



PROJECT MANUAL

Replace Pavilion #2

2750 Sweden Point Road, Marbury, Maryland 20658
Charles County.

Project Number: EC25-09022-36

July 7, 2025

For The State of Maryland
Department of Natural Resources
Engineering and Construction Division
Josh Kurtz, Department Secretary

State of Maryland
Board of Public Works
Wes Moore, Governor
Brooke E. Lierman, Comptroller
Dereck E. Davis, Treasurer

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I. DETAILED SPECIFICATIONS

A. SCOPE:

1. This project shall consist of the Contractor providing all labor, materials, equipment, tools, insurance, etc., necessary to perform historic restorations at the Smallwood State Park – Replace Pavilion “#2” located in 2750 Sweden Point Road, Marbury, Maryland 20658, Charles County.
2. The proposed project shall include, but is not limited to the following:
 - a. Protect and maintain the existing electrical supply to the existing building. Existing to be used for the proposed design.
 - b. Demolish existing concrete sidewalk in its entirety, approximately 1,342 square feet.
 - c. Demolish existing concrete slab in its entirety, approximately 1,233 square feet.
 - d. Completely demolish existing Pavilion #2 in its entirety, approximately 20-foot by 40-foot. This includes but is not limited to wooden structure, light fixtures, concrete footings, etc.
 - e. Excavate, for and installed compacted #57 stone for concrete slab and sidewalks, approximately 31 tons using Unit Price #1
 - f. Construct an approximately 1,111 square foot concrete slab. See SK-3 for details. Approximately 28'-8" x 43'-0".
 - g. Construct a prefabricated 25-foot by 40-foot pavilion. This includes but is not limited to concrete footings, metal roof system, flashing, edging, drip edge, ridge vent, etc.
 - h. Install new sidewalks. Approximately 1,478 square feet. See SK-1 for details.
 - i. Install (2) two exterior grade mounted power outlets This includes the needed conduit and wiring. See Unit Price #2.
 - j. Final site restoration and stabilization, including filling, grading, spreading of topsoil, and establishment of vegetative cover at all sites.
 - k. Remove and properly dispose of all debris.

NOTE: All quantities and sizes listed above are approximate. The Contractor shall be responsible for obtaining his/her measurements for the project and bidding purposes.

B. QUALIFICATIONS OF THE CONTRACTOR:

1. The Contractor shall be licensed in the State of Maryland as a General Contractor and in accordance with COMAR regulations to perform work associated with this contract.
2. The Contractor shall have a minimum of five (5) years' experience performing similar projects.
3. Upon request, the Contractor shall supply to the DNR Procurement Officer a list of similar projects, which have been successfully completed by the Contractor.
4. All electrical work shall be performed by a master electrician licensed to perform work within Charles County, Maryland.

C. SITE INSPECTION:

1. It is suggested that the Contractor visit the job site and familiarize himself/herself with the conditions under which the work will be performed. Failure to attend the pre-bid conference will not relieve the successful bidder from complying with the requirements of these specifications at no additional cost to the State. No allowance will be made for errors, on the Contractor's part, for failure to take into account any conditions or circumstances existing at the site which might affect the specified work.
2. Failure to attend the pre-bid conference meeting will not relieve the successful bidder from complying with the requirements of these specifications at no additional cost to the State.
3. Please contact the Park Manager - Jacob Wells - of Smallwood State Park at (410) 888-1410 prior to any site visits other than the pre-bid meeting.

D. SCHEDULE OF WORK:

1. Work shall be scheduled through and approved by the Project Manager and Facility Manager. The Contractor shall perform all work Monday through Friday during the normal working hours of 7:00 AM to 5:00 PM, unless approved by the Project Manager in writing.

2. The Contractor shall notify the Project Manager seven (7) days prior to his start of work. He shall coordinate with the Project Manager and the Facility Manager the dates of the Work Initiation Conference, the work, and any closures required.
3. Use of the premises by the Contractor is to be limited to specified work areas and approved storage areas.
4. Work shall be performed and completed within 180 calendar days of Notice to Proceed.

