



COORDINATING COMMITTEE

100 West Washington Street, Room 320 | Hagerstown, MD 21740-4748 | P: 240.313.2330 | F: 240.313.2331
www.washco-md.net

**PUR-1334
REQUEST FOR PROPOSALS
REGARDING QUALIFICATIONS AND EXPERIENCE
AND
PRICE PROPOSALS**

**DIVISION OF ENVIRONMENTAL MANAGEMENT
ENGINEERING SERVICES
REQUIREMENTS CONTRACT**

The Board of County Commissioners of Washington County, Maryland is requesting Qualifications and Experience and Price Proposal Submittals from qualified engineering firms to provide engineering services for a variety of projects throughout Washington County. These services are to be provided on an as-needed basis under a Requirements Contract. The contract will be in effect for a period of two (2) years from the execution of the Agreement, with a provision for up to three (3) one (1) year extensions.

The Washington County Coordinating Committee will be evaluating submissions to this request and will consider those firms deemed most qualified. The Committee reserves the right to interview some or all of the prospective firms.

The format for submittals, information regarding the scope of work and the criteria to be used by the Committee are available from either the Washington County website: www.washco-md.net by accessing the "Services / Bid Invitations / Purchasing" or from the Washington County Purchasing Department, Washington County Administration Building, 100 West Washington Street, Third Floor, Room 320, Hagerstown, Maryland 21740-4748, telephone 240-313-2330.

A Pre-Proposal Conference will be held at **11:00 A.M. (local time/EST), on Wednesday, March 1, 2017**, in the Second Floor Conference Room No. 255 of the Washington County Administration Building at 100 West Washington Street, Hagerstown, Maryland. Attendance at this conference is not mandatory for those wishing to submit proposals, but it is strongly encouraged.

Interested firms shall submit one (1) original and five (5) copies of their Qualifications and Experience information, including Standard Form 330 enclosed in a sealed opaque envelope marked "**Q & E – DEM Engineering Services**" and one (1) original and five (5) copies of their Price Proposal in a separately sealed opaque envelope marked "**Price Proposal – DEM Engineering Services**", to the Office of Karen R. Luther, CPPO – Director of Purchasing, Washington County Purchasing Department, Washington County Administration Building, 100 West Washington Street, Third Floor, Room 320,

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Hagerstown, Maryland 21740-4748, no later than **4:00 P.M. (local time/EST), Wednesday, March 29, 2017**. The Washington County Coordinating Committee will evaluate the submittals. Failure to comply with providing the required information for the Committee's review may result in disqualification.

NOTE: All Proposers must enter the County Administration Building through either the front entrance at 100 West Washington Street or through the rear entrance (w/blue canopy roof) which is handicap accessible. Proposers must also use the elevator to access the Purchasing Department for submitting their proposal and/or to attend the Pre-Proposal Conference. Alternate routes are controlled by a door access system.

Inquiries regarding this request should be directed to **Rick Curry, CPPO – County Buyer at 240-313-2330**. The Board of County Commissioners of Washington County reserves the right to accept or reject any and/or all proposals and to waive formalities, informalities, and technicalities therein. The Board reserves the right to contact a Bidder for clarifications and may, at its sole discretion, allow a Bidder to correct any and all formalities, informalities and technicalities in the best interest of Washington County.

Washington County shall make positive efforts to utilize Disadvantaged Business Enterprises for its supplies and services and shall allow these sources the maximum feasible opportunity to compete for contracts. The County Commissioners of Washington County do not discriminate on the basis of race, color, national origin, sex, religion, age or disability in employment or the provision of services. Individuals requiring special accommodations are requested to contact 240-313-2330 Voice, TDD Dial 711 to make arrangements no later than seven (7) calendar days before the Pre-Proposal Conference.

The Board of County Commissioners of Washington County also reserves the right to reject the proposal of a firm who has previously failed to perform properly or complete on time contracts of a similar nature or a proposal of an organization which investigation shows is not in a position to perform the contract.

By Authority of:

A handwritten signature in black ink that reads "Karen R. Luther". The signature is written in a cursive style with a large initial 'K' and 'L'.

Karen R. Luther, CPPO
Director of Purchasing



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**DIVISION OF ENVIRONMENTAL MANAGEMENT
ENGINEERING SERVICES
REQUIREMENTS CONTRACT**

February 16, 2017

Qualified engineering consultant firms are hereby invited to submit a proposal to provide engineering services on an as-needed basis for a variety of projects throughout Washington County, MD.

Interested firms shall provide Qualifications and Experience (Q & E) submittals concurrently with Price Proposals in separately sealed envelopes. The County intends to open and review each firm's Q & E to evaluate qualifications and experience first. If the Q & E is deemed acceptable, the envelope containing the firm's Price Proposal will then be opened. For those Q & E's considered unsatisfactory, the envelope containing the related Price Proposal will be returned unopened to the respective firm.

I. PROJECT

As a result of the six-year Washington County Capital Improvement Plan, unanticipated emergencies, and regular changes in priority, Washington County (County) will require engineering support from qualified engineering consultant firms (Consultants). To this end, the County is seeking proposals for requirements contracts from the same.

