



TOWN OF BOONSBORO

21 NORTH MAIN STREET ♦ BOONSBORO, MARYLAND 21713

WWW.TOWN.BOONSBORO.MD.US ♦ 301-432-5141

REQUEST FOR PROPOSALS Civil Engineering Services

The Town of Boonsboro (the Town), in accordance with its Charter, Article VII Section 719 - Purchasing and Contracts, is inviting potential contractors to submit proposals to the Town. Firm or firm(s) will be selected for negotiation based on the demonstrated competence and qualification for the required work. Proposals will be received at the Town of Boonsboro, 21 N. Main St. Boonsboro, MD 21713 until _____. Award of the contract(s) is subject to approval of the Mayor and Council of the Town of Boonsboro.

The Town of Boonsboro is an equal opportunity employer. Discrimination based on age, race, sex, handicap, national origin, or any unlawful basis is expressly prohibited. The Town of Boonsboro reserves the right to accept or reject any and all proposals based on the best interests of the Town.

The contract type for this procurement is a Firm-Fixed-Price, Indefinite Delivery Contract. Multiple contract awards may be made. Contract period is not to exceed two (2) years, which will consist of one (1) base year and one (1) option.

To be eligible for award of contract, firms must be licensed and insured in the State of Maryland and must have at least 5-years of experience in the government marketplace.

The Town Manager will consider the following factors in deciding which contractor will be selected to negotiate an order:

- Past performance on like/similar needs the Town requires
- Current capacity to accomplish the order in the required time
- Uniquely specialized experience

The Town of Boonsboro is seeking professional service contractors in the civil engineering field on an as-requested, or as-needed, basis. Work on the projects will be performed within the Town limits of Boonsboro, MD; a recognized municipality in the State of Maryland since 1831.

Scope of Services includes, but is it not limited to, the following orders:

- 1) Attend special meetings and/or work sessions as authorized by the Town Manager.
- 2) Correspond with Town staff, State of Maryland officials, and other agencies and/or persons regarding projects and concerns of the Town.
- 3) Review developers' plans for compliance with applicable Town requirements.
- 4) As directed, assist Town staff in responding to inquiries from public and state officials, developers, realtors, and individuals concerning engineering-related matters.
- 5) Complete research and advise Town about specific matters and respond to inquiries about operation and maintenance of utilities, streets, parks, drainage, trails, and the like.
- 6) Perform field investigations and field surveys of the Town's infrastructure and provide reports to the Town with scopes and probable-costs.
- 7) Prepare engineered specifications and detailed drawings for Town projects.
- 8) Observe construction activities for Town projects.
- 9) When requested, provide advice and assistance at time of emergency.
- 10) Assist with the selection process of contractor(s) providing construction services for Town projects.



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Firms must submit one or more Standard Form 330's (SF 330). The SF 330 should be provided to document the availability of the defined professional disciplines on the team of the firm, or qualifying subcontractors thereof. For each professional discipline, provide the name and resume in Section E of the SF 330's. The Key Personnel named in Section E will be required to work on any future orders unless a substitution is approved by the Town Manager, in advance.

Firms must also submit a schedule of hourly rates and charges for services. Each position, title, or standard task must list a corresponding hourly rate or charge. The rates and charges listed will be included in any future contracts and any changes in amounts must be approved by the Town Manager, in advance.

The Town of Boonsboro reserves the right to reject any, or all, submissions due to any defects, or waive informalities and accept any submissions that in their judgment will be in the best interest of the Town. The Town will award contract(s) no later than 60 days from _____, the date of public notice.