

REQUEST FOR PROPOSALS

Engineering Design and Permitting of Newark Spray Irrigation System Worcester County, Maryland

The Worcester County Commissioners are currently accepting proposals from Consulting Engineering Firms for assistance with design, permitting and bidding of a Spray Irrigation System for the Newark Sanitary Service Area. Proposal packages and proposal forms are available from the Office of the County Commissioners, Room 1103 - Worcester County Government Center, One West Market Street, Snow Hill, Maryland 21863, obtained online at www.co.worcester.md.us, or by calling the Commissioners' Office at 410-632-1194 to request a package by mail. Interested firms are encouraged to attend a **Pre-Proposal Meeting at 10:00 AM on Thursday, October 13, 2016**, at the Water and Wastewater Division Administrative Office located at the Ocean Pines WWTP, 1000 Shore Lane, Ocean Pines, Maryland 21811. **Sealed proposals will be accepted until 1:00 PM, Monday, October 24, 2016** in the Office of the County Commissioners, Room 1103 - Worcester County Government Center, One West Market Street, Snow Hill, Maryland 21863, at which time they will be opened and publicly read aloud. Envelopes shall be marked "**Proposal for Design of Newark Spray Irrigation System**" in the lower left-hand corner. After opening, proposals will be forwarded to the Public Works Department for tabulation, review and recommendation to the County Commissioners for their consideration at a future meeting. In awarding the proposal, the Commissioners reserve the right to reject any and all proposals, waive formalities, informalities and technicalities therein, and to take whatever proposal they determine to be in the best interest of the County considering lowest or best proposal, quality of goods and work, time of delivery or completion, responsibility of consultants being considered, previous experience of consultants with County contracts, or any other factors they deem appropriate. All inquiries shall be directed to John S. Ross, P.E., Deputy Director of Public Works, at 410-641-5251, extension 2412, or emailed to jross@co.worcester.md.us . Email correspondence is encouraged.

**WORCESTER COUNTY, MARYLAND
PERMITTING AND ENGINEERING DESIGN
FOR THE
NEWARK SPRAY IRRIGATION SYSTEM
PROPOSAL INSTRUCTIONS**

1. Proposals

The Worcester County Commissioners are accepting proposals from Consulting Engineering firms for permitting and design services in the Newark Sanitary Service Area. A minimum of five (5) copies of proposals should be submitted in sealed envelopes clearly marked "Newark Spray Irrigation". Proposals shall be submitted no later than 1:00 PM Monday October 24, 2016.

2. Pre-Proposal Meeting

A pre-proposal meeting will be held on Thursday October 13, 2016, at 10:00 AM at the Water and Wastewater Division Administrative Office, located at the Ocean Pines Wastewater Treatment Plant, 1000 Shore Lane, Berlin, Maryland 21811. For directions and/or more details, please contact John S. Ross, P.E. at 410-641-5251 between the hours of 7:30 a.m. and 4:00 p.m., Monday through Friday.

3. Background

The Worcester County Commissioners are under orders from the Maryland Department of the Environment (MDE) to remove the current surface water discharge from Marshal Creek and dispose of effluent from the treatment plant by spray irrigation. In anticipation of this transition, the County Commissioners have purchased a proposed spray site, modified their Comprehensive Water and Sewer Plan and initiated background monitoring of the proposed spray site. Funding for the work has been secured from MDE.

4. Scope of Work

The selected consultant will assist the County in obtaining the needed permits for construction of the identified project, design the required pump and piping needed to transport treatment plant effluent from the treatment plant to the site and design the spray irrigation pumping systems, storage tanks, piping and spray components. The following specific tasks are required:

1. Schedule and attend a kick-off meeting with County staff to finalize the scope of the project and discuss alternatives.
2. Using the available groundwater data, background monitoring information, groundwater level information and treatment plant flow information, complete an application for groundwater discharge permit.
3. Using historical flow data, determine the need for additional storage at the treatment plant site to hold wastewater during times when spraying is not possible
4. Investigate the potential for increasing the existing pond embankment height or increasing the pond outside dimensions to obtain the needed storage volume
5. Identify the required pumping rate and design the needed pumps to pump wastewater effluent to the proposed spray site
6. Select a pipeline route and design the piping needed to carry treatment plant effluent to the spray site
7. Based on the need for storage at the spray site, design a storage tank for effluent holding at the spray site. The design should investigate the potential for relocating an existing storage tank(s) no longer used by the Water and Wastewater Division.

