



TOWN OF CENTREVILLE

Queen Anne's County, Maryland

Centreville Water Treatment Plants Preliminary Engineering Report (PER)

Invitation To Bid (ITB)

Documents Available:	Wednesday, May 31, 2023	@ 1:00 pm
Mandatory Pre-bid Meeting:	Friday, June 23, 2023	@ 9:00 am
Bid Due:	Friday, July 7, 2023	@ 1:00 pm
Bid Location:	Centreville Town Hall 101 Lawyers Row Centreville, MD 21617	

CONTACT:

Michael C. Whitehill, Project Administrator
(c) 443-988-1947 or by e-mail - michael@whitehillconsultingllc.com

**Town Hall
101 Lawyers Row
Centreville, MD 21617
410-758-1180**

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Town of Centreville Invitation To Bid Water Treatment Plants Preliminary Engineering Report

The Town of Centreville (the Town) is accepting sealed bids from qualified MD Licensed Professional Engineers to research and prepare in close coordination with the Town, a Preliminary Engineering Report (PER) studying the Town's existing water treatment plants, controls, SCADA and storage capacity to provide the Town with a blueprint for an intelligent future expansion and upgrade of the existing system to parallel the ongoing planned wastewater plant expansion and upgrade. The PER shall be prepared to meet all **Maryland Department of the Environment (MDE), Environmental Protection Agency (EPA), and United States Department of Agriculture (USDA) Standards, Checklists, and Requirements.**

Bid packages will be available on Wednesday, May 31, 2023 @ 1:00 pm from Town Hall. Town of Centreville, 101 Lawyers Row, Centreville Maryland 21617. Telephone 410-758-1180, or found as a download in .pdf form on the Town's website: www.TownofCentreville.org.

A mandatory on-site pre-bid meeting will be held on Friday, June 23, 2023 @ 9:00 am at the Centreville Water Treatment Plant, Well #5, 151 Comet Dr., Centreville, MD 21617. Individuals interested in submitting a bid should contact the Town office for further information.

Bids must be received at Town Hall by Friday, July 7, 2023 @ 1:00 pm at which time they will be publicly opened and read aloud. Late arriving bids will not be opened.

The Town reserves the right to reject any and all bids, to waive any requirements and to accept all or part of any bid considered to be in the best interest of the Town. Award of the contract is subject to the approval of the Town Manager and Town Council of Centreville. The Town is an Equal Opportunity Employer. Discrimination based on age, race, sex, handicap or national origin is expressly prohibited.

Bidders must comply with the Requirements and Contract Provisions for the Treatment Works Projects Financed Through the Maryland Water Quality Revolving Loan Fund and the Maryland Drinking Water Revolving Loan Fund- Department of the Environment- State of Maryland Guidance Documents.

Michael C. Whitehill, Project Administrator - (c) 443-988-1947 or by e-mail -
michael@whitehillconsultingllc.com

STANDARD BIDDING FORMS

To: Town Manager, Town of Centreville

We hereby submit for your review the following proposal as requested by the Invitation for Bids. This Bid Form includes and incorporates all information and specifications as required by the Contract Documents, as described in "Information to Bidders", the same as if specifically written herein.

Water Treatment Plants Preliminary Engineering Report

BID AMOUNT Only use form on page 5 for this item

BIDDER: _____

AGENT: _____

FIRM: _____

ADDRESS: _____

PHONE: _____

EMAIL: _____

SUBMITTED BY: _____
(Signature of Authorized Agent)

(Title)

THIS ____ DAY OF _____, 2023.

TOWN OF CENTREVILLE USE:

Additional Information: _____

ATTEST: _____

ACCEPTED: _____

Charles M. Koogle, Town Manager

BID FORM

BASE BID

Description	Lump Sum
Preliminary Engineering Report meeting the full requirements of MDE, EPA, and USDA.	
TOTAL	

TOTAL LUMP SUM NOT TO EXCEED BID:

Numbers:

\$ _____

Price in Words:

ADDITIONAL BID REQUIREMENTS and PROVIDED INFORMATION

1. Each bidder shall provide three (3) references for similar PER projects completed by the bidder within the last eight (8) years. These must include Preliminary Engineering Reports for Municipal Water Systems and may include a PER for wastewater. Bidder will also provide description of the project, contract award amount, client/organization name, reference name/point of contact and phone number.
2. Certification (self-certification) that the bidder attended the mandatory site visit and pre-bid conference.
3. Report starting and completion dates for the PER projects submitted for reference.
4. The Town will provide access to all relevant information such as comprehensive land use planning, financial status of facilities, condition of facilities, audits, need, acceptable alternatives, etc.

