



VILLAGE OF MARTIN'S ADDITIONS  
7013B Brookville Road ♦ Chevy Chase, Maryland 20815 ♦ 301/656-4112  
www.martinsadditions.org

**Request for Proposal  
Street Repair and Resurfacing Project  
Village of Martin's Additions**

**INTRODUCTION**

The Village of Martin's Additions (VMA) hereby solicits proposals from individuals or firms to undertake its street repair and resurfacing project. The successful bidder should be prepared to meet with the VMA Council and staff as needed. VMA expects that the successful bidder would begin following the contract award at a mutually agreed upon date.

**BACKGROUND**

VMA is a small municipality of approximately 89 acres of land and approximately 2.5 miles of roads, many quite narrow, with curbs on both sides of the streets. (See Appendix A.) In addition to regular wear and tear, during recent years, utility providers like Washington Gas and the Washington Suburban Sanitary Commission have undertaken major replacement projects throughout VMA. Such projects have taken their toll on our streets and, in some cases, curbs as well. As a result, VMA is undertaking this project and putting out this Request for Proposals (RFP).

**SCOPE OF WORK**

VMA expects the Scope of Work to include the following.

- The successful bidder would be engaged to assess the street repair and resurfacing needs in VMA, including curb and gutter, and driveway aprons.
- The successful bidder would be engaged to assess the sidewalk repair and replacement needs in VMA.
- Once those assessments have been received, reviewed, and accepted by VMA, the successful bidder would implement the agreed upon plans.
- The successful bidder will verify the location of any utility infrastructure before commencing work, providing proof of coordination with the utilities upon request, and modify plans as needed.
- The successful bidder must provide a payment and performance bond equal to 50 percent of the value of the proposed project.

- The successful bidder will ensure all work is done in a workman-like manner and meets industry recommended standards.
- The successful bidder will remove any waste from VMA daily at their own expense.
- The successful bidder and/or any of its subcontractors will repair and restore any VMA right-of-way or residents' private property impacted by work under the contract.
- After completion of the initial project, the successful bidder may be engaged for any routine maintenance.

### **SUBMITTAL REQUIREMENTS**

Proposals must include the following.

- A brief transmittal letter introducing you or your firm and approach to this work, including a completed schedule of prices and a description of your firm's proposed work for each street. Please be sure to also include current contact information, including a primary point of contact's email address.
- The qualifications of your company to perform the scope of work, including any equipment that would be used.
- The name(s) of the designated project manager(s).
- The name(s) of any licensed engineers who will be ensuring strict adherence to industry standards and all applicable codes.
- Proof of registration to do business in Maryland (Md. Code, Corps. Art. Sec. 7-201).
- Submission of Non-Collusion, Non-Conviction, and Non-Suspension/Disbarment affidavits (Md. Code, State Finance and Procurement Art. Sec. 16-311(a) and (b)). (See attached Appendices C &D)
- Proof of insurance, including at least:
  - Comprehensive General Liability Insurance:
    - Personal injury liability insurance with a limit of \$2,000,000 each occurrence/aggregate;
    - Property damage liability insurance with limits of \$2,000,000 each occurrence/aggregate
  - Automobile Liability Coverage:
    - Automobile fleet insurance - \$1,000,000 for each occurrence/aggregate
    - Property damage - \$500,000 for each occurrence/aggregate
  - Workers' Compensation Insurance.

- Bidders who intend to subcontract any portion of the work will submit with their bid: 1) a description of the items to be subcontracted; 2) all subcontractors names, addresses, and telephone numbers; and 3) the qualifications of the subcontractor(s).
- Two references with contact information.

Please ensure that proposals also address the following questions and statements, including any additional information that may assist VMA in its decision-making process.

