

Town of New Windsor, Maryland

Request for Proposal (RFP)

211 High Street – War Memorial Park

Sidewalk and Cannon Display Area Improvements June 30, 2025

Overview

The Town of New Windsor is seeking proposals from qualified contractors and/or landscapers for improvements to the sidewalk and cannon display area at War Memorial Park, adjacent to 211 High Street. The goal of this project is to enhance both the visual appeal and functionality of this historic area using durable, low-maintenance materials that align with the existing park and memorial aesthetics. The Cannons will be installed after restoration therefore the original footprint must be maintained.

Scope of Work

1. Site Preparation & Grading

- Removal of the pea gravel and dirt.
- Level and resurface the designated area to establish a proper base for new materials.
- Ensure grading is adequate for proper drainage and long-term surface stability.
- Protect the existing electrical from damage; it will be reused.

2. Park Sidewalk, Display Area and Material Base

- Construct a stable base suitable for installation of hardscape material around the cannon display.
- Repair existing sections of the walkway to ensure all surfaces are level, sealed, and properly spaced for safe pedestrian access.
- Remove any vertically set brick border.

3. Low-Maintenance Hardscaping

- Design and install a hardscaped layout that complements the Memorial setting using materials such as concrete, pavers, or laid stone.
- Incorporate complementary stamping or color schemes to match and enhance existing park features.
- Emphasize long-lasting, weather-resistant, and low-maintenance materials to reduce future upkeep for Public Works staff.

4. Color and Design Coordination

- Select materials and colors that harmonize with the existing paver sidewalks and War Memorial monuments.
- Final material and color selections are subject to review and approval by the Town.

Additional Requirements

- All materials must be high-quality and suitable for public commercial use environments.
- Contractors must submit a design concept along with itemized cost estimates, separated by scope category.
- Proposals must include anticipated start and completion dates.
- The contractor must coordinate closely with Town Staff
- **All work must be completed no later than September 30, 2025.**

Proposal Evaluation and Award Criteria

All proposals will be evaluated based on the following criteria:

Evaluation Category	
Completeness of Proposal	✓
Experience and Qualifications	✓
Design Quality and Compatibility	✓
Cost Effectiveness	✓
Timeline and Availability	✓
Past Performance and References	✓

Award Process

- The Town may request additional information, conduct interviews, or visit prior project sites to verify past performance.
- The contract will be awarded to the most responsible and responsive contractor whose proposal is determined to be in the best interest of the Town, based on the evaluation criteria listed above.
- The Town of New Windsor reserves the right to reject any or all proposals and to waive any informality or irregularities in the proposal process.

Site Visit Requirement

Interested contractors must schedule a site inspection prior to submitting a bid. Site visits are required for eligibility.

Please contact Town Hall at (410) 635-6575, Monday through Friday between 9:00 AM and 3:00 PM to schedule an inspection.

Inspections close on July 21, 2025

Submission

Proposal Due Date: July 28, 2025

Submit Proposals To:

Wayne Myers
Director of Public Works
Town of New Windsor

Kim Herche -410-635-6575
Project Coordinator
kherche@newwindsormd.org

Mail: Town of New Windsor, P.O. Box 609, New Windsor, MD 21776

Email: wmyers@newwindsormd.org

Hand delivered to: New Windsor Town Hall
209 High Street
New Windsor, MD 21776