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

Request for Proposal
North Seton Avenue Waterline Replacement & Green Street Upgrade

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I. INTRODUCTION

The Mayor and Commissioners of Emmitsburg, Maryland are requesting sealed bids from qualified engineers in order to create an engineered design and improvement plan of the Town's North Seton Avenue Green Infrastructure Project. Sealed proposals are due by 4:00 p.m. on Friday, May 12, 2023. Please see "Submittal Requirements" on how to submit your bid.

Please note the cost of the potential purchase is being funded in part, or its entirety, with government funds from the Maryland Department of the Environment, Maryland Water Infrastructure Financing Administration.

Questions? Please contact Madeline Shaw, Grants Administrator, at Mshaw@emmitsburgmd.gov or (240-741-2137). All questions and corresponding answers will be posted in writing on the Town's website for bidder reference.

II. SCOPE OF WORK

The conceptual plan includes a variety of green infrastructure and other enhancements along North Seton Avenue, from North Avenue to Provincial Parkway, in Emmitsburg, Maryland. This project will replace approximately 1,800 LF of deteriorating 6-inch and 4-inch unlined cast iron pipping along North Seton Avenue with a new 8-inch ductile iron pipe. Street repair after waterline replacement will occur in conjunction with a Green Street enhancement that will feature stormwater infrastructure such as permeable concrete, bio filters for stormwater runoff, bioretention planters, new sidewalks, new crosswalks, native planting areas and green drainage inlets, etc. The chosen engineer will design both the waterline replacement and Green Street enhancement.

A Green Street Concept Plan was completed in January 2021 by Fox & Associates Engineering and posted on the Town's website (www.emmitsburgmd.gov) under "Government" / "Public Bidding & RFP."

Important information to note:

1. North Seton Avenue (Business Rt. US 15) is a State Highway Administration (SHA) maintained roadway and is planned to remain as such.
2. Any green infrastructure that is planned to be built within the SHA right-of-way will need to be reviewed and approved by SHA.
3. All construction will be required to meet SHA standards and specifications.
4. Stormwater management is a major element of this project. The chosen engineering firm will need to investigate innovative design techniques for the treatment of stormwater. Stormwater management approach should utilize Best Management Practices (BMP's) to the Maximum Extent Practicable. Facilities should be chosen based on acceptable MDOT and MDE standard criteria.
5. The output of the project (i.e., the engineered design / improvement plan) must be permittable by the Maryland Department of the Environment (MDE), Maryland Department of Transportation (MDOT), Maryland State Highway Administration, and all other appropriate local, state, and federal entities.

All bids must meet and/or exceed the requirements contained herein:

A. Topographic Survey

1. Establish horizontal and vertical controls based on Frederick County Datum, NAVD88 and NAD 83/91 utilizing field surveys.
2. Obtain detailed field-run topographic surveys of the of approximately 1,800 linear feet of North Seton Ave. to locate existing improvements.
3. Field surveys will include field location of the existing sewer manholes, storm drains, water lines, and other pertinent features such as utility poles, etc. Underground utilities marked by Miss Utility will be located utilizing field surveys. In addition, establish benchmarks to be utilized for the construction phase.
4. Existing underground and overhead utilities will be shown based upon best available records and surface evidence. Vertical invert information for storm drain and sanitary sewer mains will be obtained by standard survey methods and if accessible. Elevation contours shall be provided in one-foot (1') intervals with random "spot shots".

5. All existing easements and right-of-ways will be shown including owner and width, plat book, and deed book references. Note, this does not constitute a boundary survey.

