

NOTICE TO CONSULTANTS
Request for Proposals

Water and Sewerage Plan Update
Worcester County, Maryland

The Worcester County Commissioners are seeking proposals from qualified consultants for the purpose of updating the Worcester County Water and Sewerage Plan to ensure the provision of safe and adequate drinking water and wastewater systems to meet existing and future demands for Worcester County, Maryland. Requests for Proposals (RFPs) 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 under the "Bids" drop-down menu in the lower right hand side of the home page at 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 on Tuesday, October 23, 2018 at 10:00 AM** in Training Room B on the 3rd Floor of the Worcester County Government Center, 1 West Market Street, Snow Hill, Maryland 21863. For directions and details, contact Mr. Robert Mitchell, Director of Environmental Programs, at 410-632-1220, ext. 1601. **Sealed proposals will be accepted until 1:00PM, Monday, November 19, 2018** in the Office of the County Commissioners at the above address, at which time they will be opened and publicly read aloud. Envelopes shall be marked "**Proposal for Worcester County Water and Sewage Plan Update**" in the lower left-hand corner. Email submissions will not be accepted.

After opening, proposals will be forwarded to the Department of Environmental Programs 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 cost, proposal content, qualifications of the consultant, quality of project approach, 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 inquires shall be directed to Robert Mitchell, Director of Environmental Programs, at 410-632-1220, ext 1601 or by email at bmitchell@co.worcester.md.us

**Request for Proposals
Worcester County Water and Sewerage Plan Update**



**Due Date: Monday, November 19, 2018
1:00 P.M. (Eastern Standard Time)**

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**Water and Sewerage Plan Update
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**Request for Proposals
Worcester County Water and Sewerage Plan Update**

1. Proposal Submission Instructions:

- 1.1 The County Commissioners of Worcester County, Maryland, hereinafter referred to as “County”, will accept sealed proposals from qualified consultants, hereinafter referred to as “Consultant”, for a complete update of the Worcester County Water and Sewerage Plan to ensure the provision of safe and adequate drinking water and wastewater systems to meet existing and future demands for Worcester County, Maryland. Instructions are provided in the Notice to Consultants.
- 1.2 Consultants are required to submit an original and four (4) copies of its proposal at the time of submission.
- 1.3 Consultants are responsible for ensuring that their proposal is received by County Administration before the deadline indicated. Proposals received after the announced deadline will not be considered.
- 1.4 Any proposal submitted must be signed by the individual or an individual authorized to bind the Consultant. All proposals submitted without such signature may be deemed non-responsive and may not be considered.
- 1.5 As is more fully explained throughout this Request for Proposals (“RFP”), an award, if made, will be made to a responsible Consultant whose proposal is most advantageous to the County, taking into consideration the evaluation factors.

2. Project Description:

2.1 Background

- 2.1.1 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 serves as a second or retirement home for many. Approximately 52% of the County’s population resides in the northeastern quarter of the County, including Berlin, West Ocean City, Ocean Pines, and Ocean City.
- 2.1.2 Worcester County’s year-round population grew significantly from 1990 to 2000 (32.9%) and has continued to expand from 2000 to present (11%). Most of the growth, and most of the resident population has located in the northeastern part of the County. According to the Maryland Department of Planning’s (MDP) most recent projections (July 1, 2016), the current year round population of the County is 51,444.

- 2.1.3** It is important to note that population in Ocean City swells to 70,000, or more, on off-season weekends and up to 300,000 on summer weekends. Assateague State Park and National Seashore and other campgrounds also attract another 100,000 visitors in the summer months. This seasonal population places significant demand on County resources, including recreation and parks facilities and programs, particularly in the northeastern portion of the County.
- 2.1.4** A hard copy of the 1994 revision of the Water and Sewerage Plan with amendments is available for review in the Environmental Programs Department between the hours of 8:30 am and 4:30 pm Monday through Friday. A PDF copy of the 1994 Plan and amendments, as well as the 2006 Worcester County Comprehensive Plan and the 2011 Water Resources Element amendment to the Comprehensive Plan will be provided to each bidder as well.

3. Plan Description:

- 3.1** The new Water and Sewerage Plan will provide a substantial update of the 1994 Plan. The 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. The Plan is required by the Maryland Department of the Environment (MDE) to include a procedure for a Triannual revision, and additional direction for the Plan to be updated at that time, if necessary.

