

**Worcester County Administration
1 West Market Street, Room 1103
Snow Hill, Maryland 21863**



REQUEST FOR PROPOSAL

Project:	Design Build Samuel Bowen Water Main Extension
Department:	Public Works/Water and Wastewater
Issue Date:	August 17, 2026
Non-mandatory Pre-proposal Meeting	September 17, 2026, at 9 a.m.
	Ops Building, 1000 Shore Lane, Berlin, MD
Last Day for Questions	September 29, 2026, at noon
Proposal Opening	October 8, 2026, at 2:00 p.m.

VENDOR:

NAME:

ADDRESS:

TABLE OF CONTENTS

SECTION I: INTRODUCTION.....	4
A. PURPOSE	4
B. CLARIFICATION OF TERMS	4
C. QUESTIONS AND INQUIRES	4
D. FILLING OUT PROPOSAL DOCUMENTS	4
E. SUBMISSION OF PROPOSAL DOCUMENTS	5
F. OPENING OF BIDS	5
G. ACCEPTANCE OR REJECTION OF BIDS	5
H. QUALIFICATIONS.....	6
I. DESCRIPTIVE LITERATURE	7
J. NOTICE TO VENDORS	7
SECTION II: GENERAL INFORMATION.....	8
A. ECONOMY OF BID	8
B. PUBLIC INFORMATION ACT (PIA)	8
C. CONTRACT AWARD.....	8
D. AUDIT	8
E. NONPERFORMANCE.....	8
F. MODIFICATION OR WITHDRAWAL OF BID.....	9
G. DEFAULT.....	9
H. COLLUSION/FINANCIAL BENEFIT	9
I. TAX EXEMPTION	9
J. CONTRACT CHANGES	9
K. ADDENDUM	10
L. EXCEPTIONS/ SUBSTITUTIONS	10
M. APPROVED EQUALS	11
N. INSURANCE	11
O. BID EVALUATION.....	11
P. GENERAL REQUIREMENTS	11
Q. PAYMENT.....	11
R. AWARD	11
SECTION III: GENERAL CONDITIONS	12
A. DRAWINGS AND SPECIFICATIONS	12
B. MATERIALS, SERVICES AND FACILITIES	12
C. INSPECTION AND TESTING.....	12
D. APPROVAL OF SUBSTITUTION OF MATERIALS	13
E. PROTECTION OF WORK, PROPERTY AND PERSONS.....	13
F. BARRICADES, DANGER, WARNING AND DETOUR SIGNS.....	13
G. LICENSES AND PERMITS	13
H. SUPERVISION.....	13
I. CLEAN UP	14
J. CHANGES IN WORK.....	14
K. TIME FOR COMPLETION	14
L. LIQUIDATED DAMAGES.....	14
M. CORRECTION OF WORK.....	15
N. CONSTRUCTION SAFETY AND HEALTH STANDARDS	15
O. PERFORMANCE AND PAYMENT BONDS	15
P. GUARANTEE	16
SECTION IV: DESIGN-BUILD SPECIFICATIONS.....	17
A. PROJECT DESCRIPTION.....	17

B.	CONTRACT PERIOD AND PRICING	17
C.	PROVIDED BY THE COUNTY	17
D.	STANDARD, CODE, AND REGULATORY REQUIREMENTS.....	18
E.	SCOPE OF WORK.....	18
F.	DELIVERABLES AND SUBMISSION REQUIREMENTS	21
G.	PROJECT SCHEDULE	22
	SECTION V: APPROACH, EXPERIENCE, STAFFING AND QUALIFICATIONS.....	23
A.	TECHNICAL APPROACH	23
B.	STAFFING.....	23
D.	EXAMPLE PROJECTS	24
	SECTION IV: EVALUATION AND SELECTION PROCESS	25
	FORM OF PROPOSAL.....	26
	REFERENCES	29
	EXCEPTIONS	30
	INDIVIDUAL PRINCIPAL	31
	VENDOR’S AFFIDAVIT OF QUALIFICATION TO BID	32
	NON-COLLUSIVE AFFIDAVIT	33
	EXHIBIT A	34
	ATTACHMENTS	38

SECTION I: INTRODUCTION

A. PURPOSE

1. The purpose of this Design-Build Proposal Document is for Worcester County ("County") to contract for professional design-build (DB) services for the design, permitting, and construction of 12-inch water main in Berlin, MD.

B. CLARIFICATION OF TERMS

1. Firms or individuals that submit a proposal for award of a contract ("Contract") are referred to as vendors ("Vendors") in this document. The Vendor that is awarded the Contract is herein referred to as the ("Successful Vendor").
2. **Design-Build (DB):** A project delivery method where a single entity provides both design and construction services under a single contract.
3. **Proposal:** The technical document submitted by the Design-Build team detailing their qualifications, design concepts, and project execution plan.
4. **Bid:** The financial document submitted by the Design-Build team stating the fixed Lump Sum price or cost structure required to complete the project.
5. **Design-Builder:** The single firm or team legally responsible for delivering both the design and construction of the project, also referred to as Vendor.

C. QUESTIONS AND INQUIRES

1. Questions must be addressed in writing to the Worcester County Procurement Officer at purchasing@worcestermd.gov.
2. A non-mandatory pre-proposal meeting will be held on the date, time, and location listed on the front of this Bid Document.
3. Questions for clarification must be submitted no later than the date and time listed on the front of this Bid Document.
4. Addenda are posted on the County website at <https://www.co.worcester.md.us/> under County Info: Bid Board: at <https://www.co.worcester.md.us/commissioners/bids> at least five calendar days before proposal opening.
5. It is the Vendor's responsibly to make sure all addenda are acknowledged in their proposal. Failure to do so could result in the proposal being disqualified.

D. FILLING OUT PROPOSAL DOCUMENTS

1. Use only forms supplied by the County.
2. One unbound original and five bound copies of the proposal form and any required attachments must be submitted in the solicitation and can be submitted in the same envelope unless otherwise instructed.
3. Proposal Documents should be compiled as follows: (1) Cover letter, (2) Form of Bid, (3) References, (4) Exceptions Document and Signed addenda, if necessary (5) Individual Principal Document, (6) Vendor's Affidavit of Qualification to Bid, and (7) Non-Collusive Affidavit and (8) Approach, Experience, Staffing and Qualifications
4. Where so indicated by the make-up of the Bid Documents, sums will be expressed in both words and figures, and in the case of a discrepancy between the two, the amount written in words will govern. In the event there is a discrepancy between the unit price and the extended totals, the unit prices will govern.
5. Any interlineation, alteration, or erasure will be initialed by the signer of the Bid Documents.

6. Each copy of the Bid Documents will be signed by the person(s) legally authorized to bind the Vendor to a contract, using the legal name of the signer. Bid Documents submitted by an agent will have a current Power of Attorney attached certifying the agent's authority to bind the Vendor.
7. Vendor will supply all information and submittals required by the Bid Documents to constitute a proper and responsible completed Bid Document package.
8. Any ambiguity in the Bid Documents as a result of omission, error, lack of clarity or non-compliance by the Vendor with specifications, instructions, and/or all conditions of bidding will be construed in the light most favorable to the County.

E. SUBMISSION OF PROPOSAL DOCUMENTS

1. All copies of the Bid Documents and any other documents required to be submitted with the Bid Documents will be enclosed in a sealed envelope. The envelope will be addressed to the Worcester County Commissioners and will be identified with the project name: **DB Samuel Bowen Water Main Extension** and the Vendor's name and address. If the Bid Documents are sent by mail, the sealed envelope will be enclosed in a separate mailing envelope with the notation "SEALED PROPOSAL DOCUMENTS ENCLOSED" on the face thereof.
2. Bids must be mailed or hand carried to the **Worcester County Administration Office, 1 West Market Street, Room 1103, Snow Hill, MD 21863**, in order to be received **prior** to the announced proposal deadline. *Proposals received after said time or delivered to the wrong location will be returned to the Vendor unopened.*
3. **Bids are due and will be opened at the time listed on the front of this Bid Document. Late bids cannot be accepted.**
4. If you are delivering a bid in person please keep in mind to allow time to get through security and into the Administration Office. It is fully the responsibility of the Vendor to ensure that the bid is received on time.
5. The County will not speculate as to reasonableness of the postmark, nor comment on the apparent failure of a public carrier to have made prompt delivery of the bid.
6. Vendors, or their authorized agents, are expected to fully inform themselves as to the conditions, requirements, and specifications before submitting Bid Documents; failure to do so will be at the Vendor's own risk.
7. A fully executed Affidavit of Qualification to Bid will be attached to each Bid Document.
8. Minority vendors are encouraged to participate.
9. All Vendor submitted Bid Documents will be valid for a minimum of sixty days from the date of Bid Document opening.
10. Electronically mailed bids are **not** considered sealed bids and will **not** be accepted.

