



## **INVITATION TO BID**

**Revitalization of Duane Avenue Park, Baltimore, Maryland 21225**

**Date of Issue: December 9, 2024**  
**Bids Due: January 27, 2025**

**Bid Number : GBA-CP-04-2024**

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## INVITATION TO BID

### Office Space Renovations and Modifications

**BID NUMBER : GBA-CP-05-2024**

**PROJECT DESCRIPTION:** The Greater Baybrook Alliance (GBA) seeks bids to construct Duane Avenue Park, a public park in Baltimore, Maryland. Work includes demolition and construction, providing a safe space to gather, play, and relax. For the full scope of work, contractors must refer to the project bid construction documents provided in the link - [Bid Set - Construction Document for Duane Avenue Park](#) . Greater Baybrook Alliance (GBA) will be the project manager throughout the construction process and will work with our consultants, CityScape Engineering & EnviroCollab, to provide construction administration. GBA will ensure compliance with all funding sources and manage the contractor payment process.

**PRE-BID/WALK-Through:** A **mandatory** pre-bid walk-through will be conducted on Tuesday, January 7, 2025, at 11:00 a.m. All interested bidders **must** attend.

Bids must be submitted by email to [info@greaterbaybrookalliance.org](mailto:info@greaterbaybrookalliance.org) by 4:00 pm January 27, 2025, with the subject title: "GBA-CP-04-2024 - Revitalization of Duane Avenue Park, Baltimore, 21225".

**QUESTIONS:** Please submit any questions regarding this project via e-mail to [rujiatu@greaterbaybrookalliance.org](mailto:rujiatu@greaterbaybrookalliance.org) by Monday, January 13, 2025. Responses will be provided to all interested bidders as an addendum to this solicitation by the following week.

#### ABOUT GREATER BAYBROOK ALLIANCE

Greater Baybrook Alliance (GBA) is a cross-jurisdictional non-profit community development organization representing the Brooklyn and Curtis Bay neighborhoods in Baltimore City and Brooklyn Park in Anne Arundel County. GBA's mission is to act as a catalyst and conduit for equitable development and reinvestment in these much-needed communities. GBA has been responsible for various community building and neighborhood revitalization projects and has issued advocacy leadership for the South Baltimore Peninsula. GBA improves conditions in Baybrook by developing projects and programs that empower stakeholders while strengthening community capacity and efficacy.

#### PROJECT BACKGROUND

The revitalization of Duane Ave Park, located at 6th Street and Duane Avenue in Farring Baybrook Park, will treat stormwater runoff in the area while improving the quality of life for residents in the neighborhoods of Brooklyn, Brooklyn Park, and Curtis Bay. The pocket park consists of passive space and is largely covered by asphalt. Over the past three years, GBA has worked with residents and designers over the past several years to develop final construction documents for the park and install solar lighting, picnic tables, and trash cans to improve park activity. Public art is scheduled to be installed in the Fall of 2024. Duane Ave Park construction will reclaim the pocket park, making improvements that provide a safe space to gather, play, and relax. The selected contractor will be required to enter into a legal agreement with Baltimore City and Greater Baybrook Alliance which requires insurance documentation and payment and performance bonds and provides the contractor with a Right of Entry. Permits will be completed once the contractor is selected.

## 1. INSTRUCTION TO BIDDERS

1. Bid Submission Representation. By submitting a bid, Bidders acknowledge that:
  - a. they have read and thoroughly understand the bid documents;
  - b. their bid complies fully with the required bidding document ;
  - c. they understand how the bidding document relates to other portions of the Project, being concurrently or presently under construction;
  - d. they have visited the site and become familiar with the local conditions under which the work is to be performed and have correlated the bidder's observation with the requirements of the proposed contract document;
  - e. the bid is based upon the materials, equipment and systems required by the bidding document without exceptions;
  - f. the bidder reads and understands the provision of the liquidated damages if any, outlined in section 3, #13 of this document, describing the contract between Greater Baybrook Alliance and the Contractor
2. Licensing and Compliance: This project is located in Baltimore City, so all bidders and subs must be licensed with the State of Maryland, registered to do business in Baltimore City, and familiar with the City's permitting process, construction requirements, specifications, and standards.
3. Specification Only alternatives to the specifications will be considered if specially requested.
4. Right Reserve by Greater Baybrook Alliance. Greater Baybrook Alliance reserves the right to split the award where GBA can make substantial savings, waive informalities, and reject any and all bids.

