



## TOWN OF EMMITSBURG

300A South Seton Avenue Emmitsburg, Maryland 21727; Phone: 301-600-6300; info@emmitsburgmd.gov

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# REQUEST FOR PROPOSAL RENOVATION OF BAND STAND

## Contents:

I.	SCOPE OF WORK .....	1
II.	SUPPORTING PHOTOS.....	2
III.	SUBMITTAL REQUIREMENTS .....	4
IV.	PROPOSED TIMELINE.....	5
V.	MISCELLANEOUS INFORMATION.....	5

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## I. SCOPE OF WORK

The Mayor and Commissioners of Emmitsburg, Maryland are requesting sealed bids from qualified contractors for the renovation of the Town’s band stand located near the north entrance of E. Myers Community Park at 201 West Lincoln Avenue, Emmitsburg MD 21727. The existing 15-year old band stand consists of a 17’ x 23’ concrete slab and a pavilion-like building. A map showing the location of the band stand and photos of the existing structure is under “Supporting Photos.” Sealed proposals are due by 2:30 pm on Monday, February 22, 2021.

All bids must meet and/or exceed the requirements contained herein. The Town would like a general contractor to renovate the existing band stand using the specifications below. The contractor shall ensure any site disturbances are limited to the site and the contractor will be required to level/seed any ground disturbances (as needed). No changes will be made to the existing concrete slab. A rough sketch of what the Town is envisioning for the project can be found under “Supporting Photos.” **There is an optional, but recommended, pre-bid meeting on Tuesday, February 2, 2021 10:00 a.m. to be held at the band stand. The meeting will allow bidders to visit the site and ask any questions regarding the bid.**

### 1. Renovation of band stand:

- **Roof:** Replace rotting boards (as needed). Install 1-foot metal fascia sheets around perimeter of roof to protect building from rain, color should match existing roof.
- **Wall Demo & Construction:** Remove existing three half-walls and dispose of debris. Construct new walls: one enclosing the back wall of the band stand and two walls wrapping to the left and right of the back wall approximately 4-feet out (\*see sample layout under “Supporting Photos”). Construct small lockable closet on exterior of building, near existing electrical panel, to move the electrical panel into. Install painted metal on exterior of new walls to protect the walls from the elements. The Town will work with the chosen contractor on painted metal colors.
- **Electrical:** Move the existing electrical panel into the new lockable closet. Add 4 new outlets to interior of band stand. See locations on sample layout.
- **Painting:** Paint all beams and posts. The Town will work with the chosen contractor on colors.
- **Cultured Stone:** Install cultured stone on front two columns with a 4-foot high by 18-inch wide diameter. Install cultured stone on interior of new walls from floor to ceiling.

- 2. **Permitting:** Contractors will be responsible for submitting for and obtaining the necessary Town zoning permit (through the Town) and the Frederick County building and electrical permit (through the County). Please note Frederick County does not charge permitting fees for Town projects and there will be no charge for the Town zoning permit.

**Project Timeline:** The requested completion date of the project is May 1, 2021.

**Questions?** Contact Steve Fissel, Building Maintenance, at (301) 447-2162; [Sfissel@emmitsburgmd.gov](mailto:Sfissel@emmitsburgmd.gov)