Project assignments will be issued in two distinct manners through this contract. Assignments with a fee of \$50,000 or less will be given to the designated responsive-responsible Consultant with the lowest price proposal. Assignments with fees anticipated to exceed \$50,000 will have a defined scope of work specified and distributed to those firms deemed most qualified following in sequence of the lowest overall price proposal and offered on a stand-by list. The County intends to limit the stand-by list to a maximum of five (5) firms, one (1) of which will be the designated responsive-responsible Consultant with the lowest overall price proposal. Assignment value will be determined when the Consultant applies the necessary man-hours and his standard rates to the individual assignment.

Requirements contracts will be in effect for a period of two (2) years from the Execution of the Agreement, with a provision for up to three (3) one (1) year extensions. For the initial two (2) years of the Contract, there will be no increase applied to the labor rates. For each of the three (3) one (1) year extensions, a three (3%) percent increase will automatically be applied to all labor rates of the prior contract term's rates.

There will be no fixed contract price. A not-to-exceed limit will be established for each individual assignment as described in Section VIII. The specific assignments that will be covered under this contract are not known at this time. There are no guarantees as to the minimum or maximum value of this contract.

The County will consider proposals from independent Consultants capable of providing all services defined herein as well as, Consultant teams combined from different companies who are capable of providing the services outlined herein. Proposals from consultants or a team of consultants not capable of performing all the services outlined herein shall be deemed non-responsive, non-responsible. When consultant teams propose and are awarded assignments under this contract, the hourly rates of the various job classifications shall apply to all consultants working on the project.

II. SCOPE OF WORK:

- A. Interested Consultants shall develop a team of professionals who are capable of offering all the variety of services defined herein. The County will not accept and will determine respondents who do not offer a comprehensive team as being non-responsive, non-responsible to the RFP. Thus, yielding a rejected proposal. The team of professionals may be from various sub-contractors or from within the same company. On an as needed bases, construction project management services may be required for any of the projects referenced below.
- B. Projects assigned to the Consultant under this contract may include, yet not be limited to:
 - 1. Water Resources Engineering: Including hydraulic/hydrologic engineering using standard computation methodology and computer modeling. In accordance with, but not limited to, Washington County, MD, Natural Resource Conservation Service (NRCS), Maryland Department of the Environment (MDE), Federal Emergency Management Agency (FEMA), and U.S. Army Corps of Engineers (ACOE) standards, policies and procedures. Scope may include, but is not be limited to, storm drainage system design and evaluation, storm water management best practices design, stream and floodplain routing/studies, stream restoration, waterway analysis to support culvert and bridge design, watershed planning and analysis, evaluation of drainage complaints, development of sediment and erosion control measures, and other related activities.
 - 2. Environmental Engineering: Includes but not limited to, analysis and design upgrades to existing treatment facilities, complete and submit construction application to Maryland Department of the Environment, analysis and design upgrades for existing and proposed pump stations, design storage tanks for water and wastewater, perform hydraulic modeling on existing and proposed collection &

distribution systems, and design collection & distribution systems. All environmental engineering shall be completed in accordance to County Standards, 10 States Standards, MDE, and all Federal Regulations.

3. Land Development Engineering: Includes but is not limited to, the preparation of site plans for public infrastructure and facilities such as pump stations, treatment facilities, and other related government facilities. Included are all computations, reports, etc. necessary to obtain regulatory approval. This element of work may involve other areas of specialty described elsewhere in this section (IE. water resources engineering, etc.). Land development engineering services shall be completed with an emphasis on environmental site design and low impact development considerations.
 4. Land and Geodetic Surveying: Includes, but is not limited to, measurement of land and land features, establishment of property boundaries, topographic mapping, establishment of vertical and horizontal surveying control using global positioning systems and equipment, adjustment of survey data including balancing of traverses, area and volume calculations, adjustment of GPS control points with existing data, cross sectioning, preparation of right-of-way and boundary plats and related activities. All land surveying and geodetic assignments shall be completed in accordance with the standards of practice accepted in the State of Maryland.
 5. Environmental Specialist: Includes, but is not limited to, field delineation of non-tidal wetlands, FEMA floodplain limits and forests, other Geological Sciences, and development of Forest Conservation Plans.
- C. Assignments may include attendance and/or presentations as part of a public hearing, presentations before County, state and federal officials, on-call emergency situations, preparation of cost estimates, obtaining permits, clerical work, and computer aided drafting and conventional drafting.
 - D. Each assignment may include a wide variety of construction materials and/or techniques.
 - E. Each design assignment shall meet all applicable codes and standards, such as County Standards and Specifications, those of the SHA, AASHTO, MUTCD, MDE, ACOE and NRCS and others. Prior to the start of any project, the Consultant shall determine the applicable codes and standards.
 - F. Except as described for the resident position, the County will not provide office space for use by the Consultant under this contract; the Consultant shall provide all necessary office space. Should office space be required in the field, the County will provide space that is readily available at no additional cost to the Consultant.
 - G. Assignments will be awarded on a case-by-case basis as the need arises. Award of assignments will be based on two distinct methods depending on the professional fees associated with the assignment. Assignments with a fee of \$50,000 or less will have a defined scope of work specified and will be given to the designated responsive-responsible

