

**TOWN OF GREENSBORO, MARYLAND
PROCUREMENT OF PROFESSIONAL SERVICES
REQUEST FOR PROPOSAL
DESCRIPTION AND CONDITIONS**

Issue Date: February 24, 2020

Project Title: School Street Milling and Hot Mix Asphalt Paving

1.0 BACKGROUND:

1.1 The Town Council of the Town of Greensboro, Maryland (hereinafter called the “Town”) invites qualified bidders to submit proposals to mill and pave approximately 60,562.8 square feet of School Street from Maple Avenue to Vaughn Avenue to include the intersections at Maple Avenue, Bernard Avenue, Cedar Lane, and Vaughn Avenue.

2.0 SCOPE OF SERVICES

- 2.1** Contractor shall furnish all labor, materials, and equipment necessary to mill School Street to bring road back into section, clean, haul, and dispose of milled material. Contractor shall mill Hot-Mix Asphalt 0-2” as needed.
- 2.2** Contractor shall furnish all labor, materials, and equipment necessary to pave a compacted 1.5” to 2”, as needed, Hot-Mix Asphalt surface on School Street consisting of approximately 60,56238 square feet.
- 2.3** Contractor shall pave 9.5 mm wedge and level as necessary.
- 2.4** Contractor shall raise drainage manholes and water valves, etc., to grade prior to paving.
- 2.5** When matching existing pavement, a neat work line shall be saw cut.
- 2.6** All saw cut edges of existing pavement shall be clean and coated with tack coat prior to placing new pavement adjacent to existing pavement.
- 2.7** Contractor shall be responsible for providing traffic control ensuring the construction area and adjacent streets have appropriate safety markings and barricades to warn the general public of all work and any hazards.

3.0 ANTICIPATED SCHEDULES:

- 3.1** February 24, 2020 Advertisement for request for submittals
- 3.2** February 24, 2020 Proposals mailed to firms
- 3.3** March 30, 2020 Final Bid acceptance – 2:00 p.m. Bids opened at 2:30 p.m. and recorded by the Town Manager and/or her assignee
- 3.4** April 1, 2020 Review of bids/selection process
- 3.5** April 2, 2020 Submitted to Town Council for approval of selection

4.0 PROPOSAL PREPARATION AND SUBMISSION REQUIREMENTS:

4.1 SUBMITTAL: Proposals must be submitted no later than 2:00 p.m. March 30, 2020, to:

Wendy Dixon
PO Box 340

Greensboro, Maryland 21639
EMAIL: wdixon@greensboromd.com
FAX: 410-482-7429

- 4.2 RESPONSE:** In order to be considered for selection, an offeror must submit a complete response to this Request for Proposal, including the signature of an authorized representative of the offeror. One (1) designated Original and Four (4) copies of each proposal must be submitted.
- 4.2.1** The RFP School Street Milling and Hot Mix Asphalt Paving should be clearly marked on the cover of the envelope.
 - 4.2.2** Facsimile or electronic submittals will be accepted.
- 4.3 PROPOSAL PREPARATION:** The Town intends that a response to this Request for Proposal be concise, informative, and inexpensive for the offeror to prepare. A response must, in any event, contain the following information:
- 4.3.1 Introduction:** The offeror is expected to introduce the firm to the Town, giving a brief history of the firm, its geographic location (and that of the office carrying out the work relative to the project), a broad statement of qualifications and any other information deemed desirable by the offeror.
 - 4.3.2 References:** Listing of previous clients that may be contacted as reference, for whom similar services have been provided.
 - 4.3.3 Fee for Services.** Please provide a cost in dollars for each service and all materials.

5.0 EVALUATION AND AWARD:

- 5.1** The contract will be awarded to the most responsible offeror whose proposal is deemed most advantageous to the Town. The Town reserves the right to accept the proposal which, in its judgment, will best serve the interests of the Town. Following the receipt of all proposals, a committee of Town Staff will review the proposals received and rate the proposals based on the qualifications and directly applicable experience of each offeror and the total fee for services.
- 5.2** The Town's evaluation criteria of the proposal will include consideration of the following:
- 5.2.1** Professional Competence of the Offeror - An assessment of the offerors competence as evidenced by references and past work.
 - 5.2.2** References - The quality of the offerors performance on previous contracts.
 - 5.2.3** Fee for services.
- 5.3** In the event that a single offeror is uniquely qualified, or clearly more highly qualified than other offerors offering proposals for this service, the Town may so state this fact, give a reasonable explanation for this decision and enter into negotiations with the uniquely qualified offeror.
- 5.4** The Town reserves the right to reject any and all proposals and to waive any informality or technical defects if, in its judgment, the best interests of the Town will be served.
- 5.5** The Town will mail to all offerors who submitted a proposal an announcement as to its decision to award.

