

REQUEST FOR QUALIFICATIONS

Project Description: The Cecil County Maryland, Department of Public Works, Engineering and Construction Division desires to contract with an experienced Design/Build Contractor for the design and construction of a package Wastewater Treatment Plant for the Town of Port Deposit as described in this Request for Qualifications (RFQ) document. This is a Design/Build project for the replacement of the existing wastewater treatment plant with a new skid-mounted package Membrane Biological Reactor (MBR) treatment plant. This project includes but is not limited to the design and permitting of a new MBR package plant to replace the existing wastewater treatment plant; connection of the new MBR package plant to existing influent pumps; connection of new MBR package plant to existing outfall pipe; and removal of ancillary structures and equipment as necessary for installation of MBR package plant. All work shall be in compliance with Code of Maryland Regulations (COMAR). Attached to the RFQ (for information purposes only) is the Discharge Permit for the Port Deposit Wastewater Treatment Plant (WWTP), Original 1969 Record Drawings, a preliminary set of plans for the project that include: Overall Site Plan with Survey Controls, Design Criteria & Hydraulic Profiles, Existing Site Plan of the WWTP, and Proposed Site Plan of the WWTP for the MBR package treatment plant. The professional services may include but not be limited to surveying, geotechnical, test pitting, civil / site design, utilities location and relocation, structure analysis, engineering design, permitting, construction, start-up, and commissioning. The site location is at Marina Park, South Main Street in the Town of Port Deposit, Maryland.

Pre-Proposal Date, Time and Location: An optional Pre-Proposal Conference will be held at August 12, 2015 at 10:00 a.m. EST, in the Perryville Conference Room, County Administrative Building, 200 Chesapeake Boulevard, Elkton, Maryland 21921. Representatives will be present to discuss the Project and answer questions.

Submittal Deadline: Proposals will be received from qualified bidders until August 19, 2015 at 10:30 a.m. EST, at the Cecil County Purchasing Office, 200 Chesapeake Boulevard, Suite 1400, Elkton, Maryland 21921. RFQ documents will be available on August 5, 2015 Cecil County webpage (<http://www.ccgov.org>) as a .pdf document for download. **For questions contact us by e-mail (ehart@ccgov.org) or at (410) 996-5396.**

**Elizabeth Hart, Purchasing Assistant
Cecil County, Maryland**

.....

Important information that is a part of this bid document

- A Bidder who submits a sealed bid or proposal agrees to hold Cecil County Purchasing Office and its officers and officials, harmless and free from all liability, loss, injury, and/or cost and expense which might be incurred by such Bidder in responding or as a consequence of its response to this bid and agrees to waive any and all claims for damages arising in connection with the procurement process contemplated by this bid.

- Cecil County Purchasing Office reserves the right to waive any technicalities in bidding and to reject any or all bids.

PORT DEPOSIT EMERGENCY WASTEWATER TREATMENT PLANT REPLACEMENT

1. INTRODUCTION/SUMMARY:

The Cecil County, Maryland, Department of Public Works, Engineering and Construction Division (herein referred to as the "Owner") desires to contract with an experienced Design/Build Contractor (herein referred to as "Contractor") for the design, permitting, and construction of the Port Deposit Emergency Wastewater Treatment Plant Replacement (herein referred to as "Project") as described in this Request for Qualifications document (herein referred to as "RFQ"). This is a Design/Build project for the replacement of the existing wastewater plant.

This project includes but is not limited to the design and permitting of a new skid mounted membrane biological reactor (MBR) package plant to replace the existing wastewater treatment plant; connection of the new MBR package plant to existing influent pumps; connection of new MBR package plant to existing outfall pipe; removal of ancillary structures and equipment as necessary for installation of MBR package plant. The MBR package plant shall at a minimum include influent fine screens, biological reactors, membranes, permeate pumps, anoxic mixing, aeration blowers, recycle/transfer pumps, UV disinfection, chemical feed systems, electrical panels, instrumentation, controls, and a SCADA system for remote alarms. Peripheral improvements to the facilities shall include new equalization tank, mixers and pumps; new sludge storage tank and aeration diffusers; electrical service upgrades; and connection of existing pump alarms to the new SCADA system.