- Consultant with the lowest price proposal. Assignments with fees anticipated to exceed \$50,000 will have a defined scope of work specified and distributed to those firms deemed most qualified and offered on a stand-by list. The County intends to limit the stand-by list to a maximum of five (5) firms, one (1) of which will be the designated responsive-responsible Consultant with the lowest price proposal. Assignment value will be determined when the Consultant applies the necessary man-hours and his standard rates to the individual assignment.
- H. The Consultant and County will agree to a scope of work, schedule, and fee structure in writing prior to issuing a Notice to Proceed (NTP) for the individual assignment.
 - I. The Consultant will be responsible for all utility location research and coordination. The Consultant shall, at a minimum, contact MISS UTILITY 1-800-257-7777 before starting any fieldwork under this contract.
 - J. Design project assignments may require formal bid documents in County format. Some projects may include state and federal funding. These unique projects shall have all appropriate documentation and procedures follow-up as to not disqualify the County from receiving reimbursement from the respective state or federal government. Projects designated as partially or completely funded using state or federal funds shall be prepared in accordance with the policies and procedures of the appropriate entity of the respective government. The County will not authorize additional compensation to the Consultant to prepare contract documents meeting the state and federal requirements after the initial scope of services is accepted, unless the County adds additional work to the scope.
 - K. While at any construction site; site of an inspection or along any public roadway open to traffic, the Consultant will be required to observe all applicable safety requirements, including the wearing of proper safety equipment such as, but not necessarily limited to, hard hat, reflective vest, adequate foot protection, earplugs, and safety glasses. The Consultant shall be fully responsible for the safety and well-being of its employees and agents.
 - L. All designs, reports, drawings, survey data, hydraulic data, etc. developed or obtained by the Consultant as a result of this contract shall become the property of the County upon completion each assignment or termination of this contract. This includes soft copies of computations; computer aided drafting files, geographic information system files, etc. Upon request by the County, these files shall be provided by the Consultant without charge.
 - M. The Consultant shall maintain, at his/her own expense, all permits and licenses necessary to perform this work in compliance with Federal, State, and Local laws. The County will be responsible for all project specific applications and permit fees.
 - N. The Consultant shall obtain permission from the property owners involved for access to any public or private property for the purpose of the operations under this contract. The Consultant shall not enter upon or occupy property for any purpose until permission has been granted. The Consultant shall protect and preserve all public and private property, including trees, bushes, turf, monuments, highway signs, fences, etc., on and adjacent to the site of the work, and shall use every precaution necessary to prevent damage thereto. He/she shall also

be responsible for injury or damage to public or private property resulting directly or indirectly from the execution or non-execution of the work.

Unless otherwise stated in the scope of work, all drawings shall be completed in AutoCAD Civil 3D 2017 format with the County's CAD styling template. The County is on a subscription service to regularly upgrade the AutoCAD software. This is a multi-year contract and as such, the potential exist that Autodesk will upgrade the AutoCAD software within the duration of this contract. The County reserves the right to require the Consultant to upgrade the software version that plans will be prepared and submitted upon. The Consultant shall have sixty (60) calendar days to comply with this requirement after the County gives written notification. The date of notification shall be the date stamped on any letter or electronic transmission to the Consultant from the County. Compact disk(s) shall be used for file transfer. The County may entertain the use of file transfer protocols using a Consultant's server, with certain file size limitations. Written reports, special provisions, etc. shall be provided in Microsoft Word 2000. Converted files are not acceptable. Upon request, the Consultant shall submit all soft (electronic) files in the original software application format to the County for use and archiving. Documents in .pdf format alone are not acceptable.

The County will provide the Consultant with its CAD styling template prior to issuing a NTP for any given assignment.

- O. All review plans shall be submitted in ink on 24" X 36" sheets. Final drawings shall be on mylar. The Consultant shall be responsible for all equipment and material necessary to produce plans. Sheet layout and plan organization shall follow County convention. Sample plans in digital format will be provided upon request following award of the contract. All bench marks and survey control points shall be clearly shown on the plans. Specific plan requirements may be determined on an individual basis.

- P. All survey work shall be completed in accordance with the Minimum Standards of Practice for Professional Land Surveying as established by the Maryland Board of Professional Land Surveyors. The Consultant shall place all required survey work for assignments in the survey field book(s) provided upon request following award of the contract. The book(s) shall be returned to and become the property of the County upon completion of the assignment. Specific survey requirements for each assignment will be determined as part of the scope of work. All benchmarks for vertical control shall be placed as near as possible to, but beyond, the limits of construction. Enough vertical bench marks shall be placed so that at least one benchmark is visible from anywhere within the project limits at all times. When so defined in the scope of work, all surveys shall be tied into Maryland Grid, North American Data (NAD) 83 and North American Vertical Datum (NAVD) 88. The County may authorize the use of a random datum; however, unless specified otherwise, the Consultant shall assume all work must be prepared in accordance with NAD 83 and NAVD 88.

- Q. Hydrologic and/or hydraulic studies shall use conventional methods and software such as Rationale, Technical Release (TR) 55, Technical Release (TR) 20, Culvert Hydraulic Analysis Program HY8, Culvert Master, Hydrologic Engineering Center (HEC) applications, ACOE HEC-RAS, SewerCAD, Water Surface Profile Computations (WSPRO), AutoCAD

Civil 3D modules, etc. Specific methodology will be determined under the specific assignment.

