



# REQUEST FOR PROPOSAL

Town of Upper Marlboro, Maryland

**RFP # UM 2024-01**

Issue Date: Wednesday, March 27, 2024

Bid Submittal Date: Monday, April 29, 2024

**Contact: Darnell Bond, Director of Public Works**  
**Phone: 301-627-6905 | Email: [dbond@uppermarlboromd.gov](mailto:dbond@uppermarlboromd.gov)**

**The Town of Upper Marlboro**  
**Request for Proposals**  
**Design of the Church Street Parking Lot Improvements**  
**RFP # UM 2024-01**

**Project Overview:** The Town of Upper Marlboro is seeking design proposals to improve the Church Street Public Parking Lot located at 14525 Church Street, Upper Marlboro, MD 20772. Improvements will include lighting, stormwater management, and paving upgrades, and preparing future installation of charging stations and parking kiosks.

**Existing Conditions:** The lot currently has 30 spaces, no electrical access, and is approximately 16,510 square feet, with a gravel base.

**Scope of Work:** Design of the parking lot for the below list of improvements the Town wishes to make to the Church Street Parking Lot. Within the designs there are three phased elements to the project: electric & lighting, stormwater management, and paving. The Town wishes to pursue a one-dig policy for the work on the lot.

**Electric & Lighting:**

- Integration of LED pole lighting with motion light dimmers
- Pepco electrical drop to power lighting and future charging stations.
- Integration of concrete pads and conduits for vehicle charging stations (four vehicles) and up to two IPS MS3™ Pay Station kiosks.
- Planning for the future installation of solar canopies.

**Stormwater Management:**

- Design of stormwater management with regard to nearby watershed.
- Design of a rain garden in the center of the lot between parking rows.

**Paving:**

- Design the layout of Paving the existing gravel parking lot with asphalt, permeable pavement/pavers, or a combination that maximizes vehicle parking spaces.
- Space stripping and integration of new rubber parking stops.

**Point of Contact:** Darnell Bond, Director of Public Works, can be reached at 301-627-6905 or [dbond@UpperMarlboroMD.gov](mailto:dbond@UpperMarlboroMD.gov) with any questions.

**Deadline:** Responses to this RFP are to be submitted by Monday, April 29, 2024.

**How To Submit:**

**By Mail:** Town of Upper Marlboro P.O. Box 280 Upper Marlboro MD 20773-0280.

**By Email:** [Info@UpperMarlboroMD.gov](mailto:Info@UpperMarlboroMD.gov).

**In-Person:** Upper Marlboro Town Hall 14211 School Lane Upper Marlboro MD 20772.

**Proposal Submission:**

1. A letter of interest.
2. Firm's previous work experience on similar projects giving consideration to project location, cost, references and contact information.
3. Resumes of the staff assigned to the project and their previous work experience on similar projects.
4. Proof that the firm is registered in the State of Maryland.
5. Cost of design.

**Evaluation Criteria:**

Town Elected Officials will participate in the process of selecting the appropriate firm.

1. Firm overview
2. Understanding the Scope of Work
3. Experience
4. Project Personnel
5. Project Approach
6. Project Controls
7. References
8. Proposed cost of design
9. Completion schedule

**Evaluation & Award:**

Proposals must remain valid for a period of not less than (90) days to allow for evaluation and award. The Town of Upper Marlboro accepts no responsibility for any expense incurred in the proposal's preparation and presentation. The Town will evaluate the proposals received in response to this RFP considering factors identified under Proposals Submission. The proposal determined to be the most advantageous to the Town shall be accepted and awarded as soon as practicable. Questions should be directed to: Darnell Bond, Public Works Director: [dbond@uppermarlboromd.gov](mailto:dbond@uppermarlboromd.gov).

**Public Contract Eligibility:**

The bidder represents, and it is a condition of the acceptance of this bid, that the bidder has not been a party with other bidders to any agreement to bid a fixed or uniform price. The bidder also represents that none of its officers, directors, partners, or employees who are directly involved in obtaining or performing contracts with any public bodies has: (1) been convicted of bribery, attempted bribery, or conspiracy to bribe, under the laws of any state or of the federal government; (2) been convicted under a State or federal law or statute of any offense enumerated in Md. Code Ann., State Fin. and Proc. §16-203; or (3) been found civilly liable under a State or federal antitrust statute as provided in Md. Code Ann., State Fin. and Proc., §16-203. The Contractor warrants that it has not been debarred or suspended under Md. Code Ann., State Fin., and Proc., Title 16 Subtitle 3 and that it shall not knowingly enter into a contract with a public body under which a person or business debarred or suspended under Md. Code Ann., State Fin., and Proc., Title 16, Subtitle 3 will

provide, directly or indirectly, supplies, services, architectural services, construction related services, leases of real property, or construction. The Bidder/Offeror and/or any person signing on its behalf acknowledges that all documents, information and data submitted in its Bid/Proposal shall be treated as public information unless otherwise indicated.

**Overview of the Town:** Settled around 1695 and named after the first Duke of Marlborough, the Town of Upper Marlboro is among the oldest of the surviving Southern Maryland towns dating back to colonial times. It was established as a port town for tobacco shipments in 1706, when the Western Branch of the Patuxent River was still navigable. It has been the county seat of Prince George's County since 1721. The Town is governed by five elected Town Commissioners, one of which serves as the President/Mayor who are elected every two years. The Town government maintains a Police Department, Public Works Department, and General Government Department, along with several volunteer committees. Though the Town's resident population is around 700, the Town's downtown historic Main Street is home to one of the largest Courthouses in the State, which attracts over 1.5 million visitors per year. The Town of Upper Marlboro is growing in size, economically, and in community outreach. This past year the Town successfully completed phase 1 of its annexation plan which grew the Town's landmass for the first time in its over 300-year history. The Town's continued growth through annexation plays an important role in influencing the economic growth, environmental protection, quality of life, and municipal fiscal well-being of the Upper Marlboro community. The Town is also working to revitalize its historic downtown Main Street through streetscape initiatives, upgrades to its parking infrastructure, and attracting new small businesses to fill any commercial storefront vacancies. The Town also maintains a strong social media and web presence to stay engaged with its residents.

**Equal Opportunity Employer:**

The Town of Upper Marlboro is an Equal Opportunity Employer. Discrimination based on race, religion, sex, age, ethnicity, ancestry or national origin, physical or mental disability, color, marital status, sexual orientation, gender identity, genetic information, political affiliation or any other factors not related to the ability to perform the work is expressly prohibited. The Town reserves the right to reject any and all proposals in the best interest of the Town.

**Thank you for your interest in this Request for Proposals.**