

## REQUEST FOR PROPOSALS

### **Engineering Services for Dredging an Entrance Channel and Boat Basin Channel at Public Landing in Worcester County, Maryland**

The Worcester County Commissioners are currently accepting proposals from qualified engineering firms to provide Worcester County with permits, construction plans, specifications, construction cost estimates, bid documents and construction services for the dredging of the entrance channel and boat basin channel at Public Landing, in Worcester County, Maryland. The work shall be completed under the direction of a professional engineering firm with a minimum of five (5) years documented experience in the design of dredging projects and marine construction related work. The work shall be completed within One Hundred Twenty (120) calendar days of Notice to Proceed. Proposal specification packages and bid forms may be picked up from the Office of the County Commissioners, Worcester County Government Center, One West Market Street - Room 1103, 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 bidders are encouraged to attend a **pre-bid conference to be held on site at 1:00 PM on Wednesday, November 14, 2018**, at the Public Landing Boat Basin, located at the northern terminus of Public Landing Wharf Road, Snow Hill, Maryland 21863. **Sealed proposals will be accepted until 1:00 PM, Monday, November 26, 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 Public Landing Dredging Engineering Services**" in the lower left-hand corner. After opening, proposals will be forwarded to the Department of Recreation and Parks 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 bidders being considered, previous experience of bidders with County contracts, or any other factors they deem appropriate. All inquiries shall be directed to Tom Perlozzo, Recreation and Parks Director, at 443-944-4022, or Bill Rodriguez, Parks Superintendent, at 410-632-2144, ext. 2521.

## GENERAL CONDITIONS FOR ALL SEALED PROPOSALS

### **ENGINEERING SERVICES**

#### **TO DREDGE AN ENTRANCE CHANNEL AND THE BOAT BASIN CHANNEL AT PUBLIC LANDING WORCESTER COUNTY, MD**

The Commissioners of Worcester County, Maryland are seeking to obtain professional services from an engineering consultant, to design and prepare construction documents, specifications and bid package for dredging at Public Landing, Worcester County, MD.

Qualified consultants are invited to submit proposals to accomplish the scope of work hereinafter described.

#### **1.0 JOB DESCRIPTION**

- a) This proposed project shall consist of obtaining permits, develop designs, prepare construction bid documents, and perform services during construction for dredging of Public Landing Harbor & Entrance with placement of material on adjacent beach as beach nourishment. This shall be a 30' Wide channel x 2,200' long, dredged to a depth of -4' mean low water (MLW, based on the 4 PK nails on the boat ramp pier +4' MLW). The channel shall begin at the public boat ramp and end past the natural -4' MLW contour in Chincoteague Bay. The dredging shall be done mechanically and placed directly on the beach or on the upland next to beach and then spread out. There are some old stones, concrete slabs, exposed filter cloth, and phragmites on the southern portion of the beach. Worcester County would like these stones, filter cloth, and phragmites removed from the beach before the new material is placed there.
- Prepare permit applications and acquire permits from Maryland Department of Environment (MDE) and US Army Corps of Engineers for dredging and dredge material placement.
  - Perform hydrographic survey of the potential dredge area for existing depths. All depths must be shown in MLW **not NAVD 88**.
  - Perform topographic survey of the beach area including the shallow water in front of the beach extending out at least 100' from the mean high water line. Must be shown in elevation at MLW **not NAVD 88**.
  - The removal of the concrete, filter cloth, and phragmites on the beach shall be incorporated into topographic survey and beach design plans.
  - Perform at least 4 core samples of the dredge material within the dredge channel area down to at least -5.0' MLW elevation (1' below the dredge design depth). These samples shall be analyzed for pollutants and grain size to determine their suitability for beach placement.

