

04.01.2022

REQUEST

FOR

PROPOSALS

FOR

RESOURCE RECOVERY PARK CONCEPTUAL DESIGN AND

NORTHERN LANDFILL EXPANSION PROJECT

IN

CARROLL COUNTY, MARYLAND

THE NORTHEAST MARYLAND WASTE DISPOSAL AUTHORITY

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**REQUEST FOR PROPOSALS
FOR
RESOURCE RECOVERY PARK CONCEPTUAL DESIGN AND
NORTHERN LANDFILL EXPANSION PROJECT
IN
CARROLL COUNTY, MARYLAND**

THE NORTHEAST MARYLAND WASTE DISPOSAL AUTHORITY

The Northeast Maryland Waste Disposal Authority (the “Authority”), a multi-jurisdictional agency, is requesting proposals from firms that are qualified to provide conceptual and final design and permitting services for municipal waste landfill expansion and a Resource Recovery Park (RRP).

The Authority was established as a public corporation by Chapter 871, Acts of 1980 to assist its participating political subdivisions of Maryland and other public entities in providing adequate solid waste disposal facilities, including facilities for the generation of steam, electricity or fuels and recovery of materials that are derived from or are otherwise related to waste disposal. Participating jurisdictions (“the Members”) include Baltimore City and Anne Arundel, Baltimore, Carroll, Frederick, Harford, Howard, and Montgomery Counties. Maryland Environmental Service, an instrumentality of the State of Maryland, is an ex-officio member. The Authority acts as a coordinating agency and a financing vehicle for solid waste management projects. Additional information on the Authority is on our web page, www.nmwda.org.

Copies of the Request for Proposals are available from the Northeast Maryland Waste Disposal Authority at 410-333-2730, procurement@nmwda.org, or at the address below:

Northeast Maryland Waste Disposal Authority
Tower II – Suite 402
100 South Charles Street
Baltimore, MD 21201-2705

Proposals will be accepted **until 4:00 PM Local Time on June 30, 2022.**

Andrew Kays, Executive Director

**REQUEST FOR PROPOSALS
FOR
RESOURCE RECOVERY PARK CONCEPTUAL DESIGN AND NORTHERN LANDFILL EXPANSION
MASTER PLAN PROJECT IN
CARROLL COUNTY, MARYLAND**

THE NORTHEAST MARYLAND WASTE DISPOSAL AUTHORITY

Offerors are invited to submit proposals in conformance with the requirements described below:

PART I - PROPOSAL INFORMATION

1.1 PURPOSE:

The purpose of this Request for Proposals (“RFP”) is to select one (1) qualified Design Services contractor or team to provide the design and permitting related services for the development of the **Carroll County Resource Recovery Park Project (CCRRP)** facility. The County has determined that a comprehensive evaluation needs to be performed and a facility Master Plan developed to guide planning, design, and construction of the improvements necessary to provide adequate customer support for current and future projected needs. This work does include an evaluation of the current Landfill, Citizen Drop-off areas, Solid Waste and Recyclables Transfer Station, Scale House, Maintenance Shop and Administration area. Reuse/innovative repurposing of materials for the site development is a very important consideration.

The Offeror should review other published information to help identify best practices from other jurisdictions in order to focus on successful programs. Recommendations shall take into consideration current and projected quantities of materials and propose viable options for the County and surrounding jurisdictions that would provide both an environmental and financial benefit to all parties.

The deliverables for this work are (a) a 100% level landfill Cell 4 design, permitting and construction (including the relocation of the current transfer station); (b) a new landfill cell expansion design and permitting package, and (c) a 75% level Resource Recovery Park Master Plan design for the County to use in its planning efforts. A description of the project is found in **Exhibit 1**.

1.2 CONTACT PERSON:

Any communication regarding this RFP must be made to the attention of “**RFP for Carroll County Resource Recovery Park Project**” in writing and directed to procurement@nmwda.org or Northeast Maryland Waste Disposal Authority, 100 South Charles Street, Tower II – Suite 402, Baltimore, MD 21201. Prior to award of this contract, Offerors should not initiate any communications related to this RFP with Authority staff,

or with employees or local elected officials of any Member Jurisdiction. Any communications other than to procurement@nmwda.org may result in the disqualification of an Offeror's proposal.

1.3 PRE-PROPOSAL MEETING:

A non-mandatory pre-proposal meeting will be held on **Friday, April 22, 2022, at 1:00 PM Local Time**. The pre-proposal meeting (focusing on the procurement process) will take place at the Carroll County Government Building, Room #003, located at 225 North Center Street Westminster, MD 21157, and then continue at the landfill for a site tour. A maximum of 25 attendees will be allowed in Room #003 due to COVID restrictions, and attendance will be first come, first served based upon RSVP. Meeting attendance will be limited to one representative of a firm or team of firms, however a maximum of four from one firm/team may participate in the tours. Participants are encouraged to attend the pre-proposal conference, but are not required to attend in order to respond to this RFP. Potential attendees must RSVP to procurement@nmwda.org no later than **4:00 PM, Local Time, on Thursday, April 21, 2022**. Offerors may conduct a visual survey of the site but are not permitted to undertake invasive investigations during the proposal process.

Additional dates for tours (without the procurement discussion) are [check in at the office and await further instructions]:

Monday, April 25th, from 10AM to 12PM

Wednesday, April 27th, from 10AM to 12PM

Friday, April 29th, from 10AM to 12PM

Interested parties are asked to RSVP to procurement@nmwda.org no later than **4:00 PM, Local Time, on the business day before the additional tour date to confirm attendance. Proper Personal Protective Equipment (PPE), including long pants, reflective safety vest, safety hat and closed toe shoes are required.**

1.4 WRITTEN QUESTIONS:

Prospective Offerors may submit written questions only concerning this RFP to the attention of **"RFP for Carroll County Resource Recovery Park Project,"** to procurement@nmwda.org. The Authority will endeavor to respond, in writing, to requests for information submitted by 4:00 PM on May 17, 2022; however, the Authority makes no assurance that written responses will be tendered if, in the opinion of the Authority, such information is evident in this RFP or goes beyond the intended scope of this solicitation. Any written responses to questions made shall be emailed to all prospective Offerors who requested a copy of this RFP.

1.5 AMENDMENT OR CANCELLATION OF THIS RFP:

If this RFP requires amendment, written notice of the amendment will be given by means of an addendum to all prospective Offerors who requested a copy of this RFP or who submitted the Offeror's Contact Information Form. Receipt of addenda must be acknowledged in writing by prospective Offerors to the Authority. Acknowledgment by email is permitted. Copies of the acknowledgments are to be included in the proposal. The Authority reserves the right to modify, amend or cancel this RFP if the Authority determines, in its sole discretion, that it is in the best interest of the Authority to do so.

1.6 SUBMISSION REQUIREMENTS:

Technical and Cost Proposals shall be submitted separately, with the subject lines "CCRRP Facility Master Plan Development: Technical Proposal" and "CCRRP Facility Master Plan Development: Cost Proposal", and are due no later than 4 PM local time on June 30, 2022, to the Authority procurement email address at procurement@nmwda.org. Please include a complete proposal as a PDF, with a separate unlocked MS Excel file for the budget build-up. Completed copies of the reference forms are to be submitted by the references no later than 4 PM local time on June 30, 2022, to the Authority procurement email address at procurement@nmwda.org. No hardcopies are required.

Proposals will be a maximum of 50 pages in length (i.e., 25 pieces of paper, not including covers and dividers, etc. in the proposals), for Sections 1 through 4, and Sections 6-7 as described below. Sections 5, 8 and 9 will not count toward the page limit requirements. Refer to the Table below for maximum page limits per Section. Proposals shall be organized in the following manner:

Section 1: Transmittal Letter/Cover Letter.

Section 2: Organization Chart showing key individuals and area(s) of experience for municipal projects, including a listing of Maryland licensed Professional Engineers who shall be stamping the various components of the drawings. The Organizational Chart shall be 11" x 17" format.

Section 3: Description of Key Projects (highlighting experience in Maryland)

Section 4: Résumés and Current Position of Key Individuals (to include key subcontractors if the Offeror shall use said subcontractor to meet one or more of the tasks). Resumes shall be one (1) page per key individual. This should include a matrix wherein the project team experience in the reference projects is presented. Experience from previous firms may be noted.

Section 5: References (to include key subcontractors if the Offeror shall use said subcontractor to meet one or more of the tasks). Offeror is required to use the reference forms under Exhibit 2 of this RFP. Failure to use the form provided will result in disqualification of the proposal. If the reference forms are not returned, then the proposal will be disqualified.

Section 6: Work Plan and Project Schedule. The schedule for the deliverables must be in the overall Project Schedule as well as presented as a separate file.

Section 7: Price Proposal.

Section 8: Statements/Documents of Compliance. Letters for ability to obtain insurance and bonding; Copies of addenda acknowledgment[s] (if addenda are issued); Minority, Female and Disabled-Owned Businesses (MFD) compliance (if offered); Non-Segregated Facilities, Drug Free Workplace Policy; current Maryland State Department of Assessments and Taxation (“MDSDAT”) Certificates for all firms in the proposals or statement agreeing to provide the required Certificate[s] prior to executing the Contract.

Section 9: Comments on the Contract.

Section Description	Max Page Limit (double-sided)
Section 1 – Transmittal Letter/Cover Letter	1
Section 2 – Organization Chart	2
Section 3 – Description of Key Projects	5
Section 4 – Résumés and Current Position of Key Individuals	10
Section 5 – References	N/A
Section 6 – Work Plan and Project Schedule	5
Section 7 – Price Proposal	2
Total Pieces of Paper	25
Section 8 – Statements/Documents of Compliance	N/A
Section 9 – Comments on the Project Scope	N/A

If the Offeror’s proposal is longer than 25 pieces of paper for Sections 1 through 4, and Sections 6 and 7, it will be considered non-responsive.

1.7 DISCLOSURE:

Proposals submitted in response to this RFP are subject to the Maryland Public Information Act (“MPIA”). Offerors should identify those portions of their proposals that they consider to be confidential, proprietary commercial information, or trade secrets, and provide justification why such materials, upon request, should not be disclosed by the Authority under the MPIA. Offerors are advised that, upon request for this information from a third party, the Authority is required to determine independently whether the information can be withheld under the law. If the Authority determines that materials marked as confidential must be disclosed under the law, the Authority will notify the Offeror in advance of releasing the information to permit the Offeror to take independent action to protect the information. Offerors agree that the Authority has no liability for release of information it determines in good faith must be disclosed under the law.

1.8 INCURRED EXPENSES:

The Authority is not responsible for any expenses that Offerors may incur in preparing and submitting proposals.

