

CECIL COUNTY MARYLAND  
REQUEST FOR PROPOSALS

**ENGINEERING SERVICES**  
**On-call Comprehensive Engineering Contracts**  
**Construction Management and Inspection**

**PROJECT DESCRIPTION**

Cecil County Department of Public Works is seeking comprehensive engineering services to provide construction management and inspection services. The scope of work shall include, but not be limited to:

1. Review contract documents and provide constructability review
2. Inspection of various paving projects throughout the County
3. Inspection of various bridge rehabilitation and replacement projects throughout the County
4. Inspection of various highway reconstruction projects throughout the County
5. Inspection of various water and wastewater projects throughout the County
6. Inspection of various land development projects throughout the County
7. Geotechnical inspection including, subgrade inspection, soil testing, soil compaction tests, asphalt compaction tests, and excavation and shoring inspection. The selected firm will supply all necessary equipment and materials.
8. Material testing and approval including concrete testing.
9. On-site manufacturing inspection for precast concrete products and steel fabricated products.

During construction of each of the projects, the selected firm shall perform, at a minimum, the following:

10. Provide full-time or part-time inspectors possessing experience in construction related to the type of project that is assigned. The inspector shall be responsible for assuring that construction is performed in accordance with the Contract Documents.
11. Coordinate a Pre-Construction Conference held at the Site to introduce all team members and establish contract, communication, schedule, and submittal procedures.
12. Organize an information system that maintains a list of shop drawing submittals, construction records, quantities, payment schedules, inspection records, and project schedules and shall maintain organized files at the Site, including specifications, drawings, addenda, change orders, field orders, correspondence, reports, shop drawings, samples, operation and maintenance manuals, and other project-related documents.
13. Track and monitor all construction costs and quantities, and validation of all contractors' payment requests and bid items.
14. Receive, process and forward, to the Engineer, all requests for information (RFIs). A logging system shall be developed to track the progress of the review submittal process.
15. Review change orders in order to make recommendations on conformance to the plans and specifications.
16. Receive, process and forward, to the Engineer, all submittals (i.e., surveys, shop drawings, cut sheets, samples, test results). Also, establish a process for the timely review of their approval/disapproval.
17. Prepare daily reports of contractor activities on the job site, including weather conditions, data relative to questions of extras or deductions; material and equipment deliveries and subsequent installation, and all testing procedures.
18. Coordinate on-site progress meetings.

19. Conduct continuous inspections of on-going work for quality control and maintain a photographic record. All photographs will be digital and dated. The photo album will be maintained, and provided to the County at the conclusion of the work.
20. Provide field consultation as necessary.
21. For the Close-Out process, the CM Consultant shall advise the County as to the readiness of the project for substantial and final inspection when all criteria have been met by the contractor for completion and acceptance. In addition, all required affidavits, guarantees, manuals, keys, record drawings, spare parts, etc. will be collected by the inspection staff and transferred to the County at the completion of the project.

## QUALIFICATIONS

The response to this RFP should be concise, and focused. The proposal must indicate specifically which Project team member is responsible for the work proposed. To aid in the comparative evaluation of proposals, please include the following:

1. Introduction **(to be provided in letter of interest)**.
  - a. Name, address, phone, and fax number of firm
  - b. Brief background history of the firm
  - c. Principals of firm, number of staff
  - d. Services offered by firm
2. Firm's record of performance and demonstrated ability, knowledge, and experience.
  - a. Describe the organization and management team for this Project. **(one page)**
  - b. Identify each key team member and other specialty members employed or contracted by the firm for this Project, and identify the person who will be the daily point of contact for communications. Cecil County requires that Project team members are not to be replaced without prior consent of the County. **(one page)**
  - c. Provide a brief resume for all key team members. **(max. one page per team member)**
  - d. Provide the names of Professional Engineer licensed in the State of Maryland that will perform or direct the work performed under this contract.
3. Capacity to perform, i.e., adequacy of personnel, financial responsibility, and creditworthiness. **(one page)**
4. Location of office from which this contract will be administered and the name of the principal in charge.
5. Provide a brief description of similar type projects and the familiarity with Cecil County **(two pages)**
6. Provide information on the technical expertise and familiarity of the Firm/Project Team listed in this proposal on the items described under Project Description and any other factors that demonstrate the firms ability to provide the requested services. **(two pages)**
7. Provide a list of References who have personal knowledge of the prime consultant's and all sub-consultants' previous performance.
  - a. Provide three (3) client references each for both the prime and all sub-consultants. The references must include verified addresses and telephone numbers, contact persons, and a brief description of services that have been provided similar to those described by Cecil County to this project.
  - b. References shall be shown on separate sheets **(limited to one (1) single-sided sheet per firm; one (1) sheet for the prime and one (1) sheet for each sub proposed)**.
8. Rate Structure - On Attachment A list salary rates for the specified classifications of personnel, an average hourly rate for the proposed project team, payroll burden and overhead for the most current accounting period available, and a schedule of rates for other direct costs such as travel, equipment rentals, non-professional services, printing, etc. Consideration for salary rate escalation will occur annually after the anniversary date of the awarded contract.
9. Firms shall include with their proposal a **sample** certificate of their liability insurance.

