



# Town of Upper Marlboro

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Upper Marlboro, MD 20772

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## Request for Proposals Roadway Engineering Survey & Design Firm RFP # UM 2021-03

**Project Overview:** The Town of Upper Marlboro owns and maintains 2.3 miles of roadways within its Town limits. Over the past few decades, the Town has improved several roadways but lacks a comprehensive road replacement schedule and budgeting plan. The Town is seeking a firm to conduct a survey of the conditions of all of the Town's roadways to create a road replacement schedule, and to provide construction designs and plans for the redesign, stormwater management upgrades, and repaving of certain roads as listed in the scope to begin construction in Spring 2022.

### Scope of Project:

- Meet with Town staff and elected officials on several occasions to review the needs and goals of the project, the consultant will conduct a detailed survey of all existing Town roadways.
- Survey all 2.3 miles of Town roadways and create a comprehensive road replacement schedule and budgeting plan for the Town.
- Draft construction plans and other bid documents for Town for School Lane, Church Street, Spring Branch Drive, and Old Mill Road. The Town plans to place this project out to bid for construction to begin in Spring 2022.
- Survey, inspect and provide repaving estimates for the travel lanes of Marlborough Lane, Marlborough Circle, Marlboro Terrace, Marlborough Court, and Marlborough Grove. These roadways are currently owned by an HOA, with plans to have them turned over to the Town.

**Deadline:** Responses to this RFP are to be submitted by **Friday November 19<sup>th</sup>, 2021**, at 5pm. By Mail: Town of Upper Marlboro P.O. Box 280 Upper Marlboro MD 20773. By Email: [Info@UpperMarlboroMD.gov](mailto:Info@UpperMarlboroMD.gov). In-Person: Upper Marlboro Town Hall 14211 School Lane Upper Marlboro MD 20772.

**Confidentiality** Vendors must treat all documents and information provided by the Town including this RFP, 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 in relation to 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 prior to 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.

**Insurance:** It is desirable that respondents carry insurance in the approximate amounts set forth below. Responders who carry lower limits should state so in their responses to the proposal (bid response).

- Workers' Compensation (as required by State of Maryland law)
- Comprehensive General Liability Limits: \$500,000 per occurrence for Bodily Injury \$500,000 per occurrence for Property Damage \$1,000,000 aggregate
- Automobile Liability: Limits: \$500, 000 per person \$500,000 per occurrence \$500,000 per occurrence for property damage
- Selected respondent will be required to submit a policy endorsement naming the Town of Upper Marlboro, Maryland, as an additional insured.

**Budget:** The budget for this RFP should not exceed \$40,000.

**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 is not liable for any cost incurred by entities prior to executing a contract or purchase order.

**Point of Contact:** Kyle Snyder, Town Administrator, can be reached at 301-627-6905 or [ksnyder@UpperMarlboroMD.gov](mailto:ksnyder@UpperMarlboroMD.gov) with any questions.

**Town-Owned Roadway Overview:**

Roadway Name	Length	Sidewalks	Notes
CEMETERY LA	0.130	No	No improvements needed.
CHURCH ST	0.210	Yes	
ELM ST	0.150	Yes	Reengineered & resurfaced in 2017
MARLBOROUGH DR	0.140	Yes	Resurfaced in 2012
OLD MARLBORO PIKE	0.030	No	
OLD MILL RD	0.190	Needed	Priority Project
PRATT ST	0.090	Yes	
RECTORY LA	0.370	Needed	
SCHOOL LA	0.150	Needed	Priority Project
SERVICE LA	0.130	No	
SPRING BRANCH DR	0.440	No	Priority Project
TRINITY LA	0.030	No	
VALLEY LA	0.070	No	
WILSON LA	0.070	Needed	Priority Project
ST #1	0.050	No	No improvements needed.
NO NAME	0.050	No	No improvements needed.
<b>Total:</b>	<b>2.3 Miles</b>		

*Thank you for your interest in this Request for Proposals from the Town of Upper Marlboro.*