

REQUEST FOR PROPOSALS

Lewis Road Sewer Extension Project Preliminary Engineering Report Worcester County, Maryland

The Worcester County Commissioners are currently accepting proposals from Consulting Engineering Firms for preparation of a Preliminary Engineering Report for an extension of sewage collection and disposal services to the Lewis Road Area of The Landings Sanitary Service Area for the Water and Wastewater Division of the Department of Public Works. Proposal packages and proposal forms are available from the Office of the County Commissioners, Room 1103 - Worcester County Government Center, One West Market Street, Snow Hill, Maryland 21863, obtained online at www.co.worcester.md.us, or by calling the Commissioners' Office at 410-632-1194 to request a package by mail. Interested firms are encouraged to attend a **Pre-Proposal Meeting at 10:00 AM on Friday, April 7, 2017**, at the Water and Wastewater Division Administrative Office located at the Ocean Pines WWTP, 1000 Shore Lane, Ocean Pines, Maryland 21811. **Sealed proposals will be accepted until 1:00 PM, Monday, April 24, 2017** in the Office of the County Commissioners, Room 1103 - Worcester County Government Center, One West Market Street, Snow Hill, Maryland 21863, at which time they will be opened and publicly read aloud. Envelopes shall be marked "**Proposal for Lewis Road Sewer Extension Project Preliminary Engineering Report**" in the lower left-hand corner. After opening, proposals will be forwarded to the Public Works Department for tabulation, review and recommendation to the County Commissioners for their consideration at a future meeting. In awarding the proposal, the Commissioners reserve the right to reject any and all proposals, waive formalities, informalities and technicalities therein, and to take whatever proposal they determine to be in the best interest of the County considering lowest or best proposal, quality of goods and work, time of delivery or completion, responsibility of consultants being considered, previous experience of consultants with County contracts, or any other factors they deem appropriate. All inquiries shall be directed to John S. Ross, P.E., Deputy Director of Public Works, at 410-641-5251, extension 2412, or emailed to jross@co.worcester.md.us. Email correspondence is encouraged.

WORCESTER COUNTY, MARYLAND
PRELIMINARY ENGINEERING REPORT
LEWIS ROAD SANITARY SEWER EXTENSION
LANDINGS SERVICE AREA
PROPOSAL INSTRUCTIONS

1. Proposals

The Worcester County Commissioners are accepting proposals from Consulting Engineering firms for preparation of a Preliminary Engineering Report (PER) for extension of sanitary sewer service to the Lewis Road Area in the Landings Sanitary Service Area. A minimum of three (3) copies of proposals should be submitted in sealed envelopes clearly marked "**Lewis Road Preliminary Engineering Report**". Proposals shall be submitted no later than 1:00 PM Monday April 24, 2017.

2. Pre-Proposal Meeting

A pre-proposal meeting will be held on Friday April 7, 2017, at 10:00 AM., at the Water and Wastewater Division Administrative Office, located at the Ocean Pines Wastewater Treatment Plant, 1000 Shore Lane, Berlin, Maryland 21811. For directions and/or more details, please contact John S. Ross, P.E. at 410-641-5251 between the hours of 7:30 a.m. and 4:00 p.m., Monday through Friday.

3. Background

The residents along Lewis Road in the Landings Sanitary Service Area are currently provided public water but have on-site septic systems for sewage disposal. The Comprehensive Water and Sewer Plan for Worcester County has identified these homes to be provided public sewer from the County-owned Landings Wastewater Treatment Plant and capacity has been reserved in that plant for use by these residents. Attachment 1 is a location map showing the limits of the Lewis Road Project

As a first step in providing sewage disposal service, the County is requesting proposals from qualified consultants for preparation of a Preliminary Engineering Report (PER) detailing alternatives for providing sewer service in accordance with standard guidelines provided by the various funding agencies. The County will use the PER in their applications for funding to complete the project.

4. Scope of Work

Prepare and deliver a Preliminary Engineering Report on options for providing sewer service to residents of Lewis Road in accordance with the guidelines provided in **ATTACHMENT 2 - MINIMUM FUNDING PARTICIPATION REQUIREMENTS FOR PRELIMINARY ENGINEERING REPORTS (PER)**. All items listed on the outline whether identified as Essential or Recommended shall be addressed.

The work shall include, at a minimum, the following tasks:

- Project Kick-off Meeting
- Submission of the initial PER outline

4. Scope of Work (cont.)

- Submission of the PER when deemed 70% complete
- Submission of the PER when 90% complete
- Presentation of the PER findings to County Staff
- Five (5) copies of the final PER

5 Available Information

To assist in development of the PER, drawings are available showing the layout of the waterline serving the Lewis Road residents. In addition, access can be provided to the information available on the County-owned Geographic Information System (GIS).