All work shall be in compliance with Code of Maryland Regulations (COMAR). Attached to the RFQ is the Discharge Permit for the Port Deposit Wastewater Treatment Plant (WWTP), Original 1969 Record Drawings, a preliminary set of plans for the project that include: Overall Site Plan with Survey Controls, Design Criteria & Hydraulic Profiles, Existing Site Plan of the WWTP, and Proposed Site Plan of the WWTP for the MBR package treatment plant. The wastewater treatment plant was constructed in 1969 and the equipment has been subsequently replaced and upgraded since that time. The existing contact stabilization treatment system consists of three (3) influent pumps, aerated reactors, clarification and chlorine disinfection prior to discharge into Susquehanna River. Two (2) geotechnical borings of the existing site have been collected and are included with the existing site plan for reference in addition to the geotechnical information available on the 1969 Record Drawings. The professional services may include but not be limited to surveying, geotechnical, test pitting, site design, utilities location and relocation, structure analysis, engineering design, permitting, construction, start-up, and commissioning.

The site location is at Marina Park, South Main Street in the Town of Port Deposit, Maryland.

The objective of this RFQ is to develop a short list of no less than three (3) qualifying Contractors to provide a proposal that includes professional design, project management and construction services for the design and construction of the Project.

2. SUBMITTAL OF PROPOSALS:

Qualification Proposals: Seven (7) copies of the Proposal shall be submitted to the Cecil County Purchasing Office, 200 Chesapeake Boulevard, Suite 1400, Elkton, Maryland 21921 on or before Friday August 19, 2015 at 10:30 a.m. EST in order to be considered. Late proposals will not be accepted. The proposals shall be addressed to Ms. Elizabeth Hart, Purchasing Assistant, Cecil County Purchasing Office, 200 Chesapeake Boulevard, Suite 1400, Elkton, Maryland 21921. Submittals shall be clearly identified with "Request for Qualifications for the Port Deposit, Maryland Emergency Wastewater Treatment Plant Replacement."

Proposals shall be enclosed in an opaque sealed envelope or box, marked with the Project title and name and address of Proposer and accompanied by all required documents. If the Proposal is sent through the mail or other delivery system the sealed envelope or box shall be enclosed in a separate envelope or box with the notation "PROPOSAL ENCLOSED" on the face of it.

3. CONTACT AGENCIES:

This Request for Qualifications is issued on behalf of the Owner.

Purchasing Office:

Cecil County, Maryland
Purchasing Office
200 Chesapeake Boulevard, Suite 1400
Elkton, Maryland 21921

Attn: Elizabeth Hart, Purchasing Assistant
ehart@ccgov.org
(410) 996-5396

Program Management: Owner's Consultant

George, Miles & Buhr, LLC
120 Sparks Valley Road, Suite A
Sparks, Maryland 21152

Attn: Jason M. Lytle, P.E.
jlytle@gmbnet.com
(410) 329-5005

The Purchasing Office shall be the sole point of contact for the purposes of preparation and submission of the RFQ proposal. All questions on this procurement are to be directed to the Issuing Office. Pre-proposal questions shall be addressed at a Pre-Proposal Conference to be held at the Perryville Conference Room, County Administrative Building, 200 Chesapeake Boulevard, Elkton, Maryland 21921 on August 12, 2015 at 10:00 a.m., EST. Attendance is strongly recommended but not required.

The Cecil County Purchasing Office will notify the qualifying Contractors who will be asked to respond to the Request for Proposals for the Project by letter.

4. DEFINED TERMS:

Most terms used in this RFQ are defined in the Standard General Conditions of the Contract between Owner and Design/Builder. Certain additional terms used in this Request for Qualifications have the meanings indicated below.

Proposal Documents - The Advertisement or Invitation, Request for Qualifications, and Qualification Proposals, (including all Addenda issued prior to acceptance of Qualification Proposals).

Proposer - One who submits a Qualifications Proposal directly to the Owner.

Qualification Exhibits—Documents prepared by the Contractor (Design/Build Team), which demonstrate the Proposer's qualifications and meet the Owner's requirements as set forth herein.

5. COPIES OF PROPOSAL DOCUMENTS:

A RFQ will be issued by the Owner from the Purchasing Office at the following address: 200 Chesapeake Boulevard, Suite 1400, Elkton, Maryland 21921.

