

**TOWN OF ST. MICHAELS
TALBOT COUNTY,
MARYLAND**



REQUEST FOR PROPOSAL

**ENGINEERING SERVICES FOR
PIER IMPROVEMENTS, KAYAK/CANOE ACCESS
AND DREDGING
AT THE W. CHEW STREET WATERMAN'S PIER**

**COMMISSIONERS
WILLIAM E. BOOS
PRESIDENT**

**MICHAEL E. BIBB
VICE PRESIDENT**

**JAIME M. WINDON
TREASURER**

JOYCE D. HARROD

MICHAEL GORMAN

**TOWN MANAGER
JEAN WEISMAN**

PROPOSAL DUE DATE/TIME: 2:00 PM, Thursday, March 21, 2019

**TOWN OF ST. MICHAELS PUBLIC NOTICE
INVITATION TO BIDDERS**

Engineering Services for Improvements to the Waterman's Dock at West Chew Street end, kayak/ canoe access and associated dredging.

BID NUMBER: 2019-01

SEALED BIDS from QUALIFIED ENGINEERING FIRMS shall be accepted by the Commissioners of St. Michaels, MD, 300 Mill Street, St. Michaels, MD 21663, (410) 745-9535, until 2:00 PM local time on, Thursday, March 21, 2019, at which time they will be opened and read aloud.

THE SCOPE of work under this contract is to provide the Commissioners of St. Michaels with permits, construction plans, specifications, detailed construction cost estimates, and bid documents to improve the Waterman's Dock at West Chew Street by removing a 12' x 31' portion of the existing pier and a 12' x 42' "T" head. Then to construct a replacement 12' wide by 130' long "T" head with five (5) 3' x 18' long tapered finger piers and to install 20 mooring piles, all to extend no more than 131' channelward of the existing bulkhead; to construct a 5' x 50' access pier with a 4' wide x 12' long aluminum gangway to a 7' wide x 30' long floating dock and a 5' x 15' commercial kayak/canoe launch, all to extend no more than 80' channelward of the existing bulkhead; and to dredge by mechanical method an approximate 6,500 square foot area to a -4' MLW resulting in approx.. 300 cu.yds. of material to be taken to 21455 Donnell Jones Road in Sherwood, MD. In strict accordance with the solicitation documents. The work shall be completed under the direction of a professional engineering firm with a minimum of five (5) years documented experience in the design of boat ramps, bulkheads, commercial docks and mooring facilities. The work shall be completed within One Hundred Twenty (120) calendar days of Notice to Proceed.

DETAILED SCOPE OF WORK, AND OTHER DOCUMENTS for the proposal may be obtained in person, from the St. Michaels Town Office, located at 300 Mill Street, St. Michaels, MD 21663, or by mail, by calling (410) 745-9535.

PRE-BID MEETING shall be held at the project site at 2pm on Thursday, March 14, 2019, West Chew Avenue dock, St. Michaels, MD.

THE COMMISSIONERS OF St. Michaels reserve the right, without qualification, to reject or accept any or all bids, or any portions thereof, when in their reasoned judgment the general public will be better served thereby.

Jean Weisman
Town Manager, (410) 745-9535
email jweisman@stmichaelsmd.gov

TOWN OF ST. MICHAELS BID FORM
BID NUMBER: 2019-01

Town of St. Michaels
300 Mill Street
P.O. Box 206
St. Michaels, MD 21663

TITLE: Engineering Services for Improvements to the Waterman's Dock at West Chew Street end, kayak/ canoe access and associated dredging.

OPENING: Thursday, March 21, 2019 at 2 p.m.

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 qualifications and site information for the named project 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 of St. Michaels, and BIDDER shall perform all other items of the contract accordingly.

BIDDER acknowledges receipt of the following addendum(s):

BIDDER hereby agrees to supply all items described in the specifications for the stipulated sum of: _____ DOLLARS (\$ _____)

The base bid shall be the controlling factor for determining the value of the proposal; however, the base bid shall not be the only basis for awarding the contract.

(Signature)

* Insert " a corporation ", " a partnership ", or " an individual " as applicable

BID FORM
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It is understood that the bid price shall remain firm for a period of ninety (90) calendar days from the bid opening date and that if the BIDDER is notified of the acceptance of this proposal within this time period, he/she agrees to execute a contract for the above stated compensation 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, and to guarantee the completion of the contract within 120 calendar days.