AFFIDAVIT OF QUALIFICATION TO BID

I hereby affirm that:

1. I am the (Title) _____ and the duly authorized representative of the Company of (Name of Corporation) _____

_____ whose address is _____

and that I possess the legal authority to make this affidavit on behalf of myself and the firm for which I am acting.

2. Except as described in paragraph 3 below, neither I nor the above firm, nor to the best of my knowledge, any of its officers, directors, or partners, or any of its employees directly involved in obtaining contracts with the State or any county, bi-county or multi-county agency, or subdivision of the State have been convicted of, or have pleaded nolo contendere to a charge of, or having during the course of an official investigation or other proceeding admitted in writing or under oath acts or omissions which constitute bribery, attempted bribery, or conspiracy to bribe under the provisions of Article 27 of the Annotated Code of Maryland or under the laws of any State or the Federal Government (conduct prior to July 1, 1977 is not required to be reported).
3. (State "none" or as appropriate, list any conviction, plea, or admission described in paragraph 2 above, with the date, court, position with the firm, and the sentence or disposition, if any). _____

I acknowledge that this affidavit is to be furnished to The Town Council of Centerville, the Town Attorney, and where appropriate, the Attorney General under Section 16D of Article 78A of the Annotated Code of Maryland. I acknowledge that, if the representations set forth in this affidavit are not true and correct, The Town Council of Centerville may terminate any contract awarded and take any other appropriate action. I further acknowledge that I am executing this affidavit in compliance with Section 16D of Article 78A of the Annotated Code of Maryland, which provides that certain persons who have been convicted of or have admitted to bribery, attempted bribery, or conspiracy to bribe may be disqualified, either by operation of law or after a hearing, from entering into contracts with the State or any of its agencies or subdivisions.

I do solemnly declare and affirm under the penalties of perjury that the contents of this affidavit are true and correct.

(Signature)

(Date)

NON-COLLUSION CERTIFICATE

I HEREBY CERTIFY I am the _____
(Title)

and the duly authorized representative of the firm of _____

whose address is _____

AND THAT NEITHER I nor, to the best of my knowledge, information and belief, the above firm or any of its other representatives I here represent have:

- (a) Agreed, conspired, connived or colluded to produce a deceptive show of competition in the compilation of the bid or offer being submitted herewith;
- (b) Not in any manner, directly or indirectly, entered into any agreement, participated in any collusion to fix the bid price or price proposal of the bidder or offer or herein or any competitor, or otherwise taken into action in restraint of free competitive bidding in connection with the Contract for which the within bid or offer is submitted.

In making this affidavit, I represent that I have personal knowledge of the matters and facts herein stated.

(Signature)

(Date)

(Printed or Typed Name)

SIGNATURE FORM

Name of Bidder/Contractor: _____

Signature of Authorized Person: _____

Title of Authorized Person: _____

Street Name & Number: _____

City, State, Zip Code: _____

Telephone Number: _____

Email Address: _____

Date: _____

Bidder's Federal Employers Identification No.: _____

Bidder's Professional License or Affiliations No.: _____

Expiration Date: _____

Proposed Subcontractors

Portion of Work to Be Performed

SPECIAL PROVISIONS

1. The PER shall be prepared in conformance with the **Environmental Protection Agency (EPA)/ Maryland Department of the Environment (MDE) General Outline of a Preliminary Engineering Report Template, and all other relevant standards as relate to Water Treatment:**
<https://mde.maryland.gov/programs/Water/WQFA/Documents/Final%20Interagency%20Preliminary%20Engineering%20Report%20Template.pdf>
2. Additional Centreville specific requirements shall be addressed:
Centreville Water Treatment Plants Preliminary Engineering Report (PER)/Evaluation Outline

The Need:

- Where is the Town in relationship to **Capacity** and required **Storage**?
- Review the **Centreville Comprehensive Plan** for the Town.
- What are the **next steps** to increase capacity and storage when required?
- Update WTP's control and Supervisory Control and Data Acquisition (SCADA) systems and discuss available alternate systems.

