

**EASTON UTILITIES COMMISSION**

**REQUEST FOR QUALIFICATIONS**

**WATER & SEWER INFRASTRUCTURE DESIGN  
ENGINEERING SERVICES for the  
PROPOSED UMMS REGIONAL SHORE MEDICAL CENTER**

Qualifications Statements due by 4:00PM, Friday May 17<sup>th</sup>, 2024

To:  
EASTON UTILITIES  
ATTN: REBECCA SADUK  
201 N. WASHINGTON ST.  
EASTON, MARYLAND

April 2024

# **Request for Qualifications For Engineering Services**

## **1.0 BACKGROUND**

The University of Maryland Medical System (UMMS) plans to build a new Shore Regional Medical Center to be located in Easton, Talbot County, MD.

Easton Utilities is seeking statements of qualifications (SOQ) from qualified engineering firms to provide specialized engineering services for the design and construction of the water and wastewater infrastructure to serve the proposed UMMS site, Lot 3, Parcel 0129 in Easton, Maryland.

## **2.0 DESCRIPTION OF WORK**

The Consultant should have extensive experience preparing Preliminary Engineering Reports, Environmental Impact Studies, and Detailed Technical Specifications and Contract Documents for bidding the water and sanitary sewer work, which includes the watermain extension, new sanitary sewer pump station and forcemain extension, and elevated water tank. Additional services include bid phase administration, contract management, and construction engineering services during construction.

See the attached maps of the existing Easton Utilities facilities. Utility extensions shall be designed and built from the termination of the existing utilities to the UMMS property line.

## **3.0 CONSULTANT QUALIFICATIONS**

The consultant should possess the following qualifications:

- A. Be registered to practice Engineering in the State of Maryland.
- B. Thorough and extensive knowledge concerning the design and construction of water mains, sanitary sewer forcemains and pump stations, and elevated water storage facilities.
- C. Staff adequate to respond quickly to Easton Utilities requirements and requests in a timely manner.

- D. Full-time staff shall include a Registered Professional Engineer registered to Practice in the State of Maryland and support staff including but not limited to designers, CAD specialists, GIS specialists, inspectors, and project managers.

#### 4.0 QUALIFICATION STATEMENTS

Qualification statements will be accepted until May 17<sup>th</sup>, 2024, 4 P.M. local time for the purpose of selecting a firm(s) to solicit as a Consultant(s) to provide a proposal for preliminary engineering services, design services, bid phase administration, contract management, and construction engineering services of the water and wastewater infrastructure construction. The Consultant should be qualified and have expertise in these fields.

Qualification statements shall be designed to convey the qualifications of the consultant. The Consultant's submittal shall include at a minimum the following:

- A. A statement of qualification of the Consultant citing in particular at least three (3) similar projects relative to the task(s) in this RFQ that have been undertaken by the Consultant. Provide the following details on each project:
  - a. Description of the project
  - b. Engineering cost
  - c. Name, address, and telephone number of client contacts
  - d. Time necessary to complete the project
- B. A statement of qualifications and resumes of the personnel assigned to the Easton Utilities project.
- C. A description by the Consultant as to what attributes the Consultant may have that makes it uniquely qualified to perform the work required by this project.
- D. A statement describing the Consultant's approach to the project and project understanding.
- E. A schedule of the work to be completed by the Consultant including project milestones.

Any statements received after the above stated time and date will not be considered. It shall be the sole responsibility of the consultant to have the SOQ delivered on or before the above stated time and date. If the SOQ is sent by U.S. Mail, the consultant shall be responsible for its timely delivery. SOQ's delayed by mail shall not be considered, shall not be opened, and arrangements shall be made for their return at the consultant's request and expense.

Any inquiries, suggestions, or requests concerning interpretation, clarification, or additional information pertaining to the request for SOQ's shall be made through Easton Utilities' Office. Easton Utilities shall not be responsible for oral interpretations given by any Easton Utilities employee, representative, or others. The issuance of a written addendum is the only official method whereby interpretation, clarification or additional information can be given. If any addenda are issued to this request for SOQ's, Easton Utilities will attempt to notify all prospective consultants who have secured same, however, it shall be the responsibility of each consultant, prior to submitting the SOQ, to contact Easton Utilities to determine if any addenda were issued and to make such addenda a part of this request.

## 5.0 SOQ SUBMITTAL

Submit five (5) copies of the SOQ no later than May 17<sup>th</sup>, 2024 at 4 P.M.

SOQ's may be hand delivered to:

Easton Utilities  
201 N. Washington St  
Easton, MD 21601  
Attention : Rebecca Saduk

SOQ's may be mailed to:

Easton Utilities  
201 N. Washington St  
Easton, MD 21601  
Attention : Rebecca Saduk

The lower left-hand corner of the sealed envelope should read:

Easton Utilities  
UMMS  
SOQ for Engineering Services

SOQ's may be emailed to:

[bids@eucmail.com](mailto:bids@eucmail.com)

SOQ's shall clearly indicate the legal name, address, and telephone number of the Consultant (company, firm, partnership, individual). All expenses for making the SOQ to Easton Utilities are to be borne by the firm submitting a SOQ.

