



TOWN OF WILLIAMSPORT (MD)

REQUEST FOR PROPOSALS 2023-11

ENGINEERING SERVICES

Request for Proposals 2023-11 Engineering Services

The Town of Williamsport invites the submittal of responses to this Request for Proposals (RFP) from qualified firms interested in providing labor, materials, supplies, and equipment to provide engineering services including general, water, sewer, and electrical grid. The Town intends to consider Firms and/or individuals who possess the professional and administrative capabilities to provide the scope of services detailed within the bid package available on our website at www.williamsportmd.gov. This Request for Proposals is being released to ensure ongoing services with respect to the responsible use of tax dollars. The Town's elected officials will participate in the process of selecting the appropriate firm per the Town Charter.

The Town of Williamsport reserves the right to allow for the clarification of questionable entries and for the correction of obvious mistakes or missed information, to reject submittals containing any additional terms or conditions not specifically requested in the original Scope of Work, and to reject any or all proposals, and waive informalities as may be deemed in the best interest of the Town.

POINT OF CONTACT
Chad Rooney, Town Manager
2 North Conococheague Street
Williamsport, MD 21795
(301) 223-7711
crooney@williamsportmd.org

DOCUMENTS REQUIRED FOR SUBMISSION AND CONSIDERATION

- Proposal Submission Form: Request for Proposals 2023-11 Engineering Services
- References
- If applicable; a signed copy of all advertised addenda

REQUEST FOR PROPOSALS 2023-11: Engineering Services

The Town of Williamsport (Town) invites the submittal of responses to this Request for Proposals from qualified individuals or firms (Contractor) interested in providing civil engineering services for general areas and identified projects.

I. Project Overview

The Town of Williamsport invites the submittal of responses to this Request for Proposals (RFP) from qualified firms interested in providing labor, materials, supplies, and equipment to provide engineering services including general, water, sewer, and electrical grid. The Town intends to consider Firms and/or individuals who possess the professional and administrative capabilities to provide the scope of services detailed within the bid package available on our website at www.williamsportmd.gov. This Request for Proposals is being released to ensure ongoing services with respect to the responsible use of tax dollars. The Town's elected officials will participate in the process of selecting the appropriate firm per the Town Charter.

II. Project Schedule

Pre-Bid Meeting: Friday, December 15, 2023, at 10:00 AM in the Planning Office at Town Hall. Any potential bidder not in attendance at the Pre-Bid Meeting will be provided a copy of an addendum based on discussion at the Pre-Bid meeting and may schedule a time to meet with the Town Manager and complete an on-site visit, if desired. Information is also available at www.williamsportmd.gov/request-for-proposals/.

Sealed Proposals: Due by Friday, January 5, 2024, by 3:30 PM. Envelopes must be delivered or mailed to Town Manager; Request for Proposals 2023-11; 2 North Conococheague Street; Williamsport, MD 21795. All sealed proposals must be delivered no later than 3:30pm on the due date. The Town reserves the right to reject any and all bids.

ANY SEALED PROPOSAL RECEIVED AFTER 3:30PM ON THE DUE DATE WILL BE REJECTED OUTRIGHT AND SENT BACK TO THE SUBMITTING FIRM

Bid Opening: All submitted bids will be opened at the January 8, 2024, meeting of the Mayor & Town Council. The Town Manager will unseal and read aloud all required documents for each submitted proposal.

Bid Award: The Mayor & Town Council will then consider each bid and may make a formal decision at the January 15, 2023, meeting of the Mayor & Town Council or a meeting thereafter. The Town Manager will contact the awardee and provide a letter to unsuccessful bidders within seven days of the approval.

Completion of Project: It is the intention of the Mayor and Town Council to begin services on or before February 1, 2024. The three initial projects will consist of Preliminary Engineering Report (Water), Preliminary Engineering Report (Sewer), and Lead Pipe Inventory as required by

the State of Maryland. Other services will be assigned once the onboarding process of the successful firm is completed.

