



RFP # CC-2025-01

**TOWN OF COTTAGE CITY
43RD AVENUE MAINTENANCE PROJECT,
FISCAL YEAR 2025**

**Town of Cottage City
3820 40th Avenue
Cottage City, Maryland 20722**



Request for Proposals Town of Cottage City Stormwater Management RFP # CC-2025-01

Project Overview: The Town of Cottage City invites the submittal of responses to this Request for Proposals (RFP) from qualified Contractor(s) interested in providing bids for a maintenance project.

Scope of Project: This RFP is for a 3-month contract for a maintenance project within the Town of Cottage City. This project must be completed by **September 15, 2025**, due to funding deadlines. Town Elected Officials will participate in the process of selecting the appropriate contractor. (See document (Specifications Ver. 3.0 (March 2020) and bid sheet) prepared by CPJ, Civil Engineers)

Confidentiality: Vendors must treat any designated documents and information provided by the Town as confidential. The Town will treat all proposals received and the information contained therein as confidential until a negotiated contract is executed, or all proposals are rejected.

Public Statement: No vendor shall make any public statement about this RFP without prior written consent from the Town.

General Conditions: The following general conditions apply:

- The Town may not necessarily accept the lowest cost proposal but will strive to select the best and most responsive proposal.
- The Town may cancel this RFP or amend its contents at any time before acceptance of a proposal.
- If no proposal is acceptable, then the Town may either re-issue the request for proposal or negotiate with one or more vendors for a satisfactory offer.
- The award of a proposal shall not be deemed final unless and until a contract is successfully negotiated and approved by Town.
- The project is funded with CDBG dollars and the contract will be subject to applicable Federal requirements and County environmental review.



- This project is subject to Davis-Bacon wage requirements.

Compensation: Each applicant must state the compensation that will be required for the services of the applicant and must specify the minimum time increments for billing. Itemized bills, including the subject matter, date, time, and description of service shall be submitted monthly. Billing for services shall be explained in detail, including all support services and costs incurred.

Submission Requirements: Each bidder will provide a title page (project title, proposer's contact information, & total costs of proposal) and Engineer's Cost Estimate for: Cottage City 43rd Avenue Maintenance Project - Bid Sheet.

Insurance: The bidder must obtain at its own cost and expense and keep in force and effect during the term of the contract, including all extensions and renewals, the insurance specified below, with an insurance company licensed or qualified to do business in the state of Maryland. A certificate of insurance must be submitted to the Town prior to the commencement of any work under the contract and prior to any contract modification extending the term of the contract as evidence of compliance with this provision. The Town of Cottage City must be named as an additional insured on all liability policies. A minimum of thirty (30) days written notice to the Town of cancellation or material change in any of the policies is required. In no event may the insurance coverage be less than that shown below, unless the requirements of this section are waived, in whole or in part, in writing by the Town Manager.

Coverage Amount or Limits: Workers Compensation: Bodily injury by Accident (each) \$100,000, Disease (policy limits) \$500,000, Disease (each employee), \$100,000. Commercial General Liability: \$500,000 (Minimum combined single limit for bodily injury and property damage per occurrence, including contractual liability, premises and operations, and independent contractors.) Minimum Automobile Liability (Including owned, hired, and non-owned automobiles): Bodily injury, each person \$250,000, Bodily injury, each occurrence \$500,000, Property damage, each occurrence \$300,000. Professional Liability: \$1,000,000 for errors, omissions, and negligent acts, per claim and Aggregate, Professional



Liability (for professional services contracts): \$1,000,000.00 (For errors, omission, and negligent acts, per claim and Aggregate, with one-year discovery period and a maximum deductible of \$25,000).

Traffic & Pedestrian Safety: The Contractor will provide barriers, warnings signs and alternative pedestrian access around active work zones where applicable.

Client References: Each bidder-applicant and each subcontractor (if applicable) shall have performed similar work for a minimum period of five (5) years. Each applicant and each subcontractor (if applicable) must provide a minimum of three (3) clients and references that can substantiate past work performance and experience in the type of work required for this contract. For each reference provide company name, contact name, email addresses, phone numbers, and description of work performed. The Town may make such investigations as it deems necessary to determine the ability of the bidder to perform the work.

Rejection of Submissions: The Town reserves the right to do the following: reject any or all submissions, waive informalities and irregularities in the submissions received, and accept any portion of any submission if deemed in the best interest of the Town.

Incurring Cost: The Town will not be liable for any cost incurred by entities or proposers prior to executing a contract or purchase order.

Anti-Lobbying Provision: Vendors must indicate through written promise within the proposal cover letter that Proposer's officers, employees, agents, consultants, or lobbyists will not attempt to lobby or influence a vote or recommendation related to the Vendor's proposal submitted in response to this RFP; directly or indirectly, through any contact with Town Commissioner or other Town officials between the date that the request is sent out and the date the contract resulting here from is awarded by the Board of Town



Commissioners. Such behavior may be an immediate cause for rejection of the Vendor's proposal.

Point of Contact: John Hoatson, Town Manager, can be reached at 240-544-8725 or Email: Townmanager@cottagecitymd.gov with any questions.

Question Deadline: If you have questions, please submit them by **May 23, 2025**

Submission Deadline: Responses to this RFP are to be submitted **NO LATER THAN Friday, June 13, 2025**, at 3 p.m.

By Mail: Town of Cottage City, 3820 40th Avenue Cottage City, Maryland 20722

By Email: townmanager@cottagecitymd.gov

In-Person: Cottage City Town Hall, 3820 40th Avenue Cottage City, Maryland 20722

Selection Process and Criteria: Town Elected Officials will participate in the process of selecting the appropriate firm.

Thank you for your interest in this Request for Proposals for the Town of Cottage City.