



OCEAN PINES ASSOCIATION, INC.

239 Ocean Parkway
Ocean Pines, MD 21811

16 November 2015

REQUEST FOR PROPOSAL **MANKLIN MEADOWS RACQUET CENTER IMPROVEMENT**

The Ocean Pines Association (OPA) invites qualified bidders to submit proposals for the improvements to Manklin Meadows Racquet Center in Ocean Pines, MD. This improvement project includes: the addition of two paddle ball courts now, with the design including the addition of two more courts in the future; the relocation of the existing playground; a realignment of the existing playground parking lot; and the addition of four new pickle ball courts now, with the design including the addition of four more courts in the future. All bidders must include adequate information to demonstrate that they have the necessary experience and professional qualifications to complete the work.

Ocean Pines Association, Inc., reserves the right to reject any or all bids, in whole or in part, to award any item, group of items, or total bid, and to waive any informality or technical defects, if is determined to be in the best interests of the Association. The award of the contract will be at the sole discretion of OPA. The award, if any, of a contract for the work will be subject to the approval of the Ocean Pines Association Board of Directors. There is no guarantee that a contract will be awarded for this project.

Pre-bid meeting and walk through. Bidders are required to attend our pre-bid meeting and walk through at the site scheduled for **Monday, 23 November 2015 at 9 am**. If planning to attend you must register with Jerry Aveta the OPA Facility Manager at 410-641-7425 or by email at javeta@oceanpines.org.

Bids Due. Sealed bids are due by **Monday, 14 December 2015**, by 3:00 PM. Bids should be delivered to:

Ocean Pines Association, Inc.
239 Ocean Parkway
Ocean Pines, MD 21811

Attention: Mr. Bob Thompson, General Manager



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1. Instructions to Bidders:

- a. Proposals submitted pursuant to this RFP must meet the following criteria and the specific requirements described in this document under Scope of the Project.
 - i. The firm must be currently licensed in the tri-state area of Maryland, Delaware or Virginia and have in place public liability insurance in coverage amounts at least equal to the minimum amounts established for the overall estimated construction costs of this project.
 - ii. Proposals must meet all local, county and State of Maryland codes and design guidelines, and including but not limited to the Federal ADA act. OPA shall obtain all permits, inspections and tests necessary for the proper execution of work in accordance with all federal, State and local rules, regulations and codes.
 - iii. Ability to acquire a bid bond, performance bond and a payment bond.
 - iv. Proposals must include a warranty period of at least one year.
- b. Proposal materials must be received at the OPA by 3:00 pm Monday 14 December 2015. Proposals received after the stated day and time will not be considered.**
- c. Bidders are to submit their proposal(s) in a sealed envelope clearly marked with the company name.
- d. The RFP, project specifications and design drawings are available for review and can be downloaded from the OPA website www.oceanpines.org. Select projects, current RFPs for detailed information concerning this project. Any questions may be directed to Jerry Aveta (410-641-7425 x 2008; javeta@oceanpines.org).
- e. OPA will open, review the proposals and make a recommendation for award to the OPA Board. The winning bidder will be notified of selection as soon as possible after board approval.
- f. Note that low bid price, will not be the only factor used in determining the winning proposal. See the Evaluation Criteria listed in this document.

2. Scope of the Project.

- a. Site location: Project site is located at 11443 Manklin Creek Road, Ocean Pines in Worcester County, Maryland.
- b. Project Design and Specifications: Described in project construction drawings and specifications to be issued at request of the bidder or at the scheduled project

walkthrough. Drawings and specifications can be attained by contacting J. Aveta, the OPA project manager, at 410-641-7425 (javeta@oceanpines.org).

- c. Required Work:
 - i. Site work to include site clearing, earthwork, erosion and sediment control, storm drainage structures & appurtenances, asphalt for both parking lots and racquet courts, painting of asphalt for parking lots and racquet courts, parking lot and pathway lighting, and concrete work.
 - ii. Electrical work for power outlets and lighting.
 - iii. ***Contractor is required to secure all required construction permits required by local authorities to complete construction of the project.***
- d. Schedule of Work
 - i. Anticipated contract award is approximately 30 December 2015 and would like contractor to begin work as soon as possible after award weather permitting.
 - ii. Contractor is requested to submit a project schedule describing key events required to complete the work.