Request For Proposal Requirements:

- The RFP must offer a minimum of three options for each suggested upgrade.
- Each option must include an engineer's estimated cost.
- The PER must meet all EPA, MDE, and USDA requirements for use with Grant/Funding applications.
- Thoughts and recommendation for further future upgrades.
- Estimated remaining life of existing WTP's. (Equipment, controls, wells, SCADA, etc.)
- Estimated life span for each suggested option.

PER Bids must include:

- All required in person meetings. (Required but not limited to, Kick Off Meeting, Final Draft review meeting, Formal Council presentation of final PER, etc.)
- All required virtual meetings. (Required monthly progress meeting, fact finding and information transfer meeting, etc.)
- Project timeline of deliverables.
- A description of the technical approach to achieve the optimal system.

Payment for services

- This is a Lump Sum contract to be billed monthly along with an estimated progress percentage complete. The PER will be submitted to MDE for a compliance review prior to final payment.

3. Insurance Certificate

The Contractor and subcontractors must obtain at its own cost and expense and keep in force and effect during the term of the contract including all extensions, the following insurance with an insurance company/companies licensed to do business in the State of Maryland evidenced by a certificate of insurance and/or copies of the insurance policies. The Contractor's insurance shall be primary. Within five (5) days after contract award the Contractor shall submit to the Town of Centreville, 101 Lawyers Row, Centreville, MD 21617, a certificate of insurance with all endorsements.

In no event may the insurance coverage be less than shown below. Unless otherwise described in this contract the successful contractor shall be required to maintain for the life of the contract and to furnish the Town evidence of insurance as follows:

Type of Insurance	Amounts of Insurance	Endorsements and Provisions
Workers' Compensation Employers' Liability	Bodily Injury by Accident: \$100,000 each accident Bodily Injury by Disease: \$500,000 policy limits Bodily Injury by Disease: \$100,000 each employee	Waiver of Subrogation: WC 00 03 13 Waiver of Our Rights to Recover From Others Endorsement signed and dated.
Commercial General Liability Bodily Injury Property Damage	Each Occurrence: \$1,000,000	Town shall be listed as additional provided 30-day notice of or material changes in coverage. CG 20 37 07 04 and CG 20 10 07 04 forms to be signed and dated.
Contractual Liability Premise/Operations Independent Contractors Products/Complete Operations Personal Injury		
4. Automobile Liability All Owned Autos Hired Autos Non-Owned Autos	Combined Single Limit for Bodily Injury and Property Damage - (each accident): \$1,000,000	Town shall be listed as additional insured and provided 30-day notice of cancellation or material change in coverage. Form CA20 48 02 99 to be signed and dated.
5. Excess/Umbrella Liability	Each Occurrence / Aggregate: \$1,000,000	Town shall be listed as additional insured and provided 30-day notice of cancellation or material change in coverage.
6. Professional Liability	Each Occurrence / Aggregate: \$1,000,000	

INFORMATION TO BIDDERS

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INFORMATION TO BIDDERS

SECTION 1.

GENERAL

The Town Council of Centreville is accepting Sealed Bid Proposals for the work described in the specifications above.

SECTION 2.

CHANGES TO CONTRACT DOCUMENTS (Not Applicable to this Project)

SECTION 3.

BID INSTRUCTIONS

Bids shall be submitted to the Town of Centreville, 101 Lawyers Row, Centreville, Maryland 21617. Bids must be received at the Town Hall no later than the date and time listed on the Invitation to Bid. All proposals must be in a sealed envelope with the title of the project, the submitting Engineer's name and address, and the words "Do Not Open". Bids will be opened and read publicly immediately after the deadline for bid acceptance.

SECTION 4.

BID OPENINGS

All bids will be opened and publicly read by the Town Manager, or its designee, at 101 Lawyers Row, Centreville, Maryland 21617.

SECTION 5.

BID PROCEDURE

The Town reserves the right to reject any or all bids, including without limitation, nonconforming, nonresponsive, unbalanced, or conditional bids. The Town further reserves the right to reject the bid of any bidder whom it finds, after reasonable inquiry and evaluation, to not be responsible. The Town may also reject the bid of any bidder if the Town believes that it would not be in the best interest of the project to make an award to that bidder. The Town further reserves the right to waive all informalities not involving price, time, or changes in the work and to negotiate contract terms with the successful bidder.

