



**TOWN OF EMMITSBURG**

300A South Seton Avenue Emmitsburg, Maryland 21727; Phone: 301-600-6300; info@emmitsburgmd.gov

**REQUEST FOR PROPOSAL  
ENGINEER SERVICES FOR  
DESIGN OF WATER PLANT CLARIFIER**

The Mayor and Commissioners of Emmitsburg, Maryland are requesting sealed bids from qualified engineer firms for the design of a new clarifier for the Town’s existing water plant. All sealed bids must be received by 4:00 pm on Friday, February 14, 2020. Proposals will *not* be accepted via email. Please boldly note on sealed bids **“Clarifier Bid, Do Not Open.”**

Please direct questions to Dan Fissel, Sewer and water Superintendent, at (301) 447-1987 or at dfissel@emmitsburgmd.gov.

---

**CONTENTS**

I. INTRODUCTION & BACKGROUND..... 1  
II. SCOPE OF WORK..... 2  
III. MAP SHOWING LOCATION OF WATER PLANT AND RAINBOW LAKE:..... 4  
IV. SUBMITTAL REQUIREMENTS..... 5  
V. EVALUATION CRITERIA AND PROCESS..... 6  
VI. PROPOSED TIMELINE ..... 6  
VII. MISCELLANEOUS INFORMATION..... 6

**I. INTRODUCTION & BACKGROUND**

The Town of Emmitsburg (“Town”) is in need of a qualified engineering firm to give recommendations on the best placement of and design of a new clarifier and housing building for the Town’s existing water treatment plant (WTP) located at 8585 Crystal Fountain Road, Emmitsburg, Maryland. Through this request for proposal the Town is soliciting for engineer services including, without limitation, the planning, design, permitting, preparation of bidding documents, specifications, and drawings, bid phase services, and design services. The Town plans to award the bid to a cost effective and technically sound bidder.

Funding for the project will be through the United States Department of Agriculture Rural Development (USDA – RD) or Maryland Department of the Environment (MDE). Engineering firms must have prior experience and/or knowledge working with the USDA and MDE.

The Town is pursuing a clarifier for the WTP built in 2000 to improve the raw water quality flowing into the plant and to extend the plant’s production capacity. The water system provides water to approximately 1,100 households. The main reservoir is Rainbow Lake, a lake that is located outside of town and above the Town and water plant. A map showing the WTP’s location in proximity to Rainbow Lake can be found on page 4.

The main flow to the plant is divided between raw water from Rainbow Lake and water from three wells (#3, #4, #5) in the Town’s watershed. The water from the reservoir and wells #3 and #5 flow by gravity through 6-inch piping before the line increases to an 8-inch size. The 8-inch line then combines with water from well #4 and enters the WTP as an 8-inch line. Total flow varies between 100gpm and 300pgm, averaging 160gpm. The raw water typically makes up about half of the total flow to the plant depending on the turbidity of the lake water. At times the high turbidity in the water can cause the need for more well water and excessive backwashing due to the clogging of the sand filters. The plant currently produces approximately 199,623 gallons per day of which 57,691 (or 28.9%) is used for backwashing. Pretreating the water from the main reservoir before it enters the plant will reduce the frequency of backwashes. It will also extend the plant’s production capacity as more water is available to replenish the WTP’s storage tanks.

## II. SCOPE OF WORK

All bids must meet and/or exceed the requirements contained herein. The successful bidder will provide recommendations and plans for the final location and construction of the clarifier and building. The selected consultants will conduct an assessment of the possible locations, perform a detailed design, prepare bid documents, and provide bid and construction support services. If the contractor believes that the project can be enhanced in any way, such information should be included in the proposal via the letter of transmittal.

Please note the final scope of work will be negotiated with the selected consultant prior to execution of a signed contract. The contract will be awarded via an Engineers Joint Contract Documents Committee (EJCDC) document (form E-500). All work must be completed in alignment with USDA and MDE standards. Representatives of the Town's Water and Sewer Departments will provide input and assistance with any necessary fieldwork and review all deliverables for the effort.

