

Worcester County
Department of Environmental Programs

Memorandum

To: Notice to Prospective Consultants

From: Robert J. Mitchell, LEHS
Director, Environmental Programs

Re: Request for Proposals - Water and Sewerage Plan Update
Worcester County, MD
Addendum #1

Date: November 14, 2018

A pre-proposal meeting was held at the Worcester County Governmental Center on October 23, 2018 at 10 AM. During this meeting, there were some questions raised by the attendees and a few issues discussed that we are sending to all firms on our bidders list for this RFP:

1. There was a previous mailing to all firms on the Revised RFP. Specifically, the new due date is 1:00 PM, Monday November 26, 2018, and the evaluation of the proposals and interviews will be held the week of December 10th, 2018.
2. The attached power point presentation was given to all attendees at the meeting.
3. **Would the successful firm have any contact with MDE before the presentation of the final Plan?** That type of contact is contemplated. The successful firm will not speak for the County, but could make inquiries to gather information in the delivery of the work products for this project. This contact will be covered in detail after award.
4. **Do you have details on the supplied information as mentioned in the power point?** As mentioned in the meeting, we can provide some samples of current and ongoing work for the benefit of the proposing firms. We have attached the following items:
 - Sample pages from Chapter 1 of the working draft
 - Sample maps (zoning, land use, aquifer maps) that will be part of Chapter 2
 - Sample printed service area map used for amendments
 - Base system information page for a sample system
 - Sample page from Chapter 5 of the working draft

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5. **Does the County have funding for this?** Yes, funding has been approved and set aside for this project.
6. **Does the County expect each deliverable to take two weeks?** No, the County is requesting at least a two week timeframe to review prepared submittals. The actual time for each deliverable is left to the discretion of the Consultant and will be part of a schedule prepared in consultation with County staff. In Section 4.7, the County anticipates that this project will require approximately 14 months to complete from Notice of Award to Consultant. While this is our anticipated delivery time, we understand that some respondents to the RFP may differ with this estimate and we would not discourage any firms from including a reasoned response on this matter within their proposals.
7. **Regarding the work done to create a base plan, is that part of Chapter 1's drafts?** In Section 3.1 of the RFP, the requirement is detailed for the Consultant to compile a complete update of the 1994 Plan in order to create an up-to-date base plan. It is anticipated that this is part of the research and preparation activities for all chapters and will be a part of the Chapter 1 and 2 deliverables. If the successful Consultant desires to break this sub-task out from the Chapter 1 and 2 deliverables for payment purposes, it certainly would be considered by the County.
8. **Would a Professional Engineer, Land Surveyor, or Architect licensed in the State of Maryland qualify as an environmental planner or planner as mentioned in Sections 10.4.2 and 11.2 of the RFP?** The RFP is for the provision of planning services in the delivery of the work products. It is assumed that the professionals providing such services would have experience doing so and it is also assumed that professional classifications as mentioned above do provide such services for their clients. This experience, no matter what the professional classification of the provider, should be detailed in the RFP response if they are a proposed team member for this project.
9. **In Section 3.1.1 of the RFP, there is a requirement that "a statement certifying that the engineering aspects of the Plan have been prepared and reviewed for adequacy by a Professional Engineer (P.E.) licensed in the State of Maryland". Are you also requiring that the firm, if it is a firm, be licensed with DPOL to do business as a Professional Engineering firm in the State of Maryland?** No, but the engineer should be licensed in the State of Maryland and should be authorized by the selected consultant, their employer, to certify said work.
10. **Should our proposal be organized in order of the Evaluation Criteria as noted in section 11, items 11.1 – 11.5 as requested under 9.1 "address each evaluation criteria in the order listed" OR by the Proposal Content as noted in section 10, items 10.2.1 – 10.2.6 as requested under 10.1 "Consultant's proposal shall be prepared in accordance with, and in the order of the format guidelines below" as there are inconsistencies in the information requested in these two sections including current total workload and capacity?** The evaluation criteria were included to detail how we would review and weigh the responses to the RFP. The Proposal Content included in Section 10 of the RFP provides the organizational guidelines for the proposal response. The criteria weights for the capacity of a firm to perform the tasks in the RFP in the time required will be scored according to the answers provided in the responses to 10.2.1 and 10.2.2. While we have partially restated the proposal content in the Evaluation Criteria section, the Proposal Content section is how the proposal is expected to be organized.

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11. Will the proposal cover, letter, table of contents and dividers also count towards the thirty (30) typed page limit? No, these pages will not count towards the limit.
12. Is there a timeframe, for example within the past 5 or 10 years, in which you would like to see past lawsuits? We would like any such actions disclosed for the last five (5) years and ten (10) years would be preferable.

Please acknowledge receipt of Addendum 1 by initialing the appropriate section on the *Cost Proposal Page* of the RFP package.

Attachments:

1. Sample Pages and Maps
2. Powerpoint from Pre-Bid
3. Sign-in Sheet from Pre-Bid

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Attachment 1

Sample Working Plan Sections, Sample Maps, Sample System Description Page

Chapter 1: Goal, Objectives, Policies and Procedures

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1.1 Goal

This *Plan* specifies the extent, adequacy, sizing, staging, and other characteristics of sanitary facilities so that they are in compliance with state laws relating to air pollution, water pollution, environmental protection and land use. It further specifies that the extension and expansion of sanitary facilities shall be consistent with the county's comprehensive plan. Figure 1-1 is the current comprehensive land use plan.