6 Award of Contract

In awarding the work, the Commissioners reserve the right to reject any and all proposals, waive formalities, informalities and technicalities herein, and accept the proposal determine to be in the best interest of the County considering lowest or best price, quality of goods and work, time of delivery or completion, responsibility of firms being considered, previous experience of firms with County contracts, or any other factors they deem appropriate.

7. Technical Proposal

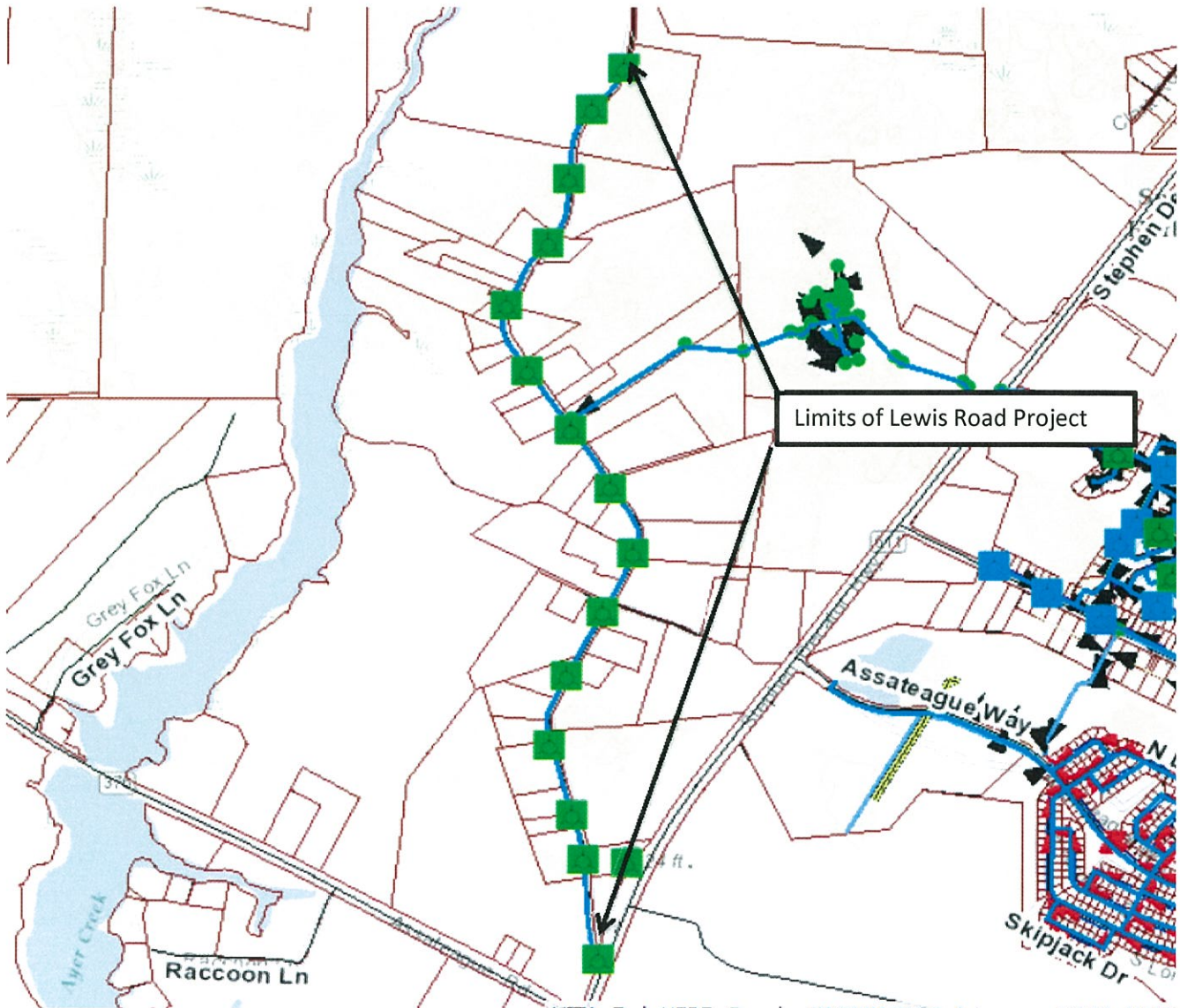
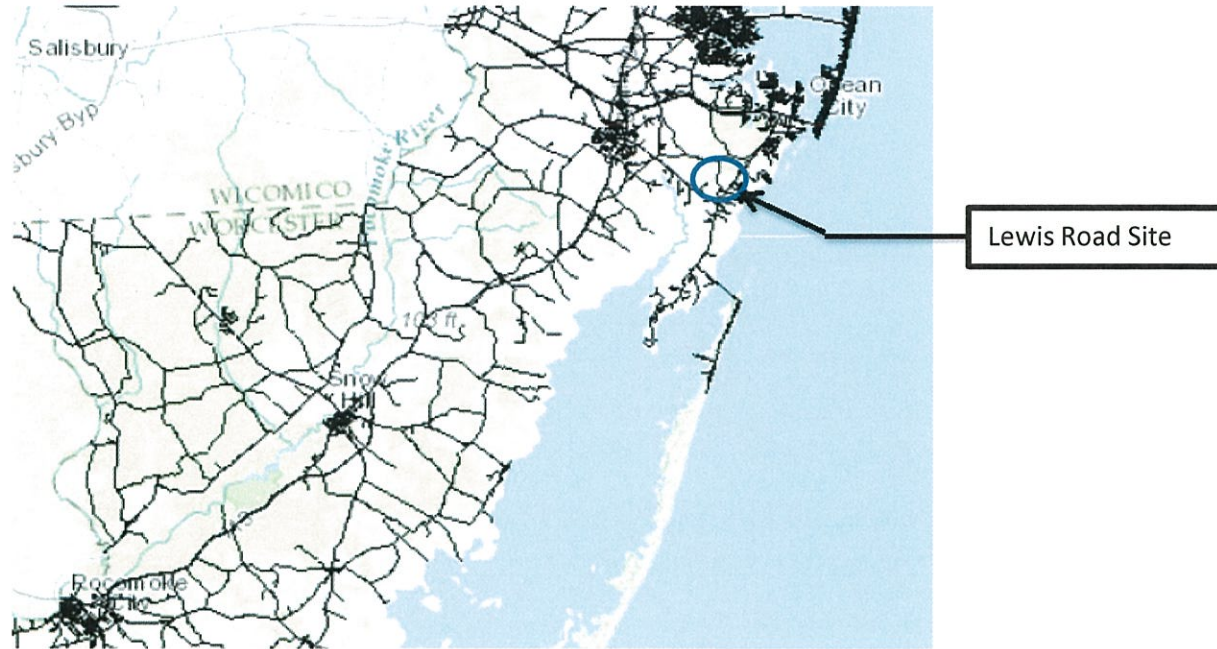
Each technical proposal shall include the following information at a minimum:

- General Description of the Firm, including the office responsible for completion of the work
- Approach to completion of this project
- Management and Staffing Plan to identify the key personnel assigned to the project
- Qualifications of the firm, including specific qualifications of the Project Manager and key personnel
- Quality Control program description
- References for similar projects

8. Cost Proposal

In addition to the technical proposal, those responding to this solicitation shall submit a cost proposal. The cost proposal shall include an hourly breakdown of the tasks required to complete the report and the staff to be assigned to each task. The total cost will include all expenses, overhead and profit components for each task. The total cost will be clearly marked and any exceptions to the work outlined therein clearly identified.

**Worcester County Department of Public Works
Lewis Road Sewer Extension Project
Attachment 1 - Site Location**



Effective October 1, 2015

**MINIMUM FUNDING PARTICIPATION REQUIREMENTS
FOR PRELIMINARY ENGINEERING REPORTS (PER)
(For Grant/Loan Recipients)**

Applicability:

On June 10, 2014, the Water Resources Reform and Development Act of 2014, was signed into law. Among its provisions are amendments to Titles I, II, V, and VI of the Federal Water Pollution Control Act (FWPCA). This document provides guidance to meet the requirements for Section 602(b)(13), which was added to Title VI of FWPCA. These requirements take effect on October 1, 2015.

These requirements are applicable only to Clean Water State Revolving Fund (CWSRF) Program for which a Pre-Application for Financial Assistance is submitted on or after October 1, 2015 and received funding for the first time for the project. They will not apply to CWSRF projects that have been identified as multi-phased, and MDE funding has been provided to an earlier phase of the project prior to October 1, 2015.

While these requirements are applicable only to CWSRF Program, they are strongly recommended as a good business practice to all other MDE funded Clean Water and Drinking Water projects.

Exemptions:

- Privately owned nonpoint source projects are exempt from all these requirements.
- Publicly owned nonpoint source projects are exempt from only item 9 of the checklist below, Project Asset Management/Fiscal Sustainability.

The Guidelines:

The recommended best practice for the development of Preliminary Engineering Reports, as described in the January 16, 2013 Interagency Memorandum, is the main source of guidance for meeting these requirements.

The following additional guidelines are intended to serve as addenda to supplement and further explain the recommended practice.

Addendum 1: Add Under “Sustainability Considerations”

Discussion on climate-related considerations and Maryland Cost Smart Practices (House Bill 615 of 2014).