- Prepare design drawings with channel coordinates and stakeout plan for the dredge channel area. Plans of the beach placement shall show new contours of the beach accounting for all dredge material volume and allow for some additional volume.
  - Develop final dredge volume and construction cost estimate.
  - Prepare complete construction bid package with plans and specifications.
  - Submit pre-final plans (30%, 90%, 100%) and specifications to the County and DNR for review.
  - Attend one pre-bid meeting and one pre-construction meeting to assist county and contractors with project.
  - Provide construction stakeout for dredging.
  - Perform post-dredge survey of the dredge area to verify design depths were reached.
  - Perform topographic as-built survey of the beach placement area.
- b) The consultant shall provide complete construction bid packages consisting of construction drawings and specifications, instructions to bidders, general contract conditions, bid forms and other related documents for construction bidding purposes.
- c) The work shall be completed under the auspices of Worcester County in cooperation with the Maryland Department of Natural Resources, Waterway Improvement Program. Funding for the project will be provided by the State of Maryland, Department of Natural Resources, Waterway Improvement Program (DNR).
- d) The consultant shall secure Local, State and Federal regulatory permits for this project.

## **2.0 DESIGN, PREPARATION OF PLANS AND SPECIFICATIONS FOR CONSTRUCTION**

- a) The Department of Natural Resources performed a bathymetric survey of the proposed dredge area on June 27, 2018 to determine for the County if there was a need to dredge. It is referenced to MLW based on a tide board located on the corner pile of the west pier at the Public Landing boat ramp. 4 PK nails are considered to be +4' MLW.
- b) A property line survey is not a part of this contract.

- c) The construction drawings shall be prepared in conformance with professional drafting practices and engineering standards. Site plans shall be plotted on a scale between 1" = 10' to 1" = 50' for clarity. Drawings shall include borders, title blocks, signature approval boxes, vicinity maps, general notes, traverse and bench mark information, scaled typical sections and details, site plans, cross sections, sediment and erosion control notes and details, and other pertinent information as required by the permitting agencies and DNR.
- d) Project specifications shall be provided by the consultant. Specifications shall include specific instructions to the contractor detailing all aspects of the proposed work. The consultant shall also incorporate standard DNR and Worcester County instructions and conditions, as well as bid proposal forms and documents.
- e) The consultant shall design, prepare, and submit construction contract documents, with all related details, for bidding and proper fulfillment of the work by a contractor in accordance with the requirements of Worcester County, State and Federal agencies.
- f) Design submittals shall be made as follows:
  - 1) Preliminary (30%)
  - 2) Pre-Final (90%)
  - 3) Final (100%)
- g) The consultant shall submit to Worcester County five (5) copies of drawings, specifications, and cost estimates at the Preliminary and Pre-Final Design phases for approval prior to proceeding to the next phase.
- h) Upon approval and the addressing of any required revisions of the Pre-Final documents (Plans, Proposal Book, and Cost Estimate), the consultant shall submit twenty (20) copies of the Final Contract Documents to Worcester County with originals, and digital (Microsoft Word and AutoCAD 2006).
- i) The consultant shall prepare a cost estimate of the planned improvements at each design submittal.

### **3.0 Permits**

Consultant shall obtain the Maryland Department of the Environment (MDE) Wetland License and the U.S. Army Corps of Engineers Permit Approvals for this project. Any modifications or addendums to these permits, as well as securing any Sediment and Erosion Control Permits. State and Local permits and other approvals for this project shall be the responsibility of the consultant. The spoil site shall be the beach area of Public Landing, Worcester County, MD. A pre-application was held on-site with MDE and they are in favor of the proposed project.

#### **4.0 POST DESIGN/CONSTRUCTION MANAGEMENT**

- a) The consultant shall assist the County in advertisement, bidding, review of bids, preparation of addenda, and recommendation of award.
- b) Attend one (1) Pre-Bid and one (1) Pre-Construction meeting and prepare minutes.
- c) Prepare work change orders, if any, for County approval.
- d) Attend progress meetings as needed. Base the proposal on attending two (2) progress meetings.
- e) Perform final inspection.
- f) Provide necessary consultations and/or field visits to answer contractor questions or interpret plans. Base the proposal on attending two (2) additional site visits.
- g) The engineer shall perform a pre-dredge and post dredge survey. All quantities shall be based on the survey. Vertical control shall be the tide board located on the corner pile of the boat ramp pier. 4 PK nails set at +4' MLW.

