

Issue Date: June 18, 2026

PUBLIC NOTICE FOR
Worcester County

LPA Project Number: WO563B21

MD 611 Shared Use Path

NOTICE TO ARCHITECTS & ENGINEERS

REQUEST FOR PROFESSIONAL SERVICES

Worcester County is issuing this Request for Proposals (RFP) for a qualified experienced consultant or consultant team to provide professional engineering design, permitting and bid phase services for design of the first phase of a shared use path along the east side of MD 611. The project will connect the existing shared use path at US 50 and extend south approximately 1.3 miles to Mystic Harbour Blvd. The Consultant Firms shall be proficient in the services listed in this RFP and shall bring an experienced and expert staff to the contracts as required. Firms interested in being considered must submit a complete Standard Form (SF) 330 concurrent with the technical proposal.

Worcester County anticipates awarding one project-specific contract for these services. The duration of the Contract will not exceed 365 days. The total funding authority for this contract shall not exceed \$1,927,861.25. Worcester County reserves the right to modify the total funding authority. No minimum amount of work or funds is guaranteed under this Contract. The Contract will be funded with Federal Aid Highway Program (FAHP) grant funds administered by the Federal Highway Administration, with assistance from the Maryland State Highway Administration and local funds from Worcester County.

An Offeror, either directly or through its subcontractor(s), must be able to provide all services and meet all the requirements requested in this solicitation and the successful Offeror (the Contractor) shall remain responsible for Contract performance regardless of subcontractor participation in the work. Firms interested in being considered for work on these contracts must submit a Technical Proposal for the contract as set forth herein.

The procurement of engineering and design related services funded by FAHP funds shall be conducted in with competitive negotiation (qualifications-based selection) procedures in accordance with the Brooks Act codified under 40 U.S.C. 1101-1104. The Contract resulting from this solicitation shall be structured as project-specific and payment methods shall include cost plus fixed fee and unit cost rates. Additional information regarding payment methods will be provided to the selected firm in the Request for Price Proposal. To standardize the method of proposal submission, and to facilitate distribution of proposal materials, it shall be necessary that all firms observe the following procedures.

Sealed Proposal Documents are due no later than July 30, 2026, at 2:00 p.m. and will be opened and only vendor names will be read aloud in the Office of the County Commissioners, Worcester County Government Center – Room 1103, One West Market Street, Snow Hill, Maryland 21863.

Late Proposal Documents cannot be accepted.

Envelopes shall be marked "RFP – MD-611 Shared Use Path" in the lower left-hand corner.

If a Joint Venture (JV) responds to this RFP, Worcester County will not accept separate Proposals from the JV constituents. A firm will not be permitted to submit on more than one (1) JV for this RFP. Also, a firm that responds to this RFP as a prime or a prime JV constituent may not be included as a designated subcontractor to another firm that responds as a prime to this RFP. Multiple responses under any of the foregoing situations may cause the rejection of all responses of the firms involved. The above does not preclude a firm that has not submitted as a prime from being set forth as a designated subcontractor to more than one (1) prime responding to this RFP.

All proposals received for this contract will be reviewed on a competitive basis. The Firm that submits the highest rated Technical Proposal will be requested to submit a Price Proposal. Salary, Payroll Burden, and Overhead limitations have been eliminated. Salaries shall be actual per-hour salary rates as supported by Certified Payroll Rosters while Prime and Subconsultants' Payroll Burden and Overhead rates shall be supported by either a Maryland Department of Transportation Modes approval letter or by an annual overhead audit performed by an independent Certified Public Accountant in accordance with Federal Acquisition Regulations 48 Code of Federal Regulation 1, Part 31 and applicable MDOT guidelines. The annual overhead audit shall identify separate rates for both home office overhead and field overhead. If negotiations with the Firm is timely and successful, a contract may be awarded to the Firm.

Worcester County shall comply with procurement requirements established in State and local laws, regulations, policies and procedures that are not addressed by or are not in conflict with applicable Federal regulations, as specified in 2CFR Part 1201. When state and local procurement laws, regulations, policies, or procedures are in conflict with applicable Federal laws and regulations, a contracting agency shall comply with Federal requirements to be eligible for Federal-Aid reimbursement, as specified in 2CFR200.102.

A Pre-Proposal meeting will be held on July 8, 2026, at 10:00 a.m. in the Worcester County Public Works Administration Building at 6113 Timmons Road, Snow Hill, MD.

All questions concerning submissions and procedures must be submitted no later than July 16, 2026, at 12:00 noon.

All addenda to this solicitation will be posted on the Worcester County bid board and on eMaryland Marketplace Advantage (eMMA). No personal visits to Worcester County or MDOT employees will be accepted.

Before a business entity can do business in the State of Maryland, it must be registered with the State Department of Assessments and Taxation (SDAT). SDAT is located at State Office Building, Room 803, 301 West Preston Street, Baltimore, Maryland 21201. The SDAT website is <http://sdat.dat.maryland.gov/RealProperty/Pages/default.aspx>. It is strongly recommended that any potential Offeror complete registration prior to the due date for receipt of Proposals. An Offeror's failure to complete registration with SDAT may disqualify an otherwise successful Offeror from final consideration and recommendation for contract award.

Technical Proposals must be submitted in the format outlined within the SHA Standard Request for Proposals guidelines. The SHA Standard Request for Proposals guidelines can be found on the SHA Web Page at <https://roads.maryland.gov/mdotsha/pages/Index.aspx?PageId=767> by navigating to the *Standard Request for Proposals* link.

The SHA, in accordance with the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 U.S.C §§ 2000d to 2000d-4) and the Regulations, hereby notifies all bidders that it will affirmatively ensure that any contract entered into pursuant to this RFP, Disadvantaged Business Enterprises (DBE) will be afforded full and fair opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, or national origin, in consideration for an award.