The purpose of the Water and Sewerage Plan is to provide an overview of the planning policies, needs, and planned infrastructure related to community and individual water and sewerage systems. The Water and Sewerage Plan is organized into five chapters, appendices, and maps defining the various service classifications. The Consultant will first compile a complete update of the 1994 Water and Sewerage Plan to incorporate all approved amendments since 1994 in order to create an up-to-date base plan. Thereafter, working with the Departments of Environmental Programs and Public Works, the Consultant will prepare a new plan consisting of the following sections, at a minimum:

- 3.1.1** Introduction: A statement that the Plan has officially been adopted by the County; a statement that the Plan has been submitted to MDE and meets the requirements of the Code of Maryland Regulations (COMAR); 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; and MDE's approval letter.
- 3.1.2** Chapter 1: This chapter describes the planning process and procedures for the adoption of amendments to the Plan text or maps. The chapter includes both general and special policies that have been adopted for the designation of community water and sewer service areas, and which regulate water and sewerage system extensions, connections, and their staging. There would be two main items as follows:
- (a) Discussion and Statement that the goals and polices listed in the chapter are consistent with the County Comprehensive Plan; and

- (b) A summary and chart of County organization relating to management of water and sewerage facilities.

A draft of this section of the Plan will be provided by the County.

3.1.3 Chapter 2: This chapter provides an overview of the natural features of the County, the demographic and development patterns, and other factors related to the physical environment. This information provides the background for resource protection as it relates to water supply and sewerage system planning in Worcester County. General background information relevant to water and sewerage planning shall include: maps, charts and tables reflecting aquifers, soil drainage, topography, ground and surface patterns, and water quality; population projections; maps reflecting existing land use, zoning and comprehensive development; table reflecting existing and zoned land use in acres; map showing existing/proposed major public institutions (such as schools, hospitals, corrections facilities, government complexes); and a table reflecting populations of each.

3.1.4 Chapter 3 Water: Description of existing, planned and future demand for water service areas including tables, maps, charts, graphs, descriptive information and all other matter regarding these systems including groundwater resources and quality; existing/projected water demands and sources of pollution/contamination; and alternatives and rationale of providing future water supplies and/or interconnections of existing supplies.

For each existing water services area, the following shall be reflected: operating agency, rated and actual productions, type of treatment, location, Operation and Maintenance (O&M) costs, and proposed means of financial improvements. For any proposed new water supply, a summary of the environmental impacts shall be outlined.

Tables are also required reflecting:

- Population projections, projected water supply demands and planned capacity of each water service area through 2030.
- Inventory of community systems, supplies, ground water withdrawals, existing treatment facilities, well problem areas, and immediate, as well as 5- and 10-year priorities for water development.

3.1.5 Chapter 4: Sewerage: Description of existing, planned and community and multi-use sewerage systems including tables, maps, charts, graphs, descriptive information and all other matters regarding these systems including locations of points of discharges, evaluation of discharge points and protected water uses; and conformance with effluent limitations, rationale for planned alternatives for treatment facilities, pump stations or interceptors.

For each existing sewer service area and community system, the following shall be reflected: operating agency, design average and peak flows, whether combined or

separate collection systems, level and type of treatment, sludge disposal plans, condition of treatment and transmission facilities, O&M costs, and proposed means of financing improvements.

Detailed information regarding the County onsite sewage systems, innovative systems, and prior planning efforts, including the Groundwater Protection Report, will be supplied to the successful consultant by the Department of Environmental Programs. This will also include septic problem areas that are to be included in the new plan.

Tables are also required reflecting:

- Population projections, present and expected demands and capacities, inventory of existing wastewater treatment plants (WWTP), problem areas, water quality problems due to storm drain outfalls and to non-point sources, immediate, as well as 5- and 10-year priorities for sewerage system development.

3.1.6 Chapter 5 Financial Implementation Plan, including:

- Worcester County's Existing Financing Programs.
- Alternative Funding Strategies.
- Capital Improvements, Programming, Planning and Budgeting Process.
- Project Prioritization and Coordination.

A working draft of this section of the Plan will be provided by the County.

3.1.7 Mapping files for the current areas, the shapefiles and associated data, as available, will be provided to the Consultant for their use and insertion into the plan. Draft maps for the new plan, as available, will be provided to the successful Consultant upon award in the delivery of additional materials. It will be up to the successful Consultant to prepare, edit, and finalize those maps for presentation to the County for review along with the Plan documents.