F. OPENING OF BIDS

1. Bid Documents received on time will be opened publicly. Only the Vendors' names and total costs will be read aloud for the record.
2. The Contract will be awarded or all Bid Documents will be rejected within sixty days from the date of the Bid Document opening.

G. ACCEPTANCE OR REJECTION OF BIDS

1. Unless otherwise specified, the Contract will be awarded to the most responsible and responsive Vendor complying with the provisions of the Bid Documents, provided the bid does not exceed the funds available, and it is in the best interest of the County to accept it. The County reserves

the right to reject the Bid Documents of any Vendor who has previously failed to perform properly in any way or complete on time contracts of a similar nature; or a Bid Document from a Vendor who, investigation shows, is not in a position to perform the Contract; or Bid Documents from any person, firm, or corporation which is in arrears or in default to the County for any debt or contract.

2. Completed Bid Documents from Vendors debarred from doing business with the State of Maryland or the Federal Government will not be accepted.
3. In determining a Vendor's responsibility, the County may consider the following qualifications, in addition to price:
 - a. Ability, capacity, and skill to provide the commodities or services required within the specified time, including future maintenance and service, and including current financial statement or other evidence of pecuniary resources and necessary facilities.
 - b. Character, integrity, reputation, experience and efficiency.
 - c. Quality of past performance on previous or existing contracts, including a list of current and past contracts and other evidence of performance ability.
 - d. Previous and existing compliance with laws and ordinances relating to contracts with the County and to the Vendor's employment practices.
 - e. Evidence of adequate insurance to comply with Contract terms and conditions.
 - f. Statement of current workload and capacity to perform/provide the Goods and/or Services.
 - g. Explanation of methods to be used in fulfilling the Contract.
 - h. The Vendor, if requested, will be prepared to supply evidence of its qualifications, listed above, and its capacity to provide/perform the Goods and/or Services; such evidence to be supplied within a specified time and to the satisfaction of the County.
4. In determining a Vendor's responsiveness, the County will consider whether the Bid Document conforms in all material respects to the Bid Documents. The County reserves the right to waive any irregularities that may be in its best interest to do so.
5. The County will have the right to reject any and all Bid Documents, where applicable to accept in whole or in part, to add or delete quantities, to waive any informalities or irregularities in the Bid Document received, to reject a Bid Document not accompanied by required Bid security or other data required by the Bid Documents, and to accept or reject any Bid Document which deviates from specifications when in the best interest of the County. Irrespective of any of the foregoing, the County will have the right to award the Contract in its own best interests.

H. QUALIFICATIONS

1. The Vendor must be in compliance with the laws regarding conducting business in the State of Maryland.

All Vendors shall provide a copy Certificate of Status from the Maryland Department of Assessments and Taxation, evidencing the Vendor is in good standing with the State of Maryland. See https://sdatcert1.resiusa.org/certificate_net/ for information on obtaining the Certificate of Status. *Certificates of status are not available for trade names, name reservations, government agencies, sole proprietorships, and some other accounts as these are not legal entities and thus are not required for these categories of Vendors.* For more information on the Certificate of Status please see <http://www.dat.state.md.us/sdatweb/COSinfo.html> .

2. Worcester County reserves the right, at its sole discretion, to extend the date this documentation must be provided. The Vendor's inability to provide this documentation could result in the bid being rejected.

I. DESCRIPTIVE LITERATURE

1. The proposed descriptive literature fully describing the product bid is what is intended to be included as the price. Failure to do so may be cause for rejection of the bid.
2. Any items, systems or devices supplied in this bid that are proprietary in nature relative to maintenance, repair, servicing or updating must be disclosed on the bid form.

J. NOTICE TO VENDORS

1. Before a Vendor submits the Bid Documents it will need to become fully informed as to the extent and character of the Goods and/or Services required and are expected to completely familiarize themselves with the requirements of this Bid Document's specifications. Failure to do so will not relieve the Vendor of the responsibility to fully perform in accordance therewith. No consideration will be granted for any alleged misunderstanding of the material to be furnished or the Services to be performed, it being understood that the submission of a Bid Document is an agreement with all of the items and conditions referred to herein.

END OF SECTION

SECTION II: GENERAL INFORMATION

A. ECONOMY OF BID

1. Bid Documents will be prepared simply and economically, providing straightforward and concise description of the Vendor's capabilities to satisfy the requirements of the Bid Documents. Emphasis should be on completeness and clarity of content. Elaborate brochures and other representations beyond that sufficient to present a complete and effective Bid Document are neither required nor desired.

B. PUBLIC INFORMATION ACT (PIA)

1. Worcester County is subject to the Maryland Public Information Act and may be required to release bid submissions in accordance with the Act.
2. Any materials the Vendor deems to be proprietary or copyrighted must be marked as such; however, the material may still be subject to analysis under the Maryland Public Information Act.
 - a. The Vendor may invoke proprietary information or trade secret protection for submission of any data/material by (1) identifying the data/material in a written description, (2) clearly marking the data/material as proprietary, and (3) providing a written statement detailing the reasons why protection is necessary. The County reserves the right to ask for additional clarification prior to establishing protection.

C. CONTRACT AWARD

1. A written award by the County to the Successful Vendor in the form of a Purchase Order or other contract document will result in a binding Contract without further action by either party. If the Successful Vendor fails or refuses to sign and deliver the Contract and the required insurance documentation, the County will have the right to award to the next responsible and responsive Vendor. Contract will be executed by the Successful Vendor within fourteen calendar days of receipt of the Contract.
2. Bid Documents and Contracts issued by the County will bind the Vendor to applicable conditions and requirements herein set forth, unless otherwise specified in the Bid Documents, and are subject to all federal, state, and municipal laws, rules, regulations, and limitations.
3. County personal property taxes ("Taxes") must be on a current basis; if any such Taxes are delinquent, they must be paid before award of Contract. Failure to pay will result in the award of Contract to another Vendor.
4. The County reserves the right to engage in individual discussions and interviews with those Vendors deemed fully qualified, responsible, suitable and professionally competent to provide the required Goods and/or Services should the project size warrant it. Vendors will be encouraged to elaborate on their qualifications, performance data, and staff expertise.

D. AUDIT

1. The Successful Vendor agrees to retain all books, records, and other documents relative to the awarded Contract for five years after final payment, or until audited. The County, its authorized agents, and/or State auditors will have full access to and the right to examine any of said materials during said period.

E. NONPERFORMANCE

1. The County reserves the right to inspect all operations and to withhold payment for any goods not performed or not performed in accordance with the specifications in this Bid Document. Errors, omissions or mistakes in performance will be corrected at no cost to the County. Failure to do so

will be cause for withholding of payment for that Goods and/or Services. In addition, if deficiencies are not corrected in a timely manner, the County may characterize the Successful Vendor as uncooperative, which may jeopardize future project order solicitations.

F. MODIFICATION OR WITHDRAWAL OF BID

1. A Bid Document may not be modified, withdrawn, or cancelled by the Vendor during the stipulated time period following the time and date designated for the receipt of Bid Documents, and each Vendor so agrees in submitting Bid Documents.

G. DEFAULT

1. The Contract may be cancelled or annulled by the County in whole or in part by written notice of default to the Successful Vendor upon non-performance, violation of Contract terms, delivery failure, bankruptcy or insolvency, any violation of state or local laws, or the making of an assignment for the benefit of creditors. An award may then be made to the next most highly rated Vendor, or when time is of the essence, similar commodities and/or service may be purchased on the open market. In either event, the defaulting Vendor (or his surety) will be liable to the County for cost to the County in excess of the defaulted Contract price.
2. If a representative or warranty of either Party to the Contract is false or misleading in any material respect, or if either Party breaches a material provision of the Contract ("Cause"), the non-breaching Party will give the other Party written notice of such cause. If such Cause is not remedied within fifteen calendar days ("Cure Period") after receipt of such notice, (unless, with respect to those Causes which cannot be reasonably corrected or remedied within the Cure Period, the breaching Party will have commenced to correct or remedy the same within such Cure Period and thereafter will proceed with all due diligence to correct or remedy the same), the Party giving notice will have the right to terminate this Contract upon the expiration of the Cure Period.

H. COLLUSION/FINANCIAL BENEFIT

1. The Vendor certifies that his/her Bid is made without any previous understanding, agreement, or connection with any person, firm, or corporation making a Bid Document for the same project; without prior knowledge of competitive prices; and is in all respects fair, without outside control, collusion, fraud, or otherwise illegal action.
2. Upon signing the Bid Document, Vendor certifies that no member of the governing body of the County, or members of his/her immediate family, including spouse, parents or children, or any other officer or employee of the County, or any member or employee of a Commission, Board, or Corporation controlled or appointed by the County Commissioners has received or has been promised, directly or indirectly, any financial benefit, related to this Bid Document and subsequent Contract.