1.9 ACCEPTANCE OF TERMS AND CONDITIONS:

By submitting a proposal in response to this RFP, the Offeror accepts all the terms and conditions set forth in this RFP, unless otherwise noted and agreed to during the open question period.

Furthermore, by submitting a proposal in response to this RFP, the Offeror accepts and acknowledges that the Authority is performing this project in conjunction with Carroll County and its designated staff and agents will be an integral project partner and deliverable reviewer on all project-related activities.

1.10 PROCUREMENT REGULATIONS:

Any contract entered into as a result hereof, is not subject to the provisions of the State Finance and Procurement Article, but is governed by Section 3-921 of the Natural Resources Article of the Annotated Code of Maryland and COMAR 14.13.01.01 et seq.

PART II - CONTRACT INFORMATION AND PROPOSED CONTRACT PROVISIONS

2.1 PARTIES TO THE CONTRACT:

The resulting Contract from this RFP will be by and between the Offeror, as Contractor (the “Contractor”), and the Authority. The Draft Service Agreement is set forth in Exhibit 4. By submitting a proposal in response to this RFP, the Offeror agrees to accept the terms

of the Contract. Any proposed exceptions to the terms of the Contract must be submitted in writing on or before 4:00 PM on May 17, 2022, via email to the Authority at procurement@nmwda.org. If the Authority decides to make any changes in the terms of the Contract in response to proposed exceptions, all such changes will be distributed to potential Offerors via an addendum issued prior to the proposal submission date. A proposal that proposes or requires changes to the Authority's Contract that were not raised prior to submission may be rejected without further evaluation. The Authority may, during the negotiation process, negotiate changes to the terms of the Agreement, but is not required to do so, and Proposers should not assume that they will have the opportunity to do so but should identify proposed exceptions to the Authority in advance of submitting their proposals.

2.2 CONTRACT TERM:

The term for this effort will commence on the Effective Date and shall extend for 96 months (or eight years) and will be set forth in a resulting contract.

2.3 COMPENSATION AND METHOD OF PAYMENT:

The Offeror is expected to submit invoices monthly, including a description of work performed relating to the period of the invoice pursuant to the terms set forth in Section 8.03 of the Contract (see Exhibit 4, Draft Service Agreement).

2.4 INSURANCE:

The Offeror must have or be willing to obtain insurance with the minimum terms as set forth in Section 11.03 of the Contract (see Exhibit 4, Draft Service Agreement) and may provide either a current certificate of insurance or a letter from a qualified institution expressing a willingness to provide the required insurance. If the Offeror does not currently have the minimum insurance required, the Offeror must be willing, at its own cost, to obtain such insurance and provide the necessary certificates of insurance prior to the signing of the Contract.

2.5 NON-DISCRIMINATION AND EQUAL EMPLOYMENT OPPORTUNITY:

Offerors must comply with all applicable federal, state and local laws and regulations pertaining to non-discrimination and equal employment opportunity.

PART III – SCOPE, QUALIFICATIONS, SCHEDULE, AND PRICING

3.1 SCOPE:

Carroll County (County) is seeking a qualified firm or team to perform Design Services and

related tasks to evaluate the current Northern Landfill facility and property, and the recently acquired 326-acre property, for the purposes of preparing a Northern Landfill Expansion design and permitting package, and prepare a Master Plan for a Resource Recovery Park.

(A) The Scope of Services includes:

1. Task 1 - Background Information and Data Collection
2. Task 2 - Projection of Facility Usage
3. Task 3a.1 Northern Landfill Cell 4 Design, Permitting and Construction Package (Professional Engineer (“PE”) Required, see Exhibit 3)
 - Evaluation and potential upgrade of existing Cell 4 design and associated infrastructure
 - Replacement transfer station compound siting, conceptual design, permitting package
 - Cell 4 Construction Bid documents and procurement support, design support during construction
4. Task 3b. – Northern Landfill Expansion Design and Permitting Package (PE required, see Exhibit 3)
 - Horizontal and Vertical landfill expansion and associated infrastructure
 - Replacement scale house location and conceptual design
 - Consolidated homeowner use area (waste and recycling)
 - Facility entrance upgrade/relocation
5. Task 4a. – Carroll County Resource Recovery Park Facility Development Master Plan
 - Conceptual Layout for pad sites, component facilities, traffic plan, utilities plan
 - General stormwater management plan/permitting (PE Required)
6. Task 4b. - Develop overall site Master Plan and supporting documentation (PE may be required for certain stormwater efforts)
7. Task 5 – Project Management
8. Task 6 – Stakeholder engagement (if required)

1 Construction Quality Assurance (CQA), Construction Management and Inspection (CMI) services will be procured separately.

(B) Project Assumptions across all tasks:

1. The Offeror shall prepare all project documents and perform all project work in accordance with all applicable federal, state, and local laws and regulations, general industry standards, and any Quality Assurance Plans for the project.
2. The Offeror is responsible for coordinating the work between tasks to ensure complete and accurate submissions to the Authority and other affiliated parties related to the project work.
3. The Offeror shall maintain the responsibility of verifying existing records and existing on-site field conditions.
4. The Offeror shall coordinate with the Authority and the County regarding site access, planned work activities, and potential coordination with on-site operations and contractors, etc. prior to performing any on-site work.
5. The Offeror shall maintain the responsibility of verifying existing records and existing on-site field conditions before submitting a proposal. Failure to identify discrepancies between the scope of work and existing site conditions, and bring any such discrepancies to the Authority's attention, constitutes acceptance of those conditions.
6. The Offeror shall incorporate up to two (2) rounds of comments from the Authority on each draft document.

See Exhibit 1 for descriptions of each task, including task specific assumptions and deliverables.

3.2 QUALIFICATIONS:

The Offeror must show it is qualified to assist the Authority for this scope of work. For qualification, the Offeror must provide a statement of qualifications as well as a minimum of three (3) references for key projects similar in scope to the Service. These projects must be on the attached reference form for the proposal to be considered. The Offeror may partner with qualified subcontractors for certain components of the scope but will be required to have a Maryland licensed PE on staff for the landfill design and permitting tasks, and for the stormwater design component of the Carroll County Resource Recovery Park Facility Development Master Plan task, and all other applicable tasks. The Offeror must reference at least one project that was completed within the last three (3) years. Preference may be given to experience gained in the geographical region and with jurisdictions and programs similar to those of Carroll County, Maryland.

A matrix of the project team and their participation in the reference projects must be included as a separate page. The technical proposal must also include a detailed scope of work, corresponding to the tasks within the scope, describing the proposed approach to the completion of this project.

Résumés of Key Individuals that would be assigned to assist the Authority must be included. This is to include Professional Engineers licensed in the State of Maryland.

3.3 PROJECT SCHEDULE:

The Offeror must include a Project Schedule. The Project Schedule shall be prepared and distributed in Microsoft Project and PDF. A general outline of preliminary project activities and timeframes is provided below.

Issuance of RFP	April 1, 2022
Pre-Proposal Meeting	April 22, 2022
Offeror Written Questions due	May 17, 2022
Offeror Proposals due	June 30, 2022
Proposal Evaluation/Negotiation/Award	August to Mid-September, 2022
Kick-off Meeting	Mid-October, 2022

3.4 PRICE PROPOSAL:

The Offeror must include a Price Proposal that shows the hourly rates including any multiplier for all individuals that would be working on this effort. The Offeror must include a schedule of standard expense costs such as photocopying and mileage charges. The Offeror shall complete the Price Proposal General Rate Sheet and the Price Proposal Summary for all tasks:

- Task 1 – Background Information and Data Collection
- Task 2 – Projection of Facility Usage
- Task 3a – Northern Landfill Cell 4 Design, Permitting and Construction Package
- Task 3b --Northern Landfill Expansion Design and Permitting Package
- Task 4a – Carroll County Resource Recovery Park Facility Development Master Plan Conceptual Layout and Stormwater Design/permitting
- Task 4b – Develop Overall Site Master Plan and Supporting Documentation
- Task 5-- Project Management
- Task 6 – Stakeholder engagement (if required)

The rates provided must be equal to or less than any contract rates that are provided under contract with any of the other Authority Member Jurisdictions and the Maryland Environmental Service. Cost proposals shall be broken down by task indicating the number of hours and expenses for each task. The cost proposals are to be presented as a

PDF and in an unlocked current version of MS Excel. The Excel file must show the build-up of the per Task pricing. This will be a time and materials contract with a not to exceed price for the work. Lump Sum proposals (for the totality of the project) will not be accepted; however sub-contractor efforts, such as survey work, may be lump sum. The price proposal (“General Rate Sheet,” and “Summary Sheet”) shall be formatted as shown in **Exhibit 2**.

ALL PROPOSALS MUST BE TIME AND MATERIAL. NO LUMP SUM PROPOSALS WILL BE ACCEPTED.

3.5 IRREVOCABILITY OF PRICE PROPOSAL:

Offerors must hold firm the prices proposed under Section 3.4 of this RFP for a period of one hundred and eighty (180) days from the Proposal Closing date, or, if modified during negotiations pursuant to Section 4.2 of this RFP, for a period of one hundred and eighty (180) days from the date such modified proposal prices are proposed by the Offeror.

3.6 PROPOSAL BOND AND PERFORMANCE BOND:

There is no proposal bond required under this RFP. However, the Offeror must include a letter of interest from a qualified institution that it will provide a performance bond in the amount of \$1,000,000 for the term of the project. The bond may be renewed annually and reduced, or increased to \$2,000,000 in a given period, based upon the duration of the project and the projected tasks for the upcoming fiscal year. Draft form of the bond is included in the Draft Service Contract. In other words, the initial term (one year) is \$1,000,000. Subsequent years will be based upon the projected type of work as well as the duration of the project.

PART IV - EVALUATION PROCEDURE

4.1 EVALUATION COMMITTEE:

The Executive Director will appoint an evaluation committee (the “Evaluation Committee”) to be composed of Authority and County staff. The Evaluation Committee will evaluate the proposals received in accord with the criteria set forth in this RFP and make a recommendation for award to the Executive Director.

4.2 DISCRETION IN DETERMINING DEVIATIONS AND COMPLIANCE:

The Authority reserves and assigns to the Executive Director the right to determine which of the Offerors have met the qualifications of this RFP. The Executive Director shall have the sole right to determine whether any deviation from the requirements of this RFP is substantive in nature, and the Executive Director may reject proposals that are not reasonably susceptible of being selected for contract award. In addition, the Executive

Director may reject in whole or in part any and all proposals, may waive minor irregularities in proposals, may allow an Offeror to correct minor irregularities, and may negotiate with responsible Offerors in any manner deemed necessary to serve the best interests of the Authority.

