

RFP 2026-04 Henry's Mill Drive Paving

ADVERTISEMENT

TOWN OF BERLIN
REQUEST FOR PROPOSALS
RFP #2026-04
HENRY'S MILL DRIVE PAVING

Due Date: Tuesday, October 27, 2026

Time: 10:30 AM

The Town of Berlin is seeking Proposals for the roadway reconstruction of Henry's Mill Drive in the Town of Berlin. Qualified contractors are encouraged to visit the Town of Berlin website at berlinmd.gov/government/request-for-proposals/ or contact Public Works Director Jimmy Charles at 410-641-4001 or jcharles@berlinmd.gov for the official RFP. EEO.



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GENERAL INFORMATION

NOTICE: Notice is hereby given that proposals will be received by the Town of Berlin, Maryland, for the Demolition as required and Paving of certain streets in the Henry's Mill community by filing with the Town by the date and time and at the location as indicated herein.

RFP # 2026 – 04 HENRY'S MILL DRIVE PAVING

Due Date: Tuesday, October 27, 2026

Time: 10:30 AM

Deliver submittals to:

Kate Daub, Associate Town Administrator
Town of Berlin
14 S. Main Street
Berlin, MD 21811
Attn: RFP 2026-04

The Town of Berlin (the "Town") is seeking contractor ("Submitter" or "Bidder") proposals for the demolition, as required, and paving of:

Item	Location	Approximate Dimensions
1	5 Henry Mill Drive Patch	85' x 26'
2	Littleworth Rd. & Henry Mill Dr.	70' x 27'
3	105 Henry Mill Drive Patch	70' x 26'
4	Penders Ln. & Henry Mill Dr.	23' x 14'

all located in the Town of Berlin, Maryland 21811. Proposals must be submitted to the address above by the date and time indicated herein and in the format indicated herein.

It is the responsibility of potential bidders to thoroughly review this Request for Proposals and the Contract Documents and ensure their full understanding of the same.

Proposals received after the due date will not be considered. Submitters accept all risks of late delivery of mailed or shipped submittals regardless of fault.

The Town of Berlin reserves the right to reject any and all submittals and to waive irregularities and informalities in the submittal and evaluation process. This Request for Proposals ("RFP") does not obligate the Town to pay any costs incurred by respondents in the preparation and submission of their proposal. Furthermore, the RFP does not obligate the Town to accept or contract for any expressed or implied services.

It is the Town of Berlin's policy to assure that no person shall, on the grounds of race, color, religion, sex, or national origin, as provided by Title VI of the Civil Rights Act of 1964, be excluded from participation in, be denied the benefits of, or be otherwise discriminated against.



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The Town is committed to a program of equal employment opportunity regardless of race, color, creed, sex, age, nationality, disability, or sexual orientation. The successful bidder ("Contractor") must comply with the Town of Berlin's equal opportunity requirements.

ABOUT BERLIN: The Town of Berlin is a community of approximately 5,000 people located on Maryland's Eastern Shore. The Town operates under a Strong Mayor form of government. Berlin provides the following services to the community's residents: police, public works, parks, water, wastewater, stormwater, electricity, economic development, planning, code enforcement, engineering (under contract), and general administration. The Town operates on a one-year budget cycle from July 1 through June 30.

SCOPE OF SERVICES

The Town of Berlin seeks to enter into a contract with a qualified contractor for the demolition as required and paving of certain streets in the Henry's Mill community, including milling, paving, localized full-depth pavement reconstruction, curb and gutter installation, erosion and sediment control, traffic control, and associated work. All work shall be performed in accordance with the Contract Documents, including this RFP, and the applicable general requirements of the *Town of Berlin Design and Construction Standards for Water, Sewer, and Roadway Systems*.