## 6.0 SOQ EVALUATION

A committee consisting of management and technical personnel shall evaluate each SOQ submitted based on all submittals received. The Evaluation Committee will evaluate the SOQ's from information at hand and may ask questions of a clarifying nature.

Consultants shall be ranked based on the following criteria. The importance of each of the criteria is identified by the percentage points (out of 100) listed by each item. These criteria and their weighted importance is as follows:

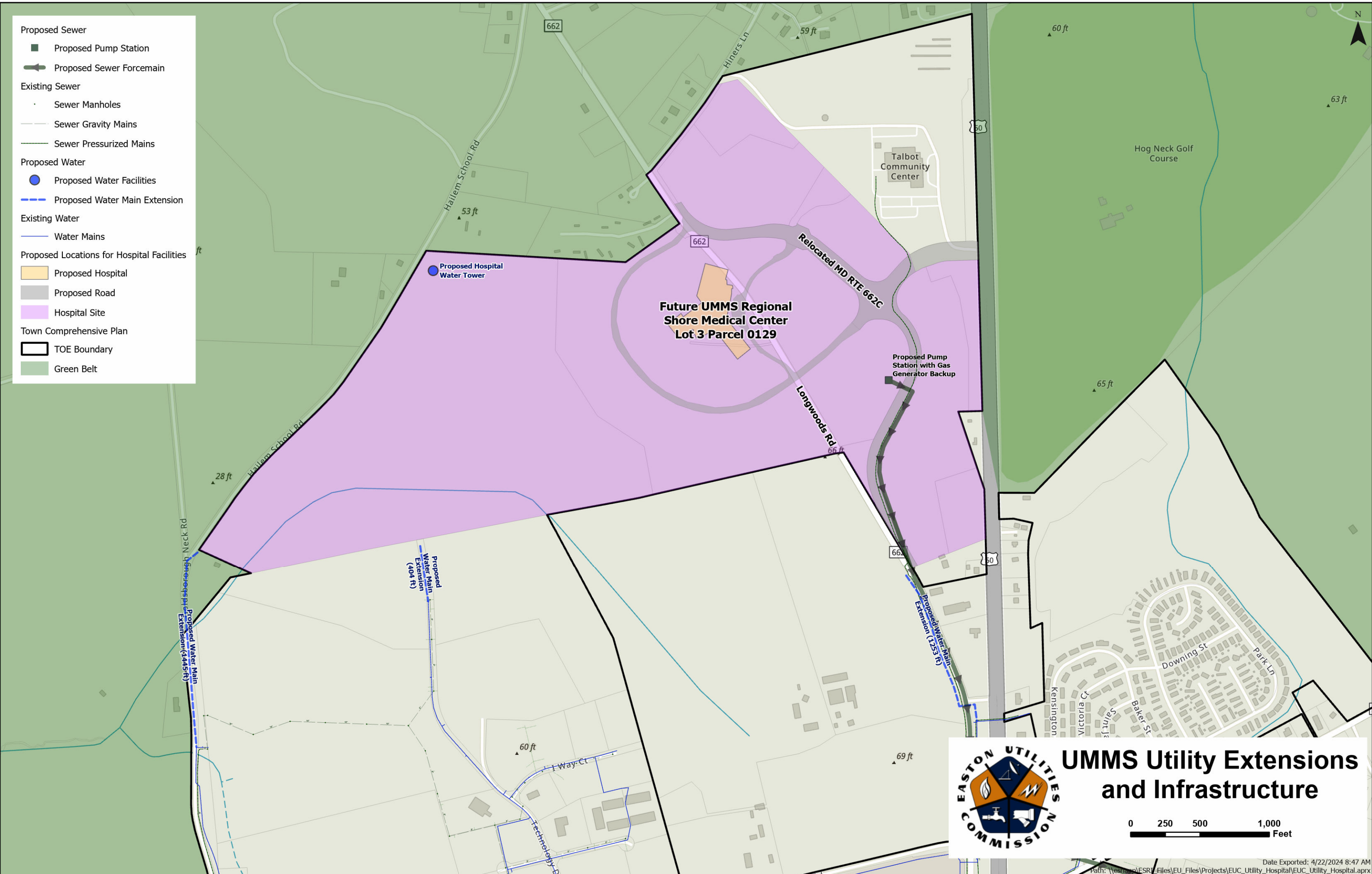
Qualifications	15 points
Design Experience and References	25 points
Expertise	5 points
Project Team	10 points
Project Approach - Project Understanding	35 points
Schedule	10 points

It is the intent of Easton Utilities to select a single Consultant to perform the preliminary engineering report, environmental impact study, final design, bid phase administration, contract management, and construction engineering services during construction of the water and sanitary sewer work.

The selection committee will evaluate the submittals and provide recommendations to Easton Utilities executive management as to which firms should receive the request for proposal in the next stage of this project.

Easton Utilities reserves the right, without qualification, to reject any or all submittals and to apply its judgment with respect to any SOQ submitted.