E. STANDARDS AND CODES:

1. All work shall be performed in accordance with the Maryland Department of Environment Regulations.
2. The Contractor shall comply with OSHA (Occupational Safety and Health Administration) and MOSHA (Maryland Occupational Safety and Health Administration) regulations regarding construction safety and health standards throughout the duration of this project.
3. All work shall be performed in accordance with applicable code requirements and standards as defined by the Maryland Code Administration "Maryland Building Performance Standards" (MBPS) and the latest editions of the:
 - International Building Code (IBC)
 - International Residential Code (IRC)
 - International Plumbing Code (IPC)
 - International Mechanical Code (International Electric Code (NEC)
 - International Energy Conservation Code (IECC)
 - Maryland Accessibility Code (MAC)
 - National Fire Protection Association 101Life Safety Code (NFPA)

And the following project specific organizations shall be incorporated into these specifications to ensure industry standard materials, assembly, and workmanship

- American Concrete Institute (ACI)
- American Lumber Standard Committee, Inc. (ALSC)
- American National Standards Institute (ANSI)
- Architectural Woodwork Institute (AWI)
- American Society for Testing and Materials International (ASTM)
- Concrete Reinforcing Steel Institute (CRSI)

- National Lumber Grades Authority (NLGA)
- National Roofing Contractors Association (NRCA)
- National Ready Mixed Concrete Association (NRMCA)
- National Stone, Sand & Gravel Association (NSSGA)
- Southern Pine Inspection Bureau (SPIB)
- Sealant, Waterproofing & Restoration Institute (SWRI)

F. SUBMITTALS

1. Product Data: Manufacturer's data sheets on each product to be used, including:
2. Preparation instructions and recommendations.
3. Storage and handling requirements and recommendations.
4. Details of construction and fabrication.
5. Installation instructions.
6. Furnish detailed stamped engineered drawings showing floor plan and details type of fasteners, location, gauges, shapes and method of attachments of all trim locations and type of sealants, and any other details as may be required for a weathertight installation.
7. Shop drawings: Show fabrication and installation layouts of metal roof panels, details of edge conditions, side-seam joints, panel profiles, corners, anchorages, trim, flashings, closures and accessories, and special details. Distinguish between factory and field-assembled work. Indicate profiles, sizes, spacing, and locations of structural members, connections, attachments, fasteners, etc.
8. Prefab structure manufacturers shall engage a specialty structural engineer to perform final design calculations and submit same, for all connections not fully designed and detailed on the drawings by a Structural Engineer. Submit signed calculations same day as shop drawings to which they relate, to ensure compatibility between specialty engineers' calculations and shop drawing detailers drawing.
9. Selection Samples: For each finished product specified, two complete sets of color chips representing manufacturer's full range of color, and patterns
10. Manufacturer's Certificate: Certify products meet or exceed specified requirements.

11. Phase submittals to match sequence of actual construction to avoid delay of work.
12. Reference the attachments for a conceptual schematic design of the pavilion. DNR request that the proposed pavilion structure resembles this aesthetic. Stamped shop drawings will be a required submittal prior to fabrication.

G. MATERIALS AND SUPPLIES:

1. General:

- a. All materials shall be as specified or approved equal by the DNR Project Manager. In the event the Contractor would like to substitute materials other than those that have been specified, the Contractor shall submit the request for equivalent materials to the Procurement Officer at jacquelyn.truffer1@maryland.gov during the question-and-answer period and no later than Monday, October 27, 2025, at 5:00 PM. The request must include all pertinent data to determine equivalent status.
- b. All materials shall be new and where applicable shall be delivered to the job site with labels intact and legible.
- c. The Contractor shall be responsible for the coordination, off-loading and proper storage of all materials and supplies and assume full responsibility for protection and safekeeping up until the time of the final inspection.
- d. Where applicable, materials shall be delivered in their original unopened containers with labels intact and legible.
- e. All materials and supplies shall be stored up off the ground surface and protected from the weather with a waterproof covering.
- f. Materials shall be stored in a safe area, out of the way of traffic. Storage site location shall be approved by the Facility Manager and DNR project Manager prior to the storage of any materials on site.
- g. Any materials not specifically mentioned but are necessary for the safe, professional, and satisfactory completion of the project shall be provided by the Contractor as if specified herein.

