

TOWN OF BOONSBORO, MD

SHAFFER PARK RESTROOM DESIGN BUILD PROJECT



RFPs ARE DUE ON OCTOBER 24, 2016 at 3:00PM

**Attn: Megan Clark
Town Manager
21 North Main Street
Boonsboro, MD 21713**

MAYOR AND COUNCIL OF BOONSBORO, MARYLAND SHAFER PARK RESTROOM DESIGN/BUILD PROPOSAL

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Any questions regarding this proposal are to be directed to:

Megan Clark, Town Manager at 301.432.5141 or email to town.manager@myactv.net

Section I. Background

The Town of Boonsboro, Maryland, is located in the southeastern portion of Washington County in Western Maryland. Incorporated in 1831, Boonsboro is home to 3,500 people and serves as the hub of Southern Washington County, with a population of 15,000 in a 5-mile radius surrounding town. Shafer Memorial Park, located in the center of Boonsboro, is a 55-acre community park owned by the Town that provides residents and the surrounding community with active and passive recreational opportunities. The continued development of Shafer Park includes upgrading the existing main restroom facility in the Main Street portion of Shafer Park, along Park Drive.

Section II. Project Description

The Town of Boonsboro is seeking proposals from qualified bidders/contractors for a turnkey project to design, supply, and renovate the existing 16 x 24 restroom facility into a more energy efficient facility. The Town will provide demolition of the interior; the contractor is then responsible for renovating the facility. The project cost shall not exceed \$50,000. Projects that are eligible for LEED certification are preferred but not required.

Section III. Scope of Work

1. The contractor is responsible for the complete renovation of the facility that meets the requirements of the International Building Code and Plumbing Code.
2. At a minimum, the facility will include the following:
 - a. Low Flow Fixtures
 - b. Recycled Materials
 - c. Energy Efficient Fixtures
 - d. LED Lights
3. The design layout shall take the following into consideration:
 - a. The design layout shall maximize the space and
 - b. The design layout shall reconfigure the space to remove the existing foyer and reincorporate that area into the new bathroom space.
4. The selected bidder will be responsible for providing all labor, materials, equipment, and incidentals for permitting, construction, and final occupancy of the facility.
5. The Bidder/Contractor shall enclose the construction zone with plastic mesh fence and metal posts to safely separate the construction activities from the adjacent areas. The Bidder/Contractor shall maintain the fence for the construction duration and shall remove the fence upon project completion.
6. The Bidder/Contractor shall locate all existing utilities prior to proceeding with their work. Contractor shall proceed with the utmost caution when constructing in the vicinity of existing utilities. Town of Boonsboro staff will locate any park-specific underground utilities prior the field start of the work under this contract.

Section IV. Technical Proposal

1. Respondents shall submit one (1) original and four (4) copies of the completed Technical Proposal. Technical Proposal submittals should be complete in every way in order to make a proper and complete evaluation of the proposal.

2. General Letter of Transmittal

This letter should describe the company's understanding of the work to be performed and the names, titles, addresses and telephone numbers of all persons authorized to speak for the company about the proposal. The letter of transmittal accompanying the submittal shall be signed by the person or persons required and authorized to legally bind the firm to the submittal and shall specifically state that the firm shall complete all services set forth in the requirements to the satisfaction of the Town of Boonsboro. Any justification or explanatory materials relevant to your submittal and/or requirements shall be set forth in this letter.

3. Technical Requirements - Submittals shall be clear and concise and shall include the following documents:

- a. **Understanding of Scope of Services:**
The contractor must demonstrate an understanding of the scope of work to be performed with consideration for the Town and community at large.
- b. **Qualifications of the Company:**
Include, at minimum, the following information about the company: size, number of locations and the length of time it has been serving public sector clients. Two references shall be provided.
- c. **Staff and Schedule:**
The bidder shall identify the work supervisor and provide a short timeline of major tasks.
- d. **Design/Layout Presentation (in each copy of the Technical Proposal):**
 - 1) At least one drawing that clearly shows the overall layout and labels each component.
 - 2) At least one drawing illustrating a three-dimensional rendering in color to best represent the proposed design for all users of the facility. Also provide an Adobe Acrobat PDF file of the three-dimensional color renderings.
 - 3) Manufacturer specifications and itemized equipment schedule with unit prices for proposed plumbing and fixtures.
 - 5) Manufacturer's equipment warranty. Contractor/Bidder to identify the Manufacturer's Equipment Warranty.
- e. **Certificate of Insurance**
 - 1) Provide a sample insurance certificate to verify bidder's proof of insurance for general liability coverage and worker's compensation.

Section V. Cost Proposal

1. Cost.

Cost proposals are not to exceed \$50,000. The bidder is to submit a proposal that maximizes this budget and provides the most value to the Town of Boonsboro.

2. Proposal Price Information.

An itemized cost proposal that details cost of materials and labor is required.

Town of Boonsboro

Shafer Park Restroom Design/Build

Section VI. Evaluation and Selection

1. Selection Committee

Technical and Price Proposals received from offering firms by the closing deadline will be evaluated by Boonsboro Staff and Park Board members.

2. General Evaluation

The award of contract shall be made to the firm submitting the overall most qualified technical and price proposal that is in the best interest of the Town of Boonsboro. Facilities that can obtain LEED Certification will be ranked higher.

The Town of Boonsboro reserves the right to request best and final pricing from any or all of the Bidders/Contractors. The Town of Boonsboro reserves the right to terminate contract negotiations, if, in the Town's judgment, acceptable contract agreement and finalization are unsuccessful. If this occurs then the Town of Boonsboro reserves the right to select for award the next most qualified firm and conduct contract finalization discussions with them.

The Town of Boonsboro may make such investigations as are deemed necessary to determine the ability of a firm to provide the work as specified herein. The Town of Boonsboro reserves the right to clarify information submitted in a Proposal to determine whether an error has been made or whether a waiver of formality, informality or technicality is appropriate. Firms shall furnish the Town of Boonsboro all such information and data necessary for the Town of Boonsboro to determine if the Proposal is responsible and responsive to the requirements as stated herein.

It is the Town of Boonsboro's intent to award the contract to the firm which, based upon the Evaluation Criteria, is the most responsive, responsible and the most qualified to accomplish the scope of services and whose design best meets the objectives, thus serving the best interest of the Boonsboro community.

Section VII. Additional Information

Inquiries should be directed to Megan Clark, Town Manager at 301-432-5141 or town.manager@myactv.net.