

**Request for Proposal**

**Queen Anne's County Sanitary District**

**Southern Kent Island (SKI) Sewer Service Area**

**Transmission Main Plans**

**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 transmission main for all four (4) phases to convey the sewage to the County's WWTP located at 310 Bateau Drive in Stevensville 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.

**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)
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:**

Review Comments Due on Draft Scope of Work – 12/22/14  
Submission of Price Proposal **Due Date** – 1/12/15  
Award of Project – 1/27/15 (to be conditioned on MDE's approval)  
Submission of Designs  
30% Plans Due – May 4, 2015  
60% Plans Due – June 8, 2015  
90% Plans Due – July 13, 2015  
Bid Ready Plans – August 3, 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. Review H5O's suggested path and indicate areas of concern.
- D. Consider open-trench potential for certain reaches of pipe and evaluate bid-alternate options for those reaches. Give consideration to different levels of disruption to existing trail.
- E. Develop and establish suitable vertical and horizontal survey control (State Plane NAD 83 & NAVD 88) to allow construction. Coordinate permanent benchmark locations with SHA ([see attached benchmark detail](#) - County will provide disks). This surveying effort as well as any effort to establish elevations of any existing utilities, is to be included in the 'Design Phase' bid item.
- F. Coordinate the locations of entry and exit pits for Horizontal Directional Drill (HDD) operations with local contractors having HDD expertise.
- G. 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).
- H. Hold a preliminary meeting with SHA and/or Toll Authority to discuss Rt 50/301 crossing concept.
- I. Hold a preliminary meeting with MDE to discuss the project.
- J. Develop preliminary plan and profile (40 scale – plan & profile for any segment to be on same sheet) – **the above items would constitute the 30% submission.**
- K. Coordinate plan review with SHA for work within Md Rt 8 and accommodate their comments. Give consideration to any Rt 8 widening plans SHA may have.
- L. Coordinate plan review with SHA and/or Toll Authority Administration for the crossing under US Rt 50/301 and accommodate comments ([see suggested location map](#)).
- M. Determine number of locations of Air Release/Vacuum Release assemblies – note they need to be located in un-populated areas due to potential odors. Suggest means to control odors.

- N. Investigate need and number of in line cleanouts (which could also be utilized as bypass pumping points if ever necessary).
- O. Determine number and location of division valves along force main.
- P. 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).
- Q. Investigate connection points for force main into various locations that may be suitable at the wastewater plant (i.e. headworks, influent pump station, aeration basins, etc.). Develop a pros & cons report and suggest best connection point.
- R. Determine preliminary path to get to WWTP connection point (20 scale within confines of plant fence).
- S. Submit for wetland determination along selected path.
- T. Coordinate location of stubs with division valves into each community with community collection main's design engineer (for Kent Island Estates and Romancoke) or H5O's work for all other community's stubs. The force main design for the stubs will terminate at the right of way line.
- U. Submit plans to MDE for a construction permit and revise accordingly.
- V. Meet with operators of Bay Bridge Airport to discuss any measures necessary for construction within its vicinity.
- W. Address any other comments from 30% review – **this will constitute the 60% submission.**
- X. Finalize plan and profiles of pipe.
- Y. Finalize path and means to connect (if not existing headworks) to get to the selected WWTP connection point.
- Z. Determine location, design and detail of flow meter for the SKI flow on WWTP property and determine how to tie into existing SCADA system.
- AA. Evaluate corrosion potential of any metal components and develop sacrificial anodes installation for their protection (note experience with soils on Kent Island is that they are very corrosive).
- BB. Develop SHA pavement restoration detail any other unique details as may be required (County has some details available for use – refer to [http://www.qac.org/Docs/PublicWorks/QACSD\\_StdDetails.pdf](http://www.qac.org/Docs/PublicWorks/QACSD_StdDetails.pdf)).

- CC. 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.
- DD. Develop Maintenance of Traffic plans and submit traffic control plans to SHA (for Md Rt 8) and County Roads (for Pier 1 Road) for approval and revise accordingly.
- EE. Evaluate, at a conceptual level, odor control issues that may arise at the WWTP. Estimate the level of potential for odor issues and suggest means to address, preferably via some passive nature as opposed to active or chemical nature. Should additional design efforts beyond the conceptual level be requested, the effort would be handled as a change order.
- FF. Determine need for, and apply for if necessary, stormwater Notice of Intent.
- GG. Provide an itemized cost estimate including restoration costs – **this will constitute the 90% submission.**
- HH. Submit sediment control plans to Soil Conservation for approval and revise accordingly. Apply for and be granted grading permit (if necessary).
- II. Address any and all outstanding permit issues.
- JJ. Make any other necessary revisions prior to finalizing the drawings for distribution to contractors.

Deliverables – Design Phase

1. Hydraulic modeling review report
2. Pros & Cons report of WWTP connection point
3. Air-Vacuum of existing utilities report
4. Geotech Report
5. One set of mylars of the final plans with PE seal and County seal.
6. Digital files of all end products; plans (dwg and pdf format) and project manual section(s) (Word format).
7. Cost Estimate (in Excel similar to format provided by County)
8. Sediment Control Plan Approval
9. Grading Permit
10. Wetland Permit (if required)
11. MDE Construction Permit
12. SHA/MDTTA Construction Permit
13. SHA MOT Permit
14. 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 – a single night meeting with contractor and public to describe the project and hear of any concerns – incorporate this requirement into the project manual).
- D. No project management or day-to-day inspection services are anticipated, should any be necessary effort will be on a time and material basis.

Deliverables – Construction Phase:

- A. Approved shop drawings
- B. RFI communications
- C. Minutes of Outreach Meeting with Action Items

**X. GIS Data Available:** Refer to RFQ

Chosen vendor will need to provide a hard drive for this information to be copied to, or where possible map services can be used (such as with the 2013 Orthophotography).

**XI. H50 Data Available**

We intend to provide H50's body of work for review in the following manner.

1. We will arrange a 'Go To Meeting' presentation on Monday December 15 at 2:00 p.m. at which time H50 personnel will discuss their model.
2. We will then provide access to the model itself. Access will remain available until January 9, 2015.
3. Specific questions generated after the 'Go To Meeting' session, and after review of the model, should be directed to the County by 12/22/14 (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. Specification Creation (lump sum)	1	\$_____	\$_____
4. Cost Estimate (lump sum)	1	\$_____	\$_____
5. Permits (lump sum)	1	\$_____	\$_____
6. Contingency Survey Team (per hour)	24	\$_____	\$_____
7. Geotech Allowance	1		\$ 30,000
8. Subsurface Utility Locate Allowance	1		\$ 20,000
		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)	12	\$_____	\$_____
2. Review Shop Drawings (lump sum)	1	\$_____	\$_____
3. Review RFIs (per hour)	24	\$_____	\$_____
		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: \_\_\_\_\_