



## TOWN OF BRENTWOOD

### REQUEST FOR PROPOSALS TO PROVIDE ENGINEERING PLAN DEVELOPMENT SERVICES TO 38<sup>TH</sup> PLACE, WINDOM ROAD

July 1, 2024

Dear Prospective Bidder:

The Town of Brentwood invites responsible and responsive bids from qualified companies to provide professional engineering services for a sidewalk installation on 38<sup>th</sup> Place as well as two smaller sidewalk installations on Windom Road.

Bids are due no later than August 1, 2024, at 5 PM, at the Brentwood Town Hall, 4300 39<sup>th</sup> Place, Brentwood MD, and should be marked "38<sup>th</sup> Place Sidewalk Installation".

**Attention: Town Administrator**  
**4300 39<sup>th</sup> Place,**  
**Brentwood, Maryland 20722**  
**(301) 927-3344**

*A copy of the RFP is available at Brentwood Town Hall and at [www.brentwoodmd.gov](http://www.brentwoodmd.gov).*

The Bidder who is selected for the contract award will be required to submit a Certificate of Insurance before commencing any work on the project.

Pay close attention to all of the requirements and instructions specified in the Instruction to Bidders section of this document especially the paragraphs about the award of the contract.

Bids must be sent through U.S. Mail, email, fax, or hand-delivered. Proposals received after the scheduled due date and time will not be accepted. The Town is not liable for any cost incurred by the bidder in connection with the preparation of the submission of a proposal. The Town reserves the right to accept any proposal and to reject any proposals, should it be deemed for the best interest of the Town.

Additional information or clarification can be secured by contacting the Town Administrator

Any questions regarding this project should be directed to The Town Administrator, at [info@Brentwoodmd.gov](mailto:info@Brentwoodmd.gov)

Sincerely,  
Town Administrator

#### Instructions to Bidders

Town Hall | 4300 39th Place | Brentwood, Maryland 20722  
(301) 927-3344 | [Info@brentwoodmd.gov](mailto:Info@brentwoodmd.gov)



## TOWN OF BRENTWOOD

The Town of Brentwood invites responsible and responsive bids from qualified companies to provide professional engineering services for the 38<sup>th</sup> Place Sidewalk Installation as well as two smaller sidewalk installations on Windom Road. The project will progress in three phases:

- o Phase One: 38th Place Sidewalk Engineering Services from Allison Street to Windom Road
- o Phase Two: Sidewalk Engineering Services on Windom to 39th next to the PEPCO Utility Pole.
- o Phase Three: Sidewalk Engineering Services on Windom from 38<sup>th</sup> Place to 39<sup>th</sup> Street.

### Background

The Town of Brentwood is a historic US Route 1 Gateway community in Prince George's County. Primarily a residential community with 715 single-family homes and several large apartment developments, Brentwood is home to a diverse population of about 4,000. Fifty- one percent of residents identify as Hispanic or Latino and 28% identify as Black or African American. Brentwood is within the [Gateway Arts District](#), an area designated by the state and county for revitalization through the development of arts and entertainment business.

### Summary of Work

The Town of Brentwood desires to construct new sidewalks along portions of 38<sup>th</sup> Place and Windom Road. The selected company will be responsible for the following:

1. *General* The selected firm will be responsible for providing all data collection, preliminary plan development and engineering services. Each proposing firm is expected to visit the project site at their own cost and expense prior to submitting their proposal to review the actual site conditions.
2. *Site Survey* Preliminary engineering to include land records research to obtain available property information, subsurface utility engineering and topographic survey.
3. *Design Development Phase* The selected firm will attend a project kick-off meeting with the Town of Brentwood to review project objectives, goals and schedule. Prepare 60% drawings showing the location of the new sidewalks, new trees and other features with an estimated cost for the project. Upon approval of the 60% plans, the selected firm will prepare and present at a public meeting with residents of 39<sup>th</sup> Place and Windom Road.
4. *Contract Document Phase* The selected firm will provide the Town with final construction drawings and specifications for distribution to prospective bidders. Assist in the preparation of the RFP package for construction, review and selection recommendations from RFP respondents including two pre-bid meetings. Prepare a final cost estimate.
5. *Contract observation and administration phase* The selected firm will attend the pre-construction meeting. Make periodic site visits as necessary to review the status and quality of the work for conformance to the Contract Documents, review material submissions, shop drawings, and samples for conformance with the Contract



## TOWN OF BRENTWOOD

Documents. Assist the Town with project closeout, including final inspection and follow-up to ensure satisfactory completion of punch list items. For the purpose of continuity, the Town prefers the proposed team to be in place for the entirety of the project from the start of construction to project closeout.