2. **Specifics:**

- a. Prefabricated Pavilion: Shall be approximately 25-foot x 40-foot Cedar Gable Ramada freestanding pavilion as manufactured by Fifthroom.com or an approved equivalent. Joinery shall be as standard with manufacturer. Bracing at corners. Stain color to be selected by the Facilities manager. The pavilion kit shall include but not be limited to:
 - i. 7-inch x 7-inch x 10-foot Straight Laminate Posts
 - ii. Material: Red Cedar
 - iii. Roof: Metal
 - (i) Color: Charcoal
 - iv. Style: Open Gable
 - v. 2x10 Header Straight Beams
 - vi. Mounting Brackets for Concrete
 - vii. Cedar Tongue and Groove Roof Decking
 - viii. Short Base Trim
 - ix. 9/12 Roof Pitch
 - x. Semi-transparent Stain
 - xi. All Hardware and fasteners required for assembly.
 - xii. Easy to follow Installation Manual
 - xiii. Stamped Engineered Construction Drawings including structure and pavilion footings.

- b. Concrete Slab and Sidewalk: Shall be State Highway Mix #3, rated at 3500 PSI and as specified in Section 918.06 of the latest edition of the State Highway Administration Standard Specifications for Construction Materials. Check and control the consistency of the concrete during each pour. According to Specification 2461.4A4a. See SK-1 for details.
 - i. Concrete Slab Reinforcement: Shall be made up of #4 rebar, epoxy bonding, ties, wire and supported 6" x 6" welded wire mesh using suitable chairs, etc. for approved support.
 - ii. All reinforcement material shall be held approximately 3" away from all / any exposed edges or surfaces. All edges of the new pad shall be chamfered.
 - iii. Concrete Footing Reinforcement: Shall be made up of #4 rebar stirrup every 18".
 - iv. Stone: Shall be AASHTO #57 stone gravel.

- v. Concrete Sealer: Shall be Pentox 50 or an approved equivalent
 - c. Electrical Service: Use the existing service.
 - d. Wire Size: 12-gauge
 - e. Wire Type. THHN or THWN or as recommended by the exterior outlet manufacturer.
 - f. Electrical: GFCI outlets shall be Leviton # GFWR2-E or an approved equivalent, 20-amp, 120 volt, brown or black in color. Each outlet should include a weatherproof cover plate.
 - g. Fastener: All screws, nails, nuts and conduit brackets shall be galvanized steel
3. Fill Material: Shall be from a source off the Project site. It shall be natural granular material native to the area relatively free of silts, clays and organic matter, and be approved prior to placement by the Project Manager. Use only earth materials free from perceptible amounts of wood and debris. It shall be frost free at the time of placement and shall not contain elements which tend to keep it in a plastic state.
- a. Grass seed: Shall be MDE mix 1,3, &5

H. METHOD OF WORK:

- 1. General:
 - a. All materials shall be as specified or approved equal by the DNR Project Manager. In the event the Contractor would like to substitute materials other than those that have been specified, the Contractor shall submit the request for equivalent materials to the Procurement Officer at jacquelyn.truffer1@maryland.gov during the question-and-answer period and no later than Monday, October 27, 2025, at 5:00 PM. The request must include all pertinent data to determine equivalent status.
 - b. All work shall be performed as called for in these written specifications and as required by the specific written product manufacturers.
 - c. The Contractor shall coordinate all work with the various trades and suppliers to complete the project expeditiously within the time limits of the contract. The sequence of events shall be left up to the Contractor.