4.3 EVALUATION CONSIDERATIONS:

The Authority will select the proposal that is deemed to be the most advantageous to the Authority and the County based on technical qualifications of the Offeror and price proposed. Technical qualifications are more important in the evaluation process than price.

The Evaluation Committee will evaluate the technical proposals based on compliance with the requirements and information requested in this RFP as well as the following factors:

- 1) Qualifications and Experience of the Offeror, including the qualifications and experience of the individuals proposed to work on the Authority contract, including subcontractors;
- 2) Work Plan and Project Schedule, including, but not limited to, the Offeror's approach to project management and staff integration, performance of the project work with respect to all Tasks, identification and verification of permitting and regulatory requirements, quality assurance and quality control of the project work, and the duration of the project schedule;
- 3) Offeror's Price Proposal;
- 4) Preference will be given to firms who have documented applicable experience, and who have proposed key individuals that are local because of resulting lower travel costs; AND
- 5) References.

4.4 PROCUREMENT METHOD

The Authority will employ the method of competitive negotiation to select a contractor. The Authority reserves the right to make an award based on the initial proposals submitted, without oral presentations or best and final offers.

If the Executive Director determines that multi-step negotiations are in the best interest of the Authority, the Executive Director will advise Offerors whose proposals are determined to be reasonably susceptible of award as to how such negotiations will be conducted. The Authority may establish a competitive range and may request best and final offers. However, the Authority reserves the right to make an award on the basis of initial proposals, so Offerors should not assume that they will have an opportunity to revise their initial proposals. Offerors whose proposals are not accepted will be so notified in writing.

PART V - ADA COMPLIANCE

5.1 ALTERNATIVE FORMS:

Alternative forms of this RFP will be provided upon request.

Exhibit 1

Introduction and Scope

CARROLL COUNTY RESOURCE RECOVERY PARK AND NORTHERN LANDFILL LANDFILL EXPANSION AND FACILITY MASTER PLAN DEVELOPMENT

A. GENERAL

This Scope requires that the Offeror provide all necessary services to develop a landfill expansion design and permitting package, and overall facility master plan for infrastructure and operational improvements at the Carroll County Resource Recovery Park (CCRRP) in support of Carroll County (County) solid waste management and recycling activities. Carroll County will use the facility master plan and other information developed in the course of this project to plan and schedule capital improvements and other development at the CCRRP. The Northeast Maryland Waste Disposal Authority (Authority) is issuing this procurement on behalf of the County.

The Offeror will also help identify options and/or innovative technologies that may be of interest to the County. These innovative technologies should only include those that have operating facilities/programs that show successful commercial level operations that can be repeated for potential inclusion in the CCRRP and overall solid waste management system (“Innovative Technologies”). The siting of facilities that employ pyrolysis, mass burn, refuse-derived fuel, chemical recycling or molecular recycling as a final processing step will not be considered for locating at the CCRRP. Anaerobic Digestion will be considered if only making a transportation fuel, and not injecting the resulting gas into the natural gas system. The Innovative Technologies can be related to waste reduction/diversion, disposal or outreach efforts. The Offeror will draft a screening protocol that will be reviewed by the Authority/County in order to help determine which Innovative Technologies should be presented or pursued. The Innovative Technologies shall be presented as a whitepaper with active URL links for reference.

In developing the recommendations, the Offeror will consider:

- Innovative management options to increase waste diversion/reduction efforts in order to minimize waste disposal, including consumer education and prepare annotated white papers of the same, reflecting the following:
- Source separation and recycling;
- Grants/loans available to implement improvements to the system;
- Customer service demands in the region;
- Material acceptance, traffic/capacity, road access, storm water management, and site utilization;
- Safety improvements;

- Socio-political concerns;
- applicable Local and State regulations;
- innovative solutions for disposal;
- market development;
- the use of public/private partnerships and/or local government partnerships;
- financing options to offset County expenditures for the recent acquisition of additional property;
- methods to leverage current solid waste assets to generate revenue in order to help offset proposed management options' costs;
- estimated System costs; and
- timeframes to plan for and implement the recommendations presented.

The Offeror should review other published information to help identify best practices from other jurisdictions in order to focus on successful programs. Recommendations shall take into consideration current and projected quantities of materials and propose viable options that include surrounding counties and provide both an environmental and financial benefit to all parties.

B. BACKGROUND INFORMATION

1. Carroll County Solid Waste Management Program

Carroll County operates an integrated solid waste management program with the goal of reducing and recycling solid waste to the maximum practicable extent. To achieve this goal, the County has adopted a hierarchy of solid waste management methods. The most preferred method is the reduction of solid waste at its source. The second most preferred method is reuse and recycling of solid waste. The option with the third highest method is utilization of regional or sub-regional approaches for safe and sustainable waste disposal. The least preferred method of managing solid waste is to landfill waste in-County. This hierarchy recognizes the interdependence of all elements of an integrated solid waste management system.

The Carroll County solid waste management program is further defined by the 10-Year Solid Waste Management Plan. In summary, the Plan includes provisions for:

- a. Delivery of solid waste to the CCRRP transfer station for transfer and disposal; and
- b. Delivery of residentially generated recyclables to the CCRRP transfer station for transfer and processing; and
- c. Acceptance and processing of yard trim material (grass clipping, leaves, branches and brush) at the CCRRP for processing and haul-away by a third party; and

- d. Operation of homeowner convenience areas at the CCRRP for acceptance of household waste and bulky materials, single-stream recyclables, white goods, scrap metal, used oil, antifreeze, propane tanks, rechargeable batteries, electronics, textiles, hard-cover books, rigid plastics and other no-cost or low-cost options from County residents; and
- e. Receipt and management of Household Hazardous Waste (HHW) from Carroll County residents at semi-annual collection events held off-site.
- f. Disposal, in the landfill cells at CCRRP, of waste that is not diverted to transfer.

These facilities and operations are essential to manage solid waste generated in Carroll County. The County recently completed the acquisition of approximately 326 acres of adjoining property. A property survey and metes and bounds study are ongoing. A general property map indicating acquired lands vs prior owned lands is attached hereto as Figure 1 for reference. Improvements to or replacement of the existing facilities are necessary to maintain or improve the level of service to Carroll County citizens and serve the public health, safety, and welfare. The Master Plan process will also help to guide the phased development of the site for the benefit of the Carroll County citizens and place the County in an enviable position with respect to materials management for decades to come.

2. Carroll County Resource Recovery Park & Northern Landfill

The CCRRP is currently Carroll County's primary in-County location for solid waste management and recycling activities. It is located at 1400 Baltimore Blvd, Westminster, MD 21157. Activities at CCRRP include landfilling of residential self-hauled and some commercial waste in the lined cells, acceptance of single-stream and other recyclables for transfer, and acceptance of yard trim materials for initial processing and transfer to a third-party facility for conversion into compost and mulch. Functions and activities at the CCRRP include:

- Vehicle weighing facilities;
- Homeowner convenience centers (separate waste and recycling drop-offs);
- Landfill disposal cells (active, capped and future unconstructed);
- Leachate collection and storage, leachate hauling to local Publicly Owned Treatment Works (POTWs);
- Active Landfill gas collection and control system;
- Yard trim receiving area;
- Waste and single-stream recyclables transfer station (separate sides);
- Landfill equipment and facility maintenance garage;
- Cover soil stockpile area; and
- Administrative offices.

The current transfer station is located on a permitted landfill cell (Cell 4) and will need to be relocated for the future development of the disposal capacity. Many of the facilities at CCRRP are aging and/or operating at or beyond capacity. While commercial waste and recycling haulers are

directed to either the transfer station or the disposal cell, residential customers at CCRRP continue to overwhelm the facility on Saturdays and around certain holidays. The homeowner convenience areas, which provide for resident's drop-off of solid waste and recyclable materials, can be so congested that vehicles are routinely queued in lines which can extend outside of the landfill entrance and onto Route 140, resulting in long lines and potentially unsafe conditions.

C. OBJECTIVE

To respond to aging infrastructure and high use demand on the CCRRP facilities, as well as the generational opportunity associated with the acquisition of the property adjoining the CCRRP, the County has been determined that a comprehensive evaluation should be performed, and a facility master plan developed to guide planning, design, and construction of the improvements necessary to provide adequate customer support for current and future projected needs. This work will include design and permitting of an expansion to the Northern Landfill, replacement, or upgrade of infrastructure to support the landfill (to include, but not be limited to, leachate collection, conveyance, treatment; potable water sources on site or options for municipal water; internal roads and parking; landfill gas collection and treatment, stormwater capture and treatment, etc., as those systems tie into the new system. In other words, a report of the current system status and potential required changes to the same to tie into the expansion is to be prepared as part of the project), siting of a new waste and recyclables materials transfer station, siting of a replacement residential use area, and the identification and evaluation of certain technologies/processes at the direction of the County.

The selected firm will be required to supply technical support to the County staff for presentations. As the concept work will entail stormwater designs in addition to certain building/construction technical parameters, the selected firm must have Maryland Licensed P.E.s complete the stormwater analysis/concept design, building/construction technical parameters, and civil, electrical, and mechanical engineering aspects as applicable.

D. APPROACH AND SUBMISSION

Please see 3.2 and 3.4 above.

E. SCOPE OF SERVICES

Proposers must provide a scope of work which includes all of the following scope components. The proposed scope of work must be of sufficient detail to allow the County to understand the approach planned by the Proposer. Proposer may include additional activities as necessary to comprehensively meet the objectives of this project.

1. Task 1 – Background Information and Data Collection

1.1. Review documents that control and govern current facility operations, including:

- 1.1.1. Grading plans
- 1.1.2. Permit applications and permits
- 1.1.3. Operations plans

- 1.1.4. 10-Year Solid Waste Management Plan
- 1.1.5. Compliance inspection reports and notices of violation
- 1.1.6. Closure plans
- 1.1.7. Zoning requirements
- 1.1.8. Other regional land use restrictions or guidelines that may impact the site (including any Federal Aviation Administration, US Army Corps of Engineers [waters of the United States], regional rail, utility right of ways, considerations, etc.).

1.2. Review files with respect to facility utilization, including:

- 1.2.1. Annual tonnage reports for municipal solid waste disposal, recyclables acceptance, yard trim materials, and ancillary operations from the last four calendar years
- 1.2.2. Scale house records of transactions from the last four calendar years. Timeframes covered and format - To be determined

1.3. Site Observations

- 1.3.1. Visit facility and observe to understand current layout and operational processes
- 1.3.2. Meet with facility operations and management staff (including supervisors from each work area) to understand facility operations
- 1.3.3. Observe and document facility operations on no fewer than three full operating days, including one Saturday, to understand vehicle flow patterns, material drop-off, disposal, handling and processing, and mulch/compost distribution. Provide written memoranda of observations and vehicle counts.