Consultants interested in submitting a Technical Proposal must comply with the SPECIAL PROVISIONS, AFFIRMATIVE ACTION REQUIREMENTS, UTILIZATION OF DISADVANTAGED BUSINESSES, THE SURFACE TRANSPORTATION AND UNIFORM RELOCATION ASSISTANCE ACT OF 1987, ISTEA OF 1991, MAP 21 OF 2012, FAST ACT 2015, AND INFRASTRUCTURE INVESTMENT AND JOBS ACT OF 2021 located at <https://roads.maryland.gov/mdotsha/pages/Index.aspx?PageId=767> and selecting *Standard Request for Proposals* link).

Worcester County hereby notifies all bidders/offerors that regarding any contract entered into pursuant to this RFP, the contractor, sub recipient or subcontractor shall not discriminate on the basis of race, color, national origin, or sex in the performance of this contract. The contractor shall carry out applicable requirements of 49 CFR part 26 in the award and administration of DOT-assisted contracts. Failure by the contractor to carry out these requirements is a material breach of this contract, which may result in the termination of this contract or such other remedy as the recipient deems appropriate, which may include, but is not limited to:

- (1) Withholding monthly progress payments;
- (2) Assessing sanctions;
- (3) Liquidated damages; and/or
- (4) Disqualifying the contractor from future bidding as non-responsible.

Technical Proposals received after the deadline time will not be accepted, no matter how transmitted, and will be returned unopened to the Consultant.

Worcester County reserves the right to reject any and all Proposals received in response to this request and is not liable for any cost incurred by any Firm in connection with the preparation and presentation of Proposals.

Worcester County
MD 611 Shared Use Path
LPA Project Number: WO563B21

1. Project Description

Worcester County is issuing this Request for Proposals (RFP) for the design, permitting and bid phase services for a new shared use path along the east side of MD 611. The consultant shall complete preliminary engineering and final design of the MD 611 Shared Use Path (SUP) along the east side of the MD 611 corridor extending south from US 50 to Mystic Harbour Boulevard, approximately 1.3 miles. From the initial planning documents, the path will be 10 feet wide

(minimum 8 feet in constrained areas) and will be 5 feet from the proposed back of curb or 15 feet from the existing edge of roadway where no curb and gutter is present. Adjustments to the planned location are subject to change during design. Final lateral offset shall comply with SHA requirements. The path will traverse around most above ground utilities and structures; underground utilities will be investigated. Drainage swales that the proposed path will cover are required to be removed or relocated. Curb and gutter will be placed along a portion of MD 611. The path will meet the requirements of Public Right-of-Way Accessibility Guidelines (PROWAG) and the American with Disabilities Act (ADA). In the event of conflicting design criteria, SHA accessibility and roadside design guidance shall govern, unless otherwise directed by SHA. The SUP is expected to be primarily asphalt, though concrete pads and elevated boardwalk may also be used. See Appendix A for the proposed alignment.

The project's scope of work includes Project Management and Administration, Data Collection and Mapping, Geotechnical Investigation, Preliminary Engineering, Intermediate Design, Final Design, and Environmental Services and Permitting. Bid Phase Services and Right of Way (ROW) Plan Development are also included but may be fully funded by Worcester County and are not eligible for federal reimbursement. Worcester County may award one project-specific contract for these services. The duration of the contract will not exceed 365 days. The total funding authority for this contract shall not exceed \$1,927,861.25. No minimum amount of work or funds is guaranteed under this contract. All work performed under this contract must be for services as outlined in the contract scope of work and in conformance with all contract terms and conditions and payment provisions.

2. Consultant Services Required

The services to be performed under this contract will provide design, permitting and bid phase services for the new shared use path along the east side of MD 611 extending south from US 50 to Mystic Harbour Boulevard, approximately 1.3 miles. The firm may be authorized to subcontract for specialty services with prior approval of Worcester County. The firm shall be proficient in the services and shall bring an experienced and expert staff to the project.

Listed below is the Scope of Services and Examples of Work, Certifications and Engineering Standards and Guidelines.

Scope of Services and Examples of Work:

A. PROJECT MANAGEMENT AND ADMINISTRATION

- a. Initiation and Progress Meetings
 - i. Project initiation meeting with Worcester County and SHA staff.
 - ii. Monthly progress meetings (virtual acceptable)
 1. Monthly progress reporting
 2. Budget tracking
 - iii. SHA milestone review meetings at 30/65/95% design (in person)
 1. The Consultant shall provide written responses to all milestone review comments
- b. The Consultant shall prepare meeting agendas and minutes for all meetings.
- c. The Consultant shall maintain a submittal log, project risk register, and DBE participation documentation consistent with SHA Local Public Agency (LPA) requirements and provide updates at monthly progress meetings.
- d. The Consultant shall prepare a Design Quality Control Plan consistent with SHA LPA Manual requirements.