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,
Social Security number _____.

AFFIDAVIT I

TOWN OF ST. MICHAELS
300 MILL ST.
ST. MICHAELS, MD 21663

COUNTY OF: _____

STATE OF: _____

Before me, the undersigned, a Notary Public in and for the County and State aforesaid, _____ personally appeared and made oath in due form of the law that the Proposer herein, his Agents, servants and/or employees, to the best of his/her knowledge and belief, have not in any way colluded with any one for and on the behalf of the Proposer, or themselves, to obtain information that would give the Proposer an unfair advantage over others, nor have they colluded with anyone for or on behalf of the Proposer, or themselves, to gain any favoritism in the award of the Contract herein.

Notary Public _____

AFFIDAVIT II

TOWN OF ST. MICHAELS
300 MILL ST.
ST. MICHAELS, MD 21663

DISCLOSURE OF INTEREST BY PERSONS DOING BUSINESS WITH THE TOWN
OF ST. MICHAELS

The undersigned does hereby declare that no officer or employee of the Town of St. Michaels, whether elected or appointed has in any manner whatsoever any interest in or has received prior to hereto or will receive subsequent hereto any benefit, monetary or material consideration from the profits or emoluments of this contract, job, work or service for the Town, and that no officer or employee has accepted or received or will receive directly or indirectly, any part of any fee, commission or other compensation paid or payable by the Town in connection with the contracts, job, work, or service for the Town, excepting, the receipt of dividends or corporation stock.

I, We, do solemnly declare and affirm under the penalties of perjury that the contents of the foregoing affidavit are true and correct to the best of my knowledge, information, and belief.

DATE: _____

SIGNATURE: _____

TITLE: _____

FIRM: _____

ADDRESS: _____

EMAIL: _____

PHONE: _____

SUBCONTRACTOR LISTING

The following subcontractor(s) will be employed under this contract:

	TYPE OF WORK	NAME, ADDRESS, PHONE #	% WORK
1.	_____	_____	_____
	_____	_____	_____
2.	_____	_____	_____
	_____	_____	_____
3.	_____	_____	_____
	_____	_____	_____
4.	_____	_____	_____
	_____	_____	_____
5.	_____	_____	_____
	_____	_____	_____

"TYPE OF WORK" not listed indicates that contractor will perform the work with his/her own forces.

GENERAL CONDITIONS FOR ALL SEALED PROPOSALS

TOWN OF ST. MICHAELS
300 MILL STREET
ST. MICHAELS, MD 21663

BID NUMBER: 2019-01

TITLE: Engineering Services for Improvements to the Waterman's Dock at West Chew Street end, kayak/ canoe access and associated dredging.

OPENING: Thursday, March 21, 2019- 2pm

1. GENERAL INSTRUCTIONS

- (a) Instructions, forms, specifications, and other related documents may be obtained in person or by mail from the address above for any applicable fees.
- (b) All proposals are to be submitted on and in accordance with forms for this purpose as supplied by the Town of St. Michaels.
- (c) All proposals shall be submitted in sealed, plainly marked envelopes supplied by the proposer. Envelopes shall clearly state: PROJECT TITLE, BID NUMBER, BID DATE, OPENING TIME, and NAME OF PROPOSER.
- (d) Each proposal is to be accompanied by AFFIDAVIT I (notarized) and AFFIDAVIT II as provided in the BID FORM executed by the proposer, or in the case of a corporation, by a duly authorized representative of the corporation.
- (e) Additional information or clarification of any instruction or information contained herein may be obtained from the St. Michaels Town Office.
- (f) Any proposer or proposers finding any discrepancy in or omission from the specifications, or in doubt as to their meaning, or feeling that they are discriminatory, shall notify the Town Office at once in writing no later than within five (5) days of the scheduled opening of the proposals. Exceptions as taken in no way obligate the Town to change any specification. The Town Administrator shall by addendum duly issued notify all proposers of any and all changes or interpretations made of the instructions and/or specifications.

- (g) The Town of St Michaels will assume no responsibility for oral instruction or suggestion. All official correspondence shall be directed to and will be issued by the Town Manager.

