



Request for Bid Town Office/ EOC Renovations

SCOPE: The Town of Eagle Harbor is requesting sealed bids for the Town office/EOC renovations located at 23308 Hawkins Dr. Aquasco, MD. 20608.

Scope includes the following: Provide all necessary labor, materials, supplies, equipment for the Town Office renovations which includes but not limited to demolition, construction, and renovation of approximately 960 sq ft of office and workstation space as outlined in the proposed plans and all coordination with permitting entities.

REQUEST FOR PROPOSAL BACKGROUND

The Town of Eagle Harbor Board of Commissioners is requesting proposals for Architectural and Engineering (A&E) Services for the renovation of the town office with an Emergency Operations Center (EOC). This facility will house the town's administrative offices, conference rooms, and storage of town records. The EOC will provide temporary shelter and have emergency communication capabilities. Competitive sealed proposals will be received at the Town of Eagle Harbor until, but no later than 5:00 PM EST July 15th, 2025, at which time said sealed proposals will be publicly opened and proposers' names only will be read aloud. The proposed town office/ EOC, located at 23308 Hawkins Dr. Gross Rd., Aquasco, MD 20608, will be situated on town-owned property.

ADVERTISING SCHEDULE:

RFP Available 06/16/2025

Public Proposal Opening 7/15/2025 (5:00 p.m. EST)

All proposals must be sealed and should be clearly labeled. Any proposals received after 5:00 pm, July 15, 2024 will not be considered. The design and construction of the town office/ EOC requires specialized experience and technical expertise. The selected Design-Build firm, utilizing either in-house personnel or external consultants, must demonstrate a proven background in delivering comprehensive construction program management services.

REQUIRED SERVICE: Coordination with Prince Georges County Department of Permitting Inspection and Enforcement (DPIE) to ensure the design and layout of the facility align with operational needs.

ARCHITECTURAL AND ENGINEERING SERVICES

- Plan and install updated EOC technologies
- Propose necessary enhancements or additional equipment and systems to support a comprehensive EOC and administrative office
- Renovate town offices
- Create Conference Room space
- Create storage room for records retention
- Comply with all ADA standards operations.

Project Description:

The consolidated Emergency Operations Center (EOC) will incorporate Federal Emergency Management Agency (FEMA) best practices for optimal size, safety, versatility, survivability, accessibility, and system capabilities. The facility will be renovated to meet flood standards. The town office/EOC will be a renovated space. The facility will house the primary EOC operations area, conference room, a secure public reception area, a break room and kitchen, shelter area, and storage. During non-activation periods, the facility will support a daily workforce of approximately 5 personnel.

Mandatory on-site pre-bid meeting:

There will be a mandatory pre-bid on-site meeting at 23308 Hawkins Drive, Aquasco, MD 20608 at 11:00 a.m. on 6/27/2025. Contractors will be able to walk the site.

Bid Guidelines

The Town of Eagle Harbor reserves the right to reject any or all Bids, including without limitation the rights to reject any or all nonconforming, non-responsive, unbalanced or conditional Bids and to reject the Bid of any Bidder if the Town believes that it would not be in the best interest of the Project to make an award to that Bidder, whether because the Bid is not responsive or the Bidder is unqualified or of doubtful financial ability or fails to meet any other pertinent standard or criteria established by the Township.

The Town also reserves the right to waive all informalities and defects in the bids and the bidding process not involving price, time of submittal or changes in the Work and to negotiate contract terms with the Successful Bidder. Discrepancies between the multiplication of units of Work and unit prices will be resolved in favor of the unit prices. Discrepancies between the indicated sum of any column of figures and the correct sum thereof will be resolved in favor of the correct sum. Discrepancies between words and figures will be resolved in favor of the words. In case of ambiguity or lack of clarity in stating the prices in the bid, the Town reserves the right to consider the most advantageous bid thereof or to reject the bid.

Addenda to the specifications shall be considered part of the contract documents. Bidder shall acknowledge receipt of addenda on the Bid Proposal Form. Oral and other interpretations or clarifications will be without legal effect

By bidding, the Bidder acknowledges and will adhere to all bid specifications as stated within this bid packet.

Bidder is required to submit three (3) references of previous projects of similar or like nature.

Bid prices shall be firm 90 days from bid opening.

Evaluation of Bid considers the following: price, quality, timeline, product quality and vendor's experience.

Quantities required are substantially correct, but The Town of Eagle Harbor reserves the right to increase and/or decrease the amount of work to be done by any amount.

Bidders should carefully examine the bid documents, specifications and other documents, visit the sites of the work, field verify quantities and fully inform themselves as to all conditions and matters which can in any way affect the work or the cost thereof. Should a bidder find discrepancies in or omissions from

specifications, or other documents, or be in doubt as to their meaning, he should at once notify The Town and obtain clarification prior to submitting a bid.

All Bid pricing must be made on the Bid Tabulation Form All blank spaces for bid prices must be filled in with ink or typewritten, and the bid form must be fully completed and executed when submitted. Bidder shall complete every space in the bidder's initials column with either the bidder's initials to acknowledge and indicate the item is being bid exactly as specified or a notation and/or description, which can be attached, to indicate any deviation of item being bid from the specifications. Failure to submit a bid price for any subsection of a given project may result in rejection of the bid as unqualified or incomplete.

A conditional Bid may be cause for rejection.

Late submittals will be rejected without consideration.

ANY ALTERATIONS, ADDITIONS OR DELETIONS, TO EITHER THE INSTRUCTIONS TO BIDDERS, OR THE PROPOSAL FORM SHALL CONSTITUTE THE BID(S) AS UNACCEPTABLE.

Contractor will submit 3 bound copies and one electronic copy. Completed Sealed Bids, references and acknowledgement of the general specifications must be received to Attention **Mayor Noah Waters:** 23308 Hawkins Drive, Aquasco, MD 20608 no later than **July 15, 2025, by 5:00 p.m.** Please mark outside of sealed bid packaging: "Town Office Renovations/EOC"

All companies bidding on this project must include the information outlined in the BID SUBMISSION CHECKLIST, such as bonds, statement of qualifications, list of subcontractors, references, list of proposed equipment, licenses, insurance requirements, and other items requested in this bid document.