I. TAX EXEMPTION

1. In buying products directly from a Vendor, Worcester County is exempt from being *directly* charged Federal excise and Maryland sales tax. A copy of an exemption certificate shall be furnished upon request.
2. According to the Office of the Comptroller of Maryland, a *Contractor is responsible for paying sales tax* on his/her purchases relating to any projects or services and should incorporate it into their bid.
3. Successful Vendors **cannot** use the County tax exemption to buy materials or products used on County projects.

J. CONTRACT CHANGES

1. No claims may be made by anyone that the scope of the project or that the Vendor's Goods and/or Services have been changed (requiring changes to the amount of compensation to the Vendor or other adjustments to the Contract) unless such changes or adjustments have been made by an approved written amendment (Change Order) to the Contract signed by the Chief Administrative Officer (and the County Commissioners, if required), prior to additional Goods and/or Services being initiated. Extra Goods and/or Services performed without prior, approved, written authority will be considered as unauthorized and at the expense of the Vendor. Payment will not be made by the County.
2. No oral conversations, agreements, discussions, or suggestions, which involve changes to the scope of the Contract, made by anyone including any County employee, will be honored or valid. No written agreements or changes to the scope of the Contract made by anyone other than the Procurement Officer (with the Chief Administrative Officer and/or County Commissioners approval, if required) will be honored or valid.
3. If any Change Order in the Goods and/or Services results in a reduction in the Goods and/or Services, the Vendor will neither have, nor assert any claim for, nor be entitled to any additional compensation for damages or for loss of anticipated profits on Goods and/or Services that are eliminated.

K. ADDENDUM

1. No oral statements of any person will modify or otherwise affect or interpret the meaning of the Contract specifications, or the terms, conditions, or other portions of the Contract. All modifications and every request for any interpretation must be addressed to Worcester County's Procurement Officer and to be given consideration, must be received no later than the last day for questions listed in Section I, Subsection C.2.
2. Any and all interpretations, corrections, revisions, and amendments will be issued by the Procurement Officer to all holders of Bid Documents in the form of written addenda. Vendors are cautioned that any oral statements made by any County employee that materially change any portion of the Bid Documents cannot be relied upon unless subsequently ratified by a formal written amendment to the Bid Document.
3. All addenda will be issued so as to be received at least five days prior to the time set for receipt of Bid Documents, and will become part of the Contract and will be acknowledged in the Bid Document form. Failure of any Vendor to receive any such addenda will not relieve said Vendor from any obligation under the Bid Document as submitted.
4. Vendors are cautioned to refrain from including in their Bid Document any substitutions which are not confirmed by written addenda. To find out whether the County intends to issue an amendment reflecting an oral statement made by any employee, contact Worcester County's Procurement Officer during normal business hours.
5. The Worcester County Procurement Officer reserves the right to postpone the Bid Document opening for any major changes occurring in the five-day interim which would otherwise necessitate an Addendum.

L. EXCEPTIONS/ SUBSTITUTIONS

1. Any exceptions or substitutions to the specifications requested should be marked on the bid form and listed on a separate sheet of paper attached to the bid.
2. An exception to the specifications may disqualify the bid. The County will determine if the exception is an essential deviation or a minor item.

3. In the case of a minor deviation, the County maintains the option to award to that Vendor if it determines the performance is not adversely affected by the exception.

M. APPROVED EQUALS

1. In all specifications where a material or article is defined by describing a proprietary product or by using the name of a Vendor or manufacturer, it can be assumed that an approved equal can be substituted.
2. The use of a named product is an attempt to set a particular standard of quality and type that is familiar to the County. Such references are not intended to be restrictive.
3. However, the County shall decide if a product does in fact meet or exceed the quality of the specifications listed in the solicitation. It shall be the responsibility of the Vendor that claims his product is an equal to provide documentation to support such a claim.

N. INSURANCE

1. If required by the General Conditions or Terms and Conditions, the Successful Vendor shall provide the County with Certificates of Insurance within ten calendar days of bid award notification evidencing the required coverage.
2. Successful Vendor must provide Certificates of Insurance before commencing work in connection with the Contract.

O. BID EVALUATION

1. Bid tabulations will be posted on the County website at <https://www.co.worcester.md.us/commissioners/bids>. Click on the Expired Bids & Results tab and find the bid tabulation for the bid you are interested in. Bid tabulations will be posted as soon as reasonably possible after the Bid opening.
 - a. The County will not be responsible for any costs incurred by any vendor in preparing and submitting a proposal.
 - b. Successful Vendor agrees to complete any necessary vendor paperwork as required by the County.

P. GENERAL REQUIREMENTS

1. The Successful Vendor must be licensed to perform Work in the state of Maryland.

Q. PAYMENT

2. The County will make payment(s) to the Successful Vendor within thirty calendar days from the receipt of a proper invoice for approved and accepted work performed.
3. Unless otherwise noted, **all additional charges shall be included in the price quoted.**
 - a. This includes delivery, shipping, and any other materials (proofs, paper, etc.) needed to successfully complete the project according to the terms described.
 - b. The County will not be responsible for any costs incurred by any vendor in preparing and submitting a proposal.
 - c. Successful Vendor agrees to complete any necessary vendor paperwork as required by the County.

R. AWARD

1. The County intends to award to the Vendor whose Completed Proposal Documents represents the best value to the County.

END OF SECTION

SECTION III: GENERAL CONDITIONS

A. DRAWINGS AND SPECIFICATIONS

1. Should any detail be omitted from the drawings or specifications, or should any errors appear in either, it shall be the duty of the Successful Vendor to notify the County's designated construction inspector.
2. In no case shall the Successful Vendor proceed with the work without notifying and receiving definite instructions from the County. Work wrongly constructed without such notification shall be corrected by the Successful Vendor at his own cost.

B. MATERIALS, SERVICES AND FACILITIES

1. It is understood that, except as otherwise specifically stated in the Bid Documents, the Successful Vendor will provide and pay for all materials, labor, tools, equipment, water, light, power and transportation, supervision, temporary construction of any nature, and all other services and facilities of any nature whatsoever necessary to execute, complete, and deliver the Work within the specified time.
2. Materials and equipment will be so stored as to insure the preservation of their quality and fitness for the Work. Stored materials and equipment to be incorporated in the Work will be located so as to facilitate prompt inspection.
3. Manufactured articles, materials, and equipment will be applied, installed, connected, erected, used, cleaned and conditioned as directed by the manufacturer.
4. Materials, supplies and equipment will be in accordance with samples submitted by the Successful Vendor and approved by the County.

C. INSPECTION AND TESTING

1. All materials and equipment used in the construction of the Work will be subject to adequate inspection and testing in accordance with generally accepted standards, as required and defined in the Bid Documents.
2. The County or its representatives may, at any time, enter upon the work and the premises used by the Successful Vendor, and the Successful Vendor shall provide proper and safe facilities to secure convenient access to all parts of the work, and all other facilities necessary for inspection, as may be required.
3. The County will appoint such persons as deemed necessary to properly inspect the materials furnished or to be furnished, and the work done under the contract and to see that the same strictly corresponds with the drawings and specifications. All such materials and workmanship shall be subject to approval of the County. Approval or acceptance of payment shall not be misconstrued as approval of items or work not in conformance with specifications and drawings nor shall it prevent the rejection of said work or materials at any time thereafter during the existence of the contract, should said work or materials be found to be defective, or not in accordance with the requirements of the contract.
4. Work and material will be inspected promptly, but if for any reason should a delay occur, the Successful Vendor shall have no claim for damages or extra compensation.
5. The Successful Vendor shall pay for all inspection costs necessary to complete the work which may be incurred to comply with the requirements of any agency other than the County, such as a railroad, public service utility company, or any other governmental agency or any other agency whose jurisdiction affects the work in any manner unless otherwise specified herein.

D. APPROVAL OF SUBSTITUTION OF MATERIALS

1. Samples of materials shall be submitted by the Successful Vendor for approval before such materials are ordered from the manufacturers or distributors and shall be approved by the County before actual work is begun.
2. It is the intention of these specifications to permit all vendors bidding on this work to secure the fullest amount of competition on the various materials and specialties names herein. Wherever a material or article is defined by describing a proprietary product or by using the name of a vendor or manufacturer, the term or approved equal shall be presumed to be implied unless otherwise stated.