The comprehensive plan goal and objectives for sanitary service are:

1. Provide for safe and environmentally sound water supply and treatment and disposal of wastewater generated in Worcester County
2. Require new larger scale development (larger than 5,000 gallons per day[gpd]) to be served by public sanitary services
3. Require developers to provide sanitary services for new development
4. Permit shared facilities of 5,000 gpd or more only if supervised or operated by Worcester County
5. All private shared facilities shall have an agreement with the county granting the county the right to operate the plant if the private operator fails to operate the plant to county and state standards.
6. Explore the creation and adoption of areas of special state concern for on-site septic systems with provisions for monitoring their maintenance and performance
7. Septic systems should provide the maximum practicable nutrient reduction
8. Use land application and existing ocean outfalls as the preferred treated wastewater disposal method where appropriate.

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1.2 Objectives and Policies

The following section addresses land use, natural resources, public infrastructure, economics, sanitary service allocation and extension, and privately-owned individual systems. For each issue, relevant comprehensive plan objectives are noted and a list of the related water and sewerage policies are adopted as part of this *Plan* to implement the comprehensive plan.

1.2.1 Land Use Objectives (Comprehensive Plan)

The comprehensive seeks to preserve Worcester County's rural and coastal character. This would be achieved by:

1. Continuing the county's existing compact development pattern.
2. Fostering new development that locates adjacent to existing population centers
3. Designing new development to be a logical extension of existing communities through interconnection of vehicle, pedestrian, sanitary, and other community systems.
4. Causing new development to extend existing community character through compatible site and building forms.
5. Protecting and improving each development site's environmental services.
6. Providing for efficient provision of public services.

Land use controls, e.g. zoning, subdivision regulations, should be used to limit development in non-sewered areas and provide for the planned uses in designated growth areas and other suitably designated areas. This will facilitate economically efficient public services, preserve the county's rural character and protect health and safety.

Sewer service controls development's scale and location and therefore is one of the county's most powerful growth management tools. Potable water, while commonly available, also requires stewardship and is an important development factor.

The 2006 comprehensive plan designates growth to occur adjacent to municipalities in order to locate higher density development in areas well served by public facilities and away from naturally sensitive and high hazard areas. Growth areas will develop at densities of up to ten dwelling units per acre. Such density requires the county to plan for and/or make public sanitary service available. The towns with their existing public services are expected to take up much of the county's projected growth through infill and annexations of growth areas. Appropriate public service expansions should be planned for the towns.

Special attention should be given to the volume and location of commercial centers and their demand for public sanitary service. Industrial uses should be located in areas designated as industrial by the comprehensive plan or within appropriate areas of the municipalities and should receive public sanitary service.

Land designated as agriculture in the comprehensive plan is reserved for farming, forestry and related industries with minimal residential and other incompatible uses

permitted. Public sanitary service is not appropriate for these areas. Villages are not planned for average densities greater than one unit per acre and will not require public sanitary services. Green infrastructure areas are designated to preserve environmentally significant areas and to maintain the environmental functionality of the county's landscape. Limitations should be placed on development in these areas.

1.2.2 Land Use Policies

1. Achieving planned densities—The extension of sanitary systems shall be based on achieving planned densities adopted in the comprehensive plan. Public facilities shall be located where planned growth is to occur.
2. Designated service area—Properties designated as “growth area, commercial, industrial and certain existing developed areas” in the comprehensive plan are intended to receive public sanitary service as demand warrants. Properties designated “Village” may be considered for services if densities and other factors align for a community system to be financially feasible.
3. Denied access service lines—Pipelines that cross agricultural, conservation, or other areas not appropriate for public sanitary service, as designated by the comprehensive plan, will not provide service to properties in these areas and will be designated as denied access service lines.
4. Annexations, growth areas, and system consolidation—Designated growth areas adjacent to municipalities should be annexed into the town and served by the town's sanitary systems. The comprehensive plan provides a mechanism for annexation to take place. Should good faith negotiations fail to result in annexation, the county commissioners may make an exception to this policy.
5. Coordination of municipal sanitary service—The county shall negotiate with towns and provide incentives to encourage the towns to provide service to nearby sanitary planning areas. Engineering and financial feasibility will need to be determined.
6. Priority of water supply and sewage service—First priority should be given to nearby water supply and sewerage problems in existing sanitary service areas (SSA)¹. Those areas outside SSA boundaries that experience water supply problems will be given priority upon such determination.
7. Community sanitary systems—Community sanitary systems are allowed for existing subdivisions in agriculturally zoned areas and will be required for subdivisions with 20 lots or more, but shall not be allowed for proposed subdivisions in the agriculturally zoned areas.
8. Existing developed areas—This *Plan* identifies new water and sewer planning areas in some existing developed areas to encourage the establishment of public sanitary service. The service will be used to serve existing property owners and infill development. Existing developed areas that are not in water and sewer planning areas are generally not planned for public sanitary service.

¹ A sanitary service area is an area served, or potentially served, by a single water distribution system or a system of sanitary sewers connected to a treatment plant controlled by a single utility, or in a very large system, sub-areas as delineated by the county

CHAPTER 5

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FINANCIAL IMPLEMENTATION PLAN

5.1 PURPOSE AND SCOPE OF CHAPTER

Reduction in Federal funding levels and limited State and Federal revenue sources have placed more of the burden of funding infrastructure improvements on local government. Worcester County collects equity contributions, connection charges, and future capital improvement charges for new connections to County systems and uses these to pay for system improvements, but this cannot be relied upon to provide all the financial support for needed upgrades and system improvements. This has created the need to explore alternative financing approaches capable of generating the capital necessary to assist with funding extensions and improvements of the County's public water supply and sewer systems. Today's financial environment is far different than it was in the past. Therefore, a wide range of possible funding alternatives are sometimes considered, as no single source can fully fund the County's implementation plan to meet its water and sewer needs programs.

