

REQUEST FOR PROPOSALS



RECONSTRUCTION OF AN ADA COMPLIANT RAMP AND SIDEWALK AT FREMONT STREET AND RAILROAD AVENUE

APRIL ____, 2024

Commissioners of St. Michaels
P.O. Box 206
300 Mill Street
St. Michaels, MD 21663
410-745-9535
410-745-3463 fax
www.stmichaelsmd.gov

General Information

Introduction/Project Summary

The Town of St. Michaels is requesting sealed proposals from a qualified individual or company to reconstruct a ramp and sidewalk on the northwest intersection of Fremont Street and Railroad Avenue adjacent to Union United Methodist Church. The reconstruction work shall fully comply with all American with Disabilities Act (ADA) regulations and transition to the ADA ramp in front of the St. Michaels Community Center. See attached engineered plans, Exhibit A.

Anticipated Selection Schedule

The Town anticipates the following general timeline for its selection process. The Town reserves the right to change this schedule.

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| • RFP Advertised | Week of April 1 and 8, 2024 |
| • Site Visit- Optional | April 9, 2024 at 10:00am |
| • Proposal Due Date at the Town Office | April 17, 2024 at 2:00pm |
| • Opening of Proposals | April 17, 2024 at 2:00pm |
| • Contract Approval | April 24, 2024 |
| • Commencement of Contract | April 25, 2024 |
| • Earliest Date to Commence Exterior Work | April 26, 2024 |

Scope of Work

The ADA ramp and sidewalk scope of work is limited to the northwest corner of Fremont Street and Railroad Avenue and shall connect to the recently constructed ramp and sidewalk on the northeast corner of the intersection adjacent to the St. Michaels Community Center. Bids shall be all inclusive and include labor and materials, built according to the attached specifications and fully comply with ADA standards. All bids shall include a date the successful bidder can commence the work and finish the sidewalk improvements.

All traffic control measures shall be the responsibility of the successful bidder. Experience working on ADA ramps and sidewalks will be strongly considered when awarding the bid.

Qualifications Proposal Information

The Proposer is to provide adequate information that will render it qualified and capable of cost effectively accomplishing the project. Since there is no assurance of the Proposer having any other opportunity to communicate its ability, the proposals must negate any ambiguity with respect to the proposer's ability and approach.

Proposers Qualifications: A qualified individual or firm shall have at least five (5) years of experience on sidewalk, road construction and ADA ramp projects. Strong consideration will be given to individuals or firms that have successfully constructed ADA ramps and sidewalks. Proposers must provide their firms' number of continuous years in operation.

Company Experience: This part will contain the proposer's particular experience history with other clients providing contact name, address, phone number, fax number, email address, scope of services, and other relevant data as outlined in the proposer's qualification section.

Provide, in this section, a list of projects where the proposer has been terminated, or replaced, on similar projects.

Subcontractors: The Proposer shall provide a list of subcontractors, by name and address, who they intend to use during the life of the contract. If names are not available, then the proposer must list the services to be subcontracted.

Proposal Instructions

Proposal Submittal and Due Date

Proposers shall submit four hard copies and one electronic copy of the proposals in a sealed envelope clearly marked: "Confidential: Town of St. Michaels ADA Ramp and Sidewalk Reconstruction Project." Proposals shall be submitted by 2:00 p.m. on April 17, 2024:

Rob Straebel
Town Administrator
Commissioners of St. Michaels
P.O. Box 206
300 Mill Street
St. Michaels, MD 21663

The Town of St. Michaels assumes no responsibility for delayed or undelivered mail or express packages. Proposals which are not received by the Town by the above specified time and date will not be considered. Faxed or electronically transmitted proposals will be rejected as nonresponsive.

Proposals will be opened on April 17, 2024 at 2:00 p.m. at St. Michaels Town Office. Copies of this RFP are available for review at St. Michaels Town Office.

Inquires

Questions concerning this RFP should be submitted to:

Rob Straebel
Town Administrator
Commissioners of St. Michaels
P.O. Box 206
300 Mill Street
St. Michaels, MD 21663
(410)745-9535

Email: <mailto:rstraebel@stmichaelsmd.gov>

Reservation of Rights

The Town reserves the right to: 1) seek clarifications of each proposal; 2) negotiate a final contract that is in the best interest of the Town and the public; 3) reject any or all proposals; 4) cancel this RFP at any time if doing so would be in the public interest, as determined by the Town in its sole discretion; 5) award the contract to any proposer as set forth in this RFP; 6) waive minor informalities contained in any proposal, when, in the Town's sole judgment, it is in the Town's best interest to do so; and 7) request any additional information the Town deems reasonably necessary to allow the Town to evaluate, rank, and select the most qualified Proposer to perform the services described in this RFP.

Information Release

Proposers are hereby advised that the Town may solicit background information based upon all information, including references, provided in response to this RFP. By submission of a proposal, Proposer agrees to such activity and releases the Town from all claims arising from such activity.

Public Records

All proposals submitted are the property of the Town of St. Michaels and are thus subject to disclosure pursuant to the public records law.

Accordingly, proposals received and opened shall not be available for public inspection until after the Town has scheduled a public discussion at a Commissioners of St. Michaels Town meeting.

Costs

Proposers responding to this RFP do so solely at their own expense.

Contract

The selected Proposer will be expected to sign a written agreement, which will incorporate this RFP and the awardee's proposal. Negotiations shall be limited to terms the Town chooses to negotiate, in Town's sole discretion.

The agreement requires that the awardee comply with all applicable federal and state laws, rules, and regulations.

The Town of St. Michaels is an Equal Opportunity/Affirmative Action Employer. Women, Minorities, and Disabled Persons are encouraged to apply.

THIS SOLICITATION IS NOT AN IMPLIED CONTRACT AND MAY BE MODIFIED OR REVOKED WITHOUT NOTICE.