Additional specifications and/or instructions to Proposers may also be obtained by emailing ehart@ccgov.org (cc/ dpyle@ccgov.org) or by calling the Purchasing Office (Elizabeth Hart, Purchasing Assistant) at 410-996-5396. Cecil County reserves the right to reject any or all qualification submittals and to waive technicalities. RFQ documents are provided on the Cecil County web-page (<http://www.ccgov.org>) as a .pdf document for download.

Copies of the RFQ are made available solely for the purpose of obtaining Qualification Proposals for the Work and do not confer a license or grant to Proposers for any other use.

6. QUALIFICATIONS OF PROPOSERS:

The individual or entity that will be providing design professional services shall be listed in the Proposal and shall be a licensed Professional Engineer in the State of Maryland.

The entity that will be providing construction services shall be listed in the Proposal and hold a contractor's license in the State of Maryland.

7. EXAMINATION OF SITE:

The Site is identified as the Town of Port Deposit, Wastewater Treatment Plant. No additional land acquisition is required. On request, Owner will provide each Proposer access to the Site to conduct such examinations and investigations as each Proposer deems necessary for submission of a Proposal. Appointments can be made to access the site on Monday through Friday from 9:00 a.m. to 3:00 p.m. EST, by calling the Mr. Jeff Coale at (410) 996-6260.

8. PRE-PROPOSAL CONFERENCE:

An optional Pre-Proposal Conference will be held at August 12, 2015 at 10:00 a.m., EST, in the Perryville Conference Room, County Administrative Building, 200 Chesapeake Boulevard, Elkton Maryland 21921. Representatives of Owner and Owner's Consultant will be present to

discuss the Project. Proposers are strongly encouraged to attend and participate in the conference. Owner will transmit to all prospective Proposers of record any Addenda as Owner considers necessary in response to questions arising at the conference. Oral statements shall not be relied upon and shall not be legally binding or legally effective.

9. INTERPRETATIONS AND ADDENDA:

All questions about the meaning or intent of the RFQ Document are to be directed to Owner in writing or by email at ehart@ccgov.org. Interpretations or clarifications considered necessary by Owner in response to such questions will be issued by Addenda mailed or delivered to all parties known to Owner as having received the RFQ Document. Questions received after August 13, 2015 may not be answered. Only questions answered by formal written Addenda will be binding. Oral and other interpretations or clarifications will be without legal effect.

Addenda may be issued to clarify, correct, or change the Proposal Documents as deemed necessary by Owner.

10. QUALIFICATION EXHIBITS REQUIRED WITH PROPOSAL:

Proposers shall submit the following Qualification Exhibits with their Qualification Proposals. Failure to include any of the items listed below may disqualify your firm. Qualification criteria are listed in order of importance. Proposers should describe in detail and provide evidence supporting the qualifications requested below. All proposers are to compile their Qualification Proposals in the order listed.

A. PROFILE OF FIRMS:

Provide the information requested below in the order requested. If the Proposer is a local office of a parent company, the information required shall be provided only on the local office that will be managing this Contract, not on the parent organization, unless the parent organization is the Proposer.

A.1 CONTRACTOR'S PROFILE:

General Company Background: Brief but informative history of your firm including of the year in which it commenced providing Design/Build services. Include information as to type of work done, number of years in business, number of employees with breakdown between supervisory and non-supervisory employees. Provide overall bonding capacity, single limit and current available bonding. The above information shall be limited to one (1) page maximum.

Has the proposer, or any affiliate, ever been denied bonding or had a bond revoked? If yes, provide details of each incident.

Proposers must provide a signed statement from their surety stating that based on present circumstances, the surety will be willing to provide bid, performance and payment bonds for the proposer in connection with the Project.

If a joint venture, provide history of joint venture experience for all parties and specifically

history of this joint venture relationship including the purpose for the establishment of the joint venture on this project and a listing of all joint venture parties and each party's ownership percentage of the joint venture firm.

A.2 PRIME A/E FIRM (A/E of Record) PROFILE:

General Company Background: Brief but informative history of your firm including of the year in which it commenced providing Design/Build services. Include information as to type of work done, number of years in business, number of employees with breakdown between supervisory and non-supervisory employees. The above information shall be limited to one (1) page maximum.