B. Roadway Design

1. Provide complete design and permitting for approximately 1,800 L.F. of North Seton Avenue from North Ave to the Flat Run Bridge to implement the Green Infrastructure Plan. The design of the roadway will be in keeping with the Conceptual Green Infrastructure Plan as prepared by Fox & Associates, Inc. dated November 2020.
2. Complete roadway design will include the following:
    a. Perform research of available site data including soils, wet soils, FEMA 100-year floodplain, and the National Wetland Inventory Map.
    b. he horizontal and vertical roadway alignments will generally match the existing.
    c. Roadway design will be in accordance with AASHTO, SHA, MUTCD, NACTO, the Town of Emmitsburg standards, and generally accepted engineering practices.
    d. Development of roadway typical section(s) for the addition of new green infrastructure practices including curb, paving, mill overlay zones, green areas, and sidewalk.
    e. Roadway design cross sections at 50’ intervals.
    f. Pavement sections in accordance with the geotechnical engineer recommendations as well as MSHA and Town of Emmitsburg requirements.
    g. Grading design.
    h. Storm drain for this project will be designed per MSHA and the Town of Emmitsburg standards.
    i. Preparation of construction plans for approximately 1,750± linear 8” water main replacement along North Seton Ave. including horizontal and vertical pipeline
    j. alignment, new service connections, and fire hydrant replacements. The proposed water main will be designed in accordance with Frederick County and Town of Emmitsburg Standards.
    k. The water main design will include a temporary water main bypass during construction.
    l. Sediment and erosion control measures will be designed in accordance with the 2011 Maryland Standard and Specifications for Soil Erosion and Sediment Control.
    m. Geometric signage and striping plans including but are not limited to stop lines, crosswalks, pavement marking arrows, lane lines, advanced signing, street name signs, etc. in accordance with AASHTO, SHA, MUTCD, and Town of Emmitsburg standards.
    n. Maintenance of traffic and detour plans in accordance with AASHTO, MSHA, MUTCD, and Town of Emmitsburg standards.
    o. Green Infrastructure Practices will be investigated to determine the most well- suited designs that work with the existing site constraints. Best Management Practices (BMP’s) for the treatment of stormwater (Environmental Site Design to the Maximum Extent Practicable) will be implemented throughout the project.
    p. Prepare a combined Concept /Development/Final Stormwater Management Plan in accordance with the current Maryland 2007 Stormwater Management Act and the Frederick County Stormwater Management Ordinance.
    q. Prepare a stream restoration plan for approximately 200 L.F. of the Unnamed Tributary to Flat Run to improve aquatic, riparian, and terrestrial habitat. Restoration

will include restoration of a natural channel, streambank stabilization, and planting of native riparian vegetation.

r. Landscape plans will be prepared for street trees and stormwater management areas. Utilize native and adaptive plant species that are durable, longlived and aesthetically pleasing, and require minimal maintenance. They will be located to mitigate impacts to adjacent properties, will not impede sight distance at intersections.

3. Coordination with the owner and design team for constructability review and refinements as necessary.
4. Review plans will be submitted to the Town of Emmitsburg at 60%, 90%, and 100% design milestones. The 60% design submittal will be the most critical and will include typical cross-sections, plan and profile sheets, erosion control plans, utility plans, traffic control plans, and general notes.
5. Engineer's cost estimates will be provided at the 60%, 90%, and 100% design stages commensurate with each level of plan detail.
6. Cost estimates must include costs associated with implementation, operation, and maintenance.
7. Submit the completed improvement plans to the Town of Emmitsburg, SHA District 7, the Frederick Soil Conservation District, and Frederick County Development Review for review and comment.
8. Upon review of the plans by the approval agencies, address review comments, if any, and re-submit for agency approvals.
9. Attendance at required client and review agency meetings. Project Manager and/or Project Engineer will attend up to six (6) meetings including the following:
    a. Pre-design meetings with the Town of Emmitsburg review engineer and/or Department of Public Works staff.
    b. Design meetings with Town staff as required. At a minimum, a meeting will be scheduled prior to the 60% and 90% plan submittals.
    c. Site visit with MDE and the US Army Corps of Engineers as related to the Wetlands and Waterways permit application.
    d. Preparation of NPDES/NOI permit application for the owner's signature and submission. Assist the owner with permit processing as necessary to obtain the necessary construction permits.
10. Preparation of engineer's estimates for guarantees for public improvements, sediment erosion controls, and stormwater management. Submit the estimates to SHA for review and approval. Upon review by the approval agencies, make revisions to the estimates as required and resubmit for approval.

C. Street Lighting

1. Review existing electrical lights and existing conditions to determine the service size of any existing local electrical panel and to analyze capacity capability.
2. Prepare a photometric plan showing the lighting levels of the new proposed lights
3. Prepare Electrical Improvement plans to comply with MSHA and the Town of Emmitsburg standards. This will include:
    a. New power wiring and conduits for new lights
    b. Specifications for New Street lightings
    c. Details for pole base foundations and electrical conduits.
    d. Details for street lighting panelboard(s) and controls
    e. Voltage drop Calculations.
    f. Fault current Calculations and coordination with the power company.

   g. Specifications (either in booklet form or on drawings).
   h. Respond to comments from State, county, and town reviewers.
4. Provide bidding assistance and shop drawing review:
   a. Answer questions during biddings and issue addenda as needed.
   b. Respond to electrical permit comments.
   c. Review shop drawings for lighting, conduit, wiring, panels, etc.

