

February 2013

**REQUEST FOR QUALIFICATIONS AND FEE STRUCTURE**  
**FOR TOWN OF DENTON**  
**ENGINEER**

Town of Denton, 13 N. Third Street, Denton, Maryland requests proposals for the position of Town Engineer and associated consulting engineering services. The scope of services requested falls into the following general categories:

- Subdivision and land development review and inspection, general civil engineering, stormwater management and regulatory compliance, environmental management and compliance, surveying and mapping, condition and inventory assessment of streets and other public works, and duties as specified for the Town Engineer within the Town of Denton Code, Caroline County, MD Code, and other applicable laws and regulations.

Additional background and details regarding the scope of services are provided in Exhibit "A". Proposals will be evaluated with respect to the following:

- Definition of services to be provided by the Town of Denton Engineer.
- Experience and qualifications of Town Engineer personnel to be assigned to deliver the required services, including duties and levels of responsibility.
- Identification and qualifications of the lead person to be designated as the Town Engineer and regular points of contact with the Town Engineer firm.
- References and brief summaries of similar municipal engineering services provided within the preceding two years.
- Current workload and staff capability of meeting the requirements identified by this Request for Qualifications.
- Hourly fee schedule for services. Out of pocket expenses for regular and recurring costs such as travel, typing, prints, postage, file maintenance etc. shall be included in hourly rates.
- A list of current clients with projects in the Town of Denton. The Town Engineer is not permitted to represent any private entities in the Town unless such work is underway at the time of engagement with the Town.
- A list of significant projects or contracts, including those within the Town, on which the firm is currently engaged, shall be submitted with the proposal.

The proposal with engineering qualifications and fee structure shall be submitted in two parts, as follows:

Envelope "A" will contain an original and eight copies of the engineering qualifications. Envelope "B" will contain an original and eight copies of the fee structure. The envelopes will be sealed and clearly marked "A" and "B" on the outside of the respective envelopes and placed together in an outer cover envelope addressed and delivered to:

**Donald H. Mulrine Jr.  
Town Administrator  
Town of Denton  
13 N. Third Street  
Denton, MD 21629**

**The qualifications and rate structure are due no later than 2:00p.m. March 6, 2013.** Prospective firms shall not contact Town of Denton staff members or consultants to discuss the proposal or to tour the Town facilities.

**Questions shall be directed to the Town Administrator. The deadline for submitting questions is March 1, 2013** after which time no additional questions will be accepted. All questions regarding the proposal must be submitted in writing. Questions raised by the prospective firms and responses given by the Town will be distributed to all prospective firms.

Following receipt and review of the proposals, several firms will be contacted for interviews with a selection panel and/or the Board of Commissioners at the Town's discretion.

The Town of Denton reserves the right to reject all proposals submitted, to cancel the solicitation requested under this notice and/or to request new proposals for these services. The Town of Denton is not liable for any cost incurred by consultants in the preparation of the proposal.

While there is no page limit, firms are advised to keep the material succinct and avoid the provision of extensive "boilerplate" or corporate marketing materials that are not clearly relevant to the requested services.

Sincerely,

Donald H. Mulrine Jr.  
Town Administrator

**EXHIBIT**  
**"A"**

**TOWN OF DENTON**  
**TOWN ENGINEER SCOPE OF SERVICES**

**BACKGROUND**

Town of Denton is a Maryland Municipality with a 2010 Census population of 4,418 and a land area of 5.28 square miles. The Town is located in Caroline County, Maryland and is bordered by Ridgely, Greensboro, and Talbot County. Existing land uses in the Town are as follows:

<b><u>Category</u></b>	<b><u>Percentage</u></b>
Residential	22%
Commercial	9%
Industrial	5%
Public	7%
Semi Public	2%
Private Open Space	2%
Public Open Space	3%
Agricultural	50%
Environmentally Sensitive	0%
Total	100%

The Town owns and operates a sanitary sewer and public water supply system. The Town has municipal authority for these services.

**SCOPE OF SERVICES**

The Town Engineer will be required to:

- A. Provide engineering services as requested, including but not limited to:
  - 1. Review and act on a variety of land use applications under the Denton Town Code and other applicable laws and regulations.
  - 2. Site planning, land use and environmental planning.
  - 3. Facility, infrastructure and project design.
  - 4. Stormwater management and system permitting and compliance.

5. Development of as-built plans, maps, feasibility and comparative cost reviews.
  6. Review and evaluate permit requirements.
  7. Prepare and submit applications, correspondence, and the like to the Maryland Department of Transportation, Maryland Department of the Environmental, and any other applicable regulatory agencies.
  8. Apply for and administer grants related to Town projects.
  9. Plan, design, and oversee roadway reconstruction.
  10. Surveying and site engineering.
  11. Recreation facility planning.
- B. Attend regular, special and emergency meetings of the Denton Town Council. Preparation of a report on project status and costs as needed.
- C. With regard to subdivision and land development applications and general civil engineering issues, the Town Engineer may need to attend Town Council meetings, Planning Commission meetings, and/or provide project reports as needed.
- D. Attend all other meetings and bid related conferences that the Town of Denton deems necessary.
- E. Prepare and/or review reports, permits, applications and bid documents as requested by Town of Denton.
- F. Review correspondence referred by Town of Denton and prepares correspondence on behalf of the Town.

G. Work with Town personnel, consultants, contractors, and other professionals, non-governmental organizations, and governmental agencies.

H. Conduct inspections of subdivision/land development and Town construction projects, and provide construction management and administration services as needed. The Town intends to have qualified personnel perform the necessary site construction observation/inspection services and will require the successful consultant to provide appropriately trained and certified personnel to meet the type, scope, nature and complexity of inspection services required. Building construction and inspection services are not expected to be part of the Town Engineer's responsibilities.

All firms submitting proposals for these services are requested to provide documentation detailing both individual and firm qualifications and those individuals directly involved in construction observation/inspection relative to the following:

- Firm - Maryland qualified engineering consultant or Construction Inspection/Management firm. Directly involved in construction inspection relative to construction of municipal facilities and Maryland State standards for construction.

For projects involving State and/or Federal funding, the Town reserves the right to require advanced certifications to provide the required Construction Management and Construction Inspection, administration and documentation.

I. Provide a range of other specialized engineering services which may be needed by the Town.

## **INSURANCE**

The successful consultant shall be required to maintain insurance coverage's, as evidenced by submission of a Certificate of Insurance, in the following amounts:

1. Worker's Compensation Insurance to protect your employees for the Statutory Requirements of the State(s) involved including coverage under any applicable federal laws;

