



**TOWN OF NEW WINDSOR**

**Request for Proposals**

**Town of New Windsor**  
**Engineering Services for Wastewater Treatment Plant**  
**Enhanced Nutrient Removal Upgrade Preliminary**  
**Engineering Report**

**June 26, 2021**

SUBMIT BID TO:

Town of New Windsor  
209 High Street  
P O Box 609  
New Windsor, MD 21776

REQUEST ISSUED: **June 26, 2021**

PROPOSALS DUE: **July 30, 2021**



## **I. GENERAL INFORMATION**

The Town of New Windsor is requesting Proposals from qualified, licensed, engineering firms to provide engineering services for the New Windsor Wastewater Treatment Plant Enhanced Nutrient Removal Upgrade, Preliminary Engineering Report. Engineering firms are required to thoroughly review all aspects of this RFP.

The Town's Wastewater Treatment Plant (WWTP) was upgraded in 2011 from a lagoon aeration treatment system to BNR level of treatment which included: Continuous Sequencing Batch Reactors (CSBRs), comminutor, grit removal, influent pumping station, UV disinfection, post aeration basin and a sludge holding tank. The existing WWTP is designed and permitted for an effluent flow of 115,000 gallons per day (gpd) and currently treats average flows of approximately 80,000 gpd. The WWTP is operated by Maryland Environmental Service (MES) on behalf of the Town.

Since MDE has modified their policy relating to providing Enhanced Nutrient Removal (ENR) grant funding for minor WWTP's, plants designed for less than 0.500MGD, and considering the age of the WWTP, the Town of New Windsor is considering an ENR upgrade and an optional expansion. The Town is interested in having an engineering firm prepare a Preliminary Engineering Report (PER) to evaluate the most cost-effective alternatives and the best, long term option for the Town to upgrade to ENR treatment standards with optional expansion alternatives. The optional expansion shall be in accordance with the latest Carroll County Master Plan and Water & Sewer Master Plan planned future capacity for New Windsor.

The award shall be made to the responsible firm whose proposal and cost are determined, in writing, to be the most favorable for the Town of New Windsor, taking into account all the evaluation criteria set forth in this RFP. The Town of New Windsor reserves the right to reject any and all submittals in response to this RFP. Furthermore, the Town reserves the right to select the engineering firm that is in the best interest of the Town and is not required to take the lowest price proposal in accordance with New Windsor Town Code C7-23.

Proposals will be accepted by the Town of New Windsor at Town Hall office until 10:00 a.m. on July 30, 2021. Proposals received after the closing time will be returned to the bidders unopened. Proposals will not be accepted by fax, phone or email. A contract will be drawn between the selected contractor and the Town and the award made subject to approval of the Proposal by the Town Council at the August 16, 2021 Council Work Session Meeting. Upon approval by Town Council, the technical proposal, cost proposal and all required documentation will be sent to MDE for review and approval prior to execution of the contract.

The Proposals shall be evaluated in accordance with the evaluation criteria and scoring system set forth in this Request for Proposal (RFP).

## **II. SCOPE OF WORK**

The engineering firm shall study and evaluate the New Windsor Wastewater Treatment Plant to help the Town determine whether it is advantageous to undertake an ENR upgrade at this time while grant funding is available through MDE. The existing WWTP has a permitted capacity of 0.115 MGD. A minimum of three (3) ENR upgrade alternatives shall be evaluated using a design flow of 0 MGD as a baseline comparison if nothing is done to the facility. Each ENR alternative shall be fully developed with detailed cost estimate. This effort shall result in the preparation of a Preliminary Engineering Report (PER) which shall follow the guidelines provided in the USDA Interagency Memorandum, dated January 16, 2013 (Appendix B) and the MDE supplement to it (Appendix C). The PER is also subject to the requirements of the Maryland Department of the Environment (MDE) State Grant Insert, refer to Appendix 'A' of this RFP. The engineering firm shall collect and examine 3-years of actual flow records and determine peaking factors to be used in the design. The engineer shall solicit input and cooperate with Town, MES and MDE staff during the study to produce the optimum recommendation.

Additionally, the study shall address other questions and elements that may factor into the evaluation of alternatives to include but not be limited to the following:

- What is the financial and non-financial impact of not upgrading the WWTP?
- What is the best option for handling sludge?
- How well can the proposed alternatives handle current and future flow and loading conditions?
- What are the environmental constraints such as floodplain and site constraints? How do these impact the alternatives?

## **III. PROPOSAL REQUIREMENTS**

**Proposals must be received no later than 10:00 AM on July 30, 2021.**

Proposals shall be submitted in two separate sealed envelopes. One envelope shall be for the technical part of the Proposal plainly and clearly marked "Technical Proposal for Engineering Services for Wastewater Treatment Plant Enhanced Nutrient Removal Upgrade Preliminary Engineering Report for Town of New Windsor". One envelope shall be the Cost Proposal plainly and clearly marked "Cost Proposal for Engineering Services for Wastewater Treatment Plant Enhanced Nutrient Removal Upgrade Preliminary Engineering Report for Town of New Windsor".

Interested engineering firms shall submit three (3) copies each of the Technical Proposal and Cost Proposal to:

## Request for Proposal

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Town of New Windsor  
209 High Street  
P.O. Box 609  
New Windsor, MD 21776  
Attn: Gary P. Dye, Jr.

