

**REQUESTS FOR QUALIFICATIONS
FOR
ON-CALL CONSTRUCTION INSPECTION SERVICES**

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Qualifications Statements due by 4:00PM, Wednesday April 17, 2024

To:
Easton Utilities
Engineering Department
Attention: Aaron Goller, P.E.
201 N. Washington Street
Easton, MD 21601

TABLE OF CONTENTS

I. Introduction

- A. Statement of Qualifications
- B. Consultant Selection and Contract Negotiations

II. Consultant Selection Schedule

III. Scope of Services

IV. Typical Duties

V. Materials and Services to be provided by Consultant

- Task 1 – Pre-construction Services
- Task 2 – Construction Inspector and Resident Engineer Services
- Task 3 – Post Construction Services

VI. Additional Requirements for Inspection Services

VII. Payments

Appendix A – Guidelines for Preparing a Statement of Qualifications for Professional Services

- Introduction
- Recommended Detail

Appendix B – General Information

1. Consultant Selection Process
2. Late Submittal
3. Modifications or Withdrawal of Submittal
4. Written Questions
5. Signature
6. Insurance
7. Property Rights
8. Confidentiality
9. Amendments to Request for Qualifications
10. Non-Commitment of Town of Easton Execution of Contract
11. Public Domain

Appendix C – Evaluation Criteria

REQUEST FOR QUALIFICATIONS

I. INTRODUCTION

This Request for Qualifications (RFQ) solicits statements of qualifications (SOQ) for consultant services to provide on-call construction inspection to augment existing Town of Easton and Easton Utilities (referred to within this RFQ collectively as the "Town") staff as necessary for Utility, Street, and other Public Works construction projects.

The SOQ submitted in response to this RFQ, together with consultant interviews (if necessary), will be used as the basis for selecting an on-call list of up to three consultant firms. The Town will interview the top three ranked firms.

Consulting Service Agreements for on-call services will be prepared for each selected Consultant firm. It is anticipated that the contract with the consulting firms will be hourly based on a schedule of fees provided by the consultant's firm for Utility, Street, and other Public Works construction. The total number of possible projects is unknown.

As future needs are identified, a scope of work will be prepared, and task orders will be assigned based primarily on a rotational basis but may request resumes and assign work on the most qualified basis as the need arises. The Town will attempt to assign task orders on an equal cumulative valuation basis.

Typical types of inspections may include the following:

- Street construction/reconstruction (asphalt, curb, sidewalk, streetlights, street trees, landscaping, signage, striping, etc.)
- Utilities installation and rehabilitation (sewer, water, stormdrain, conduit for electric and/or fiber, etc.)
- Stormwater Management Best Management Practices (BMP) construction

Current Projects anticipated to require inspection include but are not limited to:

- | | |
|---------------------------|---------------------------------------|
| 1. Gannon Range | - 200 Lot Residential Sub-Development |
| 2. Four Seasons | - 252 Lot Residential Sub-Development |
| 3. Cooke's Hope Phase VII | - 66 Lot Residential Sub-Development |
| 4. UMMS Shore Regional | - Regional Hospital |

There are no limitations as to the dollar value of the task order or duration of the project that will be assigned.

A. Statement of Qualifications

Interested firms are invited to submit qualifications to provide the required professional services. Firms responding to this RFQ shall submit a total of three (3) hard copies bound and one (1) electronic PDF copy of the SOQ.

The SOQ must be submitted no later than 4:00 p.m. on Wednesday, April 17, 2024 to:

Easton Utilities
Attention: Aaron Goller, P.E.
201 N. Washington Street
Easton, Md 21601

In the event that it becomes necessary to revise any part of this RFQ or provide additional information, a written electronic addendum will be issued. Any amendment to this RFQ is valid only if in writing and issued by Easton Utilities. Verbal conversations or agreements with any officer, agent, or employee of the Town or Easton Utilities that modify any terms or obligations of this RFQ are invalid.

B. Consultant Selection and Contract Negotiations.

All statements of qualifications which satisfy the format requirements outlined in the RFQ will be reviewed and scored by a panel in accordance with the written evaluation criteria contained in Appendix C. Following this evaluation, the three (3) top ranked firms may be asked to participate in a consultant interview which would be scored in accordance with the evaluation criteria contained in Appendix C. After the scoring is completed, a final ranking of consultants will be made, and all consultants will be notified of the results.

