



## TOWN OF EMMITSBURG

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

# REQUEST FOR PROPOSAL SILO HILL STORM WATER BASIN RESTORATION

The Mayor and Commissioners of Emmitsburg, Maryland are requesting sealed proposals from qualified contractors for assistance with meeting permit requirements under the federal Clean Water Act to improve water quality in Maryland's streams, rivers, and the Chesapeake Bay. The Town seeks assistance with the application for storm water management grants to meet small municipal separate storm sewer system ("MS4") permit requirements imposed by federal and state law, to prepare restoration design, and to conduct the construction and restoration work to meet all state and federal requirements for the restoration of the Silo Hill storm water basin located on Silo Hill Road, Emmitsburg, MD 21727.

All sealed proposals must be received by January 22, 2020. Proposals will not be accepted via email. Please note on sealed bids: **"SILO HILL STORM WATER BASIN, DO NOT OPEN"**

Please direct questions to Zach Gulden, Town Planner, at (301) 600-6309 or [zgulden@emmitsburgmd.gov](mailto:zgulden@emmitsburgmd.gov).

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## I. OUTLINE OF RFP

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- II. Introduction, Background, & Scope of Work
- III. Submittal Requirements
- IV. Evaluation Criteria and Process
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## II. INTRODUCTION, BACKGROUND, & SCOPE OF WORK

The Town of Emmitsburg ("Town") is in need of a qualified contractor to assist it in the restoration of the Silo Hill Storm Water Basin on Silo Hill Road, Emmitsburg, MD 21727 (the "Project"). The work requested includes, but is not limited to:

### **Silo Hill Storm Water Basin – Town ID FR15POI000531**

- Determination of funding sources/grants for the Project;
- Prepare grant applications for the Project, which will be reviewed and subject to the Town's approval;
- Provide survey, design, construction layout for the Project
- Obtain all federal, state and local permits required for the Project;
- Act as contract administrator;
- Prepare construction layout, construction, construction inspections and constructions certification services for the Project;
- Prepare and provide National Pollutant Discharge Elimination System ("NPDES") permit documentation to the Town for the Project, including credit calculations;
- Investigate and pursue possible monetary compensation for the Town in amounts above grant administration allowances, if applicable, for the effort and value provided by the Town in connection with the Project; and

- Measure performance of the Project with post installation testing.

According to the Town's 2019 baseline impervious assessment, the Silo Hill extended detention pond was constructed in 2002. The design of this facility consisted of a dry pond with multi-stage riser, although the pond appears to be functionally wet. This facility has a total drainage area of 22.22 acres and intercepts runoff from the Silo Hill subdivision. Total untreated impervious within the drainage area is 7.96 acres.

**The project shall be completed no later than October 30, 2022.**



### III. SUBMITTAL REQUIREMENTS

Please submit at least three (3) copies of your bid to Town of Emmitsburg, Attn: Town Planner, 300A South Seton Avenue Emmitsburg MD 21727. Email submittals will *not* be accepted. Please note on bid envelopes, “**SILO HILL STORM WATER BASIN, DO NOT OPEN.**” At the minimum, all bids must include the following. Failure to not include the requested information may result in disqualification.

**A.) Letter of Transmittal:** The letter of transmittal must contain the following information:

1. Company name, address, and telephone number.
2. Name, title, address, e-mail address, and telephone number of the person(s) whom correspondence should be directed.
3. Federal and state taxpayer identification numbers of your organization.
4. Briefly state your understanding of the services to be performed and make a positive commitment to provide the services and materials as specified.

**B.) References**

Provide client references, pictures, grant success, and detailed actual cost sheets for similar work completed within the past three (3) years. Please provide the organization, name, address and telephone number of the person(s) at the client reference who is most knowledgeable about the work performed and can comment on the professional qualifications/expertise of your organization/staff.

### IV. EVALUATION CRITERIA AND PROCESS

The Town Planner will designate a selection committee composed of Town Staff to conduct an evaluation of qualifications and will rate each submittal based upon the following criteria:

- a. Costs for similar work.
- b. Previous grant success.
- c. Experience.
- d. Understanding of services to be provided.
- e. Satisfaction of clients/references.

### V. PROPOSED TIMELINE

Tuesday, December 3, 2019	RFP available on the Town of Emmitsburg’s website.
December 5 & 12, 2019	RFP advertised in Frederick News Post.
<b>Wednesday, January 22, 2020</b>	<b>DEADLINE: Bids due by 4:00 p.m.</b>
Monday, February 3, 2020	Proposal review/approval by the Board of Commissioners.
Tuesday, February 4, 2020	Proposal award/rejection announcements made.
Wednesday, February 5, 2020	Winning bidder can begin (pending contract / memorandum of understanding approval).

**\*The project shall be completed no later than October 30, 2022.**

### VI. MISCELLANEOUS INFORMATION

- The Town of Emmitsburg reserves the right to accept or reject any and/or all bids/proposals 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, religion, age and disability in employment or the provision of services.