- e. Coordination Meetings and Tracking
 - i. Utility coordination meetings during preliminary design
 - ii. Environmental coordination meetings during permitting
 - iii. The Consultant shall track agency coordination comments and responses (e.g., MDE, USACE, DNR, SHA District 1)
 - f. Facilitation of two public meetings for NEPA compliance
 - i. Meeting notices
 - ii. Sign-in sheets
 - iii. Comment tracking matrix
 - iv. County will be responsible for securing venue.
- B. DATA COLLECTION AND BASE MAPPING**
- a. The Consultant shall obtain and review:
 - i. SHA ROW plats
 - ii. Deeds
 - iii. Existing easements
 - iv. Utility easements
 - v. Other documents pertinent to base mapping
 - b. Surveying
 - i. Consultant shall provide survey data using Maryland State Plane Coordinate system, stationing shall be south to north and west to east, horizontal control shall be established at each end of the project and at major intersections. Vertical control shall be tied to at least two known benchmarks.
 - ii. Full corridor topographic survey extending edge-to-edge of MD 611 right-of-way. Survey limits shall extend as necessary to support drainage, environmental and permitting impacts.
 - iii. Locate roadway features, storm drain structures, outfalls, utilities, driveway tie-ins, edges of pavement, and drainage patterns.
 - iv. Lighting pole and panel schedule survey of existing infrastructure necessary to evaluate intersection lighting impacts.
 - v. Survey and map other items needed to facilitate the design and permitting of the project.
 - c. Environmental Constraints Mapping
 - i. The Consultant shall map the following, as applicable:
 - 1. Wetlands and Waters of the US
 - 2. Floodplains (FEMA FIRM maps)
 - a. Identify FEMA flood zone designation by panel number and base flood elevation.
 - 3. Parks and recreation lands (Section 4(f))
 - 4. Historic or archaeological resources
 - 5. Threatened and endangered species habitat
 - 6. Forest conservation areas
- C. GEOTECHNICAL INVESTIGATION**
- a. Perform geotechnical investigations sufficient to support pavement, structural, and foundation design. The anticipated level of effort is fifteen (15) borings.
 - b. Provide laboratory testing and a geotechnical engineering report identifying:
 - i. Soil classifications and bearing capacity
 - ii. Pavement subgrade characteristics
 - iii. Foundation recommendations for boardwalk design, including piles and retaining structures
 - iv. Groundwater and seasonal high water table information

D. PRELIMINARY ENGINEERING (30% DESIGN)

- a. Alignment & Typical Section
 - i. Develop horizontal and vertical alignment.
 - ii. Establish typical section (width, cross-slope, buffer, separation).
 - iii. Provide cross slopes, landings, and transitions in accordance with PROWAG and SHA ADA guidelines.
 - iv. Identify intersection treatments and crossings.
- b. Structural Components
 - i. Structural boardwalk design, including piles, framing, decking, and railings.
 - ii. Minor retaining walls and structures are anticipated.
 - iii. Structures requiring SHA Office of Structures approval are not anticipated, but shall be included if required for constructability.
 - iv. Structural elements shall be designed in coordination with SHA Office of Structures if required by SHA.
- c. Utility Research and Designation
 - i. Perform utility record research.
 - ii. Conduct QL-B utility designation using geophysical locating technologies.
- d. Drainage Concept
 - i. Preliminary drainage analysis.
 - ii. Identify impacts to inlets, pipes, ditches.
 - iii. Identify potential out-of-ROW grading.
- e. Preliminary ROW Impact Identification
 - i. Overlay alignment on ROW mapping.
 - ii. Identify any temporary construction easements (TCEs).
 - iii. Identify permanent easement needs (if any).
 - iv. ROW and temporary construction access needs are to be identified and quantified before proceeding beyond the 30% design.
 - v. Preparation of plats, legal descriptions, deeds for ROW, construction easements, and right-of-entry agreements will be paid for under Task H, if needed.

E. INTERMEDIATE DESIGN (65% DESIGN)

- a. Finalize Utility Impacts
 - i. Conduct QL-A up to 5 test hole investigations where needed to expose critical utilities and resolve vertical conflicts. Test hole restoration and traffic control are included.
 - ii. Utility designation and test hole investigations shall comply with ASCE 38-22 Standard Guideline for Investigating and Documenting Existing Utilities
 - iii. Prepare a complete utility base map and utility conflict matrix.
 - iv. Field meetings with utility owners, as needed.
 - v. Consultant shall identify and coordinate relocation requirements; utility relocation design by utility owners unless otherwise authorized.
- b. Finalize Geometry
 - i. Lock horizontal and vertical alignment.
 - ii. Finalize grading limits.
 - iii. Refine intersection crossings and ADA ramps.

- iv. Prepare and submit design waiver requests, including supporting technical justification, and coordinate with the SHA for review and approval in accordance with TAP and federal-aid requirements.
 - c. Drainage Design
 - i. Hydrologic/hydraulic calculations.
 - ii. Develop Stormwater Management (SWM) Designs in accordance with MDE Stormwater Design Manual and SHA Stormwater Design Guidelines.
 - iii. Stormwater concept approval meeting with MDE and/or SHA prior to final SWM design.
 - iv. Prepare required storm drain analysis and outfall evaluations.
 - v. Maintain or improve existing roadway drainage patterns to avoid adverse impacts to SHA facilities.
 - d. Erosion & Sediment Control
 - i. Develop E&S plan in accordance with MDE Standards and Specifications for Soil Erosion and Sediment Control.
 - ii. Prepare narrative and details for approval.
 - e. Traffic Engineering and Safety
 - i. Maintenance of Traffic (MOT) Plans
 - 1. Preliminary construction staging strategy.
 - 2. MOT plans meeting SHA requirements.
 - a. Signing & Pavement Marking Plans
 - b. Shared use path signing and striping.
 - c. Any required roadway signing adjustments to accommodate design.
 - ii. Lighting
 - 1. Lighting systems/photometric analysis for intersections with public roads and commercial driveways.
 - 2. Lighting design is limited to intersection safety evaluation and does not include continuous shared use path lighting.
 - iii. Signalization
 - 1. Investigate pedestrian signal improvements for the signalized intersection and provide recommendations.
- F. FINAL DESIGN AND PS&E PACKAGE
- a. Final Plans
 - i. Plan and profile sheets.
 - ii. Cross sections.
 - iii. Signing and pavement marking plans.
 - iv. Lighting (if included).
 - v. Landscaping/restoration plans.
 - b. Specifications
 - i. SHA Standard Specifications with special provisions.
 - ii. Include required federal-aid contract provisions, if applicable.
 - c. PS&E Package
 - i. Finalize PS&E package for authorization.
 - ii. Provide support to the County in preparing elements of the PS&E package related to the work performed herein.
 - d. Final QA/QC Certification Statement
 - i. Final design exception documentation (if any)
 - ii. Final ADA compliance certification or SHA design waiver approval.