The A/E Firm must be licensed in the State of Maryland.

Provide percent (%) of annual revenues received through using the Design/Build project delivery method. If the selected Proposer is a joint venture, a copy of the signed joint venture agreement must be provided to the Owner for its review and approval prior to issuance of the Notice to Proceed. In addition, no change can be made to the joint venture agreement without the written approval of the Owner.

B. GENERAL TEAM ORGANIZATION/STAFFING OF PROJECT:

B.1 GENERAL: ORGANIZATIONAL CHART/MATRIX:

Provide an organizational chart / matrix identifying the Design/Build Team (Team) Organization and Working Relationship of Firms; provide complete description of the Team inclusive of (i) all members, prime A/E and all subcontractors who will perform the construction inclusive of the Civil Engineer, Structural Engineer, Electrical Engineer; (ii) basis for selection; (iii) previous or current working relationships among the firms; and, (iv) services to be provided by each member. Define which members will lead during course of the project.

B.2 MINORITY BUSINESS ENTERPRISE NOTICE (MBE):

The Contractor shall make a good faith attempt to encourage bids and use certified minority business enterprises.

B.3 KEY PERSONNEL:

Within this category, the named positions are defined as follows. These are the persons whom the Owner expects to deal with directly on the design and construction of this project, and who will attend design and construction meetings. The Contractor shall commit all the key personnel below for the duration of the project.

- Design/Build Project Manager: Person who will be involved on a continual day-to-day basis from commencement of the design until construction completion. This person will be responsible for the overall management of the Team and the completion of the project. (Note: Some Proposers may elect to have separate Project Managers for Design and Construction. This is acceptable, however, the Owner prefers only one Project Manager.) Greater consideration will be given to the Team that identifies the D/B Project Manager from the A/E firm.

- Design/Build Field Superintendent: Employee of Contractor who will be on-site 100% of the time once construction commences and will be responsible for the direct supervision of the trade contractors, daily coordination of the work on-site to maintain the schedule, and on-site management such as material deliveries, outages, etc.
- A/E Project Manager: Person from the prime A/E firm who will be involved on a continual basis from commencement of the design through construction administration. This person will be responsible for the overall management of the design professionals and/or design contractors.

B.4 DESIGN/BUILD TEAM KEY SUPERVISORY PERSONNEL:

Provide the names and background of the key personnel described above to be assigned to this project if awarded, including of the following:

- Educational background;
- Work experience with the proposing firm including the duration (by dates) of employment and position(s) held;
- Work experience with all other prior employers, durations (by dates) of employment and position(s) held;
- Specific project experience similar to the Project and the role this person played as well as duration of involvement in each selected project. Greater consideration will be given if the role is the same as to be assigned on the Owner project. A minimum of three (3) projects are to be listed for each person. A brief description of the project should be given including the type of work performed (i.e., new construction, expansion, decommissioning, etc.), type of facility (i.e. water, wastewater, recreational, etc.), cost of project, contracting method (CM, GC, DB, etc.), project completion date, and A/E Firm, Contractor and Client for whom the services were provided;

Contractor Services: Specify which of the following items (under headings of Design/Pre-Construction and Construction) will be handled by which key person. In addition, please identify the person who will handle overall management of this project:

- Design/Pre-Construction:
 - For Contractor: Design Review, Constructability Issues, Cost Model/Estimates, Value Engineering, Schedule, and Trade Contract Bidding.
 - For A/E: Design Management, Design Work, Design Review, and Value Engineering.
- Construction:
 - For Contractor: Schedule, Trade Contract Awards/Management, Quality Assurance/Inspections, Shop Drawings Review/Processing, Change Order Review/Processing, Meetings (Progress and Owner), Requests for

Information, Substitution Requests, Cost Control, Project Safety, Monthly Reports and Claims Resolution.

- For the A/E: Quality Assurance/Inspections, Shop Drawing Review, Change Order Review, Meetings (Progress and Town), Requests for Information, Substitution requests, and Claims Resolution.

Include the organizational chart /matrix for this project and highlight where this person is positioned.