## II. SUPPORTING PHOTOS

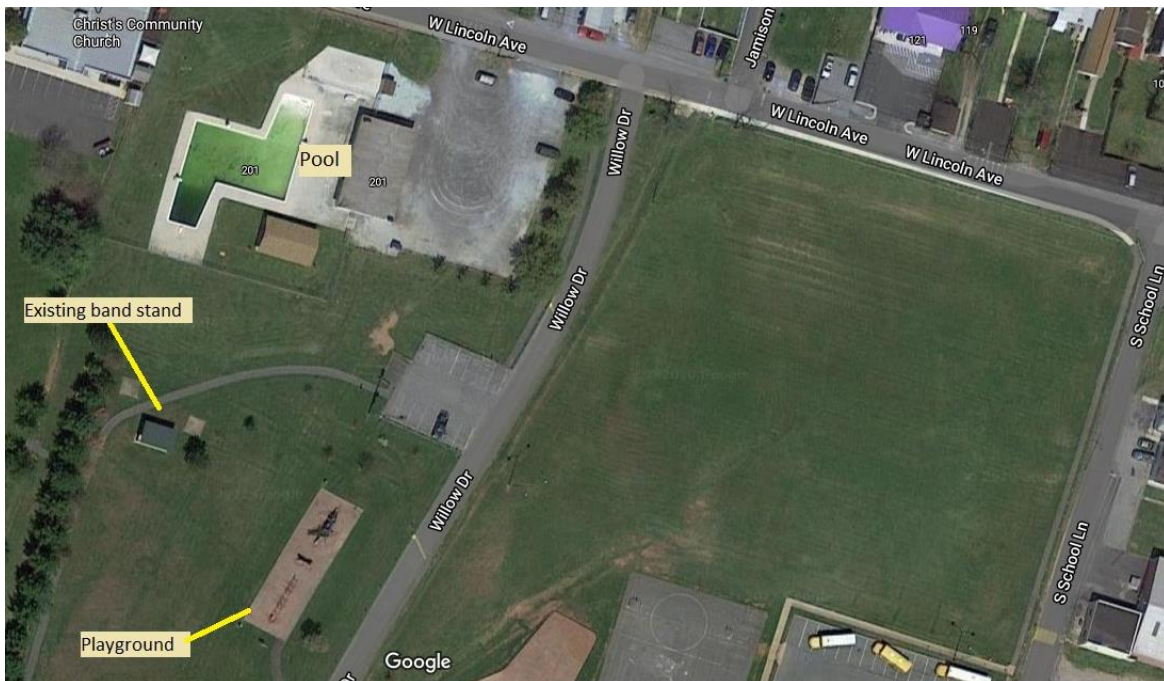
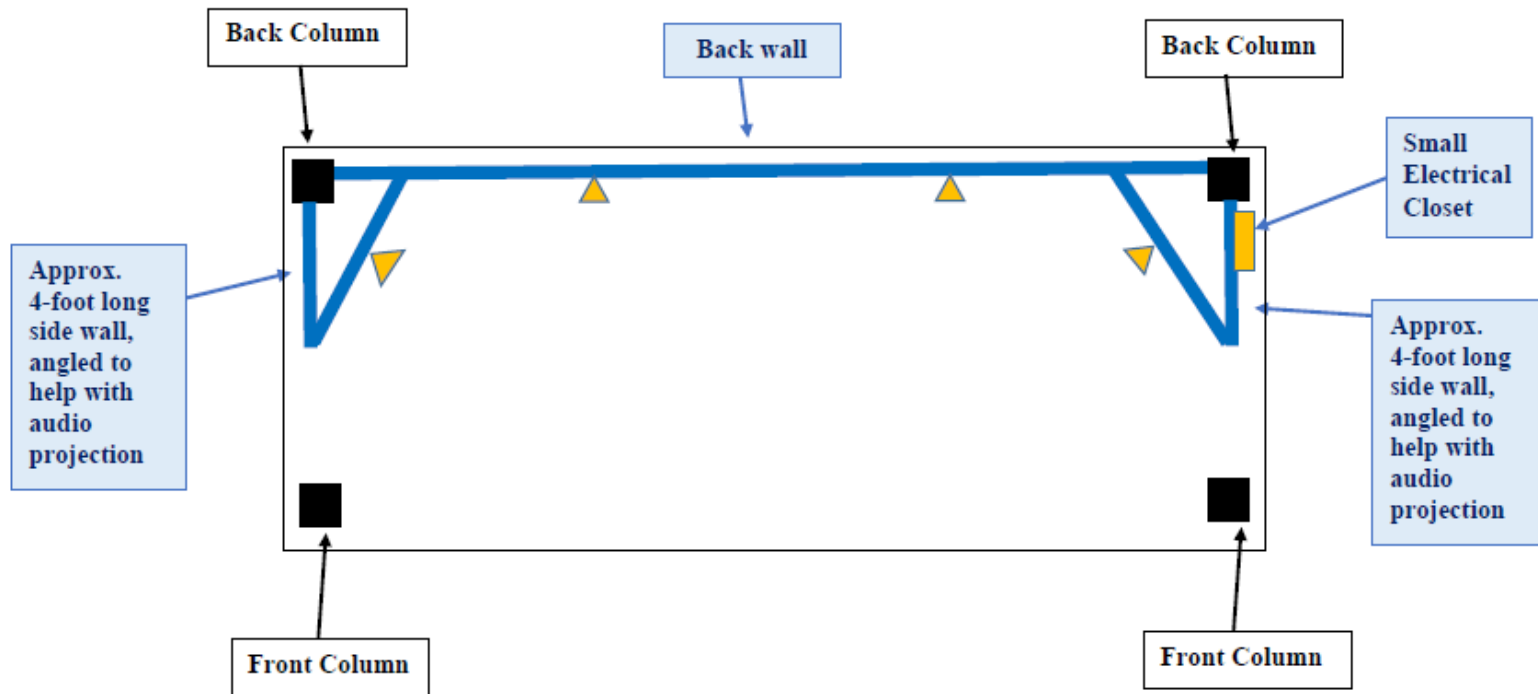