- e. Estimate
 - i. Engineer's opinion of probable cost.
 - ii. Bid item list formatted per SHA requirements.
- G. ENVIRONMENTAL SERVICES AND PERMITTING
- a. Environmental Screening
 - i. Consultant shall determine potential impacts of construction activities and recommend mitigation
 - 1. Water quality
 - 2. 100-year floodplain
 - 3. Protected waterways
 - 4. Protected plants/vegetation
 - 5. Protected animals/wildlife
 - 6. Cultural Resources
 - b. Environmental Studies and Coordination
 - i. Wetland Delineation and Reporting
 - 1. Conduct delineation in accordance with USACE 1987 Manual and regional supplements.
 - 2. Flag boundaries and obtain GPS survey.
 - 3. Provide a formal Wetland Delineation Report.
 - ii. Natural Resources Coordination
 - 1. Rare, Threatened & Endangered (RTE) species coordination
 - 2. Habitat evaluations, if required
 - iii. The Consultant shall prepare documentation supporting a Categorical Exclusion (CE) under NEPA unless otherwise directed by SHA.
 - iv. CE must be obtained prior to PS&E authorization.
 - c. Permitting
 - i. Prepare permit applications and supporting documentation and coordinate with agencies to obtain required permits.
 - 1. MDE Wetlands & Waterways permits
 - 2. SHA District Permit
 - 3. SHA Utility Permit
 - 4. Joint Permit Application (JPA) documentation
 - 5. Stormwater Management & Erosion/Sediment Control approvals
 - 6. Forest Conservation requirements (if applicable)
 - 7. Tree Removal Permitting
 - 8. Prepare applications for Roadside Tree permits if tree impacts occur.
- H. ROW PLAN DEVELOPMENT
- a. Preparation of plats, legal descriptions, deeds for ROW, construction easements, and right-of-entry agreements.
 - b. Prepare ROW plan sheets in SHA format including parcel summaries and impact tables.
 - c. Support County in acquisition documentation (if needed).
 - d. ROW Certification Support
 - i. Confirm no new impacts introduced.
 - ii. Coordinate with SHA for ROW certification.
 - iii. Provide documentation summary to County.
- I. BID PHASE SERVICES
- a. Pre-Bid Support
 - i. Chair the pre-bid meeting, provide minutes, and prepare responses to bidder questions.

- b. Firms providing bid phase services though this contract are prohibited from being Prime, a JV constituent or a Subcontractor on a subsequent construction contract.

Deliverable Requirements

- A. All deliverables shall:
 - a. Meet the requirements of the Engineering Standards and Guidelines listed in Section 5 of this RFP.
 - b. All design files shall be compatible with SHA standards.
 - c. Be compliant with federal aid funding and reimbursement requirements.
 - d. Address PROWAG/ADA requirements.
 - e. Be suitable for advertisement by Worcester County.
 - f. Include electronic PDF and editable formats (DWG, Word, Excel, etc.).

Exclusions

- A. To prevent scope ambiguity, the following are excluded unless specifically added by amendment:
 - a. Design of new traffic signals
 - b. Full redesign of signals to accommodate proposed pedestrian signalization or pedestrian signal improvements.
 - c. Noise or air quality studies
 - d. Lighting design except as required for intersection safety evaluation.
 - e. Photometric lighting analysis except at intersections with public roads and commercial driveways.
 - f. Developer-related utility relocations outside path limits
 - g. Property Owner Negotiations for ROW, easements and right of entry agreements. The County will perform all acquisition and negotiations.
 - h. Construction phase services are excluded unless added by amendment.

Expected Deliverables

- A. 30% Design Plans (Preliminary Engineering Plans)
- B. 65% Design (Intermediate/ROW and Permit Plans and Specifications)
- C. 95% Design Plans and Specifications (Final QA/QC Review)
- D. PS&E package
- E. Property plats and necessary easement documents, if any.
- F. Permits, clearances and approvals required for construction phase.
- G. Updated engineer’s cost estimate at each milestone.
- H. The Consultant shall perform internal interdisciplinary QA/QC reviews prior to each design submission.
- I. The Consultant shall formally document all design conflicts and provide written recommendations for resolution prior to milestone submission

Schedule Requirements

- A. The schedule below provides an anticipated timeline for completion of the project.

Milestone	Approximate Time After NTP
Survey Completion	30–45 days
Geotechnical Investigation Complete	45–60 days
Environmental Screening/Permit Strategy	30–60 days
Permit Applications Submitted	60–120 days
30% Design Submission	75–90 days

Agency Review Comments Returned	30 days after submittal
65% Design Submission	180–210 days
Agency Review Comments Returned	30 days after submittal
95% Design Submission	270–300 days
Agency Review Comments Returned	30 days after submittal
PS&E Package Submission	330–360 days
Final Submission	15–30 days after PS&E comments

- B. The consultant shall propose a detailed schedule identifying dates for:
- a. Survey completion
 - b. Geotechnical investigations
 - c. Environmental and permitting milestones
 - d. 30%, 65%, and 95%, design submissions
 - e. PS&E Package submission
- C. The project schedule shall reflect the County’s need to complete design and permitting within the anticipated funding cycle.
- D. SHA and Worcester County review periods of no less than 30 days shall be incorporated into the schedule. The Consultant shall not proceed beyond the authorized phase, including advancement past 30% design, without prior written approval from Worcester County and concurrence from State Highway Administration/Federal Highway Administration, as required.

The Firm selected for contract award may be required to develop a knowledge and project transition plan that outlines a step-by-step process to reach a smooth transition from the current project delivery and support team to new Firms. The transition plan may include a combination of a series of meetings, documents, checklists, or other means to gather the information and project history and background to move forward effectively and efficiently without delay.

The Firms must propose a data storage and information management system for Worcester County’s consideration and approval.

