

## **REQUEST FOR PROPOSALS**

### **Design of Operations Building at the Ocean Pines Wastewater Treatment Plant Facility Worcester County, Maryland**

The Worcester County Commissioners are currently accepting proposals from Architectural-Engineering Design Firms for design of a new Operations Building to be located on the site of the Ocean Pines Wastewater Treatment Plant (WWTP), 1000 Shore Lane, Ocean Pines, Maryland 21811. 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](http://www.co.worcester.md.us), or by calling the Commissioners' Office at 410-632-1194 to request a package by mail. Interested firms are requested to attend a Pre-Proposal Meeting to be held at 10:00 AM on Thursday, January 21, 2016, at the site location at 1000 Shore Lane, Ocean Pines, Maryland 21811. **Sealed proposals will be accepted until 1:00 PM, Monday, February 8, 2016** 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 Design of New Operations Building, Ocean Pines WWTP**" 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, or emailed to [jross@co.worcester.md.us](mailto:jross@co.worcester.md.us)

**REQUEST FOR PROPOSALS  
OPERATIONS BUILDING  
OCEAN PINES WWTP**

**1. DESCRIPTION OF THE PROJECT**

The County Commissioners of Worcester County, Maryland (Commissioners) are requesting Architectural/Engineering Design Services for a new Operations Building to be located on the site of the Ocean Pines Wastewater Treatment Plant, 1000 Shore Lane, Ocean Pines, Maryland. Proposals will be received at the Worcester County Government Center, 1 W. Market Street, Room 1103, Snow Hill, MD 21863 until 1:00 PM, on February 8, 2016. Firms responding to this request shall submit three (3) copies of their proposal in an envelope marked "Proposal for Design of New Operations Building, Ocean Pines WWTP".

**2. PRE PROPOSAL MEETING**

A Pre Proposal meeting will be held at the Ocean Pines Wastewater Treatment Plant, 1000 Shore Lane, Ocean Pines, Maryland on Thursday January 21, 2016 and 10:00 AM. This meeting is not mandatory.

**3. SCOPE OF SERVICES**

Commissioners are proposing the construction of a new single story Operations Building of approximately 2,200 SF floor area. The completed structure shall include a shared office space of up to six (6) persons, laboratory, training room, supervisor office, break room and miscellaneous support spaces. The attached schematic floor plan shall be used as the preliminary basis of design for the project.

- A. The architect/engineer shall review the current space program and meet with designated representatives of the Ocean Pines WWTP to finalize the program for design.
- B. The architect/engineer shall prepare construction documents for the Operations Building including but not limited to:
  - 1. Architectural Plans
  - 2. Structural Plans
  - 3. Mechanical, Electrical and Plumbing (MEP) Plans
  - 4. Site Plans
  - 5. Geotechnical testing (Specifications only, field work and report paid separately)
  - 6. Project Specifications with Bid Documents.
- C. Design plans shall be submitted to Commissioners for review and comments at the 30%, 90% and Final Design stages.
- D. The architect/engineer shall assist in the selection and specifications for equipment for the building.

- E. The architect/engineer shall design the Operations Building in accordance with applicable codes including the International Building Code (IBC), NFPA 101 Life Safety Code, the International Energy Conservation Code (IECC) and the 2010 ADA Standards for Accessible Design.
- F. The architect/engineer shall assist Commissioners in obtaining permits/approvals for construction of the Project:
  - 1. Stormwater Management waiver/exemption
  - 2. Erosion and Sediment Control permit
  - 3. Building plan review and approval
  - 4. Fire Marshal plan review and approval
- G. The architect/engineer shall assist Commissioners in bidding the project including attending the pre-bid conference, responding to bidders' questions for information, and reviewing the bids for recommendation of award.
- H. Construction Phase Services are not part of this Scope of Services. Commissioners reserve the right to engage the architect/engineer to perform these services as expanded services to its contract, or select a separate firm to perform these services.

#### **4. FEE PROPOSAL**

The Fee Proposal shall include the following information:

- A. The total fee, inclusive of all costs and reimbursable expenses that will be charged to Commissioners to complete the required services, broken down by the following phases: Design Development (30% and 90%), Construction Documents (Final), Permitting and Bidding Services.
- B. Include cost to attend up to three (3) meetings with County Staff during the design of the building.
- C. Provide hourly rates and multipliers for additional services.

#### **5. EVALUATION CRITERIA**

Each submission shall include, but not necessarily be limited to, the following information to be used as the basis of evaluation:

- A. Name, address and brief history of the firm. Include telephone number and the name of a contact person.
- B. Relevant Experience: examples of three (3) or more projects of similar type, size and complexity.
- C. Resumes and background information on the personnel who will be directly involved in the project, including educational background, professional licenses, years with firm and relevant work experience.

- D. List of three (3) or more references of clients who the firm has worked with on similar projects including addresses and phone numbers.

Selection of the Consultant shall be based on the following:

- A. Price - 50%
- B. Relevant Experience - 25%
- C. Project Team Qualifications - 25%

**6. GENERAL REQUIREMENTS**

The right is reserved, as the interest of the Worcester County Commissioners, to reject any and all submissions, to waive any informality in submissions received, and to accept or reject any items of any submissions, as applicable.

