

Town of Charlestown, MD

RFP #2024 - 04

Storm Drain Cleaning Project

The Town of Charlestown is seeking qualified contractors to provide both a lump sum initial storm drain cleaning cost proposal for 25 networks around Town, as well as, ongoing storm drain cleaning services within the corporate limits of the Town of Charlestown, for a three-year contract term. A pre-bid meeting and site visit will be held on **Thursday, August 1, 2024 at 10:30 AM**, at the Athletic Complex parking lot, located just south of Frederick and Ogle Streets, Charlestown, MD 21914. Cost proposals must be received no later than **Friday, August 23, 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 Contractor is urged to attend the **pre-bid meeting on Thursday, August 1, 2024, @ 10:30 AM**, to ascertain the Town's vision for the project and gather information for the proposal.
2. The prospective Contractor 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 Town of Charlestown reserves the right to negotiate the final terms of all contracts with successful bidders.
4. 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.
5. 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.

6. Successful bidder shall provide Certification of Liability and Workers' Compensation Insurance. Contractors should be insured for \$1,000,000 for both general liability and workers' compensation. The Town, and its 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.

Term

1. The initial cleaning project will commence on or around September 15, 2024 and will need to be finished by **January 15, 2025**.
2. The ongoing storm drain cleaning project term of service shall be three years from a mutually agreed upon start date.

Special Conditions

1. Site preparation
 - a. The Town of Charlestown will provide proper access prior to the commencement of work.
2. Tools
 - a. All necessary tools will be furnished by the contractor at no cost to the Town of Charlestown.
3. Safety
 - a. All work is to be performed in compliance with Occupational Safety and Health Administration (OSHA) and Maryland Occupational Safety and Health Administration (MOSHA) standards and regulations. Contractor must furnish crew with all necessary safety equipment at no cost to the Town of Charlestown. Such equipment includes that required for working in confined spaces, as well as: hard hats, safety shoes, goggles, vests, etc.
4. Property Protection
 - a. The Contractor is responsible to protect all existing equipment, improvements, utilities, structures, and vegetation at all times during the course of this contract. Any property or incidental damage to public or private property during the course of this contract shall be repaired or replaced at the contractor's expense to the satisfaction of the Town Administrator, or his designated representative.
5. Permits
 - a. The Town can secure all necessary authorization and permits from Cecil County, the State of Maryland, and the U.S. Army Corps of Engineers, where necessary.

Proposals

1. Proposals shall include:
 - a. Coversheet with contractor's name, address, phone, email and contact information.
 - b. Lump sum cost proposal for the initial cleaning project. This includes 25 networks around Town, cleaning 3,036 linear feet of stormwater pipes, regrading 2,271 linear feet of swales, and cleaning 58 inlets/manholes.
 - c. Bid sheets completed, provided as Attachment 1.
 - d. Two references for related projects that you've completed in Maryland, and if not in Maryland, within the Mid-Atlantic Region, and within the past five years.
2. The Town of Charlestown is exempt from sales tax and no such tax will be included in the bid price. 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.
4. After the first year, in years two and three of the contract term, the approved bid price payments shall be increased by the percentage change in the Consumer Price Index, capped at five percent (5%) per the three-year period. The Consumer Price Index annual change shall be measured in November of the preceding year to be modified, as reported by the Bureau of Labor Statistics. The price increase shall be in place by April 1, of the proposed year.

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 **Monday, August 5, at 4:00 PM**. A written response, including the question, will be emailed to all potential contractors.