The Consultants shall, at their own cost, provide industry-standard software applications and platforms to perform all services required in this RFP.

Periodically, new guidelines, processes, laws, and mandates may require additional activities not clearly cited in the RFP. All activities required to deliver a project or program, whether new or existing, unless otherwise controlled by regulation or statute, will be completed under this contract. If special skills or services are identified that are beyond the expertise of the consultant, then new subconsultants may be required to be added to the contract to support project delivery.

This is not an all-inclusive list as this contract may include other professional services related to the scope outlined above.

Additional services not specifically identified in this Scope of Services shall be negotiated and authorized through a contract amendment.

3. Safety Items

The Consultants shall supply all required personal protective equipment and safety items including, but not limited to, a hard hat and ANSI Class 3, or better, reflective safety vest. All equipment must comply with SHA's High Visibility Apparel Policy, SHA's Office of Construction's Directive on Personal Protective Equipment (PPE), and all OSHA and MOSH regulations.

4. Equipment

The consultant shall supply all tools, equipment, and/or items needed to perform the scope of work.

5. Engineering Standards and Guidelines

The Consultants shall perform all contract engineering services in accordance with good industry practice, all applicable laws and regulations, and the current editions of the following references, their interim specifications, their successor replacement references, and all other pertinent guidelines and memoranda as released by FHWA, AASHTO, and SHA including, but not limited to the following publications:

- a. MDOT "General Conditions for Consulting Services" dated January 1989;
- b. SHA "Specifications for Consulting Engineers' Services" dated April, 1986;
- c. SHA "Request for Proposal" dated April, 2002;
- d. SHA Transportation Alternatives Program Manual
- e. SHA Development Guide for Local Public Agencies and Other Sub-Recipients of Federal Funds
- f. SHA Book of Standards for Highways and Incidental Construction
- g. SHA Standard and Supplemental Specifications for Construction and Materials
- h. MDE 2011 Standards and Specifications for Erosion and Sediment Control
- i. ASCE 38-22 Standard Guideline for Investigating and Documenting Existing Utilities
- j. SHA Roadway Design Manual
- k. Maryland MUTCD, latest edition
- l. SHA Accessibility Policy and Guidelines for Pedestrian Facilities Along State Highways
- m. SHA CAD Manual
- n. AASHTO Guide for the Development of Bicycle Facilities, latest edition
- o. AASHTO Guide for the Planning, Design, and Operation of Pedestrian Facilities
- p. PROWAG-Public Rights-of-Way Accessibility Guidelines
- q. ADA-American Disability Act Standards for Accessible Design

6. General Requirements

The Consultants shall not enter onto private property for any purpose until authorized by Worcester County. The Consultants must notify Worcester County immediately if damage occurs to property and shall be responsible for any such damage. The Consultants may also be authorized to subcontract for specialties with prior approval of Worcester County as direct expenses that shall be discussed during the price proposal negotiations for selected awardees.

No payment for overtime work shall be made without authorization from Worcester County. When overtime is required and authorized, and when payment therefore may involve premium costs, there shall be no payroll additive.

Premium overtime costs are reimbursable as a direct cost when an employee works more than forty (40) hours per week on Worcester County projects based upon the Consultant’s work week. Regularly scheduled paid company holidays may be included in the calculation of “hours worked”, but time off for any other leave (e.g. vacation, personal, compensatory or sick leave) is to be excluded from “hours worked” when calculating premium time reimbursement. The fact that an employee works more than eight (8) hours in a single day does not necessarily mean that premium overtime costs are allowable as a direct cost since reimbursement is determined on a weekly basis. Any premium overtime paid to employees, but not directly billable under this policy, may be allowed as an indirect cost.

7. Evaluation Criteria

The major factors/criteria and their relative weight of importance to be used in evaluating Technical Proposals are:

Item	Score
Key Staff	30%
Example Projects	20%
Project Scope and Work Plan	25%
Technical Questions	25%

The following items will be rated as either one of the following:

- (A) Acceptable-Response demonstrates they meet requirements
 - (U) Unacceptable-Response fails to demonstrate they meet requirements
 - (N) Neutral-Lacks prior SHA experience. Not a barrier to award
- a. Scope of Services;
 - b. Example Projects;
 - c. Compatibility of the size of the firm with the size of the proposed project;
 - d. Past Performance working on Worcester County task orders when prior work history is available, including Quality and Timeliness. (Lack of prior experience with Worcester County is in no way considered a barrier to receiving an award);
 - e. Capacity to accomplish the proposed work in required time;
 - f. Insurance;
 - g. Financial Responsibility; and
 - h. Measures of protection for the State against errors and omissions.

*Please Note: If an offeror receives a rating of "unacceptable" on three (3) of the rating criteria above, the offeror will not be further considered. The offerors’ proposal will be rejected as “not susceptible of being selected for award." COMAR 21.06.02.03(2)

8. Technical Proposal Required Information

U.S. Government forms are to be completed with standard size typing and are not to be photo reduced. Computer generated forms are acceptable; however, the format and spacing is to be identical to that of the Standard Forms 330.

With the exception of Government forms and the Organizational Chart, all pages included with your Technical Proposal submission are required to be standard 8½ x 11 size paper with a

minimum of a one-inch margin on all sides and no smaller than 10-point Times New Roman font. Attachments to the Proposal are unacceptable.

Worcester County must be notified in writing, by email to Ed Welch (eawelch@worcestermid.gov) of any deletions, additions, and/or substitutions of proposed Subconsultants after Technical Proposals have been submitted.

