

DATE: 12/29/16

COMMISSIONERS OF LEONARDTOWN PUBLIC NOTICE
INVITATION TO BIDDERS

TITLE: Floating Dock
Engineering Services

SEALED BIDS from QUALIFIED ENGINEERING FIRMS shall be accepted by the Commissioners of Leonardtown, 22670 Washington St., P.O. Box 1, Leonardtown, Maryland 20650, (301) 475-9791, until 4:00 PM local time on Friday, January 27, 2017. The bid opening will be held and read aloud at that time.

THE SCOPE OF WORK is to provide the Commissioners of Leonardtown with permits, construction plans, specifications, detailed construction cost estimates, and bid documents for the new construction of the Town's Floating Dock at the Leonardtown Wharf in strict accordance with the solicitation documents. The work shall be completed under the direction of a professional engineering firm with a minimum of five years documented experience in the design of floating docks and mooring facilities. The work shall be completed within One Hundred Twenty (120) calendar days of the issuance of a Notice to Proceed.

A FULL SCOPE OF WORK AND PROJECT DOCUMENTS may be obtained in person from the Town Hall, located at 22670 Washington Street, Leonardtown, Maryland 20650, or by mail, by calling (301) 475-9791.

A RECOMMENDED SITE VISIT AND PRE-BID MEETING shall be held Monday, January 9, 2017 at 10:00 AM, at the Town Hall located at 22670 Washington Street, Leonardtown, Maryland 20650.

THE COMMISSIONERS OF LEONARDTOWN reserve the right to reject any and all bids and proposals, and to accept any proposal deemed to be in the best interest of the Town.

Laschelle McKay
Town Administrator

COMMISSIONERS OF LEONARDTOWN BID FORM
BID NUMBER: 10-02

Commissioners of Leonardtown (the "Town")
22670 Washington Street
P.O. Box 1
Leonardtown, Maryland 20650

TITLE: Floating Dock – Engineering Services

OPENING: Friday, January 27, 2017 at 4:00 P.M.

Proposal of _____
("BIDDER"), organized and existing under the laws of the State of _____,
doing business as (* _____).

BIDDER hereby submits this proposal for the above-titled project (the "Project"). Having carefully examined the specifications and/or drawings for the Project and having received clarification on all items of conflict or upon which any doubt arose, the undersigned hereby agrees to furnish all labor, material and equipment required for complete work in strict accordance with the contract documents. BIDDER also understands that the Town has the right to delete any portion of the specifications herein described, and BIDDER shall perform all other items of the contract accordingly.

BIDDER acknowledges receipt of the following addendum(s):

BIDDER hereby agrees to supply all items described in the specifications for the stipulated sum of: _____ DOLLARS (\$ _____)

BIDDER acknowledges that the foregoing bid sum shall be a significant and substantial factor for determining the value of the proposal; however, it shall not be the only basis for awarding the contract.

(Signature)

* Insert "a corporation", "a partnership", or "an individual" as applicable.

It is understood that the bid price shall remain firm for a period of ninety (90) calendar days from the bid opening date and that if BIDDER is notified of the acceptance of this proposal within this time period, BIDDER agrees to execute a contract in a form furnished by the Town for the foregoing sum and to supply all bonds, insurance forms, workman's compensation forms, and other related or documents required by the Town within ten (10) calendar days of the notification, and to guarantee the completion of the contract within 120 calendar days of its effective date.

Affidavit I and Affidavit II are to be submitted by all BIDDERS with the forms as provided. Any additional or alternative documents called for in the contract must be submitted within the time specified therein.

(License number) (Date issued) (Place issued)

AFFIDAVIT

Commissioners of Leonardtown
22670 Washington Street
P.O. Box 1
Leonardtown, Maryland 20650

COUNTY OF: _____

STATE OF: _____

Before me, the undersigned, a Notary Public in and for the County and State aforesaid, personally appeared _____, the _____ of _____, the above-referenced Bidder, known to me (or satisfactorily proven) to be the person whose name is subscribed to the foregoing Bid on behalf of the Bidder, and made oath in due form that neither Bidder nor Bidder's agents, servants, and/or employees, have, to the best of Bidder's personal knowledge, information, or belief, in any way colluded with anyone for or on Bidder's behalf, or among themselves, to obtain information that would give Bidder an unfair advantage over others, nor have they colluded with anyone for or on Bidder's behalf, or among themselves, to gain any favoritism in the award of the foregoing Contract.

In witness whereof, I set my hand and Notarial Seal.

Notary Public _____

My Commission Expires: _____

SUBCONTRACTOR LISTING

The following subcontractor(s) will be employed under this contract:

	TYPE OF WORK	NAME, ADDRESS, PHONE #	% WORK
1.	_____	_____	_____
	_____	_____	_____
2.	_____	_____	_____
	_____	_____	_____
3.	_____	_____	_____
	_____	_____	_____
4.	_____	_____	_____
	_____	_____	_____
5.	_____	_____	_____
	_____	_____	_____

"TYPE OF WORK" not listed indicates that Bidder will perform the work with Bidder's own forces.