8. Based on the groundwater discharge permit, design a spray irrigation system on the spray site, including spray pump station, spray piping and sprinkler layout
9. Prepare a cost estimate for the components of the project
10. Design documents shall be submitted for review at the 30% (preliminary), 90% (pre-final) and final design phase
11. At the 90% design point, prepare and submit an application to MDE for the needed construction permit
12. Concurrently, obtain the needed approvals for Erosion and Sediment Control, Storm Water Management as well as the required General Permit for Storm Water During Construction
13. Identify and Address any wetlands issues
14. Complete the final design by addressing regulatory and staff comments and provide three copies of the final construction plans and specifications to the County for bidding. Additionally, provide the documents in Adobe Acrobat form for electronic distribution to Contractors
15. Any other activities needed to assure a complete project to the bidding phase

Consultants shall note that tasks covered under this RFP end with the provision of bidding documents.

5 Available Information

The following documents are available to assist consultants in preparing their proposals:

- Newark Spray Site Hydrogeologic Report - September 2008 by EA Engineering, Science and Technology
- Compliance Work Plan - October, 2015 by Worcester County Department of Public Works
- Preliminary Engineering Report - January, 2016 by Worcester County Department of Public Works

6 Award of Contract

In awarding the work, the Commissioners reserve the right to reject any and all proposals, waive formalities, informalities and technicalities herein, and accept the proposal determine to be in the best interest of the County considering lowest or best price, quality of goods and work, time of delivery or completion, responsibility of firms being considered, previous experience of firms with County contracts, or any other factors they deem appropriate.

7. Proposal Content

Each proposal shall include the following information at a minimum:

- General Description of the Firm, including the office responsible for completion of the work
- Approach to completion of this project
- Management and Staffing Plan to identify the key personnel assigned to the project
- Qualifications of the firm, including specific qualifications of the Project Manager and key personnel
- Quality Control program description
- References for similar projects
- Cost proposal as described in the Proposal Form

WORCESTER COUNTY COMMISSIONERS

PERMITTING AND ENGINEERING DESIGN

FOR THE

NEWARK SPRAY IRRIGATION SYSTEM

WORCESTER COUNTY, MARYLAND

PROPOSAL FORM

I/We submit this proposal for the following work:

Prepare and deliver an Engineering Design for the expansion of the Newark Wastewater Facilities Spray Irrigation System in accordance with the Proposal Instructions.

The following format provides a guide for presenting the cost proposal (NOTE, DIRECT USE OF THIS FORM IS NOT REQUIRED BUT THE INFORMATION USED TO DEVELOP YOUR PRICE MUST BE PROVIDED):

Task	Total Hours	Total Cost
Preliminary Project Review and Recommendations		
Groundwater Discharge Permit Application		
Preliminary Design (30%)		
Pre-Final Design (90%)		
Final Design		
MDE Construction Permit		
E&S/Storm Water Management/Wetlands		
General Permit for Storm Water		
Total Not to Exceed Price		

NOT TO EXCEED PRICE

(Price in Words)

PROPOSAL MUST BE SIGNED TO BE VALID

FIRM NAME _____

ADDRESS _____

PHONE/FAX _____

EMAIL _____

PRINTED NAME AND TITLE OF AUTHORIZED OFFICIAL SIGNING PROPOSAL

SIGNATURE OF AUTHORIZED OFFICIAL:

DATE