## 2. SCOPE OF WORK

The general scope of work will include:

- Mobilization and required construction and sediment and erosion control fencing.
- Demolish existing concrete curbs, paving and a half basketball court and benches.
- Site grading and drainage
- Stone wall repair
- New concrete walkways, curbs and pads
- Construction of new stormwater features and utility connections
- Utility test pits, if required
- Installation of selected site features and Playground Equipment, TBD.
- Installation of playground surfacing
- Tree and landscape planting, including at least one year of maintenance.
- Permit inspections and scheduling as required.
- Prepare a post-construction as-built topographic survey of the stormwater facility for use by the Civil Engineer.
- Maintenance of Traffic
- Project Management

1. The scope of work will include this list of qualified assumptions:

- a. This is a lump sum project to construct design parameters, and the contractor assumes all risk for price and cost control. The contractor will be responsible for facilitating compliance inspections once

- the project begins. Any questions about the scope of work should be clarified before a bid is submitted.
- b. Greater Baybrook Alliance shall be responsible for any costs associated with obtaining an approved ePlan building permit before the start of construction.
  - c. The Contractor shall schedule and attend a pre-construction meeting with the project team at least 72 hours before the start of construction.
  - d. The Contractor must assign and employ responsible personnel with an active OSHA certification for the project's duration. The contractor's responsible personnel must attend the pre-construction meeting.
  - e. The contractor shall provide material tickets and cut sheets in accordance with the specifications included in the CDs, including:
    - o Delivery tickets
    - o Photo documentation
    - o Lab reports
  - f. The Contractor is responsible for contacting Miss Utility at 1-800-257-7777 at least five days before beginning work to determine the location of existing utilities.
  - g. The contractor shall mark and notify the project consultants and GBA at least 72 hours before any demolition that is *not* listed for removal as a part of the construction documents.
  - h. Prior to project completion, the contractor shall contact the GBA Project Manager and Consultant Architect to perform a pre-final site inspection to develop a punch list. A final walkthrough and approval of mutually agreed-upon punch list items are required before contract completion.
  - i. The selected contractor shall warranty the workmanship, building materials, and distribution systems for one (1) year after substantially completing the project unless otherwise noted in the construction documents and specifications.
  - j. The contractor will submit bi-weekly progress reports, via email to GBA's Project Manager, beginning the first Monday after the NTP is issued. Special notification of anticipated completion of all milestones and/or inspections requiring the Project Engineers or Landscape Architect, the Owner or its representatives, and/or government regulatory agency staff to sign off must be submitted within 72 hours of the event.
  - k. Milestones requiring Project Engineer's/Architect Consultant Inspection:
    - LOD Stakeout
    - Erosion & Sediment Control installation
    - General Layout showing locations of sidewalks, features, and playground equipment
    - ESD Stormwater Facilities:
      - o Facility stakeout
      - o Excavation to subgrade
      - o Drainage aggregate and underdrain placement
      - o Soil media placement
      - o Pre-treatment and Mulch Placement
      - o Planting Installation
  - l. GBA shall withhold 5% of the full contract amount as a performance bond until (a) the as-built survey has been delivered to the Project Engineer, (b) at least 90% of planting units (PUs) have survived after 1-year of installation date, and (c) proof of performance has been adequately shown for the SWM facilities: the full area of drainage is delivered to the facilities and the facilities adequately drain within 24 to 48-hours after rain events.

