

**Request for Proposals
Garrett County Water and Sewerage Master Plan
RFP #12-0814**



**Due Date: August 14, 2012
2:00 P.M. (Local Time)**

**GARRETT COUNTY
PURCHASING DEPARTMENT**

203 South Fourth Street, Room 208
Oakland, Maryland 21550

(301) 334-5003
Fax- (301) 334-1985
E-Mail purchasing@garrettcountry.org



Brian E. Bowers, CPPB

Purchasing Agent

Charles W. Junkins, Jr.

Buyer

Susan M. Wolf

Administrative Assistant II

**REQUEST FOR PROPOSALS
GARRETT COUNTY WATER AND SEWERAGE MASTER PLAN**

The Board of County Commissioners of Garrett County, Maryland will accept sealed proposals from qualified environmental planning consultants for a complete update of the Garrett County Water and Sewerage Master Plan to ensure the provision of safe and adequate drinking water and wastewater systems to meet existing and future demands for Garrett County, Maryland.

Proposal documents may be obtained in person from the Garrett County Purchasing Department, 203 South Fourth Street, Room 208, Oakland, Maryland 21550. A copy of the request for proposals can also be downloaded from the Purchasing Department's website at www.garrettcountry.org/Purchasing/CurrentBids/asp Inquiries may be made by calling (301) 334-5003.

Sealed proposals must be submitted to the Garrett County Purchasing Department, 203 South Fourth Street, Room 208, Oakland, Maryland 21550 on or before Tuesday August 14, 2012 at 2:00 P.M. (local time). All firms are required to submit an original and four (4) copies of the proposal enclosed in a sealed envelope and should be clearly marked "Request for Proposals - Garrett County Water and Sewerage Master Plan" on the outside of the envelope. Any proposal received after the time due will not be considered for award and shall be retained as documentation for the proposal file.

The Board of County Commissioners of Garrett County, Maryland reserves the right to accept or reject any or all proposals, to cancel this request and to waive technicalities in any part thereof deemed to be in the best interests of Garrett County.

By Order of the Board,

A handwritten signature in black ink, appearing to read "Brian E. Bowers".

Brian E. Bowers, CPPB
Purchasing Agent
Garrett County Purchasing Department

**Request for Proposals
Garrett County Water and Sewerage Master Plan
RFP #12-0814**

1. Introduction:

- 1.1** The Board of County Commissioners of Garrett County, Maryland will accept sealed proposals from qualified environmental planning consultants , hereinafter referred to as Consultant, for a complete update of the Garrett County Water and Sewerage Master Plan to ensure the provision of safe and adequate drinking water and wastewater systems to meet existing and future demands for Garrett County, Maryland.
- 1.2** All proposals must be sealed and clearly marked, “Request for Proposals- Garrett County Water and Sewerage Master Plan” and be submitted to the Garrett County Purchasing Department, 203 South Fourth Street, Room 208, Oakland, Maryland 21550 on or before Tuesday, August 14, 2012 at 2:00 P.M. (local time). 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 its proposal is time and date stamped by the Purchasing Department personnel before the deadline indicated. Proposals and/or any addenda pertaining thereto, received after the announced deadline will not be considered and shall be retained as documentation for the file.
- 1.4** Nothing herein is intended to exclude any responsible Consultant or in any way restrain or restrict competition. On the contrary, all responsible Consultants are encouraged to submit proposals. The Board of County Commissioners of Garrett County, Maryland reserves the right to accept or reject any or all proposals and to waive technicalities in any part thereof deemed to be in the best interest of Garrett County. The Board also reserves the right to reject the proposal of a Consultant that previously failed to perform properly or complete on time contracts of a similar nature or a proposal of a Consultant which investigation shows is not in a position to perform under the contract.
- 1.5** 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.
- 1.6** If you desire not to respond to this proposal, please forward your acknowledgment of NO PROPOSAL SUBMITTED to the above address. Failure to comply may be cause for the removal of your firms name from the bid list for this service.
- 1.7** As is more fully explained throughout this Request for Proposal (“RFP”), an award, if made, will be made to a responsible Consultant whose proposal is most advantageous to the County, taking into consideration the cost and evaluation factors.