3.2 The completed plan shall be in accordance with the requirements of COMAR, Title 26, Department of the Environment, Subtitle 03, Chapter 01, Planning Water Supply and Sewage Systems, and Title 9, Subtitle 5, County Water and Sewage Plans of the Environment Article of the Annotated Code of Maryland. The Plan shall be consistent with the Water Resources and Land Use elements of the Worcester County Comprehensive Plan dated March 7, 2006 and the Comprehensive Plans of all municipalities located in Worcester County. Those plans are generally available to the Consultant online. However where such plans are available to the County, they will be made available to the successful Consultant in PDF format.

3.3 The Plan shall include all required statements, descriptive information, charts, mapping, graphics, tables, statistics, projections and all other matters required by law and/or regulation in order to accurately identify all existing, planned and future water and sewerage facilities in Worcester County, Maryland.

3.4 Textual materials, tables, charts, graphs, and all other illustrations required shall be prepared on 8 ½ x 11 inch stock paper or any other size which can be folded for inclusion in a 3-ring

binder. Margins on the left-hand edge shall be formatted to enable 3-hole punching so as not to obstruct the printed information on each page. The format of the Plan shall be prepared so that any new or additional material may be inserted in the 3-ring binder in the appropriate places to provide a continuously updated and current Plan. The County requires that a complete copy of the plan be provided in digital format and be prepared in Microsoft Word (for word processing portions) and Excel (for spreadsheet portions). Mapping is a critical element of the plan, and preliminary work, including available electronic files, done by County staff will be delivered to the Consultant for their use.

3.5 Deviations from the format guidelines described above are unacceptable.

4. Submittal Requirements and Deliverable Schedule:

- 4.1 Consultant shall provide one (1) original hard copy and one original electronic copy of the up-to-date base plan which includes the 1994 Water and Sewerage Plan and incorporates all approved amendments since 1994.
- 4.2 Consultant shall provide twenty (20) copies of all written draft reports and chapters specified in Section 3 (Plan Description) of this RFP. Draft documents shall be submitted to the Environmental Programs Department, who will distribute to other agencies, and others as designated by the County.
- 4.3 Consultant shall attend all necessary meetings with staff to draft the Plan and all public meetings and hearings associated with the Plan review and approval process. For budgeting purposes, the Consultant should plan to attend at least fifteen (15) onsite meetings with the staff, County agencies as directed by the County, and County Commissioners.
- 4.4 Consultant shall update the draft documents based on comments received from reviewing departments of the County and State agencies.
- 4.5 Consultant shall present the final draft plan to a group representing the Worcester County Sewer Committee
- 4.6 Consultant shall prepare and deliver thirty-two (32) bound copies of the final approved Plan in 3-Ring Heavy Duty binders.
- 4.7 **Milestones** – The County anticipates that this project will require approximately 14 months to complete from Notice of Award to Consultant. Deadlines will be specified in the Contract between the County and the Consultant. In their proposal, Consultant shall specify their proposed schedule for submittal of the following deliverables:

Proposed Deliverables and Schedule

RFP Awarded – (Anticipated on or about December 18, 2018)

Meeting with County Staff and Receipt of Data Items – (within 14-days of award)

Chapter 1 and Chapter 2 Drafts

Review of drafts with County Staff – (allow 2 weeks)

Chapter 3, and Chapter 4 Drafts

Review of drafts with County Staff – (allow 2 weeks)
 Chapter 5 and Assembly of Appendices
 Review Chapter 5 and Appendices with County Staff – (allow 2 weeks)
 Assemble Draft Plan
 Meeting with County staff on all work products, including all draft maps
 Public Listening Session(s)
 Work Session with County staff and Planning Commission
 Presentation to County Commissioners to schedule Public Hearing
 Public Hearing by County Commissioners – (allow 30-days for advertising by County)
 Final Edits/Changes to County Staff
 Final Approval by County Commissioners
 Submission of Final Plan to County
 Meet with MDE to present Final Plan

5. Project Payments:

5.1 Monthly itemized invoices from the successful Consultant shall be approved by the County based on a percentage of completion of the approved delivery schedule, less 10% Retainage to be paid at the completion of the project upon receipt of all deliverables.

6. Time for Completion:

6.1 Notice to Proceed: The successful Consultant shall proceed with furnishing the services as described promptly upon receiving the Notice to Proceed. All services shall be performed simultaneously and in accordance with the schedule provided in the contract between the County and Consultant.