Greater consideration will be given if the Project Manager, Field Superintendent, and A/E Project Manager, have experience in similar facilities. Greater consideration is also given if the Key Personnel have worked together on other successful projects. Greater consideration will be given to the Team that identify the D/B Project Manager from the A/E firm.

B.5 KEY PERSONNEL REFERENCES:

Provide three (3) references on each of the proposed Key Personnel (Contractor's Project Manager, Contractor's Field Superintendent, A/E Project Manager) inclusive of contact person, phone number and name of applicable project.

Such references are to be from different projects; only one (1) reference per project is allowed.

In addition, the Owner reserves the right to check other sources available. Such references will be held in strictest confidence by the Owner.

Information must be accurate, up to date, and the reference named must speak to the individual's performance in the role to be assigned on this Project.

Project reference is defined to be contact person who can provide to Owner a reference on a person associated with a particular project on which the person worked.

Personnel Commitment: By submitting the names for consideration under this Key Personnel Section, the Proposer and applicable A/E firm(s) are committing these people for this Project's duration, if awarded the project. No personnel changes will be permitted without written authorization from the Owner or a contract amendment.

C. RELEVANT EXPERIENCE REFERENCES:

Each Team Member must demonstrate his or her experience performing construction or engineering work within the State of Maryland and working with the Maryland Department of the Environment (MDE).

C.1 CONTRACTOR EXPERIENCE:

All Proposers are required to use the Contractor Experience Form, Attachment A, which may be reproduced as needed.

Each Proposer is to submit information on a total of three (3) similar, relevant projects.

For each project, the Proposer is to complete the Contractor Experience Form provided in this RFQ document.

If the Proposer is a joint venture, the following applies: Of the three (3) projects submitted, a minimum of one (1) project must be from the majority joint venture party. This project must have been completed using the Design/Build contracting method as defined below.

Of these three (3) projects, the criteria noted below must be met in order for a project to be considered as experience.

- All must have been completed by the Proposer;
- Two (2) of the three (3) projects must be in excess of \$500,000 for construction costs;
- One of the three (3) projects must be completed in the last three (3) years;
- The other two (2) projects may be construction Projects that are at least 50% complete. Greater consideration will be given for completed, membrane biological reactor (MBR) projects;
- Two (2) of the three (3) projects submitted must have been completed using the Design/Build contracting method. The projects submitted under the Experience category are to be similar in size (i.e. construction cost, MBR capacity, etc.), using the Design/Build contracting method. A greater degree of consideration will be given if the majority of these factors are applicable to the projects submitted.

All Proposers are to base their responses on their three (3) most recent completed projects that reflect the size, complexity, and D/B services required under this RFQ.

C.2 A/E EXPERIENCE:

The A/E firm(s) projects may be the same as those of the Contractor if the A/E provided the design services. However, the A/E Experience Form, Attachment B, must be completed. A/E firm is to submit information on a total of three (3) similar or relevant projects as requested below. For each project, the A/E is to complete the A/E Experience Form provided in this RFQ document.

Prime A/E firm must submit three (3) projects which meet the following criteria:

- All projects must have been designed by the A/E Firm as the A/E of Record;
- Two (2) of the three (3) projects must be Design/Build projects;
- One (1) of the two (2) Design/Build projects must have had construction completed in the last three (3) years;
- Two (2) projects must be in excess of \$500,000 for construction costs;
- One (1) of the two (2) projects must have had construction completed in the last three (3) years;

- The other projects may be construction projects that are at least 50% complete. A greater degree of consideration will be given for completed, membrane biological reactor (MBR) projects.

The projects submitted under the Firm Experience category are to be similar in size (i.e., construction costs, MBR capacity), complexity, and Design/Build contract method, etc. A greater degree of consideration will be given if the majority of these factors are applicable to the projects submitted.

Each A/E must base its responses on the most recently completed projects that reflect the size, complexity, and design/build services required under this RFQ in accordance with the required criteria.

Greater consideration will be given if proposed team members have worked together on successful projects.

