



**TOWN OF EMMITSBURG**

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

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**REQUEST FOR PROPOSAL  
ENGINEERING SERVICES FOR  
PRELIMINARY ENGINEERING REPORT (PER)  
AND ENVIRONMENTAL REPORT (ER)**

The Mayor and Commissioners of Emmitsburg, Maryland are requesting sealed bids from qualified engineering firms for the performance of a Preliminary Engineering Report (PER) and Environmental Report (ER) on the Town’s water system.

Sealed proposals are due by 3:00 pm on Thursday, September 17, 2020. Proposals will not be accepted via email. Please boldly note on sealed bids **“PER and ER Bid, Do Not Open.”**

Please direct any questions to Dan Fissel, Sewer and Water Superintendent, at (301) 447-1987 or at dfissel@emmitsburgmd.gov.

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**I. INTRODUCTION**

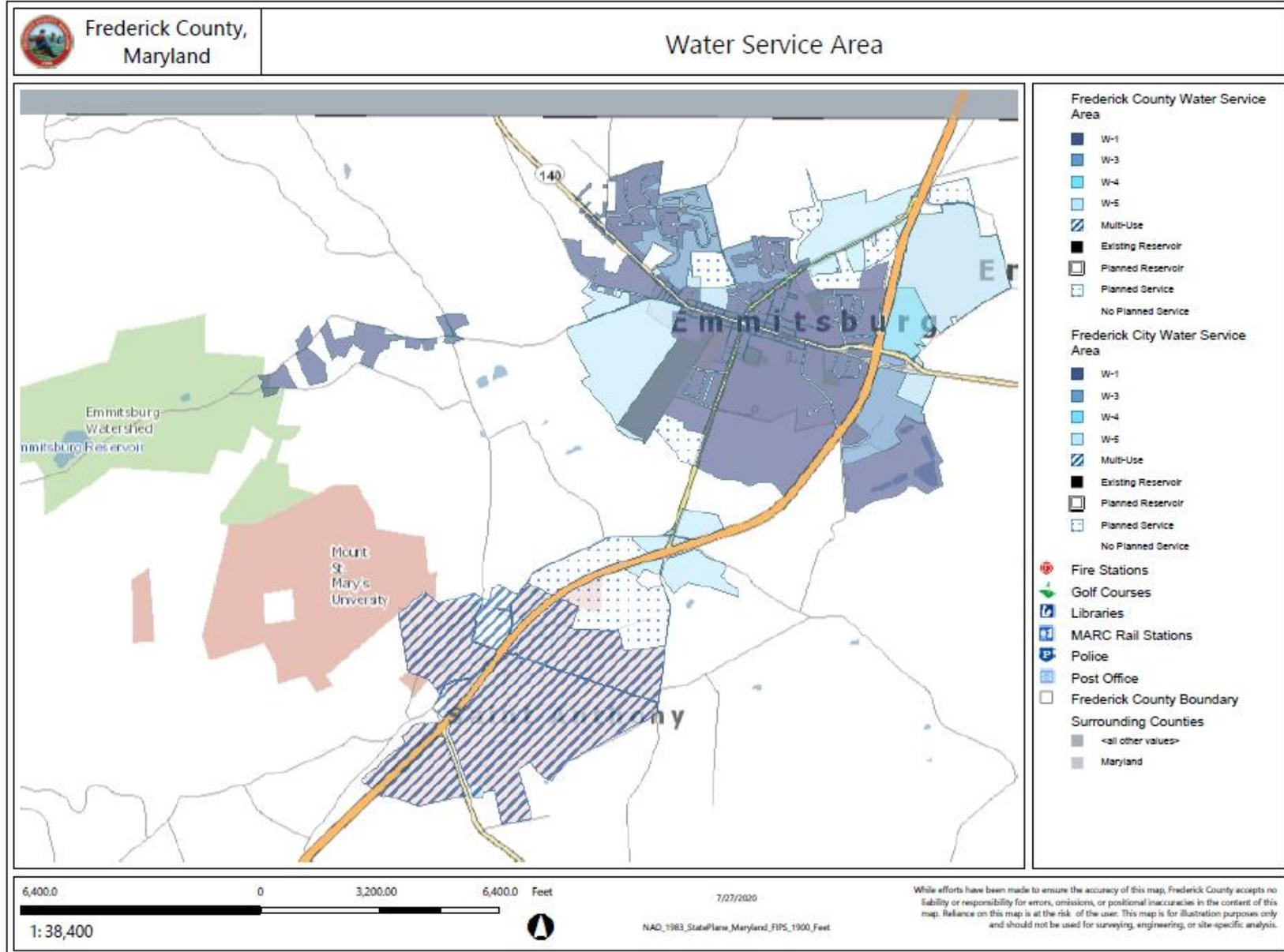
The Town of Emmitsburg (“Town”) is in need of a qualified firms, teams or consultants interested in providing professional engineering services for the completion of a USDA-approved Preliminary Engineering Report (PER) or Environmental Report (ER) on the existing water system.

The system includes an analysis of the Town’s source (Rainbow Lake and wells), treatment plant, storage tanks and distribution lines. Information from the PER and ER will be used by the Town to create a phased approach for water system improvements with an emphasis on the replacement of North Seton Avenue and DePaul Street distribution lines.

