



TOWN OF CENTREVILLE

Queen Anne's County, Maryland

Little Kidwell Avenue- Traffic Calming Devices Invitation To Bid (ITB)

Documents Available: August 3, 2023 @ 1:00 pm

Bid Due: August 18, 2023 @ 1:00 pm

Bid Location: Centreville Town Hall
101 Lawyers Row
Centreville, MD 21617

CONTACT:
Michael C. Whitehill, Project Administrator
(c) 443-988-1947 or by e-mail - michael@whitehillconsultingllc.com

**Town Hall
101 Lawyers Row
Centreville, MD 21617
410-758-1180**

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Town of Centreville Invitation To Bid

Little Kidwell Avenue- Traffic Calming Devices

The Town of Centreville (the Town) is accepting sealed bids from qualified MD Licensed Contractors to provide three (3) traffic calming speed humps with appropriate signage and pavement markings on Little Kidwell Avenue following the sketch contained herein as a guide.

Bid packages will be available on August 3, 2023 @ 1:00 pm from Town Hall.

Town of Centreville, 101 Lawyers Row, Centreville Maryland 21617. Telephone 410-758-1180, or found as a download in .pdf form on the Town's website: www.TownofCentreville.org.

Bids must be received at Town Hall by Friday, August 18, 2023 @ 1:00 pm at which time they will be publicly opened and read aloud. *Late arriving bids will not be opened.*

The Town reserves the right to reject any and all bids, to waive any requirements and to accept all or part of any bid considered to be in the best interest of the Town. The Town reserves the right to add or delete bid quantities as may serve the best interest of the Town. Award of the contract is subject to the approval of the Town Manager and Town Council of Centreville. The Town is an Equal Opportunity Employer. Discrimination based on age, race, sex, handicap or national origin is expressly prohibited.

Michael C. Whitehill, Project Administrator - (c) 443-988-1947 or by e-mail - michael@whitehillconsultingllc.com

STANDARD BIDDING FORMS

To: Town Manager, Town of Centreville

We hereby submit for your review the following proposal as requested by the Invitation for Bids. This Bid Form includes and incorporates all information and specifications as required by the Contract Documents, as described in "Information to Bidders", the same as if specifically written herein.

Little Kidwell Avenue- Traffic Calming Devices

BID AMOUNT Only use form on page 5 for this item

BIDDER: _____

AGENT: _____

FIRM: _____

ADDRESS: _____

PHONE: _____

EMAIL: _____

SUBMITTED BY: _____

(Signature of Authorized Agent)

(Title)

THIS ____ DAY OF _____, 2023.

TOWN OF CENTREVILLE USE:

Additional Information: _____

ATTEST:

ACCEPTED:

Charles M. Koogle, Town Manager

BID FORM
Little Kidwell Avenue- Traffic Calming Devices

BASE BID:

TOTAL LUMP SUM for Three (3) equal full width speed humps per detail.

NOT TO EXCEED BID:

Numbers:

\$ _____

Price in Words:

ADDITIONAL BID REQUIREMENTS and PROVIDED INFORMATION

1. Contractor shall submit herewith the estimated start and completion dates for the project. It is a requirement of this Invitation to Bid that this work must commence within 30 days of notice to proceed.
2. Contractor to provide 1 hard copy Bid and a digital copy on thumb drive.
3. Contractor shall present herewith a maintenance of traffic plan.
4. Contractor shall coordinate with The Centreville Police Department as needed prior to work to ensure smooth maintenance of traffic.

AFFIDAVIT OF QUALIFICATION TO BID

I hereby affirm that:

1. I am the (Title) _____ and the duly authorized representative of the Company 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.

2. Except as described in paragraph 3 below, neither I nor the above firm, nor to the best of my knowledge, any of its officers, directors, or partners, or any of its employees directly involved in obtaining contracts with the State or any county, bi-county or multi-county agency, or subdivision of the State have been convicted of, or have pleaded nolo contendere to a charge of, or having during the course of an official investigation or other proceeding admitted in writing or under oath acts or omissions which constitute bribery, attempted bribery, or conspiracy to bribe under the provisions of Article 27 of the Annotated Code of Maryland or under the laws of any State or the Federal Government (conduct prior to July 1, 1977 is not required to be reported).
3. (State "none" or as appropriate, list any conviction, plea, or admission described in paragraph 2 above, with the date, court, position with the firm, and the sentence or disposition, if any). _____