6. *Environmental Impact* The final Plan will work in concert with Brentwood Resolution 2017-11 that seeks, in part, to reduce energy and water use, reduce the use of toxic and hazardous materials, support biodiversity, promote durable, long-lasting and recycled materials, and reduce greenhouse gases. The final Plan will work in concert with Brentwood Ordinance 2018-05 to minimize soil erosion and prevent off-site sedimentation by using practices designed in accordance with the Code of Maryland Regulations, Maryland Standards and Specification and the Stormwater Management Act of 2007.
7. *Bid Submission* The submission of a bid will serve as representation by the bidder that they have complied with the requirements herein.

### Proposal Submission Return

#### 38<sup>th</sup> PLACE SIDEWALK INSTALLATION

Attention: Town Administrator

4300 39<sup>th</sup> Place

Brentwood, MD 20722

1. Submit three (3) copies of all material bound into a single document (if submitting hardcopy)
2. Electronic copies are also accepted.
  - a. Proposals should be emailed to [info@brentwoodmd.org](mailto:info@brentwoodmd.org)
  - b. Subject: 38<sup>th</sup> Place Sidewalk Installation
3. Bids will be received until Thursday, August 1, 2024, at 5 PM
4. Bids will be opened publicly at Brentwood Town Hall, Monday, August 5, 2024.
5. Questions should be sent to [info@brentwoodmd.org](mailto:info@brentwoodmd.org) before Wednesday, July 24, 2024.

#### Bid Package Format

The project bid proposal shall be presented in unit pricing.

Each Bidder's package shall contain the following:

1. Contractor's Qualifications Statement
2. Non-Collusion Affidavit
3. Non-Conviction Affidavit
4. Affidavit of Statement of Ownership

Town Hall | 4300 39th Place | Brentwood, Maryland 20722

(301) 927-3344 | [Info@brentwoodmd.gov](mailto:Info@brentwoodmd.gov)



## TOWN OF BRENTWOOD

5. Bond
6. The successful bidder awarded the contract will be required to furnish a Performance Bond in the full amount of the Contract.

### **Right of Town to Reject Proposals**

The Town of Brentwood reserves the right to reject late proposals. Extensions requested in advance of the deadline will not be considered. The Town of Brentwood reserves the right to reject any submittals, as well as the right to waive informalities. The Town of Brentwood reserves the right to issue written notice to all participating firms of any change in the qualification submission schedule should the Town determine, in its sole discretion, that changes are necessary. The Town's receipt of any qualification submitted under this Request for Proposal (RFP) shall constitute any implied intent to enter into a contract for construction services.

### **Liquidated Damages**

The successful Bidder must agree to commence the work on a date to be specified in a written "Notice to Proceed" from the Town and to fully complete the project by XXX,XXX 2024. The Bidder must also agree to pay as liquidated damages, the sum of one (1) thousand dollars (\$1,000.00) per calendar day, for each consecutive calendar day of delay.

### **Tax**

The Bidder shall not include sales and use taxes in its proposal. The Town of Brentwood has tax-exempt status as follows:

1. Maryland tax exemption No. 30042700.
2. The Contractor shall include in his bid and shall make payment of all taxes now in force or which may be enacted during the progress and completion of the work for which the Contractor may be responsible, except for Federal excise and District, Virginia, and Maryland sales taxes stated above.
3. The Contractor shall be responsible for the payment of all payroll taxes and contributions for unemployment insurance and old-age pensions and annuities which are measured by the wages, salaries, or other compensation paid to the employees of the Contractor.
4. Acceptable evidence shall be submitted quarterly to the Town that the Taxes required to be withheld by the State of Maryland or the United States have been withheld and paid into a lawful depository.
5. The Contractor's bond in specific terms shall agree to indemnify the Town against loss and costs should the Contractor fail to comply with the preceding paragraphs?



