



TOWN OF EMMITSBURG

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

**REQUEST FOR PROPOSAL
SILO HILL STORMWATER MANAGEMENT POND
OPERATION & MAINTENANCE**

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I. SCOPE OF WORK

The Town of Emmitsburg, Maryland is requesting bids from qualified contractors for Operation and Maintenance Services for the Silo Hill Stormwater Management Pond. Proposals are due by 4pm on June 16th, 2023 Please see “Submittal Requirements” on how to submit your bid.

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

Questions? Contact Najila Ahsan at NAhsan@emmitsburgmd.gov

II. SUBMITTAL REQUIREMENTS

Please submit at least three hard copies of your bid to:

Town of Emmitsburg
Attn: Town Planner
300A South Seton Avenue
Emmitsburg MD 21727.

Please note on bids:

“Silo Hill Stormwater Management Pond: Operation & Maintenance”

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 NAhsan@emmitsburgmd.gov or call 301-600-6309.



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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. Please acknowledge contract start date of July 10th, 2023
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 of the project using the template below:

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

June 2, 2023	RFP available on the Town of Emmitsburg’s website.
June 16, 2023	DEADLINE: Bids due by 4:00 p.m.
June 19, 2023	<i>Tentative:</i> Bid review.
June 20, 2023	Winning Bid announced.



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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.*



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REQUEST FOR PROPOSAL

The Town of Emmitsburg is requesting sealed proposal submissions for operation and maintenance of Silo Hill Basin.

Deadline for proposals is **4pm June 16, 2023**.

For questions and pre-bid walkthroughs contact:

Najila Ahsan
Town Planner
301-600-6309
NAhsan@emmitsburgmd.gov

SCOPE OF WORK

Property: Silo Hill Stormwater Basin on Silo Hill Rd.



Maintenance Activities

1. Mowing

- Mow the areas planned to remain as grassed spaces
 - Timeline for activity: at least once every 2 weeks during the growing season (March-November)
 - Refer to the Site Plan to ensure the right areas are being mowed.
 - Ensure growing plants are not affected by mowing activities.
- Log mowing activities in the “Silo Hill BMP- Mowing Log”

2. Mosquito Check

- Check for signs of mosquito breeding in the micropool and forebay
 - Timeline for activity: weekly throughout warmer months (April - October)
- Take actions if inspection reveals mosquito breeding
 - Short-term actions
 - Aeration of water
 - Use of natural, wildlife friendly insecticides
 - Long-term actions
 - Install bat boxes for natural predators
- Log mosquito inspection activities in the Silo Hill BMP- Mosquito Log

3. Visual Inspection

- Complete visual inspection
 - Timeline for activity:
 - Annually in the Fall
 - After heavy rain events (greater than 1” of rain)
 - Inspection action items
 - Inspection of low flow orifices and pipes for clogging
 - Inspection of micropool and forebay for floating debris
 - Check for signs of erosion along outfalls
 - Check orifices and dam slopes
 - Inspect overall health of plantings
 - Check for property damage to locks, signs, and fences
- Complete Silo Hill Visual Inspection Checklist

4. Plant Check-Up

- Plant check-up will require knowledge of native and invasive plant species and disease
 - Timeline for activity:
 - Annually in early Spring (March 15- March 30)
 - Inspection action items
 1. Inspection of trees, shrubs, grasses to check for signs of disease or die-off
 2. Inspection of dam slopes for presence of woody vegetation
 3. Inspection of wetland plantings for signs of overcrowding
 4. Inspection for invasive species
 - Treatment action items
 - Remove plantings infected with disease or affected by invasive species and/or over-propagation
 - Reseed areas of dead grass in accordance with original plan. See attached planting schedule
 - If plant removal is required, replace the plant with the same species approved in the original planting plan or a similar and suitable native species if the replacement cannot be obtained
- Complete Silo Hill BMP- Plant Check-Up Checklist

5. Replanting

- Replanting should be done to allow for optimal survivability of the plantings
 - Timeline for activity:
 - Spring (March 15- April 15), Fall (September 15 – October 15), or when the threat of a freeze has passed
 - Replanting best practices should be utilized
 - Addition of soil amendments
 - Use of stakes and protective coverings
 - Other planting recommendation in the original planting plan
- Complete Silo Hill BMP-Replanting Log

6. Debris Removal

- Remove debris such as fallen trees, misplaced rocks etc.
 - Timeline for activity:
 - Twice annually during spring and fall
 - Debris removal action items
 - Remove fallen trees, misplaced rocks, or any other debris
 - Inspect and cleanout debris in and around the spillways, outflow devices, or outfalls
 - Coordinate with appropriate parties to remove debris if additional equipment is required
- Complete Silo Hill BMP- Debris Removal Log

