

Town of Hebron Public Works Department  
REQUEST FOR QUALIFICATIONS FOR ON-CALL ENGINEERING SERVICES

**TO PROVIDE ENGINEERING SERVICES ON AN ON-CALL BASIS**

**SEALED PROPOSALS** from QUALIFIED ENGINEERING FIRMS marked **On Call Engineering Services** shall be accepted by the Town of Hebron 100 N Main Street, Town Hall, Hebron, MD 21830 (Hours of Operation Monday-Friday 8am to 4pm), until Friday, January 17, 2025 by 2PM. Submittals will subsequently be evaluated and a contract awarded to the successful firm at a later date.

THE SCOPE of work under this contract is to provide the Town of Hebron Public Works with deliverables as defined in the Request for Qualifications in strict accordance with the solicitation documents. The work shall be completed under the direction of a professional engineer with a minimum of five (5) years documented experience in the subject matter.

INFORMATION RELATED TO THE REQUEST FOR QUALIFICATIONS contact Robin Bailey-Walls, Town Administrator, 100 N Main Street Hebron, MD 20830 (410) 742-5555. Email to [townadministrator@hebronmd.com](mailto:townadministrator@hebronmd.com).

Questions from prospective firms are due in writing via email to Robin Bailey-Walls at [townadministrator@hebronmd.com](mailto:townadministrator@hebronmd.com) January 6, 2025, 12:00 PM. Please note: Questions received after that date and time will not be accepted. Questions that are not submitted in writing or that are sent to any other email address will not be accepted.

The Town reserves the right to reject any and all bids, waive formalities, informalities and technicalities therein, and to take whatever bid they determine to be in the best interest of the Town considering the lowest or best bid, quality of goods and work, time of delivery or completion, responsibility of bidders being considered, previous experience of bidders, or any other factors they deem appropriate.

Robin Bailey-Walls  
Town Administrator  
Town of Hebron

### Background

The Town of Hebron is seeking qualified engineering firms to provide on-call engineering services to support, maintain and upgrade its infrastructure and facilities. The Town serves a population of approximately 1,105 and provides various public works services including water, sewer and stormwater management, solar project, planning, and engineering.

The goal of this contract is to retain a firm with broad engineering expertise to assist in multiple disciplines as needed. A price quote on consulting services and project management are required. The work shall be completed under the direction of a professional engineer with a minimum of five (5) years documented experience in the subject matter.

### Work Details

The selected firm will provide general engineering services on an as-needed basis, including but not limited to:

- Design services for engineering; utilities and energy efficiency work
- Stormwater management, and structural design
- Wastewater Treatment Plant Project
- Capacity Studies; Environmental assessment
- MDE mandated Service Line inventory/Pipe Replacement Plan
- Solar Project
- Permitting
- Street Drainage Project
- Cell Tower Project
- Right-of-way and easement acquisition
- Creation of plans, specifications, cost estimates
- Bid phase services
- Construction management services
- Review of developers' plans
- Consultation on Town/County planning documents.

The firm must have at least five years of related experience and appropriate licensure in Maryland.

### Period of Performance

The contract will be executed for a period of three years with the potential for two one-year extensions.

### Place of Performance

The services will be performed in the Town of Hebron in Wicomico County, Maryland.

Town of Hebron

BID FORM

**TITLE: ON-CALL ENGINEERING SERVICES**

**OPENING: Wednesday, December 18, 2024, 9:00 AM at Town of Hebron, MD, 100 N Main Street, Town Hall, Hebron, MD 20830. Hours of Operation are Monday through Friday, 8am to 4pm.**

Proposal of \_\_\_\_\_

(Hereinafter called "BIDDER", organized and existing under the laws of the State of \_\_\_\_\_, doing business as ( \_\_\_\_\_ )

BIDDER hereby submits proposal for the above titled project. Having carefully examined the Request for Qualifications and having received clarification on all items of conflict or upon which any doubt arose, the undersigned hereby agrees to furnish all labor, material and equipment required for complete work in strict accordance with the contract documents. BIDDER also understands that the right to delete any portion of the specification herein described is that of the Town, and BIDDER shall perform all other items of the contract accordingly.

BIDDER acknowledges receipt of the following addendum(s):

\_\_\_\_\_

It is understood that the hourly rates provided in the proposal shall remain firm for the duration of the contract period of 3 years the with potential for two (2) one –year extensions. and that if the BIDDER is notified of the acceptance of this proposal, he/she agrees to execute a contract and to supply all bonds, insurance forms, workman’s compensation forms, and other related or requested documents within ten (10) calendar days of the notification.

Affidavit I and Affidavit II are to be submitted by all BIDDERS with the forms as provided. Any additional or alternative documents called for in the contract must be submitted herewith.

\_\_\_\_\_      \_\_\_\_\_      \_\_\_\_\_  
(License number)      (Date issued)      (Place issued)

Federal Employer ID number \_\_\_\_\_ or, if not an employer.  
\_\_\_\_\_.

**Witness:**

\_\_\_\_\_

**Bid Submitted By:**

\_\_\_\_\_  
**Company Name**

\_\_\_\_\_  
**Representative & Title**

\_\_\_\_\_  
**Address**

\_\_\_\_\_  
**Email:** \_\_\_\_\_

\_\_\_\_\_  
**Date**