#### **5.0 CONTRACT PERIOD**

- a) Design Phase
  - 1) Preliminary Submission - Four (4) weeks from the Notice to Proceed.
  - 2) Pre-Final Submission – Six (6) weeks from approval of the Preliminary Submission.
  - 3) Final Submission - Three (3) weeks from approval of the Pre-Final Submission.
- b) Construction Phase - Shall coincide with County's bidding and construction schedule. The project shall have a maximum of a 120-calendar day construction time frame.
- c) The County Commissioners reserve the right to terminate the contract within thirty (30) days notice in writing, if, in the opinion of the County, the work performed by the consultant under the provisions of the contract is not satisfactory.
- d) The proposal shall include a means for amendment to extend the performance period of any project phase as required to insure continuity of engineering services. It is understood that the schedule outlined above does not include review time periods required by permitting and approval agencies. It also does not include potential delays if the construction must occur only during specific times of the year due to environmental windows. It is recognized by both

parties that the schedule may have to be adjusted and that the consultant shall have no claim for additional compensation.

## **6.0 INDEMNIFICATION**

The Engineer shall indemnify and hold harmless Worcester County, and its officials, employees and agents from and against any and all liabilities, judgments, settlements, losses, costs or charges (including attorney's fees) incurred by the County or any of its officials, employees or agents as a result of any claim, demand action or suit relating to any bodily injury (including death), loss or property damage caused by., arising out of related to or associated with any act omission or default of the engineer, its employees or subcontractors, in the performance of or in connection with , any work required contemplated or performed under the contract.

## **7.0 LIABILITY AND INSURANCE REQUIREMENTS**

- a) Worcester County shall be free and clear of any liability. The Engineer shall accept responsibility for personal injury and property damage incurred as a result of their work associated with this contract, and for damages resulting from errors or omissions in the engineering, drawings and specifications and other documents relating to the design of the project.
  
- b) Evidence of insurance shall be submitted to the County - Insurance requirements are as follows:
  - i. General Liability Insurance: Bodily injury, \$200,000 per occurrence and \$500,000.00 in the aggregate. Property damage, \$100,000.00 per occurrence and \$200,000.00 in the aggregate.
  - ii. Professional Liability Insurance: minimum coverage \$1,000,000.00
  - iii. Updated insurance certificates shall be submitted to the County during the duration of the project.

## **8.0 CONSULTANT EVALUATION AND SELECTION PROCESS**

### **A. Evaluation of qualifications**

The County shall review the qualifications of the respondents and uniformly evaluate them by an objective process, which may include the appointment of a board or committee, which to the greatest extent practical should include persons with the appropriate skills. Criteria to be considered in the evaluation of the proposals should

include:

1. Specialized experience and professional competence of the respondent and their personnel (including sub-contractors) in connection with the type of services required and the complexity of the project.
2. Past record and/or performance on contracts with the County or others including such factors as, but not limited to control of costs, quality of work, and ability to meet schedules.
3. Special consideration for small and/or minority businesses.
4. Capacity of the proposer to perform the work, including any specialized services within the time constraints, taking under consideration the current and planned workload of the respondent.
5. The familiarity of the respondent with the type of problems applicable to the project.
6. Avoidance of personnel and/or organization conflicts of interest prohibited under Federal, State, or Local law.
7. Accessibility of the respondent to County personal and telephone contact for the duration of the project.

#### B. Request for qualifications

If deemed necessary by the County an objective process shall conduct an evaluation of qualifications in order to obtain information necessary for the Town to award a contract. Additional information from the top rated proposers may be obtained by oral, telephone, and/or written interviews.

1. Information obtained in any interview shall be treated as confidential except when Federal, State, or Local law requires disclosure.
2. At no time during the procurement process shall information providing an unfair competitive advantage be conveyed to any candidate.
3. The County's evaluation of proposals shall be documented.
4. The County's evaluation of proposals shall comply with acceptable Federal and State practices for the competition and utilization of small and minority businesses.

#### C. Selection

The County's evaluation will be based on several factors, including but limited to the following:

1. The quality of work, items, or material to satisfy the minimum project needs.
2. Specialized experience and technical competence of key personnel and principals.
3. Proposed method to accomplish the work.
4. Prices quoted and consideration of other prices for the same or similar items or work.
5. The business reputations, capabilities, and responsibilities and past performances of respective firms or persons who submit proposals.