This chapter presents information on Worcester County's existing financing programs, those financing sources available to the County, as well as a discussion of financing strategies which may be useful in the future. This chapter also provides a connection between the County's water supply and sewer system needs and their implementation. Thus, it is an important link between the Water Plan (Chapter 3) and the Sewer Plan (Chapter 4). Also included in information on the capital improvements planning and budgeting process, explaining how water and sewer projects are selected and prioritized for presentation to the County Commissioners for decisions regarding funding and implementation. This Financial Implementation Plan also provides coordination between the Water and Sewer Plan and other County plans and programs, in particular, programs and policies developed as a result of the County's Comprehensive Development Plan.

5.2 WORCESTER COUNTY'S EXISTING FINANCING PROGRAMS

5.2.1 Water and Sewer Enterprise Fund

Worcester County Water and Sewer Enterprise Fund was established as a self supporting financing mechanism to assure that the users of each of the public sanitary systems the County operates, who directly benefit from public water and sewer service, bear the total local share of the costs of financing and operating the program. (Formerly, the water and sewer systems were operated by the Worcester County Sanitary Commission, a quasi-public organization similar to St. Mary's County Sanitary Commission in Southern Maryland). Many counties finance their water and sewer programs through their property tax system and general fund revenues; this system has a major disadvantage as the actual usage of a water or sewer facility is not directly tied to the user's property value. Therefore, a property with high value, but low service

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System Name:

Town of Ocean City

Area Served

Ocean City Inlet/Delaware Line community and Ocean City commercial area

Owner

Mayor and Council of Ocean City

Operator

Ocean City municipal water department

Population and Capacity

	2008	2010	2015	2020
Population Served (EDU)	290,000	295,510	295,510	295,510
Population Unserved (EDU)	0	0	0	0
GDP per EDU	161	161	161	161
System Capacity Demand (MGD)	16.6	17.1	17.1	17.1
System Capacity Planned Permitted Capacity (MGD)	18.1	18.1	18.1	18.1

Distribution System

21 production wells (13 in Ocean City aquifer, 8 in Manokin aquifer), 4 treatment plants, 7 water storage tanks, and 6 pumping facilities. The seven water storage tanks can support a max 14.36 MGD with a fire flow of 4,000 GPM for 4 hours.

Production Well(s)

Well Number	38	39	40	41	42	43
Aquifer	OC	OC	Manokin	OC	OC	OC
Location (N/E)	185,700/ 1,348,080			185,700/ 1,348,080	191,700N/ 1,350,420	
Depth (feet)	280	290	450	300	284	295
Diameter (inches)	16	16	16	16	16	16
Max Yield (GPM)	580	495	605	500	600	600
Pumping Capacity (GPD)	550	550	550	500	550	550
Water Quality	Good after treatment			Good		

Water Appropriation Permit

Well Number	44	45	51	52	53	54
Aquifer	OC	Manokin	OC	OC	OC	OC
Location (N/E)		191,700/ 1,350,420	200,370/ 1,352,375			
Depth (feet)	298	420	308	298	294	294
Diameter (inches)	16	16	16	16	10	10
Max Yield (GPM)	550	600	830	830	600	525
Pumping Capacity (GPD)	450	600	600	600	750	750
Water Quality	Good					
Water Appropriation Permit	WELLS 46-48 On Fig 3-11					

Well Number	55	56	57	58	59	60
Aquifer	OC	OC	Manokin	Manokin	Manokin	Manokin
Location (N/E)			227,550/ 1,356,760			220,000/ 1,350,000
Depth (feet)	318	325	450	450	403	403
Diameter (inches)	10	10	12	12	12	12
Max Yield (GPM)	750	600	1320	1400	1400	1400
Pumping Capacity (GPD)	750	750	1400		1400	1400

