



TOWN OF UNION BRIDGE

Request for Proposal

Town of Union Bridge Municipal Development Oversight and Inspection Master Services Agreement

SUBMIT BID TO:

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

REQUEST ISSUED: September 30, 2026
PROPOSALS DUE: November 6, 2026

GENERAL INFORMATION

The Town of Union Bridge, an incorporated Town located in Carroll County, MD, is seeking a qualified engineering and construction firm to perform municipal development oversight services.

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

1. PROJECT OVERVIEW & CONTEXT

Union Bridge, Maryland, is seeking competitive proposals from qualified, licensed engineering and project management consulting firms to provide comprehensive, open-ended

****Municipal Development Oversight and Inspection Services**.**

The selected vendor will operate under an Indefinite Delivery/Indefinite Quantity (IDIQ) Master Service Agreement. The contract will support the Town of Union Bridge in meeting its duties and requirements under applicable Town, County, State, and Federal codes. The selected firm will coordinate reviews with Carroll County's Department of Land and Resource Management, Department of Public Works, and Bureau of Development Review. The selected firm will ensure that all residential, commercial, and industrial public/private developments comply with local, state, and federal mandates.

2. COMPREHENSIVE SCOPE OF WORK

The selected firm must provide cross-disciplinary expertise to oversee all phases of local development projects within Union Bridge and Carroll County. Specific responsibilities include, but are not limited to:

A. Comprehensive Plan & Engineering Review

- **Zoning and Subdivision Compliance:** Evaluate plans against the applicable Union Bridge and Carroll County Codes.
- **Adequate Public Facilities Ordinance (APFO):** Assess development impacts on schools, emergency services, and roads under Chapter 154 of the Carroll County Code.
- **Traffic Engineering:** Review Traffic Impact Studies (TIS) for corridor safety, intersection capacity, and integration with State Highway Administration (SHA) standards.

B. Environmental & Stormwater Compliance

- **Maryland Stormwater Management:** Enforce Code of Maryland Regulations (COMAR 26.17.02) and local Chapter 151 rules, ensuring Environmental Site Design (ESD) to the Maximum Extent Practicable (MEP).
- **Erosion and Sediment Control:** Conduct inspections for compliance with Carroll County Soil Conservation District standards.
- **Forest Conservation Act:** Audit Forest Conservation Plans (FCP), specimen tree variances, and banking requirements under Carroll County Chapter Code, 150.
- **Water Resources & Sewerage:** Verify compliance with the Carroll County Water & Sewer Master Plan and MDE water allocation quotas.

C. Civil, Utilities, & Infrastructure Inspection

- **Roadways & Bridges:** Field inspect pavement design, curb/gutter installation, sidewalks, and ADA-compliant pedestrian ramps.
- **Public Utilities:** Oversight of water distribution mains, sanitary sewer gravity/force mains, pump stations, and utility trench backfilling.
- **As-Built Auditing:** Perform comprehensive field and asset-data verification of "as-built" plans before Town/County acceptance and bond release.

D. Financial Oversight & Surety Management

- **Public Works Agreements (PWA):** Review cost estimates for infrastructure bonds and letters of credit.
- **Reduction & Release Inspections:** Conduct multi-stage punch-list inspections to recommend structural bond reductions.

3. PROCUREMENT & CONTRACT TIMELINE

To meet the Town's firm operational launch date, the following procurement schedule will be strictly enforced:

- Official RFP Issuance | September 30, 2026

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- Pre-Proposal Clarification Questions Due | October 16, 2026, by 4:30 PM EST
- Town Issuance of Final Addendum | October 23, 2026
- Proposal Submission Deadline | November 6, 2026, by 2:00 PM EST
- Interviews & Clarification Sessions | November 16 – 20, 2026
- Final Selection & Contract Award | ****December 14, 2026****
- Notice to Proceed (NTP) & Kickoff | December 15, 2026

4. SUBMISSION REQUIREMENTS

Proposers must submit their bids in a ****dual-envelope format**** (Separate Technical and Cost Files) to the Town of Union Bridge.

Envelope A: Technical Proposal

1. **Executive Summary & Firm Profile:** Proof of legal standing and licensure in the State of Maryland.
2. **Key Personnel Qualifications:** Resumes of the Principal-in-Charge, Project Managers, and field inspectors. Highlight professional certifications (e.g., Maryland PE, Certified Professional in Erosion and Sediment Control [CPESC]).
3. **Technical Methodology:** Detailed description of how the firm will manage rapid-turnaround Task Orders.
4. **Local Experience & Case Studies:** Highlight at least three (3) similar municipal oversight contracts managed within Piedmont-region Maryland jurisdictions over the past five years.