A. Cover Letter

Cover Letter on the Firm's/JV's letterhead – limited to two (2) pages, which must contain:

- i. The names, contact numbers and email addresses of the Primary Liaison, and your firm's contact person for this procurement process.
- ii. The e-mail address of the contact person for this contract. Future correspondence related to this contract, prior to award of a contract, may be transmitted via e-mail.
- iii. The information that the Firm/JV have the financial capacity to provide the services and has measures of protection for the State against errors and omissions.
- iv. Certification that the Firm/JV have read and fully understand the requirements set forth to be provided for this RFP.
- v. Certification that the Firm/JV and proposed team possesses the expertise, resources, knowledge, and technical ability to perform all elements of the contract's scope and deliver all the requirements set forth through its own forces and those of its subcontractors.
- vi. Certification that Key Staff individuals meet the education, experience, certification/registration and expertise requirements set forth in this RFP.
- vii. This letter shall be signed by the person or persons able to legally bind the Firm to the proposal.
- viii. Corporate Resolutions shall be included if signed by anyone other than the President of the Firm or Executive for the JV.

B. Scope and Work Plan

The Consultant must submit a scope and work plan of up to six (6) pages detailing their ability to perform the consultant services required, scope of work, etc. to make up their Work Plan submission.

Offeror shall clearly describe a methodical but nimble approach to the work that has the project ready for bid within 365 days of Notice to Proceed.

The Consultant shall certify the contract's Scope can be performed in its entirety through its own forces and those of its subconsultants. This section of the proposal should provide information to confirm the Offeror has a reasonable probability of success in meeting the project's quantity, quality and schedule requirements.

At a minimum, the scope and work plan shall include:

- Shared Use Path (30%, 65%, 95%) design
- Topographical Survey and Base Mapping

- Geotechnical Investigation
- Permitting, including identification of all anticipated approvals, clearances, and permits necessary for the project to proceed to construction (e.g., NEPA, E&SC).
- Utility identification and designation, including coordination efforts for relocation.
- Stormwater management and drainage
- Lighting analysis
- Maintenance of traffic plan
- Right of way support services including survey, plat preparation, legal descriptions and technical support to County acquisition staff.
- Providing bid phase services, such as preparing responses to bidder questions.
- Other design elements typically required for SHA milestone submissions (30%, 65%, 95%, and PS&E) consistent with the SHA Transportation Alternatives Program requirements

The work plan shall include:

- An anticipated project schedule, including the required milestone reviews by SHA and other agencies or third parties.
- A list of risks in the design development process; their potential impact to scope, schedule and budget; and indication as to how those risks might be avoided or mitigated.

With the Work Plan, the Consultant shall certify that it:

- i. Has read and fully understands the requirements set forth to be provided for this contract;
- ii. The Consultant team possess the experience, resources, knowledge and technical ability to perform and deliver all the requirements set forth in this contract;
- iii. Acknowledges this is a project-specific contract and understands the requirements for schedules and/or deadlines to provide deliverables, services, etc.;
- iv. Has a detailed work plan in place to ensure schedules and/or deadlines will be met;
- v. The work plan includes comprehensive quality assurance and quality control program; and
- vi. Other statements are at the discretion of the Consultant as this is not an all-inclusive list.

C. Standard Form 330 Parts I and Parts II

Completed US Government Standard Forms (SF) 330 Parts I and Parts II for the Prime and for each proposed subcontractor. The SF 330 forms must be completed in their entirety paying special attention to the following:

- i. Outside Key Consultants (Sub-Consultants) should be documented in Part I, Section C of the SF 330.
- ii. The Organizational Chart required for Part I, Section D of SF 330 shall be placed within the *Standard Form 330 Parts I and Parts II* of the Technical Proposal and

must contain, at a minimum, the Key Personnel and defining team organization with supplemental support personnel. In addition, for every individual proposed for this contract and shown on the organization chart, the chart shall clearly show their company affiliation and their permanent office location. The Organization Chart shall be limited to an 11 x 17-inch page with Times New Roman Font size 10-point or larger.

In addition, a 1-page matrix style of support personnel shall be included in the *Standard Form 330 Parts I and Parts II* of the Technical Proposal. Matrix style is defined as names listed on the vertical axis and Relative Experience identified on the horizontal axis. The support personnel descriptions are limited to three (3) lines per individual. The support personnel Matrix shall be limited to an 11 x 17-inch page with no smaller than 10-point Times New Roman Font size and one-inch margins.

- iii. Part I, Section E of the SF 330, Key Staff. A separate Section E form should be completed for each Key Staff individual proposed. Provide a resume for each of the Key Staff individuals outlined below, limited to one (1) Key Staff per page, not to exceed five (5) pages total. **The experience for each individual Key Staff as described below shall be recent experience performed within the last six (6) years.** Years of experience and applicable licenses and certifications shall be clearly documented on each resume.

The Consultant must document in writing in the SF 330 Section E that the Key Staff individuals meet the following requirements:

1. **Key Staff 1:** Professional Engineer (PE) registered in the State of Maryland with a Bachelor's degree in Civil Engineering or closely related discipline and a minimum of five (5) years of experience managing roadway design, experience in traffic engineering principles, including vulnerable road users. This person shall be employed by the Prime/JV or any of the Subconsultants, who will serve as the Project Manager and the Primary Liaison with Worcester County. At least two of the projects referenced for this Engineer shall have been in a verifiable project leadership or management capacity.
2. **Key Staff 2:** Professional Engineer (PE) registered in the State of Maryland with a Bachelor's degree in Civil Engineering or closely related discipline and a minimum of five (5) years of experience in roadway design. This person shall be employed by the Prime/JV OR employed by the Prime/JV or any of the Subconsultants
3. **Key Staff 3:** Professional Engineer (PE) registered in the State of Maryland with a Bachelor's degree in Civil Engineering or closely related discipline and a minimum of five (5) years of experience in designing stormwater and drainage systems in coastal or flat terrain environments. This person shall be employed by the Prime/JV OR employed by the Prime/JV or any of the Subconsultants.