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Manokin aquifer

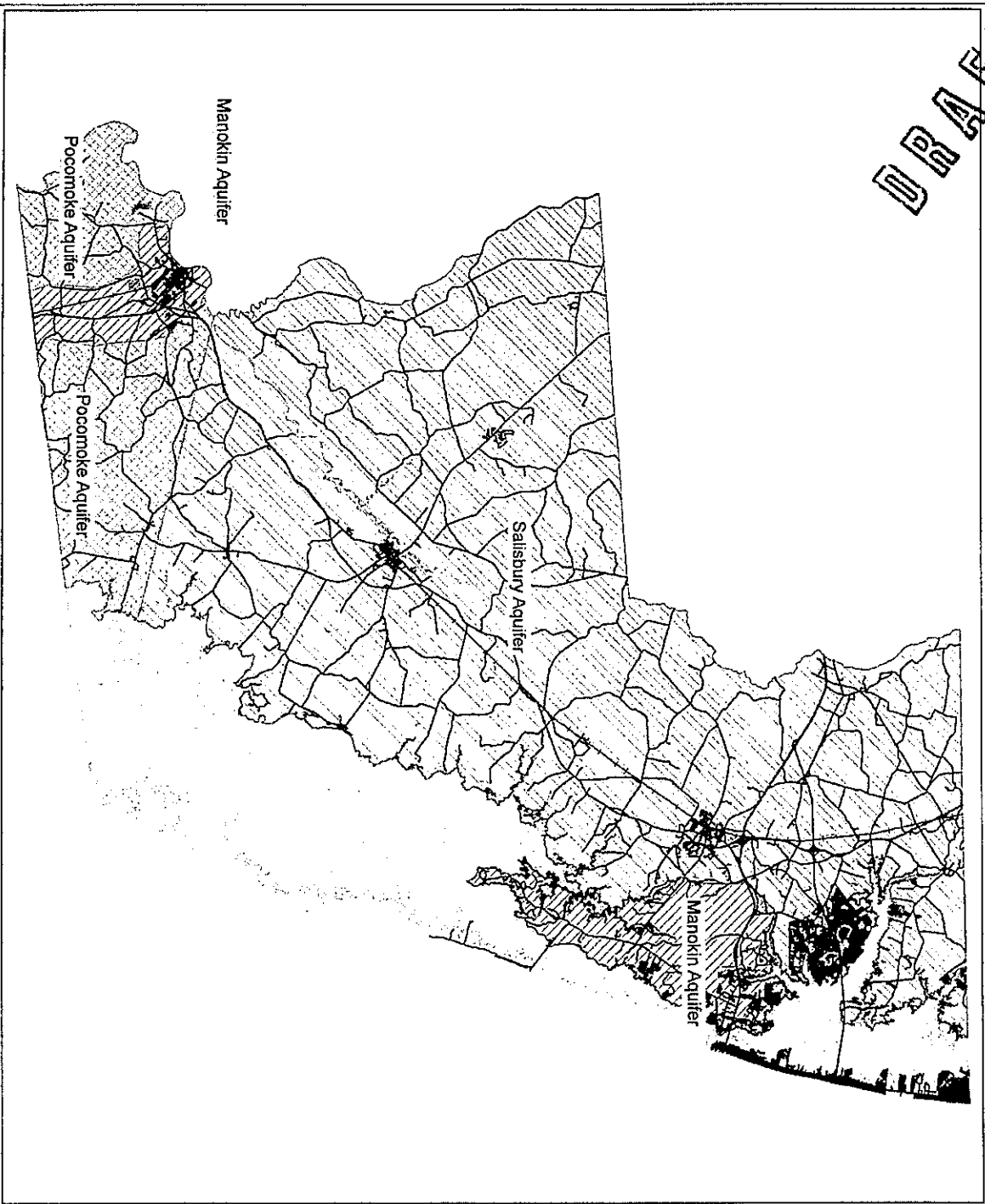
Contours: top of Manokin aquifer (feet below sea level)

Green dots: structural control

Blue "teardrops": pump-test data

Squares: water-appropriation permits

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Legend	
[Hatched pattern]	Salisbury Aquifer
[Hatched pattern]	Manokin Aquifer
[Hatched pattern]	Pocomoke Aquifer

Map prepared by the Worcester County Environmental Programs Department, November, 2006
This map is intended for planning purposes only and not for regulatory application.

Worcester County
Department of Environmental Programs
Groundwater Protection Report
Figure 3: Principal Aquifers in Worcester County

Drawn By: MDD
Reviewed By: RW

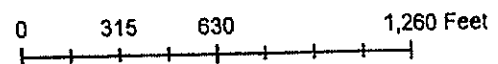
0 1 2 4 5 Miles
1 inch equals 3.30 miles

