

Request for Prices

Queen Anne's County Sanitary District

Southern Kent Island (SKI) Sewer Service Area

Septic Tank Effluent Pump (STEP) – Site Plans

I. Introduction: Refer to the RFQ & RFP Narrative

II. Project: The County has decided to resolve this failing septic system issue by serving the nine (9) communities with sewer in four (4) phases. This RFP will address the first and largest phase which consists of the Kent Island Estates and Romancoke subdivisions. In total, there are 774 existing homes, two community halls, a fire house, and a fishing pier (with restrooms) in the Phase 1 service area. There are also approximately 450 vacant lots (no work is required with this design on the vacant lots).

It is the intent of this design work to prepare a site plan showing the proposed STEP system for each of the 774 existing homes and 4 non-residential properties. The site plans will evaluate existing conditions and improvements and then develop a design to accommodate serving the properties with a Septic Tank Effluent Pump assembly. It is the desire to locate the STEP tanks as far to the front of the properties as possible while maintaining up to a 10-foot setback from the edge of the tank to any side property line. (Two other design contracts will address the collection mains in the community as well as the transmission main to convey the wastewater to the County's treatment plant).

Easements will be required to construct the work and will be the responsibility of the County. **However the successful bidder will need to be granted permission by each property owner utilizing their own 'right of entry' forms to allow access to the properties.**

Phase 1 will be divided into three sub-phases:

Sub-Phase A: The entire Romancoke subdivision and the portion of the Kent Island Estates subdivision's Section 2 south of Romancoke Road (Md Rt 8) – 192 sites.

Sub-Phase B: The portion of the Kent Island Estates subdivision's Section 2 north of Romancoke Road (Md Rt 8) and all of Section 1 – 268 sites.

Sub-Phase C: All of Kent Island Estates Section 3 – 318 sites.

The successful bidder will be required to concentrate on the phases in that order to the extent possible.

III. Selection Procedure: The award will be on the basis of low-bid. It is noted that the Maryland Department of Environment's Revolving Loan Funds will be used to fund the project and their Disadvantaged Business Enterprise procurement goals will apply (**attached**). Successful bidder must be able to meet the goal or fully document adherence to the '6-step' Good Faith Efforts listed on page 8 of the MDE insert. This effort should not be under estimated.

IV. Request for Proposal Format:

1. Cover letter (primarily to identify bidder)
2. Bid Form
3. Certificate of Insurance
4. Listing of firm's 'standard rates' (to be used if efforts are required above and beyond those envisioned by this request)
5. Conflict of Interest Disclosure
6. **DBE Narrative – Not necessary to submit the full submittal that will be required by MDE if awarded the project, but provide enough information to offer a degree of confidence that if awarded the job, the DBE solicitation efforts will satisfy MDE (i.e. demonstrate the bid is responsive).**

V. Basis of Award: Award will be on the basis of the 'Grand Total' sum of the estimated bid items on the Bid Form. It should be recognized that it is unlikely that the Engineer will be able to get every 'right-of-entry' and that the quantity in the bid is a 'best-case' scenario. Fee paid will be on the actual sites completed.

VI. Schedule:

- Short List Development & Issuance of Draft Scope – 11/24/14
- Review Comments Due on Draft Scope of Work – 12/19/14
- Submission of Price Proposal **Due Date – 1/5/15**
- Award of Project – 1/13/15 (to be conditioned on MDE's approval)
- Submission of Designs
 - Pre-Submission Sample Review – (10 sites) – 3/2/15
 - Sub-Phase A (85% Complete in Number) – 4/20/15
 - Sub-Phase B (85% Complete in Number) – 6/22/15
 - Sub-Phase C (85% Complete in Number) – 9/7/15
 - Final (all sites which have granted easements) – 10/1/15

VII. Scope Of Work – Design Phase:

- A. Base Site Map Creation - Assemble a planimetric base plan (11 x 17) for each of the 774 improved residential properties and 4 non-residential properties using the resources available from the County incorporating all applicable GIS data. Show topography as available from County supplied data. No on-site topography survey is anticipated with the vast majority of cases. Review all applicable Environmental Health Department records for information on existing septic tank and well locations for each property (should anticipate providing own copier and/or scanner to avoid any copying fees).
- B. Public Outreach Meetings - Hold outreach meetings for the public as necessary and with County concurrence (price bid will be on a **per hour per staff person** meeting basis – 4 person maximum). Price will be for on-site efforts (i.e. not portal-to-portal). County will assist in providing venue – successful bidder to provide all materials, mailings, etc.