GENERAL CONDITIONS FOR ALL SEALED PROPOSALS

COMMISSIONERS OF LEONARDTOWN (the "Town")
22670 Washington Street
P.O. Box 1
Leonardtown, Maryland 20650

BID NUMBER: 01-17

TITLE: Floating Dock – Engineering Services (the "Project")

OPENING: Friday, January 27, 2017, 4:00 p.m.

1. GENERAL INSTRUCTIONS

- A. Instructions, forms, specifications, and other related documents may be obtained in person or by mail from the address above.
- B. All proposals are to be submitted on and in accordance with forms for this purpose as supplied by the Town.
- C. All proposals shall be submitted in sealed, plainly marked envelopes supplied by the bidder. Envelopes shall clearly state: PROJECT TITLE, BID DATE, OPENING TIME, and NAME OF BIDDER.
- D. Each proposal is to be accompanied by an AFFIDAVIT (notarized) as provided in the BID FORM executed by the bidder, or in the case of a corporation or other entity, by a duly authorized representative of the corporation or entity.
- E. Additional information or clarification of any instruction or information contained herein may be obtained from the Town Office at the address above or at (301) 475-9791.
- F. Any bidder finding any discrepancy in or omission from the specifications, or in doubt as to their meaning, or feeling that they are discriminatory, shall notify the Town Office at once in writing no later than within five (5) days of the scheduled opening of the proposals. Exceptions as taken in no way obligate the Town to change any specification. The Town Administrator shall, by duly issued addenda, notify all bidders of any and all changes or interpretations made of the instructions and/or Project specifications.

- G. The Town assumes no responsibility for oral instructions or suggestions. All official correspondence shall be directed to, and issued from, the Town Administrator.

2. BIDDER EVALUATION AND SELECTION PROCESS

A. Evaluation of Qualifications

The Town shall review the qualifications of all bidders and uniformly evaluate them by an objective process, which may include the appointment of a board or committee, which, to the greatest extent practicable, should include individuals with relevant skills and knowledge. Criteria to be considered in the evaluation of the proposals shall include:

1. Specialized experience and professional competence of bidders and their respective personnel (including sub-contractors) with the type of services required and the complexity of the Project.
2. Past record and/or performance on contracts with the Town or other local governments including factors such as, but not limited to, control of costs, quality of work, and ability to meet schedules.
3. Special consideration shall be given to small and minority businesses.
4. Capacity of the bidder to perform the Project, including any specialized services, within the time constraints, taking into consideration the bidder's current and planned workload.
5. The bidder's familiarity with the types of issues applicable to the Project.
6. Avoidance of personnel and/or organizational conflicts of interest prohibited under federal, State, or local law.
7. The bidder's accessibility to Town personnel for the Project's duration.

B. Request for Additional Information

The Town may solicit additional information from bidders if deemed necessary in order to award a contract. Such additional information may be obtained in person, by telephone, and/or by written interviews.

1. Information obtained in any interview shall be treated as confidential except when federal, State, or local law requires disclosure.
2. At no time during the procurement process shall information providing an unfair competitive advantage be conveyed to any bidder.
3. The Town's evaluation of proposals shall be documented.
4. The Town's evaluation of proposals shall comply with acceptable federal and State practices for the competition and utilization of small and minority businesses

C. Selection

The Town shall consider the following criteria in evaluating the bidders:

1. The quality of work, items, and materials to satisfy the minimum Project needs.
2. Specialized experience and technical competence of the bidder's key personnel and principals.
3. The bidder's proposed methods to accomplish the Project work.
4. Prices quoted and consideration of other prices for the same or similar items or work.
5. The bidder's qualifications, business reputation, capabilities, responsibilities, and past performance.
6. Delivery requirements and capacity to complete the Project within the required time limits.
7. The bidder's capability to explore, utilize, and develop advanced and innovative techniques and designs.

3. AWARD OF CONTRACTS

- A. Following approval by the Mayor and Council on behalf of the Town, the Town Administrator shall award all contracts in accordance with the recommendations of the Mayor and Council and the review board or committee pursuant to the review process described, if applicable, not earlier than seven (7) days after the public meeting deciding on the proposals.
- B. Any other considerations for the award will be stated on the specifications and in the proposal.

4. RESERVATIONS

- A. The Mayor and Council reserves the right to reject any or all bids and proposals, and to accept any proposal deemed to be in the best interest of the Town.
- B. The Town Administrator, with proper approval from the Mayor and Council, may waive formalities or technicalities in proposals as the interest of the Town may require.
- C. The Town Administrator may waive MINOR differences in specifications provided said differences do not violate the specifications' intent nor materially affect the operation or purpose for which any item or service is being purchased or performed, nor increase the maintenance and/or repair costs to the Town.