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Legend

- Property Boundary
- Service Areas**
- S1
- S3

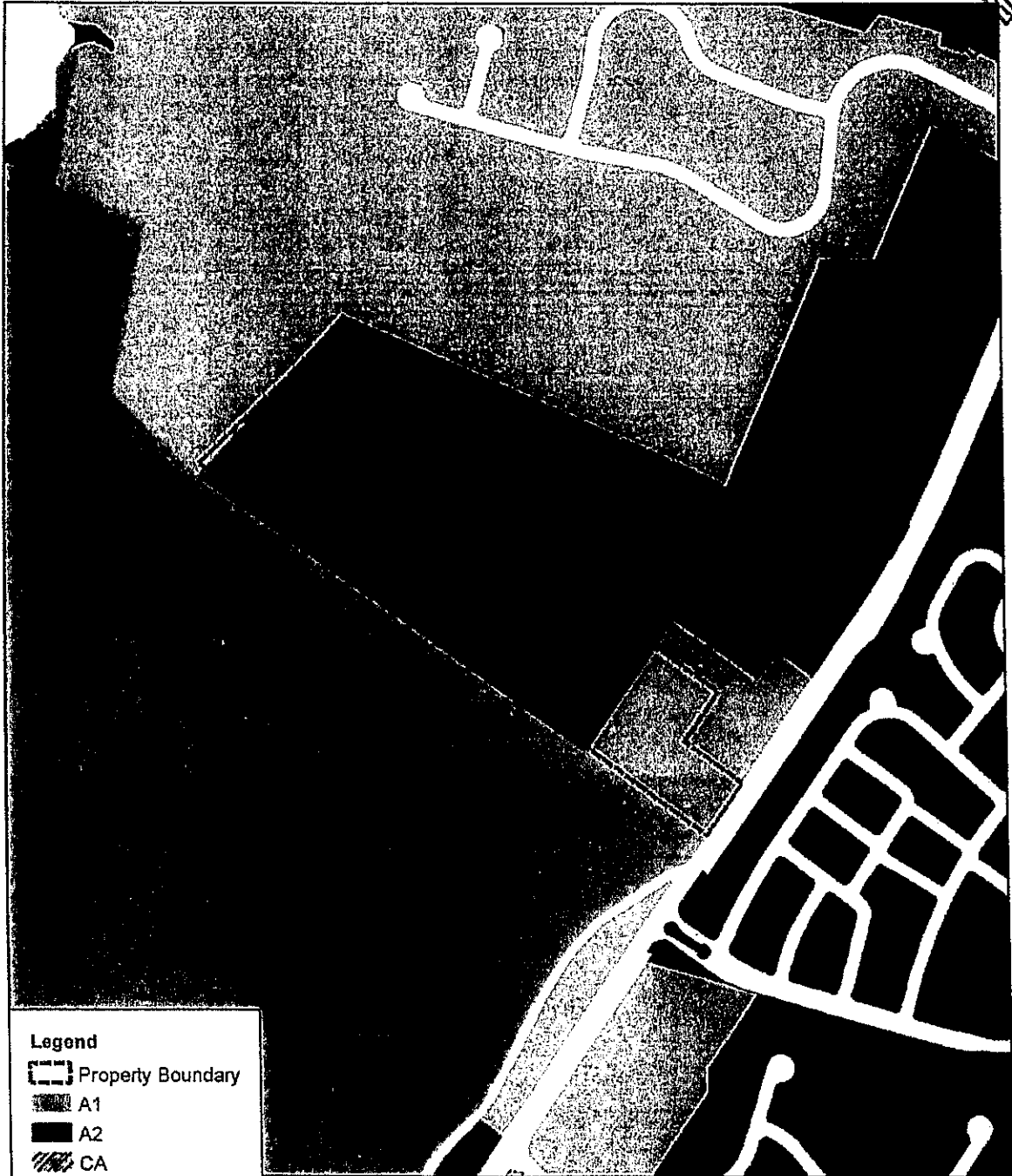


Current Service Areas
Sea Oaks
S-1 Proposed
Case 2018-3











Prepared by the Worcester County Department of Environmental Programs, September 27, 2018.
Parcel boundaries are approximate.
This map is for planning purposes only.
Aerial image made 2016.