### 3. GENERAL BID SPECIFICATIONS

1. General. This document covers bids requested by the Greater Baybrook Alliance (GBA) "the Client."
2. Investigation by Bidders. By submitting a Bid, the Bidder represents that they have thoroughly read and understood the information, plans, instructions, and specifications in this Invitation to Bid, investigated and became familiar with the site conditions at the project location(s), and

- thoroughly understood the construction document, specifications, and contract documents (including all addenda). The failure or omission of any bidder to examine any form, instrument, or document shall in no way relieve the bidder from any obligation with respect to their bid.
3. Bidder Questions. Responses to general questions regarding the Invitation for Bids may be made at the discretion of GBA. The bidder's request for clarification or interpretation of the bidding document must be in writing and received by GBA via email at [rugiatsu@greaterbaybrookalliance.org](mailto:rugiatsu@greaterbaybrookalliance.org) by Monday, January 13, 2025. Responses will be issued in writing in the form of an Addenda or e-mail to all prospective bidders by the following week.
  4. Modification or Interpretation of Bidding Documents. The bidder shall carefully study the Bidding Documents, examine the site and local conditions, notify the Project Manager/Architect of errors, inconsistencies, or ambiguities discovered, and request clarification or interpretation. Request for clarification or understanding of the bidding document must be in writing and received by GBA by email at [rugiatsu@greaterbaybrookalliance.org](mailto:rugiatsu@greaterbaybrookalliance.org) by Monday, January 13, 2025. Modification and interpretation of the bidding document shall be made by Addendum. Modifications and interpretation of the Bidding document made in any manner shall not be binding, and Bidders shall not rely upon them.
  5. Withdrawal of Bids. Bidders may request to withdraw or replace their bids by notifying the Project Manager in writing via email at [rugiatsu@greaterbaybrookalliance.org](mailto:rugiatsu@greaterbaybrookalliance.org) prior to the final submission date; the bidder may not make or include special conditions on the bid form.
  6. Sales Tax. GBA has a sales tax exemption certificate, which will be provided upon request.
  7. Bid Submission. Bids must be received by [info@greaterbaybrookalliance.org](mailto:info@greaterbaybrookalliance.org) before 4:00 PM local time on the specified date. Bids will only be accepted via e-mail, as specifically stated in the Invitation for Bids.
  8. Non-Collusion Clause. By submitting a bid, the bidder, their agent, and/or employee(s) hereby affirm that the attached bid or bids have been arrived at by the bidder independently and have been submitted without collusion with and without an agreement, understanding, or planned common course of action with any other vendor of materials, supplies, equipment or services described in the Invitation for Bids, designed to limit independent bidding or competition.
  9. Acceptance of Bid (Award). If awarded, the award will be given to the responsible bidder who submits the most responsive bid that complies with the conditions of the Invitation to Bids and specifications and has the right to waive informalities and irregularities in a Bid received and to accept the Bid which, in GBA's judgment, is in the GBA's best interest.
  10. Substitution. The materials, products, and equipment described in the bidding document establish a standard for the required function, dimension appearance, and quality to be met by the proposed substitution.
    - a. The Project Manager/Architect must receive a written request for the substitution at least 7 days before the date of receipt of the Bids. The request must be submitted in the same manner as established for submitting clarifications and interpretations in Section 3.4.
    - b. Bidders are requested to submit substitution naming (1) the name of the material or equipment specified in the bidding document, (2) the reason for the requested submission, (3) a complete description of the proposed substitution, including the name and the material or equipment proposed as the substitute, performance, and test data and relevant drawings and (4) any other information necessary for an evaluation. The request shall include a statement setting forth changes in other material, equipment, and other portions of the work, including changes in the work of the other contract or the impact on any project certification (such as LEED) resulting from the incorporation of the proposed substitution.
    - c. The burden of proof of the merit of the proposed substitution is upon the proposer. The architect's decision to approve or disapprove a proposed substitution shall be final.
    - d. If the Architect approves a proposed substitution prior to receipt of bids, such approval shall be outlined in an Addendum. Approvals made in any other manner shall not be binding, and bidders shall not rely upon them.
    - e. No substitution will be considered after the contract award unless expressly provided for in the Contract Documents.