7. Projected Award Timetable:

The following projected timetable is included as a guide for planning purposes. The County reserves the right to adjust this timetable as required during the course of the RFP process:

<u>Event</u>	<u>Date</u>
RFP Approved and Issued	October 5, 2018
Proposals Due	November 19, 2018
Complete Evaluation of Proposals and Interviews	December 4, 2018
Award Contract	December 18, 2018

8. County's Responsibilities:

The Department of Environmental Programs will provide the successful Consultant with the following information:

8.1 Provide all information in the possession of the County as referenced in Section 2 (Project Description) and Section 3 (Plan Description) of this RFP.

8.2 Examine all information submitted and presented

- 8.3 Advertise any public notices, at County's expenses, associated with public review of the draft Plan.
- 8.4 Robert Mitchell, Director of Environmental Programs (telephone 410-632-1200, x1601) shall be the primary point of contact for the County once the contract has been awarded for this project.

9. RFP Process:

- 9.1 Consultants are to submit written proposals, which present its qualifications and understanding of the work to be performed. Consultants are required to address each evaluation criteria in the order listed and to be specific in presenting its qualifications. Each Consultant's proposal shall provide all information, which it considers pertinent to its qualifications for the project and which responds to the Plan Description, Submittal Requirements and Evaluation Criteria described herein. Please limit the body of your proposal to no more than thirty (30) pages. Attachments and Appendices will not count towards the 30-page limit.

10. Proposal Content:

- 10.1 Consultant's proposal shall be prepared in accordance with, and in the order of the format guidelines below:
- 10.2 **The maximum number of pages for your response is thirty (30) typed pages. Supplemental information may be submitted but must be submitted separately from the specific responses required below and elsewhere in the RFP.**
 - 10.2.1 Provide information, which documents the Consultant's qualifications and experience, including its ability, capacity, and number of years of experience in providing environmental planning and consulting services. Consultant should specify if it has updated other county water and sewerage plans in Maryland within the last five (5) years.
 - 10.2.2 Description of the Consultant's approach to the project and a proposed work plan and schedule for the project that addresses the milestones as presented within the 14 month schedule.
 - 10.2.3 Cost proposal on the form provided herein.
 - 10.2.4 A list of key staff to be assigned to the project including resumes of staff that will be responsible for the work. At a minimum, staff shall include a planner or environmental planner as key staff assigned to this project. The list of key staff shall not be revised without the written consent of the County.
 - 10.2.5 Expand on previous projects where expertise for environmental planning or on projects of similar scope meeting the requirements of this solicitation have been demonstrated. Such information shall include:

1. Description and location of the projects, including a detailed description of Consultant's responsibilities.
2. Name, phone number and email address of the contact person for each project.

10.2.6 Acknowledgement of Any Past or Present Lawsuits - Include a statement concerning whether lawsuits have been filed against the Consultant, its principals or any joint venture partner for misfeasance or malfeasance with respect to professional services and, if so, a detailed listing of the adverse action, cause, number, jurisdiction in which filed and current status.

11. Evaluation Criteria:

A Review Committee established by the County will read, review and evaluate each proposal for technical merit and selection will be made primarily on the basis of the criteria listed below. Varying weights to illustrate their importance have been assigned to each criteria listed below in the form of points, with a maximum possible score of 100 points. During their review of each proposal each member of the committee will assign a final score based on the criteria. The evaluation criteria are as follows:

- 11.1** Scope and quality of services provided and the demonstrated ability of the Consultant to provide all services identified in this RFP. This includes the Consultant's ability to accurately produce Plan documents in accordance with State and County requirements.
(15 points)
- 11.2** Demonstration of the Consultant's ability to successfully complete the project and deliver a Plan acceptable to the County and State approval bodies as reflected in projects of a similar nature to the requirements identified in this RFP. This includes professional staff credentials (i.e. planner/environmental planner on staff) and division of project responsibilities
(35 points)
- 11.3** Past experience updating water and sewerage plans for other Maryland counties.
(30 points)
- 11.4** Consultant's current total workload and capacity to complete the work in a timely manner.
(10 points)
- 11.5** The responsiveness of the firm to the submittal format instructions contained in Section 9 (RFP Process) and Section 10 (Proposal Content). This also includes submission of the correct number of copies of the proposal; Signature Sheet; Cost Proposal, and acknowledgement of addendums, as may be applicable.
(10 points)

Total cost and other details provided in the Cost Proposal Page will also be considered in selecting the Consultants to interview. Once each member of the Review Committee has rated each proposal, a composite rating shall be developed which indicates the Committee's collective ranking of the Consultants that are qualified to perform this project.