E. PROTECTION OF WORK, PROPERTY AND PERSONS

1. Successful Vendor will be responsible for initiating, maintaining and supervising all safety precautions and programs in connection with the Work. Successful Vendor will take all necessary precautions and programs in connection with the Work. Successful Vendor will take all necessary precautions for the safety of, and will provide the necessary protection to prevent damage, injury or loss to, all employees on the Work and other persons who may be affected thereby, all the Work and all materials or equipment to be incorporated therein, whether in storage on off the site, and other property at the site or adjacent thereto, including trees, shrubs, lawns, walks, pavements, roadways, structures and utilities not designated for removal, relocation or replacement in the course of construction.
2. Successful Vendor will comply with all applicable laws, ordinances, rules, regulations and orders of any public body having jurisdiction. Successful Vendor will erect and maintain, as required by the conditions and progress of the Work, all necessary safeguards for safety and protection. Successful Vendor will notify owners of adjacent utilities when progress of the Work may affect them. The Successful Vendor will remedy all damage, injury or loss to any property caused, directly or indirectly, in whole or in part, by Successful Vendor, any Subcontractor or anyone directly or indirectly employed by any of them or anyone for whose acts any of them be liable.
3. In emergencies affecting the safety of persons or the Work or property at the site or adjacent thereto, the Successful Vendor, without special instruction or authorization from the County, will act to prevent threatened damage, injury or loss. Successful Vendor will give the County prompt Written Notice of any significant changes in the Work or deviations from the Bid Documents caused thereby, and a Change Order will thereupon be issued covering the changes and deviations involved.

F. BARRICADES, DANGER, WARNING AND DETOUR SIGNS

1. The Successful Vendor shall provide, erect and maintain all necessary barricades, sufficient red lights, flares, danger signals and signs, provide a sufficient number of watchmen and take all necessary precautions for the protection of the work and safety of the public.

G. LICENSES AND PERMITS

1. The Successful Vendor shall have all necessary licenses required to do the work and give all notices and obtain and pay all necessary permits required by local laws and regulations for building.
2. State and Federal permits (if applicable) to undertake work have been obtained by the County and accompany these specifications.

H. SUPERVISION

1. The Successful Vendor shall maintain, at all times during the progress of work, a competent and experienced supervisor who shall represent the Successful Vendor, and all directions given to him shall be binding. Important decisions regarding directions, if requested by the supervisor, shall be confirmed in writing.
2. Supervision by the County or its representative does not relieve the Successful Vendor of responsibility for defective work executed under the direct control of the Successful Vendor. Responsibility for defective work rests upon the Successful Vendor, whether discovered by the County prior to final payment or subsequent thereto.

I. CLEAN UP

1. Upon completion of the items within a given location as specified and before monthly estimates will be paid, the construction area and all other areas occupied by the Successful Vendor during the construction of said Contract shall be cleaned of all surplus and discarded materials, bracing, forms, rubbish and temporary structures that were placed there by the Successful Vendor.
2. Disposal of the aforementioned shall be the responsibility of the Successful Vendor.

J. CHANGES IN WORK

1. The County, without invalidating the contract, may order extra work or make changes by altering, adding or deducting from the work with the contract sum being adjusted accordingly.
2. All such work shall be executed under the conditions of the original contract, except that any claim for the extension of time caused thereby shall be adjusted at the time of ordering such change.
3. The value of any such extra work or change shall be determined in one or more of the following ways:
 - a. By estimate and acceptance of lump sum.
 - b. By unit prices named in the contract or subsequently agreed upon.

K. TIME FOR COMPLETION

1. The Work contemplated under this Contract shall be considered as continuous and be completed within the timeframe(s) stated in Section IV of this Bid Document.
2. The Successful Vendor will be allowed to work eight hours per day, Monday through Friday, except for holidays, fifty-two weeks per year.
3. The Successful Vendor will not be permitted to work on holidays observed by Worcester County or the State of Maryland or on Sundays unless otherwise authorized in writing.
4. In case of an emergency which may require that work be done on Saturdays, Sundays, and Holidays, the Successful Vendor shall request permission of the County to do so. If, in the opinion of the County, the emergency is bonafide, permission may be granted to the Successful Vendor to work such hours as may be determined are necessary by the County. Also, if in the opinion of the County a bonafide emergency exists, the Successful Vendor may be directed to work such hours as may be necessary whether or not the Successful Vendor requests permission to do so.
5. The Successful Vendor shall pay the County for all costs incurred for inspection services required for work permitted during holidays, weekends or in excess of eight hours per day.

L. LIQUIDATED DAMAGES

1. If the Successful Vendor shall fail to start and complete the project within the time frame stated above, the County shall assess liquidated damages in the amounts listed below per calendar day for each and every day the Successful Vendor fails to complete the contract.

<u>Amount of Contract</u>	<u>Liquidated Damages per Day</u>
Less than \$10,000	\$100.00
\$10,000 or less than \$100,000	\$250.00
\$100,000 or less than \$500,000	\$750.00
\$500,000 or more	\$1,000.00
Or will be based on actual cost to the County, whichever is greater.	

2. The designated County project manager reserves the option to extend the scheduled completion date or waive the liquidated damages clause in its entirety if he is of the opinion that extenuating circumstances deemed such action appropriate.

M. CORRECTION OF WORK

1. The Successful Vendor will promptly remove from the premises all Work rejected by the County for failure to comply with the Bid Documents, whether incorporated in the construction or not, and the Successful Vendor will promptly replace and re-execute the Work in accordance with the Bid Documents and without expense to the County and will bear the expense of making good all Work of other Vendors destroyed or damaged by such removal or replacement.
2. All removal and replacement Work will be done at the Successful Vendor's expense. If the Successful Vendor does not act to remove such rejected Work within ten days after receipt of Written Notice, the County may remove such Work and store the materials at the expense of the Successful Vendor.

N. CONSTRUCTION SAFETY AND HEALTH STANDARDS

1. It is a condition of this contract, and shall be made a condition of each sub-contract entered into pursuant to this contract, that the Successful Vendor and any sub-contractor shall not require any laborer or mechanic employed in performance of the contract to work in surroundings or under working conditions which are unsanitary, hazardous, or dangerous to his health or safety, as determined under construction safety and health standards (Title 29, Code of Federal Regulations, Part 1926, formerly Part 1518, as revised from time to time, promulgated by the United States Secretary of Labor, in accordance with Section 107 of the Contract Work Hours and Safety Standard Act.) (83 Stat. 96).
2. Failure of Worcester County to inform the Successful Vendor of safety violations will not release the Successful Vendor of his responsibilities.

O. PERFORMANCE AND PAYMENT BONDS

1. The Successful Vendor will be required to provide the County with a Performance Bond and Payment Bond if the total Contract amount exceeds \$100,000, each in the amount of one hundred percent of the Contract Price, with a corporate surety approved by the County for the faithful performance of the Contract.
2. The Successful Vendor will within fourteen calendar days after the receipt of the Contract furnish the County with a Performance Bond and Payment Bond in penal sums equal to the amount of the Contract Price, conditioned upon the performance by the Successful Vendor of all undertakings, covenants, terms, conditions and agreements of the Bid Documents, and upon the prompt payment by the Successful Vendor to all persons supplying labor and materials in the prosecution of the Work provided by the Bid Document. Such Bonds will be executed by the Successful Vendor and corporate bonding company licensed to transact such business in the state in which

the Work is to be performed and named on the current list of "Surety Companies Acceptable on Federal Bonds" as published in the Circular Number 570. The expense of these Bonds will be borne by the Successful Vendor. If at any time a surety on any such Bond is declared bankrupt or loses its right to do business in the State of Maryland or is removed from the list of surety companies accepted on federal bonds, Successful Vendor will within ten calendar days after notice from the County to do so, substitute an acceptable Bond(s) in such form and sum and signed by such other surety or sureties as may be satisfactory to the County.

P. GUARANTEE

1. The Successful Vendor shall furnish the County with a one-year guarantee of workmanship and materials, dating from time of acceptance of the project and shall make good any defects which may occur during that period.
2. If any special guarantees in excess of the one-year period are specified by the manufacturer, these guarantees shall take precedence over the one-year period guarantee.
3. Upon completion of work, and before final payment or release of retainage, the Successful Vendor shall submit, and obtain from each subcontractor, material supplier and equipment manufacture general warranties and a notarized asbestos free guarantee.

END OF SECTION

SECTION IV: DESIGN-BUILD SPECIFICATIONS

A. PROJECT DESCRIPTION

1. The County is seeking professional design-builder services for the design, permitting, and construction of a 12-inch PVC C900, DR 18 water main in Berlin. This main, approximately 2,000 ft in length, will generally run along the north side of Samuel Bowen Boulevard and through a permanent utility easement across the lands of the Fisher Family Partnership.