6. Delivery requirements, Capacity to perform the work within the required time limits.
7. Capability to explore, utilize and develop advanced and innovative techniques designs.

## **9.0 AWARD OF CONTRACTS**

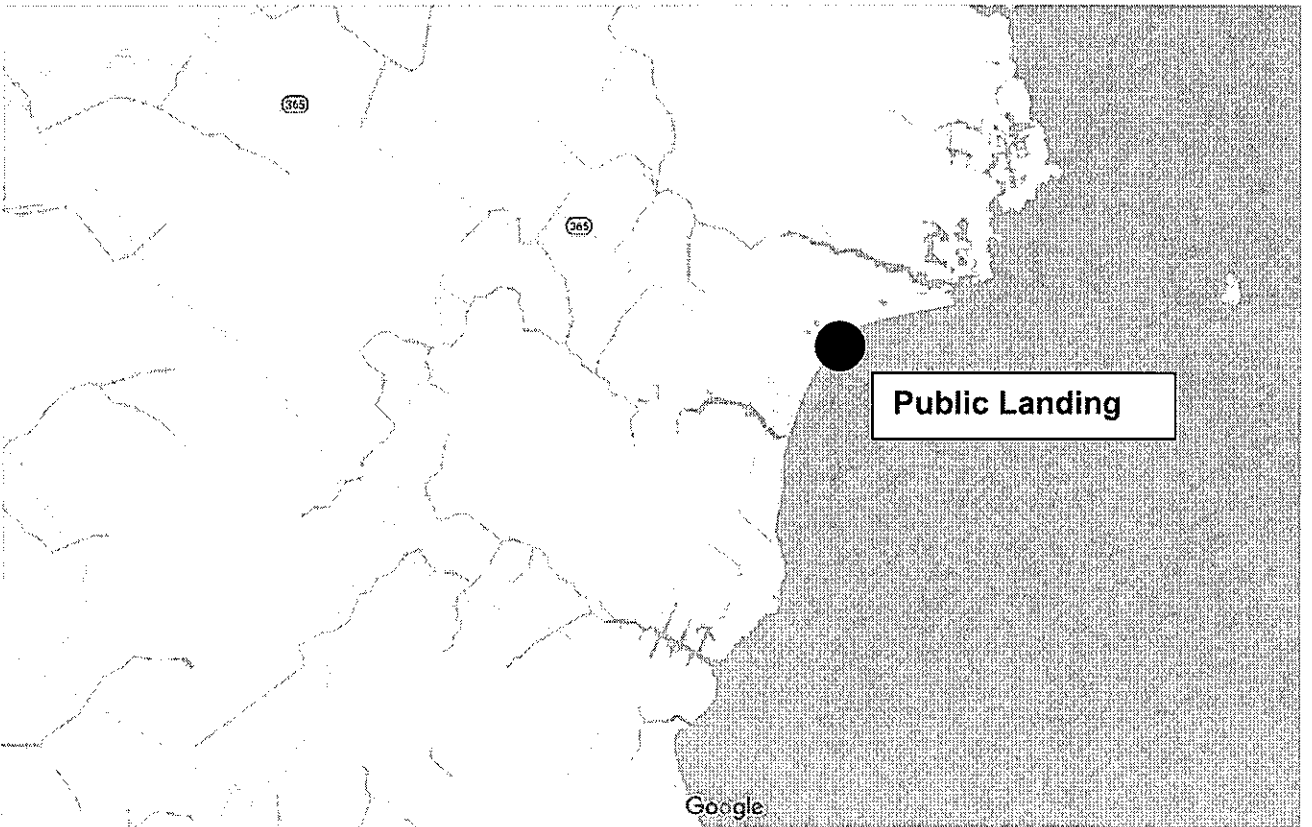
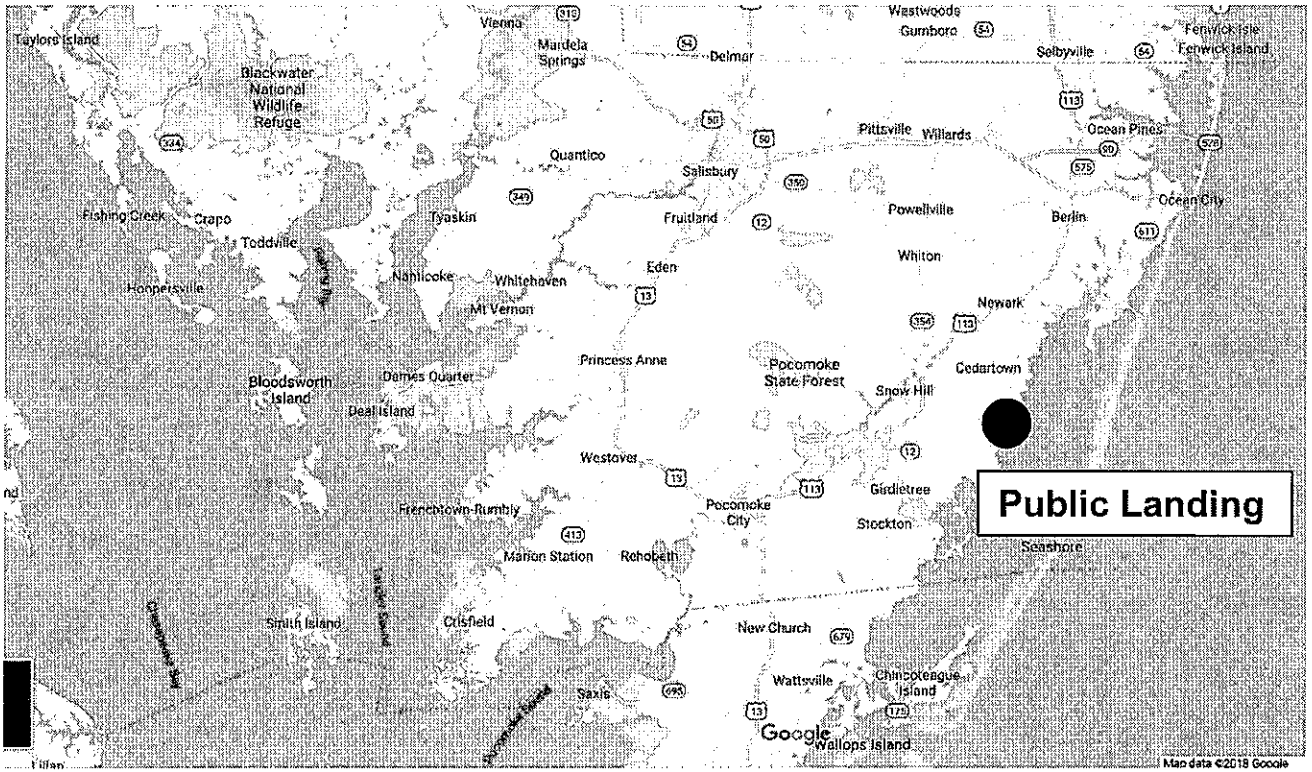
- a) Following the approval by the County Commissioners, the County shall award all contracts in accordance with the recommendations of the County Commissioners and the review board pursuant to the review process described, if applicable, not earlier than seven (7) days after the public opening of the proposals.
- b) Any other considerations for the award will be stated on the specifications and in the proposal.