- R. The County may request that the Consultant provide employees on a resident basis. Resident assignments may apply to all employee classifications listed herein. Any employee assigned through the resident program shall operate in and from the Washington County Division of Environmental Management (DEM) for a designated period not less than three (3) months or exceeding six (6) months. The resident employee shall receive immediate supervision from the appropriate County Staff with responsible charge of the given work assignment and supported by the DEM in general, including staff services such as clerical, word processing and drafting; and materials such as computers, paper, writing utensils, etc. Transportation means shall not be provided by the County. The resident employee shall work the same operating hours of the Washington County DEM.
- S. The Consultant may be required to provide multiple copies of plans, special provisions, cost estimates, etc. for review purposes. Upon final approval, the Consultant shall supply the County with one hard copy and one electronic copy of such documents.
- T. The County will not prohibit an engineer involved in the design of a project to participate in the inspection of same.

III. SUBCONTRACTORS:

The County recognizes there may be an occasions that an element of work is necessary to complete an assignment by job classifications other than those indicated herein. Likewise the County recognizes there may be a need to utilize specialized equipment that is not normally in the possession of engineering or surveying Consultants. Specialized services that cannot be reasonably categorized into the job classifications herein may be authorized by using a sub-contractor or sub-contractors. Examples of unique situations might be utility location companies, test pit excavators, geotechnical/geophysical studies, specialized equipment and operators such as man-lifts, cranes, etc. In cases where sub-contractor(s) are used, the County reserves the right to approve the sub-contractor prior to issuing a NTP for the respective assignment. Sub-contracted services shall be billed at the actual value of that proposed to the Consultant. The County will entertain an overhead adjustment of the sub-contracted work **not to exceed two (2%) percent** of the value of the sub-contracted work. Overhead adjustments shall not apply to sub-consultants who have been identified as part of the original Consultant team assembled to meet the minimum scope of services defined in the RFP.

Sub-consultants determined to be a party to the “Consultant team”, may be used to confirm adequate coverage of the various areas of technical expertise required under this Contract. Approval of the sub-consultants must be obtained based on the information submitted in the Qualifications and Experience submittals. Failure of any sub-consultant to be considered acceptable may result in the consultant submittal being considered non-responsive, non-responsible.

IV. USE OF EXISTING DOCUMENTS:

The County will cooperate to the fullest extent in making available to the Consultant for their use any plans and specification or reports pertaining to this assignment currently in the County's

possession. The County makes no warranty as to the accuracy of these documents, nor will the County accept any responsibility for errors or omissions that may arise as a result of the Consultant relying upon them. Accordingly, the Consultant is encouraged to field verify all such information to the extent they determine necessary in order to satisfy themselves of its accuracy.

V. PROJECT SUBMITTALS AND SCHEDULES:

Due to the wide variety of assignments anticipated under this contract, specific submittal and schedule requirements will not be established at this time. Such requirements will be established for each project within the scope of work submitted to the Consultant for the project price proposal.

VI. PROJECT ASSIGNMENT SEQUENCE:

Due to the varying type of projects anticipated under this Contract, the actual project sequence will vary. For the purpose of preparing a response to this request for proposal, the following is presented as a typical project assignment sequence.

Regardless of the value of the professional fee, unless designated otherwise in the scope of work request, the County will require the consultant to submit a proposal generally within three (3) weeks of issuing the request. In order to remain on the stand-by list, each and every Consultant must respond to the request for proposals by either submitting a proposal or a letter indicating no interest or lack of available manpower for the respective assignment. Failure to provide a response by the designated deadline may be just cause for the County to remove the consultant from the stand-by list.

A. Project assignments with a professional services fee of \$50,000 or less:

1. The County will develop a scope of services and forward it to the designated responsive-responsible Consultant with the lowest price proposal. The County will designate if liquidated damages will apply to this project as part of the scope. The County reserves the right to solicit professional services under \$50,000.00 from all firm if in the best interest of the County.
2. The County may hold a scoping meeting with the designated responsive-responsible Consultant with the lowest price proposal to further explain any specifics regarding the project or provide documents and information necessary to prepare a reasonable proposal.
3. The Consultant shall estimate the number of man-hours, sub-contracted services and direct expenses necessary to complete the scope defined. The Consultant shall prepare man-hour summary and proposal submission to the County for review and comment. The Consultant shall not deviate from the stated hourly rates in the original price proposal throughout the duration of the contract including any extensions, unless specifically authorized in writing by the County. At a minimum, the proposal must include a detailed summary of the work to be completed, a specific man-hour (by job classification) summary of the positions used on the assignment, a schedule that including estimated time of completion (including reasonable and customary expectations for agency reviews) and proposals from sub-contractors used

on the project assignment. The proposal price shall be a “not to exceed” value for the work depicted in the scoping letter or description provided to the Consultant. In the event that the County and the Consultant cannot come to an agreement on the professional fee and/or schedule for completion, the County may elect, and reserves the right, to award the assignment using the procedures set-forth for projects valued at over \$50,000.

4. After the County and Consultant agree on the proposal, the County will issue a notice to proceed (NTP) to the Consultant.
5. The Consultant shall commence with the work defined in the scope of services. The Consultant shall not commence with any work without a written notice to proceed from the County.
6. For design assignments, the Consultant shall make review submittals to the County at the Preliminary Investigation (PI) level assumed at 30%, Design Document level (60%), the Plans, specification and estimate level (PS&E) assumed at 90% and the final level assumed at 100% complete. The County will issue review comments at each level.
7. Once all review comments from the County are addressed and the respective agency approvals have been secured, the design project assignment shall be assumed completed.