### 1. Preliminary Engineering Report & Data Collection

- a. Complete and submit Engineers Joint Contract Documents Committee (EJCDC) document (form E-500) to the Town upon bid award.
- b. Review existing records and data including, but not limited to, geographic information system information, records, drawings, reports, maps, and other documents relevant to the limits and scope of this project.
- c. Conduct site investigation, tests and/or inspections to determine best placement of clarifier.
- d. Perform two (2) geotechnical soil borings.
- e. Perform geotechnical investigations, aerial or ground surveying, and mapping.
- f. Coordinate with various utilities and agencies requesting existing utility mapping for the project areas and coordinate the relocation of utility lines and appurtenances.
- g. Develop design Base Map which includes right-of-way, easement, and lot lines.
- h. Complete Preliminary Engineering Report According to USDA Requirements on the entire water treatment plant system.
- i. Submit draft to USDA for review.
- j. Respond to revisions and/or correction requests from USDA (as needed) and submit revised final draft to USDA for approval.

### 2. Environmental Assessment Report

- a. Complete Environmental Assessment According to USDA Requirements on the entire water treatment plant system.
- b. Submit draft to USDA for review.
- c. Respond to revisions and/or correction requests from USDA (as needed) and submit revised final draft to USDA for approval.

### 3. Project Management and Coordination

- a. Project monitoring and administration.
- b. Attend project kickoff meeting, progress meetings and final walk through meeting.
- c. Monitor task budgets and project schedule to ensure project is completed on time and within the agreed upon project budget.
- d. Perform quality assurance/quality control (QA/QC) activities.
- e. Prepare monthly progress reports, cost summary reports and invoices.

#### 4. Project Design and Development

- a. Create conceptual design and cost estimates.
- b. Prepare design and location alternatives and cost estimates for each option for Town to review and consider. This will include, but not limited to, participating in presentations and meetings with the Town and public.
- c. Preparation of complete detailed plans, technical specifications and engineer's cost estimate suitable for public bid.
- d. Obtain all permits, approvals and/or exemptions necessary to get the new clarifier constructed. Address permitting agency comments.

#### 5. Preparation of Bid Documents and Bid Support

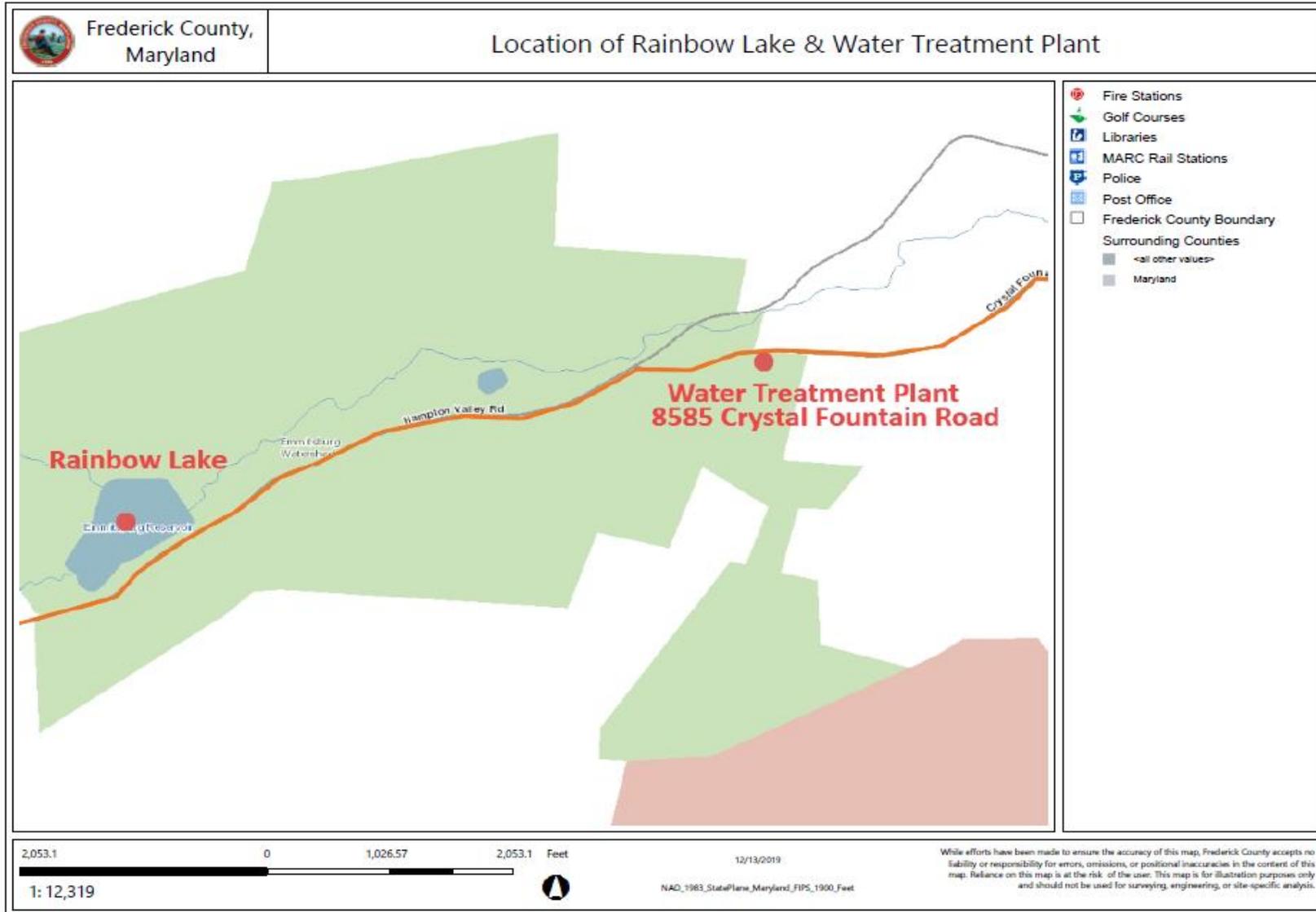
- a. Consultant shall also submit 65% and 100% plans, specifications and engineer's estimate to the Town for review and approval.
- b. Assemble bid documents by combining plans and technical specifications with the Town's standard front-end specifications for a complete bid package.
- c. Prepare advertisement for public bidding. The Town will pay for the ad.
- d. Respond to bidder questions and issues addenda's as necessary.
- e. Schedule and attend pre-bid conference and job walkthrough.
- f. Schedule and attend bid opening.
- g. Review bid submittals and provide certified bid tabulation to Town.
- h. Make a recommendation to the Town regarding Notice of Intent to Award.