## TOWN OF BRENTWOOD

### **Basis of Contract Award**

The successful bidder for this contract shall be the conforming responsible and responsive bidder offering the lowest total for the bid and experience. After the successful bidder has been determined by this method, the contract award amount will be determined by the funding available at the time the contract is awarded. Quantities may be increased or decreased to adjust the contract award amount. Unit prices will be applying to actual quantities order hereunder. The basis of the award will be on the Town's decision to accept or not accept the specified base bid items.

### **Determination of Contract Award**

The Town Administrator will award the contract to the lowest and/or best proposal for the services. In determining the bidder's responsibility, the procurement officer shall consider the following:

1. The ability, capacity, and skill of the bidder to perform the contract or provide the service within the time specified and,
2. The quality of performance of previous contracts and services and
3. Previous or existing compliance by the bidder with laws and ordinances related to previous contracts with Prince George's County or the Town of Brentwood or bidder's employment practices and,
4. The sufficiency of the financial resources and the ability of the bidder to perform the contract or provide the services.

### **Required Qualifications**

Qualification Statement including a list of previous projects completed.

To demonstrate qualifications for the Project, each bidder must submit in the bid package a Contractor's. Bidders should have at least three (3) years of successful experience with municipal or County Street and sidewalk construction preferably in the State of Maryland.

1. Bidders must have at least three years of successful experience with roadway construction in Prince George's County including standard construction for Flexipave and concrete sidewalks, curbs, and gutters, and driveway aprons.

### **Interpretations**

All questions about the meaning or intent of the Contract Documents shall be submitted to the Town in writing. Replies will be issued by Addenda mailed or delivered to all parties recorded by the Town as having received the Bidding Documents.

### **Town of Brentwood Responsibilities**

#### **Project Team**

The Town Administrator will be the staff contact for the project and will be available to answer questions in all aspects of the project. The project is administered by a project team that consists of the following individuals: Town Administrator, members of the Mayor and Town Council, the Public Works Committee, a representative of the Town's Tree Committee, additional persons



## TOWN OF BRENTWOOD

appointed by the Town Council from time to time, and any designated staff of the Brentwood Police Department, the Public Works Department, and Code Enforcement

### **Town Administrator**

The Town Administrator will oversee the project and review the procurement, construction project management, and reporting.

### **Finance Department**

The Town Treasurer will assist with procurement and contract negotiations, and contract payments.

### **Public Safety & Traffic Management**

Chief of Police Imtiaz Alli will assist with traffic management and public safety as-needed.

### **Town Services**

The Town will be responsible for providing the selected construction firm with information about the project area boundaries and providing base maps, which may be limited, and copies of existing studies and or plans.

### **Requirements**

Equal Opportunity-The Town is an EOE employer. The Town reserves the right to reject proposals for any reason.

### **ADA Non-Discrimination Statements**

No Contractor who is the recipient of Town funds, or who proposed to perform any work or furnish any goods under this agreement shall discriminate against any worker, employee, or applicant, or any member of the public because of religion, race, sex, age, physical or mental disability, or perceived disability.

Discriminatory practices based upon the foregoing are declared to be contrary to the public policy of the Town. The contractor agrees to be in full compliance with the federal mandates of the Americans with Disabilities Act. The contractor further agrees that this article will be incorporated by the Contractor in all contracts entered into with suppliers of material or services; and contractors and subcontractors and all labor organizations, furnishing skilled, unskilled, and craft union skilled labor, or who may perform any such labor services in connection with this contract.

The Town of Brentwood does not discriminate based on a disability. In the admission or access to, or treatment of, or employment in, its programs, activities, or services. Information concerning the provisions of the Americans with Disabilities Act (ADA) and the rights provided thereunder are available from the County ADA Coordinator.