As specific project needs are identified, a proposed scope of work will be identified, and a firm will be asked to submit an updated schedule of fees. The schedule of fees shall be valid for a minimum of one (1) year from the approval of the firm.

II. TENTATIVE CONSULTANT SELECTION SCHEDULE

1. RFQ available to Consultants - by March 22, 2024
2. Consultants Submit Qualification Statements – April 17, 2024, 4:00 PM
3. Interviews of Highest Ranked Firms (if required) - TBD
4. Town Establishes a List of up to three 3 Consultants – May 2024
5. Services to begin following notification.

III. SCOPE OF SERVICES

Depending on specific project needs and Town preference, consultant shall provide an inspector(typical projects) or resident engineer (when explicitly requested).

IV. PERSONNEL EXPERIENCE AND PERFORMANCE REQUIREMENTS

The Town of Easton is seeking a highly qualified construction inspection firm, having proven records of successful performance working on public works projects. The consultant firm and Resident Project Representatives should be knowledgeable of the Town of Easton and Easton Utilities Standard Construction Details.

Inspectors shall be knowledgeable in their regards to the inspection of the following infrastructure:

1. Utilities - Water, Wastewater, Stormwater, & Electrical Conduit
2. Roads and Streets – Subgrade, Base, and Pavement Layers
3. Site Grading
4. Concrete – Curb, Gutters, and Sidewalks
5. Landscaping
6. Stormwater Facilities – Ponds, Submerged Gravel Wetlands, Bioretention

All personnel shall be knowledgeable of and comply with all applicable local State, and federal regulations; cooperate and consult with Town and Easton Utilities staff during the course of the contract; and perform other duties as may be required to assure that the construction is being performed in accordance with the project plans and specifications.

The Consultant must be able to provide personnel having the following qualifications and experience:

1. Project Manager (1) – Responsible for contract administration and the oversight and supervision of consultant’s staff.
2. Resident Engineer (1) – Registered Engineer that could provide professional services if requested (may be the same person as the project manager).
3. Construction Inspectors (3) – Experience in projects similar in size and scope of typical public works projects.

The response to this RFQ should contain resume’s and related information for the personnel indicated above.

The Resident Engineer and Construction Inspectors must be employees of the Consultant.

V. MATERIALS AND SERVICES TO BE PROVIDED BY CONSULTANT

1. Consultant shall provide all necessary safety equipment required for their personnel to perform the work efficiently and safely including but not limited to Personal Protective Equipment.
2. Consultant shall provide their staff with appropriate vehicles, cellular phones, smart levels, digital cameras, and other equipment suitable for the location and nature of work involved.

A scope of services that may be required for future projects is provided below:

Task 1 – Pre-Construction Meeting

Prepare for and participate in a pre-construction meeting with the Contractor awarded the construction contract. Consultant shall provide meeting minutes within 3 business days after the pre-construction meeting is completed.

Task 2 – Construction Inspector and Resident Engineer Services

This task may include project management, construction administration, project inspection, and scheduling and overseeing materials testing during construction. Services may include the following:

Schedule Management, Progress Meetings, and Reports

- Prepare and submit a Daily Field Report to the Town describing key issues, work status, and schedule status.

Submittals Management

- Receive, stamp, and log submittals and shop drawings, and review and approve/distribute for review as necessary.
- Monitor the review and return of submittals to the Contractor.
- Develop a submittal distribution list to identify parties responsible for review and acceptance.

Requests for Information (RFI)

- Received, process, and monitor RFI's from Contractor.
- Prepare responses to RFI's related to construction issues at the direction of the Town.
- Conduct meetings with Contractor and other parties as needed to discuss and resolve RFI's.

Construction Inspection Services

- Provide inspectors for day-to-day on-the-job inspection of work and ensure provisions of the contract documents are being fulfilled.
- Prepare daily inspection reports documenting observed construction activities.
- Take progress photographs and document the photographs in the Daily Field Reports explaining the work.
- A separate set of red-line mark ups shall be kept by the inspector to verify all work completed by the contractor. Red-lines shall be neat and legible.
- Review inspection for conformity with the approved plans and specifications.
- Coordinate and conduct final inspection and prepare punch lists.
- Assist with equipment testing and startup and other matters relating to construction of the project.