7. Structural Inspection

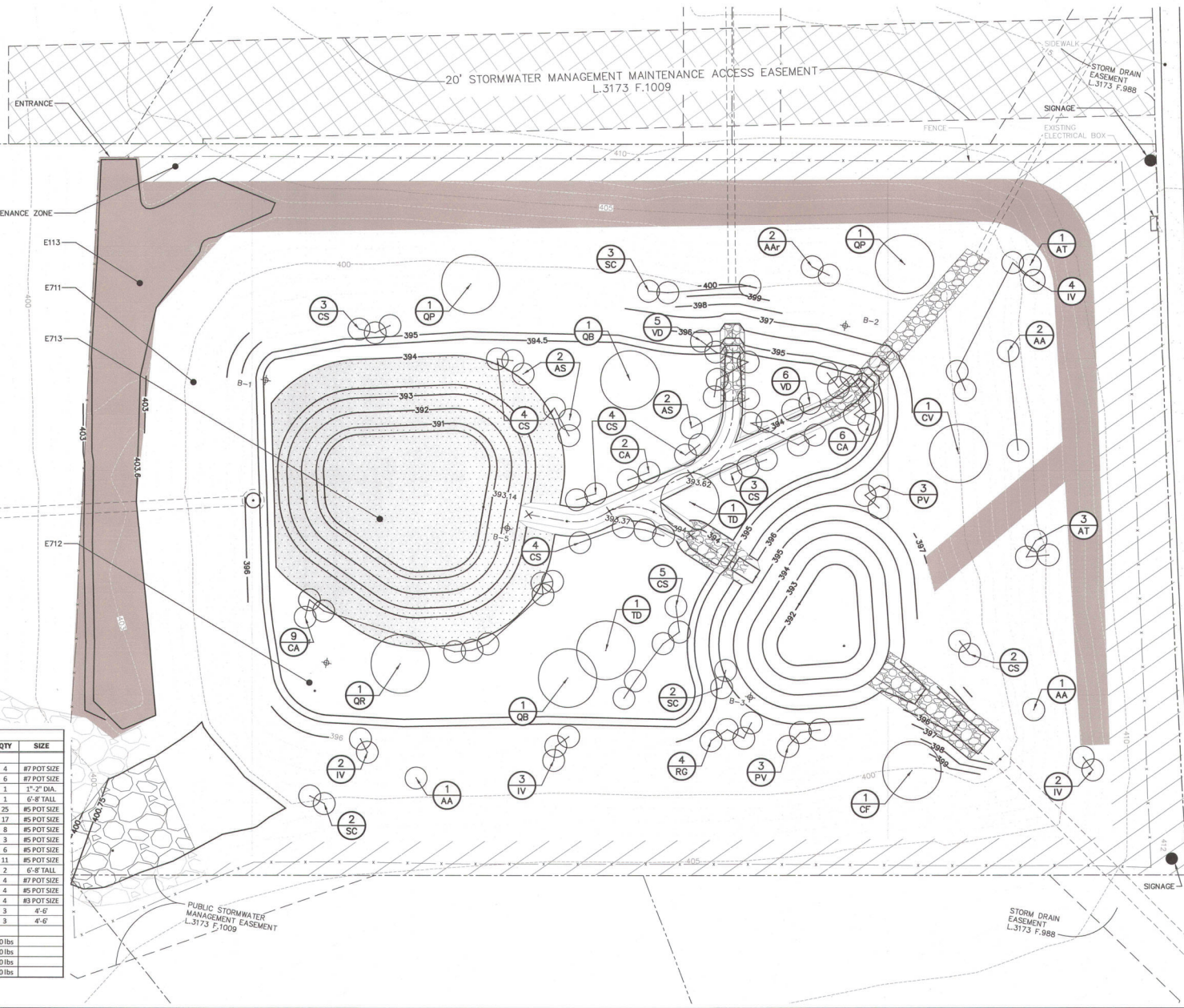
- Follow Silo Hill BMP -Structural Inspection Checklist to complete the structural inspection
 - Timeline for activity:
 - Annually
 - Inspection items:
 - Crest
 - Check for visual settlement
 - Check for misalignment
 - Check for cracking
 - Upstream Slope
 - Check for erosion
 - Confirm that ground cover is in good condition
 - Check the status of trees, shrubs, or other woody vegetation
 - Check for longitudinal/vertical cracks
 - Confirm that riprap protection is adequate
 - Check for stone deterioration
 - Check for settlements, depressions, or bulges
 - Downstream Slope
 - Step 1-5 and 7 of Item (ii)
 - Check for soft spots or boggy areas
 - Confirm movement at or beyond toe
 - Check the soil at toe
 - Drainage-seepage control
 - Confirm that internal drains are flowing
 - Check for seepage at toe
 - Determine if seepage contains fines
 - Abutment contacts
 - Check for erosion
 - Check for differential movement
 - Check for cracks
 - Check for seepage
 - Inlet structure
 - Check to see if there is seepage into structure
 - Check for debris or obstruction