SPECIFICATIONS

The Contractor shall provide all labor, materials, equipment, supervision, traffic control, erosion and sediment control, and incidentals necessary to complete the Henry's Mill Drive Roadway Reconstruction project. Work includes mobilization; saw cutting and milling of the existing roadway; localized full-depth pavement reconstruction, consisting of a graded aggregate base, an asphalt base course, and an asphalt surface course, where directed; installation of curb and gutter in designated locations; restoration of disturbed areas; utility protection; and final cleanup. All work shall comply with the latest MDOT SHA Standard Specifications for Construction and Materials.

The work generally includes the following bid items:

1. **5 Henry Mill Drive Patch** – 85 feet x 26 feet
2. **Littleworth Road & Henry Mill Drive Patch** – 70 feet x 27 feet
3. **105 Henry Mill Drive Patch** – 70 feet x 26 feet
4. **Penders Lane & Henry Mill Drive Patch** – 23 feet x 14 feet

Alternative bid items include:

1. **Pitts Street (William St. to Main St.)** – 247 feet x 25 feet
2. **Buckingham Lane** – 1,330 feet x 36 feet
3. **Senator's Way** — 500 feet x 28 feet

At each location, the Contractor shall install a total pavement section of **3½ inches of hot mix asphalt**, consisting of:

- **2-inch Hot Mix Asphalt Base Course**
- **1½-inch Hot Mix Asphalt Surface (Top) Course**



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The Contractor shall restore all disturbed pavement edges, shoulders, and adjacent areas to their original condition upon completion of the work. All work shall include maintenance of traffic, erosion and sediment control (where required), protection of existing utilities and structures, and final site cleanup.

The dimensions provided are approximate and are intended for bidding purposes only. Contractors are responsible for verifying field conditions and quantities prior to submitting their proposal. Any discrepancies or questions shall be brought to the attention of the Town before the bid submission deadline.

Use of Remaining Budgeted Funds: Following award and completion or allocation of funds for the base bid and any alternative bid items selected by the Town, any remaining budgeted funds may, at the Town's sole discretion, be applied toward additional roadway improvements, paving, repairs, or other related work at locations not specifically identified in this RFP. Any such additional work shall be authorized by the Town and performed at mutually agreed-upon quantities and pricing, as applicable, and shall be subject to the terms and conditions of the resulting contract.

A. MINIMUM REQUIREMENTS

1. Work shall be started within 60 (sixty) days of award of contract.
2. Work shall be completed within 90 (ninety) days of start date.
3. Contractor is responsible for, at a minimum:
 - a. Notification of appropriate agencies as required by regulation prior to start of work.
 - b. Complete traffic control to include physical barricades and flagger personnel as required.
 - c. Arrangements for staging of equipment and materials; the Town of Berlin shall assist in determining suitable locations; however, if non-Town-owned property is used for staging, it shall be the full responsibility of the contractor to enter into any agreement(s) with property owners, including negotiation and satisfaction of any compensation required.
4. Contractor shall ensure that personnel working on-site shall be appropriately supervised to ensure the completion of duties per the contract.
5. Contractor and their personnel shall conduct themselves in a professional manner and shall take reasonable care to ensure the safety and comfort of residents and visitors to the Town.
6. Contractor shall take reasonable care to ensure the cleanliness of the streets, sidewalks, parking areas, and other affected areas during the workday and overnight/over non-workdays.
7. Workday hours shall begin no earlier than 8:00 AM and shall end no later than 5:00 PM, including set-up and clean-up, Monday through Friday, excluding scheduled holidays.

Work outside the hours indicated above shall be done only with the express permission of the Town.

8. All work shall comply with the Code of the Town of Berlin, Article III Noise, §14-43(4).
9. In addition to the section indicated above, Contractor shall adhere to all other applicable regulations of the Town of Berlin, State of Maryland, and any other entity or agency with authority over projects of this nature.



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10. Contractor shall warranty their work for a minimum period of one year (1-year) from acceptance.