B. CONTRACT PERIOD AND PRICING

1. Project timeline, including design, permitting and construction is 365 days. The 365-calendar-day Contract Period shall commence upon issuance of the Notice to Proceed and shall extend through Final Completion, including design, permitting, construction, testing, acceptance, record drawings, and closeout, subject to authorized extensions of time.
2. For purposes of this Contract, the “Contract Period” means the 365-day performance period established in Section IV.B.1.
3. Warranty Period: 2 years from date of Final Acceptance of the Work.
4. Pricing must include all labor, travel, materials, tools, and equipment necessary to perform the Work. Pricing shall be a lump-sum design-build price, with specifically identified unit prices for uncertain or variable quantities. The lump-sum price shall include a Permitting and Testing Allowance of \$5,000 for actual initial permitting and testing fees. The Allowance shall not cover resubmittal, re-review, or retest fees caused by Design-Builder error, which shall be borne solely by the Design-Builder. Any unused Allowance shall be credited to the County at Final Completion. Pricing will not change during the Contract Period, unless authorized by the County.
5. The Contract Period shall be extended, without penalty to the Design-Builder, for delays caused by regulatory or permitting agency review timeframes or other excusable delays, including weather or differing site conditions, beyond the Design-Builders’ control, provided the Design-Builder timely submits complete and technically sufficient applications and diligently responds to agency comments. Any adjustment for differing site conditions shall be subject to the Contract’s written Change Order procedures.

C. PROVIDED BY THE COUNTY

1. The County will provide available drawings, studies, reports data; however, the Design-Builder shall identify any data gaps and recommend additional investigations necessary to support decision-making. Existing information provided by the County is not a guarantee of existing conditions.
2. Access to existing facilities for inspection and data collection
3. ROW and easements required for the Work within the limits of the conceptual path.
4. The following items are included in Attachment A
 - a. Conceptual Water Main Path Sketch
 - b. Samuel Bowen Water Loop Proposed Path
 - c. Easement Plan on Fisher Farm 7-1-2026
5. Worcester County Standard Specifications and Details for Water Mains & Sewer Mains, dated November 1, 2017 and County-approved products and materials list are located on our website <https://worcestermhd.gov/departments/publicworks/water>. Contact the Water and Wastewater Division for updates.

D. STANDARD, CODE, AND REGULATORY REQUIREMENTS

1. The design and Work shall comply with applicable standards, codes, and regulatory requirements, including but not limited to:
 1. Worcester County Standard Specifications and Details for Water Mains & Sewer Mains, dated November 1, 2017.
 2. Current County-approved products and materials list.
 3. Maryland Department of the Environment requirements for public water systems and water-main construction permits.
 4. Current applicable AWWA standards
 5. Maryland Manual on Uniform Traffic Control Devices and approved traffic-control permits.
 6. Miss Utility requirements, OSHA/MOSH requirements, erosion and sediment-control requirements, and other authorities having jurisdiction.
2. If a referenced County requirement conflicts with a current mandatory code, law, permit, or regulatory requirement, the Design-Builder shall promptly notify the County and propose a compliant resolution. County review does not relieve the design-builder of responsibility for code compliance.

E. SCOPE OF WORK

1. General

- a. The Design-Builder shall be responsible for the completeness, coordination, constructability, and technical adequacy of its design, consistent with the requirements of the Contract Documents and applicable laws, codes, standards, and permits;
- b. All engineering, surveying, and other professional services requiring licensure shall be performed under the responsible charge of professionals properly licensed in the State of Maryland. Design documents requiring professional certification shall be signed and sealed by the appropriate Maryland-licensed professional.

2. Design Basis

- a. Water main: Length: 2,000 LF of 12-inch nominal diameter PVC pipe, AWWA C900, DR18, unless the County approves a higher-pressure class based on justification from the Designer of Record. Any water main length directed by the County in excess of the 2,000 LF included in the Base Proposal shall be paid for at the Unit Price for 12" Water Main provided in the Form of Proposal.
- b. Joints: Elastomeric gasketed integral-bell joints; restrained joints where required by thrust calculations, County details, crossings and connections.
- c. Hydrants: The Base Proposal shall include the furnishing and installation of four (4) complete fire hydrant assemblies, including all associated piping, valves, fittings, restraints, appurtenances, and connections necessary for a complete and operational installation. Any additional fire hydrant assemblies directed by the County beyond the four (4) hydrants included in the Base Proposal shall be paid for at the Unit Price for Additional Fire Hydrant Assembly provided in the Form of Proposal.
- d. Valves: The Base Scope requires four (4) 12-inch gate valves. Any additional gate valves directed by the County beyond the four included in the Base Proposal shall be paid for at the Unit Price for Gate Valve provided in the Form of Proposal.
- e. Fittings: Ductile iron mechanical-joint fittings meeting County Standards; restrained as required.
- f. Tracer system: County-standard tracer wire, detection tape and continuity test stations for nonmetallic main.

- g. Minimum cover: In accordance with County Standards and permit requirements; increase where required for grading, drainage, roadway loading or utility separation.
 - h. Connections: Complete connections to County-designated existing mains, including excavation, fittings, restraints, shutdown coordination, testing and restoration.
 - i. Testing: Hydrostatic testing at 150 psi and leakage testing in accordance with County Standards and applicable current AWWA requirements.
 - j. Disinfection: County Standards, including flushing, chlorine residual testing and satisfactory bacteriological samples.
 - k. Service connections: No new customer services included unless added by written change or shown in the final County-approved design.
3. **Task 1. Project Management and Administration**
- a. Prepare and submit monthly progress reports detailing work completed, work planned for the following period, budget status, schedule status, and any issues requiring Worcester County attention through the contract period.
 - b. Manage Design-Builder team and ensure quality control of all deliverables.
 - c. Attend and lead project kickoff meeting and subsequent monthly progress meetings for the duration of the project. Meetings shall be conducted in-person at County offices or via video conference.
 - d. The Design Builder shall prepare and distribute meeting agendas and shall distribute written meeting minutes following each meeting.
 - e. Coordinate with Worcester County staff, regulatory agencies, and utility companies (as applicable), and other stakeholders as necessary.
4. **Task 2. Engineering Design Services**
- a. Provide planning, surveying, design, constructability reviews, permitting, etc. for water main in accordance with applicable technical standards and administrative requirements of Worcester County and the state of Maryland.
 - b. Verify that the proposed design and construction limits are consistent with the ROW and easements provided by the County and identify any additional property rights that may be necessary.
 - c. Prepare, submit, track and obtain all permits and approvals required for the Work. The County will sign owner certifications and provide reasonable owner information. The cost of initial permit application fees shall be paid from the Permitting and Testing Allowance in accordance with Section IV.B.4. The cost of any permit resubmittal, re-review, or additional application fee resulting from Design-Builder error, omission, or incomplete/deficient submittals shall be borne solely by the Design-Builder and shall not be charged to the Allowance.
 - d. Provide milestone submittals at 30%, 90% and Final design. Minimum content of submittals is provided in Table IV-1. Task 2 Submittals.
 - e. Supplemental exploratory excavation/subsurface utility investigation (SUE) shall be performed to identify/confirm existing utility diameters, alignments, materials, etc. The Design-Builder shall be responsible for utility coordination, traffic control, and site restoration associated with test pit activities. Five (5) utility test pits are included in the Base Proposal Price. The Design-Builder shall provide a unit cost per additional test pit in the Form of Proposal. Additional test pits shall not be performed without prior written authorization from the County.

Table IV-1. Task 2 Submittals	
Submittal	Minimum Content
30% / Basis of Design	Survey base, proposed alignment, connection concepts, utilities, hydrant/valve concept, permits, subsurface and field investigations and design criteria. Provide a procurement schedule for long-lead materials and equipment demonstrating that procurement will not adversely affect the Contract Schedule.
90% Design	Complete coordinated documents, responses to prior comments, permit status, construction schedule, complete utility coordination, and final plans showing final alignment, profiles, restoration, details, ESC, MOT, and final specifications. Final constructability review and a completed internal QA/QC checklist and certification signed by the responsible QA/QC reviewer.
Final	Sealed final documents incorporating County and permit comments; approval matrix and design QC certification.

5. Task 3: Construction Phase Design and Engineering

- a. Review shop drawings, product data, and samples for conformance with the design intent, including pipe, fittings, valves, thrust restraint, and bedding/backfill material and submit to County for review and approval.
 - i. County review or approval of shop drawings, product data, samples, RFIs, calculations, or other submittals shall not relieve the Design-Builder of responsibility for compliance with the Contract Documents, design adequacy, dimensions, quantities, coordination, or means and methods.
- b. Prepare or review change order/field order documentation, including cost and schedule impact analysis, for County consideration, as needed.
- c. The Design-Builder shall be responsible for construction quality control and shall prepare and distribute site visit reports with photographs.
 - i. County inspection, observation, testing, review, or approval shall not relieve the Design-Builder of responsibility for the quality, completeness, or conformity of the Work with the Contract Documents.
- d. Coordinate scheduling of all testing, including but not limited to continuity testing, hydrostatic pressure and leakage testing, and disinfection and bacteriological testing of the completed water main with the County. The cost of initial testing shall be paid from the Permitting and Testing Allowance in accordance with Section IV.B.4. The Design-Builder is responsible for the cost of any failed or repeated tests attributable to the Design-Builder's work, materials, or installation, which shall not be charged to the Allowance. Costs of failed tests attributable to pre-existing infrastructure or County-directed changes shall be reimbursed to the Design-Builder as a Change Order.
- e. Conduct a substantial completion walkthrough with the County and prepare a punch list of remaining items; verify completion of punch list items; conduct a final inspection and request Final Completion and final payment to the County.
- f. Review red-line as-built markups for completeness and general accuracy and prepare record (as-built) drawings based on markups and field observations.