11. Bidding Qualifications/Submittals.
  1. Bids must be submitted using the forms included with the identified bidding document.
  2. GBA will make such investigations as deemed necessary to determine the bidder's ability, capacity, and skill to perform the work and perform it in the time specified without delay or interference, the bidder's reputation and experience, the quality of the bidder's performance of previous contracts or services, and the sufficiency of the financial resources, equipment available, and ability of the bidder to perform the contract. Bidders shall furnish GBA with all such information and data when requested.
  3. This project is located in Baltimore City, so all bidders and subs must be licensed with the State of Maryland, registered to do business in Baltimore City, and familiar with the City's permitting process, construction requirements, specifications, and standards.
  4. A firm engaged by the Entity to provide consulting services for the preparation or supervision of the works and any of its affiliates shall not be eligible to bid.
  5. All bidders must demonstrate the following information and document with their bids: ( a ) legal status and place of registration, principal place of business; (b) experience in works of a similar nature and size for each of the last five years, and details of work under way or contractually committed; and clients who may be contacted for further information on those contracts.
  6. The bidder will be required to establish to the satisfaction of the Architect and GBA
  7. The bid should include the following:
    - a. Company Name and Contact Information (Bid Form "Exhibit B")
    - b. Project understanding/scope
    - c. Comprehensive project schedule and deliverables (as illustrated in "Exhibit B" )
    - d. Firm/ Staff experience- Three sample projects and a description of their role-
    - e. List of anticipated subcontractors and proposed roles in the project
    - f. Itemized cost of all items- Please provide a detailed breakdown of line items (as illustrated in the Bid Form )
    - g. Any exceptions, clarifications, or assumptions associated with the bid.
    - h. Provide at least three references to similar work the organization has done in a capacity similar to that of a prime contractor.
    - i. DBE/MBE/WBE participation, if applicable
12. Rejection of Bids. Greater Baybrook Alliance reserves the right to reject any and all bids and to any informalities or irregularities in bids received whenever such rejection or waiver is in its best interests. GBA reserves the right to reject any bid if the evidence obtained through such an investigation fails to satisfy GBA that the bidder is appropriately qualified to carry out the contract's obligations and to complete the work as required by the plans and specifications.
13. Liquidated Damages for Failure to Enter into Contract. The successful bidder, upon their failure or refusal to accept, execute and deliver the contract, proof of insurance, and bonds required within 10 days after receipt of a notice of the acceptance of their bid, shall forfeit the contract with GBA, as liquidated damages for such failure or refusal.
14. Equal Employment Opportunity. The contractor will be required to comply with all applicable Equal Employment Opportunity (EEO) laws and regulations. Affirmative action must be taken to ensure that employees and applicants for employment are not discriminated against because of their race, color, creed, sex, or national origin. The City of Baltimore is an equal opportunity employer.
15. Quantities. GBA reserves the right to increase or decrease the quantities of items within reason unless otherwise noted.
16. Prevailing Wages. Baltimore City and Funders require payment of not less than the prevailing wage and salary rates specified in the Federal Labor Standards (Davis-Bacon Wage Threshold).
17. Validity of Bids: All bids must remain firm for 180 days from the submission date unless another period is noted in bid documents or if an extension is agreed upon in writing before the end of the 180-day period.
18. Insurance. All vendors doing work on this property, except vendors making routine deliveries, shall submit an insurance certificate verifying insurance coverage as per current Baltimore City requirements.- Please refer to the Insurance information on 'Exhibit F'- Section 28

19. Reports. Contractors will be required to provide all data required by GBA, state, or federal funding source(s) for reporting purposes, including, but not limited to, job creation and retention data, itemized invoices, payroll records, certifications, and licenses. The contractor will submit bi-weekly progress reports, via email to GBA's Project Manager, beginning the first Monday after the NTP is issued. Special notification of anticipated completion of all milestones and/or inspections requiring the Project Engineers or Landscape Architect, the Owner or its representatives, and/or government regulatory agency staff to sign off must be submitted within 72 hours of the event.

