

**REQUEST FOR PROPOSALS**  
**TOWN OF NORTH BEACH STORM WATER ENGINEERING**  
**CALVERT COUNTY, MARYLAND**

January 5, 2010

**Purpose and Objective**

The Town of North Beach requests proposals for engineering services to evaluate and recommend improvements to resolve drainage problems within the Town boundaries.

The Study Area includes all the areas within the Town Boundaries which includes about 100 acres. of residential and commercial land, bounded by Greenwood Avenue to the west, Bay Avenue to the east, First St to the south and 10<sup>th</sup> St. to the north. Attached is a map of the Town showing the limits of the study area (Attachment #1). The residents in the Study Area are experiencing flooding problems relating to inadequate storm drainage collection and conveyance facilities. Also attached is a list of drainage problem areas (Attachment #2). Problem Areas are denoted on Attachment #1.

**Project Scope**

At a minimum, the successful firm will perform the following tasks

Phase 1 – Preliminary Evaluation & Report

This phase encompasses all work necessary to establish existing site conditions within the Study Area and to make recommendations for drainage improvements. Tasks under this phase will include, but not be limited to:

1. Field reconnaissance to inventory type, location and condition of existing drainage features, including connections to drainage system maintained by the town of North Beach. For this task, the Town will supply a schematic type map showing existing drainage systems within the Town. This map is available in digital form.
2. Mapping of drainage areas and sub-drainage areas. The Town will provide digital County GIS topography for this task.
3. The data to be collected for each storm drain feature shall include the location and attributes Structures and features to be inventoried generally include drop inlets, junction boxes, line ends and roadside ditches. Where possible identify, pipe sizes, materials and general condition.

4. Meet with Town Staff and Elected Officials to receive information on drainage issues confronting the Town.
5. Conduct a public meeting to receive additional input on drainage problems.
6. Analyze the capacity of existing drainage improvements for adequate capacity for the area they serve.
7. Preparation and submittal of report summarizing findings from the public meeting, prioritizing drainage concerns and identifying existing drainage features that can continue to be utilized in place.
8. Prepare a list of priority improvements that will address the concerns identified in items 3&4 and other problems identified by the consultant during course of the study effort.
9. Prepare a preliminary cost estimate for all recommended improvements.
10. Provide 10 copies of a Preliminary Design Report that summarizes the results of Preliminary Evaluation Phase. Meet with the North Beach Town Council to report on the preliminary evaluation phase results.
11. In developing a list of recommended improvements the consultant shall consider the following:
  - A. Methodology, strategies and changes in regulation and requirements to reduce run off from existing developed land or new developments.
  - B. Include examination of the town boundaries with Calvert County and Chesapeake Beach to determine if any drainage issues exist that can be resolved by implementing interjurisdictional arrangements.
  - C. Identify areas where natural springs and high ground water table adversely impact the operations of surface drainage facilities. Recommend any improvements to mitigate the adverse impacts
  - D. Review Town Public Works Department maintenance efforts and make recommendation for improvements that will reduce flooding problems
  - E. Review Town codes and policies relative to development on small (less than 5,000s.f.) lots and recommend changes to reduce the potential for these developments to impact neighboring properties and drainage

- F. Coordinate any recommendations provided as part of the study with engineered proposals that the U. S. Army Corps of Engineers are developing as part of their evaluation of the wetlands north of 9<sup>th</sup> St.
- G. Coordinate any recommendations with the Town's design for improvements to the 5<sup>th</sup> St. Outfall. Copies of this design will be provided to the Consultant at the initiation of the Consultant's work.
- H. For all improvements recommended by the consultant, list in priority order and provide information on any potential sources of funding.

#### Additional Phases

After acceptance of the Preliminary Evaluation Report, by the Town, the Town may elect to authorize the following additional services to be provided by the consultant.

1. Topographic and utility type surveys for design.
2. Final design of the recommended improvements.
3. Preparation of bid plans and construction specifications for work included in the final design phase.
4. Preparation of working drawings and specifications for work that can be performed by the Town Department of Public Works.

If the town elects to authorize additional services, the consultant will be required to provide scope of work and cost proposals for approval.

#### **Proposal Submittal**

To be considered for this project, submit three complete copies of your proposal to:

Town of North Beach  
Attn: Stacy Wilkerson, Town Clerk  
9036 Bay Avenue,  
P.O. Box 99  
North Beach, MD 20714

Proposals are due and must be received no later than 2:00 p.m. February 15, 2010

A pre-proposal conference will be held January 28, 2010 at 10:30 a.m. in the Town Hall, 9036 Bay Avenue, North Beach, MD 20714. Attendance is recommended for all interested in submitting a proposal.

Costs for preparation of requested proposals shall be borne by those submitting proposals.

At a minimum proposals shall include the following information:

1. Description of the Consultants understanding of the Town's requirements
2. Proposed scope of work or task list. The work plan shall describe how the consultant proposes to complete the project. The work plan must be sufficiently detailed for the Town to be able to determine the effectiveness of the proposal
3. Consultant's proposed schedule. Consultant shall include a schedule for timely completion of the scope of work. Including information on the amount of time for each task.
4. List of proposed Project personnel to be assigned to the project along with a description of their relative experience and qualifications.
5. List of the Consultants similar experiences along with contact information for the Consultant's clients for the similar experience.
6. Proposed fee schedule including estimated man-hours, billing rates and any reimbursable costs.
7. Additional information that the Consultant can provide to assist the Town in their evaluation of proposals as described in the *Evaluation of Proposals* section in this RFP.

## **EVALUATION OF PROPOSALS**

The Town's staff will review all Proposals submitted. After reviewing the Proposals, staff may, at its discretion, invite to interview one or more of the Proposers whose Proposals appear to best meet the Town's requirements. The purpose of such an interview would be for the proposer to elaborate upon their Proposal before a recommendation for ranking of the Proposals is made. Interview responses, along with the written Proposal will become

part of Proposer's submission to be evaluated pursuant to the *Evaluation Criteria*. The Town reserves the right to short-list Proposers for further consideration.

The Town, in its discretion, may award the Contract to the responsible and responsive proposer submitting the Proposal which is deemed to be the most advantageous to the Town, price and other factors listed in this RFP being considered.

## **EVALUATION CRITERIA**

In order to evaluate each proposal received, the Town of North Beach will use the following evaluation criteria, listed in order of relative importance:

	<u>Max Points</u>
A. Qualifications and Relevant Experience	25
B. Team Composition	10
C. Experience in storm drain and storm water management design.	15
D. Verifiable references and examples of similar project work.	10
E. Work Scope and Approach	20
F. Schedule	10
G. Costs	<u>10</u>
TOTAL	100

If you have questions regarding this request, please submit questions in writing to John Hofmann, Town Engineer fax 410-257-1693 or email at [jahpc@verizon.net](mailto:jahpc@verizon.net). Questions may also be submitted to the Town of North Beach at fax 301-855-0113 or [northbeach@northbeachmd.org](mailto:northbeach@northbeachmd.org).

END OF RFP