



TOWN OF UNION BRIDGE

Request for Proposal

**Town of Union Bridge
On-Call Contract for
Engineering Services**

SUBMIT BID TO:

Town of Union Bridge
104 W. Locust Street
Union Bridge, MD 21791

REQUEST ISSUED: August 8, 2024
PROPOSALS DUE: September 5, 2024

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GENERAL INFORMATION

The Town of Union Bridge, an incorporated Town located in Carroll County, MD, is authorized to construct and operate public water and wastewater conveyance system and treatment facilities within the Town's incorporated area. The scope of this contract includes the provision of contract services consisting of all labor required for performing engineering services in accordance with requests received from the Town.

Potential bidders must perform and document their performance of all the affirmative steps required by the Maryland Department of the Environment (MDE) State Revolving Fund (SRF) Disadvantaged Business Enterprise Program as delineated on MDE's website to be considered for this contract.

Documentation must be included in the proposal package as submitted on the date provided herein below:

SCOPE OF SERVICES

Services under this On-Call contract may include design, construction management / inspection and / or technical assistance relating to new construction and upgrades to the Town's existing water and wastewater facilities and storm drain systems. Specific projects could include but are not limited to:

- Upgrade of the Town's wastewater treatment plant to comply with ENR requirements,
- Sewage pumping stations,
- I&I analysis/remediation,
- Elevated water tanks
- Water and sewer distribution/collection mains
- PFAS remediation
- Storm drain systems.
- Technical review of development plans
- Grant application/administrative services requested by the Town.

It is anticipated that the Town will select one (1) firm for this contract; however, the Town reserves the right to retain more than one town engineer, if it so chooses.

It is anticipated that the contract will be for a three-year period with two (2) one-year extensions at the discretion of the Town. There is no guarantee that any work will be authorized by the Town under this Contract.

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DEADLINES AND IMPORTANT DATES:

Friday, August 23, 2024 by 4:30 PM – Deadline to submit questions: Questions from potential Bidders are due via email to mreynolds@mrdc.net. Questions received after that date and time, questions that are phoned, mailed, faxed or submitted via any other method, will not be accepted. Oral responses or responses to questions submitted in any other format or to any other person, shall not be binding.

Friday, August 30, 2024 by 4:30 PM – Posting of responses: Responses to questions from potential Bidders will be posted on the Town Website by this deadline. It is the responsibility of potential Bidders to visit www.townofub.org to view any responses.

Thursday, September 5, 2024 by 2:00 PM – Bids due: Sealed proposals (5 copies) addressed to the Town of Union Bridge, attention Mike Reynolds and marked “**PROPOSAL FOR ON-CALL CONTRACT FOR ENGINEERING SERVICES**”. Proposals will be received at the Town Hall office, 104 W. Locust Street, Union Bridge, MD 21791 until 2:00 PM EST, at which time, bids will be opened. **Proposals sent by facsimile or e-mail will not be accepted.**

SUBMITTAL REQUIREMENTS

Proposals shall include:

- Cover letter
- Detailed scope of services
- Example projects highlighting the firm’s experience with key focus being on water and wastewater projects
- Organizational chart including subconsultants
- Resumes of key team members
- Provide at least three (3) references
- Schedule of rates for services and reimbursable costs

Interested firms shall submit a technical proposal consisting of a maximum of fifteen (15) pages along with documentation supporting the affirmative steps taken by your firm to comply with MDE’s SRF Disadvantaged Business Enterprise Program. The technical proposal shall include at least three (3) similar experiences, key personnel available for the contract, and at least three (3) references. Inquiries concerning this RFP should be directed to Mike Reynolds at mreynolds@mrdc.net.

- **PROPRIETARY PROPOSAL MATERIAL:** Any proprietary information revealed in the proposal should be clearly identified as such.
- **SIGNATURES:** Proposal shall be signed by one of the legally authorized officers of bidding corporation. If awarded the contract, the Contract shall also be so executed.