- Inspection Tasks
 - **Road Subgrade** - Observe proof Rolling and Testing
 - **Road Base** – Review and confirm grades, layer depths, and review materials and testing of both materials and soils.
 - **Paving** – Review and confirm asphalt mixtures, depth of pavement layers and grades. Inspect for defects including broken castings, ponding water, and damaged materials.
 - **Utilities** – Review and confirm utilities to ensure the proper installation including base preparation, backfill, installation method, grades, materials, and testing.
 - **Stormwater Facilities** – Review and confirm grades, layer depths, and review materials and testing of both materials and soils.
 - **Curbing and Sidewalk** – Review and confirm installation of materials, base, concrete and soil testing, grades, and alignment.
 - **Landscaping** – Review and confirm the installation of plantings per the plans. Review installation of street trees for conflicts with utilities in the field.

Quality Assurance Testing and Independent Assurance Testing

- If required by the Town, schedule quality assurance materials sampling and testing to verify compliance of the work in conformance with the contract documents and maintain testing records.
- Review test reports other than field samplings, as submitted by others to substantiate contract compliance.

Task 3 – Post Construction Services

The post construction services task is part of the project closeout. This task will consolidate punch lists of remaining work and obtain record drawing information.

Recommend final acceptance of the project; facilitate the processing of an Inspection Completion Report. Consultant may be requested to conduct construction debrief meetings, and to suggest areas of improvement related to the project delivery process of the construction phase.

VI. ADDITIONAL REQUIREMENTS FOR INSPECTION SERVICES

Third party inspector shall not be permitted to inspect projects in which the consultants has performed design services for the Developer.

VII. PAYMENT

Consultant will not be reimbursed for time or mileage traveling to the first job site or time or mileage to return home at the end of the day. Reimbursement will be made for time and mileage when traveling between multiple job sites if requested by the Town.

APPENDIX A

**GUIDELINES FOR PREPARING A STATEMENT OF QUALIFICATIONS FOR
PROFESSIONAL SERVICES**

GUIDELINES FOR PREPARING A STATEMENT OF QUALIFICATIONS FOR PROFESSIONAL SERVICES

INTRODUCTION

These guidelines were developed to standardize the preparation for qualification statements by consultants for engineering services. The purpose of these guidelines is to help assure consistency in format and content of statements that are prepared by consultants and submitted to the Town. This process will reduce the time required for the consultant to prepare a statement of qualifications and will simplify the review process by the Town.

The qualifications statement should contain the following information in the order listed:

1. Introductory Letter
2. Office Location of Staff included in Resumes
3. Qualifications and Experience of Firm and Key Team Members
4. Ability to Provide Identified Services in a Timely Manner
5. Insurance Coverage
6. Supportive Information/References of Key Staff/References of Sub-consultants
7. Willingness to sign the Town's Consulting Services Agreement and any related issues

Note: All references to the maximum number of pages are to single sided pages.

RECOMMENDED DETAIL

1. Introductory Letter (2 pages maximum)

The introductory letter should be addressed to:

Easton Utilities
Attention: Aaron Goller, P.E.
201 N. Washington Street
Easton, MD 21601

Indicate the name of the firm submitting the proposal, its mailing address, telephone number, and the name of an individual to contact and email address.

This letter should contain a statement of the consultant's basic understanding of the RFQ. This should be based on existing information available in the RFQ. This letter should also contain an expression of the consultant's interest in the work, a statement regarding the qualifications of the consultant to do the work, and any summary information that may be useful or informative to the Town. Any addendums issued for this RFQ should also be acknowledged in the cover letter.

2. Office Location of place of business

Identify the office location or locations of the firm's primary place of business by the consultant and any sub-consultants.

3. Qualifications and Experience of Firm and Key Team Members (6 pages maximum)

Include an organization chart, which indicates key team members including names and titles.

Experience of the team on similar or related projects should be included. Describe the responsibilities of key individuals. As noted in Section IV, it is desirable that the Resident Engineer and Inspector have satisfactorily performed as a project team in similar types of projects in the last five years.