1.4. Deliverables for Task 1: Daily observation reports in electronic format. Incorporate collected data into subsequent tasks.

2. Task 2 - Projection of Facility Usage

2.1. Based upon available data and professional judgment, provide projections of customer usage, vehicle traffic, and material handling requirements for each activity at CCRRP, including but not limited to:

- 2.1.1. Homeowner waste and recycling drop off
- 2.1.2. Commercial hauler traffic
- 2.1.3. Yard trim drop off
- 2.1.4. Dedicated residential drop-off at Consolidated homeowner use area, which would be operated (emptied) by a food waste contractor operating at the CCRRP

- 2.1.5. Scrap metal drop off
- 2.1.6. Electronics, and other material drop off
- 2.2. These projections shall be a sufficient level of detail and reliability to plan facility requirements (including expandability) for the next 20 years.
- 2.3. Consider scenarios for 1) residential self-haul deliveries of waste and recyclables only, 2) all County waste and recyclables delivered to CCRRP, and 3) in-bound commercial tons for certain Innovative Technologies to be developed on the site from outside of the County. For each scenario, provide for all waste and recyclables to be transferred from CCRRP.
- 2.4. Deliverables for Task 2: Memorandum describing approach and methods of estimating usage, with narrative, tables, and figures indicating projected facility utilization. Provide draft memorandum in electronic formats for review. Provide electronic submittal of final memorandum, plus one hard copy.

3. Task 3 — Northern Landfill Expansion Design/Permitting/Facility Development

- 3.1. Using the projected facility usage and loadings identified in Task 2 to provide sizing and project development criteria for each of the activities listed as a Component Facility (below), including but not limited to:
 - 3.1.1. Landfill Cell 4 Design/Permitting/Construction (Task 3a)
 - 3.1.1.1. Summary memorandum of relevant permits (e.g., refuse disposal, Title V [operations and landfill gas, as required], sediment and erosion control, stormwater, etc.) approvals and timelines for the same
 - 3.1.1.2. Update to Phase 1 Report as required under COMAR 26.04.07.06
 - 3.1.1.3. Update to Phase 2 Report as required under COMAR 26.04.07.07
 - 3.1.1.4. Update to Phase 3 Report as required under COMAR 26.04.07.08
 - 3.1.1.4.1. To include budget and construction level estimates and for:
 - 3.1.1.4.1.1. Procurement
 - 3.1.1.4.1.2. Construction
 - 3.1.1.4.1.3. Closure
 - 3.1.1.4.1.4. Post-Closure
 - 3.1.1.4.2. Bid preparation and procurement support
 - 3.1.1.4.3. Bid review and recommendation
 - 3.1.1.4.4. Construction support services
 - 3.1.1.5. Support for Permitting not covered in 3.1.1.2, 3.1.1.3 or 3.1.1.4 above as required under COMAR 26.04.07.09
 - 3.1.2. Transfer facility for refuse and recyclables

- 3.1.2.1. Consideration should be given to the presence of an active railway (Genesee & Wyoming) through the acquired northern parcel.
 - 3.1.2.2. General configuration for offloading, handling, and loading of materials for transfer
 - 3.1.2.3. Traffic flow control
 - 3.1.2.4. Trailer parking area
 - 3.1.2.5. Space requirements
 - 3.1.2.6. Provisions for expandability
 - 3.1.2.7. Required ancillary structures and equipment
 - 3.1.2.8. Staffing requirements
 - 3.1.2.9. Equipment requirements
- 3.2. Using the projected facility usage and loadings identified in Task 2 to provide sizing and project development criteria for each of the activities listed as a Component Facility (below), including but not limited to:
- 3.2.1. Landfill Expansion Design/Permitting (Task 3b)
 - 3.2.1.1. Summary memorandum of relevant permits (e.g., refuse disposal, Title V [operations and landfill gas, as required], sediment and erosion control, stormwater, etc.) approvals and timelines for the same
 - 3.2.1.2. Phase 1 Report as required under COMAR 26.04.07.06
 - 3.2.1.3. Phase 2 Report as required under COMAR 26.04.07.07
 - 3.2.1.4. Phase 3 Report as required under COMAR 26.04.07.08
 - 3.2.1.4.1. To include budget level estimates and for:
 - 3.2.1.4.1.1. Procurement
 - 3.2.1.4.1.2. Construction
 - 3.2.1.4.1.3. Closure
 - 3.2.1.4.1.4. Post-Closure
 - 3.2.1.4.2. Bid preparation and procurement support
 - 3.2.1.4.3. Bid review and recommendation
- Support for Permitting not covered in 3.1.1.2, 3.1.1.3 or 3.1.1.4 above as required under COMAR 26.04.07.09
- 3.2.2. Scale and scale house facilities
 - 3.2.2.1. Number, size and type of scales, kiosks, or other options

- 3.2.2.2. Scale house size, office and space requirements, necessary amenities, including transaction processing and cash management
- 3.2.2.3. Footprint area and conceptual dimensions
- 3.2.2.4. Provisions for expandability (physical and technological)
- 3.2.2.5. Staffing requirements (minimum staff plus accommodations for a shift support)
- 3.2.3. Consolidated Homeowner Use Area (Waste & Recyclables)
 - 3.2.3.1. Material types received/managed
 - 3.2.3.2. Configuration and type of bins
 - 3.2.3.3. Number of bays
 - 3.2.3.4. Space requirements and conceptual dimensions
 - 3.2.3.5. Traffic flow and control
 - 3.2.3.6. Equipment requirements
 - 3.2.3.7. Required ancillary structures or equipment
 - 3.2.3.8. Staffing requirements
 - 3.2.3.9. Provisions for expandability
- 3.2.4. Homeowner recyclables drop-off area
- 3.2.5. Household hazardous waste collection and storage facility (Conceptual Model) for part-time use
 - 3.2.5.1. General configuration and types of storage facilities
 - 3.2.5.2. Space requirements
 - 3.2.5.3. Provisions for scheduled HHW events
 - 3.2.5.4. Provisions for expandability to permanent drop-off and storage facility
 - 3.2.5.5. Required ancillary structures or equipment
 - 3.2.5.6. Staffing requirements
 - 3.2.5.7. Equipment requirements
- 3.2.6. Equipment maintenance facility
 - 3.2.6.1. General configuration for central and ancillary equipment maintenance facilities
 - 3.2.6.2. Description of number and size of maintenance bays, vehicle parking, storage facilities, personnel facilities, fuel storage and dispensing facilities, and all required support facilities

- 3.2.6.3. Space requirements
- 3.2.6.4. Provisions for expandability
- 3.2.7. Administrative and operations personnel facilities, including offices, locker room and lunch/break areas if required due to infrastructure realignment as approved in writing by the County
 - 3.2.7.1. Identify required and recommended personnel facilities for staff of CCRRP in accordance with federal, state, and local requirements and best practices (i.e., locker rooms, restroom, and shower facilities).
 - 3.2.7.2. Identify office space requirements for supervisory, administrative, and technical staff, conference room, training room, support and file areas, restrooms, and break areas
 - 3.2.7.3. Configuration and overall space requirements
 - 3.2.7.4. Provisions for expandability
 - 3.2.7.5. Parking areas
- 3.3. The description for each facility shall address provisions for storm water management, sediment control, visual screening, traffic flow and control, heavy equipment parking, employee and customer vehicle parking, site lighting, and required utilities
- 3.4. Provide a budgetary cost estimate for the design and construction of each Component Facility with a breakout for expandability provisions
- 3.5. Deliverable for Task 3: See Exhibit 3 for Tasks 3a and 3b requirements

4. Task 4a – Carroll County Resource Recovery Park Master Plan

- 4.1.1. Organics/Yard Waste acceptance and processing facilities
 - 4.1.1.1. General configuration of offloading, grinding, processing, screening, and storage facilities of organics and yard trim materials into mulch, compost, and other products as provided by the County or other outside parties.
 - 4.1.1.2. General configuration of offloading and processing of food waste for composting
 - 4.1.1.3. Heavy equipment staging areas
 - 4.1.1.4. Requirements for mechanical maintenance support facility
 - 4.1.1.5. Space requirements adequate to support operator business model including material storage and distribution methods
 - 4.1.1.6. Provisions for expandability
 - 4.1.1.7. Requirements for ancillary structures (e.g., additional stormwater controls) or equipment (e.g., blowers, piping, barriers, biofilters)
 - 4.1.1.8. Staffing requirements

4.1.1.9. Equipment requirements

4.1.1.10. For each of the Component Facilities described in Task 3 and Task 4, develop three to five conceptual plans at the 30% level and up to three conceptual plans at the 60% level (based upon the comments of the County on the 30% concepts) indicating:

4.1.2. General site arrangement, to include facilities developed in the course of the conceptual design phase

4.1.3. Building/infrastructure layout (inclusive of stormwater controls)

4.1.4. Traffic movement into the facilities from local roads, and within the CCRRP and Northern Landfill

4.2. Deliverables for Task 4: Drawings. Provide electronic copies of draft drawings for review. Provide electronic and one printed copy of final drawings

5. Task 4b - Develop overall site master plan and supporting documentation

5.1. Develop a base map for the overall site master plan. Offeror will prepare aerial photographs and contour mapping for the currently approved CCRRP and some surrounding area for use in the design. Additional aerial photography and mapping can be obtained from the Carroll County Geographical Information System or other databases as approved by the County

5.2. Provide an analysis and recommendations for means of addressing the following requirements:

5.2.1. Onsite road network development and access to public highways to serve each Component Facility

5.2.2. Locations for each of the Component Facilities

5.2.3. Locations and proximity to all adjacent property owners and structures within ½ mile of the property line.

5.2.4. Site utilities, including:

5.2.4.1. Potable water

5.2.4.2. Sewage/leachate collection and disposal

5.2.4.3. Power distribution and future capacity allowance

5.2.4.4. Site lighting

5.2.4.5. Communications and data transmission

5.2.5. Site security

5.3. For each of these topic areas and the overall site, provide estimated capital and annual operating costs to develop and maintain facilities, heavy equipment, infrastructure, and budgetary estimates for utility expenses

- 5.4. Provide a schedule of required permits and approvals with a description of the level of effort to obtain each
- 5.5. Develop a prioritized schedule for design and construction of new infrastructure, buildings, and facilities
- 5.6. Deliverables for Task 4: Site plan and supporting narrative report. Provide electronic copies of plans and supporting narrative report for review. Provide electronic and two printed copies of final report and plans