- g. Compile closeout documentation, including warranties, guarantees, testing reports, record drawings and applicable operation and maintenance information and submit to the County prior to final acceptance.
 - h. Certify project completion and provide final construction certification to the Maryland Department of the Environment, as required.
- 6. Task 4: Construction Services**
- i. Mobilization, including
 - i. Preconstruction documentation shall include photographs and other documentation sufficient to establish existing conditions of areas subject to construction disturbance.
 - ii. Mobilization, temporary facilities, survey layout and preconstruction documentation.
 - iii. Traffic control, access maintenance, erosion control and protection of existing facilities.
 - iv. Demobilization activities
 - j. Water Main Installation, including:
 - i. Trenching, dewatering, bedding, pipe installation, backfill and compaction.
 - ii. Installation of valves, hydrants, fittings, tracer system, restrained joints and appurtenances.
 - iii. Connections to existing mains and coordinated shutdowns.
 - iv. Pressure/leakage testing, continuity testing, flushing, disinfection and bacteriological acceptance.
 - k. Site Restoration and Closeout:
 - i. Restore disturbed areas to conditions equal to or better than existing conditions immediately prior to construction, unless otherwise specified in the Contract Documents or approved by the County or private property owner.
 - ii. As-built survey, record drawings, asset/GIS data, O&M information, warranties and final closeout.

F. DELIVERABLES AND SUBMISSION REQUIREMENTS

- A. The Design-BUILDER shall provide the following deliverables at the indicated project phases:
 - a. Written response to all County review comments for each design submission, documenting how each comment was addressed or explaining why it was not.
 - b. **Design Phase Submissions**
 - i. Two (2) hard copies and one PDF of the Final Design Submission. Unless otherwise directed, intermediate submissions shall be provided electronically in PDF format.
 - c. **Construction Phase Design and Engineering Services**
 - i. Pre-construction conference minutes
 - ii. Submittal review comments/stamped submittals
 - iii. RFI responses and clarification sketches
 - iv. Site visit reports with photographs
 - v. Progress meeting minutes
 - vi. Invoices and progress reports detailing the work performed that is being billed, outstanding issues, summary of additional work requests, percent completed, any anticipated delays, etc.
 - vii. Change order/field order documentation
 - viii. Pressure/leakage test review memorandum

- ix. Substantial and Final Completion letters, punch list, and punch list closeout verification
- x. Record (as-built) drawings
- d. Final closeout documentation package
 - i. Electronic Deliverables shall be provided as listed below:
 - 1. All CAD files shall be provided in the current AutoCAD format specified by the County, with all external references included and properly linked.
 - 2. All calculations in Microsoft Excel or PDF format
 - 3. PDF files of all documents and drawings

G. PROJECT SCHEDULE

- A. The Design-Builder shall provide a detailed project schedule within 14 days of Notice to Proceed and shall update the schedule monthly.
- B. At a minimum, the schedule shall include:
 - a. NTP
 - b. survey/SUE
 - c. 30%
 - d. 60%
 - e. 90%
 - f. Permit Submittals
 - g. Permit Approvals
 - h. Final Design
 - i. Construction Start
 - j. Water Main Installation
 - k. Pressure Testing
 - l. Disinfection
 - m. MDE approval/certification
 - n. Substantial Completion
 - o. Final Completion
- H. The project schedule shall be in the form of a Gantt chart with key milestones and critical path identified.

END OF SECTION

SECTION V: APPROACH, EXPERIENCE, STAFFING AND QUALIFICATIONS

A. TECHNICAL APPROACH

1. The Design-Builder shall submit a technical approach of up to five (5) pages describing their approach to performing the services required under this contract. The technical approach shall demonstrate the Design-Builder's understanding of the project objectives, the technical and logistical challenges involved, and the methods by which the Design-Builder intends to meet the County's scope, quality, and schedule requirements.
2. At a minimum, the technical approach shall address the following:
 - a. **Scope of Services.** The Design-Builder shall demonstrate its understanding of the full scope of work and describe how the proposed services address each element of that scope. Any proposed modifications, clarifications, or additions to the scope described in this solicitation shall be clearly identified and explained.
 - b. **Approach and Methodology.** The Design-Builder shall describe its proposed methodology for each major task or phase of work, including the methods, tools, standards, and analytical frameworks to be applied. The description shall be sufficiently detailed to demonstrate a clear and informed plan for executing the work, rather than a general understanding of the requirements.
 - c. **Project Schedule and Milestones.** The Design-Builder shall provide a project schedule identifying major tasks, milestones, and deliverable submission dates. The Design-Builder shall identify potential schedule risks or dependencies, including those contingent on County actions, and describe how such risks will be managed.
 - d. **Quality Assurance and Quality Control.** The Design-Builder shall describe their QA/QC procedures for all major deliverables, including how work products will be internally reviewed prior to submission, who is responsible for QA/QC oversight, and what standards or checklists will be applied.

B. STAFFING

1. **Roles, Responsibilities, and Coordination.** The Design-Builder shall describe how responsibilities will be allocated among team members and subconsultants, how the team will be organized and managed, and how internal coordination will be maintained throughout the project. The technical approach shall identify the proposed Project Manager and describe their role in day-to-day project oversight, client communication, and schedule management.
2. **Staffing and Qualifications.** The Design-Builder shall provide one (1) page resumes regarding the qualifications, relevant experience, and anticipated availability of key personnel proposed to perform the work under this Contract. No more than six (6) key personnel shall be identified for the project. Key personnel must include staff from both the design and construction teams. Past experience as a Design-Builder team as well as work with Worcester County will be considered in this evaluation.
3. **Organizational Chart.** 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.

D. EXAMPLE PROJECTS

1. The Design-Builder shall provide at least three and no more than five example projects similar in scope to the requested scope of work within the past 10 years. At least one project should demonstrate a comparable DB delivery method. Each project should be limited to one page, including images. The Design-Builder shall also identify key staff that worked on each project, the Owner's contact information, the total cost of the project by phase (design and construction, as applicable), and change order history as outlined below:
 - a. original construction price
 - b. final construction price
 - c. original design fee
 - d. final design fee
 - e. total approved change orders
 - f. change orders as % of construction
 - g. number of change orders
 - h. reason for significant change orders
 - i. original completion date
 - j. actual completion date

END OF SECTION

SECTION IV: EVALUATION AND SELECTION PROCESS

A. EVALUATION

1. All Vendors are advised that in the event of a receipt of adequate number of Proposal Documents which, in the opinion of the County, require no clarification and/or supplementary information, such Proposal Documents may be evaluated without discussion. Hence, Proposal Documents should be initially submitted on the most complete and favorable terms which Vendors are capable of offering the County. Proposal Documents will be evaluated using the following criteria:

Weighting Factor	Criterion
20%	Technical Approach
25%	Staffing
25%	Example Projects
30%	Price

2. Each Vendor will be rated for each criterion on a scale of zero to four as described below.

Unacceptable	0
Poor	1
Fair	2
Good	3
Superior	4

- a. A Vendor's final grade will be the sum of each criterion's rating multiplied by the weighting factor listed above.
3. After identifying the short list of the most qualified Vendor(s) based on the evaluation criteria, representative(s) may be required to clarify their Proposals by making individual presentations to the evaluation committee.
 4. **Price Negotiation.** Following evaluation and ranking of Proposals, the County may enter into negotiations with the highest-ranked Design-Builder for the purpose of clarifying and finalizing price, schedule, and contractual terms, provided that such negotiations do not materially alter the scope of services or evaluation criteria upon which the Proposals were evaluated. If the County is unable to negotiate a satisfactory agreement with the highest-ranked Design-Builder, the County may terminate negotiations and enter into negotiations with the next highest-ranked Design-Builder.
 5. The County may enter into negotiations with Vendors and invite best and final offers as deemed to be in the best interest of the County. Negotiations may be in the form of face-to-face, telephone, facsimile, e-mail or written communications, or any combination thereof, at the County's sole discretion.
 6. Vendors are strongly advised not to prepare their Proposal submissions based on any assumption or understanding that negotiations will take place. Vendors are advised to respond to this Request for Proposals fully and with forth-rightness at the time of Proposal submission.
 7. Vendors are strongly cautioned not to contact elected officials or members of the evaluation committee. All questions and comments should be directed through the Purchasing Department. Inappropriate efforts to lobby or influence individuals involved in this selection may result in dismissal from further consideration, at the County's sole discretion.