Consultant shall submit three (3) references for inspection services provided for third party inspections for utility and public works projects. References may be contacted as part of the selection process. References should have direct knowledge of the work performed by the listed staff and should not be solely a reference for the firm as a whole.

4. Ability to Provide Identified Services in a Timely Manner

Describe the firm's ability to provide services when contacted by the Town and how soon services could be expected to begin.

Describe previous experience/references for providing similar services under similar "on-call" arrangements.

Provide any other information that may assist the Town in evaluating the ability, flexibility and responsiveness of the firm in providing quality future required services in a timely manner.

5. Insurance Coverage

The prospective consultant shall provide a summary of the firm's insurance coverage for comprehensive General Liability Insurance, Automotive Liability Insurance, Worker's Compensation Insurance, and Errors and Omissions.

For additional information regarding insurance requirements, see Appendix B, General Information, of this RFQ.

6. Supportive Information/References (6 pages maximum)

This section should describe work, which is similar in scope and complexity to the types of projects herein, which the consultant team has undertaken in the last five years. A

discussion of the challenges faced, and solutions developed by the team are highly recommended.

The section shall include a summary table showing the following information:

1. Name of project, construction cost, and date of construction
2. Names of consultant's project manager and key team personnel
3. Scope of the consultant team's assignment on the project
4. Examples of completed Daily Field Reports for three (3) separate projects.
5. Name, address and current phone number of the Agency Project Manager
6. Resumes of Sub-consultants

APPENDIX B
GENERAL INFORMATION

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1. Consultant Selection Process

The consultant selection process is described below.

- A. After the period has closed for receipt of qualification statements, each statement will be opened and examined to determine compliance with the format requirements specified in the RFQ. Any proposal that does not meet the format or other requirements will be eliminated from competition and returned to the consultant. The Town may reject any qualifications statement if it is conditional, incomplete, or contains irregularities. The Town may waive an immaterial deviation in a qualification statement. Waiver of an immaterial deviation shall in no way modify the Request for Qualifications' documents.
- B. Each qualification statement that meets the format requirements will be reviewed by a Consultant Selection Panel (CSP). CSP members will individually evaluate and score each qualification statement in accordance with the written evaluation criteria contained in Appendix C.
- C. The top 3 rated firms may be requested to participate in a consultant interview, which will be scored in accordance with the evaluation criteria contained in Appendix C.
- D. Upon completion of the scoring, the Town will enter into negotiations with the top ranked firms. If agreement is reached, the firm will be recommended for a contract. If agreement cannot be reached with a firm, the Town may close negotiations with such firm, and enter into negotiations with the next highest ranked firm.
- E. All competitors will be notified of the results.

2. Late Submittal

A Statement of Qualifications (SOQ) is late if received at any time after the required submittal date and time. A SOQ received after the specified time will not be considered.

3. Modification or Withdrawal of Submittal

Any SOQ received prior to the date and time specified for receipt of SOQ may be withdrawn or modified by written request of the consultant. To be considered, however, the modified SOQ must be received by the time and date specified.

4. Written Questions

Written questions should be submitted via email to agoller@eucomail.com. The deadline to submit questions is April 10, 2024 by 4:00 PM. Questions submitted after that time

will not be addressed. Responses will not be provided to questions via phone.

5. Signature

The SOQ shall be transmitted with a cover letter that must be signed by an official authorized to bind the prospective consultant contractually. An unsigned SOQ or one signed by an individual not authorized to bind the prospective consultant will be rejected.

6. Insurance

The consultant shall provide a summary of the firm's present and proposed insurance coverage (comprehensive general liability, professional errors and omissions, automotive liability, and workers' compensation) for future projects. Minimum limits of coverage are as follows:

Professional Liability (Errors and Omissions)	\$1,000,000 per occurrence
	\$2,000,000 aggregate
Commercial General Liability	\$2,000,000 per occurrence
Automotive Liability	\$1,000,000 per accident
Workers' Compensation	\$1,000,000 per accident

Prior to commencement of any future work described in Scope of Services, a certificate of insurance shall be furnished stating the following:

- A. That the insurer will not cancel the insured's coverage without 30 days prior written notice to the Town.
- B. That the Town will not be responsible for any premiums or assessments on the policy. The consultant shall agree that the bodily injury liability insurance herein provided for shall be in effect at all times during the term of the contract. In the event said insurance coverage expires at any time or times during the term of this contract, the consultant agrees to provide, at least thirty (30) days prior to said expiration date, a new certificate of insurance evidencing insurance coverage as provided for herein for not less than the remainder of the term of the contract, or for a period of not less than one (1) year. New certificates of insurance are subject to approval by the Town. In the event the consultant fails to keep in effect at all times insurance coverage as herein provided, the Town may in addition to any other remedies it may have, terminate the contract upon occurrence of such event.

7. Property Rights

An SOQ received within the prescribed deadline becomes the property of the Town and all rights to the contents therein become those of the Town.

8. Confidentiality

After award of the contract, or after rejection of all SOQ, all responses will be regarded as public records and will be subject to review by the public. Any language purporting to render all or portions of the SOQ confidential will be regarded as non-effective and will be regarded as non-effective and will be disregarded.

9. Amendments to Request for Qualifications

The Town reserves the right to amend the RFQ by addendum prior to the final SOQ submittal date.

10. Non-Commitment of Town

This RFQ does not commit the Town to award a contract, to pay any costs incurred in the preparation of a SOQ for this request, or to procure or contract for services. The Town reserves the right to accept or reject any or all SOQ received as a result of this request, to negotiate with any qualified firm or to modify or cancel in part or in its entirety the RFQ if it is in the best interest of the Town to do so.

11. Execution of Contract

The prospective consultant is advised that should this RFQ result in recommendation for award of a contract, the contract will not be in force until it is approved and fully executed by the Town.

12. Public Domain

All products used or developed in the execution of any contract resulting from this RFQ will remain in the public domain at the completion of the contract.

13. Materials Provided by the Town

All existing Town codes, standards and other Town documents related to the project will be available at the firm's request.

14. Rejection of Proposals

The Town of Easton reserves the right to reject any and all proposals received in response to this request, or to negotiate separately with any source whatsoever in any manner necessary to serve the best interests of the Town. The Town of Easton may at its discretion determine not to award a contract solely on the basis of this request for proposals and will not pay for the information solicited or obtained.

It is recognized that each Proposer may have developed unique and typical methods of

service delivery. It is not the Town's intention to disqualify a Proposer due to variations in service delivery that do not adversely affect quality and performance. Any proposal offering services equivalent to or of better quality and performance than that requested, which provides the necessary service, will receive full consideration for award.

APPENDIX C
EVALUATION CRITERIA

EVALUATION CRITERIA AND RATING

Evaluation Criteria Worksheet (Construction Inspection Services)

WRITTEN PROPOSAL	MAXIMUM POINTS	REVIEWER SCORE
Introductory Letter – Qualification and experience of the firm, reflects understanding of scope, ability to provide timely services, willingness to sign contract without changes, and responsiveness.	25	
Distance from Town of Easton – Distance will be full points for an office in Talbot County with 1 point removed for every 10 miles outside of Talbot County	5	
Project Manager - qualifications and experience of the project manager on overseeing similar projects. Experience with Town, state and federal projects and procedures and standards.	5	
Resident Engineer - qualifications and experience of the resident engineer on similar projects. Experience with Town, state and federal projects and procedures and standards.	5	
Resident Project Representatives (3) - qualifications and experience of the construction inspectors (and subconsultant if proposed) on similar projects. Experience with Town, state and federal projects and procedures and standards.	20	
SUBTOTAL FOR SHORTLISTING	60	
References	10	
SUBTOTAL PRIOR TO INTERVIEWS	70	
INTERVIEW		
Presentation by PM – Understanding of scope, critical issues, innovation, and solutions.	10	
Presentation by Construction Inspection staff – Experience, roles and responsibilities, communication and coordination between consultant staff, agencies, and Town.	10	
Q&A – Response to panel’s questions.	10	
SUBTOTAL OF INTERVIEWS	30	
TOTAL	100	
RANKING OF CONSULTANT FIRM (assigned after completion of scoring)		

Panel Member Name _____ Consultant Firm _____