6. Task 5 Project Management

- 6.1. Kick-off meeting with County to identify data needs and project goals
- 6.2. Provide detailed schedule of planned activities to complete the work
 - 6.2.1. All activities shall be scheduled and monitored by use of a Critical Path Method (CPM) progress schedule
 - 6.2.2. Update monthly and submit with progress reports
- 6.3. Provide written monthly progress reports of completed actions, planned work, and schedule compliance
 - 6.3.1. Describe the actions that have been taken in fulfilling scope requirements.
 - 6.3.2. Identify all deliverables that have been submitted
 - 6.3.3. Describe all actions scheduled for the next 6 weeks and prepare a progress schedule
 - 6.3.4. Include information regarding percentage completion, unresolved delays encountered or anticipated that may affect the future schedule and a description of efforts made to mitigate those delays or anticipated delays. Assume three (3) meetings to be conducted in Carroll County
 - 6.3.5. Submit by the 10th of each month
- 6.4. Monthly conference calls/on-line meetings to discuss progress, completed actions, data collected, and concepts formulated toward completed planning effort
- 6.5. Progress and review meetings at the conclusion of each task (may be combined with the monthly meeting)
- 6.6. All in-person meetings will be held in County offices in Westminster, Maryland or onsite at CCRRP
- 6.7. Invoicing. Invoices for this project are to be formatted and delivered per the terms of the Contract. The contents of the invoice shall include (at a minimum):
 - 6.7.1. A summary narrative of the work invoiced and a look ahead to the next billing period

- 6.7.2. Per Task hourly breakdowns for the various rate classes
- 6.7.3. A description of the work performed by each charged rate class, by date
- 6.7.4. Copies of all tickets, receipts, invoices etc. relating to expenses charged to the project (e.g., extraordinary mailings, large drawings, travel)
- 6.7.5. A summary table of charges per Task, showing amounts billed to date, remaining balances and amounts received.

6.8. Deliverables for Task 6: Provide electronic files of project schedule, meeting minutes, progress reports and presentation materials

7. [Task 6 Stakeholder Engagement [if selected by the County]]

7.1. Stakeholder Engagement: The County Stakeholder group will be comprised of staff from the County, representatives from the community, residential haulers, a County Board of County Commissioners representative and other solid waste and recycling experts during Task 2 efforts. The Offeror will facilitate up to three (3) virtual meetings with the Stakeholders. These meetings will be held on the Webex platform that is set up by the Offeror. These meetings will be an opportunity for sharing a summary of the background information on the System, discussing best practices from other jurisdictions and providing an explanation of cost and revenue of the System and of the programs in which the best practices are being reviewed. When discussing costs and revenues with the Stakeholders and in any reporting, the Offeror will provide the costs in present value terms as well as on a per household basis. Meeting duration is 2 hours per meeting. Please include an extra 5 hours of meeting time for preparation and debrief, if needed.

7.2. It is anticipated that the Offeror will not interact with the public, therefore, a communications subconsultant should not be proposed. However, there may be a need to do an electronic residential/commercial survey developed after a set of recommendations is provided, so a line-item cost of this survey effort is requested. The Offeror should plan on some effort in coordinating with the County communications staff/IT office to prepare this survey and review the presentation on recommendations. The Offeror should include 30 hours of time beyond the estimate for the preparation of content for this coordination effort. The purpose of the Stakeholder meetings is to gain input and move discussions forward to allow for the Offeror to provide recommendations of improvements to the System to the County. The Offeror shall develop with input from the Authority, agendas for the Stakeholder meetings, including desired outcomes of each Stakeholder meeting.

A fourth stakeholder meeting may take place at the 30% conceptual design phase under Task 4. This meeting should be 3 hours. Please include an extra 5 hours of meeting time for preparation and debrief, if needed.]

8. Deliverables format

8.1. Draft submittals of reports and budget estimates shall be electronic, unless otherwise noted

8.1.1. Plan for two rounds of consolidated comments on all submittals except for monthly reports (one round). For example, the 30% concept drawings will receive two rounds of review. Gross grammar correction, math correction or reference correction notes provided to the Offeror for addressing are not counted under the task effort and cannot be charged to the project

8.2. Printed documentation shall be provided in double-sided format when practicable. Reports shall be bound. Unless otherwise noted, one copy of final submittals shall be provided

8.3. Drawings shall be provided on ANSI D (22-inch by 34-inch) format

8.4. Text, spreadsheets, databases, and schedules shall be provided in electronic version compatible with Microsoft Office (Word, Excel, Access, and Project), and unlocked. Drawings shall be provided in Bentley MicroStation V8 format. All final documents shall also be provided in Adobe PDF format

9. Schedule

Below is a draft schedule for the procurement of the Services. A draft of the planning/design schedule is set forth in draft under Table 2 but is open to adjustment based upon the selected proposal.

Table 1: Procurement Schedule

Issuance of RFP	April 1, 2022
Pre-Proposal Meeting	April 22, 2022
Offeror Written Questions due	May 17, 2022
Offeror Proposals due	June 30, 2022
Proposal Evaluation/Negotiation/Award	August to Mid-September, 2022
Kick-off Meeting	Mid-October, 2022

Exhibit 2

Submittal Requirements

Price Proposal Form, Reference Forms, Checklist, example Statement of Non-Segregated Facilities statement, position descriptions.

To be in a separate transmittal from the technical qualifications

PRICE PROPOSAL – GENERAL RATE SHEET						
Position/Title	Billing Rate 1st Year	Task 1 Hours	Task 2 Hours	Task 3 Hours	Total Hours	Total Cost
Project Principal/Officer/Director						
Project Manager						
Senior Professional/Engineer/Scientist						
Project Professional/Engineer/Scientist						
Staff Professional/Engineer/Scientist						
Senior Planner						
Project Planner						
Senior Technician						
Staff Technician						
Resident Project Representative						
Field Technician						
Support/Clerical Services						
Expenses						
Markup on Expenses (as %)^	Not allowed	Not allowed	Not allowed	Not allowed	Not allowed	
Markup on Consulting Subcontractors (as %)	Not allowed	Not allowed	Not allowed	Not allowed	Not allowed	
Markup on Construction Subcontractors (as %)*	Per Proposal	Per Proposal	Per Proposal	Per Proposal	Per Proposal	
*List for Construction Related Tasks						
Other Expenses (please list)						

The rates provided must be equal to or less than any contract rates that are provided under contract with any of the other Authority Member Jurisdictions and the Maryland Environmental Service.

PRICE PROPOSAL – SUMMARY SHEET			
ID	Task Description	Total Hours	Total Price
Task 1	Background Information and Data Collection		\$
Task 2	Projection of Facility Usage		\$
Task 3a	Northern Landfill Cell 4 Design, Permitting and Construction Package		\$
Task 3b	Northern Landfill Expansion Design and Permitting Package		\$
Task 4a	Carroll County Resource Recovery Park Facility Development Master Plan Conceptual Layout and Stormwater Design/permitting		\$
Task 4b	Develop Overall Site Master Plan and Supporting Documentation		\$
Task 5	Project Management		\$
Task 6	Optional Stakeholder Engagement		\$
			\$
Project Totals			\$

Reference Form

**NORTHEAST MARYLAND WASTE DISPOSAL AUTHORITY - CONSULTING SERVICES
REQUEST FOR QUALIFICATIONS
REPRESENTATIVE PROJECT INFORMATION AND REFERENCE FORM**

PART A: PROJECT INFORMATION FORM - TO BE FILLED OUT BY OFFEROR/CONTRACTOR

To: _____ is applying for
 _____ (NAME OF REFERENCE) _____ (NAME OF OFFEROR/CONTRACTOR)
 qualification with the Northeast Maryland Waste Disposal Authority in order to propose on conceptual and final design and permitting services for landfill expansion and a resource recovery park. We have chosen you as a reference based on our work on the project identified below.

Please complete Part B, Reference of this Form and return both pages to RFP for Carroll County Resource Recovery Park Project, Northeast Maryland Waste Disposal Authority, by email to procurement@nmwda.org by _____.

Thank you for your assistance.

 (SIGNATURE) (DATE) (FIRM/COMPANY)

 (PRINTED NAME) (ADDRESS)

 (TITLE)

<u>PROJECT INFORMATION</u>	<u>REPRESENTATIVE PROJECT ID #:</u>
Project Title: _____	Bid/Initial Cost: \$ _____
Project Location: _____	Owner Initiated Changes: \$ _____
Date Completed: _____	Non-Owner Initiated Changes: \$ _____
Project Description: _____	Final Cost: \$ _____

Amount of Work Completed by Prime Contractor & Major Subcontractors		List Actual \$ OR % of Total Project Cost	
Prime Contractor:	_____	\$ _____	% _____
Sub-Contractors:	_____		
1	_____	\$ _____	% _____
2	_____	\$ _____	% _____
3	_____	\$ _____	% _____
4	_____	\$ _____	% _____
5	_____	\$ _____	% _____

PART B: TO BE FILLED OUT BY REFERENCE					
Is the project information on Page 1 correct?					
What was your role in the project?					
Circle the appropriate ratings for each listed factor:	Poor	Below Average	Average	Above Average	Excellent
PROJECT EXECUTION					
Scheduling and Coordination of Work	1	2	3	4	5
Scheduling and Coordination of Subcontractors	1	2	3	4	5
Responsiveness to Changing Conditions	1	2	3	4	5
Time to Complete Project	1	2	3	4	5
Project Closeout	1	2	3	4	5
Professionalism/Courtesy	1	2	3	4	5
QUALITY					
Ability to Perform	1	2	3	4	5
Accuracy and Quality of Documentation	1	2	3	4	5
Overall Quality of Work	1	2	3	4	5
Quality of Subcontractors	1	2	3	4	5
TOTAL RATING (sum of points above): _____					
Note: A perfect score on this evaluation is 50 points. Below 25 is unacceptable.					
Would you recommend the Contractor to other entities to perform similar work?				YES	NO
GENERAL COMMENTS (Your comments are greatly appreciated):					
Based on my knowledge of the aforementioned firm, I have evaluated their performance for the referenced construction project and rated them in comparison to other contractors performing similar work. I have included in the General Comments section additional information regarding this firm, which may be of assistance in evaluating the quality of their work. It is my understanding that all the above information supplied here shall be considered STRICTLY CONFIDENTIAL .					
(SIGNATURE)			(FIRM)		
(PRINTED NAME)			(ADDRESS)		
(DATE)			(CITY, STATE, ZIP CODE)		
(PHONE NUMBER)			(FAX NUMBER)		

PROPOSAL CHECKLIST

CHECKLIST FOR SUBMITTAL/SCORING RUBRIC/PERSONNEL DESCRIPTION

Checklist of items included in the RFP submittal (failure to submit as described will result in disqualification from consideration under this RFP):

- Statements of Non-Segregated Facilities, Drug Free Workplace Policy, current Maryland State Department of Assessments and Taxation (MDS DAT) Certificates or statement to obtain, MBE/WBE/SBE certifications as applicable, for all firms in the proposal
- Key Projects Form as described in this RFP for each Key Project
- Reference Forms (as sent to the references)
- Letter indicating ability to obtain insurance as required
- Letter indicating ability to obtain bonding as required
- Key Personnel Matrix (referencing the Key Projects)
- Copies of acknowledgement for all addenda issued
- I/We have reviewed the scoring rubric below

Name of Principal/Member submitting the Proposal _____

Signature of Principal/Member submitting the Proposal _____

Date: _____

Scoring Rubric:

(1) 80% of the final score: For the Evaluation of the Qualifications as Submitted

Excellent score is 3

- (e.g., the proposal clearly presents an understanding of the requested information, and the representative key projects and proposed staff clearly align with the goals of this RFP. Firms/Teams that are mostly Prime Contractors should be scored here.)