Figure 1: Map of existing band stand location.



Figure 2: Existing band stand photos.

### Sample Layout:



**Key:**

- = new construction
- = existing
- = new electrical outlets
- = electrical closet

### III. SUBMITTAL REQUIREMENTS

Please submit two (2) hard copies of your bid to Town of Emmitsburg, Attn: Town Manager, 300A South Seton Avenue Emmitsburg MD 21727 by Monday, February 22, 2021 at 2:30 p.m. No email submittals will be accepted. Please note on bids, **“Band Stand Bid, Do Not Open.”** Due to COVID-19, the town office is not open to the public; however, contractors can either mail submittals or place submittals in the black drop box labeled “Town of Emmitsburg” at the rear of the Emmitsburg Community Center (300A South Seton Ave.). If a submittal receipt is requested, please email Mshaw@emmitsburgmd.gov or call 301-600-6302.

**A.) Letter of Transmittal:**

The letter of transmittal must contain the following information:

1. Name, title, address, e-mail address, and telephone number of the person(s) whom correspondence should be directed regarding the bid and any questions.
2. Do any warranties come with the work?
3. *What is your proposed start date and project timeline assuming bid approval on March 2?*
4. Statement which indicates “proposal and cost schedule shall be valid and binding for nine months following proposal due date and will become part of the contract that is negotiated with the Town of Emmitsburg”.

**B.) Detailed cost statement:**

Please list the cost of the project using the template below:

Item:	Proposed Cost:
Demolition & debris removal	\$
Metal work	\$
Wall & small closet construction	\$
Painting	\$
Electrical work	\$
Cultured stone	\$
<b>Total Estimate:</b>	<b>\$</b>

**C.) References:**

Please provide the name, phone number and email of at least two (2) client references for similar work completed within the past three (3) years. Please provide the organization, name, address and telephone number of the person(s) at the client reference who is most knowledgeable about the work performed.

**D.) Proof of Insurance:**

The successful proposer must have and maintain current worker’s compensation insurance, comprehensive general liability and automobile insurance for bodily injury, death or loss of or damage to property of third persons in the minimum amount of \$1,000,000 per occurrence with the Town of Emmitsburg as an additional name insured. Please list the policy number, insurance company, and expiration date with your bid.

#### IV. PROPOSED TIMELINE

Wednesday, January 27, 2021  
January 27 & January 28, 2021  
Tuesday, February 2, 2021  
**Monday, February 22, 2021**  
Monday, March 1, 2021  
Saturday, May 1, 2021

RFP available on the Town of Emmitsburg's website.  
RFP advertised in the Frederick News Post.  
Optional site visit meeting at 10:00 a.m.  
**DEADLINE: Bids due by 2:30 p.m.**  
*Tentative:* Bid review/approval by the Board of Commissioners  
Requested project completion date.

#### V. MISCELLANEOUS INFORMATION

- *The Town of Emmitsburg reserves the right to accept or reject any and/or all bids and to waive any informalities or irregularities in the bidding process.*
- *The RFP creates no obligation on the part of the Town to award a contract or to compensate the proposer for any costs incurred during the proposal presentation, response, submission, presentation, or oral interviews (if requested/held). The Town reserves the right to award a contract based upon proposals received without further discussion or negotiation. Proposers should not rely upon the opportunity to alter their qualifications during discussions.*
- *The Town further reserves the right to make investigations as it deems necessary to determine the ability of proposers to furnish the required services, and proposers shall furnish all such information for this proposal as the Town may request.*
- *Proposers must specifically identify any portion of their submittals deemed to contain confidential or proprietary information.*
- *The Town of Emmitsburg does not discriminate based on race, color, national origin, sex, sexual orientation, religion, age and disability in employment or the provision of services.*