D. Geotechnical

1. Our geotechnical engineer will prepare a permit application for MD SHA for road access and submit for permit.
2. Field locate borings by referencing existing site features and available plans. Elevations interpolated from civil drawings and/or referenced from published topographical maps.
3. Mobilize traffic control crew for safety. We have assumed two days of traffic control with three flaggers will be required for the borings in the roadway.
4. Mobilize a truck or an All-Terrain Vehicle (ATV) mounted drilling rig to the site.
5. Perform up to seven borings to depths on the order of 10 feet below existing grades.
6. Perform Standard Penetration Test (SPT) tests at standard intervals within the borings for engineering analysis. Four samples will be obtained in the upper 10 feet.
7. Measure the depth of groundwater with each boring at the time of drilling and prior to backfilling. Where practical, borings will be left open for 24 hours to obtain additional groundwater level observations.
8. Backfill borings in accordance with section Site Restoration below. Laboratory testing will include:
   a. Up to 8 natural moisture tests.
   b. Up to 4 Atterberg limits tests.
   c. Up to 4 Grain Size Analysis tests.
9. Upon completion of testing and engineering analysis, we will prepare a written engineering report that presents our findings and recommendations.

E. Environmental Services

1. Perform a Wetland/Waterway Delineation Study at the site, for the Unnamed Tributary to Flat Run only, in general accordance with the Routine Determination Method as outlined in the U.S. Army Corps of Engineers (Corps) Wetlands Delineation Manual (Y-87-1), dated January 1987, and the Regional Supplement to the Corps of Engineers Wetland Delineation Manual: Eastern Mountains and Piedmont Region (ERDC/EL TR-12-9), dated April 2012.
2. The report will contain general information about the site and general descriptions of the size, type, and characteristics of jurisdictional waters of the United States and/or waters of the State, including wetlands, at the site. This report will also contain various illustrations, including a site vicinity map; photographic documentation of the site(s) features; Routine Wetland Determination Data Forms; and the Wetland/Waterway Delineation Plan.
3. Field locate the delineation of the jurisdictional waters of the United States and/or waters of the State of Maryland, including wetlands along the proposed alignment(s) as directed by our sub-consultant.
4. Provide drafting of the new delineation performed by our sub- consultant for representation on the construction documents and for permitting purposes.
5. Prepare and submit the joint MDE/ACOE permit application for impacts to the Unnamed Tributary to Flat Run. The permit application/plan will include temporary wetlands and

waterways disturbance based on the stream restoration limits. The Town will be responsible for all application fees that may be required for this project.

6. Engineer will submit the Wetland & Waterways permit plan to MDE for review and comments.
7. Upon review of the plans by the approval agencies, address review comments, if any, and re-submit for agency approvals.

F. Bidding

1. Coordinate with the Town in the preparation of all final contract documents for bidding, providing word files of specifications, PDF files of all plans, and digital files as required. Supplement the standard language and documents provided by the Town as necessary to complete the bid specifications.
2. Project Manager and/or our Project Engineer will attend up to two (2) pre-bid meetings and assist the Town in the preparation of all addendums associated with the Invitation to Bid.
3. Assist the Town in evaluating submitted bids and recommending a contractor based upon cost, adherence to the plans and specifications, and the ability of the contractor to perform the work.
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G. Construction Administration

1. **Assumes an <u>eighteen-month</u> construction duration.**
2. Project manager(s) will attend the pre-construction meeting and address any contractor questions prior to the start of construction.
3. Prior to construction, review shop drawings and construction schedules and provide feedback on methods, materials, and specifications, in order to minimize construction impacts.
4. Develop a master submittal list and maintain a construction-related submittal log, providing monthly updated information through the course of construction.
5. Project manager will attend regularly scheduled (monthly) coordination/progress meetings with the contractors, owner, and other involved parties to review project status, plan and coordinate future activities, and resolve critical issues
6. During construction, review and respond to all construction-related Requests for Information (RFIs).
7. **Assumes a Resident Project Representative for four (4) hours per week during the duration of construction.**
8. Develop record drawings (revisions if necessary), observe construction techniques, and enforce the contract specifications to ensure the project is constructed in accordance with the contract documents.
9. Develop a master RFI log and provide monthly updated information through the course of construction.
10. Review all change orders with regard to feasibility, responsibility, and economics as requested by Town. The Town Manager will make all final decisions on change orders.