- Check for spalling, cracking, erosion, scaling, exposed reinforcement, or any other issues with the concrete
 - Check for corrosion, coating deficiency, and misaligned seams on metal
 - Check for displacement or leakage of joints
 - Check to see if the trash racks are broken, bent, corroded, rusted, obstructed
 - Confirm that trash racks are operating correctly
 - Check to see if sluice/drain gates are broke, bent, corroded, rusted, leaking, or displaced
 - Confirm that sluice/drain gates are operational
 - Principal spillway pipe
 - Check for any seepage into conduit
 - Check for debris
 - Check for spalls, cracks, erosion, scaling, or exposed reinforcement of the concrete surfaces
 - Check for displacement or loss of joint material or any leakage
 - Stilling basin/pool
 - Check the condition of the concrete surface
 - Check for deterioration or displacement of joints
 - Check for obstruction of the outlet channel
 - Check to see if released water is undercutting the outlet, eroding the embankment, displacing riprap, or scouring the plunge pool
 - Check the condition of tailwater elevation and flow
 - Emergency spillway
 - Check for erosion, back cutting or obstruction of the channel
 - Check for trees or shrubs in channel
 - Check for seepage
 - Check for soft spots or boggy areas
 - Check to see if channel slopes are eroding or sloughing
 - Reservoir
 - Check for high water marks
 - Check for erosion/slide into pool area
 - Check for sediment accumulation
 - Check for debris
 - Ensure riprap protection for ditches is adequate
- Complete Silo Hill BMP- Structural Inspection Checklist



Division of Planning and Permitting
 Department of Developmental Review Engineering
FREDERICK SOIL CONSERVATION DISTRICT
 Approved By: *Steve Jackson*
 Agr. District Manager
 APPROVED: 08/20/22
 Signature: *[Signature]* 8-25-22

SCD APPROVAL FOR SEDIMENT AND EROSION CONTROL AND POND IS CONTINGENT UPON ISSUANCE OF ALL APPLICABLE REGULATORY PERMITS.



PLANTING SCHEDULE

SPECIES/MIX	PLAN CODE	QTY	SIZE
TREES AND SHRUBS			
ALDER SERRULATA (SMOOTH ALDER)	AS	4	#7 POT SIZE
AMELANCHIER ALNIFOLIA (SERVICE BERRY)	AA	6	#7 POT SIZE
CORNUS FLORIDA	CF	1	1 1/2" DIA.
CHIONANTHUS VIRGINICUS (FRINGE TREE)	CV	1	6'-8" TALL
CORNUS SERICEA (RED DOGWOOD)	CS	25	#5 POT SIZE
CORUNUS AMOMIUM	CA	17	#5 POT SIZE
ILEX VERTICILLATA (WINTERBERRY) - FEMALE	IV	8	#5 POT SIZE
ILEX VERTICILLATA (WINTERBERRY) - MALE	IV	3	#5 POT SIZE
PRUNUS VIRGINICA (CHOCHEBERRY)	PV	6	#5 POT SIZE
VIBURNUM DENTATUM (NORTHERN)	VD	11	#5 POT SIZE
TAXODIUM DISTICHUM (BALD CYPRESS)	TD	2	6'-8" TALL
RHUS GLABRA (SUMAC)	RG	4	#7 POT SIZE
SAMBUCUS CANADENSIS	SC	4	#5 POT SIZE
ASCLEPIAS TUBEROSA (BUTTERFLY WEED)	AT	4	#3 POT SIZE
QUERCUS BICOLOR (SWAMP WHITE OAK)	OB	3	4'-6"
QUERCUS BICOLOR (PIN OAK)	OP	3	4'-6"
SEED MIXES			
COMMERCIAL CONSERVATION (ERNMK-113)	E113	30 lbs	
UPPER MID-MD FACW (ERNMK-713)	E713	40 lbs	
UPPER MID-MD RIPARIAN (ERNMK-712)	E712	40 lbs	
UPPER MID-MD MEADOW (ERNMK-711)	E711	20 lbs	



IT IS A VIOLATION OF LAW FOR ANY PERSON, UNLESS THEY ARE ACTING UNDER THE SUPERVISION OF AN ENGINEER, ARCHITECT, LANDSCAPE ARCHITECT, OR LAND SURVEYOR TO ALTER AN ITEM IN ANY WAY, IF AN ITEM BEARING THE STAMP OF A LICENSED PROFESSIONAL IS ALTERED. THE ALTERING ENGINEER, ARCHITECT, LANDSCAPE ARCHITECT, OR LAND SURVEYOR SHALL STAMP THE DOCUMENT AND INCLUDE THE NOTATION "ALTERED BY" FOLLOWED BY THEIR SIGNATURE, THE DATE OF SUCH ALTERATION, AND A SPECIFIC DESCRIPTION OF THE ALTERATION.

REVISIONS

TOWN OF EMMITTSBURG
 SILO HILL
 STORMWATER POND RETROFIT
PLANTING PLAN
 TOWN OF EMMITTSBURG
 FREDERICK COUNTY, MARYLAND



Date: July 2022
 Scale: 1" = 10'
 Sheet Number: 08
 Project Number: 2192.002.001