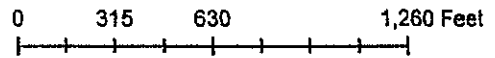


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Legend

-  Property Boundary
-  A1
-  A2
-  CA
-  RP
-  R2
-  R3
-  R4
-  C1
-  C2



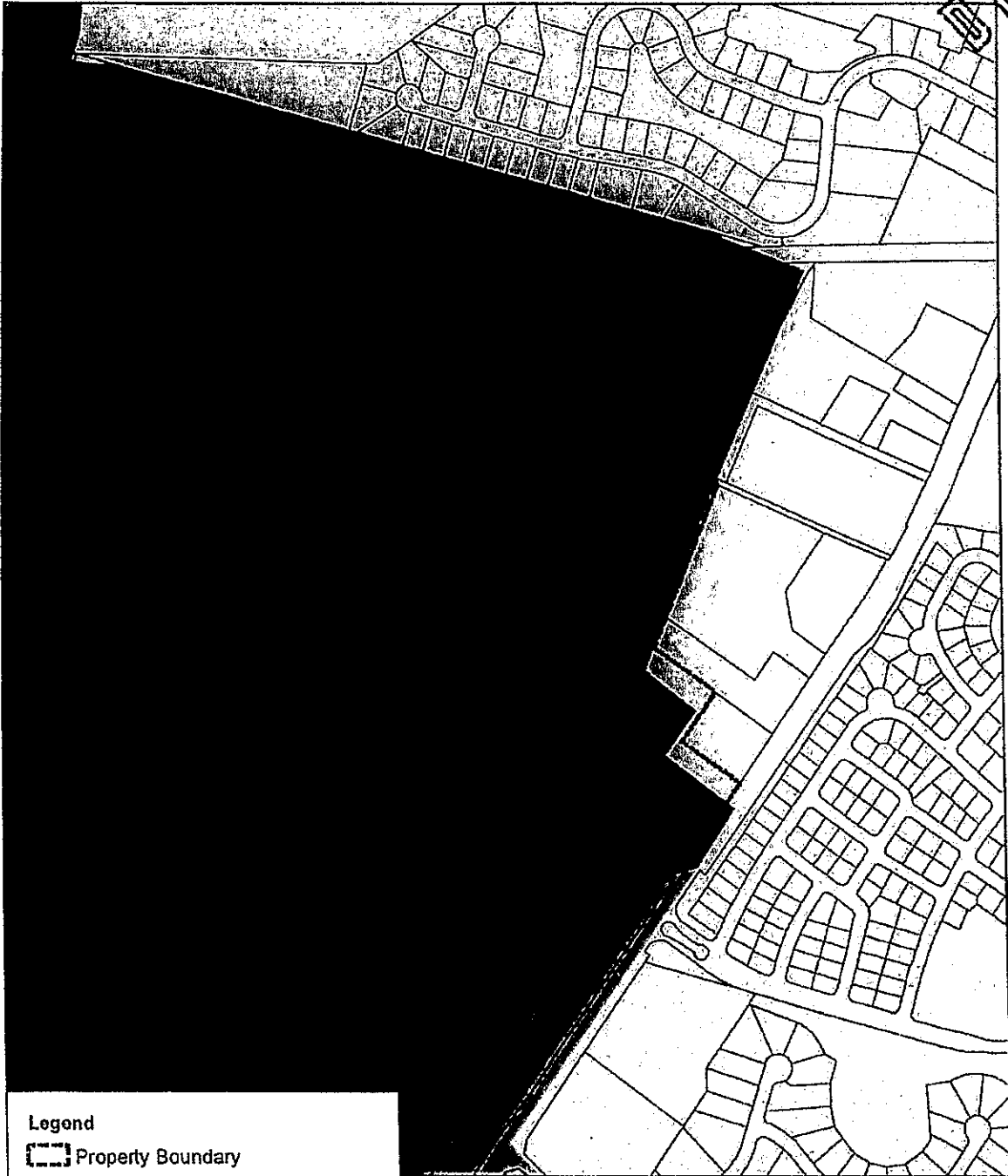
Zoning

Sea Oaks
S-1 Proposed
Case 2018-3

Prepared by the Worcester County Department of Environmental Programs, September 27, 2018.
Parcel boundaries are approximate.
This map is for planning purposes only.



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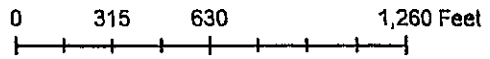


Legend

- Property Boundary
- Land Use Plan

LEGEND

- Agriculture
- Existing Developed Centers
- Green Infrastructure
- Waterway (rivers, streams, creeks)



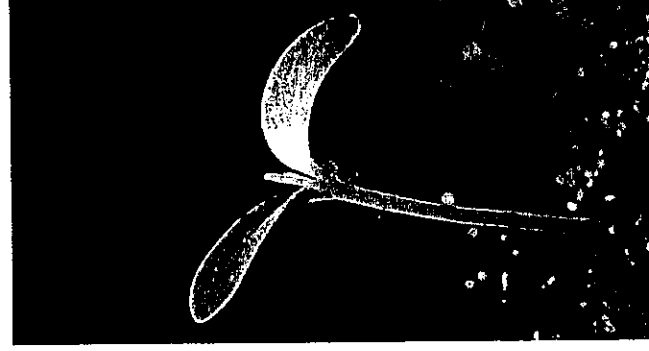
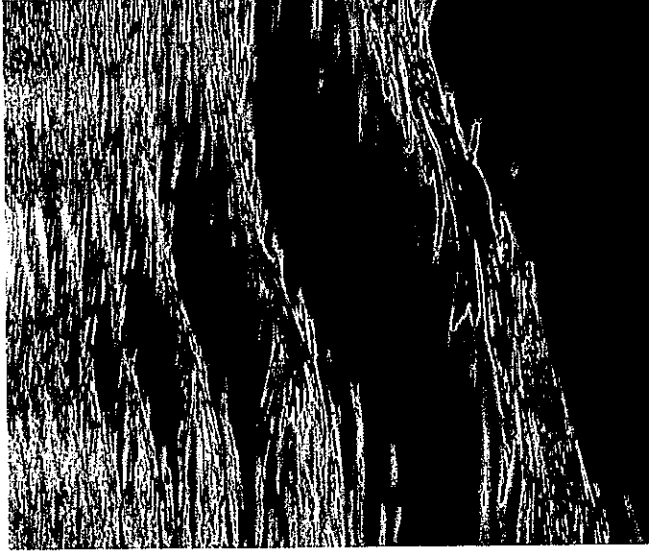
2006 Land Use Plan
Sea Oaks
S-1 Proposed
Case 2018-3

Prepared by the Worcester County Department of Environmental Programs, September 27, 2018.
Parcel boundaries are approximate.
This map is for planning purposes only.



Worcester County Water and Sewerage Plan Update

Pre-proposal meeting October 23, 2018



Project

- This project will result in the hiring of a consultant to comprehensively update the Worcester County Master Water and Sewerage Plan in accordance with COMAR requirements and shall be consistent with the Water Resources (updated 2011) and Land Use Elements of the Worcester County Comprehensive Plan date March 7, 2006.
- Worcester County is the easternmost county in Maryland with a large agricultural industry, and concentrated development on the coast that supports a significant tourism industry. In addition to the year-round residents, the northeastern portion of the county also serves as a second or retirement home for many. Approximately 52% of the population resides in the northeastern portion of the County. That includes the incorporated towns of Ocean City and Berlin along with the Ocean Pines and West Ocean City
- County population is 52,444 and has grown 11% since 2000. The population in Ocean City swells to 70,000 or more on off-season large weekends and up to 300,000 on summer weekends. The Assateague State Park and National Seashore and other campgrounds also attract another 100,000 visitors in the summer months.
- The consultant will be working with County staff from Environmental Programs and Public Works, the Planning Commission, and will be attending meetings with the County Commissioners and the general public in their work to create a substantial update of the 1994 Plan that meets the local government's needs, as well as complies with the State law and regulations.

