



Commissioners of Hebron, Maryland REQUEST FOR PROPOSAL Sidewalk and Curb Repair Services

I. INTRODUCTION

The Town of Hebron, a Maryland municipality, located at 100 North Main Street, Hebron, MD 21830, is soliciting proposals from Licensed Concrete Service Companies to assess and repair sidewalks and curb throughout the Town limits.

II. PROJECT DESCRIPTION

The Town is seeking bids from qualified Vendors to contract for the removal and replacement of existing concrete curb and sidewalks; addendum A includes a list of areas in need of repair.

III. PREPARATION OF PROPOSALS

Envelopes containing Proposals shall be labeled as stated on cover page and must be presented so that they may be easily identified as containing a Proposal. Envelopes must include the following:

- Name and location of project
- Name and address of submitter
- Addressed Town of Hebron, 100 N Main Street, Hebron, MD 21830
- Submit four copies plus one original

IV. PRE-QUALIFICATION

To be considered as eligible to submit a Proposal, Bidder must be legally licensed under applicable laws in the State of Maryland. Respondent must have demonstrated prior experience in sidewalk and curb repair.

V. SCOPE OF WORK

See Addendum A for specific information

VI. FORM OF PROPOSAL

Proposals must consist of the following information in the order indicated below:

Cover letter stating interest in project with signature of duly authorized principal.

Description of representative projects. Identifying for each the completion date, owner, project description, construction cost, change order cost and indicate if the representative facility is performing satisfactorily.

References from three owners relating to recently completed projects of similar scope. List three (3) references for which the Vendor has provided Goods/Services like those requested in the Bid Document within the last 12-36 months. Include contact name, address, telephone number, email address and services provided. Company Name: Company Name: Type of Project: Type of Project: Address: Address: Town, State, Zip Code: Town, State, Zip Code: Contact Person: Contact Person: Telephone Number: Telephone Number: Email: Email: Date of Service: Date of Service: Company Name: Type of Project: Address: Town, State, Zip Code: Contact Person: Telephone Number: Email: Date of Service

Technical qualifications of team.

Experience of key staff personnel and subconsultant team members assigned to the project

Evidence of License in the State of Maryland.

Rate Sheet

VII. ACCEPTANCE OR REJECTION OF PROPOSAL:

After opening, proposals will be tabulated and reviewed by the Town Commissioners. Their consideration and formal vote will take place in a future public meeting.

The Commissioners reserves the right to reject any and/or all Proposals when such rejection is in the interest of the Town to reject Proposal of Bidder who has not met the prerequisites of the bid proposal, who has previously failed to perform properly or complete on time contracts of a similar nature; and to reject proposal of Bidder who is, in the opinion of the Commission, in a position to perform the contract. Commission also reserves the right to waive any information and technicalities in bidding.

The contract will be awarded on the basis of five factors which are described below. Each factor will be rated, and the contract will be

awarded (unless all bids are rejected), under normal circumstances, to the bidder receiving the highest number of points. Points will be awarded for Bid Proposals exceeding the minimum standards as described in Bidder's Pre-Qualifications. The Commissioners reserve the right, however, to award the contract to its best interest.

- 1) Consultant team resources and capability to accomplish proposed work on schedule and experience on similar projects – 20%
- 2) Key Staff/Project Team experience, reputation, and qualifications – 20%
- 3) Project understanding and approach to services required – 20%
- 4) Record of performance and familiarity with the Town of Hebron – 25%
- 5) Completeness of submission to include understanding of project scope, clarity, readability, and presentation of material –15%

VIII. GENERAL INFORMATION

Bid Proposals will be received at the offices of the Town of Hebron, 100 N Main Street, Hebron, MD 21830, by 2pm on June 20, 2025. Bid Proposals received after the time and date stated will not be accepted. Proposals received on time will be opened publicly.

The Owner shall announce the successful bidder on or before 30 days from the final date of receipt of proposals.

All proposals must include an original and four copies addressed to:

Commissioners of Hebron, Maryland.

Thank you once again for your interest. _____