As this project may be funded through Maryland Water Quality & Drinking Water Revolving Fund Loan, the ENGINEER shall comply with the MDE DBE guidance for Prime, beginning on page 8 of Appendix C, including Good Faith Efforts checklist (embedded in the .pdf above) and documentation regarding sub-contractor selections if any.

More than one bid for the same work from an individual or entity under the same or different names will not be considered. Reasonable grounds for believing that any bidder has an interest in more than one bid for the work may be cause for disqualification of that bidder and the rejection of all bids in which that bidder has an interest.

In evaluating bids, the Town will consider whether the bids comply with the prescribed requirements, and such alternates, unit prices and other data, as may be requested in the Bid Form or prior to the Notice of Award.

In evaluating bidders, the Town will consider the qualifications of bidders and may consider the qualifications and experience of subcontractors, suppliers, and other individuals or entities proposed for those portions of the work for which the identity of subcontractors, suppliers, and other individuals or entities must be submitted as provided in the Supplementary Conditions.

The Town may conduct such investigations as the Town deems necessary to establish the responsibility, qualifications, and financial ability of bidders, proposed subcontractors, suppliers, individuals, or entities proposed for those portions of the work in accordance with the Contract Documents.

If the Contract is to be awarded, the Town will award the contract to the bidder whose bid is in the best interest(s) of the Town and the project.

SECTION 6.

OMISSION OF SPECIFICATIONS (Not Applicable to this Project)

SECTION 7.

BID FORMS

All bids must be made on the provided Standard Bidding Forms. All blank spaces for the bid prices must be filled in ink or typewritten, and the bid form must be fully completed and executed when submitted. Only one copy of the bid form is required. A conditional or unqualified bid will not be acceptable. The base price on the Lump Sum bid form shall be the total cost of the item(s) being bid in accordance with the Invitation to Bid and specifications in the contract documents. Alternates shall only be used to reflect increases or decreases in the base bid price. Only those alternates, which are specifically requested by the Town, will warrant consideration. [No Alternates are anticipated for this project].

SECTION 8. REQUIRED BID SECURITY AND INSURANCE

BID SECURITY (Not Applicable to this Project)

SECTION 9.

DELIVERY (Not Applicable to this Project)

SECTION 10.

WAIVER OF TECHNICALITIES

The Town Council of Centreville reserves the right to waive formalities or technicalities in bids acting on behalf of the best interest of the Town of Centreville.

SECTION 11.

CONTRACT AWARD

It is the intent of the Town Council of Centreville to award a contract using the criteria provided herein within 30 calendar days following the bid opening. Acceptance of a bid proposal and award of the contract is subject to the approval of the Town Council and the Town Manager. The Town Council reserves the right to reject any and/or all bids.

SECTION 12.

TAX EXEMPTION

The Town of Centreville is exempt from paying all Federal, State and Local Tax.

SECTION 13.

BASIS OF AWARD

1. This project is qualifications based, with secondary consideration for total cost.
2. Compliance with specifications.
3. Compliance with terms of Bid Package.

SECTION 14.

MODIFICATION OR WITHDRAWAL OF BIDS

1. Pre-Opening Modification or Withdrawal of Bids
 - a) Procedure - Bids may be modified or withdrawn by written notice received by the Town Manager before the time and date set for bid opening.
 - b) Disposition of Bid Bond - If a Bid is withdrawn in accordance with this regulation, the Bid Bond, if any, shall be returned to the bidder. [Not Required for this Project].

2. Late Bids, Late Withdrawals and Late Modifications

- a) Policy - Any bid, request for withdrawal, or request for modification received at the place designated in the invitation for bids after the time and date set for receipt and opening of bids is late.
- b) Treatment - A late bid may not be considered under any circumstances and will be mailed to the bidder's last known address unopened. Late modifications and late withdrawals may be considered by the Town Council and allowed if in the best interest of the Town.

SECTION 15.
ENGINEERS ABILITY

The Town may make such investigations as it deems necessary to determine the ability of the bidder to perform the work, and the bidder shall furnish the Town all such information and data deemed necessary by the Town for this purpose. References will be interviewed.