Questions regarding the submission requirements must be submitted to John S. Ross, P.E. Deputy Director of Public Works at (410) 641-5251 or emailed to [jross@co.worcester.md.us](mailto:jross@co.worcester.md.us).

**7. ATTACHMENT**

Preliminary Building floor plan is attached.

END OF DOCUMENT

DATE	1/15/15
BY	AWB
REVISION	1.0
DATE	1/15/15
BY	AWB
REVISION	1.0

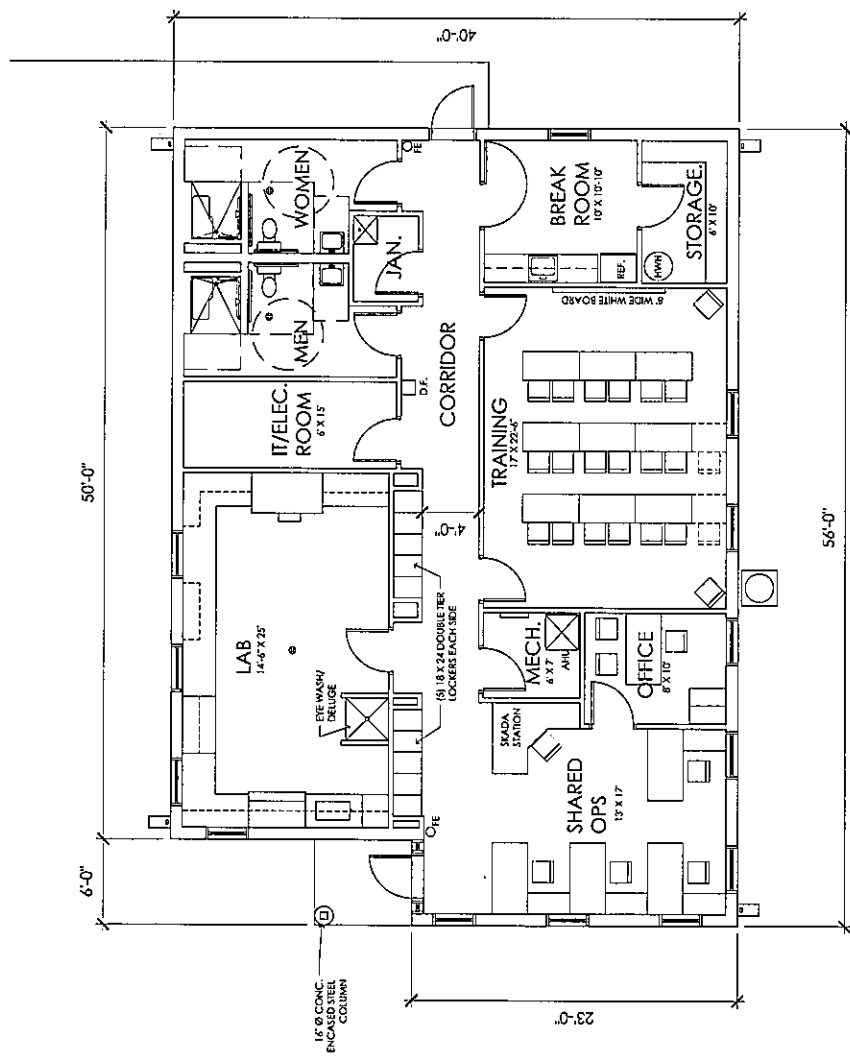
A1.1

CONCEPTUAL  
FLOOR PLAN

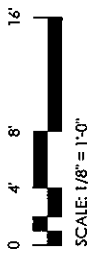
NEW CONSTRUCTION  
OCEAN PINES WTP  
OPERATIONS BUILDING  
WORCESTER COUNTY, MARYLAND

**GMB**  
GEORGE WILES & BURR, LLC  
ARCHITECTS & ENGINEERS  
ARCHITECTS - REGISTERED - STATE  
ENGINEERS - REGISTERED - STATE  
www.gmbinc.com

NO.	
DATE	



PROPOSED NEW BUILDING FLOOR PLAN  
SCALE: 1/8" = 1'-0"  
G.S.F. = 2,138 S.F.



**BID FORM**

**OPERATIONS BUILDING**  
**OCEAN PINES WWTP**

I/we have reviewed the specifications and provisions for the Design of the Operations Building at the Ocean Pines Wastewater Treatment Plant and hereby submit the following pricing:

1. Design Development (30%) Design: \_\_\_\_\_
2. Pre-final (90%) Design: \_\_\_\_\_
3. Bidding Documents: \_\_\_\_\_
4. Permitting assistance : \_\_\_\_\_
5. Bidding and Contract Award: \_\_\_\_\_

Total fee (1 - 5) : \_\_\_\_\_

**BID MUST BE SIGNED TO BE VALID**

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Typed Name: \_\_\_\_\_

Title: \_\_\_\_\_

Firm: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

email: \_\_\_\_\_