Questions Received at the pre-bid meeting/Answers Provided:

1. Can there be an extension to submit a cost proposal? *Since the Town has answered the questions received at the pre-bid meeting on the same day, and the RFP and Bid Sheet has been updated to make clearer the cost proposals needed, the deadline will remain Friday, August 9th at 4:00 pm.*

2. Can the Dredge Material Placement Facility be used to dispose of the materials removed from the storm drains? *No.*
3. Do prevailing wage rates apply for this project? *No.*
4. Can the Town provide water at the nearest fire hydrants for cleaning? *Yes, the Bid Sheet has been updated to remove a water tank truck. The contractor will need a jetter truck equipped with the hoses and couplings for connecting to the fire hydrants, and the Town will provide the necessary tools for opening the fire hydrants.*
5. Will the Contractor be responsible for replacing pipes? *No, the Town uses McGuirk Construction for replacing storm drain inlets and pipes. All inlets and pipes will be jetted lightly to start, and if the Contractor discovers obstructions, the Town Director of Public Works may authorize heavy cleaning. If, after heavy cleaning, the Contractor and Town Director of Public Works determine the pipe needs to be replaced, the Contractor will stop and move on to the next storm drain.*

Questions Received after the pre-bid meeting/Answers Provided:

1. Can there be an extension to submit a cost proposal? *Yes, the deadline to submit the cost proposals has been extended until **Friday, August 23, 2024 at 4:00 PM.***
2. For the base bid items 19-25, are the unit prices per ton? *No, the unit prices should be per 10 tons.*

Evaluation of Proposals

Review and Approval Process

All proposals received by the closing deadline of **Friday, August 23, 2024 at 4:00 PM**, will be reviewed by the Charlestown Town Administrator. The Charlestown Commissioners will further evaluate and potentially award the contract at their next Meeting, **August 27, 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 initial cleaning project includes 25 drainage system networks, following an order determined by the Town, cleaning 3,036 linear feet of stormwater pipes, regrading 2,271 linear feet of swales, and cleaning 58 inlets/manholes. Clear, lighted photos must be provided before and after the work for each component of the networks. CCTV is not required.
- Prior to beginning work, a pre-construction meeting is required. Both the Contractor and the Town will walk the network and establish what components of the system need to be cleaned. It will be clear what components of the network the Town will be responsible to pay for replacing, should they be damaged. Proper erosion and sediment control methods will be planned. Both parties will also develop a road closure plan, where necessary. Finally, the Town wants to ensure

using water from fire hydrants minimizes impacts to residents, so staff will be monitoring flow, pumping rates, and pressure.

- The Bid sheets will need to be completed with unit prices. The Town would like these unit prices preserved over a three-year term, except for CPI. When it comes time to clean a network or site again, a cost proposal will need to be submitted by the contractor to the Town, subject to negotiation, prior to approval.
- Swales may need to be re-graded to maintain positive flow, which is a minimum of 0.3%, grass seed and curlex/type A SSM matting will be required for stabilization.
- Grading permits aren't needed if replacing existing pipes or regrading existing swales. Disturbance within wetland buffers will need State wetland licenses prior to work, and will be acquired by the Town.
- It's expected cleaning will generally involve excavation, jetting, and vacuuming materials out. In some cases where we're trying to preserve pipes, we may request jetting with less pressure. If a pipe or inlet can't be cleaned, the contractor will be authorized to replace it, following Town approval.
- The contractor will be responsible for disposing of materials removed from the drainage system.
- There are four detention basins that will need to be restored to the original engineered design, as the Town's budget allows. It is anticipated this work will occur in 2-3 years. This work may involve vegetation clearing and grubbing, excavation, grading, inlet and pipe cleaning, or replacement.
- The Town's preferred payment method is by ACH payments.

Attachment 1

BID Sheet

Attachment 2

Initial Storm Drain Cleaning List

Attachment 3

Initial Storm Drain Cleaning Maps

**BID SHEET FOR RFP 2024-04
CHARLESTOWN STORM DRAIN CLEANING**

PART A. BASE BID ITEMS:

Item	Description	Est. Quantity	Unit	Unit Price Dollars & Cents	Total Price Dollars & Cents
Personnel					
1	Site Superintendent	8	Hour	\$	\$
2	Foreman	8	Hour	\$	\$
3	Unskilled Laborer	8	Hour	\$	\$
Equipment (w/Operator) & Tools					
4	Truck, Dump	8	Hour	\$	\$
5	Backhoe/Loader - small	8	Hour	\$	\$
6	Backhoe/Loader - large	8	Hour	\$	\$
7	Excavator - small	8	Hour	\$	\$
8	Excavator - medium	8	Hour	\$	\$
9	Excavator - large	8	Hour	\$	\$
10	Vacuum Truck	8	Hour	\$	\$
11	Skid Loader	8	Hour	\$	\$
12	Jetter Truck	8	Hour	\$	\$
13	Hydroseeder	8	Hour	\$	\$
14	Mower/Bush Hog	8	Hour	\$	\$
15	Trencher	8	Hour	\$	\$
16	Trench Box	8	Hour	\$	\$

Materials					
17	Silt Fence	100	LF	\$	\$
18	Curlex, Type A SSM Matting	100	SY	\$	\$
19	Pump Around Practice	100	LF	\$	\$
20	Filter Log	100	LF	\$	\$
21	Sandbags	100	SY	\$	\$
22	Filter bag	100	LF	\$	\$
23	Portable Sediment Tank	100	SY	\$	\$
24	Class I Riprap	10	Ton	\$	\$
25	Class II Riprap	10	Ton	\$	\$
26	No. 2 Stone	10	Ton	\$	\$
27	No. 57 Stone	10	Ton	\$	\$
28	Crusher Run	10	Ton	\$	\$
29	Graded Aggregate Base	10	Ton	\$	\$
30	Material/Debris Disposal	20	Ton	\$	\$

**Note: Proposals will be evaluated using the base bid items, but contractors are encouraged to add additional and equipment that you propose will be necessary to complete the work.

TOTAL BID SUBMITTED FOR BASE BID (ITEMS 1-30):

TOTAL BID SUBMITTED FOR BASE BID (ITEMS 1-25) WRITTEN IN WORDS





*IF NO CENTS, WRITE NO CENTS

Network ID	Structures to Clean	Okay Structures in Network	Swales to Regrade	Notes	Address	Number of Pipes	Approximate Length of Pipe (LF)	Number of Swales	Approximate Length of Swales (LF)	Number of Manholes
1	853, 858, 855, 857	854		Inlet 854 does not need to be cleaned but should be used as downstream point for collecting flushing effluent	31 Theresa Ln	2	250	0	0	3
2	840, 846, 842	845, 848, 843, 839		Remove bricks from manhole 842. Network outfalls into BMP	205 Bennie Dr	4	91	0	0	3
3	560, 573, 561, 563, 571, 572, 575	559, 570, 562, 574		Flush from multiple upstream points and outfall to 573	120 Cool Springs Rd	5	314	0	0	6
4	1135		1133, 1204	This is a pipe attached at an unknown location on private property and outfalls to swales. Might not be possible to clean. Downstream swales need to be regraded	555 Baltimore St	1	24	2	114	0