4. **Key Staff 4:** Lead Environmental Planning and Permitting Specialist with a Bachelor's degree in environmental planning, environmental science, natural resources, engineering or closely related field and a minimum of five (5) years of expertise in performing relevant NEPA studies and securing environmental permits for federally funded transportation projects. This person shall be employed by the Prime/JV OR employed by the Prime/JV or any of the Subconsultants.
5. **Key Staff 5:** Professional Land Surveyor registered in the State of Maryland with a minimum of five (5) years of experience. This person shall be employed by the Prime/JV OR employed by the Prime/JV or any of the Subconsultants.

Where Maryland Registrations are required for the professional Key Staff, the Consultant shall include in Part I Section E 17 of the SF 330 the words "Maryland Registered" and the Maryland License Registration Certificate Number for the individual. Where a Firm proposes an out of state professional engineer or architect, the Firm shall include in Part I Section E 17 of the SF330 the words "Maryland Registration Pending" along with the license registration number, discipline, and the US State where the individual is currently registered. Pending status must be resolved at the time of contract Notice to Proceed. Failure of the Firm to properly document Key Personnel requirements in writing will result in the firm being precluded from further consideration for the contract.

- iv. SF 330 Section F – Example Projects Which Best Illustrate Proposed Team's Qualifications: Shall include at least three (3) but no more than five (5) example projects with one (1) example project per page for a total not to exceed five (5) pages. Photos are acceptable; however, all photos count in the overall space limitations for the page and are considered illustrations and are not rated. The Example Projects set forth shall be recent relevant experience performed within the past 10 years. (Information provided in this section shall become part of the rating/evaluation criteria for this project). Example projects shall demonstrate experience with shared use paths, roadway corridor improvements, ADA accessibility, federally funded transportation projects, or projects performed within SHA right-of-way.
- v. SF 330 Section H – This section shall be limited to one (1) page and must certify that the Key Staff individuals meet the education, experience, registration/licensure, expertise, and all other professional qualifications specified in this advertisement. Please exclude any confidential personal information.

Additional Information regarding Key Staff replacements after Final Selection:

Key Staff changes may only be requested after final selection if the Key Staff is no longer available to perform on the contract or at the request/agreement of Worcester County. A letter outlining the reason for the change and the names of the Key Staff involved in the replacement request must be in writing on the firm's/JV's letterhead along with a one (1) page resume per the requirements outlined in this RFP.

Substitutions will be evaluated using the same qualifications-based technical rating criteria and the Key Staff replacement's score must be equal or higher than the original Key Staff's score in order to be accepted/approved by Worcester County. All scores will remain confidential by Worcester County. Instructions for completing a resume are included in Section 9 D – *Standard Forms Part I and II* of this RFP.

D. Technical Questions:

Technical question responses shall not exceed a total of ten (10) pages, limited to two (2) pages per question. Reference the question number at the top of each page and use the remainder of the page for the response to the question (for example, "Question #1:"):

- i. How will you apply AASHTO, PROWAG, and SHA design guidance to develop a shared-use path within an existing state highway corridor, and how do you manage conflicts between SHA roadside design standards and accessibility requirements?
- ii. What QA/QC and interdisciplinary coordination procedures do you use to ensure compliance with LPA requirements, NEPA documentation, and federal funding eligibility throughout design and permitting?
- iii. How will you identify potential right-of-way constraints and utility conflicts early in design, and what process do you use to coordinate with SHA utility engineer and private utility owners to avoid late-stage impacts to schedule?
- iv. How will the shared-use path design address existing roadway drainage patterns, outfalls, and longitudinal flow so that the path does not create new flooding or maintenance issues for SHA or the local jurisdiction?
- v. How will the Consultant structure the project schedule to accommodate SHA review cycles and comment resolution while meeting the contract period of performance? What is your approach to ensuring deliverables remain compliant with federal-aid requirements throughout?

E. Subcontractors Commitment – no page limits as this section may vary:

The Technical Proposals are to be explicit with respect to the work to be performed by all subcontractors proposed. A Letter of Commitment is required for each proposed Sub-Consultant. While the format and overall content is at the firm's discretion, a Letter of Commitment must at a minimum:

- Be on the Sub-Consultant's letterhead;
- List the services proposed to be provided;
- Certify the firm is able to provide the required resources, services, etc.;
- List the applicable NAICS Codes for the services/work to be performed in support of the contract, and overall percentage of work to be performed for the contract;
- NAICS Codes must be the same as those listed in Section C 11 of the SF 330 for each subconsultant;
- Be signed and dated by the Principal/President of the firm; and

F. Time Distribution – not to exceed one (1)page consisting of the following:

The Consultant shall include a one (1) page listing of those classifications proposed for services and the percentages of time estimated for each classification. Percentages shall total one hundred percent (100%). The Consultant *shall not* include man-hour estimates in the Technical Proposal. A column of percentages of time estimated for each classification are to be shown for the Prime Consultant, for each subcontractor proposed, and one (1) column showing totals which add up to 100%. When multiple firms are used, the total for each firm must add up to something less than 100%. These percentages are applicable to the total dollar amount of the Price Proposal to be developed separately by the selected firm(s). The percentages are not applicable to time estimates. The Consultant shall indicate the number of simultaneous project assignments the Consultant and each Subconsultant could handle individually.