C.3 DESIGN/BUILD TEAM REFERENCES:

Design/Build Contractor References:

- Provide three (3) project references for the projects submitted under the Contractor Experience category above. Provide contact name, address, and telephone number for each reference. Such references are to be from different projects; that is, only one (1) reference per project is allowed. It is preferred that only one (1) reference be from the Owner.
- The Owner reserves the right to verify all information given and may check any other sources available.
- Provide accurate, up to date, information and ensure that the contact person is capable of addressing your firm's capability to perform the services required. References will be held in the strictest confidence.

A/E References:

- Provide three (3) project references for the design team for the projects submitted under the A/E Experience category; namely, three (3) references on prime A/E.
- Provide contact name, address, and telephone number for each reference. Such references are to be from different projects; that is, only one (1) reference per project is allowed. Only one (1) reference may be from the Owner.
- The Owner reserves the right to verify all information and to check any other sources available.
- Provide accurate, up to date, information and ensure that the contact person is capable of addressing to your firm's capability to perform the services required. References will be held in the strictest of confidence.
- Project reference is defined to be a contact person from the referenced previous

project who can provide a reference on the proposing firm (Contractor & A/E) capabilities and experience regarding a project.

C.4 DESIGN/BUILD TEAM STRUCTURE:

Fully describe the proposed structure and the teaming arrangements of the Design/Build Contractor and the Design Engineer by addressing the following on two (2) pages maximum:

- Demonstrate an integrated and balanced approach between the parties.
- How was the A/E chosen?
- Are the Key Personnel proposed for this Project committed for the duration of the project?
- Who is part of the design effort?
- Who sets goals and objectives?
- Is the QA/QC plan all in one or separated for design and construction?
- What specific responsibilities will each be assigned?
- Who is the responsible project manager for the overall coordination of the Design/Build Team?
- Who makes what decisions?
- Who makes the final quality decision in the field?
- Describe the problem resolution process when an unexpected issue occurs such as an equipment delivery delay.
- How is contingency handled?
- What risk will each assume?
- What deliverables will each produce?

Include a copy of the Design/Build Contractor – A/E Agreement that will be used for this project. The Owner wishes to see how these issues are addressed in that document. The Owner will require a copy of the signed agreement (dollar amounts may be blacked out) prior to award of the Contract.

Unsuccessful Proposers shall retain any ownership and property interest in the Technical Exhibits. Owner may retain a copy for information purposes; however, such documents are not intended or represented to be suitable for reuse by Owner or others on the Project or on any other project.

- D. In addition to the Qualification Exhibits listed above, the Proposer shall provide a brief description of their preferred method for emergency replacement of the existing wastewater treatment plant. The Proposer shall also provide a description of the Design/Build process they intend to follow for this project. The project specific information above shall be limited to one (1) page.

11. PREPARATION OF PROPOSAL:

Proposal by a corporation must be executed in the corporate name and signed by a corporate officer accompanied by evidence of authority to sign. The corporate seal must be affixed and attested by the secretary or an assistant secretary. The corporate address and state of incorporation must be shown below the signature.

Proposal by partnerships shall be executed in the partnership name and signed by a partner

(whose title must appear under the signature), accompanied by evidence of authority to sign. The official address of the partnership shall be shown below the signature.

Proposal by a limited liability company shall be executed in the name of the firm and signed by a member accompanied by evidence of authority to sign. The state of formation of the firm and the official address of the firm shall be shown below the signature.

Proposal by an individual shall show the Proposer's name and official address.

Proposal by a joint venture shall be executed by each member in the manner indicated on the Proposal Form. The official address of the joint venture shall be shown below the signatures.

All names must be typed or printed in black ink below the signature.

The Proposal shall contain an acknowledgement of receipt of all Addenda and specifically list each Addenda received. The address and telephone number for communications regarding the Proposal must be shown.

The Proposal shall contain evidence of Proposer's authority to do business in the State of Maryland or a commitment to obtain such qualification prior to award of the Contract. Proposer's state contractor license number for the State Maryland and professional engineering registration numbers must be shown.

The Proposer will be responsible for all the costs associated with preparing the proposal and will not be reimbursed by the Owner.

12. MODIFICATION AND WITHDRAWAL OF PROPOSAL:

A Proposal may be modified or withdrawn by an appropriate document duly executed in the same manner as Proposal and delivered to the place where the Proposals are to be submitted prior to the date and time for the opening of the Proposals.