## **Comprehensive Scope of Services and Cost Derivation**

The services provided under these contracts will be assigned by Task Order. The selected firm shall, upon request from the County, submit a comprehensive scope of services and cost derivation for each engineering task assigned. The scope of services shall include all activities necessary to complete the assigned task, a schedule showing a timeline to implement each activity, a cost derivation for direct labor to provide professional services, projected costs for direct expenses such as travel, equipment rental, non-professional services, printing, etc, and proposed deliverables required to complete the task.

## **GENERAL CONTRACT AND PROPOSAL INFORMATION**

1. **Proposal Submittal Date and Location** – Interested firms should submit three (3) proposals in response to this RFP by **4:00PM February 19, 2010**. All proposals shall be submitted to the Cecil County Department of Public Works at the following address:

Cecil County Department of Public Works  
Engineering & Construction Division  
Attention: Ms. Lydia Gambill  
200 Chesapeake Boulevard, Suite 2400A  
Elkton, MD 21921

Firms that are pursuing more than one discipline need to submit separate proposals for each discipline.

2. **Revisions to RFP** – In the event it becomes necessary to revise any part of the RFP, revisions will be provided to all firms who notified Cecil County DPW of their interest in this RFP and have provided the County with an address.
3. **Acceptance of Proposal Content** – The contents of the proposal of the successful firm will become a part of any contract awarded as a result of these specifications.
4. **Firm's Responsibilities** – The selected firm will be required to assume sole responsibility for the complete effort as required by the RFP.
5. **Rejection of Response** – The County reserves the right to reject any responses, or to award in whole, or in part, if deemed to be in the best interests of the County. To do so, the County shall have authority to award orders or contracts to firms best meeting specifications and conditions.
6. **Ownership of Material** – Ownership of all data, material, and documentation originated and prepared for the County pursuant to this contract shall be transferred to the County upon completion of the contract.
7. **Contract conditions** – The Contract Conditions for all contracts awarded under this RFP shall be the General Conditions of the “Standard Form of Agreement Between Owner and Engineer for Professional Services Task Order Edition” prepared by the Engineers Joint Contract Documents Committee subject to review and approval by the County Solicitor at the time of Contract Execution. The terms and conditions on the reverse side of the County Purchase Order shall become part of the contract. The Contract shall be governed by the laws of the State of Maryland.
8. **Qualifications Based Selection** – A recommendation to award a contract will be made based on a Qualification Based Selection (QBS), low cost will not be the primary criteria for selection. A cost proposal will be negotiated for each assigned task using the comprehensive scope of services developed by the selected firm. The contract will be awarded on a cost (direct labor, and payroll burden and overhead) plus fixed fee (10% of costs) basis with a negotiated not to exceed contract amount. Direct expenses shall be passed through to the County with no surcharge.

The County is not liable for any cost incurred by the consultant in the preparation or presentation of the proposal.

## **EVALUATION AND SELECTION PROCESS**

Major factors/criteria for the selection:

1. Consultants' resources/capability to accomplish proposed work on schedule, and experience on similar projects – 30%.
2. Key Staff/Project Team experience, reputation and qualifications pertaining to Construction Management and Inspection – 30%.
3. Past project performance within Cecil County and other Maryland jurisdictions – 20%.
4. Completeness of submission to include clarity, readability & presentation of material – 10%.
5. Salary schedule – 10%

Based on the criteria established, an evaluation committee will be selected to read, screen, and rank all responses to this Request for Proposals. The County may request a presentation from the highest ranked interested parties. Presentations may result in a change of rank. A recommendation will be made to the County Administrator to award a contract to the firm with the highest overall ranking. The County reserves the right to reject any and all proposals.

### **QUESTIONS**

Questions regarding this Request for Proposals should be submitted via email to Mr. Stephen Udzinski at [sudzinski@ccgov.org](mailto:sudzinski@ccgov.org). Questions received, and the County's response, will be provided in e-mail format to all firms who have contacted the County and expressed an interest in this project and provided an e-mail address.

**ATTACHMENT "A"**  
**HOURLY RATE SCHEDULE**

Provide rates for all positions listed below	Hourly Rate without overhead
Principal _____	\$ _____
Senior Engineer _____	\$ _____
Project Engineer _____	\$ _____
Design Engineer _____	\$ _____
CADD Technician _____	\$ _____
Senior Inspector <sup>1</sup> _____	\$ _____
Inspector <sup>1</sup> _____	\$ _____
Clerical _____	\$ _____
Average Hourly Rate _____	\$ _____
Overhead and Payroll Burden _____	_____ %
<b>Direct Costs</b>	
Printing Reports _____	\$ _____
Printing Maps and Plans _____	\$ _____
Mileage _____	\$ _____
Phone <sup>1</sup> _____	\$ _____
Vehicle <sup>1</sup> _____	\$ _____
_____ (Name of Firm)	

1. Used only for construction inspection contracts.