Addendum 2: New Section 9 – Project Asset Management/Fiscal Sustainability:

The following information must be provided in this new section for asset added by the proposed project:

1. Inventory of critical assets
2. Conditions of these critical assets
3. Plan of maintaining and replacement of these critical assets
4. Energy/Water efficiency of these assets and conservation effort plan

PER Checklist:

The following checklist is to ensure that the PER includes all the items needed to meet the requirements. PER items are categorized in the checklist as either:

Essential: Must be included in order to complete intergovernmental review and proceed to funding.

Recommended: Not required, but recommended as a good business practice. Also, depending on project complexity recommended items may become required by MDE for certain projects.

Item	Category	Included and Sufficient (Y/N)
1) Cover Page		
Signed and Sealed by a Maryland Certified Professional Engineer	Essential	
2) Project Planning		
Recipient Cost & Effectiveness Analysis Certification	Essential	
Environmental Resources Present	Essential	
Location	Recommended	
Population Trends	Recommended	
Community Engagement	Recommended	
3) Existing Facilities		
Location Map	Essential	
History	Essential	
Financial Status of any Existing Facilities	Essential	
Condition of Existing Facilities	Recommended	
Water/Energy/Waste Audits	Recommended	
4) Need for Project		
Health, Sanitation and Security	Recommended	
Aging Infrastructure	Recommended	
Reasonable Growth	Recommended	
5) Alternatives Considered		
Description	Essential	
Map and Schematic	Essential	
Environmental Impact	Essential	
Sustainability Considerations:	Essential	

Item	Category	Included and Sufficient (Y/N)
i) Water and Energy Efficiency (summary – further discussed in Section 9 below) ii) Green Infrastructure iii) Climate-related considerations and Maryland Coast Smart Practices iv) Other		
Cost Estimates	Essential	
Design Criteria	Essential	
Land Requirements	Recommended	
Potential Construction Problems	Recommended	
6) Selection of an Alternative		
Life Cycle Cost Analysis	Essential	
Non-Monetary Factors	Essential	
7) Proposed Project (Recommended Alternative)		
Preliminary Project Design	Essential	
Permit Requirements	Essential	
Sustainability Considerations: i) Water and Energy Efficiency (summary – further discussed in Section 9 below) ii) Green Infrastructure iii) Climate-related considerations and Maryland Coast Smart Practices iv) Other	Essential	
Total Project Cost Estimate (Engineer’s Opinion of Probable Cost)	Essential	
Annual Operating Budget: i) Income ii) Annual O&M Costs iii) Debt Repayments iv) Reserves	Essential	
Project Schedule	Recommended	
8) Conclusions and Recommendations		
Additional Findings and Recommendations	Recommended	
9) Project Asset Management/Fiscal Sustainability		
Inventory of critical assets of the project	Essential	
Conditions of these critical assets	Essential	
Plan of maintaining and replacement of these critical assets	Essential	
Energy/Water efficiency of these assets and conservation effort plan	Essential	

WORCESTER COUNTY, MARYLAND
PRELIMINARY ENGINEERING REPORT
LEWIS ROAD SANITARY SEWER EXTENSION
LANDINGS SERVICE AREA

PROPOSAL FORM

I/We submit this proposal for the following work:

Prepare and deliver a Preliminary Engineering Report (PER) for rehabilitation extension of sewer service to the Lewis Road area of Worcester County in accordance with the Proposal Instructions.

The cost for completion of the work shall be developed using direct labor cost and multiplier, direct expense cost and mark-up, Subcontract Cost and Mark-up and travel expenses. The following format will be used in presenting the cost proposal (**NOTE, DIRECT USE OF THIS FORM IS NOT REQUIRED BUT THE INFORMATION USED TO DEVELOP YOUR PRICE MUST BE PROVIDED**):

Labor Description	Category	Hours	Direct Hourly Rate	Total Labor Cost
Direct Labor Cost				
Multiplier				
Total Labor Cost				(1)
Other Direct Expenses Description		Estimated Cost	Mark-up (%)	Total Cost
Total Direct Expense				(2)
Subcontract Expenses Description		Direct Cost	Mark-up (%)	Total Cost
			Total Subcontract	(3)
Total Mileage		Rate Per Mile		Total Mileage Expense
				(4)
NOT TO EXCEED PRICE				(1) + (2) + (3) + (4)

This information may be provided on a separately attached sheet for each Phase of the Work. The total price for each phase must be shown on the following page.

NOT TO EXCEED PRICE _____ TOTAL

TIME REQUIRED TO COMPLETE _____

PROPOSAL MUST BE SIGNED TO BE VALID

FIRM NAME _____

ADDRESS _____

PHONE/FAX _____

PRINTED NAME AND TITLE OF AUTHORIZED OFFICIAL SIGNING PROPOSAL

SIGNATURE OF AUTHORIZED OFFICIAL:

DATE