2. Project Description:

2.1 Background

- 2.1.1** The Board of County Commissioners of Garrett County, Maryland will accept sealed proposals from qualified environmental planning consultants for a complete update of the Garrett County Water and Sewerage Master Plan to ensure the provision of safe and adequate water and wastewater systems to meet existing and future demands for Garrett County, Maryland.
- 2.1.2** Garrett County is a rural county located in the far western panhandle of the State of Maryland. The 2010 Census recorded a total population of 30,097 persons in the County and the County has a total land area of 423,678 acres. It is bordered on the north by the State of Pennsylvania, on the west and the south by the State of West Virginia and on the east by Allegany County, Maryland. Recreation and tourism are very significant elements of the Garrett County economy. Deep Creek Lake is a popular destination and resort for seasonal residents and vacationers causing the population of the County to nearly double during peak summer vacation time.
- 2.1.3** A copy of the 1997 revision of the Water and Sewerage Master Plan with amendments and is available for review in the Purchasing Department between the hours of 8:30 am and 4:00 pm Monday through Friday or available in PDF format upon request. A copy of the 2008 Garrett County Comprehensive Plan is available online at the following link:
<http://www.garrettcountry.org/PlanningLand/PlanningZoning/documents/2008GarrettCountyAdoptedPlan-Full.pdf>

3. Scope of Services:

- 3.1** Working with the Department of Public Utilities, the Consultant will prepare a plan consisting of the following sections, as a minimum:
 - 3.1.1** Introduction: A statement that the Plan has officially been adopted by the Board; a statement that the Plan has been submitted to MDE and meets the requirements of COMAR; a statement certifying the engineering aspects of projects have been prepared and reviewed for adequacy by a Maryland P.E.; and MDE's approval letter.
 - 3.1.2** Chapter 1: Statement that the goals are consistent with the County Comprehensive Plan; and a summary and chart of County organization relating to management of water and sewerage facilities.
 - 3.1.3** Chapter 2: General background information relevant to water and sewerage planning including 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 (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 requirements for water services areas including tables, maps, charts, graphs, descriptive information and all other matter regarding these systems including ground/surface water resources and

quality; existing/projected water demands and sources of pollution/contamination; and alternatives and rationale of providing future water supplies.

For each existing water services area, the following shall be reflected: operating agency, rated and actual productions, type of treatment, location, 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, impounded supplies, surface water withdrawals, existing treatment facilities, problem areas, and immediate, 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 & 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.

Tables are also required reflecting:

- Population projections, present and expected demands and capacities, inventory of existing STP, problem areas, water quality problems due to storm drain outfalls and to non-point surfaces, immediate, 5 and 10 year priorities for system development.

3.1.6 Mapping: Detailed mapping for each existing/proposed water/sewerage system and service area is required to reflect the following:

- Wells, reservoirs, intakes, transmission/feeder mains, storage facilities, interceptor/truck sewers, pumping stations, force mains, treatment works, outfalls sewers including sizes of capacities.
- Delineate which are existing, under construction, or in the planning stage.
- Delineate where improvements to or construction of will be given immediate priority, 3 to 5 year, or 6 to 10 year period.
- Areas of “no planned services” in the County.

3.2 The completed plan shall be in accordance with and fulfill all requirements or 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 Garrett County Comprehensive Plan dated October 7, 2008 and the comprehensive plans of all municipalities located in Garrett County.

- 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 Garrett County, Maryland.
- 3.4 Textual materials, tables, charts, graphs, and all other illustrations required shall be prepared on 8 ½ x 11 inch stock or any other size which can be folded for inclusion in the binder. Margins on the left-hand edge shall be punched for a multi-ringed 10 x 11 ½ inch interchangeable stiff backed binder with identification on the binder. The format of the Plan shall be prepared so that any new or additional material may be inserted in the 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, Excel and ARC/GIS for mapping. Mapping is a critical element of the plan.
- 3.5 Deviations from the format guidelines described above are unacceptable.

