



PROJECT MANUAL

Razing Stage and Replacing Pavilion Roof

St. Clement's Island
St. Mary's County

Project Number: EC25-09062-91

March 11, 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
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I. DETAILED SPECIFICATIONS

A. **SCOPE:**

1. This project consists of the Contractor providing all labor, equipment, materials, supplies, insurance, etc., necessary to demolish a wooden stage structure, a wooden loading platform, and replace an asphalt roof at St. Clements State Park in St. Mary's County.
2. The proposed project shall include but is not limited to the following:
 - a. On Pavilion – Remove and replace asphalt roof, felt underlayment, drip edge, etc. approximately 1,300 SF. Replace deteriorated/rotten T&G sheathing at the direction of the DGS Inspector and DNR Project Manager using **Unit Price #1**.
 - b. At Stage – Demolish and remove wooden stage structure in its entirety.
 - c. At Lighthouse Platform – Demolish and remove wooden timber platform in its entirety.
 - d. Site restoration and stabilization, including all needed fill, rough grading, topsoil, and final grading; and establishment of vegetative cover (grass seed) at all work-related, site disturbances.
 - e. Clean up and dispose of all construction materials off of State property.

B. **QUALIFICATIONS OF THE CONTRACTOR:**

1. The Contractor shall be licensed in the State of Maryland as a General Contractor to perform work associated with this project.
2. The Contractor shall have a minimum of five (5) years of experience performing construction work of a similar nature.
3. Upon request, the Contractor shall supply to the DNR Project Manager a list of similar projects which have been successfully completed by the Contractor.

C. **SITE VISIT:**

1. The Pre-Bid meeting will be held on site on Wednesday, April 29, 2026. All attendants are to meet at the St. Clement's Island Museum pier at 10:45 AM to ride the ferry to the island. The address is 38370 Point Breeze Road, Coltons Point, MD 20626. It is advised that you arrive early as you will need to enter the museum and sign a safety waiver prior to riding on the public ferry to the island. The ferry will leave the dock at 11:00 AM. This meeting and site visit is dependent on the weather and may be cancelled at the last minute.

2. The St. Clement's Island Museum runs a public ferry to the island 7 days a week. Call 301-769-2222 for an updated schedule for time of departure - extenuating circumstances and adverse weather conditions will prevent the water taxi from operating.
3. All prospective bidders are encouraged to visit the site on their own to familiarize themselves with the requirements for the project. Failure to visit the site will not relieve the successful bidder from complying with the requirements of these specifications at no additional cost to the State.

D. SCHEDULE OF WORK:

1. Work shall be scheduled through and approved by the DNR Project Manager and Park 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. The contractor shall coordinate with the Project Manager and the Park 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. The Contractor will be responsible for securing any equipment and/or materials left at the site during non-work hours, without any reimbursements from the State.
4. The contract shall be for a period of ninety (90) days.

E. STANDARDS AND CODES:

1. All work shall be performed in accordance with the latest edition of applicable building codes.
2. All work and materials shall be installed in strict compliance with manufacturer's specifications.
3. The Contractor shall adhere to OSHA/MOSHA regulations throughout the project to ensure the safety of their employees and state workers.
4. The Contractor shall conform to all relative Department of the Army and U.S. Coast Guard regulations.
 - a. The Contractor shall display signal lights and conduct his/her operations in accordance with the General Regulations of the Department of the Army and of the Coast Guard. Governing lights and day signs to be displayed by towing vessels, dredges, and vessels engaging in laying

cables or pipes. Lights shall be displayed vessels of more than 65 feet in length moored or anchored in the channel, and the passing of other vessels of floating plants working in un-navigable channels.