**END OF SECTION -THIS AND PREVIOUS SECTIONS, OTHER THAN THE COVER PAGE, DO NOT
NEED TO BE RETURNED WITH SUBMITTAL**

FORM OF PROPOSAL

To whom it may concern:

We hereby submit our Proposal Documents for “**Samuel Bowen Water Main Extension**” as indicated in the Proposal Documents. Having carefully examined the Proposal Documents and having received clarification on all items of conflict or upon which any doubt arose, the undersigned hereby requests consideration of our Vendor for award of the referenced Proposal.

Task	DESCRIPTION	QTY	UNIT PRICE	TOTAL COST
1	Project Management and Administration	1	LS	
2	Engineering Phase Design			
2.A	Design, survey, and SUE	1	LS	
2.B	Permitting and Regulatory Coordination	1	LS	
3	Construction Phase Design and Engineering	1	LS	
4	Construction Services			
4.A	Mobilization	1	LS	
4.B	Water Main Installation	1	LS	
4.C	Restoration and Closeout	1	LS	
5	Permit and Testing Fee Allowance	1	LS	
BASE PROPOSAL TOTAL COST				

Additional Service Authorized by County

Task	DESCRIPTION	QTY	UNIT	UNIT PRICE	EXTENDED PRICE
2A.1	Additional Test Pitting and Subsurface Investigation Authorized by the County	1	Each		

Unit Prices

ITEM NO.	DESCRIPTION	QTY	UNIT	UNIT PRICE	EXTENDED PRICE
	Furnish and install additional quantities beyond what is included in the Base Proposal.				
1	12-inch C900 DR 18 PVC	1	LF		
2	Complete fire hydrant assembly with 6-inch DI lead and valve	1	EA		
3	12-inch resilient wedge gate valve and box	1	EA		
4	Unsuitable material undercut and No.57 stone replacement	100	CY		
5	Select borrow trench backfill	100	CY		
6	Additional full depth pavement restoration	100	SY		

The Vendor agrees that the proposal will be good for at least sixty (60) days unless otherwise indicated in the proposal specifications.

Is your company currently involved in any active litigation? (Yes)____ (No) _____ CHECK One.

Have you included your certificate of good standing with the State of Maryland? (See Section I, Subsection H.2 for more information.) (Yes)____ (No) _____ CHECK One.

Is your company currently involved in any mergers or acquisitions? (Yes)____ (No) _____ CHECK One.

Has your organization compiled your Completed Proposal Document as per Section I, subsection D.3 and in accordance with the Proposal Specifications Section of this Proposal Document?
(Yes)____ (No) _____ CHECK One

NOTE: THIS PROPOSAL FORM MUST BE SIGNED BY AN OFFICER OF YOUR COMPANY OR AN AUTHORIZED AGENT FOR THIS PROPOSAL TO BE CONSIDERED VALID BY THE COUNTY.

Sign for Identification

Printed Name

Title

Email

REFERENCES

List three references for which the Vendor has provided Goods/Services similar to those requested in the Bid Document within the last 12-36 months. Include contact name, address, telephone number, email address and services provided.

Company Name:		Company Name:	
Type of Project:		Type of Project:	
Address:		Address:	
Town, State, Zip Code:		Town, State, Zip Code:	
Contact Person:		Contact Person:	
Telephone Number:		Telephone Number:	
Email:		Email:	
Date of Service:		Date of Service:	
Company Name:			
Type of Project:			
Address:			
Town, State, Zip Code:			
Contact Person:			
Telephone Number:			
Email:			
Date of Service:			

Sign for Identification

Printed Name

EXCEPTIONS

The undersigned hereby certifies that, except as listed below, or on separate sheets attached hereto, the enclosed Completed Bid Document covers all items as specified.

EXCEPTIONS:

(If none, write none) _____

How did you hear about this solicitation?

- ☐ Worcester County's Website
- ☐ eMaryland Marketplace Advantage (eMMA)
- ☐ Newspaper Advertisement
- ☐ Direct email
- ☐ Other _____

The vendor hereby acknowledges receipt of the following addenda.

<u>Number</u>	<u>Date</u>	<u>Initials</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

Sign for Identification

Printed Name

INDIVIDUAL PRINCIPAL

Vendor Name: _____

Signed By: _____ In the presence of: _____

Address of Vendor: _____ Town, State, Zip _____

Telephone No.: _____ Fax: _____ Email: _____

CO-PARTNERSHIP PRINCIPAL

Name of Co-Partnership: _____

Address: _____ Town, State, Zip _____

Telephone No.: _____ Fax: _____

Signed By: _____ In the presence of: _____

Partner

Witness

Signed By: _____ In the presence of: _____

Partner

Witness

Signed By: _____ In the presence of: _____

Partner

Witness

CORPORATE PRINCIPAL

Name of Corporation: _____

Address: _____ Town, State, Zip _____

Telephone No.: _____ Fax: _____

Signed By: _____ In the presence of: _____

President

Witness

Attest: _____

Corporate Secretary

Affix Corporate Seal

VENDOR'S AFFIDAVIT OF QUALIFICATION TO BID

I HEREBY AFFIRM THAT:

I, _____ am the _____
(Printed Name) (title)
and the duly authorized representative of the Vendor of
_____ whose address is
(name of corporation)

and that I possess the legal authority to make this affidavit on behalf of myself and the Vendor for which I am acting.

Except as described in paragraph 3 below, neither I nor the above Vendor, nor to the best of my knowledge and of its officers, directors or partners, or any of its employees directly involved in obtaining contracts with the State or any county, bi-county or multi-county agency, or subdivision of the State have been convicted of, or have pleaded nolo-contendere to a charge of, or have during the course of an official investigation or other proceeding admitted in writing or under oath acts or omissions which constitute, bribery, attempted bribery, or conspiracy to bribe under the provisions of Article 27 of the Annotated Code of Maryland or under the laws of any state or federal government (conduct prior to July 1, 1977 is not required to be reported).

(State "none" or, as appropriate, list any conviction, plea or admission described in paragraph 2 above, with the date, court, official or administrative body, the individuals involved and their position with the Vendor, and the sentence or disposition, if any.)

I acknowledge that this affidavit is to be furnished to the County, I acknowledge that, if the representations set forth in this affidavit are not true and correct, the County may terminate any Contract awarded and take any other appropriate action. I further acknowledge that I am executing this affidavit in compliance with section 16D of Article 78A of the Annotated Code of Maryland, which provides that certain persons who have been convicted of or have admitted to bribery, attempted bribery or conspiracy to bribe may be disqualified, either by operation of law or after a hearing, from entering into contracts with the State or any of its agencies or subdivisions.

I do solemnly declare and affirm under the penalties of perjury that the contents of this affidavit are true and correct.

Sign for Identification

Printed Name

NON-COLLUSIVE AFFIDAVIT

_____ being first duly sworn,
deposes and says that:

1. He/she is the _____, (Owner, Partner, Officer, Representative or Agent) of _____, the Vendor that has submitted the attached Bid Documents;
2. He/she is fully informed respecting the preparation and contents of the attached Bid Document and of all pertinent circumstances respecting such Bid Documents;
3. Such Bid Document is genuine and is not a collusive or sham Bid Document;
4. Neither the said Vendor nor any of its officers, partners, owners, agents, representatives, employees or parties in interest, including this affiant, have in any way colluded, conspired, connived or agreed, directly or indirectly, with any other Vendor, firm, or person to submit a collusive or sham Bid Document in connection with the Work for which the attached Bid Document has been submitted; or to refrain from bidding in connection with such Work; or have in any manner, directly or indirectly, sought by agreement or collusion, or communication, or conference with any Vendor, firm, or person to fix the price or prices in the attached Bid Document or of any other Vendor, or to fix any overhead, profit, or cost elements on the Bid Document price or the Bid Document price of any other Vendor, or to secure through any collusion, conspiracy, connivance, or unlawful agreement any disadvantage against (Recipient), or any person interested in the Work;
5. The price or prices quoted in the attached Bid Document are fair and proper and are not tainted by any collusion, conspiracy, connivance, or unlawful agreement on the part of the Vendor or any other of its agents, representatives, owners, employees or parties in interest, including this affiant.

Signed, sealed and delivered in the presence of:

Witness

Witness

By: _____
Signature

Printed Name

Title

EXHIBIT A

WORCESTER COUNTY MARYLAND STANDARD TERMS AND CONDITIONS

The provisions below are applicable to all Worcester County ("County") contracts. These provisions are not a complete agreement. These provisions must be attached to an executed document that identifies the work to be performed, compensation, term, incorporated attachments, and any special conditions ("Contract"). If the Standard Terms and any other part of the Contract conflict, then the Standard Terms will prevail.

