

ADDENDUM NO. 1

TOWN OF INDIAN HEAD, MARYLAND

**TRAILHEAD RESTROOM
SHA No. CH257B51
FAP No. AC-TAP-3(871)E**



In accordance with the requirements of the “Instructions to Bidders”, this Addendum shall be attached to and become a part of the Contract Documents for the above referenced project.

Miscellaneous Items

- (A) Pre-bid Meeting Minutes and Sign-in Sheet; Attached to this Addendum.
- (B) Sealed Bids will be received by the Owner at the office of the Owner until **12:00 P.M., prevailing time, February 22, 2024**, at which time they will be publicly opened and read.

Concerning the Project Manual

- (A) Section 00010 – **DELETE** and **REPLACE** in its entirety; Attached to this addendum.
- (B) CP- Proposal Form Packet – Federal – Cover – **DELETE** and **REPLACE** in its entirety; Attached to this addendum.

END OF ADDENDUM NO. 1

BIDDERS MUST ACKNOWLEDGE RECEIPT OF THIS ADDENDUM IN THE SPECIFIED PLACE ON THE BID FORM. THE ABSENCE OF THIS ACKNOWLEDGMENT WILL BE CAUSE FOR REJECTION OF THE BID.

TOWN OF INDIAN HEAD

TRAILHEAD RESTROOM

PRE-BID MEETING MINUTES

Thursday, January 4, 2024 @ 10 A.M.

ARRO Project No. 6208.22

OPENING

Meeting was called to order by Nate Merkel at 10 A.M. in Indian Head Town Hall.

ATTENDANCE:

See Sign-In sheet attached.

AGENDA

Project Description & Scope of Work: This project includes the installation of a new restroom/pavilion building, pavement markings, sidewalks, and related incidentals located within Village Green Park in Indian Head, Charles County, MD.

Bid Questions: Technical questions will be accepted until 10:00 A.M. prevailing time on January 18, 2024. All questions must be submitted in writing via e-mail to Nate Merkel at nate.merkel@arroconsulting.com.

Bid Opening: Sealed Bids will be received by the Town of Indian Head at the Town Hall until 12:00 PM, prevailing time, Thursday, February 1, 2024, at which time they will be publicly opened and read at Town Hall.

Completion Time & Project Schedule:

1. The Work will be substantially completed within 365 calendar days after the date when the Contract Times commence to run as provided in General Conditions Paragraph 2.3 as amended by the Supplementary Conditions, and completed and ready for final payment within 379 calendar days after the date when the Contract Times commence to run.
2. Liquidated Damages (LD's) will be assessed in the amount of Three Hundred Dollars (\$300) per calendar day the work is not substantially completed.

Required Bid Submittals:

1. Completed Bid Form. The bid form is a combination of lump sum and/or unit prices with contingency items listed.

2. Bid Security Form in the form of a certified check, bank check, irrevocable letter of credit, or Bid bond (on the form included with the Bidding Documents) for 5 percent of the Bid total.
3. It is the responsibility of the bidder to follow and adhere to all bidder requirements and instructions.

Special Conditions, Staging, Access, Parking, Use of Facilities:

1. The selected contractor shall notify the residents in advance of construction happening in their area.
2. The Contractor shall keep the existing driveways and entrances serving the properties adjacent to the Project clear and available to the Owner and the public at all times.
3. If the construction work requires temporary disruption, relocation, or modification of utility services to businesses, public facilities, or residences adjacent to the Project, the Contractor shall provide temporary services by methods approved by the utility company and the Engineer.
4. All materials shall be approved by the Office of Material Testing (OMT).

Surveying: Contractors shall visit the site and become familiar with it prior to submitting their bid. The Contractor is responsible for stakeout.

Extent of Constructions: Contractors shall confine construction activities to the limits designated on the drawings.

Working Hours: A normal working day shall be defined as Monday through Friday from 7:30 am 4:30 pm. Any change to this schedule shall be requested in writing at least one (1) week prior.

Specifications: The contractor shall adhere to all specifications detailed in the project manual for Trailhead Restroom.

Insurance: The Successful Bidder will be required to carry Liability and Workers' Compensation and other insurance in the amount and under the terms stipulated in the General Conditions and Supplementary Conditions.