I acknowledge that this affidavit is to be furnished to The Town Council of Centreville, the Town Attorney, and where appropriate, the Attorney General under Section 16D of Article 78A of the Annotated Code of Maryland. I acknowledge that, if the representations set forth in this affidavit are not true and correct, The Town Council of Centerville may terminate any contract awarded and take any other appropriate action. I further acknowledge that I am executing this affidavit in compliance with Section 16D of Article 78A of the Annotated Code of Maryland, which provides that certain persons who have been convicted of or have admitted to bribery, attempted bribery, or conspiracy to bribe may be disqualified, either by operation of law or after a hearing, from entering into contracts with the State or any of its agencies or subdivisions.

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

(Signature)

(Date)

NON-COLLUSION CERTIFICATE

I HEREBY CERTIFY I am the _____
(Title)

and the duly authorized representative of the firm of _____

whose address is _____

AND THAT NEITHER I nor, to the best of my knowledge, information and belief, the above firm or any of its other representatives I here represent have:

- (a) Agreed, conspired, connived or colluded to produce a deceptive show of competition in the compilation of the bid or offer being submitted herewith;
- (b) Not in any manner, directly or indirectly, entered into any agreement, participated in any collusion to fix the bid price or price proposal of the bidder or offer or herein or any competitor, or otherwise taken into action in restraint of free competitive bidding in connection with the Contract for which the within bid or offer is submitted.

In making this affidavit, I represent that I have personal knowledge of the matters and facts herein stated.

(Signature)

(Date)

(Printed or Typed Name)

SIGNATURE FORM

Name of Bidder/Contractor: _____

Signature of Authorized Person: _____

Title of Authorized Person: _____

Street Name & Number: _____

City, State, Zip Code: _____

Telephone Number: _____

Email Address: _____

Date: _____

Bidder's Federal Employers Identification No.: _____

Bidder's Professional License or Affiliations No.: _____

Expiration Date: _____

Proposed Subcontractors

Portion of Work to Be Performed

SPECIAL PROVISIONS

- The Contractor and subcontractors must obtain at its own cost and expense and keep in force and effect during the term of the contract including all extensions, the following insurance with an insurance company/companies licensed to do business in the State of Maryland evidenced by a certificate of insurance and/or copies of the insurance policies. The Contractor's insurance shall be primary. Within five (5) days after contract award the Contractor shall submit to the Town of Centreville, 101 Lawyers Row, Centreville, MD 21617, a certificate of insurance with all endorsements. The Town Council of Centreville must be a named insured.

In no event may the insurance coverage be less than shown below. Unless otherwise described in this contract the successful contractor shall be required to maintain for the life of the contract and to furnish the Town evidence of insurance as follows:

