

All Saints Episcopal Church  
106 West Church Street  
Frederick, Maryland, 21701

June 12, 2017

Request for Proposal (RFP): To repair sidewalks, widen and repair an exterior stairwell.

Contact: Ellis Kitchen  
Junior Warden  
Email: [ellis.kitchen@gmail.com](mailto:ellis.kitchen@gmail.com)

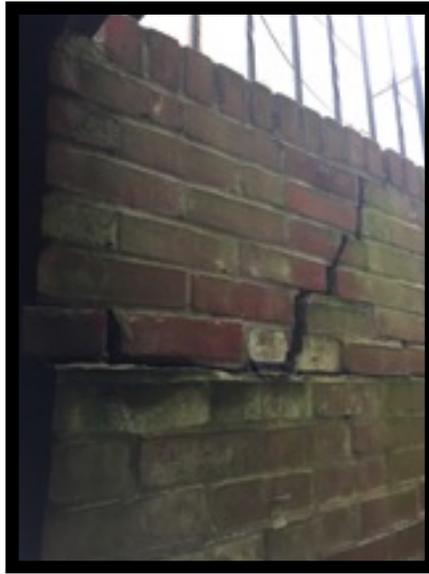
## Overview

The All Saints Episcopal Church (ASEC), 106 West Church Street, Frederick, MD, 21701, intends to hire a qualified contractor to effect repairs to a sidewalk area that has sunken, an exterior stairwell entrance to both repair heaving of the brick retaining wall and widen the stairwell and to reinstall loose sidewalk edging bricks.

The sunken walkway will require removing the existing paving bricks, compacting the soil beneath the pavers and reinstalling the brick pavers. Conduits for storm run off and utilities are under the area where the work is to be performed. The conduits were recently examined by remote controlled camera and found to be in working order with no collapsing or obstructions. Attached are photos of the area to be repaired. It is approximately 4' by 60' or 240 square feet.



The exterior wall of the basement entrance on the North side of the building facing North Court Street has begun to collapse inward. The stairwell is contiguous to the area of the side walk that is sinking. It is expected the lack of proper soil compaction from previous work contributed to the sidewalk sinking and stairwell heaving. The stairwell is to be widened by an additional two feet to accommodate future removal of heating systems. The wall is to be repaired, reusing the bricks from the current wall and any bricks remaining from the widening of the stairwell. During repair of the stairwell the equipment door is to be removed and the stairwell opened into that area. Attached are photos of the stairwell in its current condition and the equipment door.



The memorial garden is the outdoor area connecting the three church buildings. The area has several brick paved walkways. The edging bricks of the walkway have become loose and need to be reinstalled with mortar.

Attached are photos showing sample areas that are in need of repair.



The church is within the historic preservation overlay district of Frederick and as such, all exterior work is under the jurisdiction of the Historic Preservation Commission (HPC). The church will coordinate with the HPC. It is expected the HPC will view the work as repair work, which can be handled via an administrative staff review. If a more formal approval is required, it may cause a delay of the project start date.

The existing brick pattern: running bond across the pathway, with perpendicular framing, is to be retained.

Any new brick or mortar is to match the existing brick and mortar. The church's Junior Warden is responsible for approving any matching material.

All potential bidders are encouraged to schedule a site visit prior to submitting a bid. A site visit can be arranged by contacting either the Junior Warden-Mr. Ellis Kitchen at email [ellis.kitchen@gmail.com](mailto:ellis.kitchen@gmail.com), cell phone 240-344-8515 or Facilities and Events Coordinator-Ms. Hope Gravning at [hope@allsaintsmd.org](mailto:hope@allsaintsmd.org), church office phone 301-663-5625.

ASEC desires all work to be completed in a reasonable time. Bidder's proposed project schedules will be an awards consideration during the review and award process.

### **Award Criteria**

This award will be based on the feasibility of the proposed approach, demonstrated understanding of the drainage issue, reasonableness of the drainage solution and best value. The Junior Warden and Buildings and Grounds Committee will make the award determination.

### **Submittal Format**

Proposals may be submitted in writing, or electronically using Microsoft Word or Apple Pages formats.

Proposals are to be submitted to the Junior Warden using the email addresses on the cover sheet or if by postal service, to 106 West Church Street, Fredrick, MD 21702, attention Junior Warden or Facilities and Events Coordinator.

Proposals are to be submitted no later than July 15, 2017.

Proposals are to be structured to address 7 distinct areas.

1. Demonstrate an understanding of the work to be performed.
2. A thorough explanation of the approach and process to be used
3. Demonstrate an understanding of the cause and remedy for the existing drainage issue
4. References and examples of past performance for similar work
5. A detailed schedule showing key mile stones
6. A "not to exceed" price to perform the work
7. A confirmation of the bidders level of bonding and insurance coverage

Proposals are to contain no more than five pages

### **Performance Criteria for the Successful Bidder**

All coordination, permitting and approvals, except those required by the Historic Preservation Committee, are the responsibility of the successful bidder.

The successful bidder agrees that all work will be performed in accordance with prevailing labor and OSHA laws.

The successful bidder agrees to warrant all work for one year after completion.

The successful bidder agrees to hold harmless, All Saints Episcopal Church, Frederick, Maryland, its employees and members, for any injuries to the bidder's employees and contractors, or damage to its equipment and tools used in performance of the award.

### **Payment Schedule**

Within ten business days of award, the successful bidder will receive a payment equal to one-third of the bid amount. Once 50% of the work has been satisfactorily completed another one-third will be paid within ten business days. Upon successful completion of the work the remaining one-third will be paid.

Please submit any questions in writing to the referenced email addresses. ASEC reserves the right to share any questions and answers with all bidders if ASEC determines it is advantageous to do so.