4. End Products, Milestones and Meetings:

- 4.1 Consultant will be responsible for providing twenty (20) copies of all written draft reports and chapters specified in the Scope of Work. Draft documents should be submitted to the Garrett County Department of Public Utilities, Garrett County Department of Planning & Land Development, Garrett County Purchasing Department, the Maryland Department of Environment (MDE), and others as designated by the County.
- 4.2 Consultant shall also attend all required meetings and/or public hearings associated with updating the plan. For cost proposal purposes, include two (2) public hearings/meetings in the cost and provide a unit cost for additional public hearings/meetings. Based on past experience, Consultant is responsible for determining the number of meetings necessary to complete the Plan.
- 4.3 Consultant shall incorporate and update the draft documents based on comments received from reviewing agencies.
- 4.4 Consultant shall prepare thirty-two (32) final and bound copies of the Plan. Consultant shall also present the final plan to a group or panel representing Garrett County Government and/or to the Department of Public Utilities as designated.

5. Project Funding:

- 5.1 Funding for this project will come from the Fiscal Year 2013 Department of Public Utilities Budget . A budget for this project is presently being allocated at this time.

- 5.2 Monthly itemized invoices from the successful Consultant shall be approved by the County based on a percentage of completion. Any rejected invoices must be corrected and resubmitted prior to being paid.

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. Upon Notice to Proceed, the contractor shall submit a draft plan to the Department of Public Utilities by May 4, 2013. A final plan shall be submitted to the Department of Public Utilities by October 4, 2013.

7. Projected Timetable:

The following projected timetable should be used as a working 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 Issued	July 13, 2012
Proposals Due	August 14, 2012
Complete Evaluation of Proposals	August 28, 2012
Award Contract	September 4, 2012

8. County's Responsibilities:

The Department of Public Utilities will provide the successful Consultant with the following information:

- 8.1 Provide all information in the possession of the County that relates to the Scope of Services or is relevant to this project.
- 8.2 Examine all information submitted and presented
- 8.3 Pay for any public notices, if applicable, associated with the draft and/or final plan.
- 8.4 Linda Lindsey, Director of Public Utilities, will be the point of contact after a contract has been awarded for this project. Linda can be reached by telephone at (301) 334-6983.

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 Consultants proposal should provide all the information, which it considers pertinent to its qualifications for the project and which responds to the Scope of Services, Submittal Instructions and Evaluation Criteria described herein. **To assist in the evaluation process, Consultants should limit its response to fifteen (15) typed pages. Please be advised that the Signature Sheet and the Cost Proposal Page should not be counted as part of the fifteen (15) page limit. Scoring by the Selection Committee may be adversely affected if this limit is exceeded.**

10. Submittal Instructions:

- 10.1** The information to be submitted 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 fifteen (15) 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 experience in providing environmental planning services. Consultant should specify if it has updated other county water and sewerage master 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.
- 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. As a minimum, a planner or environmental planner shall be included as key staff assigned to this project. The list of key staff shall not be changed 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.

Include:

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

- 10.2.6** Submit the following additional data:

1. A statement concerning whether lawsuits have been filed against the Consultants, its principals or any joint venture partner for misfeasance or malfeasance or 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 Selection Committee will read, review and evaluate each proposal and selection will be made on the basis of the criteria listed below. Varying weights to illustrate their importance have been assigned to the criteria listed below in the form of points. Each member of the committee during his/her review of each proposal 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 and past experience in projects of a similar nature that meet the requirements of this RFP. This includes professional staff credentials (i.e. planner/environmental planner on staff) and division of project responsibilities. (20 points)
- 11.3** Past experience updating water and sewerage master plans for other Maryland counties. (10 points)
- 11.4** Cost proposal (45 points)
- 11.5** Firms current total workload and capacity to complete the work in a timely manner. (5 points)
- 11.6** The responsiveness of the firm to the submittal format instructions contained in Section 9. Additionally, this includes submission of the following: correct number of copies of the proposal; Signature Sheet; and acknowledgement of addendums as applicable. (5 points)

Once each member of the Selection Committee has rated each proposal, a composite rating is developed which indicates the committee's collective ranking of the highest rated proposals in a descending order. At this point, the Selection Committee will conduct all subsequent interviews as necessary and will make a recommendation for contract award to the Purchasing Department. The Purchasing Department will review the recommendation of the committee and present it to the Board of County Commissioners during their public meeting requesting their final approval.

