

Town of Charlestown, MD

RFP #2023 - 03

Town Engineer

The Town of Charlestown is seeking qualified Professional Engineering Consultants to provide ongoing Town Engineer services, including design, permitting, construction management services, plan review, and inspections, for drainage and stormwater management projects, as well as, public drinking water systems management. Cost proposals must be received no later than **Friday, January 5, 2024 at 4:00 PM**.

Submittals should be emailed or addressed to:

**Town of Charlestown
P.O. Box 154
241 Market Street
Charlestown, Maryland 21914**

**ATTN: Bryan Lightner
Town Administrator
410-287-6173
blightner@charlestownmd.org**

General Requirements

1. The prospective Consultant is urged to attend the pre-bid meeting via zoom on **Wednesday, December 20, 2023, @ 1:30 PM**, to ascertain the scope of work for pending tasks and gather information for the proposal.
2. The prospective Consultant is urged to contact the Town Administrator with any questions regarding this proposal. Questions will be answered and compiled for all interested contractors to review, prior to submitting price quotes.
3. The work sites will be accessible Monday – Friday, 8:00 AM – 5:00 PM. If the service day is a legal holiday, the Consultant, in most cases, may perform the scheduled service with the approval of the Town Administrator.
4. The Town of Charlestown reserves the right to negotiate the final terms of all contracts with successful bidders.
5. If a contract is awarded, the successful bidder will be required to indemnify and hold the Town of Charlestown harmless from and against all liability and expenses, including attorney's fees, howsoever arising or incurred, alleging damage to property or injury to, or death of, any person, arising out of or attributable to the bidder's performance of the contract awarded.

6. Any property or work to be provided by the bidder under this contract will remain at the bidder's risk; and the bidder will replace, at bidder's expense, all property or work damaged or destroyed by any cause whatsoever.
7. Successful bidder shall provide Certification of Liability and Workers' Compensation Insurance. Consultants should be insured for \$1,000,000 for both general liability and workers' compensation. The President and Board of Commissioners, its employees and agents shall be named as an additional insured on all insurance policies. The Town shall be furnished with satisfactory evidence that the forgoing insurance is in effect within 10 days after written notice of award is given to the bidder. The Town shall be notified in writing (15) fifteen days prior to the cancellation or material change of any coverage.
8. Successful bidder must be able to provide all drawings, specifications, and general construction notes to satisfy all Cecil County, State of Maryland, and U.S. Army Corps of Engineers permitting requirements.

Term

1. The term of service shall be three years from a mutually agreed upon start date.

Special Conditions

1. Tools
 - a. All necessary tools will be furnished by the consultant at no cost to the Town of Charlestown.
2. Permits
 - a. The Consultant will be capable of securing all necessary authorization and permits from the Town, Cecil County, and the State of Maryland/U.S. Army Corps of Engineers, with assistance from the Town.

Proposals

1. Proposals shall include:
 - a. Coversheet with consultant's name, address, phone, email and contact information.
 - b. Bid prices with current hourly rates, as appropriate, including estimated costs to provide all services required to fulfill the Scope of Work. Please provide two references for related assignments that you've completed, one for stormwater management and one for drinking water system management. Partial or incomplete bids will not be accepted.
2. The Town of Charlestown is exempt from sales tax and no such tax will be included in the bid prices and hourly rates. A tax-exempt certificate will be provided upon request.
3. Proposals will be exempt from disclosure until the evaluation and selection process has been completed.

Questions

All questions pertaining to this RFP shall be directed to:

Bryan Lightner, Town Administrator

**Town of Charlestown
241 Market Street
P.O. Box 154
Charlestown, MD 21914
blightner@charlestownmd.org
410-287-6620 fax
410-287-6173 phone**

All additional questions must be submitted in writing via email, and received by **Wednesday, December 27th at 5:00 PM**. A written response, including the question, will be emailed to all potential consultants.

Evaluation of Proposals

Review and Approval Process

All proposals received by the closing deadline of 4:00 PM, Friday, **January 5th, 2024**, will be reviewed by the Charlestown Town Administrator. The Charlestown Commissioners will further evaluate and award the contract on or before the next Town Meeting, **January 9th, 2024**.

Rejections

The Commissioners of Charlestown reserve the right to waive any informality and reject any or all bids, and to accept any or all proposals which in their judgment are in the best interest of the Town, or to re-advertise for a new bid.

Scope of Work

The list below is not exhaustive, and not all tasks need to be completed within one year. The list is provided as an indicator of a company's qualifications and abilities to meet the Town's future priorities.

Stormwater Management Tasks

1. Update stormwater management ordinance.
2. Design projects identified in Watershed Master Plan.
3. Develop stormwater utility fee.
4. Assist with grant proposals to design and construct projects identified in the Watershed Master Plan.
5. Develop a drainage system maintenance schedule.

6. Review erosion & sediment control and stormwater management plans & inspect stormwater construction and facilities.

Public Drinking Water System Tasks

1. Update water system ordinance.
2. Provide Preliminary Engineering Report for potential expansion.
3. Water Treatment Plant Upgrade – determine chemical feed automation.
4. Prepare Water Conservation Plan.
5. Conduct Water System Audit.