Consultants will then be selected for interview during the week of December 4, 2018. Following interviews, the Review Committee will forward their recommendation for selection to County Administration for review and approval by the County Commissioners at a future meeting.

12. Contract Information:

- 12.1 Following award of the proposal by the County, an award letter and two original copies of the contract will be mailed to the successful Consultant for signature and return to the County. The County will sign both copies of the contract and return one fully executed copy to the Consultant and retain the second fully executed copy for the County.

13. Indemnification:

- 13.1 The Consultant shall indemnify and hold harmless the County Commissioners of Worcester County, Maryland, and its elected and appointed officials, agents and employees from and against any and all liabilities, judgments, settlements, losses, costs or charges, including attorney fees, as a result of any claim, demand, action, or suit relating to any bodily injury, sickness or disease, including death, loss or property damage or destruction caused by, arising out of, related to or associated with this work by the Consultant and its members, officers, agents, employees, subcontractors, or invitees.

14. Insurance:

- 14.1 The successful Consultant will be required to provide a copy of its Certificate of Insurance including Professional Liability Insurance in the amount outlined in the Insurance Table. This Certificate should name the County Commissioners of Worcester County, Maryland as certificate holder and as additionally insured. This certificate shall be mailed to:

Mr. Kelly Shannahan
Assistant Chief Administrative Officer
County Administration
Government Center – Room 1103
1 West Market Street
Snow Hill, MD 21863

15. Proposals Binding 90 Days:

- 15.1 All proposals submitted shall be binding for ninety (90) calendar days following the due date, unless the Consultant, upon written request from the County, agrees to an extension.

16. No Compensation to the Consultant for RFP Preparation:

- 16.1 The Consultant will in no way be compensated for the preparation of this RFP.

17. Further Information:

- 17.1 Questions regarding this RFP shall be emailed to Robert Mitchell at bmitchell@co.worcester.md.us . The County will formally respond to questions via

Addendums to the RFP. Please be advised that questions will be entertained until 2:00 P.M. on Thursday, November 15, 2018. Questions submitted after this time will not be answered.

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Signature Sheet

My signature certifies that the proposal as submitted complies with all Terms and Conditions set forth in this RFP.

My signature also certifies that the accompanying proposal is not the result of, or affected by, any unlawful act of collusion with another person or company engaged in the same line of business or commerce.

My signature also certifies that this Consultant has no business or personal relationships with any other companies or persons that could be considered as a conflict of interest to the County, and that there are no principals, officers, agents, employees, or representatives of this Consultant that have any business or personal relationships with any other companies or persons that could be considered as a conflict of interest or a potential conflict of interest to the County, pertaining to any and all work or services to be performed as a result of this request and any resulting contract with the County.

PROPOSAL MUST BE SIGNED TO BE VALID

I hereby certify that I am authorized to sign as a Representative for the Consultant:

Date: _____ Signature: _____
Typed Name: _____
Title: _____
Firm: _____
Address: _____

Phone: _____

Insurance Requirements for
County Commissioners of Worcester County, Maryland

Automobile Liability Insurance: Coverage sufficient to cover owned, hired and non-owned coverage, including bodily injury, per person and occurrence and property damage per occurrence.*

Minimum Limits

\$1,000,000 Combined Single Limit

**Required for all contracts EXCEPT architectural design, review and/or engineering services and planning, research and/or policy projects.*

Statutory Workers Compensation and Employer's Liability Insurance: Workers Compensation Coverage shall meet statutory limits as required by the State of Maryland or other applicable laws and Employers' Liability Insurance as follows.*

Minimum Limits

\$500,000 Each accident for bodily injury by accident

\$500,000 Policy limit for bodily injury by disease and

\$500,000 Each employee for bodily injury by disease

**Workers' Compensation and Employer's Liability Insurance is required for all contractors who have employees or subcontractors.*

Professional Liability Insurance: Coverage for errors, omissions, and negligent acts per claim and aggregate, with one year discovery period.*

Minimum Limits

\$1,000,000 Each Occurrence

\$5,000 Deductible

**Required for all Professional Service Contracts ONLY including but not limited to architectural design, review and/or engineering services.*

