

**TOWN OF CHESTERTOWN  
REQUEST FOR PROPOSALS  
CHESTERTOWN MARINA INTERPRETIVE CENTER**

The Town of Chestertown will receive sealed bids until 12:00 noon on Friday, July 21, 2017 for the construction of the Chestertown Marina Interpretive Center, a 5,622 square foot, two-story building as described in the plans and specifications prepared by SM+P Architects dated May 17, 2017. The project will be constructed in two phases. Plans, specifications and a bid sheet are available digitally at [chestertown.com/gov](http://chestertown.com/gov).

Funding for the Interpretive Center is provided by the Town of Chestertown and grants from the DHCD Strategic Demolition Fund and Maryland Heritage Areas Authority Program.

Contractors will be expected to show evidence of their ability to perform a project of this size in a timely manner, as well as evidence of \$1,000,000 commercial general liability insurance and Maryland Workman's Compensation Insurance. A 5 percent bid bond is required.

The Town of Chestertown is an equal opportunity employer and reserves the right to reject any and all bids.

By authority of  
Chris Cerino, Mayor

## **CHESTERTOWN MARINA INTERPRETIVE CENTER RFP DOCUMENTS TO BE INCLUDED WITH BID**

Funding currently available for the construction of Phase I of the Interpretive Center is \$480,000 with a \$100,000 grant pending for a potential \$580,000 in total funding. The goal with these funds is to complete Phase I as shown in Sheet G1.2 in the plans by SM+P Architects dated May 17, 2017. If funding allows, Phase I should include finishing out the Interpretive Center space on the first floor, which will function as the Marina Office. The existing Marina Office is being demolished as part of other renovations scheduled for November 2017. The project is located at 207 S. Water Street in Chestertown, MD.

1. Provide a list of the team that would execute this project, with project background and professional qualifications.
2. Provide information on your current workload and anticipated schedule for this project.
3. Provide examples of other projects similar in scope and include three references from these projects.
4. Provide a bid amount for Phase I describing in detail the items included, Phase II cost, and the total bid amount to complete the entire building as per the plans and specifications by SM+P Architects dated May 17, 2017.
5. Describe in detail the process for completing the project in two phases as described on Sheet G1.2 of the plans, with any recommended modifications (use a separate sheet if necessary).
6. Provide a copy of your General Liability and Workmen Compensation Insurance coverage.
7. All bidders must supply a bid bond for 5 percent for total Phase I estimate in the bid, which may be presented as a certified check to the Town of Chestertown. This check will be returned to losing bidders as soon as the bid is awarded, and the winning bidder will have their check returned as soon as the contract is signed.
8. Complete the bid form below.

Sealed bids should be addressed to the Town of Chestertown, 118 N. Cross Street, Chestertown, MD 21620 and marked "SEALED BID, CHESTERTOWN MARINA INTERPRETIVE CENTER" by noon on Friday, July 21, 2017. Electronic submissions will not be accepted. A pre-bid meeting can be arranged by request by contacting Kees de Mooy, Zoning Administrator at 410-778-0500 or [kees@chestertown.com](mailto:kees@chestertown.com).

**CHESTERTOWN MARINA INTEPRETIVE CENTER  
BID FORM**

Name of Contracting Firm \_\_\_\_\_

Address \_\_\_\_\_

Name and Title of Official signing bid

\_\_\_\_\_

Bid amount for Phase I \_\_\_\_\_

Bid amount for Phase II \_\_\_\_\_

TOTAL BID AMOUNT \_\_\_\_\_

Comments if any \_\_\_\_\_

\_\_\_\_\_

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\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

I, \_\_\_\_\_, certify that I am authorized and empowered by the firm of \_\_\_\_\_ to submit this bid form. The bid submitted is good for 90 days from the date of July 21, 2017. I also certify that our firm has the ability to perform the tasks required and that the additional information concerning subcontractors, project managers, key staff, timetables and the work plan is attached as the bid documents require.

Date \_\_\_\_\_

Signature \_\_\_\_\_

Witness \_\_\_\_\_