



**TOWN OF EMMITSBURG**

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

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**REQUEST FOR PROPOSAL  
CONSTRUCTION OF PICNIC PAVILIONS**

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**I. SCOPE OF WORK**

The Mayor and Commissioners of Emmitsburg, Maryland are requesting sealed bids from qualified contractors for the construction of two (2) small picnic pavilions near the east entrance of Myers Community Park, located at 201 West Lincoln Avenue, Emmitsburg MD 21727. A map showing the proposed locations of the pavilions is under “supporting photos.” The proposed areas are marked by stakes/flags for any contractors wishing to view the site before bidding. Sealed proposals are due by 2:30 pm on Thursday, February 11, 2021. Proposals will not be accepted via email. Please boldly note on sealed bids **“Pavilion Bid, Do Not Open.”**

All bids must meet and/or exceed the requirements contained herein. The Town would like a general contractor to construct two (2) total picnic pavilions using the specifications below. Construction includes all necessary site preparation including excavation, backfill, and compaction. Contractor is responsible for sizing picnic building to concrete slab. The Contractor shall ensure that the structural components of the building are sufficiently reinforced to withstand wind and other elements and that site disturbances are limited to the site.

**1. #1 Picnic Pavilion (16’ x 20’):**

- Concrete: Grade site, pour footings & 4” concrete slab approximately 16’ x 20’ in size and built to an accessible standard.
- Roof: Metal peak roof standing seam or rib system, color to be light earth tone – no bright or reflective materials, overhang of minimum 1-foot. The roof must be at least 8-feet off the concrete slab at the lowest point to allow for head clearance.
- Hardware: Steel connections to be primed and painted with rust inhibitor. Hardware to be electrostatic zinc plated.

**2. #2 Picnic Pavilion (12’ x 12’):**

- Concrete: Grade site, pour footings & 4” concrete slab approximately 12’ x 12’ in size and built to an accessible standard.
- Roof: Metal peak roof standing seam or rib system, color to be light earth tone – no bright or reflective materials, overhang of minimum 1-foot. The roof must be at least 8-feet off the concrete slab at the lowest point to allow for head clearance.
- Hardware: Steel connections to be primed and painted with rust inhibitor. Hardware to be electrostatic zinc plated.

- 3. **Permitting:** Contractors will be responsible for submitting for and obtaining the necessary Town zoning permit (through the Town) and the Frederick County building permit (through the County). Please note Town projects are exempt from Frederick County permitting fees and there will be no charge for the Town zoning permit.

**Project Timeline:** The requested completion date of the project is May 15, 2021.

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

## II. SUPPORTING PHOTOS



Figure 1: Proposed locations of pavilions (marked by stakes/pink flags) at site.



Figure 2: Sample design of what the Town is looking for approximately.

### III. SUBMITTAL REQUIREMENTS

Please submit at least two (2) hard copies of your bid to Town of Emmitsburg, Attn: Town Manager, 300A South Seton Avenue Emmitsburg MD 21727 by February 11, 2021 at 2:30 p.m. No email submittals will be accepted. Please note on bids, **“Pavilion 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 301-600-6300.

**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 1st?
4. Statement which indicates “proposal and cost schedule shall be valid and binding for ninety (90) days 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:

|                              |    |
|------------------------------|----|
| #1 Picnic Pavilion (16’x20’) | \$ |
| #2 Picnic Pavilion (12’x12’) | \$ |
| <b>Total Project Cost:</b>   | \$ |

**C.) Sketch of Structure:**

Bidders must provide a conceptual sketch of structure to include spacing of poles, number of poles, size of roof, etc. that the bidder is proposing.

**D.) 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.

**E.) 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 13, 2021  
 January 13 & January 14, 2021  
**Thursday, February 11, 2021**  
 Monday, March 1, 2021  
 Saturday, May 15, 2021

RFP available on the Town of Emmitsburg’s website.  
 RFP advertised in the Frederick News Post.  
**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.*