



**TOWN OF EMMITSBURG**

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

**REQUEST FOR PROPOSAL  
PAVING OF MEMORIAL PARK**

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**I. SCOPE OF WORK**

The Mayor and Commissioners of Emmitsburg, Maryland are requesting sealed bids from qualified contractors for the paving of Memorial Park located at 11 Chesapeake Avenue Emmitsburg Maryland 21727. A map showing the proposed paving location is under “supporting photos” below. The existing gravel area is in a public park and accessible to any contractors wishing to view the site before bidding. All gravel areas should be paved with 3-inch thick surface asphalt. The total square footage of paving is approximately 29,500 square feet. Sealed proposals are due by 4:00 p.m. on Tuesday, January 25, 2022. Please see “Submittal Requirements” on how to submit your bid.

Questions about project? Contact Jimmy Click, Director of Public Works, at (301) 447-6495 or Jclick@emmitsburgmd.gov.

**II. SUPPORTING PHOTOS**



### III. SUBMITTAL REQUIREMENTS

Please submit at least two (2) hard copies of your bid to Town of Emmitsburg, Attn: Town Manager, 300A South Seton Avenue Emmitsburg MD 21727. No email submittals will be accepted. Please note on bids, **“Paving Bid, Do Not Open.”** Contractors can either mail submittals, hand deliver submittals to the Town Office, or place submittals in the black drop box labeled “Town of Emmitsburg” at the rear of the Emmitsburg Community Center (300A South Seton Ave.). If a submittal receipt is requested, please email [info@emmitsburgmd.gov](mailto:info@emmitsburgmd.gov) or call 301-600-6300. At the minimum, all bids must include the following:

**A.) 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 should be directed regarding the bid and any questions.
2. What is your proposed start date and project timeline assuming your organization receives bid approval by February 11, 2022?
3. 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”.

**B.) Detailed cost statement:**

Clearly list the total cost of the project and what is included in the work.

**C.) References:**

Please provide the name, phone number and email of at least two (2) client references for similar work completed within the past three (3) years. Please provide the organization’s name, address, and email address of the person(s) at the reference who is most knowledgeable about the work performed.

**D.) 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 list the policy number, insurance company, and expiration date with your bid.

### IV. PROPOSED TIMELINE

Tues. January 4, 2022

RFP available on the Town of Emmitsburg’s website.

Tues. January 4, 2022

RFP published on eMaryland Marketplace.

**Tues. January 25, 2022**

**DEADLINE: Bids due by 4:00 p.m.**

Mon. February 7, 2022

*Tentative:* Bid review/approval by the Board of Commissioners.

## V. 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, sexual orientation, religion, age and disability in employment or the provision of services.*