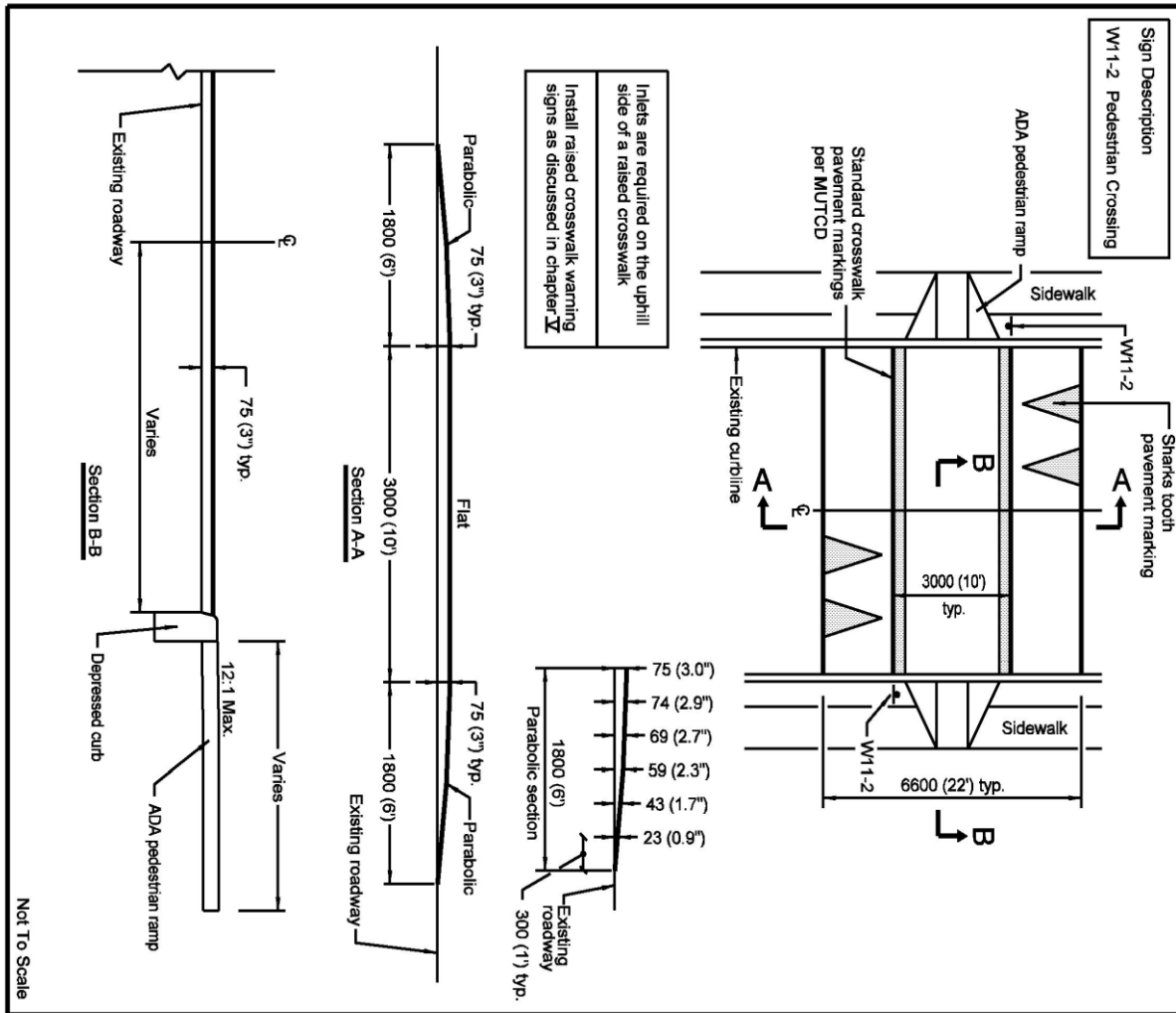
Type of Insurance	Amounts of Insurance	Endorsements and Provisions
Workers' Compensation Employers' Liability	Bodily Injury by Accident: \$100,000 each accident Bodily Injury by Disease: \$500,000 policy limits Bodily Injury by Disease: \$100,000 each employee	Waiver of Subrogation: WC 00 03 13 Waiver of Our Rights to Recover From Others Endorsement signed and dated.
Commercial General Liability Bodily Injury Property Damage	Each Occurrence: \$1,000,000	Town shall be listed as additional provided 30-day notice of or material changes in coverage. CG 20 37 07 04 and CG 20 10 07 04 forms to be signed and dated.
Contractual Liability Premise/Operations Independent Contractors Products/Complete Operations Personal Injury		

<p>4. <i>Automobile Liability</i> All Owned Autos Hired Autos Non-Owned Autos</p>	<p>Combined Single Limit for Bodily Injury and Property Damage - (each accident): \$1,000,000</p>	<p>Town shall be listed as additional insured and provided 30-day notice of cancellation or material change in coverage.</p> <p>Form CA20 48 02 99 to be signed and dated.</p>
<p>5. <i>Excess/Umbrella Liability</i></p>	<p>Each Occurrence / Aggregate: \$1,000,000</p>	<p>Town shall be listed as additional insured and provided 30-day notice of cancellation or material change in coverage.</p>
<p>6. <i>Professional Liability</i></p>	<p>Each Occurrence / Aggregate: \$1,000,000</p>	

Approximate Speed Hump Locations

(See Appendix A - Attachment)

Detail



Detail Modification and Clarification:

Speed hump to comprise full width Hot Mix Asphalt 19 mm Superpave wearing course to parabolic section in detail above. Contractor shall square all edges cleanly.