In the event that the County anticipates the professional fee to be \$50,000 or less, and seeks a proposal from the responsive-responsible consultant with the lowest price proposal, and the proposal value exceeds \$50,000; the County will maintain that proposal in confidence and seek proposals from the other consultants on the stand-by list to determine the lowest overall price proposal following the procedures set forth in the section below.

B. Project assignments with a professional services fee greater than \$50,000:

1. The County will develop a scope of work and forward it to the designated responsive-responsible Consultant with the lowest price proposal and all Consultants designated on the “stand-by” list. The County will designate if liquidated damages will apply to this project as part of the scope.
2. The County may hold a scoping meeting with the Consultants to further explain any specifics regarding the project or provide documents and information necessary to prepare a reasonable proposal.
3. The Consultants shall estimate the number of man-hours, sub-contracted services and direct expenses necessary to complete the scope defined. The Consultant shall prepare man-hour summary and proposal submission to the County for review and comment. The Consultant shall not deviate from the stated hourly rates in the original price proposal throughout duration of the contract including any extensions, unless specifically authorized in writing by the County. At a minimum, the proposal

must include a detailed summary of the work to be completed, a specific man-hour (by job classification) summary of the positions used on the assignment, a schedule that including estimated time of completion (including reasonable and customary expectations for agency reviews) and proposals from sub-contractors used on the project assignment. The County shall designate an, on or before, date and time to receive the proposals from the Consultants. The County will publicly open the proposals at the designated location, date and time.

4. The County shall review the proposals to confirm compliance with the terms and conditions of this RFP and the contract. Assuming all contractual matters are in compliance, the County shall award the project assignment to the overall responsive-responsible consultant with the lowest price proposal. In unique situations where time is of the essence, the County may award the project assignment based upon the Consultant's schedule. This may only be exercised on project assignments where liquidated damages apply.
5. The County awards the project assignment. The County will issue a notice to proceed (NTP) to the Consultant. In the event that the County and none of the Consultants can come to an agreement on the professional fee and/or schedule for completion, the County may elect, and reserves the right, to prepare and advertise the project independent of this contract.
6. The Consultant shall commence with the work defined in the scope of services. The Consultant may not commence with any work without a written NTP from the County.
7. For design assignments, the Consultant shall make review submittals to the County at the Preliminary Investigation (PI) level assumed at 30%, Design Document level (60%), the Plans, specification and estimate level (PS&E) assumed at 90% and the final level assumed at 100% complete. The County will issue review comments at each level.
8. Once all review comments from the County are addressed and the respective agency approvals have been secured, the design project assignment shall be assumed completed.

Any deviation from this typical sequence will be determined prior to issuing the Notice to Proceed. Regardless, the conditions relating to the fee limitations shall apply throughout the duration of this contract.

The Consultant shall plan for County and agency reviews. A typical review period is between two (2) and four (4) weeks in duration depending on the complexity of the project. The Consultant shall make a reasonable estimation for other agency reviews.

After issuing a scope of work and request for proposals, the County will entertain questions or a request from the consultant for clarifications to the scope of work, up until ten (10) calendar days prior to the deadline for submission of the proposals. The County will issue a response to the

questions or clarification to all the consultants from which proposals have been sought. No response to questions or clarifications will be considered by the County less than ten (10) calendar days within the date and time of the submission. The County, at its discretion, may postpone the deadline to submit proposals if additional time is necessary to clarify a complex issue or provide additional guidance to the consultants.

VII. LIQUIDATED DAMAGES:

- A. Liquidated damages per calendar day may be assessed, at the County's discretion, against the Consultant for failure to meet the schedule established. It is imperative that the DEM be contacted immediately should circumstances beyond the Consultant's control adversely affect their ability to meet the established schedule. All schedule modifications will require written approval from the County. Liquidated Damages will not automatically apply to all project assignments. The County will designate if liquidated damages apply to an assignment at the time of communicating the scope of services.
- B. As a requirements contract with no guaranteed minimum value, failure to meet the established schedule(s) is cause to minimize or terminate the work performed under this contract.
- C. Project assignment duration is exclusive of project review time by the County.

VIII. COMPENSATION:

- A. The Consultant will be compensated on an hourly basis with an established not-to-exceed or lump sum cost for each individual assignment. The proposed staff, estimated hours, and any additional costs shall be established through mutual agreement between the Consultant and the County prior to issuing a NTP for each assignment.
- B. Once the NTP is issued, the Consultant shall proceed with the design, invoicing the County on a monthly basis based on the actual man-hours charged to the project. Submitted along with the invoice shall be a breakdown of all man-hours charged and a description of project progress. **Failure to include this information with the invoice will result in rejection of the invoice.**
- C. Retainage will not automatically be retained on all project assignments. The County shall designate if retainage of ten (10%) percent of all fees due the Consultant applies to an assignment at the time of communicating the scope of services. The retainage will be paid in full within thirty (30) calendar days of satisfactory completion of each specific assignment to which retainage was assigned.
- D. Employee classification and associated hourly rates for all work performed under this contract shall be as shown on Attachment A. All hourly rates shall be considered as straight time and no overtime rates will be permitted.
- E. Hourly fees shall include office space, hardware, software, support, supervision expenses necessary to complete required tasks. Field equipment can be invoices as direct expense

rather than hourly rate. Survey equipment shall not be invoiced as a direct expense but shall be built into the hourly rate of the survey personnel. Exceptions include resident employees as noted below and specific direct reimbursable expenses to be established based upon mutual agreement at the time of assignment. No compensation shall be provided for mileage other than the man-hours used for travel.