### **CONTACTS:**

Tom Perlozzo, Director of Recreation & Parks  
443-944-4022  
[tperlozzo@co.worcester.md.us](mailto:tperlozzo@co.worcester.md.us)

Bill Rodriguez, Parks Superintendent  
410-632-2144 ext. 2521  
[brodriguez@co.worcester.md.us](mailto:brodriguez@co.worcester.md.us)





WORCESTER COUNTY BID FORM

WORCESTER COUNTY, MD  
1 WEST MARKET STREET  
SNOW HILL, MD 21863

**TITLE: ENGINEERING SERVICES TO DREDGE AN ENTRANCE CHANNEL AND  
THE BOAT BASIN CHANNEL AT PUBLIC LANDING WORCESTER COUNTY, MD**

OPENING: As Specified in the "Notice to Bidders" Announcement

Proposal of \_\_\_\_\_  
(Hereinafter called "BIDDER", organized and existing under the laws of the State of \_\_\_\_\_, doing business as (\* \_\_\_\_\_))

BIDDER hereby submits proposal for the above titled project. Having carefully examined the qualifications and site information for the named project and having received clarification on all items of conflict or upon which any doubt arose, the undersigned hereby agrees to furnish all labor, material and equipment required for complete work in strict accordance with the contract documents. BIDDER also understands that the right to delete any portion of the specification herein described is that of Worcester County, and BIDDER shall perform all other items of the contract accordingly.