Envelope B: Cost Proposal

1. **Fully Burdened Hourly Rate Schedule:** Provide rates for all labor categories (Project Manager, Senior Engineer, Inspector, GIS Specialist). Rates must include all overhead, profit, and travel within Carroll County.
2. **Ancillary Fees:** Outline any direct administrative or technological expenses.

5. EVALUATION CRITERIA (100-POINT MATRIX)

Proposals will be scored by a Town Selection Committee based on the following criteria:

- **Technical Expertise & Staff Qualifications (30 Points):** Caliber of Maryland-licensed professionals assigned directly to Town and Carroll County tasks.
- **Relevant Municipal Experience (25 Points):** Proven track record navigating Maryland environmental, APFO, and stormwater regulatory structures.
- **Operational Approach & Responsiveness (20 Points):** Ability to deploy field inspectors and return plan reviews within tight, Town and county-mandated turnarounds.
- **Cost Realism & Rate Schedules (25 Points):** Long-term fiscal value and competitiveness of the fully burdened hourly rate structure.

6. PUBLIC SAFEGUARDS & SPECIAL TERMS

- **Strict Conflict of Interest:** The selected firm is strictly prohibited from performing private land development, design, or engineering work for private clients within the geographic boundaries of Union Bridge during the duration of this contract.
- **Termination for Convenience:** Union Bridge retains the absolute right to terminate this Master Services Agreement, or any active Task Order, without cause by providing thirty (30) days' written notice to the vendor.
- **Funding Limitations:** This contract is subject to annual fiscal appropriation by the Mayor and Town Council of the Town of Union Bridge.
- **Rejection of Submittals:** The Town reserves the right to reject any 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 oblige the Town to accept a 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 Service Agreement will be prepared by the Town. The foregoing should not be interpreted to prohibit either party from proposing

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additional contract terms and conditions during the negotiations of the final Service Agreement. 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 before 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 before any formal authorization of the Contract by the Town.
- **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 not refer 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:** The Contractor shall protect and indemnify the Town of Union Bridge and its agents or employees against any claim or liability arising from or based on the violation of any such laws, ordinances or regulations, whether by him or his employees.
- **Taxes:** The Town of Union Bridge is exempt from sales tax, and no such tax will be included in the bid price.
- **Disputes:** In cases of disputes as to whether an item or service quoted or delivered meets specifications, the decision of the Town of Union Bridge's authorized representatives shall be final and binding on both parties.
- **Equal Opportunity:** It is the policy of the Town of Union Bridge to assure all people of Equal Employment Opportunity, and to assure that Minority Business Enterprises have the maximum opportunity to participate in the performance of all the Town of Union Bridge contracts for supplies and services. Every contractor or vendor doing business with the Town of Union Bridge must agree not to discriminate in any manner against any employee or applicant for employment because of race, color, sex, religion, national origin, age, marital status, political affiliation, mental or physical disability, and shall be obligated to include a similar requirement in any

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sub-contracts. They must agree to comply with all applicable federal, state, and local laws and executive orders and regulations relating to Equal Employment Opportunity and Minority Business Enterprises.

- **Nondiscrimination Policy:** The Town of Union Bridge does not discriminate on the basis of race, color, religion, national origin, sex (including pregnancy, sexual orientation, or gender identity), age, disability, genetic information, veteran status, or any other status protected by applicable federal, state, or local laws in the administration of its programs, admission policies, employment practices, or contracting opportunities.
- **Indemnity:** If a contract is awarded, the successful bidder will be required to indemnify and hold the Town of Union Bridge harmless from and against all liability and expenses, including attorney's fees, howsoever arising or incurred, alleging damage to property or injury to, or death of, any person, arising out of or attributable to the bidder's performance of the contract awarded. Any property or work to be provided by the bidder under this contract will remain at the bidder's risk until written acceptance by the Town of Union Bridge; and the bidder will replace, at bidder's expense, all property or work damaged or destroyed by any cause whatsoever.
- **Termination for Convenience:** Should the bidder be awarded a contract, notwithstanding any other provision of this Agreement or other document to the contrary, either party may terminate the agreement by giving immediate written notice stating when the termination shall become effective and the reason for the termination. The Town of Union Bridge reserves the right to reduce or terminate this contract should funding be withdrawn or rescinded.
- **Nondiscrimination in Employment:** During the performance of this contract, the successful bidder agrees as follows:

The successful bidder will not discriminate against any employee or applicant for employment because of race, creed, color, religion, sex, sexual orientation, age, mental or physical disability, marital status or national origin. The successful bidder will take affirmative action to ensure that applicants are employed without regard to their race, creed, color, religion, sex, sexual orientation, age, mental or physical disability, marital status or national origin. Such action shall include, but not be limited to the following: Employment, upgrading, demotion or transfer; rates of pay or other forms of compensation; and selection for training, including apprenticeship.