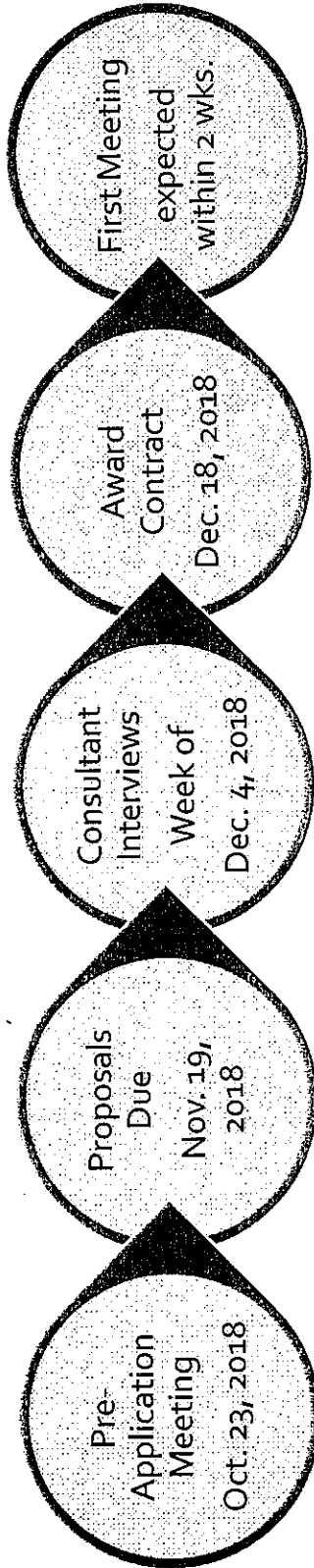
Project

- This project shall include a lump sum budget, with a breakdown of individual labor and subcontractor expenses. An estimated number of hours to complete the plan with the aforementioned breakdown is a part of the cost proposal. The consultant will also submit a written proposal that addresses their qualifications and understanding of the work to be performed.
- The Plan will be in accordance with the Code of Maryland Regulations (COMAR), Title 26, Department of the Environment, Subtitle 3, Chapter 1, Planning and Water Supply and Sewage Systems, and Title 9, Subtitle 5, County water and Sewage Plans of the Environmental Article of the Annotated Code of Maryland. While this is a “model template” for the regulatory requirements of the Plan, it shall be tailored to address unique local characteristics and conditions, as well as specific local processes and procedures for our towns and unincorporated areas.

Project Goal

- To comprehensively revise and update the Worcester County Master Water and Sewerage Plan to provide an overview of the planning policies, needs, and planned infrastructure related to community and individual water and sewerage systems in the county. The Water and Sewerage Plan will be prepared with five chapters, appendices, and maps defining the various service classifications. This will include an initial compilation of a complete update of the 1994 Plan to incorporate all prior amendments to recreate an up-to-date plan. This process will then transition into the preparation of the new plan utilizing material from County staff and complete a plan in accordance with state guidelines and consistent with local planning documents.

Project Timeline



Background

- The last major comprehensive revision was done in 1994. Since that time we have done about 80 amendments. While the Plan has not been comprehensively updated since that time, the amendments have been prepared to be consistent with our comprehensive plan.
- The most recent comprehensive plan update was done in 2006, with revisions for PPA and a Water Resources Element (WRE) amendment in 2011

Worcester County



Water and Sewerage Plan

August 1994

With Amendments

Plan Description and Provided Resources

- This project is a substantial and comprehensive update of the 1994 Plan which will include a preliminary update of the current Plan with the prior amendments.
- The new Plan will include updated information on the water and sewerage systems in Worcester County and propose a revised map with classification revisions based on revisions to the classification definitions and reflecting changes in the status of water/sewer service to County properties and municipalities.
- Reference resources will be provided. The County will provide working drafts of Chapter 1 (Introduction and Policies), Chapter 5 (Financial Implementation), template spreadsheets and docs for Plan information, electronic files for current Plan maps, and any paper and/or scanned planning documents necessary for Plan assembly.

Proposed Deliverables and Schedule

- Task #1: Initial Receipt of Data Items and Meeting with Worcester County Environmental Programs and Public Works Staff – scheduled within 2 weeks of award
- Task #2: Chapter 1 and Chapter 2 Drafts
- Task #3: Review of Chapter drafts with County Staff (allow 2 weeks)
- Task #4: Chapter 3 and Chapter 4 Drafts
- Task #5: Review of Chapter Drafts with County Staff (allow 2 weeks)
- Task #6: Chapter 5 and Assembly of Appendices
- Task #7: Review of Chapter Drafts with County Staff (allow 2 weeks)
- Task #8: Assemble Draft Plan

Proposed Deliverables and Schedule (contd.)

- Task #9: Meetign with County Staff on all work products, including all draft maps
- Task #10: Public Listening Sessions (As determined)
- Task #11: Work Session(s) with County Staff and Planning Commission to include recommendation to County Commissioners
- Task #12: Presentation to County Commissioners for Public Hearing
- Task #13: Public Hearing (after advertising).
- Task #14: Final Edits/Changes to County Staff
- Task #15: Final Approval by County Commissioners
- Task #16: Submittal of Final Plan to County
- Task # 17: Attend meeting with County staff to present plan to MDE

Plan Details

- Chapter 1: Include Plan introduction statement and Chapter 1 which is the planning process and procedures for the adoption of amendments and to the Plan text and maps. (Working Draft will be provided)
 - General and Specific policies
 - Statement of goals and policies listed in the chapter consistent with the Comprehensive Plan and the Water Resources Element
 - A summary and chart of County organization relating to the management of water and sewerage facilities.
- Chapter 2: This will include the County's natural features, the demographic and development patterns, and other features related to our physical environment. (Some data will be provided, including existing zoning and land use maps in electronic format)
 - Background maps, charts, and tables reflecting aquifers, other geological features, ground water patterns, and water quality.
 - Population projections, maps on existing land use, zoning, and comprehensive development.
 - Maps of existing major public institutions and tables for populations.

Plan Details (contd.)

