

Request for Proposal

Queen Anne's County Sanitary District

Southern Kent Island (SKI) Sewer Service Area

Community Sewerage Mains

I. Introduction: Refer to RFQ

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 be to design the collection mains for Phase 1 along with the preparation of contract drawings, review of the project manual as prepared by the County, and the application for, and the issuance of, various permits. **It is the intent to utilize horizontal directional drilling techniques to the maximum extent possible with limited use of electro-fusion fittings.** Note mains cannot be placed in front of any vacant lots not shown to be in the service area (**see attached service area map**). The H50 preliminary work may need to be modified to meet this absolute criterion.

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-steps' Good Faith Efforts listed on page 8 of the MDE insert. This effort should not be under estimated.

IV. Request for Price Format:

1. Cover letter (primarily to identify bidder) - Within the required cover letter, the following affirmation should be included and should be featured prominently:

"If selected for this qualifications based procurement, (insert firm name here), will follow the guidelines for MDE M/WBE Compliance as outlined in the "MDE Requirements and Contract Provisions for the Project Financed Through the Maryland Water Quality Revolving Loan Fund and the Maryland Drinking Water Revolving Load Fund" Insert."

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 – specifically include on-site inspector hourly rate)
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 lump sum.

VI. Schedule:

Issuance of Draft Scope – 12/11/14
Review Comments Due on Draft Scope of Work – 12/29/14
Submission of Price Proposal **Due Date – 1/20/15**
Award of Project – 1/27/15 (to be conditioned on MDE’s approval)
Submission of Designs
 30% Plans Due – April 27, 2015
 60% Plans Due – June 8, 2015
 90% Plans Due – July 13, 2015
 Bid Ready Plans – August 10, 2015

VII. Scope Of Work – Design Phase:

- A. Assemble available information from County GIS resources and H5O preliminary engineering work and all applicable utilities and combine together into a single construction ready document.
- B. Review H5O’s hydraulic design and modify as necessary (if necessary). Submit a report of the hydraulic modeling review (**see attached pump spec**).
- C. Determine, or verify H5O’s proposed, path of sewer mains.
- D. Conduct Geotech investigations. Determine number and location of geotechnical soil borings at critical locations for HDD operator’s use. Upon County concurrence, conduct borings and incorporate into plans (allowance bid item).
- E. Hold a preliminary meeting with MDE to discuss the project.
- F. Develop plan view plans showing the preliminary path of community mains incorporating all County GIS information (40 scale) – **the above items would constitute the 30% submission.**
- G. Develop suitable vertical and horizontal survey control to allow construction (State Plane NAD 83 & NAVD 88).
- H. Coordinate the locations of entry and exit pits for Horizontal Directional Drill (HDD) operations with local contractors having HDD expertise.
- I. Refine preliminary path and provide preliminary profiles of community mains (40 scale – plan view over associated profile view).
- J. Determine number and location of end-of-line clean-outs and division valves within the communities.

- K. Coordinate plan review with SHA for work within Md Rt 8 (if any) and accommodate their comments.
- L. Address any utility conflicts (electric, phone, cable, drainage – no gas is in area). Determine critical locations of existing utilities and test pit using air-vacuum excavation method as necessary (allowance bid item). **Note the local power company, Delmarva Power, has initiated a program to re-install power distribution largely underground this coming year in the Kent Island Estates (and possibly Romancoke) service areas (see attached). Plans will need to be coordinated with Delmarva, and will need to accommodate this new installation.**
- M. Submit for wetland and/or wetland buffer determination along selected paths.
- N. Coordinate location of community main's stubs into each community with force main's design engineer (force main design effort will typically end at a division valve at the Md Rt 8 right-of-way line).
- O. Submit plans to MDE for a construction permit and revise accordingly.
- P. Address any other comments from 30% review – **this will constitute the 60% submission.**
- Q. Finalize plan and profiles of pipe.
- R. Coordinate location of curb-stops with STEP design engineer. This community main design effort will typically end with a curb-stop at the road's right-of-way line.
- S. Develop any unique details as may be required (County has most details available for use – refer to http://www.qac.org/Docs/PublicWorks/QACSD_StdDetails.pdf).
- T. Review the Project Manual, which will be developed by the County, for consistency. Incorporate any required MDE contract inserts and review project manual for consistency with insert's requirements.
- U. Develop Maintenance of Traffic plans and submit traffic control plans to SHA (for Md Rt 8 – if necessary) and County Roads for approval and revise accordingly.
- V. Determine need for, and apply for if necessary, stormwater Notice of Intent.
- W. Provide an itemized cost estimate including restoration costs – **this will constitute the 90% submission.**
- X. Submit sediment control plans to Soil Conservation for approval and revise accordingly. Apply for grading permit (if necessary).
- Y. Address any and all outstanding permit issues.

- Z. Make any other necessary revisions prior to finalizing the drawings for distribution to contractors.

Deliverables – Design Phase

1. Hydraulic modeling review report
2. Geotech Report
3. One set of mylars of the final plans with PE seal and County seal.
4. Digital files of all end products; plans (dwg and pdf format) and project manual section(s) (Word format).
5. Cost Estimate (in Excel similar to format provided by County)
6. Sediment Control Plan
7. Grading Permit
8. Wetland Permit (if required)
9. MDE Construction Permit
10. SHA Construction Permit (if required)
11. SHA MOT Permit (if required)
12. MDE SWM NOI (if required)

VIII. 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 and recommend award (lump sum basis)

Deliverables – Bid Phase:

- A. Pre-Bid Minutes
- B. Any addendums necessary.
- C. Award Recommendation.

Construction Phase:

- A. Shop drawing review (lump sum basis).
- B. Respond to RFI (time and material basis).
- C. Public Outreach Meeting (per hour per staff – three night meetings with contractor and public to describe the project and hear of any concerns – incorporate this requirement into the project manual).
- D. No day-to-day inspection services are anticipated, should any be necessary effort will be on a time and material basis.

X. GIS Data Available: Refer to RFQ

Chosen engineer 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).

Note engineers lead GIS personnel will be required to deliver the hard drive in person to the County's GIS division in order to discuss the information that is available and also discuss what format the finished product should be in order to be fully compatible with the County system.

XI. H5O Data Available

We intend to provide H5O's body of work for review in the following manner (dates are tentative and will be verified at a later date).

1. We will arrange a 'Go To Meeting' presentation on Monday January 5 at 2:00 p.m. at which time H5O personnel will discuss their model.
2. We will then provide access to the model itself. Access will remain available until January 19, 2015.
3. Specific questions generated after the 'Go To Meeting' session, and after review of the model, should be directed to the County by 1/12/15 (as well as any other general questions).

This work is being provided for your evaluation and to use at your own risk.

BID FORM

Design Phase

	Units	Unit Cost	Extension
1. Design (each)	1	\$_____	\$_____
2. Specification Review (lump sum)	1	\$_____	\$_____
3. Cost Estimate (lump sum)	1	\$_____	\$_____
4. Permits (lump sum)	1	\$_____	\$_____
5. Contingency Survey Team (per hour)	24	\$_____	\$_____
6. Subsurface Utility Locate Allowance	1		\$ 10,000
7. Geotech Allowance	1		\$ 30,000
		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 per staff)	18	\$_____	\$_____
2. Review Shop Drawings (lump sum)	1	\$_____	\$_____
3. Review RFIs (per hour)	12	\$_____	\$_____
		Subtotal – Construction Phase	\$_____

GRAND TOTAL \$_____

Bidder: _____

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: _____