5	1294, 1299, 332, 334	333	1293, 1295, 1301, 1303, 1305, 1308	Downstream swales need to be regraded. Flush from 333 to 332	468 Chesapeake Rd	2	82	6	230	3
6	301, 300, 304, 322, 305, 308, 312, 331, 313, 318, 315, 317	302, 303, 319		Flush from 322 to 300. Structure at upstream end of pipe 317 could not be located, flushing this pipe might not be possible	109 Cecil Rd	9	329	0	0	6
7	295, 296			Flush to outfall	378 Chesapeake Rd	1	152	0	0	1
8	291, 1234, 1235, 1237, 1240, 1241	1232, 1236, 1320, 1321	1231, 1233, 1245, 1322, 1315	In addition to cleaning, pipes 1237, 1240, and 1241 need to be repaired or replaced	201 Cecil St	4	43	7	403	4
9	87, 88, 97, 101, 84, 89, 98, 99, 100, 106, 108	83, 109		Flush from inlets 83 and 109, toward outfall to creek	224 Conestoga St	7	581	0	0	6
10	127	126, 129		Single pipe in need of cleaning	241 Market St	1	26	0	0	2
11	202	200	195, 199, 203, 207	Single pipe in need of cleaning. Regrade upstream and downstream swales.	493 Cecil St	1	62	4	428	1
12	175, 176, 183	171, 173, 177, 186	188, 189, 191	Clean to outfall 184 in backyard. Pipes 181 and 182 might also need to be cleaned given no inlet at fork in pipes. Some large objects stuck in pipe 175	326 Frederick St	4	252	4	347	2
13	143, 152, 146, 148, 154	147, 164, 153, 145		Clean to inlet in Calvert St. Might need to clean pipe 145 as well due to no inlet at fork in pipes	212 Market St	5	289	0	0	4
14	103, 140, 141, 157, 159	139, 158		Clean to inlet 103, which itself needs to be cleaned. 103 is bolted so equipment will be required to remove it	207 Market St	4	46	0	0	3
15	160			Single inlet in need of cleaning. Vegetative growth in inlet	132 Market St	0	0	0	0	1
16	1150, 1152, 1153, 1470			Clean to outfall 1111. Grates for inlets 1150 and 1152 are attached to ground, either by bolts or covered at edges by asphalt.	531 Calvert St	2	34	0	0	2
17	36			Single inlet in need of cleaning	Veteran's Park	0	0	0	0	1
18	6, 13, 8, 14, 15, 24, 26	20, 25, 27		Pipe 8 and inlet 13 should be cleaned first since they are most filled with sediment and downstream of other structures. The network has a high point between pipes 14 and 24 (approx) and drains in either direction.	523 Water St	5	429	0	0	5