- F. Resident employee fees shall include all expenses above, less office space, field equipment, supervision, printing and copying expenses.

IX. QUALIFICATIONS:

The following employee classifications are to be assigned to the various projects performed under this contract depending upon the project scope. Not all classifications shall be required for all project assignments. The County requires submission of resumes of individuals proposed for any given assignment. The consultant shall submit information verifying the minimum qualifications set-forth herein as part of the proposal and the individual's resume. Individuals added to the assignment after the initial proposal is awarded, shall have a complete summary of qualifications submitted to the County for approval prior to commencing work on any given assignment. The County reserves the right to reject any individual deemed inappropriately qualified for an assignment and the Consultant may propose an alternative. Required classifications shall be determined prior to issuing the Notice to Proceed for the project assignment.

- A. Project Manager - This position shall be the County's point of contact with the Consultant. More than one project manager may be approved under this contract; though only one shall be assigned to a specific project. The hourly rate submitted on Attachment A shall be used for all project managers.

The Project Manager will be qualified to oversee all aspects of an assignment. Qualifications shall include:

1. Minimum of seven (7) years of design experience in related area.
2. Minimum of two (2) years of project management experience in related area.
3. Current Professional Engineer, Professional Land Surveyor or Property Line Surveyor registration in the State of Maryland, dependent upon the project assignment.
4. Twelve (12) years of progressive supervisory responsibility within the engineering/surveying profession may be substituted for professional registration listed in Section IX.A.3.

- B. Professional Engineer - This position shall assist the Project Manager in completing assigned tasks. Typical areas of responsibility may include one or more of the following aspects of engineering: water resources, water and wastewater, land development, and facilities (mechanical/electrical) engineering as defined herein. Qualifications shall include:

1. Minimum of four (4) years of engineering experience, similar in nature to the work required by the assignment.
 2. Significant knowledge and experience with all applicable reference material and design software.
 3. Current Professional Engineer registration in the State of Maryland.
- C. Design Engineer - This position shall assist the Project Manager in completing assigned tasks. Typical areas of responsibility may include those listed for the Professional Engineer. Qualifications shall include:
1. Graduation from an accredited four-year engineering program in the applicable field.
 2. Knowledge of and experience with all applicable reference material and design software.
 3. Five (5) years engineering design experience may be substituted for graduation from an engineering program.
- D. Computer Aided Design Technician (Draftsperson) - This position will assist the Project Manager in completing the assigned tasks. This individual is primarily responsible for producing the finished drawings. Qualifications shall include:
1. Minimum three (3) years AutoCAD drafting experience on related projects.
- E. Senior Environmental Specialist - This position will assist the Project Manager in completing the assigned tasks. Typical responsibilities may include assuring that various environmental features, such as forests, wetlands, historical amenities, etc., are appropriately identified and inventoried to support the project assignment. Qualifications shall include:
1. Related degree from college or university pertaining to Geological Science, Environmental Science, and/or Biology.
 2. Maryland State or National certification or approval for their field of expertise (where applicable) may be substituted for Section IX.E.1 above.
 3. Minimum ten (10) years of technical experience in their field of expertise.
- F. Environmental Specialist - This position will assist the Project Manager in completing the assigned tasks. Typical responsibilities may include assuring that various environmental features, such as forests, wetlands, historical amenities, etc., are appropriately identified and inventoried to support the project assignment. Qualifications shall include:
1. Related degree from college or university pertaining to Geological Science, Environmental Science, and/or Biology.

2. Maryland State or National certification or approval for their field of expertise (where applicable) may be substituted for Section IX.F.1 above.
 3. Minimum three (3) years of technical experience in their field of expertise.
- G. Professional Land Surveyor - This position will assist the Project Manager in completing the assigned tasks. Typical responsibilities will include those defined in the land and geodetic surveying section of this RFP, including but not limited to certification and affixing his/her seal onto professional surveying documents required by the Minimum Standards of Practice for Land Surveying. Such documents may include, but not necessarily be limited to, boundary surveys, right-of-way plats, subdivision plats and meets and bounds descriptions. Qualifications shall include:
1. Minimum seven (7) years of related surveying experience.
 2. Registration as either a Professional Land Surveyor or Property Line Surveyor in the State of Maryland.
- H. Survey Crew Chief - This position will assist the Project Manager in completing the assigned tasks. Typical responsibilities may include providing all overseeing the field operations and data collection for survey services needed to complete the assigned projects satisfactorily. Qualifications shall include:
1. Survey Crew Chief shall have a minimum two (2) years' experience in that position.
- I. Survey crew member – This position will assist the Project Manager and/or Survey Crew Chief to complete measurements, collect data necessary to complete the assigned projects satisfactorily.
- J. Clerical - This position will assist the Project Manager in completing the assigned tasks. Typical responsibilities may include typing specifications, special provisions, reports, and providing copying and duplication services. There are no specific qualifications for this staff. Detailed clerical staff resumes are not required; only general information is requested, i.e. length of service with consulting firm.