- C. On-Site Investigation – **A right of entry form is a pre-requisite to this payment item.** Employees who will be visiting each property will have to meet the following criteria for their safety and the safety of the residents.
1. All teams to have at least two members.
 2. One team member must be a female.
 3. Each team member will be given traffic vests by the County emblazoned with “SKI” which are to be worn at all times.
 4. The initial mailing by the successful bidder to the property owner will include photographs and names of each on-site team member.

Investigate each property for the following existing features and transfer onto the base plan.

- a. Location of Homes, Outbuildings, and Property Lines (needs to be accurate but not survey quality)
- b. Location of Well & Well Separation Distance – Show 10 feet buffer via a dashed-line annular ring around the well.
- c. Location and photo of electric meter – coordinate this effort with the Electrical Engineer to ensure the information gathered is suitable for their analysis and design effort.
- d. Location of Electric Service, Phone Service, and cable TV service lines from street (if not aerial, if aerial so state). Note the intent here is to either avoid the underground lines with the STEP design if possible and if not – to alert the contractor of their presence. It is not the intent for the design team to test pit every site to accurately locate the services.
- e. Location and dimensions of landscaping, driveways (and type, i.e. paved, concrete, stone, pavers, etc.), sidewalks, decks, etc. Note the dimensions are only relevant if the features conflict with the STEP system or its influent or effluent line in order to quantify restoration quantities for use in the cost estimate.
- f. Location of existing sewer line from home to septic tank and its estimated invert at connection point.
- g. Location of existing septic tank (County will provide listing of Best Available Technology (BAT) systems that have been installed to date)
- h. Presence of water softener (as well as type, i.e. use salt or not), sump pump, garbage disposal.
- i. Photos of front of home (from road), both sides, and back of house from rear property line. Photos should show as much yard as possible, as opposed to the home itself, to resolve post construction landscaping restoration issues. However enough of the home needs to be shown so it is identifiable from the photo. Note it is not the intent of these photos to be incorporated into the site plans. They are simply additional information to assist in documenting pre-existing conditions.
- j. Location of outside hose bib nearest the proposed location of the STEP tank.
- k. Type of foundation; slab, crawlspace, split foyer. If crawlspace, define ease of access (good, poor, unknown) and estimated height of crawlspace. If crawlspace, and if slopes from septic tank to STEP preclude placement of the

STEP assembly in front yard, evaluate potential to 'spin-around' main drain to come out of the front of the home, if possible. It is not the intent to require anyone to enter the crawlspace.

(Note – It is anticipated that this bid item should be the 'bulk' of the cost of the bid given the effort necessary to gain 'right-of-entry' and the labor necessary to accomplish the on-site team efforts. A bid that does not reflect this could be deemed non-responsive).

- D. Final Site Plan Creation - Develop proposed features.
- a. Path and length of new 4-inch gravity sewer line from home to tank (at 1% slope). Top of tank to be within 24-inches of grade.
 - b. Any necessary clean-outs, in accordance with plumbing code, including an additional 'right-of-way' cleanout at easement line (assume three feet from STEP tank's influent line).
 - c. Control Box location (needs to be in view of street if possible).
 - d. Electric service line path from meter to Control Box
 - e. Electric service from Control Box to tank
 - f. Location of tank showing tank access lids with triangulation 'ties' from lid's center to home
 - g. Path of pressure sewer from tank to street (preference, when possible, is to have tanks from adjacent properties 'side-by-side' to the degree possible)
 - h. Location of curb-stop at right of way line
 - i. Well Separation Distance – Desire 10 feet from any sewer component (refer to 10/30/14 MDE e-mail for criteria).
 - j. Require homeowner review of proposed STEP design.
 - k. Coordinate, with the design engineer of the collection system's mains, the location of the curb stops.
 - l. Design criteria priority
 - i. 1% slope on gravity sewer
 - ii. 10-foot separation from well (and meet MDE e-mail)
 - iii. 24-inch maximum bury over tank
 - iv. Control panel box visible from **street**
 - v. 10-foot buffer from side-yard property line (must maintain 5-foot)
 - vi. Tanks to be located 'side-by-side' to adjacent property's tanks.
- E. Standard Detail Creation - Develop 'standard detail' sheets utilizing County supplied graphics (dwg) as well as developing the below STEP specific details.
- a. STEP tank structural requirements
 - b. STEP complete assembly showing bedding, risers, pump chamber, etc.
 - c. Control panel with electrical connection to load side of meter (not the control panel itself which is an 'off-the-shelf' item).
 - d. Requirements to make STEP riser's traffic bearing.
 - e. Connection to existing sewer lateral.
 - f. Develop 'stickers' to be attached to control panel with contact information as well as generator operation (control panel will have a generator connection).
 - g. Other details as may be required (bid form will be per detail)