Good score is 2

- (e.g., the proposal is mostly clear in the presentation of an understanding of the requested information, and the key projects and proposed staff mostly align with the goals of this RFP. Firms/Teams that are mostly Prime Contractors should be scored here; excellent Subcontractors can be scored here.)

Acceptable score is 1

- (e.g., the proposal is somewhat clear in the presentation of an understanding of the requested information, and the key projects and proposed staff somewhat align with the goals of this RFP.)

Unacceptable score is 0

- (e.g., the proposal is incomplete or does not clearly indicate an understanding of the requested information, and the representative key projects and proposed staff do not align with the goals of this RFP.)

If no reference form is provided the proposal is given a score of 0

(2) 20% of the final score: Pricing considerations and location.

(2)(a) 85% of the composite Pricing and location score is from the rate consideration

Firms/Teams with rates in the lowest quartile score 4

Firms/Teams with rates in the next lowest quartile score 3

Firms/Teams with rates in the second highest quartile score 2

Firms/Teams with rates in the highest quartile score 1

*Rates used will be the average of the (1) most expensive class, (2) the Sr. Project Manager/Engineer class, (3) the Project Manager/Engineer class and (4) the Sr. technician class or their listed equivalents.

(2)(b) 15% of the composite Pricing and location score is from the location consideration

Firms/Teams with greater than 75% of proposed staff in Maryland score 4

Firms/Teams with greater than 50% but less than 75% of proposed staff in Maryland score 3

Firms/Teams with greater than 25% but less than 50% of proposed staff in Maryland score 2

Firms/Teams with greater than 10% but less than 25% of proposed staff in Maryland score 1

Firms/Teams with greater than 0% but less than 10% of proposed staff in Maryland score 0

Job Descriptions For Guidance:

Project Principal/Officer/Director	Officer, Owner/Founder, with ability to sign contracts binding the firm, or represent the firm in contract negotiations; may be the responsible employee on a project
Project Manager*	10-plus Years post-graduation from an accredited school with a Bachelor of Science or equivalent degree; may be the responsible employee on a project
Senior Professional/Engineer/Scientist*	10-plus Years post-graduation from an accredited school with a Bachelor of Science or equivalent degree; may be the responsible employee on a project
Project Professional/Engineer/Scientist*	5-9 Years post-graduation from an accredited school with a Bachelor of Science or equivalent degree; works under the limited supervision of an assigned responsible employee on a project
Staff Professional/Engineer/Scientist	0-4 Years post-graduation from an accredited school with a Bachelor of Science or equivalent degree; works under the supervision of an assigned responsible employee on a project
Senior Planner	10-plus Years post-graduation from an accredited school with a Bachelor of Science or equivalent degree; may be the responsible employee on a project
Project Planner	5-9 Years post-graduation from an accredited school with a Bachelor of Science or equivalent degree; works under the limited supervision of an assigned responsible employee on a project
Senior Technician	10-plus Years post-graduation from an accredited school with an Associate's Degree or equivalent degree; works under the limited supervision of an assigned responsible employee on a project
Staff Technician	0-9 Years post-graduation from an accredited school with an Associate's Degree or equivalent degree; works under the supervision of an assigned responsible employee on a project
Resident Project Representative	10-plus Years post-graduation from an accredited school with an Associate's Degree or equivalent degree; works under the supervision of an assigned responsible employee on a project
Field Technician	0-9 Years post-graduation from an accredited school with an Associate's Degree or equivalent degree; works under the supervision of an assigned responsible employee on a project
Support/Clerical Services	Completes routine office tasks like filing, copying, invoice preparation, mailings, etc.
*some Tasks will require a Maryland Professional Engineer stamp, in the appropriate discipline	

FORM OF TEAM AND PROJECT PRESENTATION

GENERAL FORMAT GUIDELINES FOR THE PRESENTATION OF TEAM MEMBERS IN KEY PROJECTS:

Team Member	Project #1	Project #2	Project #3	Project #4	Project #5

EXAMPLE

Team Member	Project #1	Project #2	Project #3	Project #4	Project #5
A. Lewis	Project Mgr.	Project Mgr.	Project Mgr.	-	-
B. Zen	Financial modeling	-	-	-	-
C. James	Financial modeling	Project Mgr./ Lead Community Meetings	Financial modeling	-	-
D. Michaels	Research benchmarking	-	-	-	Financial modeling
E. Perez	-	GHG Analysis	-	-	-
F. Nettles	-	Collections Contract	-	Collections Contract	-

Example [Certification of Nonsegregated Facilities \(udel.edu\)](http://udel.edu)

CERTIFICATION OF NONSEGREGATED FACILITIES (Applicable to contracts, subcontracts, and agreements with applicants who are themselves performing federally assisted construction contracts exceeding \$10,000, which are not exempt from the provisions of the Equal Opportunity clause.) By the submission of this bid, the bidder, offeror, applicant, or subcontractor certifies that he does not maintain or provide for his employees any segregated facilities at any of his establishments, and that he does not permit his employees to perform their services at any location under his control where segregated facilities are maintained. He certifies further that he will not maintain or provide for his employees any segregated facilities at any of his establishments, and that he will not permit his employees to perform their services at any location under his control where segregated facilities are maintained. The bidder, offeror, applicant, or subcontractor agrees that a breach of this certification is a violation of the Equal Opportunity clause in this proposed contract. As used in this certification, the term "segregated facilities" means any waiting rooms, work areas, rest rooms and wash rooms, restaurants, and other eating areas, time clocks, locker rooms and other storage or dressing areas, parking lots, drinking fountains, recreation or entertainment areas, transportation, and housing facilities provided for employees which are segregated by explicit directive, or are in fact segregated on the basis of race, creed, color, or national origin because of habit, local custom, or otherwise. He further agrees that (except where he has obtained identical certifications from proposed subcontractors for specific time periods) he will obtain identical certifications from proposed contractors for prior to the award of subcontracts exceeding \$10,000 which are not exempt from his provisions of the Equal Opportunity clause; that he will retain such certifications in files; and that he will forward the following notice to such proposed subcontractors (except where the proposed subcontractors have submitted identical certifications for specific time periods):

**NOTICE TO PROSPECTIVE SUBCONTRACTORS OF REQUIREMENT FOR
CERTIFICATION OF NONSEGREGATED FACILITIES**

A Certification of Nonsegregated Facilities, as required by the May 9, 1967, order (32 F.R. 7439, May 19, 1967) on Elimination of Segregated Facilities by the Secretary of Labor, must be submitted prior to the award of a subcontract exceeding \$10,000 which is not exempt from the provisions of the Equal Opportunity Clause. The certification may be submitted either for each subcontract or for all subcontracts during a period (i.e., quarterly, or annually).

NOTE: The penalty for making false statements in offers is prescribed in 18 U.S.C. 1001.

Respectfully submitted,

By: _____

Print: _____

Title: _____

Business Address: _____

Exhibit 3

Tasks 3a and 3b Design Requirements

Detailed Description of Scope of Work

PROJECT DESCRIPTION

Task 3a. The Offeror shall prepare the final design, permitting documents, procurement documents and support for the construction of Cell 4 landfill capacity and the relocation of the Transfer Station at Carroll County Resource Recovery Park (CCRRP).

Cell 4 is the last cell to be developed at the CCRRP under the current permit/design. The total size of the cell is reflected in the design documents as prepared by SCS Engineers. The Offeror will complete a Pre-design Study for Cell 4 development as part of this project, which will reflect an update of the previous designs and speak to the relocation of the current transfer station. The Pre-design Study will address the sequence of Cell 4 development, the availability and usage of on-site soils, current and planned uses of the site, waste projections and stormwater management. This Pre-design Study also includes the design of a soil stockpile area outside Cell 4, and the design of Stormwater Management Pond 4 and its outlet structures.

The Cell 4 design plans shall contain design aspects for the infrastructure of Cell 4, i.e., perimeter access roads, perimeter landfill gas (LFG) probes, LFG header, leachate gravity and force main, wet wells, valve vaults, electrical duct banks, perimeter stormwater conveyance features and leachate collection system, including storage. A detailed plan for the construction of Cell 4, including phased construction of Subcells separated by rain flap berms, 4.A is to be included in the design package.

Subcell 4A will be the first subcell within Cell 4 to be designed and built. As such, the design of Subcell 4A will need to take into account the tie-in for future subcells in order to provide a seamless bottom liner system. In addition, the leachate and landfill gas collection systems will need to tie into the existing site infrastructure, such as the perimeter leachate gravity main, electrical power supply and instrumentation systems and the LFG header.

Task 3b: The Offeror shall prepare the design and permitting documents for new horizontal and vertical (if applicable) landfill capacity at Carroll County Resource Recovery Park (CCRRP). Successful completion of the contract includes award of permits by the Maryland Department of the Environment and all other permitting agencies.

The Offeror will complete a Pre-design Study for disposal cell development as part of this project. The Pre-design Study will address all technical aspects related to design and permitting of additional waste disposal cells. Design features and technical specifications shall be similar to the existing Northern Landfill, including use of a double synthetic liner system, but may be modified to reflect current state of the art landfill design and operations. Expansion cell design, sequence of Cell XX

development, the availability and usage of on-site soils, current and planned uses of the site, waste projections and stormwater management. This Pre-design Study also includes the design and phasing of soil borrow and stockpile areas inside Cell XX (if present) and the design of Stormwater Management Pond XX and its outlet structures.