II. Scope of Work

The contract type for this procurement is a firm, fixed price, and Indefinite Delivery Contract. Multiple contract awards may be made. The contract period is not to exceed two (2) years, which will consist of one base year and one year extension option.

To be eligible for award of contract, firms must be licensed and insured in the State of Maryland and must have at least 5-years of experience in the government marketplace.

The successful bidder will be a professional service contractor in the civil engineering field on an as-requested or as-needed basis. Work on the projects will be performed within the Town limits of Williamsport, Maryland, or areas deemed necessary for the completion of Town-related projects.

Scope of Work includes, but is it not limited to, the following orders:

- 1) Attend Regular Sessions, Work Sessions, Special Sessions, and scheduled meetings as authorized by the Town Manager or Mayor; and
- 2) Correspond with Town employees, Mayor, State of Maryland officials, and other agencies and/or persons regarding projects and concerns of the Town; and
- 3) Review developers' plans for compliance with applicable Town requirements; and
- 4) As directed, assist Town employees in responding to inquiries from public and state officials, developers, realtors, and individuals concerning engineering-related matters; and
- 5) Complete research and advise Town officials about specific matters and respond to inquiries about operation and maintenance of utilities, streets, parks, drainage, trails, electrical grid, and other areas as assigned; and
- 6) Perform field investigations and field surveys of the Town's infrastructure and provide reports to the Town with scopes and probable costs; and
- 7) Prepare engineered specifications and detailed drawings for Town projects; and
- 8) Observe construction activities for Town projects as assigned; and
- 9) When requested, provide advice and assistance during emergency situations.

VI. PROPOSAL SUBMITTAL

Please check the contents of your Request for Proposals package carefully to ensure that you have in your possession all the necessary documents, as referenced within this Request for Proposals, including any addenda. If you are missing any items, please contact Chad Rooney, Town Manager, at (301) 223-7711 or crooney@williamsportmd.org.

Submission of a proposal pursuant to this Request for Proposals shall constitute acknowledgement and acceptance of the terms and conditions set forth herein. Portions of this Request for Proposals and the contents of the proposal submitted by the successful proposer may become contractual obligations if an Agreement is awarded. Failure of the successful proposer to accept these obligations may result in cancellation of the award of contract.

The Town of Williamsport reserves the right to allow for the clarification of questionable entries and for the correction of obvious mistakes or missing information, to reject submittals containing any additional terms or conditions not specifically requested in the original Scope of Work, to reject any or all proposals for any reason, and waive informalities as may be deemed in the best interest of the Town.

The Town also reserves the right to:

- Conduct pre-award discussion and/or pre-award negotiations with any or all responsive and responsible Proposer(s) who submit proposals determined to be reasonably acceptable of being selected for award; conduct personal interviews or require presentations of any or all Proposer(s) prior to selection.
- Request that Proposer(s) furnish additional information as the Town may reasonably require.
- Process the selection of the successful Proposer without further discussion.
- Accept or reject qualifications or proposals in part or whole.
- Limit and/or determine the actual contract services to be included in a contract.
- Engage outside experts to assist staff in evaluating the merits and viability of each Proposer.
- Obtain information for use in evaluating submittals from any source.
- Verify the information received in the proposal. If a proposer knowingly and willfully submits false information or data, the Town of Williamsport reserves the right to reject that proposal. If it is determined that an Agreement was awarded because of false statements or other data submitted in response to this Request for Proposals, the Town of Williamsport reserves the right to terminate the Agreement.
- Waive any irregularity in any proposal, or reject any or all submittals, should it be deemed in the best interest of the Town of Williamsport to do so.
- The Town shall be the sole judge of the proposer's qualifications.

Inquiries: Technical questions may arise as firms are preparing their proposals. The Town will accept written inquiries regarding this Request for Proposals until seven (7) calendar days prior to the Request for Proposals due date. Questions received after that time will not be responded to. Answers to questions that warrant the attention of all the potential proposers will be distributed in the form of a written addendum.