H. Stormwater Management As-Built

1. Perform a "one-time" initial as-built of each of the on-site facilities to confirm compliance with the design. Any remedial work necessary will be performed on a "time" basis. This item includes the preparation of redline as-built drawings and as-built computations to verify the construction. The as-built should take place while the excavation is open and before any filter material is placed.
2. Prepare a red-lined "as-built drawing" of the stormwater management facilities utilizing field run topography described in item 1 above and the plans previously prepared for this facility.
3. Perform a one-time site visual inspection to verify items such as filter material installation, pipe installation, and verification of control structure as-built dimensions.
4. Submit the as-built survey, and computations to the appropriate agencies for review and comment. When comments are received, address these comments and resubmit to the appropriate agencies for approval.
5. A detailed geotechnical report, certified by a MD professional engineer, of the as-built materials and construction inspection must be provided to the engineer for inclusion in the as-built report. This report is required by the review agencies. This does not include fees for a geotechnical engineer or submittal fees.
6. Three hard (3) copies of the approved as-built plans shall be provided to the Town. The plans shall be signed and stamped by a Maryland Certified Engineer.
7. *If during the preparation of the as-built drawings, it becomes clear that the facility volume, dimension, landscaping, and elevations have not been constructed within tolerable limits, any remedial field or office work to bring the facility into compliance will be performed on a "time" basis for labor.*

I. Utility As-Built

1. As-built Water Main Drawings – Obtain as-built information for each water valve and fire hydrant and a set of redline as-built drawings will be prepared and submitted to the Town for review and approval.
2. As-built Storm Drain Structures – Obtain as-built information on the invert of pipes, top elevations, and horizontal location of each structure, and a set of redline Storm Drain As-built drawings will be prepared and submitted to the Town for review and approval.
3. Three hard (3) copies of the approved as-built plans shall be provided to the Town. The plans shall be signed and stamped by a Maryland Certified Engineer.

III. SUBMITTAL REQUIREMENTS

Please submit at least four (4) hard copies of your bid to Town of Emmitsburg, Attn: Town Manager, 300A South Seton Avenue Emmitsburg MD 21727. No email submittals will be accepted. Please note on bids, **"North Seton Avenue Project, Do Not Open."** Contractors can either mail submittals, deliver submittals to the Town Office on the 2nd floor, or place submittals in the black drop box labeled "Town of Emmitsburg" at the rear of the Emmitsburg Community Center (300A South Seton Ave.). If a submittal receipt is requested, please email info@emmitsburgmd.gov or call 301-600-6300. At the minimum, all bids must include the following:

A.) Letter of Transmittal:

The letter of transmittal must contain the following information:

1. Name, title, address, e-mail address, and telephone number of the person(s) whom correspondence should be directed regarding the bid and any questions.
2. Federal and state taxpayer identification numbers of your organization.
3. Briefly explain your prior experience or knowledge working with Maryland Department of the Environment.
4. Statement confirming ability to comply with Town's requested timeline (see Proposed Timeline section).
5. Statement which indicates "Proposal and cost schedule shall be valid and binding for ninety (90) days following proposal due date and will become part of the contract that is negotiated with the Town of Emmitsburg".

B.) Detailed cost statement:

Please list the cost of the project using the template below. On a separate sheet, include the hourly rate for any team members or employees that would be involved in this project. On the same sheet list any exclusions, items not included in the scope of services or the cost statement, that the Town should be aware of.

Item:	Cost:
Topographic Survey	
Roadway Design	
Street Lighting Design	
Geotechnical	
Environmental Services	
Bidding	
Construction Administration	
Final Stormwater Management As-Built	
Final Utility As-Built	
Printing	
TOTAL COST:	

C.) Resumes:

Include the resumes of any team 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 MDE.

D.) 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 organization name, address, telephone number, email address and services provided.

E.) 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.

IV. PROPOSED TIMELINE

Thurs. April 6, 2023	RFP published on eMMA, MML, Town website and Facebook.
Fri. May 12, 2023	**DEADLINE: Bids due by 4:00 p.m.**
June 5, 2023	*Tentative*: Bid review/approval by the Board of Commissioners.
June 6, 2023	Award notice made, project to begin.
May 15, 2024	Requested date for engineer to have all plans approved, permits obtained, construction bid documents ready to go.
July 1, 2024	Construction to begin (estimated 18-month timeframe).
December 31, 2025	Requested project completion date.

V. 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, sexual orientation, religion, age and disability in employment or the provision of services.*