This project may be funded partially and/or fully through the United States Department of Agriculture Rural Development (USDA – RD) or Maryland Department of the Environment (MDE). Engineering firms must have prior experience and/or knowledge working with the USDA and MDE. The agency review and comment process may take in excess of one round of request for revisions.

In the event subcontractors may be retained to perform services within the scope of work set forth herein, prospective bidders must identify such subcontractors and the work which the subcontractor is going to be retained to perform and their expertise.

If needed, bidders can read more about the Emmitsburg water system [here](#). A map showing service area may be found on the next page



## II. SCOPE OF WORK

All bids must meet and/or exceed the requirements contained herein. The contract will be awarded via an Engineers Joint Contract Documents Committee (EJCDC) document (form E-500). All work must be completed in conformity with USDA and MDE standards as applicable. Representatives of the Town's Water Departments will provide input and assistance with any necessary fieldwork and review all deliverables for the effort. (Hereafter, references to the USDA shall include MDE where applicable.)

This project consists of professional services to develop and produce a USDA approved Preliminary Engineer Report and Environmental Report on the Emmitsburg Water System. The following Scope of Services describes the specific tasks to be performed by the Consultant.

- 1. Complete and submit Engineers Joint Contract Documents Committee (EJCDC) document (form E-500) to the Town upon bid award.**
- 2. Preliminary Engineering Report**
  - a. Complete PER according to USDA requirements on the entire water system to include, but not limited to source, treatment, storage, distribution.
  - b. Report should include general overview of system, estimates of future demands, assessment of water treatment, assessment of water distribution and storage, recommended improvements and cost estimates.
  - c. Submit draft to USDA for review.
  - d. Respond to revisions, comments, and/or correction requests from USDA and town staff (as needed) and submit revised final draft to USDA for approval.
- 3. Environmental Report**
  - a. Prepare ER according to USDA requirements and guidelines. While the PER will be completed on the entire water system, it is the town's intention that the first phase of improvements on the water system include the replacement of the waterlines along North Seton Avenue and DePaul Street. As a result, the North Seton Avenue and DePaul Street waterline replacements will be the primary focus of the ER.
  - b. Prepare ER according to USDA requirements and guidelines.
  - c. Include ER as an addendum to the PER.
  - d. Submit draft to USDA for review.
  - e. Respond to revisions, comments, and/or correction requests from USDA and town staff (as needed) and submit revised final draft to USDA for approval.
- 4. Project deliverables**
  - a. Three (3) bound hard copies and one (1) electronic copy of the final USDA approved Preliminary Engineering Report.
  - b. Three (3) bound hard copies and one (1) electronic copy of the final USDA approved Environmental Report.

There will be a non-mandatory pre-proposal meeting at the Water Treatment Plant at 10:00 a.m. on Wednesday, August 26, 2020. The address for the Water Plant is 8585 Crystal Fountain Road Emmitsburg MD 21727. Contact Madeline Shaw, Town Clerk, at (301) 600-6300 or [mshaw@emmitsburgmd.gov](mailto:mshaw@emmitsburgmd.gov) to attend the pre-proposal meeting

### III. SUBMITTAL REQUIREMENTS

Please submit at least five (5) 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, “**PER and ER Bid, 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. Please clearly state in the letter the name, title, address, e-mail address, and telephone number of the person(s) whom correspondence regarding the bid should be directed to.
2. DUNS number, federal and state taxpayer identification numbers of your organization.
3. Please summarize your qualifications, including similar projects completed and years of experience with USDA and MDE.
4. Statement which indicates “proposal and cost schedule shall be valid and binding for two hundred seventy-five (275) days following proposal due date and will become part of the contract that is negotiated with the Town of Emmitsburg”.

**B.) Table of Contents:** List the documents included in your bid packet with the corresponding page numbers. Make sure to number your pages for easy reference.

**C.) Detailed Cost Estimates:** The cost for engineer services should be listed as stated:

PHASE:	COST:
Preliminary Engineering Report (PER)	\$
Environmental Assessment Report (ER)	\$
Other:	
<b>TOTAL COST</b>	<b>\$</b>

**D.) Resumes:** Include the resumes of any firm members that will most likely be involved with the project. Make sure to include their name, title, area of specialty, total years of experience, and experience with similar projects or working with the USDA and MDE.

**E.) References:** Provide *at least* three customer references for similar work completed within the past five (5) years. Government or municipal references are preferred. The reference should contain the name, organization name, address, telephone number and services provided.

**F.) 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 one million (\$1,000,000) per occurrence with the Town of Emmitsburg as an additional name insured. Please submit proof of insurance. Policy number, insurance company, and expiration date must be provided at a minimum for bids.

## IV. EVALUATION CRITERIA AND PROCESS

- A.) The Town Manager 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. Cost and/or fee structure.
  - b. Understanding of services to be provided.
  - c. Experience and satisfaction of clients/references.

## V. PROPOSED TIMELINE

Thursday, July 30, 2020	RFP available on the Town of Emmitsburg's website.
August 3 & August 4, 2020	RFP advertised in the Frederick News Post.
Wednesday, August 26, 2020	Non-mandatory site visit at 10:00 a.m.
<b>Thursday, September 17, 2020</b>	<b>DEADLINE: Bids due by 3:00 p.m.</b>
Monday, October 5, 2020	<i>Tentative:</i> Bid review/approval by the Board of Commissioners.
Friday, October 9, 2020	Bid award/rejection announcements made.
Friday, October 15, 2020	Winning bidder can begin (pending contract approval).

## VI. 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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