13. OPENING OF PROPOSALS:

Proposals will be opened privately.

14. SELECTION CRITERIA:

In evaluating Proposals, Owner may consider:

- Whether the Proposals comply with the prescribed documents and other data as may be requested in the Request for Qualifications;
- The qualifications of Proposers and the qualifications and experience of subcontractors including the engineer, suppliers, and other individuals and entities proposed for those portions of the Work.
- Owner may conduct investigations to assist in the evaluation of any Proposal and to establish the qualifications and ability of Proposers and proposed Engineers, Subcontractors, Suppliers, and other individuals and entities to perform and furnish the

Work in accordance with the Contract Documents.

- Experience with expedited and/or fast-track project delivery schedules.

15. CECIL COUNTY RIGHTS AND LIABILITIES:

Cecil County Maryland, Department of Public Works, Engineering and Construction Division reserves and holds the following rights and options which may be exercised at its sole discretion with respect to the RFQ.

- To select and enter into an agreement with the most qualified, responsible and responsive Proposer, based upon the proposal, any subsequent clarifications or changes thereto, and the selection committee's evaluation and recommendations, that meets the requirements and evaluation factors as set forth in the RFQ, and best satisfies the public interest in general.
- At any time after receipt of Proposals, to supplement, amend, or otherwise modify the proposal requirements.
- To seek and receive clarifications on any Proposal at any time during the procurement process.
- To enter into negotiations with any Proposer individually or simultaneously with one (1) or more other Proposers, after the Proposals have been evaluated by the selection committee.
- To set or modify any deadline for the completion of any clarification or negotiation phase of the procurement process.
- To decide not to enter into the agreement as contemplated in the RFQ for any reason whatsoever.
- To establish minimum qualifications for subcontractors and suppliers and to disapprove proposed subcontractors and suppliers other than those originally included in the Team presented in the Statement of Qualifications from each Proposer.

A Proposer who submits a proposal agrees to hold the Cecil County, Maryland, Department of Public Works, Engineering and Construction Division, its officers, employees, agents and volunteers harmless and free from all liability, loss, injury, and/or cost and expense which might be incurred by such Proposer in responding to or as a consequence of the RFQ, and agrees to waive any and all claims for damages arising in connection with the procurement process contemplated by the RFQ.

16. PROPOSAL CONTENT:

The Qualification Proposals submitted shall be structured in the following manner. The evaluation committee will individually evaluate and score each proposal. The evaluation criteria is listed in the order of importance identified from highest first in Section C through

Section E below.

- A. Title Page
- B. Table of Contents. Include a referenced page number for each section of the table of contents and number all proposal pages.
- C. Proposer Profile:
 - 1. D/B Contractor
 - 2. A/E Firm
 - 3. Subcontractors (design and/or construction)
- D. General Organization/Staffing of Project:
 - 1. Organizational Chart / Matrix
 - 2. Identify Key Personnel
 - 3. References
 - 4. Relevant Experience of Key Personnel
- E. Firms' Relevant Experience:
 - 1. D/B Contractor
 - 2. A/E Firm
 - 3. Subcontractors (design or construction)
 - 4. Design/Build Team Structure
- F. Project Specific Information:
 - 1. Proposers Preferred Method
 - 2. Design/Build Process

17. PROPOSAL AWARD PROTEST PROCEDURES:

Protests of award must be received by the Cecil County, Maryland, Department of Public Works, Engineering and Construction Division, Purchasing Office in writing by certified mail no later than ten (10) calendar days after all potential Proposers have been notified of the award. Protests must include supporting information. At the minimum, this must include the name and address of the protestor; identification of the project for which the protest is being filed; statement of the reasons for the protest; and the statement of the action desired from the Owner.

The decision of the Owner shall be final except instances of:

- A. Violations of Federal law or regulations; and/or
- B. Violations of the Owner's protest procedure.