2. CONSULTANT EVALUATION AND SELECTION PROCESS

A. Evaluation of qualifications

The Town shall review the qualifications of the respondents and uniformly evaluate them by an objective process, which may include the appointment of a board or committee, which to the greatest extent practical should include persons with the appropriate skills. Criteria to be considered in the evaluation of the proposals should include:

1. Specialized experience and professional competence of the respondent and their personnel (including sub-contractors) in connection with the type of services required and the complexity of the project.
2. Past record and/or performance on contracts with the Town or others including such factors as, but not limited to control of costs, quality of work, and ability to meet schedules.
3. Special consideration for small and/or minority businesses.
4. Capacity of the proposer to perform the work, including any specialized services within the time constraints, taking under consideration the current and planned workload of the respondent.
5. The familiarity of the respondent with the type of problems applicable to the project.
6. Avoidance of personnel and/or organization conflicts of interest prohibited under Federal, State, or Local law.
7. Accessibility of the respondent to Town personal and telephone contact for the duration of the project.

B. Request for qualifications

If deemed necessary by the Town an objective process shall conduct an evaluation of qualifications in order to obtain information necessary for the Town to award a contract. Additional information from the top rated proposers may be obtained by oral, telephone, and/or written interviews.

1. Information obtained in any interview shall be treated as confidential except when Federal, State, or Local law requires disclosure.

GEN COND

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2. At no time during the procurement process shall information providing an unfair competitive advantage be conveyed to any candidate.
3. The Towns evaluation of proposals shall be documented.
4. The Towns evaluation of proposals shall comply with acceptable Federal and State practices for the competition and utilization of small and minority businesses.

C. Selection

The Towns evaluation must be made solely on the basis of the technical and other solicitations. These evaluating factors should include but not be limited to, as appropriate the following

1. The quality of work, items, or material to satisfy the minimum project needs.
2. Specialized experience and technical competence of key personnel and principals.
3. Proposed method to accomplish the work.
4. Prices quoted and consideration of other prices for the same or similar items or work.
5. The business reputations, capabilities, and responsibilities and past performances of respective firms or persons who submit proposals.
6. Delivery requirements, Capacity to perform the work within the required time limits.
7. Capability to explore, utilize and develop advanced and innovative techniques designs.

3. AWARD OF CONTRACTS

- a) Following the approval by the St. Michaels Town Commissioners, the Town Manager shall award all contracts in accordance with the recommendations of the Commissioners and the review board pursuant to the review process described, if applicable, not earlier than seven (7) days after the public opening of the proposals.
- b) Any other considerations for the award will be stated on the specifications and in the proposal.

4. RESERVATIONS

- a) The Commissioners of St. Michaels reserve the right to reject any or all proposals when in their reasoned judgment the public interest will be served thereby.
- b) The Town Manager, with proper approval, may waive formalities or technicalities in proposals as the interest of the Town may require.

- c) The Town Manager may waive MINOR differences in specifications provided said differences do not violate the specifications intent nor materially affect the operation or purpose for which the item or work is being purchased or preformed, nor increase the maintenance and/or repair costs to the Town.

5. DISPUTES

In cases of disputes as to whether or not an item or service quoted or delivered meets specifications, the decision of the Commissioners of St. Michaels or duly authorized representative of the Town of St. Michaels will be final and binding to all parties.

6. AUTHORITY

Instructions, specifications, and proposals are issued, and all bids, quotations, orders, and purchases are made pursuant and subject to the authority of the Commissioners of St. Michaels.

7. EXCEPTION

The submission of a proposal shall be considered an agreement to all the terms, conditions, and specifications provided herein and in the various proposal documents unless specifically noted otherwise in the proposal or other related documents.

8. INDEMNIFICATION

The Engineer shall indemnify and hold harmless the Town of St. Michaels, and its officials, employees and agents from and against any and all liabilities, judgments, settlements, losses, costs or charges (including attorney's fees) incurred by the Town or any of its officials, employees or agents as a result of any claim, demand action or suit relating to any bodily injury (including death), loss or property damage caused by., arising out of related to or associated with any act omission or default of the engineer, its employees or subcontractors, in the performance of or in connection with , any work required contemplated or performed under the contract.