- F. Specification Review - Review County supplied Project Manual for overall, and design specific, consistency. Incorporate MDE insert and ensure insert provisions are met in construction contract documents.
- G. Specification Creation - Develop the following specification sections:
- a. 'Homeowner Inconvenience' sections to limit homeowner inconvenience to the extent practical. This effort should include requiring 'open-house' meetings with the construction contractor, the successful bidder, and the residents
 - b. Electrical specifications for any and all electrical work (to be developed by Electrical Engineer). This effort includes evaluating exterior means to power the pump
 - i. Evaluating the existing meter to see if suitable to power the pump via 'dual lugs' within the existing meter pan
 - ii. Evaluating tapping the load service leaving the meter via a 't-splice' or other method
 - iii. The evaluation will consider cost and potential electrical interference issues with any component inside the home
 - iv. Review Orenco model specifications for electrical code adequacy and modify as necessary.
 - c. STEP specifications (**modifying Orenco model specifications as necessary – attached**).
 - d. Incorporate Orenco installation methods into specifications.
 - e. Develop existing septic tank abandonment specifications (with any special handling of BAT systems).
- H. Cost Estimate - Provide an itemized cost estimate including restoration costs (County will provide the cost of the STEP assembly itself).
- I. Permits
- a. Discuss with the local Soil Conservation Service/Sediment Control office of the nature of any necessary sediment control plan for each site. Discuss with Planning and Zoning the need for a grading permit for each site. Develop a 'typical' sediment control plan applicable to all sites.
 - b. Discuss with MDE the need for a Groundwater Appropriation Permit for dewatering activities. Note the construction specifications will probably prohibit the placement of STEP tanks during the three 'wet' months (Feb-Mar-Apr) to limit property damage and dewatering efforts.
 - c. Discuss with MDE, and apply if necessary, for a stormwater NOI or any other MDE permits which the work may require.
 - d. Submit for, and be granted, an MDE Construction Permit.
- J. Contingency Survey Team – Provide a team as necessary for property line and or topography when necessary and with prior approval from County.

Deliverables – Design Phase

1. Folder (consistent with the Sanitary District's existing file system) with hard-copies of all photos (paper quality – not photo quality) and executed right of entry.
2. Copies of relevant Environmental Health Department's records for each site (in above folders).
3. Hardcopy planimetric site plan on 11 x 17, PE seal, County seal, LIDAR data generated topography (1-foot contours), and information on existing features in tabular format on each sheet.
4. Digital files of all end products (photos (jpg format) - site plan (dwg and pdf format) indexed by street address, detail sheets (dwg format) and project manual section(s) (Word format).
5. Specifications
6. Cost Estimate (in Excel similar to format provided by County)
7. Detail Sheets (incorporating County supplied and Successful bidder created details)
8. General Sediment Control Plan
9. MDE Construction Permit
10. MDE NOI (if applicable – or documentation from MDE if not applicable)

VIII. Scope Of Work – Bid Phase:

- A. Conduct Pre-Bid meeting and Issue Minutes (lump sum basis).
- B. Make any revisions which may be necessary and issue addendums, if any (time and material basis).
- C. Review bids, prepare bid tabulation (in Excel) and recommend award (lump sum basis)

Deliverables – Bid Phase:

- A. Pre-Bid Minutes and sign-in sheet.
- B. Any addendums necessary.
- C. Award Recommendation Letter.