- Proposed Sewer**
  - Proposed Pump Station
  - Proposed Sewer Forcemain
- Existing Sewer**
  - Sewer Manholes
  - Sewer Gravity Mains
  - Sewer Pressurized Mains
- Proposed Water**
  - Proposed Water Facilities
  - Proposed Water Main Extension
- Existing Water**
  - Water Mains
- Proposed Locations for Hospital Facilities**
  - Proposed Hospital
  - Proposed Road
  - Hospital Site
- Town Comprehensive Plan**
  - TOE Boundary
  - Green Belt



**Future UMMS Regional  
Shore Medical Center  
Lot 3 Parcel 0129**

Proposed Pump  
Station with Gas  
Generator Backup

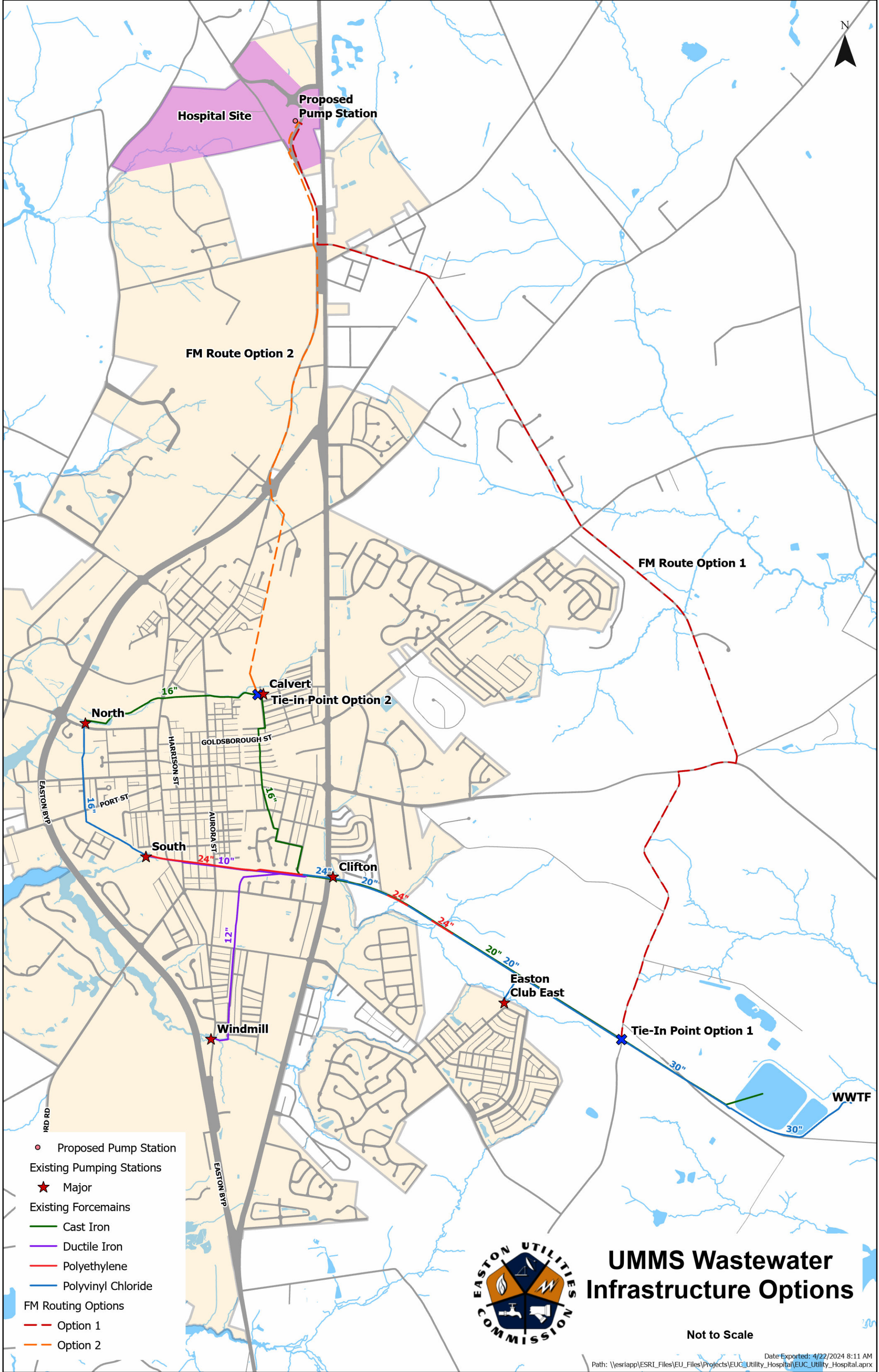
Proposed Hospital  
Water Tower



# UMMS Utility Extensions and Infrastructure







- Proposed Pump Station
- Existing Pumping Stations
- ★ Major
- Existing Forcemains
- Cast Iron
- Ductile Iron
- Polyethylene
- Polyvinyl Chloride
- FM Routing Options
- Option 1
- Option 2



# UMMS Wastewater Infrastructure Options

Not to Scale