3. Proposal Requirements

- a. The following must be included in all proposals in order to be considered complete:
 - i. Qualifications:
 - 1. Proclamation of project qualifications, including copies of professional registration/ license and certificate of public liability insurance, inclusive of coverage amounts.
 - 2. Experience of firm and key subcontractor personnel.
 - 3. List of previous similar work.
 - 4. Three references with contact information.
 - ii. Response to the Scope of Work
 - 1. Proposed schedule of work to be accomplished complete with critical milestones and/or long lead material items required to complete the project.
 - 2. Complete list of prime contractors and subcontractors anticipated in completing the required work describing the work for each.
 - 3. Description of methods of controls and reporting process to ensure provision of required project documentation in a timely manner to include providing required as built documentation and manufacturer's literature of products utilized as specified in the project documentation.
 - iii. Proposed Cost Alternatives: Completion of Special Form of Proposal included in specifications (Pages 1 to 4) to include the following bids.
 - 1. Base Bid for Site work.
 - 2. Base Bid for power & lighting to all courts and clubhouse parking lots.
 - 3. Total Base Bid (1 & 2 above).
 - 4. Alternate #1: Bid for lighting to walking path.
 - 5. Alternate #2: Bid for lighting to community gardens parking lot.
 - 6. Alternate #3: Bid for paving area for proposed in phase 2 additional 4 pickle ball courts.
 - 7. Cost per square yard for bituminous concrete pavement.
 - 8. Cost per cubic yard for miscellaneous excavation and refill.

- iv. Signed copy of the RFP Terms and Conditions.
- v. Please note that no plans or drawings are required as part of the proposal submittal requirements.
- vi. Interested professional firms should submit proposals in the following formats:
 - 1. Two (2) copies of proposal including all requested information;
 - 2. One (1) electronic copy emailed attn: javeta@oceanpines.org
- vii. Any proposals submitted after the stated day and time will not be considered.

4. Evaluation Criteria and Selection Process

- a. The proposals will be judged on the following criteria (not listed in order of importance):
 - i. Quality of previous work and depth of experience.
 - ii. Referrals and/or references from previous clients.
 - iii. Overall completeness, legibility and organization of the proposal and responsiveness to the RFP specifically with regard to information of cost, schedule and performance related to this contract.
 - iv. Responsiveness to any questions or requests during the review process.
- b. Proposals will be evaluated by the OPA. The submitting professional firms will be notified via telephone as to the success of their proposal.

5. Ambiguity, Conflict or Errors in the RFP

- a. If the proposer discovers any ambiguity, conflict, discrepancy, omission, or error in the RFP, it shall immediately notify the OPA of such in writing and request modification or clarification of the document. OPA will make modifications by issuing a written revision and will give written notice to all parties who have received this RFP. The proposer is responsible for clarifying any ambiguity, conflict, discrepancy, omission, or error in the RFP prior to submitting the proposal or it shall be waived.

6. Contract Approval, Indemnification and Insurance

- a. A selection of the successful proposer shall not be binding until it has been approved by the OPA Board of Directors.
- b. Indemnity. To the fullest extent permitted by law, the proposer shall indemnify and hold harmless the OPA from and against all claims, losses, damages, liabilities, including reasonable attorney's fees, costs and expenses, for bodily death and property damage that may arise from the performance of or the failure to perform services under this Agreement, but only to the extent caused by negligent act of or omissions of the proposer or anyone employed directly or indirectly or by anyone for whose acts any of them are liable. Nothing in this indemnity shall be construed to limit the insurance obligation agreed to herein. The indemnification obligation shall not be limited in any way by any limitation on the amount or type of damages, compensation or benefits payable by or for the professional firm under Workers' Compensation acts, disability benefit acts or other employee benefit acts.
- c. Insurance. Before commencing services, and as a condition of payment, the proposer shall purchase and maintain such insurance as will protect it from claims arising out of performance of its services. At a minimum, the proposer shall have commercial general liability insurance in the amount of \$1,000,000 per occurrence/ \$2,000,000

aggregate/ and \$1,000,000 umbrella in addition; and shall also have professional liability insurance for claims arising from the negligent performance of professional service for this project in the amount of \$1,000,000 per claim.

7. Terms and Conditions

- a. By signing below, the submitting proposer firm acknowledges the above requirements and deadlines for this RFP and its non-binding nature and confirms that all information provided in any submitted proposal is true and accurate to the best of their knowledge and that any misinformation will be cause for the submitted proposal to be denied review.
- b. By signing the RFP, submitting proposer certifies that it does not and will not, during the performance of this contract, knowingly employ or subcontract with any entity which employs workers in violation of applicable federal and state laws. Professional firm agrees to produce at OPA’s request, such documents which are required to verify compliance with applicable federal and state laws. If the proposer knowingly employs workers in violation of these statutes, such violation shall be cause for unilateral cancellation of the contract between the profession firm and OPA. In the event this contract is terminated due to violation of these statutes by the professional firm, the professional firm shall be liable for any and all costs associated with such termination, including but not limited to any damages incurred by OPA, as well as attorney’s fees.

8. Contractor Signature

By: _____
(signature/title)

(print or type)

(date)