- b. The Contractor shall properly mark hazards and obstructions in accordance with Coast Guard regulations. The barges, boats, and equipment shall be secured and away from normal operations at the end of each day.
- c. DNR will not undertake to keep the area free from vessels or other obstructions, except to the extent of such regulations, if any, as may be prescribed by the Secretary of the Army, in accordance with the provisions of Section 7 of the River and Harbor Act approved the 8th of August, 1917. The Contractor will be required to conduct the work in such a manner as to obstruct navigation as little as possible, and in case the Contractor's plant so obstructs the waterway as to make it difficult or endanger the passage of vessels, said plant shall be promptly moved on the approach of any vessel to such extent as may be necessary to afford a practicable passage.
- d. Should the Contractor, during the progress of the work, lose, dump, throw overboard, sink or misplace any material, plant, machinery or appliance, which in the opinion of the State may be dangerous to or obstruct navigation, the Contractor shall recover and remove the same with the utmost dispatch. The Contractor shall give immediate notice with description and location of such obstructions until the same are removed. Should the Contractor refuse, neglect or delay compliance with the above requirements, such obstructions may be removed by the State and the cost of the removal may be deducted from any money due or to become due to the Contractor, or may be recovered under his bond. The liability of the Contractor for the removal of a vessel wrecked or sunk without fault or negligence shall be limited to that provided in Sections 15, 19 and 20 of the River and Harbor Act of March 3, 1899.

F. MATERIALS AND SUPPLIES:

1. General
 - a. All materials shall be as specified or approved equal as determined by the Project Manager.
 - b. The Contractor shall be responsible for the coordination, off-loading and proper storage of all materials and supplies up until the time of final inspection. No materials are permitted to be stored on St. Clements Island State Park. The Contractor shall retrieve any materials, lumber or otherwise, should they fall into the waterway. Any material or equipment that is stored on the island is the sole responsibility of the contractor and must be properly identified to provide

safety to the public visitors. DNR does not guarantee the safety of any material or equipment that is stored on the island overnight.

- c. All materials shall be stored up off the ground surface and should be protected from the weather with a waterproof covering. Any special storage instruction required by the material manufacturer shall be performed by the Contractor or as if specified herein.
- d. Any materials or supplies which have not been specifically mentioned but are necessary for the complete, safe and satisfactory completion of the project shall be provided by the Contractor as if specified herein.

2. Roofing System Materials

- a. Tongue and Groove Sheathing: Shall be 1x6 T&G treated southern yellow pine/fur or equal. Shall be cut to the size and shape to match the existing lumber to be replaced. Each replacement board shall span a minimum of two rafters.
- b. Roof Shingles: Shall be asphalt architectural shingles, "Landmark" Pro Series by CertainTeed or an approved equal. Install as per manufacturer's recommended specifications. Color to be selected by the Facility Manager from contractor provided samples. Ridge Cap, Starter Shingle, Fasteners, Felt Underlayment, Drip Edge, Roof Cement, etc. to be as recommended by the shingle manufacturer. Roofing staples will not be permitted. Felt will be a minimum of 30lb.

3. Site Stabilization Materials

- a. Topsoil: Shall be from a source off the project site. It shall consist of natural surface soil from well-drained areas from which no topsoil has been previously stripped. It shall be homogeneous in nature, free from any materials harmful to plant growth and have organic content of not less than 1.5% by weight.
- b. Seed: Shall be Maryland Department of the Environment (MDE) approved Seed Mix. Seed bag tags shall be made available to the DNR Engineer in order to verify the type and rate of seed used.
- c. Straw: Shall be wheat or rye, free of noxious weeds or seeds.

G. METHOD OF WORK:

- 1. The Contractor shall submit to the DNR Project Manager all material certifications referenced in these specifications and secure his approvals prior to ordering said materials.
- 2. All work shall be performed in the best and most professional manner by mechanics skilled in their respective trade.

3. Throughout the entire project, the Contractor shall maintain the work site in a safe, clean and orderly manner. The Contractor shall take steps to ensure public safety.
4. The Contractor shall perform the work in accordance with the state and federal permits, as applicable.
5. At the completion of the project, the Contractor shall conduct a general clean-up of the work site and shall dispose of all the excess materials and debris off-site, and shall leave the entire area clean and in an acceptable condition.

H. SPECIFIC REQUIREMENTS:

1. Demolition of Wooden Stage and Loading Platform (Adjacent to Lighthouse):
 - a. Disassemble and remove both the wooden performance stage and the wooden loading platform in their entirety. Remove all structural/foundation timbers that penetrate grade to a minimum of -2 feet below grade. Stage has metal framing members acting as beams around upper perimeter.
 - b. Remove all construction debris from the island and dispose of off of state property.
 - c. Grade and stabilize both sites.

2. Pavilion Roof Replacement:

NOTE: It is required that the contractor install a tarp around the perimeter of the roof line to catch any/all debris, fasteners, shingles, etc. for easy removal. Magnet sweeping is also a required part of the post construction cleaning process.

