



**TOWN OF EMMITSBURG**

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

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**REQUEST FOR PROPOSAL  
EMMITSBURG DAM, ENGINEERING SERVICES**

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**I. SCOPE OF WORK**

The Mayor and Commissioners of Emmitsburg, Maryland are requesting sealed bids from qualified engineers for Dam Inspection and Compliance of the Emmitsburg Dam (MD Dam No. 18). Sealed proposals are due by 4:00 p.m. on March 4, 2024. Please see “Submittal Requirements” on how to submit your bid.

**Questions?** Contact Sabrina King at [sking@emmitsburgmd.gov](mailto:sking@emmitsburgmd.gov). All questions and corresponding answers will be posted in writing on the Town website under “Public Bidding and RFP” for bidder reference.

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

On November 11, 2022 and October 13, 2024, the Dam Safety Inspection and Compliance Division of the Maryland Department of the Environment inspected the Emmitsburg Dam for a periodic dam inspection. The purpose of the periodic inspections is to attempt to detect any early signs of deterioration that may affect the safe operation of the dam and to identify maintenance items that, if performed routinely, can save costly repairs. Attached to bid packet is the Dam Inspection findings from MDE.

The Town of Emmitsburg is seeking a qualified engineer that is experienced in Dam Inspections, Design and Construction.

1. The engineer will be required to evaluate:
  - a. Removal of woody vegetation with diameters greater than six (6) inches at chest height within fifteen (15) feet of the outfall and downstream left abutment and toe of slope.
  - b. The current condition of the concrete weir walls and box principal spillways pipes.
  - c. Seepage locations at the concrete weir walls and box principal spillway pipes.
  - d. Intake tower and its water control gate/valves condition.
  - e. The condition of the left and right filter toe drains which were installed in 1984 and 1999, as necessary.
  - f. Provide a detail for a color-coded reflective staff gage and location that is visible from a safe distance.
2. The engineer, within one (1) year, will be required to submit a report to MDE containing the professional engineer’s evaluation results and recommendations.

3. Within one (1) year of the date of this report, complete a visual inspection of the dam and complete annual visual inspections of the dam following the initial inspection. Provide an inspection report to the Maryland Department of Environment within sixty (60) days following the inspection that includes an inspection checklist and photographs. Please refer to MDE's Inspection Checklist in Appendix C as an example.

## II. SUBMITTAL REQUIREMENTS

Please submit at least five (5) 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, **“Emmitsburg Dam, Engineering Services, Do Not Open.”** Contractors can either mail submittals, deliver submittals to the Town Office on the 2<sup>nd</sup> 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](mailto: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. Do any warranties come with the work?
3. What is your proposed start date and project timeline assuming bid approval on April 2, 2024?
4. 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 for the engineering services noted above.

**C.) References:**

Please provide the name, phone number and email of at least two (2) client references for similar work completed within the past three (3) years. Please provide the organization's name, address, and email address of the person(s) at the reference who is most knowledgeable about the work performed.

**D.) 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 \$1,000,000 per occurrence with the Town of Emmitsburg as an additional name insured. Please list the policy number, insurance company, and expiration date with your bid.

### III. PROPOSED TIMELINE

January 29, 2024

RFP available on the Town of Emmitsburg's website.

January 29, 2024

RFP published on eMaryland Marketplace.

**March 4, 2024**

**DEADLINE: Bids due by 4:00 p.m.**

April 1, 2024

*Tentative:* Bid review/approval by the Board of Commissioners.

### IV. 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.*