- d. All work shall be performed in the best and most professional manner by mechanics skilled in their respective trades.
 - e. The Contractor shall maintain the job site in a safe, neat and orderly manner throughout the entire project and take steps to prevent accumulation of debris at the job site.
 - f. Upon completion of the project, the Contractor shall legally dispose of all excess materials and debris and leave the entire area clean and in an acceptable condition.
 - g. The Contractor shall install electrical power to the structure in accordance with manufacturers standard procedures and applicable codes.
 - h. Smallwood State Park is a public facility: all materials, equipment, portable toilets, etc., should be stored inside of safety fencing. The State will not be held responsible for any theft, vandalism, disturbance, etc. Caused/allowed by lack of proper protection of the work materials.
 - i. Any work, which has not been specifically mentioned, but is necessary for the safe, professional and satisfactory completion of the project, shall be performed by the Contractor as if specified herein.
 - j. The Contractor shall adhere to OSHA-MOSHA regulations throughout the project to ensure the safety of his/her employees, state employees, and the public.
2. Specifics:
- a. Demolish existing concrete slab, footers and sidewalk (see SK-1) in their entirety. Dispose of materials as specified.
- 3. Concrete Pad:**
- a. Prior to performing any to performing any excavation work, the Contractor shall have the work site checked and marked for existing underground utilities by Miss Utility. Hire a third-party Independent Marking Service to locate underground water and electrical lines.
 - b. Excavate and remove twelve (12") inches of ground to prepare ground for new Concrete pad. Ensure remaining base is compact and secure.
 - c. Using Unit Price #1, Install and compact gravel material in 4" lifts with a mechanical tamper to fill newly dug area and establish proper concrete bedding.

- d. Coordinate the location of the Pavilions columns with the concrete and electrical work..
- e. Set necessary forms as required for concrete to be poured.
- f. Install required rebar reinforcement and WWF in accordance with the slab plan.
- g. Install approximately 1,478 square foot of concrete sidewalk and 1,111 square foot of concrete pad as shown in Drawing SK-1. The concrete shall be a made a minimum of 4-inch of the specified concrete and shall rest on a minimum 4-inch of compacted #57 gravel and vapor barrier. The concrete shall have a brushed finish.
- h. Place and finish the specified minimum thickness slab on grade, together with, all engineering required rebar reinforcement, or turn down slab, as specified by the pavilion manufacturer.
- i. Note: Document and photograph all rebar, wire mesh and stirrups in place prior to pouring concrete in presence of DNR Project Manager
- j. Remove and haul away excess sub-soil, as needed.
- k. Remove form work 24 hours after the last pour. The exterior pad shall be "hosed" cleaned 10 days after forms are pulled.
- l. Concrete surface shall be sealed using the specified sealer, in accordance with product manufacturers requirements and recommendations.
- m. Formwork is to be removed when concrete is green in order to fill voids and bee holes in the slabs perimeter "faces" and to finish the exposed pavilion foundation perimeter with a uniform, smooth-troweled finish.

4. Pavilion:

- a. The Contractor shall construct prefabricated pavilion in accordance with the manufacturer's written instructions.
- b. Coordinate the location of the pavilion columns with the requirements of all concrete work and protect all non-treated or protected wood from direct contact with concrete.

- c. The Contractor shall grade the site away from the structure to provide positive drainage.

5. Electric:

- a. The Contractor shall install electrical power to the structure in accordance with manufacturer's standard procedures and applicable codes.
- b. All work shall comply with the latest edition of the National Electrical Code (NEC) and local codes.
- c. Electric to the new outlets shall run from existing power.
- d. Install exterior mounted outlets as per the manufacturer's written instructions.
- e. Extend wiring from the existing electrical service, routing through exterior-rated conduit as required.
- f. Mount outlets at a minimum of 18 inches above finished grade, unless otherwise noted.
- g. Test unit and provide demonstration to Park Manager upon completion of installation. Provide Park Manager with operation manual, and manufacturer's warranty information.
- h. Provide an electrical inspection certificate from a third-party inspection agency approved by the State Fire Marshall's Office.
- i. Note: The Contractor shall, at the end of each workday, inspect then "sweep" the area, with a magnet, and pick up any nails and/or debris.

I. SITE RESTORATION:

- 1. The Contractor shall install 4 inches of clean topsoil over all disturbed areas. Grade the topsoil to match the existing contours.
- 2. The Contractor shall seed all disturbed or backfilled turf areas with a grass seed mixture in accordance with MDE mix 1, 3, of 5 requirements.