12. Contract Information:

- 12.1** The contract for this service will be between the successful Consultant and the Board of County Commissioners of Garrett County, Maryland.

13. Indemnification:

- 13.1** The Consultant shall indemnify and hold harmless the Board of County Commissioners of Garrett County, Maryland, hereinwith the County, 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. The County may require that the Consultant produce evidence of settlement of any such action prior to issuance of final payment.

14. Insurance:

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

Ms. DaVina Griffith, Risk Manager
Garrett County Human Resources Department
Risk Management Division
203 South Fourth Street. Room 206
Oakland, MD 21550

15. Form W-9 Required for Taxpayer Identification Number and Certification:

- 15.1** After authorization to proceed or contract award, the successful Consultant shall be required to provide a completed copy of Form W-9 Request for Taxpayer Identification and Certification. This form shall be mailed to:

Ms. Jenny Harsh, Accountant
Garrett County Finance Office
203 South Fourth Street, Room 206
Oakland, MD 21550

- 15.2** This form shall be received by the County prior to the County executing contract documents.

- 15.3** A W-9 Form shall be required for the following:

Rentals or lease of office space
Machine rentals
Medical or health care services
Professional Services

- Attorneys
- Accountants
- Engineers
- Auditors
- Etc

16. Proposals Binding 90 Days:

- 16.1** Unless otherwise specified 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.

17. Local Preference:

- 17.1** Please be advised that the Local Preference Program established by Resolution 2006-11 does not apply to any RFP.

18. Compensation to the Consultant:

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

19. Further Information:

- 19.1** Questions regarding this RFP should be faxed in written form to Brian Bowers, Purchasing Agent of the Garrett County Purchasing Department at (301) 334-1985. The Purchasing Department will formally respond to questions via Addendums to the RFP. Please be advised that questions will be entertained until 2:00 P.M. on Monday, August 6, 2012. Questions asked 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.

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

Name of Consultant or Individual: _____

Address: _____

Fed ID No. _____

Signature: _____ Title: _____

Telephone: _____ Fax Number: _____

Date: _____

To receive consideration for award, this signature sheet must be returned to the Garrett County Purchasing Department as it shall be a part of your response.
Consultant acknowledges receipt of Addendum(s), if any, by initialing the following:

Addendum #1 _____

Addendum #2 _____

Addendum #3 _____

Addendum #4 _____

Insurance Requirements for
Board of County Commissioners of Garrett County, Maryland

General Liability Insurance: Coverage shall be as broad as: Comprehensive General Liability endorsed to include Broad Form, Commercial General Liability form including Products/Completed Operations and, if necessary, **Commercial Umbrella Insurance** .

Minimum Limits

\$1,000,000	Each Occurrence
\$1,000,000	Products & Completed Operations
\$1,000,000	Personal Injury and Advertising Injury
\$2,000,000	Annual Aggregate
\$1,000,000	Fire Damage
\$5,000	Medical Expense Each Person
\$100,000	Medical Expense Each Occurrence

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
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**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 contracts who has 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.*

Pollution Liability Insurance: Coverage for bodily injury, property damage, defense, and cleanup as a result of pollution conditions.*

Minimum Limits

\$1,000,000	Each Occurrence
\$1,000,000	Aggregate

**Required for contracts with remedial hazardous material operations.*

Builders Risk Insurance: Coverage equal to the full value of project*

**Required for all property construction projects*

Notes: _____