6.0 PRE-PROPOSAL CONFERENCE:

- 6.1 A pre-proposal conference is not required.
- 6.2 Should any potential offerors have questions, they may contact Wendy Dixon, Town Manager, by email at wdixon@greensboromd.com or by mail at PO Box 340, Attn. Town Manager, Greensboro, MD 21639, for clarification of this Request for Proposal.
- 6.3 All requests for clarification must be received in writing.
- 6.4 In the event specific information not contained in this Request for Proposal is provided to any offeror, the same specific information will be provided to any other offerors who have registered their intent or interest in the RFP with the Town.

7.0 GENERAL TERMS AND CONDITIONS:

- 7.1 **PRECEDENCE OF TERMS:** In the event there is a conflict between the general terms and conditions and any special terms and conditions which may be included in this solicitation for use in a particular procurement, the special terms and conditions shall apply.
- 7.2 **CLARIFICATION OF TERMS:** If any prospective offeror has questions about the specifications or other solicitation documents, the prospective offeror should contact the contact person whose name appears on the face of this Request for Proposal, in writing, no later than five (5) days before the opening date. Any revisions to the solicitation will be made only by addendum issued by the Town.
- 7.3 **PAYMENT TERMS:** Payments will be made upon completion of the project, unless otherwise negotiated with the successful offeror and agreed to by the Town.
- 7.4 **QUALIFICATIONS OF OFFERORS:** The Town may make such reasonable investigations as deemed proper and necessary to determine the ability of the offeror to perform the work, and the offeror shall furnish to the Town all such information and data for this purpose as may be requested. The Town reserves the right to inspect offeror's physical facilities prior to the award to satisfy questions regarding the offeror's capabilities. The Town further reserves the right to reject any proposal if the evidence submitted by, or investigations of, such offeror fails to satisfy the Town that such offeror is properly qualified to carry out the obligations of the contract and to complete the work or furnish the item(s) contemplated therein.
- 7.5 **ASSIGNMENT OF CONTRACT:** A contract shall not be assignable by the offeror in whole or in part without the written consent of the Town.
- 7.6 **ETHICS IN PUBLIC CONTRACTING:** By submitting its proposal, each offeror certifies that its proposal is made without collusion or fraud, and that it has not offered or received any kickbacks or inducements from any other offeror, supplier, manufacturer or subcontractor in connection with its proposal.
- 7.7 **ANTI-DISCRIMINATION:** By submitting their proposals, all Offerors certify to the Town that they will not discriminate against any employee or applicant for employment because of race,

religion, color, sex, national origin, age, disability, or any other basis prohibited by the state law relating to discrimination in employment, except when there is bona fide occupational qualification reasonably necessary to the normal operation of the Offeror.

- 7.8 PUBLIC INSPECTION OF PROCUREMENT RECORDS:** Proposals submitted shall be subject to public inspection.
- 7.9 COSTS OF PROPOSAL PREPARATION:** There is no expressed or implied obligation for the Town to reimburse responding firms for any expenses incurred in preparing proposals nor any travel, or similar expenses that may be incurred for oral presentations that may be required in responding to this request.
- 7.10 CANCELLATION OF CONTRACT:** The Town reserves the right to cancel and terminate any resulting contract, in part or in whole, without penalty, upon 30 days written notice to the contractor.
- 7.11 INSURANCE COVERAGE:** Prior to the execution of the Contract, the Contractor shall furnish the Town with a Certificate of General Liability Insurance coverage from their agent indicating effective dates and with limits of coverage of a minimum of \$1,000,000 professional liability, and statutory limits for workers compensation and automobile insurance. The Certificate of Insurance must list the Town of Greensboro as an additional insured. Thereafter the Contractor shall provide to the Town evidence of the above insurance at any time the certificate of insurance expires or there is a change in the insurance carrier.
- 7.12 OBLIGATION OF OFFEROR:** By submitting a proposal, the Offeror covenants and agrees that he or she has satisfied himself or herself, from his or her own investigation of the conditions to be met, that he fully understands his obligation and that he will not make any claim for, or have right to cancellation or relief from the contract because of any misunderstanding or lack of information.