#### **4. ADDITIONAL REQUIREMENT / INFORMATION**

1. Permitting. The permit processes for this project in Baltimore City are near completion and will be finalized once the contractor is selected.
2. Operation and Maintenance Manual. The contractor shall develop an operations and maintenance manual for this property at the end of the construction.
3. The contractor shall furnish all supervision, labor, equipment, materials, tools, machinery transportation, and other facilities and services necessary to complete work fully. The contractor is responsible for supplying portable toilets and cleaning them if required. The contractor shall ensure their staff follows all related safety and applicable OSHA regulations. The contractor must meet Baltimore City Insurance Requirements, including, at minimum, a \$3,000,000 General Liability Aggregate.

#### **5. REFERENCED PLANS & DOCUMENTS**

Exhibit A- Bid Documents prepared by CityScape Engineering & EnviroCollab - [LINKED HERE](#)

Exhibit B- Bid Form

Exhibit C- Images

Exhibit D- Itemized budget template- [Spreadsheet](#), [PDF Version](#) (Spreadsheet must be downloaded before editing. If additional line items are required, please add them and note the addition.)

Exhibit E - Federal Labor Standards Provisions Link - [Federal Labor Standard Provisions-HUD](#)

Exhibit F - Contract Agreement See Link - [GBA Works Contract Agreement - Revitalization of Duane Avenue Park](#)

## Exhibit 'B' - Bid Form

### BID FORM

**Project:** Revitalization of Duane Avenue Park, Baltimore, MD, 21221

**Owner/Client:** Greater Baybrook Alliance, 3430 2nd Street, Baltimore, MD 21225

**Design Engineer/ Consultants:** CityScape Engineering, 3600 Clipper Mill Rd. Suite 214. Baltimore, MD 21211

Land Scape Architect - EnviroCollab Inc

**Bid Due Date:** January 27, 2025

#### Contractor Information

- Company Name: \_
- Address: \_
- Contact Person: \_
- Phone Number: \_
- Email Address: \_

2. Proposed Project Cost Bill of Quantities - Please Complete "Exhibit D- Itemized Budget Template" as linked

BID PRICE .....

**(Amounts shall be shown in both words and figures. In case of discrepancy, the amount shown in words will govern)**

Applicable taxes are included in the above Base Bid and Alternate Sums.

#### 3. Project Timeline/Schedule

Please provide your estimated project schedule, including major milestones.

- **Estimated Start Date:**
- **Estimated Completion Date:**

*Milestone breakdown (list key phases of the project):*

Item	Phase	Estimated Start Date	Estimate Completion Date
1.			
2			
	FINAL INSPECTION		

The substantial completion of these works shall occur by August 1, 2025

**GENERAL CONSTRUCTION**

The undersigned, having carefully examined the Procurement Requirements, Contracting Requirements, General Requirements, Drawings, and Specifications, as well as the conditions affecting the work, propose to furnish, in accordance with the Contract Documents, materials, labor, and equipment required for the revitalization of Duane Avenue Park, Baltimore, Maryland, 21221

In submitting this bid, it is understood that Greater Baybrook Alliance reserves the right to accept or reject any or all bids. It is agreed that this bid may not be withdrawn for thirty (30) calendar days after receipt of this Bid Form.

The undersigned further agrees, if awarded the contract under the bid price, to execute and deliver to Greater Baybrook Alliance within ten (10) calendar days of signing the Contract a Performance Bond and Labor and Material Bond in the total amount of the Contract. The company providing the bond must be registered for business in Maryland and be satisfactory to GBA. The Contract between GBA (Owner) and the Contractor shall be the AIA A105-2017 Standard Short Form of Agreement Between Owner and Contractor.

Respectfully Submitted:

**Firm Name:** \_

**By:** \_ \_

**Title:** \_

**Address:** \_

**Telephone:** \_

**EXHIBIT 'C'- Pictures showing existing conditions at Duane Avenue Park, Baltimore**

Location Photos:



Remaining Stone Wall/ Plaza



Entrance of 6th Street



Half Basketball Court



Broken Paving