1. **Amendment.** Amendments to the Contract must be in writing and signed by the parties.
2. **Bankruptcy.** If a bankruptcy proceeding by or against the Contractor is filed, then:
 - a. The Contractor must notify the County immediately; and
 - b. The County may cancel the Contract or affirm the Contract and hold the Contractor responsible for damages.
3. **Compliance with Law.** Contractor must comply with all applicable federal, state, and local law. Contractor is qualified to do business in the State of Maryland. Contractor must obtain, at its expense, all licenses, permits, insurance, and governmental approvals needed to perform its obligations under the Contract.
4. **Contingent Fee Prohibition.** The Contractor has not directed anyone, other than its employee or agent, to solicit the Contract and it has not promised to pay anyone a commission, percentage, brokerage fee, contingent fee, or other consideration contingent on the making of the Contract.
5. **Counterparts and Signature.** The Contract may be executed in several counterparts, each of which may be an original and all of which will be the same instrument. The Contract may be signed in writing or by electronic signature, including by email. An electronic signature, a facsimile copy, or computer image of the Contract will have the same effect as an original signed copy.
6. **Exclusive Jurisdiction.** All legal proceedings related to this Contract must be exclusively filed, tried, and maintained in either the District Court of Maryland for Worcester County, Maryland or the Circuit Court of Worcester County, Maryland. The parties expressly waive any right to remove the matter to any other state or federal venue and waive any right to a jury trial.
7. **Force Majeure.** The parties are not responsible for delay or default caused by fire, riot, acts of God, County-declaration-of-emergency, or war beyond their reasonable control. The parties must make all reasonable efforts to eliminate a cause of delay or default and must, upon cessation, diligently pursue their obligations under the Contract.
8. **Governing Law.** The Contract is governed by the laws of Maryland and the County.
9. **Indemnification.** The Contractor must indemnify the County and its agents from all liability, penalties, costs, damages, or claims (including attorney's fees) resulting from personal injury, death, or damage to property that arises from or is connected to the performance of the work or failure to perform its obligations under the Contract. All indemnification provisions will survive the expiration or termination of the Contract.

10. Independent Contractor.

- a. Contractor is an “Independent Contractor”, not an employee. Although the County may determine the delivery schedule for the work and evaluate the quality of the work, the County will not control the means or manner of the Contractor’s performance.
- b. Contractor is responsible for all applicable taxes on any compensation paid under the Contract. Contractor is not eligible for any federal Social Security, unemployment insurance, or workers’ compensation benefits under the Contract.
- c. Contractor must immediately provide the County notice of any claim made against Contractor by any third party.

11. Insurance Requirements.

- a. Contractor must have Commercial General Liability Insurance in the amounts listed below. The insurance must include coverage for personal injury, discrimination, and civil rights violation claims. All insurance must name County, its employees, and agents as “ADDITIONAL INSURED”. A copy of the certificate of insurance must be filed with the County before the Contract is executed, providing coverage in the amount of \$1,000,000 per occurrence, \$2,000,000 general aggregate, and \$500,000 for property damage.
- b. Contractor must have automobile insurance on all vehicles used in the Contract to protect Contractor against claims for damages resulting from bodily injury, including wrongful death, and property damage that may arise from the operations in connection with the Contract. All insurance must name County, its employees, and agents as “ADDITIONAL INSURED”.
- c. Contractor must provide the County with a certification of Workers’ Compensation Insurance, with employer’s liability in the minimum amount required by Maryland law in effect for each year of the Contract.
- d. All insurance policies must have a minimum 30 days’ notice of cancellation. The County must be notified immediately upon cancellation.
- e. When insurance coverage is renewed, Contractor must provide new certificates of insurance prior to expiration of current policies.

12. Nondiscrimination. Contractor must not discriminate against any worker, employee, or applicant because of religion, race, sex, age, sexual orientation, physical or mental disability, or perceived disability. This provision must be incorporated in all subcontracts related to the Contract.

13. Ownership of Documents; Intellectual Property.

- a. All documents prepared under the Contract must be available to the County upon request and will become the exclusive property of the County upon termination or completion of the services. The County may use the documents without restriction or without additional compensation to the Contractor. The County will be the owner of the documents for the purposes of copyright, patent, or trademark registration.
- b. If the Contractor obtains, uses, or subcontracts for any intellectual property, then it must provide an assignment to the County of ownership or use of the property.
- c. The Contractor must indemnify the County from all claims of infringement related to

the use of any patented design, device, materials, or process, or any trademark or copyright, and must indemnify the County, its officers, agents, and employees with respect to any claim, action, costs, or infringement, for royalties or user fees, arising out of purchase or use of materials, construction, supplies, equipment, or services covered by the Contract.

14. **Payments.** Payments to the Contractor under the Contract will be within 30 days of the County's receipt of a proper invoice from the Contractor. If an invoice remains unpaid 45 days after the invoice was received, interest will accrue at 6% per year.
15. **Records.** Contractor must maintain fiscal records relating to the Contract in accordance with generally accepted accounting principles. All other relevant records must be retained by Contractor and kept accessible for at least three years after final payment, termination of the Contract, or until the conclusion of any audit, controversy, or litigation related to the Contract. All subcontracts must comply with these provisions. County may access all records of the Contractor related to the Contract.
16. **Remedies.**
 - a. **Corrections of errors and omissions.** Contractor must perform work necessary to correct errors and omissions in the services required under the Contract, without undue delays and cost to the County. The County's acceptance will not relieve the Contractor of the responsibility of subsequent corrections of errors.
 - b. **Set-off.** The County may deduct from any amounts payable to the Contractor any back-charges, penalties, or damages sustained by the County, its agents, or employees caused by Contractor's breach. Contractor will not be relieved of liability for any costs caused by a failure to satisfactorily perform the services.
 - c. **Cumulative.** These remedies are cumulative and without waiver of any others.
17. **Responsibility of Contractor.**
 - a. The Contractor must perform the services with the standard of care, skill, and diligence normally provided by a Contractor in the performance of services similar the services.
 - b. Notwithstanding any review, approval, acceptance, or payment for the services by the County, the Contractor will be responsible for the accuracy of any work, design, drawings, specifications, and materials furnished by the Contractor under the Contract.
 - c. If the Contractor fails to conform with subparagraph (a) above, then it must, if required by the County, perform at its own expense any service necessary for the correction of any deficiencies or damages resulting from the Contractor's failure. This obligation is in addition to any other remedy available to the County.
18. **Severability/Waiver.** If a court finds any term of the Contract to be invalid, the validity of the remaining terms will not be affected. The failure of either party to enforce any term of the Contract is not a waiver by that party.
19. **Subcontracting or Assignment.** The Contractor may not subcontract or assign any part of the Contract without the prior written consent of the County. The County may withhold consent for any reason the County deems appropriate.

20. **Termination.** If the Contractor violates any provision of the Contract, the County may terminate the Contract by written notice. All finished or unfinished work provided by the Contractor will, at the County's option, become the County's property. The County will pay the Contractor fair compensation for satisfactory performance that occurred before termination less the amount of damages caused by the Contractor's breach. If the damages are more than the compensation payable to the Contractor, the Contractor will remain liable after termination and the County can affirmatively collect damages.
21. **Termination of Contract for Convenience.** Upon written notice, the County may terminate the Contract when the County determines termination is in the County's best interest. Termination for convenience is effective on the date specified in the County's written notice. The County will pay for reasonable costs allocable to the Contract for costs incurred by the Contractor up to the date of termination. But the Contractor will not be reimbursed for any anticipatory profits that have not been earned before termination.
22. **Termination of Multi-year Contract.** If funds are not available for any fiscal period of the Contract after the first fiscal period, then the Contract will be terminated automatically as of the beginning of unfunded fiscal period. Termination will discharge the Contractor and the County from future performance of the Contract, but not from their rights and obligations existing at the time of termination.
23. **Third Party Beneficiaries.** The County and Contractor are the only parties to the Contract and are the only parties entitled to enforce its terms. Nothing in the Contract gives any benefit or right to third persons unless individually identified by name and expressly described as intended beneficiaries of the Contract.
24. **Use of County Facilities.** Contractor may only County facilities that are needed to perform the Contract. County has no responsibility for the loss or damage to Contractor's personal property which may be stored on County property.
25. **Whole Contract.** The Contract, the Standard Terms, and attachments are the complete agreement between the parties and supersede all earlier agreements, bids, or other communications between the parties relating to the subject matter of the Contract.

ATTACHMENTS

A-1: Conceptual Water Main Path Sketch

A-2: Samuel Bowen Water Loop Proposed Path

A-3: Easement Plan on Fisher Farm 7-1-2026