- Provide detailed product and warranty information on all materials that will be used. Please also specify who will be doing the labor, the prime or a sub-contractor.
- Cost
  - Cost information, including materials, labor, warranties, and any additional expenses for undertaking this work, including but not limited to for the products and materials requested above and in Appendices B and C.
  - What are your preferred payment terms (e.g., by street or by percentage of work)?
- Timeline
  - How long from contract award would it take for you to get started?
  - How long would the project take from start to finish?
  - How would you break it up as you went along (e.g., each street, half street, phases)?
- Other
  - Provide your own safety and traffic control.
  - Timely provide, post, and remove your own “No Parking” signage as needed.
  - Daily alert office staff as to which street(s) you will be working on so the office may provide appropriate notice or updates to residents.
  - How much and what type of equipment is required?
    - Would you propose to store the equipment in VMA (we have very limited street parking available for contractors and preference may be given to those who do not store on-site) for the duration of the project or would you store it off-site? If so, how many parking spaces would you anticipate needing?
    - Would there be a difference in the price if the equipment was stored in VMA versus off-site?

### **SUBMITTING PROPOSALS**

If you wish to submit a proposal, the required information should be submitted to:

Village of Martin’s Additions  
 Attn: Street Repair and Resurfacing Project Proposals  
 7013-B Brookville Road  
 Chevy Chase, MD 20815

Or

vmarfp@gmail.com

Proposals must be received no later than 5:00pm September 2, 2016. Proposals received after the deadline will not be considered. Proposals sent via mail should be submitted with one original and one copy. VMA reserves the right to reject any and all proposals in part or in full and to waive formalities as may best serve the interests of VMA. VMA is not required to accept the lowest bid.

Should you have any relevant questions about this RFP, they must be submitted in writing to vmarfp@gmail.com and may be responded to in writing on the VMA website. All questions responded to will be responded to on the website for all potential bidders to see the questions and their answers. It will be the responsibility of bidders to check the website for responses to their questions.

*The Village of Martin's Additions is a municipality of approximately 325 houses in the Chevy Chase area of Maryland's Montgomery County. A five-person elected Council governs the Village and it hires a Village Manager to which it delegates duties consistent with the Village Charter and ordinances.*

*The Village of Martin's Additions is an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status, or any other characteristic protected by law.*

Appendix A

**The Village of Martin's Additions**  
(no repaving on Brookville Road / MD-186)

**B**

Bradley Lane (3408-3525)

**C**

Chestnut Street (7200-7223)  
Cummings Lane (3405-3521)

**D**

Delfield Street (7200-7320)

**M**

Melville Place (6700-6709)

**O**

Oxford Street (202-209)

**Q**

Quincy Street (101-163)