19	2			Single inlet in need of cleaning. Heavy equipment will be needed to remove inlet grate	523 Water St	0	0	0	0	1
20	861, 862		859, 556, 609, 605	Remove vegetation from 861 and flush 862, regrade and clean downstream swales and swales on the other side of Caroline	122 Caroline St	1	32	4	203	1
21	273		279, 287	Single inlet in need of cleaning, regrade upstream swales	231 Louisa Ln	0	0	2	59	1
22	1351, 1362, 1370, 1378, 1380, 1381, 1383		1341, 1358, 1366	Clean vegetation and rocks from swales. Best accomplished with hand tools instead of flushing. Regrade listed swales.	317 Manor Ave	0	0	10	355	0
23	71			Single inlet in need of cleaning	408 Calvert St	0	0	0	0	1
24	79			Single inlet in need of cleaning	205 Conestoga St	0	0	0	0	1
25			1531, 1532	Two swales along the east side Ogle Street, north of Caroline St. Swales are separated by driveway culvert of 710 Ogle St. Need to be regraded to flow positively to Pipe 340 after the recent installation of a water line crossing under Ogle St.	708 Ogle St	0	0	2	132	0



0 75 150 300 Feet

	INLET
	MANHOLE
	PIPE
	SWALE



MANOR AVE

DELAWARE AVE

01341

01351

01358

01362

01366

01370

01378

01383

SCHOCH DR

EDGEWATER AVE

BLADEN ST

LOUISA LN

CALVERT ST

00287

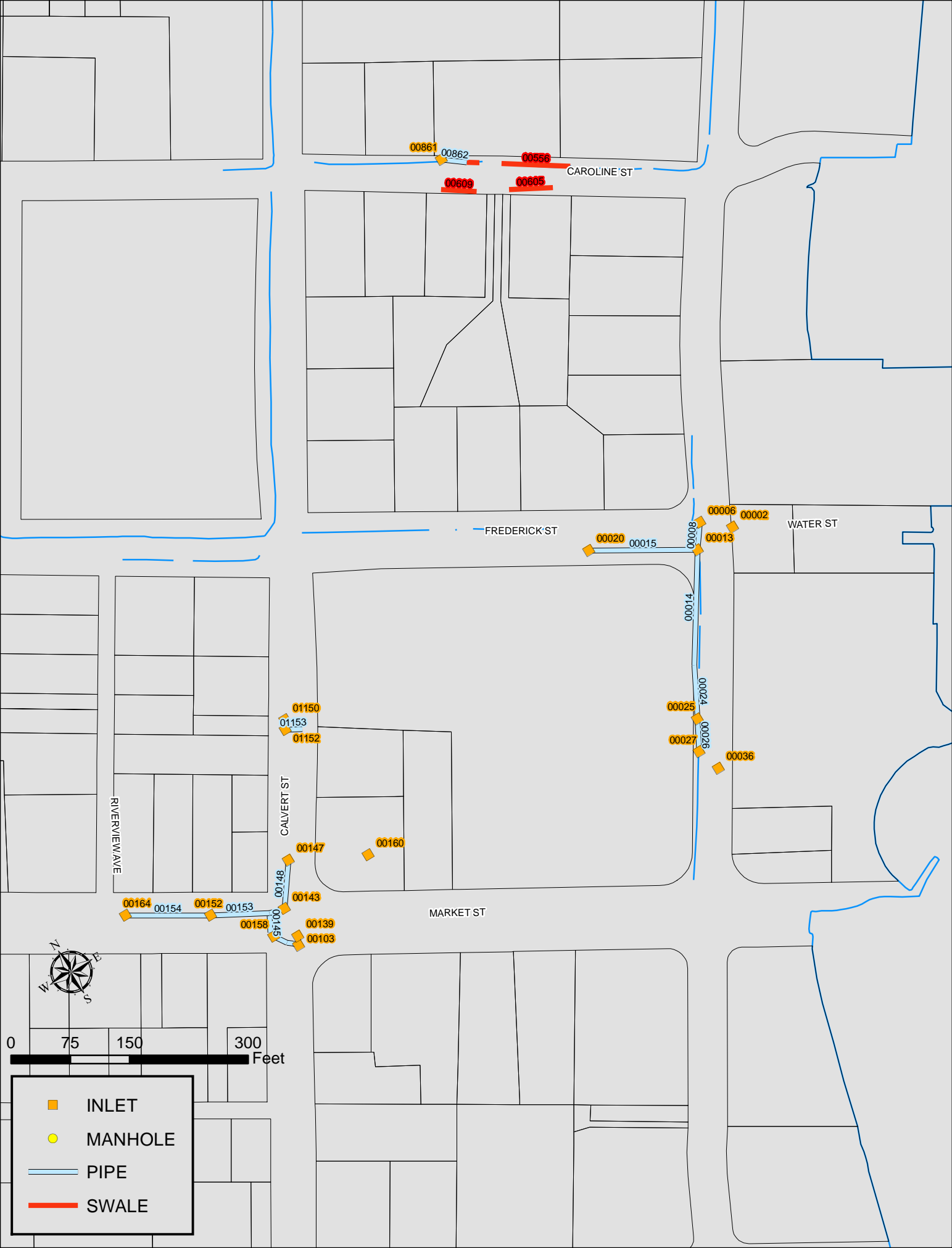
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0 75 150 300 Feet