B. ADDITIONAL INFORMATION TO BE CONSIDERED IN CALCULATION OF PROPOSAL

C. CONTACT INFORMATION

Associate Town Administrator Kate Daub
Berlin Welcome Center
14 South Main Street
Berlin, MD 21811
Phone: 410-641-4002
Email: kdaub@berlinmd.gov

All questions and concerns must be submitted to Ms. Daub; information gathered from any other individual, including other employees of the Town, unless specified by Ms. Daub, may not be used in the preparation of this bid.

It is the responsibility of the bidder to make a full assessment of any factors that will influence the appropriate completion and final cost of the project.



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MINIMUM REQUIREMENTS FOR CONTRACTORS

- A minimum of five (5) years' experience.
- Appropriate licensure, certifications, and permits are required for completion of the project.

SUBMITTAL REQUIREMENTS

Dates and times applicable to this RFP are on the following page. Responses to this RFP must include the following information:

1. Statement of all relevant licensure, certifications, and qualifications as applicable for the completion of the project. Proof of such shall be required prior to issuance of Notice to Proceed;
2. A minimum of three (3) references relating to the services being requested with full name, title, address, phone, and fax numbers; references from Maryland municipalities are preferred but not required.
3. The completed Cost Proposal as included in this RFP.
4. The completed Signature page as included in this RFP.
5. The completed List of Proposed sub-contractors (if applicable) included on the Cost Proposal page.
6. Additionally, submitters are encouraged to submit a narrative describing the expectations for execution of the contract within the Town of Berlin to include:
 - Scheduling of work to include a general idea of progression of work.
 - An estimate of the number of personnel expected to be onsite at a given time.
 - Any specific needs the contractor anticipates.
 - Any other information the submitter feels is relevant for consideration.
7. Hard-copy and electronic-copy submittals will be accepted. Regardless of the delivery method, it is the bidder's responsibility to ensure delivery by the deadline. Bid packages submitted electronically shall be emailed to both of the following email addresses: kdaub@berlinmd.gov and info@berlinmd.gov. The Town encourages double-sided printing where appropriate. Hard-copy submissions must be submitted in a sealed envelope addressed to:

Town of Berlin RFP #2026-04
Attn: K. Daub
14 South Main Street
Berlin, MD 21811

8. The public bid opening will take place at 11:00 a.m. on October 27, 2026, at the Berlin Police Station, located at 129 Decatur Street, Berlin, MD 21811. At that time, all proposals received will be publicly opened and read aloud.

• **PROPRIETARY PROPOSAL MATERIAL:** Any proprietary information revealed in the proposal should be clearly identified as such.

• **SIGNATURES:** Proposal shall be signed by one of the legally authorized officers of said corporation. If awarded the contract, the Contract shall also be so executed.



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DEADLINES AND IMPORTANT DATES:

Thursday, October 1, 2026, by 4:30 PM – Deadline to submit questions: Questions from potential Bidders are due via email to kdaub@berlinmd.gov. Please note: With the exception of questions asked during any site visit(s), questions received after this deadline, and questions that are phoned, faxed, sent through regular mail, or submitted via any other method or to any other email address will not be accepted. Oral responses or responses to questions submitted in any other format or to any other person will be non-binding. Individual responses to questions will not be provided; all questions and answers will be compiled into a single document and posted as indicated below.

Thursday, October 8, 2026, by 5:00 PM – Posting of responses: Responses to questions from potential Bidders will be posted at the following link by the deadline. It is the responsibility of potential Bidders to visit the website for this information <http://berlinmd.gov/government/request-for-proposals/>.

Tuesday, October 27, 2026, by 10:30 AM – Due Date for Proposals: Proposals shall be submitted per the Submittal Requirements as indicated on the preceding page(s) and must be received by the deadline. A public bid opening will be held at 11:00 am, at which time proposals will be publicly opened and read aloud at the Berlin Police Department, 129 Decatur Street, Berlin, MD 21811. Proposals received after the due date and time of 10:30 am will not be considered. Regardless of the delivery method, it is the bidder's responsibility to ensure delivery by the deadline.