**R**

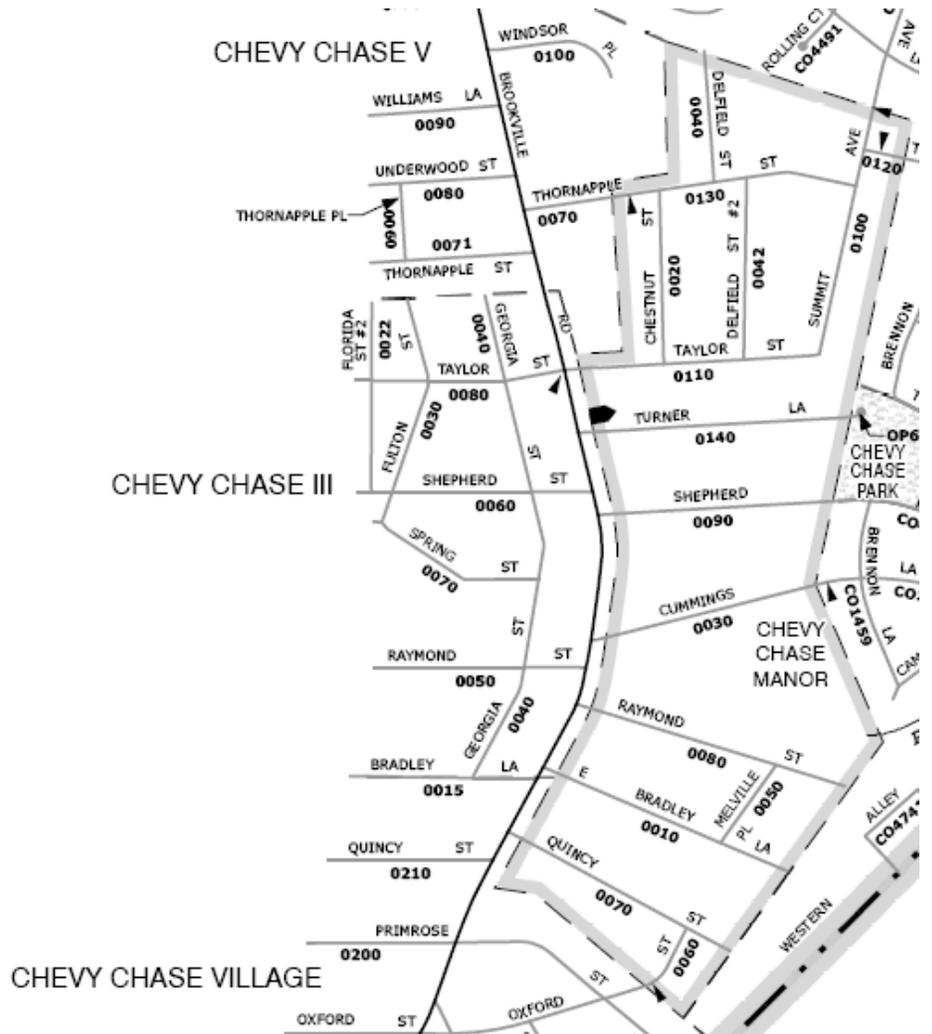
Raymond Street (3406-3529)

**S**

Shepherd Street (3404-3519)  
Summit Avenue (7200-7405)

**T**

Taylor Street (3404-3518)  
Thornapple Street  
(3219-3503)  
Turner Lane (3402-3519)



Appendix B

STREETS	HOUSES	APPROX. SEGMENT Length	DESCRIPTION OF WORK
Bradley Lane	3408 - 3525	1,042 feet	
Chestnut Street	7200 - 7223	711 feet	
Cummings Lane	3405 - 3521	915 feet	

Delfield Street	7200 - 7320	528 feet (dead-end Delfield) 742 feet (7200 block)	
Melville Place	6700 - 6709	408 feet	
Oxford Street	202 - 209	313 feet	
Quincy Street	101 - 163	1,002 feet	

Raymond Street	3406 - 3529	1,110 feet	
Shepherd Street	3404 - 3519	937 feet	
Summit Avenue	7200 - 7405	1,046 feet	
Taylor Street	3404 - 3519	1,029 feet	

Thornapple Street	3219 - 3503	1,180 feet	
Turner Lane	3402 - 3519	1,068 feet	

Appendix C

**Non-Collusion Affidavit**

I hereby affirm that:

I am the \_\_\_\_\_(title) and duly authorized representative of the firm of \_\_\_\_\_(name of Corporation) whose address is \_\_\_\_\_ and that I possess the legal authority to make this affidavit on behalf of myself and the firm for which I am acting. I further affirm:

1. I am fully informed respecting the preparation and contents of the attached bid or and all of the pertinent circumstances respecting such bid:
2. Such bid is genuine and is not a collusive or sham bid:
3. Neither the said bidder nor any of its officers, partners, owners, agents, representatives, employees or parties in interests, including this affidavit, has in any way colluded, conspired, connived or agreed, directly or indirectly with any other bidder, firm or person to submit a collusive or sham bid in connection with the Contract for which the attached bid has been submitted or to refrain from bidding in connection with such Contract, or has in any manner directly or indirectly, sought by agreement or collusion or communication or conference with any other bidder, firm or person to fix the price or prices in the attached bid or of any other bidder, or to fix any overhead, profit or cost element of the bid price or the bid price of any other bidder, or to secure through any collusion, conspiracy, connivance or unlawful agreement any advantage against the Village of Martin’s Additions or any person interested in the proposed Contract; and
4. The price or prices quoted in the attached bid are fair and proper and are not tainted by any collusion, conspiracy, connivance or unlawful agreement on the part of the bidder or any of its agents, representatives, owners, employees, or parties in interest, including this affidavit.