The Cell XX design and permitting plans shall contain design aspects for the infrastructure of all additional waste disposal cells, perimeter access roads, perimeter landfill gas (LFG) probes, LFG header, leachate collection and conveyance system, valve vaults, electrical duct banks, on site and perimeter stormwater management and conveyance features, etc. A detailed phasing plan for the construction of future cells is to be included in the design package.

PROJECT BACKGROUND

The CCRRP is located on a 546-acre parcel of land on Baltimore Boulevard in Westminster, Maryland. The facility is owned and operated by Carroll County – Bureau of Solid Waste and is the only active municipal solid waste (MSW) landfill in the County. The current landfill consists of 5 waste disposal cells (including a vertical cap cell over Cells 1-4) totaling approximately 64 acres in area. Landfilling began in 1986 and is scheduled to continue beyond 2050. The majority of Cell 1 and Cell 2 have been closed and have received a final cover system - including a geomembrane cap and landfill gas collection system. Cell 3 is the current active disposal area and Cell 4 is the last disposal area to be constructed under the currently approved permit. Cell 5 is a “cap cell” consisting of additional waste disposal lifts over Cells 1 to 4.

Cell 4 is to be an MDE-permitted, double-lined disposal area, approximately 21.7 acres in size. The current plan for development of Cell 4 utilizes the same phased approach as Cell 3. Cell 4 is to consist of subcells that will provide a logical progression of landfilling activities until Cell 4 reaches its maximum capacity, while minimizing required leachate management.

Horizontal Expansion Cells are to be MDE-permitted, double-lined disposal areas. The design project for development of expansion cells utilizes the same phased approach as Cell 3, providing a logical progression of landfilling activities while minimizing required leachate management.

As of February 2022, the County is in the operation phase of Subcell 3.B within the Cell 3 area.

DESIGN PROJECT PHASES

The design phases for this project are:

Task 3a

Phase I: Schematic Design (SD), to include MDE Phase I report (as necessary)

Phase II: Design Development (DD), to include MDE Phase II and Phase III reports (as necessary)

Phase III: 50%, 90% and 100% Construction Documents (CD) for Cell 4

Phase IV: Bidding/Award (BD)

Phase V: Design Support Services during Construction (CS)

Task 3b

Phase I: Schematic Design (SD), to include MDE Phase I report

Phase II: Design Development (DD), to include MDE Phase II and Phase III reports

SCOPE OF WORK

This Scope of Work is for design, permitting and construction phase services required under Task 3a and Task 3b, as noted.

The tasks described below are the minimum necessary to provide the County with reasonable assurance that the stated project goals will be met. Any work not specifically described but deemed necessary for completion of the described project tasks shall be included in the proposal. Be advised, however, that this Scope of Services supersedes the OFFEROR scope of services unless the OFFEROR specifically provides reasoning for exclusions in the proposal comments. Items may be added but not removed.

Phase I: Schematic Design (SD)

The following tasks and submittals are requirements for the development of the Schematic Design for this project.

1. The OFFEROR will conduct a Design Kickoff Meeting with the County to discuss the OFFEROR's initial approach to the design of the project. The OFFEROR will submit a copy of the meeting minutes to the County Project Manager detailing the agreed-upon design approach for review. Once the minutes are reviewed and approved, the OFFEROR will distribute them to all attendees.
2. The OFFEROR will conduct an environmental resources inventory of the project area, including identification and delineation of all jurisdictional wetlands and waters of the US within the project area, as well as a forest stand delineation. (This effort may be combined for the two Tasks).
3. The OFFEROR will perform aerial and/or field topographic surveys of the project site including adjacent areas necessary for the design. The surveys shall include all pertinent surface topographic features including woods lines, surface and subsurface drainage features, utility inventory and roadway features. The OFFEROR's proposal shall provide recommended limits of the topographic survey. Obtain surface elevations at all physical features and at grade breaks at spacing suitable to develop a one-foot contour interval over the site. Collect all data electronically and reference to the Maryland State Coordinate System. A registered Land Surveyor will prepare the topographic survey in the CADD environment and integrate a final product depicting the existing topographic data, contours, and invert elevations within the subject site area. The topographic data shall be incorporated into base mapping for use in design efforts. All data shall be collected electronically and referenced to the Maryland State Coordinate System.

4. The OFFEROR will prepare base maps to include all existing features, including, but not limited to, the surface topographic features, and utilities for the project site.
5. For Task 3b only. The OFFEROR shall conduct a geologic, hydrogeologic and geotechnical, and all other investigations required by MDE and other permitting authorities and prepare a report that addresses the requirements necessary for landfill cell construction considering the existing soil conditions and the anticipated loading for municipal solid waste placement. It should also address the structural integrity and characteristics of the existing soils, and other information relevant to construction of landfills. A price per boring shall be included in this task item.
6. Prepare Schematic Design (SD) plans for development of a landfill cell taking into account Cells 1-3 as-built drawings, approved permit drawings, the Pre-design Study, and other relevant plans. Preliminary plans, SWM features, earthwork quantity estimates, preliminary geotechnical results, outline specifications and a cost estimate will be submitted for review. Conflicts with utilities will be identified and researched with resolutions for each. Provide a "check set" of these preliminary design documents to the Project Manager for review including the draft 30% design plans and a draft Stormwater Report with all supporting calculations. One (1) hard copy and one (1) electronic copy of the combined package of design plans, Geotechnical Report and Stormwater Report should be provided. Allow five (5) business days for County Project Manager review.
7. All components of the design within the compliance of the preliminary approval shall be submitted. The OFFEROR will submit ten (10) sets of design documents and an electronic PDF copy for DPW review and comment. These plans shall include, but not be limited to, the following: Geometric layout, Grading plan, Details and Notes.
8. The OFFEROR shall attend one (1) Schematic Design review meeting to be held following submission of the Schematic Design Documents. Prepare minutes of the meeting.
9. Revise and finalize Schematic Design Plans and Documents to address DPW comments and issues resolved at the meeting. Obtain approval of Schematic Design Plans and Documents.

Phase II: Design Development (DD)

The following tasks and submittals are requirements for the advancement of the Schematic Design to 60% design plans, documents, and cost estimates. These plans, documents, and cost estimates will form the basis for producing the final design plans and construction documents and for applying for and securing all required federal and state permits.

Phase 2: Design Development - *The tasks below describe the activities necessary to further develop the project's design.*

1. The OFFEROR will continue to refine, as necessary, the plans and specifications from the previous phase of design.
2. Provide a "check set" of Design Development (DD) plans and specifications to the Project Manager for review including the draft 60% design plans and draft Stormwater and Geotechnical Reports with all supporting calculations. One (1) hard copy and one (1)

electronic copy of the combined package of design plans, Geotechnical Report and Stormwater Report should be provided.

3. Upon approval by the Project Manager, the OFFEROR will submit ten (10) sets of design documents and an electronic PDF copy for DPW review and comment. These plans shall include, but not be limited to, the following: Geometric layout, Grading plan, Details and Notes.
4. The OFFEROR shall attend one (1) Design Development review meeting to be held following submission of the Design Development Documents. Prepare minutes of the meeting.
5. Revise and finalize Design Development Plans and Documents to address DPW comments and issues resolved at the meeting. Obtain approval of Design Development Plans and Documents.
6. Apply for & obtain Federal and State Permits – *The following activities shall be undertaken to secure all necessary Federal and State Permits:*
 - a. Conduct an on-site pre-application meeting with Maryland Department of the Environment (MDE) at the project site. It is anticipated that the Non-Tidal Wetlands and Waterways Division of MDE will review the application and the project will require authorization from the U.S. Army Corps of Engineers (COE).
 - b. Prepare 8.5" X 11.0" permit drawings (impact plates) based on approved Design Development plans and any issues discussed at the 'Agency Meeting' and the on-site pre-application meeting.
 - c. Prepare Joint Permit Application and submit to DPW for review and signatures. Submit complete application package to MDE.
 - d. Review all agency comments with DPW. Prepare draft response based on County input and submit to DPW. Upon DPW approval, revise plans and resubmit plans and comment response letter to MDE.
 - e. Address subsequent agency comments and obtain Letter of Authorization from MDE.
 - f. After obtaining Grading Permit, submit 2 sets of construction plans to MDE.
 - g. Complete NOI application and submit to MDE.

Phase III: Construction Documents (CD) Task 3a only

Task 1: Construction Documents Preparation - *The tasks below describe the activities necessary to ensure that final (90%) project design and construction documents are prepared in accordance with the Carroll County Design Manual.*

1. The OFFEROR shall complete constructability and cost evaluation reviews in the course of preparing the Construction Documents. The purpose of this review is to assure a constructible design with sound, economic materials and components. The OFFEROR shall prepare Construction Documents for the project appropriate to construction bidding strategy.
2. The OFFEROR will prepare 90% Construction Documents including final plans, profiles, sections, computations, details, and specifications necessary for construction of Cell XX and Subcell XX.1, and all additional features as determined during the development of the design.

3. The OFFEROR will submit the Construction Documents to the Maryland Department of the Environment, Waste Management Administration, Solid Waste Program for approval per the requirements of County's Refuse Disposal Permit No. 2020-WMF-0066 and Transfer Station Permit 2019-WPT-0541, as appropriate.
4. The OFFEROR will prepare final grading and sediment control plans.
5. The OFFEROR will prepare final construction cost estimates and submit with each set of documents.
6. The OFFEROR will provide individual "check sets," one (1) hard copy and one (1) electronic copy, of plans, cost estimates, specifications, and final Geotechnical and Stormwater Reports to the Project Manager for review that incorporates all prior comments in a 90% percent submittal. This review will be completed with comments incorporated prior to the Construction Documents being submitted to DPW.
7. Submit ten (10) sets of plans, cost estimates, and documents to DPW for final review.
8. The OFFEROR shall attend one (1) Construction Document review meeting to be held following submission of the Construction Documents. Prepare minutes of the meeting.
9. Revise and finalize Construction Documents to address DPW comments and issues resolved at the meeting. Obtain approval of Construction Plans and Documents.

Task 2: Grading Permit Application and Approval – *The following activities are necessary to obtain the County Grading Permit.*

1. Finalize grading and sediment and erosion control plans, incorporating the DPW comments.
2. Prepare a Sensitive Area Report (SAR). OFFEROR should coordinate with Soil Conservation District (SCD).
3. Prepare individual grading permit applications in accordance with grading permit submission checklist.
4. Submit eight (8) sets of grading permit applications to County Permit Application Center (PAC).
5. Prepare responses to review comments. Revise final drawings and cost estimates to incorporate all review comment responses. Submit an appropriate number of revised final drawing sets and comment responses to the appropriate reviewers. Continue this process as necessary to obtain the grading permit.
6. Submit mylars of final drawings to DPW for signature.
7. Submit eight (8) plan sets of final drawings, signed by DPW, to PAC/SCD for 'green stamp' approval.