3. All debris generated from this project shall become the property of the Contractor. The Contractor shall be responsible for the proper removal and disposal of all debris off of State property. All fees for said disposal shall be paid for by the Contractor.
4. Any damages occurring to State Property resulting from this project shall be repaired or replaced to the satisfaction of the Facility to a preconstruction condition.

J. WARRANTY AND GUARANTEE:

1. The Contractor shall fully guarantee the work covered under this contract for a period of two (2) years from the date of acceptance against defects in materials and workmanship.
2. Any defects found within the two (2) year warranty period shall be promptly repaired or replaced by the Contractor at no additional cost to the State.
3. The Contractor shall provide the Project Manager, and Facility Manager all manufacturer' warranties for materials and system used on this project.
4. Acceptance by the Project Manager, and Facility Manager of any procedures, materials, workmanship, or final product shall not relieve the Contractor of contractual requirements.
5. All work is subject to the inspection and approval of the DNR Project Manager and Facility Manager.

K. GENERAL REQUIREMENTS:

1. All work shall be coordinated with the DNR Project Manager during the work initiation meeting.
2. The Contractor shall make their own arrangements at their own expense, coordinating with the Facility Manager and the Project Manager, for storage of materials and any construction yard that may be required to execute this project.
3. Deviation from the manufacturer's instructions or this specification will not be acceptable.

4. The Contractor shall take all necessary precautions and measures to protect all properties from damage. Contractor shall repair all damage caused by their operation to all public and private property including roads, walks, curbs, utilities, trees, shrubs, plantings, etc., and leave the property in good condition and/or at least equivalent to the condition found.
5. The Contractor shall make arrangements to acquire any temporary utility service which may be required to perform this contract. Any expenses incurred must be paid by the Contractor. This shall include portable toilet facilities.
6. Work shall be accomplished during normal Park hours 7:00 a.m. - 5:30 p.m., Monday through Friday unless permission is given in writing by the Project Manager to do otherwise.
7. The completed project is subject to the inspection and approval of the Project Manager.
8. The Contractor shall provide all signs, barricades, etc., to ensure a safe work area throughout the entire project.
9. The Contractor shall submit all mix designs, material information, and SHA plant certification to the DNR Project Engineer, DGS Inspector, and DGS Project Manager prior to starting any work. All mix designs and materials shall be approved by the DNR Project Engineer before any work begins.
10. All equipment used for this project must comply with SHA specifications and are subject to inspection and approval prior to initiating the work. No steel tracked equipment will be allowed on paved surfaces.
11. The contract shall be for a period of one hundred eighty days (180) calendar days.

II. ALTERNATE AND UNIT PRICES

A. ALTERNATES:

1. None

B. UNIT PRICES:

1. On the Bid Form opposite Unit Price #1, the Contractor shall insert a cost per ton x an estimated 31 tons = Total Unit Price #1 to install compacted #57 stone for concrete slab as needed to facilitate the new design.
2. On the Bid Form opposite Unit Price #2, the Contractor shall insert a cost per linear feet x an estimated 100 LF of electrical conduit/wiring = Total Unit Price #2.
3. The actual size of the electrical is not known. The Contractor shall use 1/2" conduit as a basis for material cost for Unit Price #2. If the conduit size differs from the assumed size the Unit Price cost may be adjusted accordingly.

NOTE: The Contractor shall incorporate all costs associated with transportation, fuel, maintenance on equipment, employee salary, benefits, overhead, profit, etc., in the Unit Price. Unit Prices will be used to increase/decrease the Final Contract Price based on actual quantities installed, in accordance with the Instructions to Bidders for Construction project (3.B.3).

III. DRAWINGS

A. The following drawings are included and shall be considered a part of these specifications:

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|----|------|-----------------------------------|
| 1. | CS-1 | Vicinity and Location Maps |
| 2. | SK-1 | Demolition and New Work Site Plan |
| 3. | SK-2 | Plans and Elevations |
| 4. | SK-3 | Electrical Plan |