- INLET
- MANHOLE
- PIPE
- SWALE



CAROLINE ST

FREDERICK ST

WATER ST

MARKET ST

RIVERVIEW AVE

CALVERT ST



0 75 150 300 Feet

- ◆ INLET
- MANHOLE
- PIPE
- SWALE

00861

00862

00556

00609

00605

00020

00015

00008

00006

00002

00013

00014

00025

00024

00027

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01150

01153

01152

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00143

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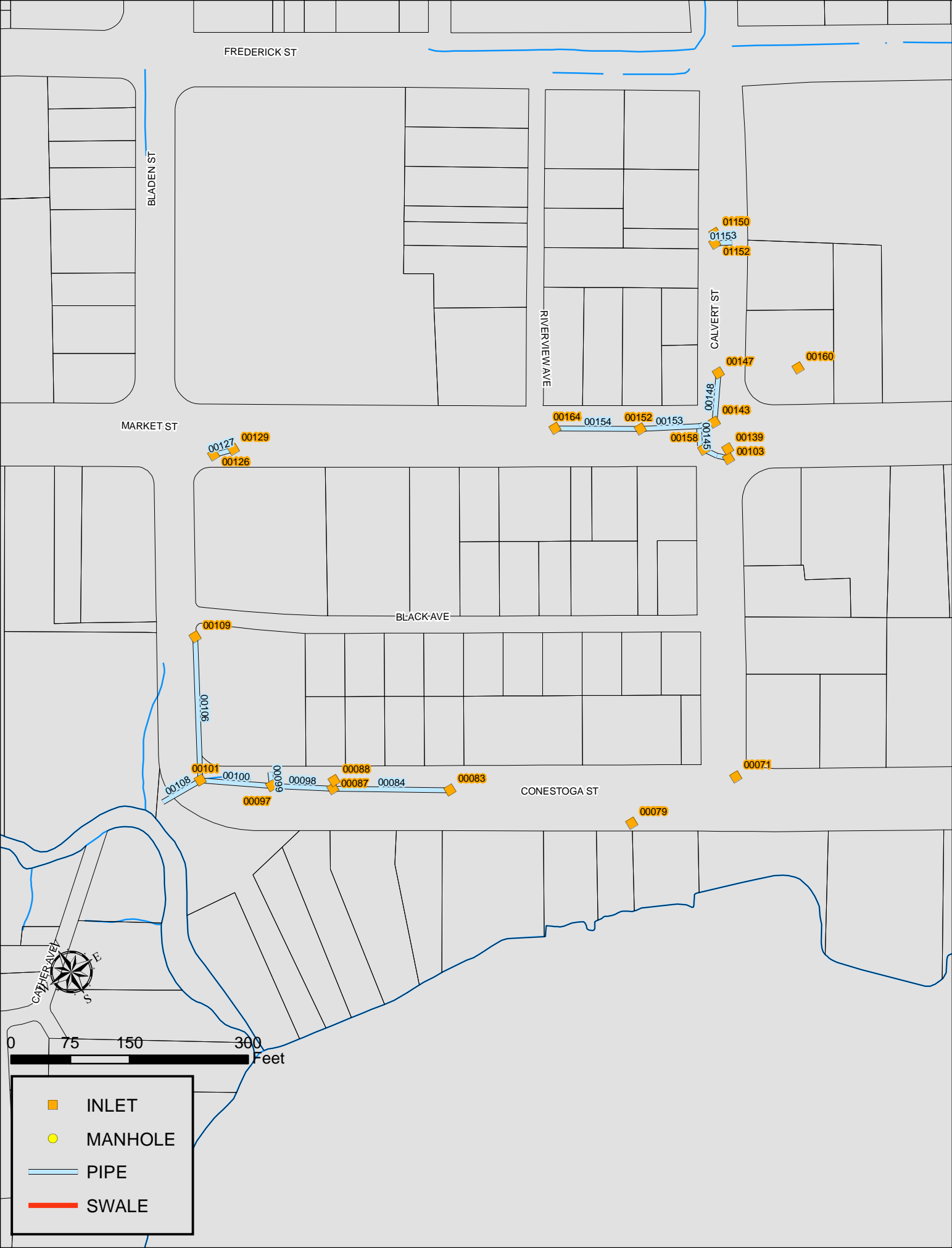
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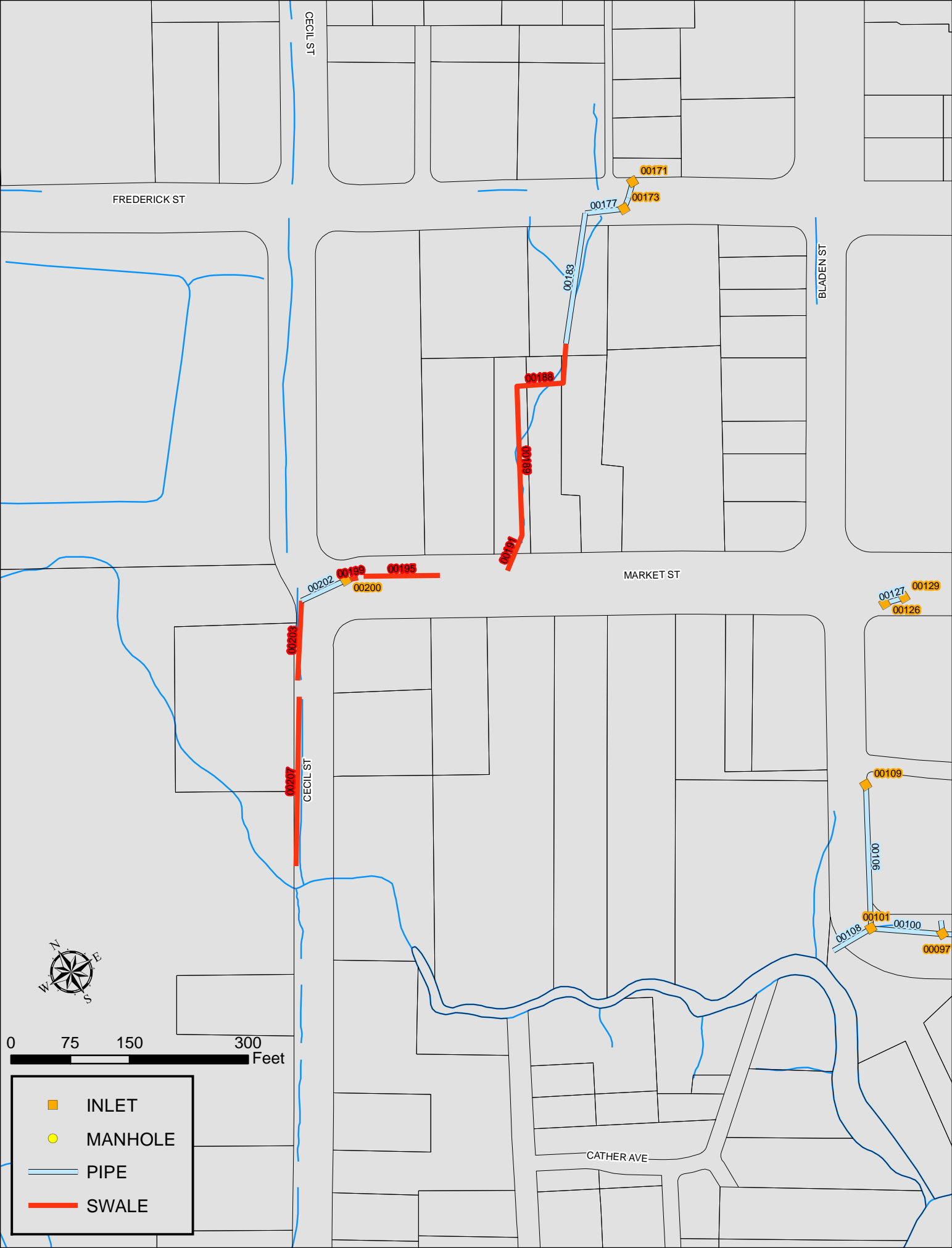
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FREDERICK ST

