

Request for Proposals: Engineering Services during Construction and
Construction Management & Inspection Contract No. R-2

Notice is hereby given that separate **sealed bids for Engineering Services during Construction and Construction Management and Inspection of the 12-Inch Water Main and Replacement Potable Water Reservoir Project Contract No. R-2**, located at 20854 Boonsboro Mountain Road, Boonsboro, MD 21713 will be received by the Town of Boonsboro, Maryland from qualified Contractors at the Town Hall, 21 North Main Street, Boonsboro, Maryland 21713, until **3:30 p.m., local time on October 16, 2024**. Any bids received after the above time will not be accepted under any circumstances. Any uncertainty regarding the time a bid is received will be resolved against the Bidder. The Contract will be awarded on a lump sum basis. Bidders with demonstrated experience in municipal utility and treatment facility construction and with an interest in making their services available to the Town of Boonsboro are invited to respond to this Request for Proposals (RFP). “Respondents” means the companies or individuals that submit proposals in response to this RFP. It is understood the selected Respondent is acting as an individual, partnership, corporation or other legal entity.

Description of Work

The work for Contract No. R-2 includes engineering services during construction and also construction management and inspection services.

Engineering services shall include general project administration and coordination throughout the life of the project (estimated at 500 calendar days); preparation, review, and revising of drawings; testing oversight; technical observation; and communication with and between the Contractor and the Town as needed.

Construction management and inspection services shall be performed on-site (unless otherwise indicated by the Town) for the duration of the project (estimated at 500 calendar days); schedule monitoring and review; preparation of field reports; communication with and between the Contractor and the Town as needed; and review of test reports.

Pre-Quote Conference and Site Visit

A mandatory **Pre-Bid Conference for this project will be held at the Town Hall on Tuesday September 24, 2024, at 11:00 a.m.** and will be followed by a site visit at 20854 Boonsboro Mountain Rd, Boonsboro, MD 21713. The purpose of the Pre-Bid Conference is for Bidders to familiarize themselves with the project site and to ask questions pertaining to the Specifications and the work. Only Bidders that attend the Pre-Bid Conference and site visit afterwards are eligible to submit bids, all others will be disqualified. If requested or necessitated, Pre-Bid meeting minutes capturing any details not specified in this RFP document may act as an attachment and include additional information or agreements which the Owner and Respondent shall be bound to under an awarded contract. The Drawings and Specifications are available from the Town of Boonsboro.

Scope of Work

1. Engineering Service during Construction
 - a. General Project Administration & Coordination
 - b. Shop Drawings
 - c. RFIs (Requests for Information)
 - d. As-Builts
 - e. Change Orders
 - f. Punch List
 - g. Final Completion & Acceptance
2. Construction Management and Inspection Services
 - a. Pre-Construction Meeting
 - b. Review of Project Schedule
 - c. Full-Time on-site construction management and inspection services
 - d. Field Inspection Reporting
 - e. Monthly Progress Meetings
 - f. Final Completion Acceptance / Final Payment

Assumptions

- Contractor will provide trailer on-site, per the specifications
- Overtime will only be utilized with advanced approval from the Town
- Contract time is 500 Calendar Days; 472 Calendar Days to Substantial Completion; followed by 28 Calendar Days to Final Completion / Final Acceptance

Reservations

- The Town reserves the right to reject any or all quotes or parts of quotes when in the Town's reasoned judgment, the public interest will be served thereby.
- The Town may waive formalities or technicalities in quotes as the interest of the Town may require.
- The Town shall have the authority to negotiate with the apparent low Bidder on projects bid in accordance with the Maryland Code, where the Bid from such Bidder exceeds available funds, in order to obtain a Contract Price within such available funds. For purposes of this paragraph, the term "available funds" shall refer to the Towns' established budget for a particular project. The Town shall take reasonable steps to obtain the lowest and most competitive price possible within available funds.

Period of Validity

Unless otherwise specified, all formal quotes submitted shall be irrevocable for 120 days following the submission. Quotes may not be withdrawn during this period.