- a. The contractor shall remove and properly dispose of the existing roofing materials, felt paper, and associated roofing accessories to expose the underlying wood sheathing.
- b. The existing roof deck shall be inspected by the DGS Inspector and DNR Engineer. Any T&G sheathing that is determined to be damaged shall be replaced using **Unit Price #1**. Boards shall be installed horizontally, span a minimum of two structural members, and spliced centered over structural framing.
- c. Notify the DGS Inspector and DNR Engineer if damage is found on fascia or rake lumber.
- d. Once the roof deck has been repaired the contractor shall sweep the entire roof deck to prepare for the proofing process.
- e. Install the manufacturer's recommended underlayment over roof decking as per the

manufacturer's instructions.

- f. Install new aluminum drip edge along all eaves and rake edges, under the underlayment on eaves and over the underlayment on rake edges. Secure to sheathing with 1-1/4" roofing nails placed 12" o.c.. Overlap all joints 3"-4".
 - g. The contractor shall install the new roofing shingles in accordance with the shingle manufacturer's written instructions. All shingles shall be secured to the roof deck with 1-1/4" galvanized roofing nails (6 per shingle). All shingles along eaves and rake edges shall project approximately 1/2" beyond the edge of the drip strip. Roofing staples will not be permitted. Shingle exposures shall be 5-5/8".
 - h. Install ridge cap shingles in accordance with the manufacturer's instruction. Nail ridge shingles with roofing nails in a common overlapping pattern. All fasteners shall be driven flush with the shingle surface and penetrate at least 3/4" into the wood deck.
 - i. The contractor shall clean up the job site to the satisfaction of the DGS Inspector and DNR Engineer. This work shall include picking up all nails and staples using a magnetic sweeper. This is a public rental pavilion, and no excuses will be accepted for nails, staples, or other potentially harmful waste being left on site.
3. Site Restoration
- a. Backfill all disturbed areas with clean screened topsoil and grade to match adjacent undisturbed contours. Any tire ruts, holes, etc., left by the contractor shall be filled with topsoil.
 - b. Spread seed using **Facility Manager** and MDE approved Seed Mix.
 - c. Remove any remaining debris from the Island and dispose of off of State property.

I. 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 all manufacturer's warranties for materials and systems used on this project.
- 4. Acceptance by the Project Manager of any procedures, materials, workmanship, or

final product shall not relieve the Contractor of his contractual requirements.

5. All work is subject to the inspection and approval of the Project Manager.

J. GENERAL REQUIREMENTS:

1. The Contractor shall make his own arrangements at his own expense, coordinating with the Park Manager and the Project Manager, for storage of materials on a barge as needed to execute this project. The Contractor will be responsible for implementing all Coast Guard rules for mooring vessels in open waters, specifically lighting and signage.
2. Deviation from the manufacturer's instructions or this specification will not be acceptable.
3. The Contractor shall take all necessary precautions and measures to protect all properties from damage. The contractor shall repair all damage caused by his 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 plantings, etc., and leave the property in good condition and/or at least equivalent to the condition found.
4. The Contractor shall make his own arrangements to acquire any temporary utility service which he requires to perform this contract. Any expenses incurred must be paid by the Contractor.
5. The Contractor shall provide the DNR Project Manager with transportation via boat to and from the St. Clement's Island Museum public pier located directly adjacent to the island for the purpose of inspecting completed work. The DNR Project Manager will give the contractor two hours' notice prior to requiring the transportation and will only require access during times when the contractor is on site.

II. ALTERNATES AND UNIT PRICES

A. ALTERNATIVES:

None.

B. UNIT PRICES:

1. Unit Price #1, the Contractor shall insert a cost per linear foot X an estimated 100 LF = Total Cost, to remove and replace 1x6 tongue and groove (T&G) roof sheathing. This unit price shall include disposal of removed wood and hardware replacement. Existing T&G is assumed to be 1" thick but the Contractor shall verify T&G thickness prior to ordering material.

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 contract price based on actual quantities installed, in accordance with the Instructions to Bidders for Construction Projects (3.B.3).

III. DRAWINGS & ATTACHMENTS

The following drawings and attachments are attached and should be considered part of these specifications as if written herein:

- *Attachment A – Photo Document*