluding scheduled holidays.
- b. For park pathway: workday shall begin no earlier than 7:00 AM and shall end no later than 5:00 PM, including set-up and clean-up, Monday through Friday, excluding scheduled holidays.

Work outside the hours indicated above shall be done only with the express permission of the Town.

8. All work shall comply with the Code of the [Town of Berlin, Article III Noise, §14-43\(4\)](#).
9. In addition to the section indicted above, Contractor shall adhere to all other applicable regulations of the Town of Berlin, State of Maryland and any other entity or agency with authority over projects of this nature.
10. Contractor shall warranty their work for a minimum period of one year (1-year) from acceptance.

## C. ADDITIONAL INFORMATION TO BE CONSIDERED IN CALCULATION OF PROPOSAL

## D. CONTACT INFORMATION

Town Administrator Jeffrey Fleetwood  
Berlin Town Hall  
10 William Street  
Berlin, MD 21811  
Phone: 410-641-4002  
Email: [jfleetwood@berlinmd.gov](mailto:jfleetwood@berlinmd.gov)

All questions and concerns must be submitted to Mr. Fleetwood; information gathered from any other individual, including other employees of the Town unless specified by Mr. Fleetwood, may not be used in the preparation of this bid.

It is the responsibility of the bidder to make a full assessment of any factors which will influence the appropriate completion and final cost of the project.



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## MINIMUM REQUIREMENTS FOR CONTRACTORS

- A minimum of five (5) years' experience.
- Appropriate licensure, certifications, permits required for completion of the project.

## SUBMITTAL REQUIREMENTS

Dates and times applicable to this RFP are on the following page. Responses to this RFP must include the following information:

- Statement of all relevant licensure, certifications and qualifications as applicable for the completion of the project. Proof of such shall be required prior to issuance of Notice to Proceed;
- A minimum of three (3) references relating to the services being requested with full name, title, address, phone and fax numbers; references from Maryland municipalities preferred, but not required.
- The completed Cost Proposal as included in this RFP.
- The completed Signature page as included in this RFP.
- The completed List of Proposed sub-contractors (if applicable) included on the Cost Proposal page.
- Additionally, submitters are encouraged to submit a narrative describing the expectations for execution of the contract within the Town of Berlin to include:
  - Scheduling of work to include a general idea of progression of work.
  - An estimate of the number of personnel expected to be onsite at a given time.
  - Any specific needs the contractor anticipates.
  - Any other information the submitter feels is relevant for consideration.

Printed and electronic or email submittals will be accepted. Regardless of the delivery method, it is the responsibility of the bidder to ensure delivery by the deadline.

- If printed, the Town encourages double-sided printing where appropriate. Complete submission should not exceed 10 sheets of paper and must be in a sealed envelope addressed to

Town of Berlin RFP 2021-03  
Attn: J. Fleetwood, Town Administrator  
10 William Street  
Berlin, MD 21811

- If electronic (via USB drive), USB must be clearly labeled: "TOB RFP 2021-03"
- If via email, send to [jfleetwood@berlinmd.gov](mailto:jfleetwood@berlinmd.gov) with the subject "RFP 2021-03 Paving of Streets and Pathway".

• **PROPRIETARY PROPOSAL MATERIAL:** Any proprietary information revealed in the proposal should be clearly identified as such.

• **SIGNATURES:** Proposal shall be signed by one of the legally authorized officers of said corporation. If awarded the contract, the Contract shall also be so executed.



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## DEADLINES AND IMPORTANT DATES:

**December 1, 2021, 10:00 AM – Pre-Bid Meeting:** Pre-bid Meeting shall be held at Town Hall, 10 William Street, Berlin, MD 21811 and will be followed by site visit(s) if requested.

**Wednesday, December 8, 2021, by 4:30 PM – Deadline to submit questions:** Questions from potential Bidders are due via email to [jfleetwood@berlinmd.gov](mailto:jfleetwood@berlinmd.gov). Please note: With the exception of questions asked during site visit(s), questions received after this deadline, and questions that are phoned, faxed, sent through regular mail, or submitted via any other method or to any other email address will not be accepted. Oral responses or responses to questions submitted in any other format or to any other person will be non-binding. Individual responses to questions will not be provided; all questions and answers will be compiled into one document to be posted as indicated below.

**Friday, December 10, 2021, by 5:00 PM – Posting of responses:** Responses to questions from potential Bidders will be posted at the following link by the deadline. It is the responsibility of potential Bidders to visit the website for this information <http://berlinmd.gov/government/request-for-proposals/>.

**Wednesday, December 15, 2021, by 10:00 AM – Due Date for Proposals:** Proposals shall be submitted per the Submittal Requirements as indicated on the preceding page(s) and must be received by the deadline, at which time proposals will be publicly opened and read aloud at Berlin Town Hall, 2<sup>nd</sup> Floor Conference Room, 10 William Street, Berlin, MD 21811. Proposals received after that date and time will not be considered. Regardless of the delivery method, it is the responsibility of the bidder to ensure delivery by the deadline.