#### 6. Construction Services

- a. Schedule and administer pre-construction conference and construction job conferences.
- b. Review and process contractor applications for payment.
- c. Review and respond to contractor's request for information and clarifications.
- d. Review and process contractor claims, work change directives and change orders.
- e. Perform engineer site visits as necessary to review claims, work involving work change directives, provide clarifications, conduct field meetings with Town Staff and/or contractor and check the progress of work.
- f. Perform substantial completion and inspection and provide a tentative list of items to be completed or corrected (punch list) and perform final completion inspection.
- g. Request contract closeout documents from the Contractor and prepare and submit final contract closeout documents to the Town, which should include submittal of digital record drawings to the Town.
- h. Provide a dedicated Project Manager for the duration of this phase work and a Resident Project Representative (RPR) as required by the USDA and MDE.
- i. A final copy of all plans and/or project drawings (as built) should be given to the Town upon the completion of the project.

*Note:* There will be a **MANDATORY** pre-proposal site visit for all consultants submitting proposals to the Town. Drawings of the current water plant will be provided at the meetings. Bidders can choose between attending a meeting on Tuesday, January 7, 2020 at 2:00 p.m. **OR** Wednesday, January 8, 2020 at 10:00 a.m. The site visit will be held at the water plant located at 8585 Crystal Fountain Road, Emmitsburg. The Town reserves the right to reject any Consultant's proposals if they did not attend the mandatory preproposal site visit.

### III. MAP SHOWING LOCATION OF WATER PLANT AND RAINBOW LAKE:



#### IV. SUBMITTAL REQUIREMENTS

Please submit at least five (5) copies of your bid to Town of Emmitsburg, Attn: Town Manager, 300A South Seton Avenue Emmitsburg MD 21727. Email submittals will *not* be accepted. Please note on bid envelopes, “**Clarifier Bid, Do Not Open.**” At the minimum, all bids must include the following. Failure to not include the requested information may result in disqualification.

**A.) Mandatory Site Visit:** Please contact Dan Fissel, Sewer and water Superintendent, at (301) 447-1987 or at [dfissel@emmitsburgmd.gov](mailto:dfissel@emmitsburgmd.gov) to confirm your attendance at the **mandatory** site visit meeting. Bidders can choose between attending a meeting on Tuesday, January 7, 2020 at 2:00 p.m. **OR** Wednesday, January 8, 2020 at 10:00 a.m. The site visit will be held at the water treatment plant located at 8585 Crystal Fountain Road, Emmitsburg MD 21727. Drawings of the existing water plant will be provided at the meeting.