CECIL ST

BLADEN ST

MARKET ST

CECIL ST

CATHER AVE



0 75 150 300 Feet

- ◆ INLET
- MANHOLE
- PIPE
- SWALE

00171

00173

00177

00188

00100

00191

00199

00195

00200

00202

00203

00207

00127

00129

00126

00109

00106

00101

00100

00108

00097



BALTIMORE ST

CANVA'S BACK LN

CHARLESTOWN PL

WOODLAND TER

01203

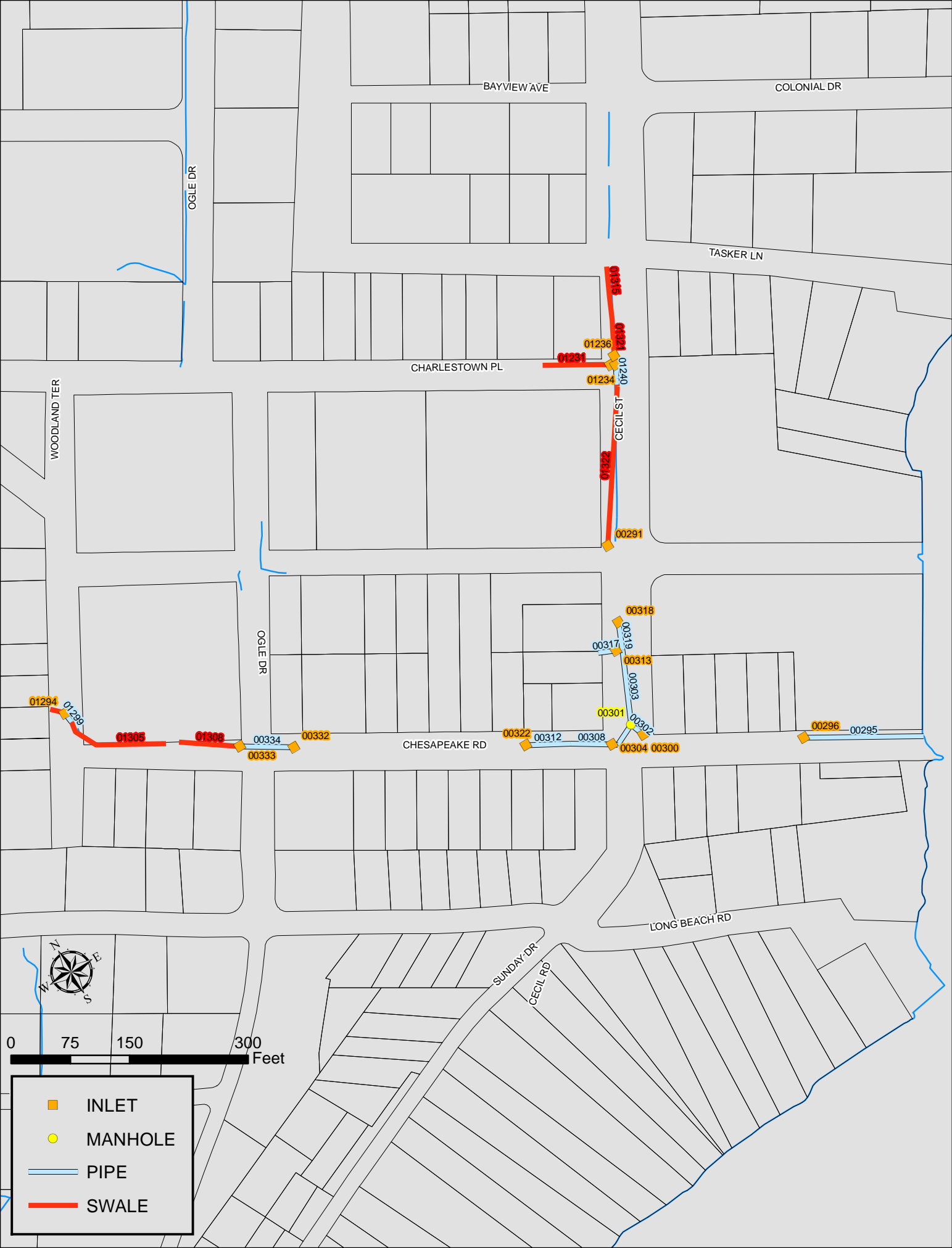
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0 75 150 300 Feet

- INLET
- MANHOLE
- PIPE
- SWALE



BAYVIEW AVE

COLONIAL DR

OGLE DR

TASKER LN

CHARLESTOWN PL

WOODLAND TER

J.S. CECIL ST

OGLE DR

CHESAPEAKE RD

LONG BEACH RD

SUNDAY DR

CECIL RD



0 75 150 300 Feet

- INLET
- MANHOLE
- PIPE
- SWALE