## EVALUATION CRITERIA AND AWARD OF CONTRACT

The following shall be considered in evaluating submissions and awarding a contract:

- Experience of contractor with similar projects
- Overall quality of proposal
- Project understanding
- Anticipated project cost

The Town may select a limited number of submitters for in-person interviews before a selection committee.

The Town reserves the right to reject any and all submittals and to waive irregularities and informalities in the submittal and evaluation process. This RFQ does not obligate the Town to pay any costs incurred by respondents in the preparation and submission of their qualifications. Furthermore, the RFQ does not obligate the Town to accept or contract for any expressed or implied services.

It is the practice of the Town to make award based on the lowest responsible bid. The Town reserves the right to accept or reject any and all submissions and the right to award contract based on factors other than cost.

• **CONTRACT AWARD:** The Town reserves the right to make an award without further discussion of the submittals. The contractor selected as the apparently successful contractor will be expected to enter into a contract with the Town. Following notification of selection, the successful bidder shall prepare its standard agreement for review by the Town. The Town shall not be bound, or in any way obligated, until both parties



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have executed the agreement. No party may incur any chargeable costs prior to the execution of the final Contract.

- **CONTRACT NEGOTIATION:** The Town reserves the right to negotiate all elements of the submittals, proposals, terms and conditions, and/or scope of work as part of the contract negotiation process prior to any formal authorization of the Contract by the Town.

Unless specifically negotiated and mutually agreed upon, all applicable specifications of this Request for Bids shall be considered as terms of the contract and shall not be overwritten or eliminated by conflicting language in the actual contract document.

- **EQUAL OPPORTUNITY EMPLOYMENT:** The successful contractor or contractors must comply with the Town of Berlin equal opportunity requirements. The Town of Berlin is committed to a program of equal employment opportunity regardless of race, color, creed, sex, age, nationality or disability.

- **TITLE VI:** It is the Town of Berlin's policy to assure that no person shall, on the grounds of race, color, national origin or sex, as provided by Title VI of the Civil Rights Act of 1964, be excluded from participation in, be denied the benefits of, or be otherwise discriminated against under any of its federally funded programs and activities.

- **INSURANCE REQUIREMENTS:** The Town shall be named as an Additional Insured on the successful bidder's contract. Insurance coverage needs to be in at least the following amounts:

- a. Commercial/General Liability: Each Occurrence - \$1,000,000; medical expenses - \$10,000
- b. Vehicle Liability: \$1,000,000
- c. Workers Compensation: \$1,000,000

The cost of such insurance shall be paid by the contractor.

It shall be the responsibility of the successful contractor to ensure that appropriate insurance is maintained by any subcontractors associated with the project.

- **HOLD HARMLESS:** The Town of Berlin shall be held harmless against claims for injuries to persons or damages to property, errors and omissions or professional liability that may arise from or in connection with the performance of work hereunder by the selected contractor, his agents, representatives, employees or subcontractors.

- **NON-ENDORSEMENT:** As a result of the selection of a contractor to supply products and/or services to the Town, the Town does not agree to the contractor's reference to the Town in any literature, promotional material, brochures, sales presentation or the like without the express written consent of the Town.

- **COMPLIANCE WITH LAWS, REGULATIONS, AND POLICIES:** In addition to nondiscrimination and affirmative action compliance requirements previously listed, the contractor or contractors ultimately awarded a contract shall comply with federal, state and local laws, statutes and ordinances relative to the execution of the work and other applicable provisions. This requirement includes, but is not limited to, protection of public and employee safety and health; environmental protection; waste reduction and recycling; the protection of natural resources; permits; fees; taxes; and similar subjects, including satisfaction of any outstanding payables to the Town of Berlin, whether related to the Contractor's business or personal account(s).



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

## COST PROPOSAL

Please note: The Town of Berlin is exempt from Maryland Sales Tax – information to be provided upon request as applicable.

Please provide the following as applicable:

On your letterhead or other proposal form, please submit your proposal(s) as follows:

- A. Each individual project area (as described above) as follows:
  - a. Graham Avenue
  - b. Stevenson Lane
  - c. Decatur Street
  - d. Stephen Decatur Park
- B. A lump sum bid for the project inclusive of all project areas listed above.

Proposal(s) as indicated above shall include, at a minimum, the per unit (linear feet) cost, and the total cost.

### Proposed Subcontractors:

Individual/Firm Name and Tax ID Number	Address	Proposed work to be completed

Please attach additional sheet(s) or continue list on reverse if necessary.





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

## SIGNATURES

I, the undersigned, am an authorized agent of the firm listed below and am authorized to submit the attached Cost Proposal for the RFP as indicated above. I certify that all information included herein is true and correct to the best of my knowledge. I further acknowledge the conditions and requirements expressed in the RFP and the agreement to adhere to same.

Signature: \_\_\_\_\_

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

Printed Name: \_\_\_\_\_

Firm Name: \_\_\_\_\_

Tax/EIN: \_\_\_\_\_

DBA (if different than above): \_\_\_\_\_

Address: \_\_\_\_\_

City, State Zip: \_\_\_\_\_

Phone: \_\_\_\_\_