**Please direct written inquiries to
Chad Rooney, Town Manager, by e-mail at crooney@williamsportmd.org.**

Rejection Rights: The Town of Williamsport reserves the right, at any time, to modify, waive or otherwise vary the terms and conditions of this Request for Proposals including, but not limited to, the deadlines for submission and submission requirements. The Town further reserves the right to reject any or all submittals, to cancel or withdraw this Request for Proposals at any time and to negotiate with any party prior to or after submittal of proposals. Selection is also dependent upon the negotiation of a mutually acceptable contract with the successful proposers.

Cost of Proposal Preparation: No reimbursement will be made by the Town of Williamsport for any costs incurred in the preparation of the proposal or presentation.

Proposals to be in Effect: Each proposal shall state that it is valid for a period of not less than 120 days from the date of receipt.

PROPOSAL SUBMISSION FORM
REQUEST FOR PROPOSALS 2023-11: ENGINEERING SERVICES

Proposal of _____ hereinafter called "CONTRACTOR", organized and existing under the laws of the State of _____ doing business as _____ for the Town of Williamsport, Maryland (hereinafter called "OWNER").

In compliance with the information contained in the Request For Proposals distributed by the Town of Williamsport, the CONTRACTOR hereby proposes to perform all WORK for mowing and minor landscaping services as outlined in the **Engineering Services** Request For Proposals in strict accordance with the CONTRACT DOCUMENTS, and at the lump sum price stated below in the proposal submission form.

By submission of this PROPOSAL, the CONTRACTOR certifies, and in the case of a joint PROPOSAL each party thereto certifies as to its own organization, that this PROPOSAL has been arrived at independently, without consultation, communication, or agreement as to any matter relating to this PROPOSAL with any other CONTRACTOR or with any competitor.

The BIDDER hereby agrees to commence WORK under this Contract on the date specified in the NOTICE OF AWARD / NOTICE TO PROCEED and to fully complete the PROJECT within the time set forth. The CONTRACTOR further agrees to pay liquidated damages for each consecutive calendar day thereafter.

The CONTRACTOR agrees to execute a Contract for the work as awarded at the lump sum amount quoted in the bid proposal and further guarantees completion within the time stipulated with allowances for any extensions of time that may be approved.

The CONTRACTOR hereby states that he has available adequate equipment and finances to execute the work properly and expeditiously as bid and is prepared to present further information to substantiate this statement.

The CONTRACTOR further covenants and warrants that he has examined the site of the work; that he has had sufficient time to examine the site of the work to determine the character of the subsurface material and conditions to be encountered; and that he has based the contract prices on his own independent examination and investigation of the site, subsurface materials, and conditions, and has not relied on any subsurface information furnished to him by the Owner.

The CONTRACTOR agrees to do everything required to perform all work necessary for one service, or incidental to, and to perform all other obligations imposed by this Agreement for the full and just Lump sum of _____ dollars (_____), lawful money of the United States of America in strict accordance with the Contract Documents for Proposal 2023-11: Engineering Services as prepared by the Town of Williamsport.

Respectfully submitted by:

_____		_____	
Contractor Printed Name		Date	
_____		_____	
E-Mail Address		Title	
_____		_____	
Street Address	City	State	Zip
_____		_____	
License # (if applicable)		Phone Number	

SEAL IF A
CORPORATION

AUTHORIZED SIGNATURE: I, _____ do hereby
(Print Name)

declare that I have read and fully understand the Request for Proposals documents, including the General Conditions and the Scope of Work, and that I am duly authorized to sign and submit this Proposal.

I further understand the Town reserves the right to reject any and all Submittals, to waive informalities, and to accept any Submittal or parts thereof, in its sole discretion as it determines what is in the best interest of the Town.

_____	_____
Signature	Date

**ALL SUBMISSIONS MUST BE ACCOMPANIED BY A SIGNED COPY OF ALL
ADVERTISED ADDENDUMS IF ANY WERE ADVERTISED.**

**FAILURE TO INCLUDE A SIGNED COPY OF EACH ADVERTISED ADDENDA
WILL RESULT IN THE REJECTION OF THE SUBMITTED PROPOSAL.**