EVALUATION CRITERIA AND AWARD OF CONTRACT

The following shall be considered in evaluating submissions and awarding a contract:

- Experience of contractor with similar projects
- Overall quality of proposal
- Project understanding
- Anticipated project cost

The Town may select a limited number of submitters for in-person interviews before a selection committee.

The Town reserves the right to reject any and all submittals and to waive irregularities and informalities in the submittal and evaluation process. This RFQ does not obligate the Town to pay any costs incurred by respondents in preparing and submitting their qualifications. Furthermore, the RFQ does not obligate the Town to accept or contract for any expressed or implied services.

It is the practice of the Town to make award based on the lowest responsible bid. The Town reserves the right to accept or reject any and all submissions and to award the contract based on factors other than cost.

• **CONTRACT AWARD:** The Town reserves the right to make an award without further discussion of the submittals. The contractor selected as the apparently successful contractor will be expected to enter into a contract with the Town. Following notification of selection, the successful bidder shall prepare its standard agreement for review by the Town. The Town shall not be bound, or in any way obligated, until both parties have executed the agreement. No party may incur any chargeable costs prior to the execution of the final Contract.



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• **CONTRACT NEGOTIATION:** The Town reserves the right to negotiate all elements of the submittals, proposals, terms and conditions, and/or scope of work as part of the contract negotiation process prior to any formal authorization of the Contract by the Town.

Unless specifically negotiated and mutually agreed upon, all applicable specifications of this Request for Proposal shall be considered as terms of the contract and shall not be overwritten or eliminated by conflicting language in the actual contract document.

• **EQUAL OPPORTUNITY EMPLOYMENT:** The successful contractor or contractors must comply with the Town of Berlin equal opportunity requirements. The Town of Berlin is committed to a program of equal employment opportunity regardless of race, color, creed, sex, age, nationality, or disability.

• **TITLE VI:** It is the Town of Berlin's policy to assure that no person shall, on the grounds of race, color, national origin, or sex, as provided by Title VI of the Civil Rights Act of 1964, be excluded from participation in, be denied the benefits of, or be otherwise discriminated against under any of its federally funded programs and activities.

• **INSURANCE REQUIREMENTS:** The Town shall be named as an Additional Insured on the successful bidder's contract. Insurance coverage needs to be in at least the following amounts:

- a. Commercial/General Liability: Each Occurrence - \$1,000,000; medical expenses - \$10,000
- b. Vehicle Liability: \$1,000,000
- c. Workers' Compensation: \$1,000,000

The cost of such insurance shall be paid by the contractor.

It shall be the responsibility of the successful contractor to ensure that appropriate insurance is maintained by any subcontractors associated with the project.

• **HOLD HARMLESS:** The Town of Berlin shall be held harmless against claims for injuries to persons or damages to property, errors and omissions, or professional liability that may arise from or in connection with the performance of work hereunder by the selected contractor, his agents, representatives, employees, or subcontractors.

• **NON-ENDORSEMENT:** As a result of the selection of a contractor to supply products and/or services to the Town, the Town does not agree to the contractor's reference to the Town in any literature, promotional material, brochures, sales presentation, or the like without the express written consent of the Town.

• **COMPLIANCE WITH LAWS, REGULATIONS, AND POLICIES:** In addition to nondiscrimination and affirmative action compliance requirements previously listed, the contractor or contractors ultimately awarded a contract shall comply with federal, state, and local laws, statutes, and ordinances relative to the execution of the work and other applicable provisions. This requirement includes, but is not limited to, protection of public and employee safety and health; environmental protection; waste reduction and recycling; the protection of natural resources; permits; fees; taxes; and similar subjects, including satisfaction of any outstanding payables to the Town of Berlin, whether related to the Contractor's business or personal account(s).