The following classifications and estimated percentages of time to be used for the contract assignments are:

Classification	Total Field %	Total Office%	Total
Project Manager	2%	6%	8%
Highway Engineer	4%	8%	12%
Transportation Engineer/Designer	4%	12%	16%
Hydrologic & Hydraulic Engineer	1%	4%	5%
Traffic Engineer	1%	3%	4%
Geotechnical Engineer	1%	4%	5%
Structural Engineer	1%	4%	5%
Environmental Scientist/NEPA Specialist	1%	4%	5%
CADD Technician	0%	20%	20%
Licensed Surveyor	1%	2%	3%
3-person survey crew	10%	1%	11%
Admin Support	0%	3%	3%
Other (Utility Coordinator. ROW Specialist)	0%	3%	3%
Total	26%	74%	100%

G. Financial Responsibility and Insurance Requirements:

1. The consultant shall include a letter addressed to Worcester County setting forth evidence that the consultant has the financial capacity to provide the services and has measures of protection for the State against errors and omissions.
2. The Consultant shall include a copy of the firm’s current certification(s) of insurance, which should contain, at minimum, the following:
 - Carrier (name and address)
 - Type of insurance
 - Amount of coverage, which must include at a minimum of \$1,000,000 per occurrence of Professional Liability
 - Period covered by insurance; and
 - Any exclusions

Insurance coverage will be one (1) of the areas evaluated when Technical Proposals are reviewed. Failure of the Consultant to submit satisfactorily to these requirements may result in Worcester County rejecting the proposal(s).

Worcester County requires the following minimum levels of insurance coverage for this contract:

a. Worker's Compensation and Employer's Liability

The Contractor shall, at all times, maintain and keep in force such insurance as will protect him from claims under the Worker's Compensation Act of the State of Maryland and maintain and keep Employer's Liability Insurance at a limit of One Million Dollars (\$1,000,000). The \$1,000,000 employer liability can be satisfied by an Umbrella/Excess Policy, as long as it is specific to "Employer's Liability".

b. Commercial General Liability Insurance

The Contractor shall maintain Commercial General Liability Insurance in the amount of at least One Million Dollars (\$1,000,000). Combined Single Limit for Bodily Injury Liability and Property Damage Liability Insurance per occurrence, and Two Million Dollars (\$2,000,000) in the aggregate.

c. Comprehensive Automobile Liability Insurance

The Contractor shall maintain Comprehensive Automobile Liability Insurance (including all automotive equipment owned, operated, rented, or leased), in the amount of at least One Million Dollars (\$1,000,000). Combined Single Limit for bodily injury and property damage.

d. Professional Liability Insurance

The Contractor shall maintain Professional Liability Insurance in the amount of at least One Million Dollars (\$1,000,000).

H. Proposal Affidavits:

As per State Finance and Procurement Article 17-701 – 17-707 of the Annotated Code of Maryland, a firm engaging in investment activities with companies appearing on the Investment Activities in Iran list is ineligible for bid/proposal/award. The Investment Activities list is located at www.bpw.state.md.us of the Maryland Board of Public Works (BPW) website. As per the BPW Advisory No.: 2013-1, Date Issued January 1, 2013, an officer of the Firm shall provide a signed original certification as per language stated on the BPW Advisory page. If the Firm is a JV, officers from all companies forming the JV shall provide a signed original certification. NOTE – the Investment Activities in Iran certification is included in the bid/proposal affidavit.

In preparing its proposal on this contract, the Offeror has considered all proposals submitted from qualified, potential subcontractors and suppliers, and has not, in the solicitation, selection, or commercial treatment of any subcontractor, vendor, or supplier, refused to transact or terminated business activities, or taken other actions intended to

limit commercial relations, with a person or entity on the basis of Israeli national origin, or residence or incorporation in Israel and its territories. The Offeror also has not retaliated against any person or other entity for reporting such refusal, termination, or commercially limiting actions. Without limiting any other provision of the solicitation for proposals for this contract, it is understood and agreed that, if this certification is false, such false certification will constitute grounds for the State to reject the proposal submitted by the Offeror on this contract, and terminate any contract awarded based on the bid/proposal.

All offerors are required to submit the following completed affidavits with their technical proposal within the *Proposal Affidavits* section. Both documents are available on the SHA OPCM website at

<https://roads.maryland.gov/mdotsha/pages/Index.aspx?PageId=767>

- Bid / Proposal Affidavit
 - Form is located under “Affidavits” section of the website
- Certification Regarding Discriminatory Boycotts of Israel
 - Form is located under the “Certification Regarding Discriminatory Boycotts of Israel” section of the website

9. Services/Materials to be provided by Worcester County:

None.

10. Progress Reports:

The Consultant must submit monthly progress reports including a detailed account of work performed that is being billed, outstanding issues, summary of additional work requests, percent completed, any anticipated delays, etc. This report must be submitted with the monthly invoice.

11. Records, Tasks and Notice to Proceed:

The Consultant shall keep accurate records documenting the time, material, and transportation utilized, etc. Contract payment(s) to the Consultant for work completed will be made on this basis only.

The Consultant must be able to provide prompt consultant services within five (5) working days of the contract’s Notice to Proceed.

No work shall be performed on contract by the Consultant until a written Notice to Proceed (NTP) is received by the Consultant from Worcester County.

The Consultant must provide the required services within five (5) working days of an NTP for an approved assignment.

12. Completion Date:

The contract will terminate on the expiration date.

13. Prompt Payment

Pursuant to 49 CFR §26.29, MDOT requires prime contractors to pay subcontractors, at any tier, for satisfactory performance of their contracts no later than 30 days from receipt of each payment that Worcester County makes to the prime contractor. When Worcester County has made an incremental acceptance of a portion of a prime contract, the work of a subcontractor covered by that acceptance is deemed to be satisfactorily completed. To the extent that it is not inconsistent with federal law, all prime contractors shall also comply with all Maryland laws and regulations regarding the prompt payment to subcontractors.

14. Due Date Deadline for Submissions

Sealed Proposal Documents are due no later than July 30, 2026, at 2:00 p.m. and will be opened and only vendor names will be read aloud in the Office of the County Commissioners, Worcester County Government Center – Room 1103, One West Market Street, Snow Hill, Maryland 21863.

The Procurement Officer and sole point of contact for this solicitation, unless directed otherwise within this solicitation or by SHA, is:

Contact Name
Ed Welch
Procurement Officer
Worcester County Government Center
1 W. Market Street
Snow Hill, MD 21863