

Request for Proposals (RFP)

Commissioners of Hebron, Maryland

RFP No.: 2024-001

Issue Date: August 7, 2024

Title: Street Repairs in Hebron, Maryland



1. Introduction

The Commissioners of Hebron, Maryland are seeking proposals from qualified contractors for street repairs. This project aims to improve the safety and quality of our streets, ensuring they meet current standards and serve our community effectively.

2. Scope of Work

The selected contractor will be responsible for the following tasks:

- **Inspection and Assessment:** Conduct a thorough inspection of the streets listed in Appendix A to assess the extent of repairs needed.
- **Repairs:** Execute all necessary street repairs, which may include but are not limited to, repairs of previous utility repairs, pothole repairs, street intersection repairs, and entire street paving.
- **Materials:** Provide all materials required for the repair work, ensuring they meet the Municipality's standards and specifications.
- **Traffic Management:** Implement appropriate traffic management measures to minimize disruption during the repair works.
- **Cleanup:** Ensure all work sites are cleaned up and restored to their original condition post-repair.

3. Proposal Submission Requirements

- **Company Information:** Name, address, phone number, and primary contact person.
- **Experience and Qualifications:** A detailed description of the company's experience with similar projects, including references.
- **Project Plan:** A comprehensive plan detailing how the contractor intends to complete the project, including a timeline and milestones.
- **Cost Proposal:** A detailed cost breakdown, including labor, materials, equipment, and any other expenses. Cost breakdown for each of the 7 projects listed in Appendix A.
- **Insurance, Bonding, & Licensing:** Proof of insurance, bonding, and licensing as required by the Municipality.

4. Evaluation Criteria

Proposals will be evaluated based on the following criteria:

- **Experience and Qualifications (30%)**
- **Project Plan and Timeline (25%)**
- **Cost Proposal (30%)**
- **References (10%)**
- **Compliance with RFP Requirements (5%)**

5. Submission Deadline

Proposals must be submitted no later than 4:00 PM on September 13, 2024. Late submissions will not be considered.

6. Submission Instructions

Proposals must be submitted in a sealed envelope clearly marked "RFP No. 2024-001 - Street Repairs" and delivered to:

Commissioners of Hebron, Maryland
100 N Main St.

Hebron, MD 21830

7. Questions and Clarifications

All questions regarding this RFP must be submitted in writing to the Commissioners of Hebron by August 28, 2024. Responses will be provided by September 2, 2024.

8. General Conditions

- The Municipality reserves the right to reject any or all proposals.
- The Municipality is not responsible for any costs incurred by the bidders in preparing or submitting their proposals.
- The selected contractor will be required to enter into a contract with the Municipality and comply with all local, state, and federal regulations.

9. Contact Information

For any inquiries or further information, please contact:

Commissioners of Hebron

Colby Phippin (Town Administrator)

Phone: 410-742-5555

Email: cphippin@hebronmd.com

Appendix A: List of Streets Requiring Repairs

Contact Town Hall for photos of areas to be repaired

1. Old Railroad Rd. (In front of 100 Old Railroad Rd.)
 - Small patch from utility repair
 - Roughly 10' x 5'
 2. Grove St. (In front of 103 Grove St)
 - Small patch from utility repair
 - Roughly 10' x 5'
 3. NW Railroad Rd. (100 NW Railroad Rd. – by Train Depot & Bank)
 - Entire section of road to be repaved
 - Damaged section of concrete by Railroad tracks to be removed.
 - Will need suggestions on either working around inactive railroad tracks, or removing them.
 4. W Church St. (In front of Sunny Meadows)
 - Long section of potholes
 - Roughly 11' x 72'
 5. Intersection of Smith St. & Bradley St
 - Damaged street intersection
 - Roughly 20' x 40'
 6. Chapel Branch Dr. (In front of 150 Chapel Branch Dr.)
 - Small patch from utility repair.
 - Roughly 12' x 10'
 7. Autumn Ridge Dr. (Entrance and Exit to Chapel Branch HOA)
 - Entire entrance/ exit area around HOA sign peninsula area
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