5. DISPUTES

In cases of disputes as to whether or not an item or service quoted or delivered meets specifications, the decision of the Mayor and Council or their duly authorized representative will be final and binding upon all parties.

6. AUTHORITY

Instructions, specifications, and proposals are issued, and all bids, quotations, orders, and purchases are made, pursuant and subject to the authority of the Mayor and Council.

7. EXCEPTION

The submission of a proposal shall be considered an agreement to all the terms, conditions, and specifications provided herein and in the various proposal documents unless specifically noted otherwise in the proposal or other related documents.

8. INDEMNIFICATION

The successful bidder shall indemnify and hold harmless the Town, and its officials, employees, servants, and agents, from and against any and all liabilities, judgments, settlements, losses, costs, or charges (including attorney's fees) incurred by the Town or any of its officials, employees, or agents as a result of any claim, demand, action, or suit relating to any bodily injury (including death), loss, or property damage caused by, arising out of, related to, or associated with any act, omission, or default of the successful bidder or its officials, employees, agents, servants, or subcontractors, in the performance of or in connection with, any Project work required, contemplated, or performed under the contract.

9. LIABILITY AND INSURANCE REQUIREMENTS

- A. The Town and its officials, employees, servants, and agents shall be free and clear of any liability. The successful bidder, for itself and its officials, employees, agents, servants, and subcontractors, shall accept responsibility for personal injury and property damage incurred as a result of their work associated with the contract, and for damages resulting from errors or omissions in the engineering, drawings, and/or specifications and other documents relating to the successful bidder's design of the Project.

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B. Proof of insurance shall be submitted to the Town. Insurance requirements are as follows:

1. General Liability Insurance: Bodily injury – \$200,000 per occurrence and \$500,000.00 in the aggregate. Property damage – \$100,000.00 per occurrence and \$200,000.00 in the aggregate.
2. Professional Liability Insurance: minimum coverage of \$1,000,000.00.
3. Updated insurance certificates shall be submitted to the Town during the duration of the project.

ENGINEERING SERVICES – SCOPE OF WORK

FLOATING DOCK

TOWN OF LEONARDTOWN

The work shall consist of the design and preparation of permit applications, plans and specifications, cost estimates, and a construction bid package for the new construction of the floating dock to be located at 22500 Washington Street, Leonardtown, Maryland 20650.

The dock shall be approximately 190' x 8', with two L's, one approximately 140' x 8' and the other approximately 60' x 8'. There will be a total of 12 fixed slips, with two 18' x 40' slips, four 15' x 40' slips, and six 14' x 30' slips.

The successful bidder shall complete required State and federal permit applications, including, but not limited to, applications for local soil conservation, Army Corps of Engineering, Maryland Department of Natural Resources, and Maryland Department of the Environment permits, and submit the same on the Town's behalf. The Town shall be responsible for the fees for the required permit applications as well as any Town building permit(s).

The successful bidder shall provide complete construction drawings and specifications, instructions to construction bidders, general contract conditions, construction bid forms, and other related documents necessary for construction bidding purposes.

A cost estimate for the planned improvements at each design submittal is required. The cost estimate will be in itemized form.

The foregoing work shall be completed under the auspices of the Commissioners of Leonardtown in cooperation with the Maryland Department of Natural Resources, which shall fund all or part of the work through an approved Waterway Improvement Fund Grant.

GENERAL

1. A pre-bid meeting will be held at the Town Hall, 22670 Washington Street on January 9, 2017 at 10:00 am. All prospective bidders are encouraged to attend.
2. The Commissioners of Leonardtown (the "Town") reserve the right to make revisions, additions, and/or deletions to the plans and/or specifications. Accordingly, the successful bidder shall hold a pre-design meeting at the site following the award of contract and before proceeding with the preliminary design phase.

BID DOCUMENTS

1. The successful bidder will be supplied with and shall incorporate the Town of Leonardtown Standard Bid Forms in the project documents.
2. The successful bidder shall specify that all general contractors will be required to provide a BID BOND at no less than 5% of the total bid.
3. The successful bidder shall specify that in addition to any manufacturer's warranties, the general contractor will be required to supply a one-year guarantee for all workmanship following the completion, inspection, and acceptance of all work.

PLANS

1. All drawings shall be submitted in standard 24" x 36" blueprint format. Only industry standard acceptable architectural and engineering scales will be permitted.
2. At critical intervals of the design, the Town shall be provided with 3 sets of plans for review and approval prior to proceeding to the next phase. Design submittals shall be made as follows: Preliminary (30%), Pre-Final (90%), Final (100%)
3. Upon the completion and acceptance of the plans, the Town shall be provided with ten (10) copies of the Final Contract Documents; with originals (drawings on Mylar), and digital (Microsoft Word®, AutoCAD®, Adobe®pdf compatible).

SPECIFICATIONS

1. The successful bidder shall provide Project Specifications, which shall include specific instructions to the general contractor detailing all aspects of the proposed work.
2. All construction shall be in strict compliance with current A.D.A. standards.