



RESPONSES DUE BY: October 1, 2018 – 4:00 PM

**TOWN OF CAPITOL HEIGHTS, MARYLAND
REQUEST FOR PROPOSALS – PY43 STREET IMPROVEMENT**

RFP 2019:19-002- PY 43 STREET IMPROVEMENTS

A. SCOPE OF WORK/PROJECT DESCRIPTION

The Town of Capitol Heights seeks a qualified proposal for Roadway Improvement Services for Cumberland Street.

A Pre-Bid conference will be held by the Town on 9/20/18 at 11:00 AM so that potential bidders can see the properties and ask questions regarding the scope of the RFP. No calls will be taken before the meeting and any questions must be submitted in writing.

RFP TERMS AND CONDITIONS

Introduction

All proposals must conform to the following terms and conditions.

Scope of Project

The improvements will include the installation of new concrete curb/gutter, driveway aprons and asphalt overlay at Cumberland Street (Between Abel Ave. & Larchmont Ave.)

RFP Specifications

All Bid Documents & Construction Specifications with Plans can be obtained for a non-refundable fee of \$50.00 at the Town Hall's Front Desk.

See Attachment A -Town Map

Confidentiality

Vendors must treat all documents and information provided by the Town including this RFP, as confidential. The Town will treat all proposals received, and the information contained therein, as confidential until a negotiated contract is executed or all proposals are rejected.

Public Statements

No vendor shall make any public statement in relation to this RFP without prior written consent from the Town.

General Conditions

The following general conditions apply:

1. The Town may not necessarily accept the lowest cost proposal, but will strive to select the best and most responsive proposal.
2. The Town may cancel this RFP or amend its contents at any time prior to acceptance of a proposal.
3. If no proposal is acceptable, then the Town may either re-issue the request for proposal or negotiate with one or more vendors for a satisfactory offer.
4. The award of a proposal shall not be deemed final unless AND until a contract is successfully negotiated and approved by Town.

Anti-Lobbying Provision

Vendors must indicate through written promise within the proposal cover letter that Proposer's officers, employees, agents, consultants or lobbyists will not attempt to lobby or influence a vote or recommendation related to the Vendor's proposal submitted in response to this RFP; directly or indirectly, through any contact with Town Council Members or other Town officials between the date that the request is sent out and the date a contract resulting here from is awarded by the Town Council. Such behavior may be immediate cause for rejection of the Vendor's proposal.

Billing

Vendor will coordinate with the Town to set up billing, schedule and requirements.

B. INSURANCE

It is required that respondents carry insurance in the approximate amounts set forth below. Responders who carry lower limits should state so in their responses to the proposal (bid response).

1. Workers' Compensation (as required by State of Maryland law)
2. Comprehensive General Liability
Limits: \$500,000 per occurrence for Bodily Injury
\$500,000 per occurrence for Property Damage
\$1,000,000 aggregate
3. Automobile Liability:
Limits: \$500,000 per person
\$500,000 per occurrence
\$500,000 per occurrence for property damage
4. Selected respondent will be required to submit a policy endorsement naming the Town of Capitol Heights, Maryland, as an additional insured.

C. SCHEDULE OF SELECTION PROCESS

1. Responses to the RFP deadline **October 1, 2018**.
2. Review of Responses/Follow up with Respondents (if necessary)/Selection: October 2018

D. SUBMISSION REQUIREMENTS

Three (3) sealed hard copies of responses to this RFP with Bid Bond must be received on or **before 4:00 PM on October 1, 2018**. Expensive and elaborate submissions are discouraged. Proposals should be addressed to:

Venus J. Drummond
Neighborhood Services Manager
Town of Capitol Heights
1 Capitol Heights Blvd.
Capitol Heights, MD 20743

For inquiries or information, contact:
Wei Wu
Telephone: (240) 882-6451
Email: weimwu@gmail.com

E. PRE-BID CONFERENCE:

For the purpose of clarifying issues, a Mandatory Attendance Pre-Bid meeting and tour of the project site will be offered at 11:00 AM on September 20, 2018.

F. PROPOSAL FORMAT:

SEE CONSTRUCTION SPECIFICATIONS BID DOCUMENTS AND FORMS.

Attachment A – Town Map

