

**REQUEST FOR PROPOSALS  
ENGINEERING SERVICES  
DOUGLAS STREET SIDEWALK IMPROVEMENTS  
CAMBRIDGE, MARYLAND**

**SECTION I: INTRODUCTION**

The City of Cambridge Department of Public Works (DPW) is soliciting proposals from qualified engineering firms for design services related to sidewalk improvements along Douglas Street from High Street to Wells Street. Improvements will consist of a five foot (5') wide sidewalk, curbing, ADA ramps, crosswalks and associated drainage modifications. See attached map showing the approximate location of improvements.

**SECTION II: SCOPE OF SERVICES**

Proposals shall include all services necessary to prepare a complete set of construction plans which can be used to obtain construction bids. Services are to include survey work, design and preparation of detailed construction plans. The Office of the City Engineer will prepare written contract documents and specifications to accompany the plans.

**Preliminary Engineering Services:**

Pre-Design Meeting- A meeting will be held between the consultant and City staff to clarify project design objectives.

Site Survey- The City will provide aerial topography of the project area and available utility information. The consultant shall perform additional detailed survey work as needed for design and completion of the construction plans. Work shall also include deed research and location of property corners as necessary to establish the street right-of-way.

Utility Information- All existing utilities above and below ground and existing structures shall be accurately indicated on the drawings. The location of underground utilities shall be determined from surface evidence and by contacting the various public and private agencies. Test pitting by the consultant to find or verify locations of underground utilities will not be required.

Design Plans - Prepare preliminary design plans showing the proposed improvements.

**Final Design Engineering Services:**

Preparation of Detailed Final Plans - Upon approval of the preliminary plans by the Office of the City Engineer, prepare detailed plans, providing all information needed for bidding and construction. The consultant shall also provide an itemized bid sheet to be included with City prepared specifications.

If necessary, obtain approval from the Dorchester County Soil Conservation District.

**SECTION III: FORM OF PROPOSAL**

- A. All proposals shall include the following information:
1. Scope of Work.
  2. Lump sum, not to exceed fee to perform the Scope of Work described above.
  3. Anticipated schedule to complete the project (based on 3/9/26 notice to proceed).
- B. A copy of the proposal shall be mailed or hand delivered to the Department of Public Works, Attention: Director of Public Works Wayne Suggs no later than 1:00 p.m. on Monday, March 2, 2026.

**SECTION V: EVALUATION OF PROPOSALS**

Proposals will be evaluated based on the following criteria:

1. Project understanding/ scope of work
2. Fee
3. Schedule

The City of Cambridge reserves the right to reject any and all bids and/or waive any informalities or irregularities as it may deem best for its interest.

# Bid Itemization Sheet

Bids include acknowledgement of receipt and agreement with the specifications and terms of the work to be performed, as given above.

1. Lump sum, not to exceed fee to perform the Scope of Work described above, per Plans and Specs for Douglas Street Sidewalk, Cambridge Md.

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Bid Submitted By:

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Company Name:

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Date:

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Authorized Representative Name:

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Signature

## **BID INSTRUCTIONS**

1. Bids, amendments thereto or withdrawal requests received after the time advertised for bid opening will be void regardless of when they are mailed.
2. Seal bids in an envelope, **Mark outside of envelope, Douglas Street Sidewalk** bid.
3. The City of Cambridge Public Works Department reserves the right to reject any and all bids and to waive all technicalities.
4. Unless otherwise indicated, prices must be firm for ninety (90) days.
5. The right is reserved in case tie bids are received to make an award as is considered to be most advantageous to City of Cambridge Public Works Department.
6. Successful bidders and their sub-contractors shall have a City of Cambridge business license and be properly licensed by the State of Maryland for their trade, prior to beginning work. Contractors listed on the Federal Debarment List are not eligible.
7. Successful bidders and their sub-contractors must obtain all applicable permits from the City and comply with all other state and local requirements.
8. Workmanship shall be in accordance with industry standards and applicable building codes (both Federal, State, and City of Cambridge). All workers must be supervised by the contractor and capable of performing assigned work in a satisfactory manner.
9. Bidders and/or their affiliates may not be on the Federal or State Debarred or Suspended Contractors List at any time during the bidding or project period.
10. All warranties and guarantees are to be left with the City of Cambridge Public Works Department, along with any supplemental information needed to honor such warranties and/or guarantees.
11. Work should be scheduled between the hours of 7:00 a.m. and 4:30 p.m. Monday through Friday. The Contractor and The City of Cambridge/Public Works Department must agree on other times.
12. Contractor shall not commence work under this contract until they have obtained all insurance required hereunder and such insurance has been approved by The City of Cambridge Public Works Department, nor shall the Contractor allow any subcontractor to commence work on their subcontract until all similar insurance required of the subcontractor has been obtained and approved. Approval of the insurance by The City of

Cambridge Public Works Department shall not relieve or decrease the liability of the Contractor hereunder.

**Compensation and Employer's Liability Insurance:** The Contractor shall take out and maintain, during the life of the contract, the workmen's Compensation and Employer's Liability Insurance for all of their employees to be engaged in work on the project under this contract, and in case any such work is sublet, the contractor shall require the subcontractor similarly to provide Workmen's Compensation and Employer's Liability Insurance for all of the latter's employees to be engaged in such work.

**Bodily Injury and Property Damage Liability Insurance:** The Contractor shall take out and maintain, during the life of this contract, such Bodily Injury Liability and Property Damage Liability Insurance, and Automobile Bodily Injury Liability and Property Liability Insurance, as shall protect him and any subcontractor performing work covered by this contract from claims for damages for personal injury, including accidental death, as well as from claims from property damage, which may arise from operations under this contract, whether such operations be by himself or by any subcontractors or by anyone directly or indirectly employed by either of them, and the amounts of such insurance shall be no less than:

Bodily Injury Liability Insurance in an amount not less than one million dollars (\$1,000,000.00) per occurrence and one million dollars (\$1,000,000.00) for each person for injuries, including wrongful death on any one person.

Property Damage Insurance in an amount not less than five hundred thousand (\$500,000.00) per occurrence and one million dollars (\$1,000,000.00) each aggregate.

The City of Cambridge Public Works Department, its officers and employees shall be named as an "additional insured" in the automobile and General Liability policies, and it shall be stated on the Insurance Certificate with the provision that this coverage "is primary to all other coverage The City of Cambridge Public Works Department."



Google Maps