Speed hump locations are in-line and are not Crosswalks. New speed humps are to be tapered to face of gutter pans to ensure continuous flow of stormwater in existing curb line. No ADA sidewalk ramps are proposed.

Pavement markings and warning sign type and locations are to meet MUTCD Standards and Specifications. Contractor shall follow MUTCD standards for pavement markings and sign installations. Contractor shall contact Centreville Director of Public Works at (443) 262-4602 prior to sign placements. Per MUTCD, the words Bump and Hump may be used interchangeably.

Signage and Striping Standards

2011 Edition December 2011 Sect. 3B.25 to 3B.26 Page 513 Section 3B.25 Speed Hump Markings Standard: 01 If speed hump markings are used, they shall be a series of white markings placed on a speed hump to identify its location. If markings are used for a speed hump that does not also function as a crosswalk or speed table, the markings shall comply with Option A, B, or C shown in Figure 3B-29. If markings are used for a speed hump that also functions as a crosswalk or speed Table, the markings shall comply with Option A or B shown in Figure 3B-30. Section 3B.26 Advance Speed Hump Markings Option: 01 Advance speed hump markings (see Figure 3B-31) may be used in advance of speed humps or other engineered vertical roadway deflections such as dips where added visibility is desired or where such deflection is not expected. 02 Advance pavement wording such as BUMP or HUMP (see Section 3B.20) may be used on the approach to a speed hump either alone or in conjunction with advance speed hump markings. Appropriate advance warning signs may be used in compliance with Section 2C.29. Standard: 03 If advance speed hump markings are used, they shall be a series of eight white 12-inch transverse lines that become longer and are spaced closer together as the vehicle approaches the speed hump or other deflection. If advance markings are used, they shall comply with the detailed design shown in Figure 3B-31. Guidance: 04 If used, advance speed hump markings should be installed in each approach lane.

Section 3B.20 Pavement Word, Symbol, and Arrow Markings Support: 01 Word, symbol, and arrow markings on the pavement are used for the purpose of guiding, warning, or regulating traffic. These pavement markings can be helpful to road users in some locations by supplementing signs and providing additional emphasis for important regulatory, warning, or guidance messages, because the markings do not require diversion of the road user's attention from the roadway surface. Symbol messages are preferable to word messages. Examples of standard word and arrow pavement markings are shown in Figures 3B-23 and 3B-24. Option: 02 Word, symbol, and arrow markings, including those contained in the "Standard Highway Signs and Markings" book (see Section 1A.11), may be used as determined by engineering judgment to supplement signs and/or to provide additional emphasis for regulatory, warning, or guidance messages. Among the word, symbol, and arrow markings that may be used are the following: A. Regulatory: 1. STOP 2. YIELD 3. RIGHT (LEFT) TURN ONLY 4. 25 MPH 5. Lane-use and wrong-way arrows 6. Diamond symbol for HOV lanes 7. Other preferential lane word markings

See also pages 514, 515, 516.

Section 2C.29 SPEED HUMP Sign (W17-1) Guidance: 01 The SPEED HUMP (W17-1) sign (see Figure 2C-6) should be used to give warning of a vertical deflection in the roadway that is designed to limit the speed of traffic. 02 If used, the SPEED HUMP sign should be supplemented by an Advisory Speed plaque (see Section 2C.08). Option: 03 If a series of speed humps exists in close proximity, an Advisory Speed plaque may be eliminated on all but the first SPEED HUMP sign in the series. 04 The legend SPEED BUMP may be used instead of the legend SPEED HUMP on the W17-1 sign. Support: 05 Speed humps generally provide more gradual vertical deflection than speed bumps. Speed bumps limit the speed of traffic more severely than speed humps. Other forms of speed humps include speed tables and raised intersections. However, these differences in engine

See also page 150 section 2C.08 Advisory Speed Plaque.

<https://www.roads.maryland.gov/mdotsha/pages/Index.aspx?PageId=835>

INFORMATION TO BIDDERS

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INFORMATION TO BIDDERS

SECTION 1.

GENERAL

The Town Council of Centreville is accepting Sealed Bid Proposals for the work described in the specifications above.

SECTION 2.

CHANGES TO CONTRACT DOCUMENTS (Not Applicable to this Project)

SECTION 3.