ADJOURNMENT:

Meeting called to end at 10:30 A.M. by Nate Merkel.

DOCUMENT 00010

INVITATION TO BID

Project: **TOWN OF INDIAN HEAD – TRAILHEAD RESTROOM FACILITY:** This project includes the installation of a new restroom in the Village Green Park in Indian Head, Charles County, MD.

Owner: **TOWN OF INDIAN HEAD**
4195 Indian Head Highway
Indian Head, MD 20640
Phone: (301) 743-5511
Fax: (301) 743-9008
E-mail: ryan@townofindianhead.org

Engineer: **ARRO CONSULTING, INC.**
201 Thomas Johnson Drive, Suite 207
Frederick, MD 21702
Phone: (717) 686-4688
Fax: (717) 560-2788
E-mail: nate.merkel@arroconsulting.com

Direct inquiries concerning the Bidding Documents to Ryan Hicks, Town Manager, at the office of the Owner and technical questions to Nate Merkel, at the Office of the Engineer.

A pre-bid meeting will be conducted at the office of the Owner on January 4, 2023, at **10:00 am**. Attendance is not mandatory, but is strongly encouraged. Questions will be accepted until 10:00 am, prevailing time, on January 18, 2024.

Sealed Bids will be received by the Owner at the office of the Owner until 12:00 pm, prevailing time, February 22, 2024, at which time they will be publicly opened and read.

All submission materials are available on the webpage dedicated to Request for Bids on the Town of Indian Head website at <https://www.townofindianhead.org/> under “Government” drop down menu and then “Request for Bids”, as well as eMaryland Marketplace at emma.maryland.gov.

Bids may be modified or withdrawn by an appropriate document duly executed (in the manner that a Bid must be executed) and delivered to the place where Bids are to be submitted at any time prior to the opening of Bids.

After the Bid opening, Bidder may withdraw its Bid only by complying with applicable Federal, State, or local laws and regulations. Unless prohibited by such applicable laws and regulations, or if there are no applicable laws and regulations, Bidder shall forfeit the entire amount of Bid security upon withdrawal of its Bid.

Bids shall remain open for a period of 90 days from the date of Bid opening, except as provided in the Instructions to Bidders.

Each Bid must be accompanied by Bid security in the form of a certified check, bank check, or Bid bond (in the required form) for 5 percent of the Bid total.

TOWN OF INDIAN HEAD hereby reserves the right, which is understood and agreed to by all Bidders, to reject any and all Bids and to waive any omissions, errors, mistakes, defects or irregularities in any Bid.

TOWN OF INDIAN HEAD

BRANDON PAULIN

MAYOR

CONTRACT PROVISIONS
PROPOSAL FORM PACKET — FEDERAL

CONTRACT NO. CH257B51
FAP NO. AC-TAP-3(871)E
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**STATE OF MARYLAND
DEPARTMENT OF TRANSPORTATION
STATE HIGHWAY ADMINISTRATION
PROPOSAL FORM PACKET — FEDERAL**

Proposal by _____
Name

Address (Street and/or P.O. Box)

City State Zip
() ()

A.C. Phone No. A.C. Fax No.

to furnish and deliver all materials and to do and perform all work, in conformance with the Standard Specifications, revisions thereto, General Provisions and the Special Provisions in this contract to The Town of Indian Head located in, Charles County, Maryland, for which Invitation for Bids will be received until 12:00 o'clock noon on February 22, 2024, this work being situated as follows: Located in the Town of Indian Head, Charles County, along Walter Thomas Road, Cornwallis Court and Earl Road.

Town of Indian Head
4195 Indian Head Highway
Indian Head, Maryland 20640

In response to the advertisement by the Administration, inviting bids for the work in conformance with the Contract Documents, now on file in the office of the Administration. I/We hereby certify that I/we am/are the only person, or persons, interested in this bid proposal as principals, and that an examination has been made of the work site, the Specifications, the Plans, and Invitation for Bids, including the Special Provisions contained herein. I/We propose to furnish all necessary machinery, equipment, tools, labor and other means of construction, and to furnish all materials required to complete the project at the following unit price or lump sum price.