The Project Manager, Surveyor, and/or Professional Engineer shall affix his/her professional seal and signature to the work product when determined necessary by the County. The appropriate seal shall be in accordance with Maryland law.

X. INSURANCE REQUIRED:

- A. The successful Consultant must show, prior to the execution of the Agreement, evidence of appropriate insurance as outlined in Attachment B (Insurance Requirements for Independent Contractors) herein.

- B. Professional Liability - The successful Consultant must show, prior to the execution of the Agreement, evidence of professional liability insurance coverage in the amount of one million (\$1,000,000) dollars, with a minimum coverage of one million (\$1,000,000) dollars per occurrence and one million (\$1,000,000) dollars aggregate.

XI. PROPOSAL SUBMITTALS:

- A. This solicitation is issued pursuant to the implementation of Section 5 of the Washington County Procurement Policy Manual relative to Requests for Proposals (RFP) - Professional/Technical Services Selection that can be viewed at: <http://www.washco-md.net/purchasing/pdf/ProcurementPolicy.pdf>. No proposal preparation expense will be paid by the County relative to any response to this solicitation. All work shall be done in accordance with Washington County Standards and those of any State or Federal agencies having jurisdiction.
- B. The Committee shall be comprised of the Director of Division of Environmental Management (Committee Chairman Designee), Deputy Director of Engineering Services, Deputy Director of Solid Waste, Deputy Director of Engineering and Construction, and the Buyer of Purchasing.
- C. **Two separate proposals shall be submitted. One shall be the Qualifications and Experience (Q & E) of the consultant or consultant team. The other shall be the Price Proposal. The Price Proposal will be opened only if the firm is considered responsible, qualified and responsive to this request after detailed review of the Q & E by the Coordinating Committee.**
- D. The approval or disapproval of Consultants and sub-consultants will be determined by their response to this request and past performance with Washington County. The Consultant should make no assumptions as to this Committee's prior knowledge of qualifications.
- E. As a minimum, the **Qualification and Experience (Q&E)** submittal shall include the following:
 - 1. Standard Form 330 listing only those projects similar to that proposed and the resumes of only the staff to be assigned to this contract with the exception of the clerical position. In addition to having all proposed staff complete Standard Form 330, detailed resumes shall be required for all professional and design positions. Clearly indicate for which staff position(s) they are being proposed. Based on their qualifications, some staff may meet the requirements for more than one employee classification. Multiple individuals may be listed under a single employee classification to confirm adequate coverage of all areas of expertise. Provide a listing of relevant projects. Provide a listing of staff that worked on the project and their project assignment (i.e., design engineer, designer, etc.). Complete project description, nature of firm's responsibilities, project owners' name and reference contact with current telephone number, among other things, shall be fully described in the form. Due to space limitations in the form, separate, detailed resumes are encouraged.

2. Complete Staff Matrix (Attachment C), showing all proposed staff and associated classifications.
 3. A statement by the Consultant of their ability both in experience and available manpower to meet the requirements contained herein.
 4. Conclusion, remarks, and/or supplemental information pertinent to this request.
 5. A statement by the Consultant of their ability to comply with the AutoCAD requirements contained herein.
- F. As a minimum, the **Price Proposal** shall include the following:
1. The Proposal Form (Attachment A) contained herein.
 2. Completed Price Matrix (Attachment F).
 3. The proposal must be accompanied by a fully executed Non-Collusion / Anti-Bribery Affidavit (Attachment D) executed by the contractor, or in case the contractor is a corporation, by a duly authorized representative of the corporation, on the forms provided.
 4. Fully executed Government-Wide Debarment and Suspension Affidavit (Attachment E) using the form provided herein.
 5. Conclusions, remarks and/or supplemental information pertinent to this request.
- G. Any proposal may be withdrawn prior to the date and time set herein as the deadline for receipt of submittals. Any submittals not withdrawn prior to the deadline will constitute an irrevocable offer.
- H. The County will have up to ninety (90) calendar days to review all Qualification and Experience submittals. The Price Proposals of those submittals determined to be unacceptable to the Coordinating Committee will be returned to the Consultant, unopened.
- I. Proposals received prior to the deadline will be opened in confidence. Proposals received after the deadline will be rejected and returned unopened.
- J. The Contract will be awarded to the Consultant(s) offering the proposal considered most advantageous to the County. It is anticipated that the contract award will be made within ninety (90) calendar days after the receipt of proposals. Failure to meet this award schedule will in no way invalidate the proposals or any of the conditions contained in this RFP.
- K. Proposals must include the full name and address of proposed. Signature shall indicate his or her title and/or authority to bind the firm in a contract.
- L. Proposals may not be altered or amended after they are opened.