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EVALUATION CRITERIA

The Town reserves the right to reject any or all proposals and waive any informality in the proposals submitted when such waiver is in the best interest of the Town. The Town does not discriminate on the basis of race, marital status, color, religion, sex, age, national origin, physical or mental handicap, political affiliation, or other non-merit factors.

Proposals will be evaluated according to the following criteria:

CRITERIA	WEIGHT (%)
Qualifications and experience of the engineering firm on similar projects	20
Qualifications and experience of key staff on similar projects	20
Experience of key staff working with MDE relative to projects, funding, permitting requirements, etc.	20
Familiarity of Union Bridge’s public water, sewer and storm drain systems. Prior experience working with Union Bridge.	20
Firm Costs	20

Each proposal will be rated for each criterion on a scale of zero (0) to four (4) as described below:

Unacceptable	0
Poor	1
Fair	2
Good	3
Superior	4

- **REJECTION OF SUBMITTALS:** The Town reserves the right to reject any and all submittals and to waive irregularities and informalities in the submittal and evaluation process. This RFP does not obligate the Town to pay any costs incurred by respondents in the preparation and submission of their qualifications. Furthermore, the RFP does not obligate the Town to accept of contract for any expressed or implied services.
- **CONTRACT AWARD:** The Town reserves the right to make an award without further discussion of the submittals. The firm selected as the apparently successful firm will be expected to enter into a contract with the Town. Following consultant selection, the successful consultant shall prepare a proposal and scope of work for review by the Town. Once the Town and Consultant have reached an agreement on the scope of services, a final contract will be prepared by the Town. The foregoing should not be

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interpreted to prohibit either party from proposing additional contract terms and conditions during the negotiations of the final Contract. If the selected firm fails to sign the Contract within ten (10) business days of delivery of the final Contract, the Town may elect to negotiate a Contract with the next-highest ranked firm. The Town shall not be bound, or in any way obligated, until both parties have executed a Contract. No party may incur any chargeable costs prior to the execution of the final Contract.

- **CONTRACT NEGOTIATION:** The Town reserves the right to negotiate all elements of the submittals, proposals, terms and conditions, and/or scope of work as part of the contract negotiation process prior to any formal authorization of the Contract by the Town.
- **EQUAL OPPORTUNITY EMPLOYMENT:** The successful consultant or consultants must comply with the Town of Union Bridge equal opportunity requirements. The Town of Union Bridge is committed to a program of equal employment opportunity, regardless of race, color, creed, sex, age, nationality or disability.
- **TITLE IV:** It is the Town of Union Bridge's policy to assure that no person shall, on the grounds of race, color, national origin or sex, as provided by Title VI of the Civil Rights Act of 1964, be excluded from participation in, be denied the benefits of, or be otherwise discriminated against under any of its federally funded programs and activities.
- **INSURANCE REQUIREMENTS:** The Consultant shall procure and maintain for the duration of any entered agreement with the Town, insurance against claims for injuries to persons or damages to property, errors and omissions or professional liability that may arise from or in connection with the performance of work hereunder by the Consultant, his agents, representatives, employees or subcontractors. The cost of such insurance shall be paid by the Consultant.
- **NON-ENDORSEMENT:** As a result of the selection of a firm to supply products and/or services to the Town, the selected firm shall agree to make no reference to the Town in any literature, promotional material, brochures, sales presentation or the like without the express written consent of the Town of Union Bridge.
- **COMPLIANCE WITH LAWS AND REGULATIONS:** In addition to the nondiscrimination and affirmative action compliance requirements previously listed, the consultant or consultants ultimately awarded a contract shall comply with federal, state and local laws, statutes and ordinances relative to the execution of the work. This requirement includes, but is not limited to, protections of public and employee health and safety, environmental protection, waste reduction and recycling; the protection of natural resources; permits; fees; taxes; and similar subjects.