BID INSTRUCTIONS

Bids shall be submitted to the Town of Centreville, 101 Lawyers Row, Centreville, Maryland 21617. Bidder shall present one hard copy and a digital copy on a thumb drive. Bids must be received at Town Hall no later than the date and time listed on the Invitation to Bid. All proposals must be in a sealed envelope with the title of the project, the submitting Contractor's name and address, and the words "Do Not Open". Bids will be opened and read publicly immediately after the deadline for bid acceptance.

SECTION 4.

BID OPENINGS

All bids will be opened and publicly read by the Town Manager, or its designee, at 101 Lawyers Row, Centreville, Maryland 21617.

SECTION 5.

BID PROCEDURE

The Town reserves the right to reject any or all bids, including without limitation, nonconforming, nonresponsive, unbalanced, or conditional bids. The Town further reserves the right to reject the bid of any bidder whom it finds, after reasonable inquiry and evaluation, to not be responsible. The Town may also 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. The Town further reserves the right to waive all informalities not involving price, time, or changes in the work and to negotiate contract terms with the successful bidder.

More than one bid for the same work from an individual or entity under the same or different names will not be considered. Reasonable grounds for believing that any bidder has an interest in more than one bid for the work may be cause for disqualification of that bidder and the rejection of all bids in which that bidder has an interest.

In evaluating bids, the Town will consider whether the bids comply with the prescribed requirements, and such alternates, unit prices and other data, as may be requested in the Bid Form or prior to the Notice of Award.

In evaluating bidders, the Town will consider the qualifications of bidders and may consider the qualifications and experience of subcontractors, suppliers, and other individuals or entities proposed for those portions of the work for which the identity of subcontractors, suppliers, and other individuals or entities must be submitted as provided in the Supplementary Conditions.

The Town may conduct such investigations as the Town deems necessary to establish the responsibility, qualifications, and financial ability of bidders, proposed subcontractors, suppliers, individuals, or entities proposed for those portions of the work in accordance with the Contract Documents.

If the Contract is to be awarded, the Town will award the contract to the bidder whose bid is in the best interest(s) of the Town and the project.

SECTION 6.

OMISSION OF SPECIFICATIONS (Not Applicable to this Project)

SECTION 7.

BID FORMS

All bids must be made on the provided Standard Bidding Forms. All blank spaces for the bid prices must be filled in ink or typewritten, and the bid form must be fully completed and executed when submitted. Only one copy of the bid form is required. A conditional or unqualified bid will not be acceptable. The base price on the Lump Sum Bid Form shall be the total cost of the item(s) being bid in accordance with the Invitation to Bid and specifications in the contract documents. Alternates shall only be used to reflect increases or decreases in the base bid price. Only those alternates, which are specifically requested by the Town, will warrant consideration. [No Alternates are anticipated for this project].

SECTION 8. REQUIRED BID SECURITY AND INSURANCE

BID SECURITY (Not Applicable to this Project)

SECTION 9.

DELIVERY (Not Applicable to this Project)

SECTION 10.

WAIVER OF TECHNICALITIES

The Town Council of Centreville reserves the right to waive formalities or technicalities in bids acting on behalf of the best interest of the Town of Centreville.

SECTION 11.
CONTRACT AWARD

It is the intent of the Town Council of Centreville to award a contract using the criteria provided herein within 30 calendar days following the bid opening. Acceptance of a bid proposal and award of the contract is subject to the approval of the Town Council and the Town Manager. The Town Council reserves the right to reject any and/or all bids.

SECTION 12.
TAX EXEMPTION

The Town of Centreville is exempt from paying all Federal, State and Local Tax.

SECTION 13.
BASIS OF AWARD

1. This project is qualifications based, with secondary consideration for total cost.
2. Compliance with specifications.
3. Compliance with terms of Bid Package.

SECTION 14.
MODIFICATION OR WITHDRAWAL OF BIDS

1. Pre-Opening Modification or Withdrawal of Bids
 - a) Procedure - Bids may be modified or withdrawn by written notice received by the Town Manager before the time and date set for bid opening.
 - b) Disposition of Bid Bond - If a Bid is withdrawn in accordance with this regulation, the Bid Bond, if any, shall be returned to the bidder. [Not Required for this Project].
2. Late Bids, Late Withdrawals and Late Modifications
 - a) Policy - Any bid, request for withdrawal, or request for modification received at the place designated in the invitation for bids after the time and date set for receipt and opening of bids is late.
 - b) Treatment - A late bid may not be considered under any circumstances and will be mailed to the bidder's last known address unopened. Late modifications and late withdrawals may be considered by the Town Council and allowed if in the best interest of the Town.