BIDDER acknowledges receipt of the following addendum(s):

\_\_\_\_\_

BIDDER hereby agrees to supply all items described in the specifications for the stipulated sum of: \_\_\_\_\_ DOLLARS (\$ \_\_\_\_\_ )

The base bid shall be the controlling factor for determining the value of the proposal; however, the base bid shall not be the only basis for awarding the contract.

\_\_\_\_\_  
(Signature)

\* Insert " a corporation ", " a partnership ", or " an individual " as applicable

BID FORM  
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It is understood that the bid price shall remain firm for a period of ninety (90) calendar days from the bid opening date and that if the BIDDER is notified of the acceptance of this proposal within this time period, he/she agrees to execute a contract for the above stated compensation and to supply all bonds, insurance forms, workman's compensation forms, and other related or requested documents within ten (10) calendar days of the notification, and to guarantee the completion of the contract within 120 calendar days.

Affidavit I and Affidavit II are to be submitted by all BIDDERS with the forms as provided. Any additional or alternative documents called for in the contract must be submitted herewith.

\_\_\_\_\_ (License number)      \_\_\_\_\_ (Date issued)      \_\_\_\_\_ (Place issued)

Federal Employer ID number \_\_\_\_\_ or, if not an employer,  
Social Security number \_\_\_\_\_.

AFFIDAVIT I

WORCESTER COUNTY, MD  
1 WEST MARKET STREET  
SNOW HILL, MD 21863

COUNTY OF: \_\_\_\_\_

STATE OF: \_\_\_\_\_

Before me, the undersigned, a Notary Public in and for the County and State aforesaid, \_\_\_\_\_ personally appeared and made oath in due form of the law that the Proposer herein, his Agents, servants and/or employees, to the best of his/her knowledge and belief, have not in any way colluded with any one for and on the behalf of the Proposer, or themselves, to obtain information that would give the Proposer an unfair advantage over others, nor have they colluded with anyone for or on behalf of the Proposer, or themselves, to gain any favoritism in the award of the Contract herein.

Notary Public \_\_\_\_\_

AFFIDAVIT II

WORCESTER COUNTY, MD  
1 WEST MARKET STREET  
SNOW HILL, MD 21863

DISCLOSURE OF INTEREST BY PERSONS DOING BUSINESS WITH WORCESTER COUNTY.

The undersigned does hereby declare that no officer or employee of Worcester County, whether elected or appointed has in any manner whatsoever any interest in or has received prior to hereto or will receive subsequent hereto any benefit, monetary or material consideration from the profits or emoluments of this contract, job, work or service for the County, and that no officer or employee has accepted or received or will receive directly or indirectly, any part of any fee, commission or other compensation paid or payable by the County in connection with the contracts, job, work, or service for the County, excepting, the receipt of dividends or corporation stock.

I, We, do solemnly declare and affirm under the penalties of perjury that the contents of the foregoing affidavit are true and correct to the best of my knowledge, information, and belief.

DATE: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

TITLE: \_\_\_\_\_

FIRM: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

\_\_\_\_\_

SUBCONTRACTOR LISTING

The following subcontractor(s) will be employed under this contract:

	TYPE OF WORK	NAME, ADDRESS, PHONE #	% WORK
1.	_____	_____	_____
	_____	_____	_____
2.	_____	_____	_____
	_____	_____	_____
3.	_____	_____	_____
	_____	_____	_____
4.	_____	_____	_____
	_____	_____	_____
5.	_____	_____	_____
	_____	_____	_____

"TYPE OF WORK" not listed indicates that contractor will perform the work with his/her own forces.