**B.) Letter of Transmittal:** The letter of transmittal must contain the following information:

1. Please state in the letter the name, title, address, e-mail address, and telephone number of the person(s) whom correspondence regarding the bid should be directed to.
2. DUNS number, federal and state taxpayer identification numbers of your organization.
3. Please summarize your qualifications, including similar projects completed and years of experience with USDA or MDE.
4. Note which mandatory site visit was attended (date and name of person in attendance).
5. What is your estimated length of time for the construction portion of the project?
6. How many change orders are included in the contract price?
7. Recommendations for the enhancement of the project (if any).
8. Statement which indicates “proposal and cost schedule shall be valid and binding for three hundred and sixty-five days (365) days following proposal due date and will become part of the contract that is negotiated with the Town of Emmitsburg”.

**C.) Table of Contents:** List the documents included in your bid packet with the corresponding page numbers. Make sure to number your pages for easy reference.

**D.) Project Understanding & Scope of Services:** Summarize your organizations understanding of each item listed under the “Scope of Work” and detail what services will be provided for each.

**E.) Detailed Cost Estimates:** The cost for engineer services should be listed as stated:

PHASE:	COST:
Preliminary Engineering Report & Data Collection	\$
Environmental Assessment Report	\$
Project Management and Coordination	
Project Design and Development	\$
Preparation of Bid Documents and Bid Support	\$
Construction Services	\$
<b>TOTAL ENGINEERING COST</b>	<b>\$</b>

**F.) Hourly Rate Sheet:** Bidders should include an hourly rate sheet for each position (e.g. Resident Project Representative, Project Manager, etc.).

**G.) Resumes:** Include the resumes of any firm members that will most likely be involved with the project. Make sure to include their name, title, area of specialty, total years of experience, and experience with similar projects or working with the USDA and MDE.

**H.) References**

Provide *at least* three customer references for similar work completed within the past five (5) years. Government or municipal references are preferred. The reference should contain the name, organization name, address, telephone number and services provided.

**I.) Proof of Insurance**

The successful proposer must have and maintain current worker's compensation insurance, comprehensive general liability and automobile insurance for bodily injury, death or loss of or damage to property of third persons in the *minimum amount* of one million (\$1,000,000) per occurrence with the Town of Emmitsburg as an additional name insured. Please submit proof of insurance. Policy number, insurance company, and expiration date must be provided at a minimum for bids.

**V. EVALUATION CRITERIA AND PROCESS**

A.) The Town Manager will designate a selection committee composed of Town Staff to conduct an evaluation of qualifications and will rate each submittal based upon the following criteria:

- a. Cost.
- b. Experience.
- c. Understanding of services to be provided.
- d. Satisfaction of clients/references.

**VI. PROPOSED TIMELINE**

Monday, December 16, 2019  
 December 16 & December 17, 2019  
**Friday, February 14, 2020**  
 Monday, May 4, 2020  
 Wednesday, May 6, 2020  
 Wednesday, May 6, 2020

RFP available on the Town of Emmitsburg's website.  
 RFP advertised in the Frederick News Post.  
**DEADLINE: Bids due by 4:00 p.m.**  
 Bid review/approval by the Board of Commissioners.  
 Bid award/rejection announcements made.  
 Winning bidder can begin (pending contract approval).

**VII. MISCELLANEOUS INFORMATION**

- The Town of Emmitsburg reserves the right to accept or reject any and/or all bids and to waive any informalities or irregularities in the bidding process.
- The RFP creates no obligation on the part of the Town to award a contract or to compensate the proposer for any costs incurred during the proposal presentation, response, submission, presentation, or oral interviews (if requested/held). The Town reserves the right to award a contract based upon proposals received without further discussion or negotiation. Proposers should not rely upon the opportunity to alter their qualifications during discussions.
- The Town further reserves the right to make investigations as it deems necessary to determine the ability of proposers to furnish the required services, and proposers shall furnish all such information for this proposal as the Town may request.
- Proposers must specifically identify any portion of their submittals deemed to contain confidential or proprietary information.
- The Town of Emmitsburg does not discriminate based on race, color, national origin, sex, religion, age and disability in employment or the provision of services.