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Contractor: _____

COST PROPOSAL

Please Note: The Town of Berlin is exempt from Maryland Sales Tax. Documentation verifying the Town's tax-exempt status will be provided upon request.

Please provide the following, as applicable:

On the Bid Form located on the following page, submit your proposal(s) as follows:

A. Submit a unit price bid based on square footage for each project area. Proposals shall include, at a minimum, the unit price per square foot and the total estimated cost for each project area based on the estimated quantities provided.

The Base Bid shall include pricing for the following project areas:

1. 5 Henry's Mill Drive Patch
2. Littleworth Lane & Henry's Mill Drive Patch
3. 105 Henry's Mill Drive Patch
4. Penders Court & Henry's Mill Drive Patch

B. Provide pricing for any Alternate Bid Items identified in the Bid Form. Alternate Bid Items shall be bid using the same unit price format (price per square foot and total estimated cost) and will be considered separately from the Base Bid. The Town reserves the right to award the Base Bid only, or the Base Bid together with any combination of Alternate Bid Items, as determined to be in the Town's best interest.

1. Pitts Street (William St. to Main St.) – 247 feet x 25 feet
2. Buckingham Lane – 1,330 feet x 36 feet
3. Senator's Way— 500 feet x 28 feet



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BID FORM

Henry's Mill Pavement Project

Contractor: _____

Address: _____

Phone: _____ Email: _____

Contact Person: _____

Date: _____

Unit Pricing

The undersigned proposes to furnish all labor, materials, equipment, and incidentals necessary to complete the work in accordance with the Town's specifications. Unit prices shall include all costs associated with milling, asphalt paving, localized full-depth pavement reconstruction, curb and gutter installation, erosion and sediment control, maintenance of traffic, mobilization, disposal of materials, restoration, and all other labor, equipment, materials, and incidental work necessary to complete each project area as specified.

A. Base Bid Items

Item No.	Project Area	Estimated Quantity (SF)	Unit Price (\$/SF)	Total Bid
1	5 Henry's Mill Drive – Pavement Patch	_____	\$ _____	\$ _____
2	Littleworth Lane & Henry's Mill Drive – Pavement Patch	_____	\$ _____	\$ _____
3	105 Henry's Mill Drive – Pavement Patch	_____	\$ _____	\$ _____
4	Penders Court & Henry's Mill Drive – Pavement Patch	_____	\$ _____	\$ _____

TOTAL BASE BID (Items 1–4): \$ _____

B. Alternate Bid Items (*as requested by the Town*)

Item No.	Project Area	Estimated Quantity (SF)	Unit Price (\$/SF)	Total Bid
1	Pitts Street (William St. to Main St.)	_____	\$ _____	\$ _____
2	Buckingham Lane	_____	\$ _____	\$ _____
3	Senators Way	_____	\$ _____	\$ _____

TOTAL ALTERNATE BID Items (1-3): \$ _____

GRAND TOTAL (Base Bid + Alternate Bid)

TOTAL BID INCLUDING ALTERNATES: \$ _____



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Contractor Certification

The undersigned certifies that they have examined the project requirements and agree to perform the work in accordance with the Town's specifications and the prices listed above.

Authorized Signature: _____

Printed Name: _____

Title: _____

Date: _____

Proposed Subcontractors:

Individual/Firm Name and Tax ID Number	Address	Proposed work to be completed

Please attach additional sheet(s) or continue list on reverse if necessary.



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Contractor: _____

SIGNATURES

I, the undersigned, am an authorized agent of the firm listed below and am authorized to submit the attached Cost Proposal for the RFP as indicated above. I certify that all information included herein is true and correct to the best of my knowledge. I further acknowledge the conditions and requirements expressed in the RFP and the agreement to adhere to same.

Signature: _____

Date: _____

Printed Name: _____

Company Name: _____ Tax/EIN: _____

DBA (if different than above): _____

Address: _____

City, State, Zip: _____

Phone: _____

