

## REQUEST FOR PROPOSALS

### **Engineering Design for the Effluent Disposal System in the Mystic Harbour Sanitary Service Area**

#### **Worcester County, Maryland**

The Worcester County Commissioners are currently accepting proposals from Consulting Engineering Firms for engineering design and other related services for the Effluent Disposal System in the Mystic Harbour Sanitary Service Area. The work includes evaluation of pumping systems and design of the utility lines conveying effluent to the proposed spray irrigation system to be installed on the Eagle's Landing Golf Course. Specification 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 consultants are encouraged to attend a **pre-proposal meeting to be held at 10:00 AM on Monday, May 18, 2015**, at the Water and Wastewater Division Office located at the Ocean Pines Wastewater Treatment Plant, 1000 Shore Lane, Ocean Pines, Maryland 21811. For directions or more details, please contact John S. Ross, P.E., Deputy Director of Public Works, at 410-641-5251. **Sealed proposals will be accepted until 1:00 PM, Monday, June 8, 2015** 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 Mystic Harbour Effluent Disposal Design**" 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 Ross at 410-641-5251.

**WORCESTER COUNTY, MARYLAND**  
**EFFLUENT DISPOSAL DESIGN SERVICES**  
**MYSTIC HARBOUR SERVICE AREA**

**PROPOSAL INSTRUCTIONS**

**1) Proposals**

The Worcester County Commissioners are accepting proposals from Consulting Engineering firms for design and bidding services for Effluent Disposal at the Mystic Harbour Service Area. A minimum of five (5) copies of proposals should be submitted in sealed envelopes clearly marked "**MYSTIC HARBOUR EFFLUENT DISPOSAL**". Proposals shall be submitted no later than 1:00 PM Monday June 8, 2015.

**2) Pre-Proposal Meeting**

A pre-proposal meeting will be held on Monday May 18, 2015, 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**

In 2014, the Worcester County Commissioners came to an agreement with the Town of Ocean City to allow the use of the Eagle's Landing Golf Course for disposal of effluent from the Mystic Harbour Wastewater Treatment Plant by spray irrigation. In order to use the golf course, it will be necessary to take several steps including:

1. Perform an evaluation of the proposed spray irrigation program and make recommendations on the adequacy of short term storage as well as recommending control and monitoring systems
2. Perform an evaluation of the existing effluent pumps at the wastewater treatment plant and make a recommendation for changes needed to allow the pumps to be used to pump to the new spray site or alternatively, construction of a new pump station
3. Design the piping connections as follows:
  - Approximately 100 LF of 6-inch pipe from the plant discharge to the existing effluent pipe at the treatment plant
  - Approximately 1,700 LF of 6-inch pipe from the existing line near the Green Turtle Restaurant to the treatment plant entrance including an interconnection with the existing sanitary line discharging to the West Ocean City Sewer System
  - Approximately 50 LF of 6-inch pipe to the effluent holding tank near the Castaways Campground
  - Approximately 200 LF of 6-inch piping from the existing transmission line to the Golf Course irrigation pond with a control structure to regulate flow to the golf course.
4. Prepare bidding documents as needed for construction, including bidding requirements using funding from the US Department of Agriculture, Rural Utility Service.

**4) 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.

**5) Proposal Content**

Each 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, specifically identifying any experience with upgrading vacuum stations, maintaining operations during construction and identifying cost saving opportunities
- 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
- Cost proposal as described in the Proposal Form

**WORCESTER COUNTY COMMISSIONERS**

**MYSTIC HARBOUR**

**EFFLUENT DISPOSAL SYSTEM**

**WORCESTER COUNTY, MARYLAND**

**PROPOSAL FORM**

I/We submit this proposal for the following work:

Prepare and deliver a design for the effluent disposal system 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)
			<b>NOT TO EXCEED PRICE</b>	<b>(1) + (2) + (3) + (4)</b>

This information may be provided on a separately attached sheet. The total price must be shown below.

NOT TO EXCEED PRICE (written) \_\_\_\_\_

\_\_\_\_\_

NOT TO EXCEED PRICE (in figures) \_\_\_\_\_ 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