**ATTACHMENT A
DETAILS OF PAST PROJECTS - CONTRACTOR**

(Using a separate copy of this form for each project, provide details of projects that are most similar in size and scope to the Port Deposit Emergency Wastewater Treatment Plant Replacement Project)

1. Contractor Name: _____
If Contractor's Name is not the same as Applicant's name, state relationship (i.e. parent company subsidiary, JV, etc.): _____
Project Manager: _____
Superintendent: _____
2. Project Name: _____
Facility Name: _____
Project Location: _____

Contract # _____ Project # _____
Project Delivery System _____
3. Owner: _____
Address: _____

Contact Person: _____
Contact Title & Phone # _____ () _____
4. Engineer: _____
Address: _____

Contact Person: _____
Contact Title & Phone # _____ () _____
5. Construction Manager (if any): _____
Address: _____

Contact Person: _____
Contact Title & Phone # _____ () _____
6. Contract Dates (completion dates should reflect substantial completion - if not indicate)
Notice to Proceed: _____
Contractual Completion: _____
Actual Completion: _____

**ATTACHMENT A
(Cont'd)**

7. Description of Project:

8. Original Contract Value: \$ _____
Final Contract Value: \$ _____
Value of Change Orders to Date: \$ _____
Value of Owner Change Orders
to Date: \$ _____
Outstanding Claims to Date: \$ _____

9. Bonding Company: _____
Address: _____
Contact Person: _____
Contact Title & Phone # _____ () _____

10. List the five largest subcontractors on this project in terms of percentage of participation.

a. Subcontractor: _____
Trade: _____ Participation: _____ %
Address: _____

Contact Person: _____
Contact Title & Phone # _____ () _____

b. Subcontractor: _____
Trade: _____ Participation: _____ %
Address: _____

Contact Person: _____
Contact Title & Phone # _____ () _____

**ATTACHMENT A
(Cont'd)**

c. Subcontractor: _____
Trade: _____ Participation: _____ %
Address: _____

Contact Person: _____
Contact Title & Phone # _____ () _____

d. Subcontractor: _____
Trade: _____ Participation: _____ %
Address: _____

Contact Person: _____
Contact Title & Phone # _____ () _____

e. Subcontractor: _____
Trade: _____ Participation: _____ %
Address: _____

Contact Person: _____
Contact Title & Phone # _____ () _____

11. Additional Comments:

ATTACHMENT B

DETAILS OF PAST PROJECTS – A/E

(Using a separate copy of this form for each project, provide details of projects that are most similar in size and scope to the Port Deposit Emergency Wastewater Treatment Plant Replacement Project)

1. A/E Name: _____

If A/E's Name is not the same as Applicant's name, state relationship (i.e. parent company, subsidiary, JV etc.): _____

Project Manager: _____

2. Project Name: _____

Facility Name: _____

Project Location: _____

Contract # _____ Project # _____

Project Delivery System: _____

3. Owner: _____

Address: _____

Contact Person: _____

Contact Title & Phone # _____ () _____

4. Contractor: _____

Address: _____

Contact Person: _____

Contact Title & Phone # _____ () _____

5. Construction Manager (if any): _____

Address: _____

Contact Person: _____

Contact Title & Phone # _____ () _____

6. Contract Dates (completion dates should reflect substantial completion - if not indicate)

Notice to Proceed: _____

Contractual Completion: _____

Actual Completion: _____

ATTACHMENT B (Cont'd)

7. Description of Project: _____

8. Original Contract Value: \$ _____
Final Contract Value: \$ _____
Value of Change Orders to Date: \$ _____
Value of Owner initiated Change
Orders to Date: \$ _____
Value of Changed Condition Change
Orders to Date: \$ _____
Value of Change Orders due to
A/E errors and/or omissions to Date: \$ _____
Outstanding Claims to Date: \$ _____

9. Bonding Company: _____
Address: _____

Contact Person: _____
Contact Title & Phone # _____ () _____

10. List any Subconsultants on this project in terms of percentage of participation.

f. Subconsultant: _____
Trade: _____ Participation: _____ %
Address: _____

Contact Person: _____
Contact Title & Phone # _____ () _____

g. Subconsultant: _____
Trade: _____ Participation: _____ %
Address: _____

Contact Person: _____
Contact Title & Phone # _____ () _____

ATTACHMENT B (Cont'd)

h. Subconsultant: _____

Trade: _____ Participation: _____ %

Address: _____

Contact Person: _____

Contact Title & Phone # _____ () _____

11. Additional Comments:
