

# Request for Proposals (RFP)

## Salt Shed Replacement Project

### 1. Introduction

The Municipality is seeking sealed proposals from qualified and experienced contractors for the design, engineering, and construction of a new Salt Shed facility. The project will replace the existing structure and expand operational capacity to support year-round public works operations.

This RFP outlines the project requirements, submission procedures, evaluation criteria, and contractual expectations.

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### 2. Project Background

The existing Salt Shed consists of **7 stalls** used for storing salt, anti-skid mix, leaf vacuum equipment, a backhoe, plows, and four salt boxes. As noted in the provided diagrams, the proposed facility expands to **9 stalls** and incorporates additional functional spaces such as **lockable storage** and a **wash bay**.

From the document: “**Existing – 7 stalls**” and “**Proposed – 9 stalls**”.

The Municipality intends to modernize the facility to improve operational efficiency, safety, and equipment protection.

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### 3. Scope of Work

The selected contractor shall provide all labor, materials, equipment, engineering, and services necessary to complete the project. The scope includes, but is not limited to, the following:

#### 3.1 Facility Layout & Construction

- Construction of a **9-stall structure**, each stall approximately 18’ deep.
- Two dedicated **25’ salt storage bays**.
- Additional bays for:
  - Anti-skid mix
  - Leaf vacuum equipment
  - Backhoe
  - Plows

- Salt boxes (minimum capacity: 4 units)
- Construction of **lockable storage**.
- Construction of a **wash bay** suitable for municipal equipment.

### 3.2 Structural Requirements

- **Concrete floors** throughout the facility.
- **Concrete walls to a minimum height of 6'**.
- **Electricity and lighting** installed to applicable codes.
- A **more substantial overhang** over all bay openings to improve weather protection.

### 3.3 Site Integration

- Contractor shall review the existing site, including the current salt shed and adjacent storage shed.
  - Proposed structure must fit within the designated footprint shown in the preliminary diagrams.
  - Contractor is responsible for all necessary site preparation, grading, drainage, and utility connections.
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## 4. Proposal Submission Requirements

All proposals must include the following components:

### 4.1 Technical Proposal

- Detailed project approach and methodology
- Preliminary design drawings or conceptual renderings
- Description of materials and construction methods
- Proposed project schedule
- Identification of key personnel
- List of subcontractors (if applicable)

### 4.2 Cost Proposal

- Itemized cost estimate
- Breakdown of labor, materials, equipment, and contingencies
- Proposed payment schedule

### 4.3 Qualifications

- Company background and history
- Relevant project experience
- References for at least three similar projects

- Proof of licensing and certifications

#### **4.4 Legal & Administrative Requirements**

- Certificate of insurance
  - Proof of bonding capacity
  - Acknowledgment of all addenda
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### **5. Evaluation Criteria**

Proposals will be evaluated based on the following weighted criteria:

- Compliance with RFP requirements
- Technical approach and understanding of project needs
- Contractor qualifications and experience
- Quality and durability of proposed materials
- Cost competitiveness
- Proposed schedule
- Completeness and clarity of submission

The Municipality reserves the right to request additional information or conduct interviews.

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### **6. Pre-Bid Meeting / Site Visit**

A mandatory or optional site visit (as determined by the Municipality) will be scheduled. Contractors will have the opportunity to review existing conditions and ask clarifying questions.

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### **7. Submission Instructions**

- Proposals must be submitted in sealed envelopes clearly labeled “**Salt Shed Replacement Project – RFP**”.
  - Digital submissions may be accepted if permitted by the Municipality.
  - Late submissions will not be considered.
  - All proposals become the property of the Municipality.
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### **8. Project Schedule**

The following schedule is anticipated:

- RFP Release Date: \_\_\_\_\_
  - Pre-Bid Meeting: \_\_\_\_\_
  - Questions Due: \_\_\_\_\_
  - Proposal Submission Deadline: \_\_\_\_\_
  - Contractor Selection: \_\_\_\_\_
  - Project Start: \_\_\_\_\_
  - Substantial Completion: \_\_\_\_\_
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## **9. Terms & Conditions**

The Municipality reserves the right to:

- Reject any or all proposals
  - Waive informalities or irregularities
  - Modify the scope of work
  - Negotiate terms with the selected contractor
  - Cancel the RFP at any time
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## **10. Contact Information**

All questions and correspondence regarding this RFP shall be directed to:

**Name:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Phone:** \_\_\_\_\_

## Salt Shed - Replacement

Existing – 7 stalls



Proposed – 9 stalls



Operational Preferences:

- Concrete floors
- Electricity – lighting
- Concrete walls to minimum 6'
- Lockable storage
- Wash Bay
- More substantial overhang over bay openings



**Proposed  
Salt Shed  
Location**

**Existing  
Storage  
Shed**

**Johnston's Run  
Walking Trail**

**Current  
Salt Shed**

**209 Oregon St,  
Mercersburg, PA 17236**