IX. Scope Of Work – Construction Phase (County will assume on-site inspection duties):

- A. Hold outreach meetings with public and contractor as necessary (price bid will be on a per hour per staff person meeting basis – incorporate this need into construction contract documents). Price will be per hour on-site (i.e. not portal-to-portal). County will assist in providing venue – Successful bidder to provide all materials.
- B. Review Electrical Shop Drawings (lump sum)
- C. Address Electrical RFI (time & material rate)

Deliverables – Construction Phase:

- A. Sign-in sheets and meeting notes from any public outreach efforts of any significant issues and action items listed for County, Engineer and Contractor.

- B. Approved electrical shop drawings.
- C. Electrical RFI responses

X. GIS Data Available: Refer to RFQ for listing. Successful bidder will need to provide an external hard drive for this information to be copied to, or where possible map services can be used (such as with the 2013 Orthophotography).

BID FORM

Design Phase

	Units	Unit Cost	Extension
1. Base Site Map Creation (each)	778	\$_____	\$_____
2. Public Outreach Meetings (per hour)	60	\$_____	\$_____
3. On-Site Investigation (each)	778	\$_____	\$_____
4. Final Site Plan Creation (each)	778	\$_____	\$_____
5. Standard Detail Creation (each)	10	\$_____	\$_____
6. Specification Review (lump sum)	1	\$_____	\$_____
7. Specification Creation (lump sum)	1	\$_____	\$_____
8. Cost Estimate (lump sum)	1	\$_____	\$_____
9. Permits (lump sum)	1	\$_____	\$_____
10. Contingency Survey Team (per hour)	24	\$_____	\$_____
			Subtotal – Design Phase
			\$_____

Bid Phase

1. Pre Bid Meeting (each)	1	\$_____	\$_____
2. Prepare & Issue Addendums (per hour)	12	\$_____	\$_____
3. Review Bids & Recommend Award (each)	1	\$_____	\$_____
			Subtotal – Bid Phase
			\$_____

Construction Phase

1. Public Outreach Meetings (per hour)	60	\$_____	\$_____
2. Review Electrical Shop Drawings (lump sum)	1	\$_____	\$_____
3. Review RFIs (per hour)	10	\$_____	\$_____
			Subtotal – Construction Phase
			\$_____

GRAND TOTAL

\$_____

CONFLICT OF INTEREST DISCLOSURE & EMPLOYMENT OF ALIENS STATEMENT

In connection with the undersigned's participation in the bid process or request for proposals being considered by the County Commissioners of Queen Anne's County ("the County") the undersigned does affirm under the penalties of perjury as follows:

I have reviewed the materials provided by the County in connection with my proposed bid or proposal and reviewed such records of my company and business as necessary to make the following statements:

(Check all appropriate boxes)

To the best of my knowledge and belief, neither I, the company identified below, nor any employee of the company have been involved or are presently involved in any situations or actions that might be regarded as an actual or potential conflict of interest in the event of a successful bid or award.

It appears that I, the company identified below or an employee of the company have been involved in some situations or actions that might be regarded as a potential conflict of interest should I submit the successful bid or proposal. Details of such situations and/or actions are as follows (attach additional sheets as necessary):

1. _____

2. _____

The following situations or actions in which I, my company or an employee of the company are presently involved might be regarded as a potential conflict of interest if I submit the successful bid or proposal (attach additional sheets as necessary):

1. _____

2. _____

I have attached a list of all present contracts between the company named below and the County.

Furthermore, vendors providing goods or services to Queen Anne's County Government, as a condition of doing business with the County, are required to comply with all applicable laws and regulations relating to the employment of aliens.

Should vendors providing goods or services to Queen Anne's County fail to comply with applicable laws and regulations relating to the employment of aliens, such failure shall constitute a material breach of the vendor's contractual relationship with Queen Anne's County and the County may take all reasonable steps to terminate the County's contractual relationship with the vendor. If you have questions, please consult the County Department that manages your vendor contract.

Signature: _____ Date: _____

Name: (please print) _____

Company/Organization: _____