SECTION 15.
CONTRACTORS ABILITY

The Town may make such investigations as it deems necessary to determine the ability of the bidder to perform the work, and the bidder shall furnish the Town all such information and data deemed necessary by the Town for this purpose. References will be interviewed.

SECTION 16.
PAYMENT TERMS

Payment will be made for properly approved purchase orders supported by an invoice for work performed in accordance with these specifications. Invoices can be emailed to finance@townofcentreville.org; or mailed to:

Accounts Payable
Attn: Finance Department
101 Water Way
Centreville, MD 21617

SECTION 17.
PERFORMANCE BOND (Not Applicable to this Project)

SECTION 18.
SUBSTITUTIONS (Not Applicable to this Project)

SECTION 19.
ADDENDA

Addenda and or answers to interrogatories made at the mandatory pre-bid meeting will be faxed and/or mailed or delivered to all vendors who are known to have received a complete set of bidding documents. Copies of Addenda/ Answers to Interrogatories will be made available for inspection wherever Bidding Documents are on file for that purpose. No Addenda will be issued later than two (2) working days prior to the posted date for receipt of bids except an Addendum withdrawing the request for bids or one which includes postponement or extension of the date for receipt of bids.

SECTION 20.
ALTERNATES [Non anticipated for this project]

An alternate is a dollar amount to be added to or subtracted from the base bid price. The Town Council may request alternate prices to compare various options that may be in their best interest. The Town shall have the right to accept alternates in any order or combination, and to determine the low bidder, based on the base bid and alternates accepted.

SECTION 21.

CONTRACT DOCUMENTS

The Contract Documents shall include the Invitation to Bid, Standard Bidding Forms, Specifications, Information to Bidders, BID Envelope and Addenda and/or any other documents which are clearly intended to be a part of this contract.

SECTION 22.

BUDGET FUNDING

A contract made as a result of this bid will be subject to the appropriation of funds by the Town of Centreville. If the Town Council of Centreville does not appropriate any funds, then the Contract shall become invalid.

SECTION 23.

PURCHASE ORDER (Not Applicable to this Project)

SECTION 24.

TRADE AND BRAND NAMES

Except as provided for in Section 31. (below), the use of or references to any trade or brand names in this bid package shall be solely for the purpose of establishing a standard and shall in no way infer that other trade and brand names will not be acceptable.

SECTION 25.

FEDERAL ASSISTANCE

Town of Centreville shall comply with Title VI of the Civil Rights Act of 1964 which provides that no person shall be denied on the grounds of race, color or natural origin, be excluded from, be denied the benefits of, or discriminated against under any program or activity receiving Federal financial assistance.

SECTION 26.

WARRANTY (Not applicable to this project)

SECTION 27.

EQUAL OPPORTUNITY EMPLOYMENT

Contractors shall not discriminate against any employee or applicant for employment because of sex, race, creed, color, national origin, or age. The bidder affirms this by submission of the bid form.

SECTION 28.
RESERVATION

The Town Council of Centreville reserves the right to increase or decrease quantities and/or project elements at their discretion and as may be approved by MDE.

SECTION 29.
DELIVERY SCHEDULE

The bidder is required to state on the Standard Bidding Form their most accurate date of delivery.

SECTION 30.
PRODUCT LITERATURE (Not Applicable to this Project)

SECTION 31.
EXCEPTIONS TO BIDS SPECIFICATIONS

Any bidder taking an exception to requested specifications must make these exceptions, clear and in writing, on the specification bidding forms. Additional information regarding exceptions can be attached to the sealed bid proposal. However, this section is not to be construed that the Town of Centreville is obligating themselves to accept anything other than the Specifications requested elsewhere in this Bid Proposal.

SECTION 32.
DELIVERY PROVISIONS (Not Applicable to this Project)

SECTION 33.
INTERPRETATION OF CONTRACT DOCUMENTS (Not Applicable to this Project)

SECTION 34.
BUILD AMERICA, BUY AMERICA ACT (BABA)

All interested bidders must abide by the requirements of the Build America, Buy America Act.