8.0 SPECIAL CONDITIONS:

- 8.1 OWNERSHIP OF MATERIAL:** Ownership of all data, material and documentation originated and prepared for the Town pursuant to this Request for Proposal shall belong exclusively to the Town and be subject to public inspection in accordance with the Maryland Public Information Act. Trade secrets or proprietary information submitted by an offeror shall not be subject to public disclosure under the Maryland Information Act; however, the offeror must invoke the protection of this section prior to or upon submission of the data or other materials, and must identify the data or other materials to be protected and state the reasons why protection is necessary.
- 8.1.1** The Town reserves the right to retain all proposals submitted and to use any ideas in a proposal, regardless of whether the proposal is selected. Submission of a proposal indicates acceptance by a firm of the conditions contained in the RFP, unless clearly and specifically noted in the contract between the Town and the firm selected.
- 8.2 OBLIGATION OF OFFEROR:** By submitting a proposal, each offeror covenants and agrees that it has satisfied itself, from its own investigation of the conditions to be met, that it fully

understands its obligation and that it will not make any claim for, or have right to cancellation or relief from the contract because of any misunderstanding or lack of information.

AFFIDAVIT OF QUALIFICATION TO BID

I hereby affirm that

1. I am the (Title)_____ and the duly authorized representative of the Company of (Name of Corporation)

whose address is _____ and that I possess the legal authority to make this affidavit on behalf of myself and the firm for which I am acting.
2. Except as described in paragraph 3 below, neither I nor the above firm, nor to the best of my knowledge, any of its officers, directors, or partners, or any of its employees directly involved in obtaining contracts with the State or any county, bi-county or multi-county agency, or subdivision of the State have been convicted of, or have pleaded nolo contendere to a charge of, or have during the course of an official investigation or other proceeding admitted in writing or under oath acts or omissions which constitute bribery, attempted bribery, or conspiracy to bribe under the provisions of Section 16-311 the State Finance and Procurement Article of the Annotated Code of Maryland or under the laws of any state or the federal government (conduct prior to July 1, 1977 is not required to be reported).
3. (State “none” or, as appropriate, list any conviction, plea, or admission described in paragraph 2 above, with the date, court, position with the firm, and the sentence or disposition, if any).

I acknowledge that this affidavit is to be furnished to Mayor and Council of Greensboro, the Town Attorney, and where appropriate, the Attorney General under Maryland Code, State Finance and Procurement, § 16-311. I acknowledge that, if the representations set forth in this affidavit are not true and correct, the Mayor and Council of Greensboro may terminate any contract awarded and take any other appropriate action. I further acknowledge that I am executing this affidavit in compliance with the State Finance and Procurement, § 16-311 of the Annotated Code of Maryland, which provides that certain persons who have been convicted of or have admitted to bribery, attempted bribery, or conspiracy to bribe may be disqualified, either by operation of law or after a hearing, from entering into contracts with the State or any of its agencies or subdivisions.

I do solemnly declare and affirm under the penalties of perjury that the contents of this affidavit are true and correct.

(Signature) _____ (Date) _____

NON-COLLUSION CERTIFICATE

I HEREBY CERTIFY I am the

(Title)

and the duly authorized representative of the firm of

whose address is

AND THAT NEITHER I nor, to the best of my knowledge, information and belief, the above firm or any of its other representatives I here represent have:

- (a) Agreed, conspired, connived or colluded to produce a deceptive show of competition in the compilation of the bid or offer being submitted herewith;
- (b) Not in any manner, directly or indirectly, entered into any agreement, participated in any collusion to fix the bid price or price proposal of the bidder or offer or herein or any competitor, or otherwise taken into action in restraint of free competitive bidding in connection with the Contract for which the within bid or offer is submitted.

In making this affidavit, I represent that I have personal knowledge of the matters and facts herein stated.

(Signature)

(Date)

(Printed or Typed Name)