



TOWN OF HEBRON, MD
REQUEST FOR QUALIFICATIONS
HEBRON WATER STORAGE PROJECT
Architectural and Engineering Services

I. INTRODUCTION

The Town of Hebron, a Maryland municipality, located at 100 North Main Street, Hebron, MD 21830, is soliciting qualifications from Architect/Engineer (A&E) consultant teams to plan, design and manage construction of the Hebron Water Storage Project. The project is located on the Eastern Shore of Maryland within Town limits Lat. 38.255 Long. 75.4116.

II. PROJECT DESCRIPTION

Anticipated project components:

Elevated storage tank on a 1.42-acre site at Town-owned property at 505 E. Walnut Street. Anticipated size is 300,000 gallons, subject to confirmation.

Backup well with wellhouse on same site as tank. This would include a new chlorination system and backup generator with all necessary appurtenances.

Site development to include perimeter fencing, grading, an access road, and necessary stormwater management features.

Note these are subject to change as the design is developed by the selected engineer in cooperation with the Town.

III. PREPARATION OF QUALIFICATIONS

Envelopes containing Qualifications shall be labeled "Hebron Water Storage Project" and must be presented so that they may be easily identified as containing a qualifications.

Envelopes must include the following:

Name and location of project

Name and address of submitter

Addressed to Town of Hebron, 100 N Main Street, Hebron, MD 21830

Submit three copies plus one original

IV. LEGAL REQUIREMENTS

To be considered as eligible to submit qualifications, firms must be legally licensed under applicable laws in the State of Maryland and submit a Certificate of Good Status from the Maryland Department of Assessments and Taxation.

This project is to be funded in part by loans from the Maryland Department of the Environment Drinking Water Revolving Loan Fund (DWRLF). It is required that interested A&E respondents comply with DWRLF procurement policies including the Disadvantaged Business Enterprise (DBE) policy. Please see the appendix for State Revolving Fund parameters.

The Town of Hebron encourages minority and women owned enterprises (M/WBEs) to participate for the portion(s) of services for which they are qualified. The Town of Hebron will not discriminate against any interested firms or individuals in regard to race, creed, color, sex, age, disability or national origin in the selection process.

A&E respondent must have demonstrated prior experience in designing water distribution systems in accordance with applicable codes, standards, rules and regulations in Maryland.

V. SCOPE OF WORK

Scope of Services and Responsibilities to be summarized as follows:

1. Preliminary Design: Confirm the anticipated storage volume, tank location, and well design conform with the town needs.
2. Well Permitting: Any modifications to the Water Use and Appropriation Permit for the backup well. County well drilling permit.
3. Geotechnical investigation, as appropriate, of the tank site
4. Hydrogeologic investigation, if necessary, for the well design
5. Production of detailed design documents
6. Coordination of environmental permitting
7. Construction bidding support
8. Construction administration (progress meetings, payment reimbursement requests, scheduling, administrative/monetary aspect of change order review, construction close-out)

9. Design services during construction (technical questions, shop drawing review, adjustments to the design, technical aspect of change order review)
10. Inspection services on a part-time basis as needed

VI. FORM OF QUALIFICATIONS

Qualifications must consist of the following information in the order indicated below:

- A. Cover letter stating interest in project with signature of duly authorized principal.
- B. Description of the qualifications of the firm and how they suit this project
- C. Listing of the project team with resumes of key team members.
- D. Project understanding: statement of how the firm would undertake the project
- E. Description of at least three similar projects, including at least one project that involved an elevated storage tank, one that involved a new well, and one that involved DWRLF funding.
- F. References from three owners relating to recently completed, projects of similar scope. Include phone number and e-mail address of appropriate contact persons.
- G. Proposed Project Schedule
- H. Current Rate Sheet
- I. Evidence of License in the State of Maryland.
- J. Financial References – Certificate of Status provided by Maryland Department of Assessments and Taxation

VII. ACCEPTANCE OR REJECTION OF QUALIFICATIONS:

After opening, qualifications will be reviewed and rated by an in-house team and a recommendation will be made to the Town Commissioners for their consideration at a future meeting. If an award is to be made, it will go to the firm with the highest overall percentage.

Commission reserves the right to waive any information and technicalities in bidding.

Contract will be awarded on the basis of five factors which are described below.

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| Experience of the firm with similar projects | (20 %) |
| Qualification of the project team | (20 %) |
| Project understanding | (20 %) |
| Record of performance and familiarity with the Town of Hebron | (30 %) |
| Completeness of submittal | (10 %) |

VIII. GENERAL INFORMATION

Qualifications will be received at the offices of the Town of Hebron, 100 N Main Street, Hebron, MD 21830, until 3:00 P.M. March 31, 2020. Qualifications received after the time and date stated will not be accepted. Qualifications received on time will be opened publicly.

The Town shall hold the submissions for thirty (30) days for purposes of reviewing the submissions. The Town shall announce the successful submission on or before ninety (90) days from the final date of receipt of qualifications.

APPENDIX: SRF Loan Insert