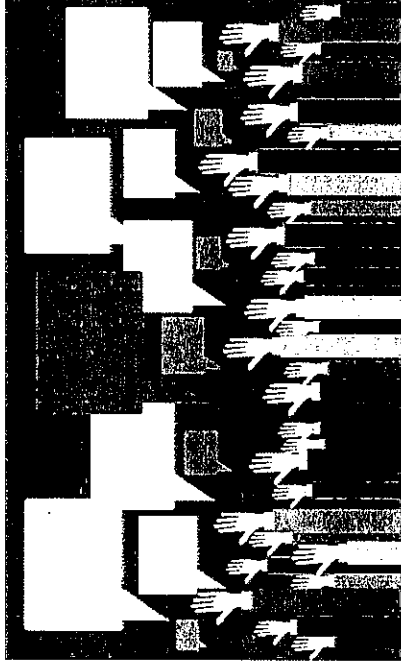
- Chapter 3: Water facilities description of existing, planned and future demand for water service areas. (Base information for each system plus capital plan info to be supplied)
 - Maps, charts, tables, and general descriptive information and all other matters regarding these systems for each service area including municipalities
 - Groundwater resources and quality, existing and projected demands, sources of pollution/contamination
 - Provide forecast of future water supplies including proposed interconnections of existing supplies with the 5 and 10 year priorities for water development per service area.
 - Problem areas table
- Chapter 4: Sewer facilities description of existing, planned and future demand for sewer service areas (Base information for each system plus capital plan info to be supplied)
 - Maps, charts, tables, and general descriptive information and all other matters regarding these systems for each service area including municipalities
 - Provide forecast of future water supplies including proposed interconnections of existing supplies with the 5 and 10 year priorities for water development per service area.
 - Problem areas table

Plan Details (contd.)

- Chapter 5: This is the financial implementation plan for the County's systems. (Working draft chapter to be provided and any capital information per system will be turned over to consultant)
 - Existing financing programs
 - Alternative funding strategies
 - Capital improvements, programming, planning and budgeting processes
 - Project Prioritization and Coordination details
- Appendices:
 - Mostly self-explanatory for these sections for any tables, maps, or reports.
 - Any required reports will be provided for insertion as an appendices. Examples:
 - Groundwater Protection Report (GPR) – Will be inserted, but not revised as part of this contract.
 - Mystic Harbour Environmental Report – Will be inserted, but not revised as part of this contract and may be summarized if MDE permits

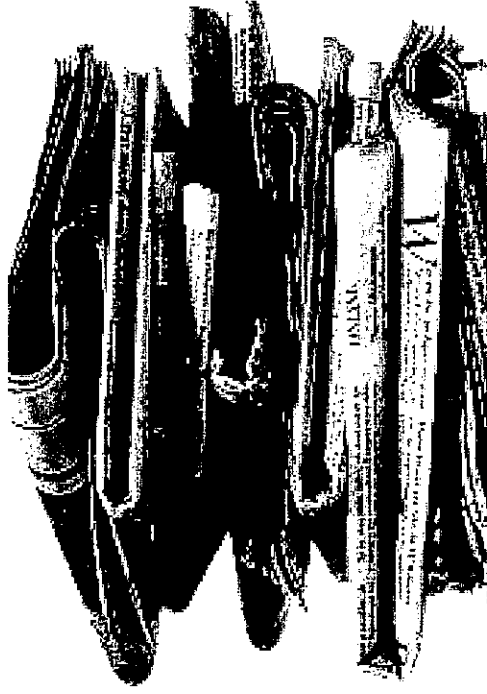
Meetings

- The Plan deliverables set out a tentative meeting schedule for the proposed project.
- The meetings are specifically discussed in Tasks 1 through 17, their could be additional meetings that the consultant shall be prepared to include at the request of the County. Fifteen (15) meetings should be included.
- These meetings could be teleconferences, but some contingencies should be anticipated.



Public Hearings

- The procedural and advertising costs associated with any required public hearings pertaining to this project shall be the sole responsibility of Worcester County and not that of the consultant.
- At any Public Hearing with the Planning Commission or the County Commissioners, it should be assumed that County Staff will be the lead communicators.



Final Product

- (Section 4)The consultant shall provide a digital copy (in Microsoft Word or WordPerfect format) and (1) hard copies of the up-to-date base plan.
 - Twenty copies of all written draft reports/plan sections and chapters as specified in Section 3 ;
 - Final Plan – 32 bound copies of the final approved plan in 3-Ring heavy duty binders with complete set of electronic files for all sections and maps in the final approved plan.



Qualifications

- The prospective firm is required to provide the following within the proposal (Section 10):
 - Max 30 pages
 - List similar projects your organization has completed. Include project description, completion date, and jurisdiction.
 - List current projects. Include project description, anticipated completion date, and jurisdiction. Expand on previous similar projects where expertise for this work scope was required.
 - Include resumes for each of your current key professional staff that may be involved in this project.
 - Acknowledgements of any past judgements against the firm

PRE-PROPOSAL MEETING

Project:	Water and Sewerage Plan Update	Meeting Date:	October 23, 2018
Contact:	Robert Mitchell, Director, Env. Programs	Place/Room:	Training Room B, 3 rd Floor

Name	Company	Phone	Fax	E-Mail
Aaron Gollor	Davis, Bowen, + Friedel, Inc	410-543- 9091	-	akg@dbfinc.com
Peter Bozick	GEORGE, WILIS + BUTR	410-774- 3115	-	pbozick@gmbnet.com
Mike Gilbert	Whitman, Reguard + Assoc. LLC	302 855 9840		mgilbert@wralp.com
John Salm	J.W. S. E	410-641- 0126		jsalm@jwse.com