The firm's technical proposal is limited to 20 pages, exclusive of documents required by Appendix 'A', Cost Proposal and shall include at a minimum the following:

1. Letter of interest signed by the principal of the firm in charge of the project.
2. Description of the firm:
  - A. Statement of qualifications.
  - B. List and summary of three similar projects, at least two of which are nutrient removal upgrades at wastewater treatment plants located in State of Maryland. Provide up-to-date contact information (name, title, phone numbers, email address, mailing address, etc.) for the owners and operators of the plants.
  - C. References: A list of three (3) municipal or corporate references including name, address, phone number, fax number and email address.
3. Description of the project team:
  - A. Location of the office from which the work would be based.
  - B. Provide a backlog of work to demonstrate firm's ability to complete the PER timeline and schedule.
  - C. A flow chart showing authority and accountability for each individual and their specific roles and responsibilities in the project.
  - D. List of ENR projects and other major projects on which key personnel are working or have worked.
  - E. Provide list of team members for this project and hourly rates and expenses for each staff member.
  - F. List of proposed subcontractors.
4. Description of the technical approach to the project.
  - A. Provide a narrative on how the firm would approach the PER.
  - B. Provide a list and description of three (3) ENR technology alternatives.
  - C. What field data would be collected? Influent and effluent sampling taken by MES will be made available to the selected engineering firm.
  - D. What steps would the firm take to determine the best solution for the Town?  
The proposed list of ENR technologies to be considered for the project is subject to change based on input by the Town and MDE
5. Experience & knowledge of MDE process, funding and permitting requirements relative to WWTP upgrades.

## **Request for Proposal**

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6. Submit cost proposal under separate sealed envelope. Cost Proposal shall be a variable price versus fixed price. Cost Proposal shall be a not to exceed price with an upset limit based on hourly reimbursement in accordance with the firm's hourly rates and expenses for each staff member per III.3.D of this RFP. The Cost Proposal does not count toward the 20-page limit of the Technical Proposal.
7. Anticipated timeline and schedule to complete the study.
8. Administrative information. Proof of insurance coverage sufficient to protect the Town from any potential liability during the course of the project. The Town will be the sole determiner of the sufficiency of coverage and what constitutes acceptable proof of coverage.
9. Submit documents required by the Requirements and Contract Provisions for the Project Financed by the State Grants through the Maryland Department of the Environment, February 2021 (Appendix A), this includes MBE/WBE good faith efforts undertaken by the proposer.

## **IV. EVALUATION CRITERIA AND SCORING SYSTEM**

A three (3) person selection committee will be selected by the Town Manager to evaluate and score submittals based on the following evaluation categories, weighted values and scoring system:

1. Qualifications (15%)
2. Project Team (20%)
3. Technical Approach (25%)
4. Experience & knowledge of MDE process, funding and permitting requirements relative to WWTP upgrades (25%)
5. Cost (15%)

Scoring System: 0 – 10 Points for each item 1 through 5 (10 being best score).

The Town reserves the option to interview perspective engineering firms on an as needed basis. Upon completion of the evaluation process, Town Manager will make a recommendation to New Windsor Mayor and Town Council for approval of an engineering firm in the best interest of the Town. Upon approval of the recommended firm by Town Council, the technical proposal and cost proposal of the RFP along with all required documentation will be sent to MDE for review and approval prior to execution of the contract.

## V. ANTICIPATED SCHEDULE

<u>DATE</u>	<u>ACTION</u>
<b>June 26, 2021</b>	RFP Released
<b>July 30, 2021</b>	Proposals Due at 10:00 am
<b>August 16, 2021</b>	Contingent Contract Award Subject to Approval by New Windsor Town Council at the Council Work Session Meeting
<b>August 20, 2021</b>	Submittal to MDE for Approval
<b>September 20, 2021</b>	MDE Approval – Official Award

Design work cannot begin until MDE Board of Public Works action which is estimated to be two months after MDE approval – official award.

## VI. GENERAL CONDITIONS

The release of this RFP does not constitute an acceptance of any proposal, nor does such release in any way obligate the Town of New Windsor to execute a contract with any engineering firm. The Town of New Windsor reserves the right to accept, reject, or negotiate any or all proposals received in response to this request, to inquire and investigate with all qualified sources, or to cancel, reject, alter, modify or amend in part, or in its entirety, this RFP, if to do so is in the best interest of the Town of New Windsor. The final decision to execute a contract, with any engineering firm, rests solely with the Town of New Windsor, Mayor and Town Council.

1. Before preparing Proposals, the bidder should note that:
  - A. The Town of New Windsor will not be liable for any costs associated with the preparation of Proposals or negotiation of contract incurred by any bidder;
  - B. All Proposals, in their entirety, will become the property of the Town of New Windsor upon submission;
  - C. The Town reserves the right, but is not obligated, to retain the same engineering firm from the PER to perform the design and also the construction management phase and inspection services. If the Town chooses to do so, design, construction management and inspection are not required to be re-bid.
  - D. The award of a contract for any proposed service(s) is contingent upon the following:
    - Favorable evaluation of the Proposal
    - Previous work with Carroll County Government, County Municipalities and New Windsor

## **Request for Proposal**

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- Schedule availability and commitment to perform the engineering services in a timely and efficient manner
  - Reference check and interviews
  - Approval of the Proposal by the Town of New Windsor, Mayor, Town Council, Town Manager and MDE
  - Successful negotiation of any changes to the Proposal required by the Town of New Windsor
2. Procurement decisions made by the Town of New Windsor that a bid is **MOST FAVORABLE** are **NOT DISPUTABLE**.

## **VI. APPENDIX 'A'**

State Grant Insert - Requirements and Contract Provisions for the Project Financed by the State Grants through the Maryland Department of the Environment, February 2021. Firms shall contact Gary P. Dye, Jr. to request Appendix 'A' by calling New Windsor Town Hall at 410-635-6575 or email [gdye@newwindsormd.org](mailto:gdye@newwindsormd.org).