9. LIABILITY AND INSURANCE REQUIREMENTS

- a) The Town of St. Michaels shall be free and clear of any liability. The Engineer shall accept responsibility for personal injury and property damage incurred as a result of their work associated with this contract, and for damages resulting from errors or omissions in the engineering, drawings and specifications and other documents relating to the design of the project.

- b) Evidence of insurance shall be submitted to the Commissioners of St. Michaels. - Insurance requirements are as follows:
 - i. General Liability Insurance: Bodily injury, \$200,000 per occurrence and \$500,000.00 in the aggregate. Property damage, \$100,000.00 per occurrence and \$200,000.00 in the aggregate.
 - ii. Professional Liability Insurance: minimum coverage \$1,000,000.00
 - iii. Updated insurance certificates shall be submitted to the Commissioner of St. Michaels during the duration of the project.

ENGINEERING SERVICES - SCOPE OF WORK

Improvements to the Waterman's Dock at West Chew Street end, kayak/ canoe access and associated dredging.

TOWN OF ST. MICHAELS

MDE and ARCOE permits are in hand. The work shall consist of the design and preparation of plans and specifications, cost estimates and bid package based on the permit drawings for the Improvements to the Waterman's Dock at West Chew Street end, kayak/ canoe access and associated dredging.

It is the Towns intention to improve the Waterman's Dock at West Chew Street by removing a 12' x 31' portion of the existing pier and a 12' x 42' "T" head. Then to construct a replacement 12' wide by 130' long "T" head with five (5) 3' x 18' long tapered finger piers and to install 20 mooring piles, all to extend no more than 131' channelward of the existing bulkhead; to construct a 5' x 50' access pier with a 4' wide x 12' long aluminum gangway to a 7' wide x 30' long floating dock and a 5' x 15' commercial kayak/canoe launch, all to extend no more than 80' channelward of the existing bulkhead; and to dredge by mechanical method an approximate 6,500 square foot area to a -4' MLW resulting in approx.. 300 cu.yds. of material to be taken to 21455 Donnell Jones Road in Sherwood, MD.

The engineer will complete required applications for local soil conservation, and Town Zoning approval and submit on the Towns behalf. The Town is responsible for the permit fees for the listed applications and is responsible for any required Town building permit.

The engineer will provide complete construction drawings and specifications, instruction to bidders, general contract conditions, bid forms and other related documents for necessary for construction bidding purposes.

A cost estimate for the planned improvements at each design submittal is required. The cost estimate will be in itemized form.

The work shall be completed under the auspices of the Town of St. Michaels in cooperation with the Maryland Department of Natural Resources. The Department of Natural Resources shall fund these engineering services.

GENERAL

1. A pre-bid meeting will be held on site **March 14, 2019 at 2pm**. All perspective bidders are encouraged to attend.
2. The Commissioners of St. Michaels reserve the right to make revisions, additions, and/or deletions to the plans and/or specifications. Accordingly, the successful consultant shall hold a pre-design meeting, at the site, following the award of contract, and before proceeding with the preliminary design phase.

BID DOCUMENTS

1. The successful bidder will be supplied with and shall incorporate the Town of St. Michaels Standard Bid Forms in the project documents.
2. The consultant shall specify that all general contractors will be required to provide a BID BOND in no less than 5% of the total bid.
3. The consultant shall specify that in addition to any manufactures warranties, the general contractor will be required to supply a 1 year guarantee for all workmanship following the completion, inspection, and acceptance of all work.

PLANS

1. All drawings shall be submitted in standard 24"x36" blueprint format. Only industry standard acceptable architectural and engineering scales will be permitted.
2. At critical intervals of the design, the Town of St. Michaels shall be provided with 3 sets of plans for review and approval prior to proceeding to the next phase. Design submittals shall be made as follows: Preliminary (30%), Pre-Final (90%), and Final (100%)
3. Upon the completion and acceptance of the plans, the Town of St. Michaels shall be provided with fifteen (15) copies of the Final Contract Documents; with originals (drawings on Mylar), and digital (Microsoft Word®, AutoCAD®, Adobe®pdf compatible).

SPECIFICATIONS

1. Project Specifications shall be provided by the consultant. Specifications shall included specific instructions to the contractor detailing all aspects of the proposed work.
2. All construction shall be in strict compliance with current A.D.A. standards.