I do solemnly declare and affirm under the penalties of perjury that the contents of this affidavit are true and correct.

Name of Firm: \_\_\_\_\_

Signature and Title: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Date: \_\_\_\_\_

Appendix D

**Affidavit of Non-Conviction**

I hereby affirm that:

I am the \_\_\_\_\_(title) and duly authorized representative of \_\_\_\_\_(name of business entity) whose address is \_\_\_\_\_ and that I possess the legal authority to make this affidavit on behalf of myself and the firm for which I am acting. I further affirm:

1. Except as described in paragraph 2 below, neither I nor the above business entity, nor to the best of my knowledge, any of its controlling stockholders, officers, directors, or partners, performing contracts with any public body (the State or any unit thereof, or any local governmental entity in the State, including any bi-county or multi-county entity) has:

A. been convicted under the laws of the State of Maryland, any other state, or the United States of any of the following: (1) bribery, attempted bribery, or conspiracy to bribe; (2) a criminal offense incident to obtaining, attempting to obtain, or performing a public or private contract; (3) fraud, embezzlement, theft, forgery, falsification or destruction of records, or receiving stolen property; (4) a criminal violation of an anti-trust statute; (5) a violation of the Racketeer Influenced and Corrupt Organization Act, or the Mail Fraud Act, for acts in connection with the submission of bids or proposals for a public or private contract; (6) a violation of State Finance and Procurement Article of the Annotated Code of Maryland; or (7) conspiracy to commit any of the foregoing;

B. pled *nolo contendere* to, or received probation before verdict for, a charge of any offense set forth in subsection A of this paragraph;

C. been found civilly liable under an anti-trust statute of the State of Maryland, another state or the United States for acts or omissions in connection with the submission of bids or proposals for a public or private contract; or

D. during the course of an official investigation or other proceeding, admitted, in writing or under oath, an act or omission that would constitute grounds for conviction or liability under any law or statute described in subsection A or C of this paragraph;

2. State “none” or, as appropriate, list on a separate sheet any conviction, plea or admission described in paragraph 2 above, with the date, court, official or administrative body, the individuals involved and their position with the firm, and the sentence or disposition, if any. \_\_\_\_\_.

3. I further affirm that neither I nor the above business entity shall knowingly enter into such a contract with Section 3 of the Village of Chevy Chase under which a person or business debarred or suspended from contracting with a public body under Title 16 of the State Finance and Procurement Article of the Annotated Code of Maryland, will provide, directly or indirectly, supplies, services, architectural services, construction related services, leases of real property or construction.

I acknowledge that this affidavit is given pursuant to Maryland Code, Finance and Procurement Article, Section 16-311. I acknowledge that, if the representations set forth in this affidavit are not true and correct, Section 3 of the Village of Chevy Chase may terminate any contract awarded and take any other appropriate actions. I further acknowledge that I am executing this affidavit in compliance with Section 16-309 of the State Finance and Procurement Article which ordains that any person convicted of bribery (upon acts committed after July 1, 1977) in furtherance of obtaining a contract from the State or any subdivision of the State of Maryland shall be disqualified from entering into a contract with Section 3 of the Village of Chevy Chase.

I do solemnly declare and affirm under the penalties of perjury that the contents of this affidavit are true and correct.

Name of Business Entity: \_\_\_\_\_

Signature and Title: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Date: \_\_\_\_\_