SECTION 16.
PAYMENT TERMS

Payment will be made for properly approved purchase orders supported by an invoice for work performed in accordance with these specifications. Invoices can be emailed to finance@townofcentreville.org; or mailed to:

Accounts Payable
Attn: Ashley Russ
101 Water Way
Centreville, MD 21617

SECTION 17.
PERFORMANCE BOND (Not Applicable to this Project)

SECTION 18.
SUBSTITUTIONS (Not Applicable to this Project)

SECTION 19.
ADDENDA

Addenda and or answers to interrogatories made at the mandatory pre-bid meeting will be faxed and/or mailed or delivered to all vendors who are known to have received a complete set of bidding documents. Copies of Addenda/ Answers to Interrogatories will be made available for inspection wherever Bidding Documents are on file for that purpose. No Addenda will be issued later than two (2) working days prior to the posted date for receipt of bids except an Addendum withdrawing the request for bids or one which includes postponement or extension of the date for receipt of bids.

SECTION 20.

ALTERNATES [Non anticipated for this project]

An alternate is a dollar amount to be added to or subtracted from the base bid price. The Town Council may request alternate prices to compare various options that may be in their best interest. The Town shall have the right to accept alternates in any order or combination, and to determine the low bidder, based on the base bid and alternates accepted.

SECTION 21.

CONTRACT DOCUMENTS

The Contract Documents shall include the Invitation to Bid, Standard Bidding Forms, Specifications, Information to Bidders, BID Envelope and Addenda and/or any other documents which are clearly intended to be a part of this contract.

SECTION 22.

BUDGET FUNDING

A contract made as a result of this bid will be subject to the appropriation of funds by the Town of Centreville. If the Town Council of Centreville does not appropriate any funds, then the Contract shall become invalid.

SECTION 23.

PURCHASE ORDER (Not Applicable to this Project)

SECTION 24.

TRADE AND BRAND NAMES

Except as provided for in Section 31. (below), the use of or references to any trade or brand names in this bid package shall be solely for the purpose of establishing a standard and shall in no way infer that other trade and brand names will not be acceptable.

SECTION 25.

FEDERAL ASSISTANCE

Town of Centreville shall comply with Title VI of the Civil Rights Act of 1964 which provides that no person shall be denied on the grounds of race, color or natural origin, be excluded from, be denied the benefits of, or discriminated against under any program or activity receiving Federal financial assistance.

SECTION 26.

WARRANTY (Not applicable to this project)

SECTION 27.

EQUAL OPPORTUNITY EMPLOYMENT

Engineers shall not discriminate against any employee or applicant for employment because of sex, race, creed, color, national origin, or age. The bidder affirms this by submission of the bid form.

SECTION 28.

RESERVATION

The Town Council of Centreville reserves the right to increase or decrease quantities and/or project elements at their discretion and as may be approved by MDE.

SECTION 29.

DELIVERY SCHEDULE

The bidder is required to state on the Standard Bidding Form their most accurate date of delivery.

SECTION 30.

PRODUCT LITERATURE (Not Applicable to this Project)

SECTION 31.

EXCEPTIONS TO BIDS SPECIFICATIONS

Any bidder taking an exception to requested specifications must make these exceptions, clear and in writing, on the specification bidding forms. Additional information regarding exceptions can be attached to the sealed bid proposal. However, this section is not to be construed that the Town of Centreville is obligating themselves to accept anything other than the Specifications requested elsewhere in this Bid Proposal.

SECTION 32.

DELIVERY PROVISIONS (Not Applicable to this Project)

SECTION 33.

INTERPRETATION OF CONTRACT DOCUMENTS (Not Applicable to this Project)

SECTION 34.

BUILD AMERICA, BUY AMERICA ACT (BABA)

All interested bidders must abide by the requirements of the Build America, Buy America Act.



1: 3,757



DISCLAIMER: Property information contained on this map is for reference purposes only and is NOT to be construed as a "legal description". The map scale displayed is not accurate and serves as a general representation only.



1: 7.514



DISCLAIMER: Property information contained on this map is for reference purposes only and is NOT to be construed as a "legal description". This map scale displayed is not accurate and serves as a general representation only.

APPENDIX B

Water Quality Infrastructure Program Environmental Information Document

(See Appendix B Attachment)

APPENDIX C

DBE/WBE Provisions

(See Appendix C Attachment)

APPENDIX D

Facility Locations

(See Appendix D Attachment)