Phase IV: Bid Documents/Award

Task 1: Bid Documents Preparation - *This task describes the activities necessary to prepare the project documents for bidding.*

1. Prepare a combined set of construction specifications to include technical specifications, special provisions, and conditions, bid forms, and other County contract documents.
2. Provide five (5) sets of final specifications to DPW for review.

3. Incorporate changes to specifications, as required by DPW.

Task 2: Bidding Phase Services - *This task describes the activities necessary to successfully bid the project.*

1. The OFFEROR will provide fifteen (15) copies of the approved bid documents to DPW, including the final approved plans and specifications. A complete CAD set of the drawings suitable for distribution is required for the bidding phase and are to be issued to the County prior to the advertising for construction services.
2. The OFFEROR, following the County's approval of the Construction Documents and of the Final Estimate of Construction Cost, shall assist the County during the bidding process as appropriate under the circumstances, including assistance in obtaining bids or negotiated proposals, screening for a pre-approved bidders' list, and in awarding and preparing contracts for construction.
3. All questions arising during bidding are to be referred to the County for disposition along with the OFFEROR's recommendations for disposition of the question. The OFFEROR shall prepare any required addenda for issuance by the County. The OFFEROR shall not independently issue addenda. The OFFEROR shall provide technical assistance to, and answer reasonable technical questions raised by, prospective bidders.
4. The OFFEROR shall attend the Pre-Bid Conference and prepare a summary of the meeting. The OFFEROR shall forward a copy of the meeting minutes to the County Project Manager for review. The OFFEROR will distribute meeting minutes to the attendees once approval is granted.
5. The OFFEROR shall evaluate the Contractor's qualifications, including the Contractor's Experience and Equipment Certification and Financial Capability, as presented in the bid documents, review and tabulate the bids, and prepare a letter recommending award of the construction contract. The OFFEROR shall also interview the Contractor to verify the Contractor's understanding of the scope of work, schedule requirements and contract documents and review the Contractor's record on previous similar projects. The OFFEROR's Recommendation of Award shall demonstrate that, in their opinion, the bid is responsive, the Contractor understands the requirements of the Construction Contract, and the Contractor has the workforce, equipment, and financial capability to perform.
6. If the lowest responsible bid is more than fifteen (15%) percent higher than the OFFEROR's Construction Cost Estimate, the OFFEROR shall, at the County's request, be required to redesign, rebid, or renegotiate the Project at no additional cost to the County, unless the OFFEROR can demonstrate to the Chief Engineer that that OFFEROR was not negligent in the performance of his work. This work is expected to be completed within thirty (30) calendar days or less of the bid opening.

Phase V: Services During Construction (CS)

Task 1: Construction Phase Services – Design Support. This task describes the activities necessary to assist the County in management of the construction of the project. The Construction Management and Inspection (CMI) scope for the Construction Management support services will be presented under a separate procurement.

1. The construction phase will commence with the award of the Construction Contract and will terminate when final payment to the Contractor is made, or in the absence of a final certificate for payment or of such due date, sixty days after the date of Final Acceptance of the Work by the County, whichever occurs first, for Subcell 4.1.
2. The OFFEROR shall provide consulting services to the County during the construction phase. Consulting services shall include, but are not limited to, interpreting the intent of the Contract Documents; resolving discrepancies in the Contract Documents; reviewing RFI submittals of shop drawings, material certificates and/or samples to ensure that they meet the requirements of the Contract Documents; attending pre-construction and progress meetings; reviewing change orders as prepared by the CMI contractor; answering permit related questions on the design as they arise in the field. The preparation of operation and maintenance manuals, and the preparation of record drawings, and maintenance of instructions to, or correspondence from, the Contractor shall be managed by the CMI.
3. The OFFEROR shall visit the site at intervals appropriate to the stage of construction or as otherwise specified in the scope of work to become generally familiar with the progress and quality of the Work and to determine in general if the work is proceeding in accordance with the Contract Documents. The OFFEROR shall keep the County informed of the progress and quality of the work and shall endeavor to guard the County against defects and deficiencies in the work of the Contractor. The OFFEROR shall assume that the site visits will coincide with attendance at monthly progress meetings.
4. Interpretations and decisions of the OFFEROR shall be consistent with the intent of, and reasonably inferable from, the Contract Documents.
5. The OFFEROR shall review and approve or take other appropriate action upon the Contractor's submittals such as shop drawings, product data and samples, but only for conformance with the design concept of the work and with the information given in the Contract Documents. Such action shall be taken within ten (10) calendar days so as to cause no delay to construction. The OFFEROR's approval of a specific item shall not indicate approval of an assembly of which the item is a component.
6. The OFFEROR shall review the changes to the Plans and Specifications prepared by the CMI as required for Change Orders during construction for the County's approval and execution in accordance with the Contract Documents. The OFFEROR shall not have the authority, without the County's prior approval, to order changes in the work involving an adjustment in the Contract Price or an extension of the Contract Time. Documentation required for Change Orders during construction arising from omissions, errors, conflicts in or between the Plans and Specifications or for any reasons other than unforeseen conditions or changes in scope required by the County shall be prepared at no expense

to the County. The County shall be the sole judge of what constitutes unforeseen conditions.

7. Red line drawings shall be provided to the OFFEROR by the Contractor. Final record drawings shall be provided to the County by the CMI within thirty (30) calendar days of the OFFEROR's receipt of the red line drawings from the Contractor. Any modifications to the record drawings as a result of the Conditional Acceptance Inspection shall be completed by the CMI and returned to the County within five (5) working days of said inspection.

Additional Items of the Scope of Services:

The OFFEROR's proposal shall be based on providing professional design and engineering services in accordance with the Standard Agreement for OFFEROR services and conforming to the latest Carroll County Standards for Construction and Standard details, Carroll County Design Manual, the 2011 Maryland Stormwater Design Manual, Volumes I & II including the Chapter 5 updates, 2011 Maryland Standards and Specifications for Soil Erosion and Sediment Control, and public legal regulations for this type of work.

The OFFEROR's proposal shall contain a completion schedule for the project delineating the tasks as shown in the Scope of Services. The schedule shall include Design NTP; SD, DD and CD preliminary submissions, review intervals, and review meetings; Permit application(s) submission and approval (allow 8 weeks for County grading permit); easement plat/description submission and recordation; BD preparation/submission, Bid, and Contract Award. Phase IV and Phase V will be performed in conjunction with the County's schedule for bidding and construction.

The OFFEROR shall submit a Monthly Progress Report during Scope Phases II through V above.

TASK 2 CMI REQUIREMENTS RESERVED

Figure 1: Site Plan

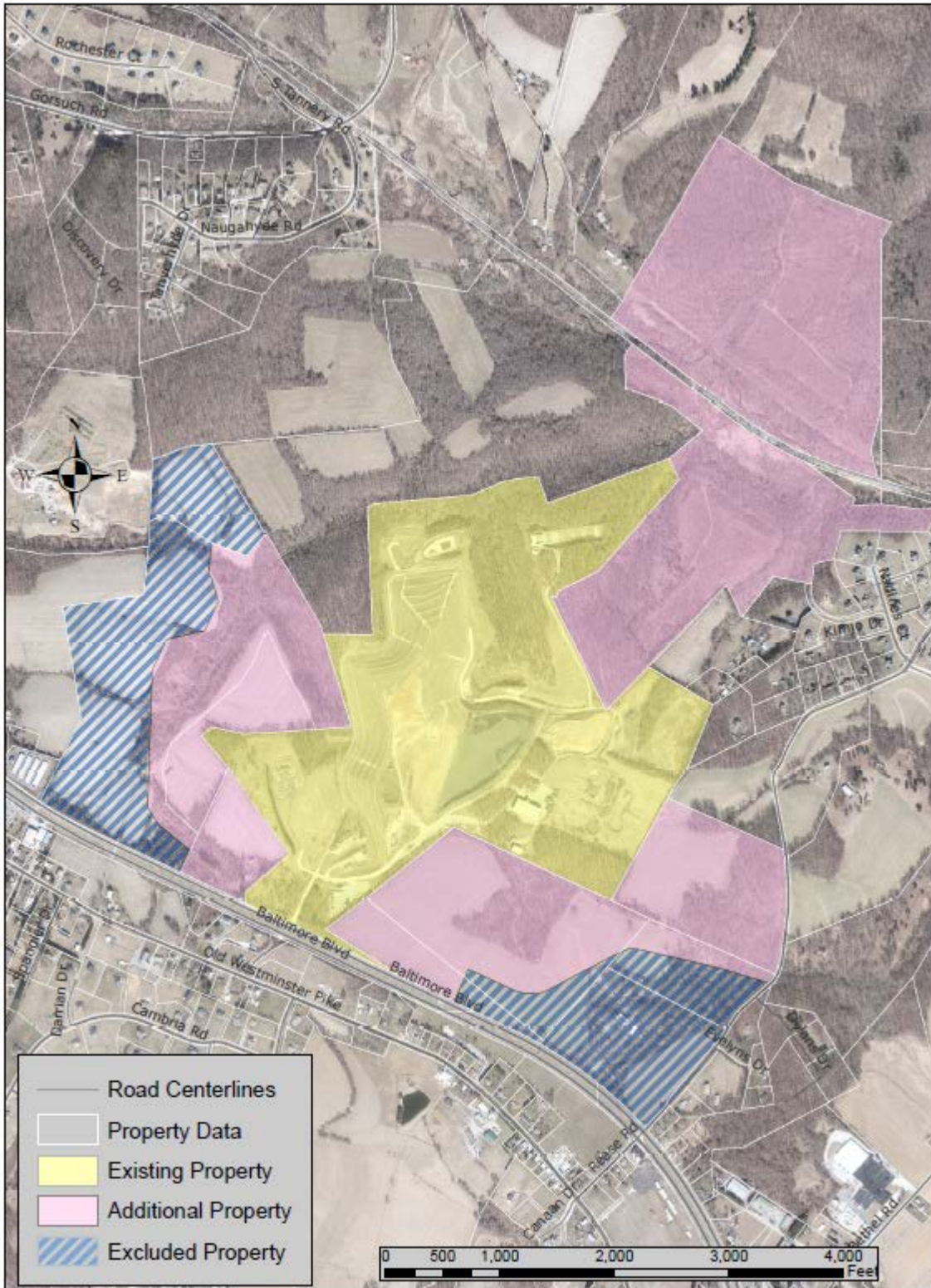


Exhibit 4

Draft Service Agreement