XII. METHOD OF AWARD AND TERMINATION:

- A. The County will designate a responsive-responsible Consultant with the lowest price proposal, who will be offered all assignments with a fee expected to be \$50,000 or less and establish a “stand-by” list of Consultants who the County will solicit individual proposals from for assignments expected to have a professional fee greater than \$50,000. The “stand-by list” shall consist of a maximum of five (5) Consultants, one of which is the designated responsive-responsible consultant with the lowest price proposal.
- B. Upon qualification of proposers, the lowest total price from the Price Matrix (Attachment F) will be used by the County to determine the designated responsive-responsible Consultant with the lowest price proposal. It is the responsibility of the Consultant to complete and submit Attachment F of the RFP; Attachment F is solely for the use of the County to evaluate proposals. The price matrix has been prepared for the purpose of price comparison only. The actual contract hours and distribution of hours by position may vary considerably from the values indicated in the price matrix. In the event that more than five (5) Consultants are deemed qualified and the County actually opens each of their price proposals, the next four (4) responsive, responsible Consultants with the lowest price proposal, in sequence from low to high value, from the price matrix may be placed on the “stand-by” list.
- C. The successful Consultant(s) will be required to enter into the contract agreement with the County, Attachment G. This form shall be used. No modification will be permitted.
- D. Upon contract award, the County will clearly identify which proposed staff is considered acceptable to perform the services described herein. Individual approvals may vary throughout the project based on performance.
- E. The County reserves the right to request specific staff from those offered under contract. The Consultant shall make every reasonable effort to accommodate such requests. Repeated failure to accommodate such requests is cause to terminate the contract.
- F. As a requirements contract, there is no guaranteed minimum or maximum number of hours or staff.
- G. Individuals assigned to a project by the Consultant shall be approved by the County and shall remain on the project for the duration of the required service. If a change in personnel is required due to circumstances beyond the control of the Consultant, the following will be required:
 - 1. Written notice shall be given to the DEM at least two (2) weeks in advance, if possible, requesting a change in personnel explaining why the change is necessary. Arbitrary rescheduling of personnel will not meet the approval of the County.
 - 2. The substitute personnel shall, as a minimum, meet the same required qualifications as the original personnel to be replaced, and their resume of experience and training shall be submitted for review and approval by the DEM.

3. For any approved change of personnel, the original unit contract price shall remain fixed and will not be revised.
 4. Repeated requests of this nature shall be cause for the County to terminate the contract.
- H. Should the Consultant remove or attempt to replace personnel without written approval by the DEM, the County may terminate the contract. The Consultant shall be liable to the County for any cost incurred resulting from such action. Such cost shall be reimbursed to the County or deducted from the Consultant's fee as applicable.
- I. The County reserves the right to reject any of the Consultant's personnel, including any replacement personnel, at any time without explanation or recourse.

XIII. CRITERIA USED TO DETERMINE QUALIFICATIONS:

The following criteria may be considered when evaluating the qualifications and experience of the Consultants who have submitted proposals. This list is in general and not specific nor limited to these items:

- A. Quality and completeness of the proposal document submitted.
- B. Demonstrated experience and ability in design and construction management of the various professional services defined herein.
- C. Demonstrated ability to meet expected project schedules and completion times.
- D. Demonstrated experience in public works related projects. Significant experience in the area of private land development engineering and surveying services will not be sufficient to successfully secure this contract.
- E. Demonstrated experience with the software applications specified herein. Failure to possess AutoCAD Civil 3D computer aided design software will render the proposer not qualified.
- F. Previous performance experience on other Washington County, MD contracts.
- G. An evaluation of the firm's ability to perform on time and within approved budgets.
- H. Specialized expertise within the firm.
- I. Geographical relationship to Washington County, MD.
- J. Qualifications and experience of the staff members proposed for this contract.
- K. Demonstrated experience with state and federally funded projects. Assurance of professional licenses, certifications and registrations required under the RFP.

XIV. RESERVATIONS:

The County reserves the right to request clarification of information submitted or to request additional information about any proposal as it may reasonably require. The County reserves the right to require interviews. The County reserves the right to reject any or all proposals, to waive technicalities and to take whatever action is in the best interest of the County. The County reserves the right to not hold discussion after award of the contract.

Nothing in this RFP nor the contract between the County and the successfully awarded Consultant(s) shall prohibit the County from retaining the services of other Consultants for engineering project.

The County is on a subscription service to regularly upgrade the AutoCAD software. This is a multi-year contract and as such, the potential exist that Autodesk will upgrade the AutoCAD software within the duration of this contract. The County reserves the right to require the Consultant to upgrade the software version that plans will be prepared and submitted upon. The Consultant shall have sixty (60) calendar days to comply with this requirement after the County gives written notification. The date of notification shall be the date stamped on any letter or electronic transmission to the Consultant from the County.

XV. PRE-PROPOSAL CONFERENCE:

A Pre-Proposal Conference will be held at **11:00 A.M. (local time/EST) on Wednesday, March 1, 2017** in the Second Floor Conference Room No. 255 of the Washington County Administration Building at 100 West Washington Street, Hagerstown, Maryland. Attendance at this conference is not mandatory for those wishing to submit proposals, but it is strongly encouraged.

XVI. INTERPRETATIONS, DISCREPANCIES AND OMISSIONS:

Should any Proposer find discrepancies in, or omissions from, the documents or be in doubt of their meaning, he/she should immediately request in writing an interpretation from: Karen R. Luther, CPPO, Director of Purchasing, Washington County Purchasing Department, Washington County Administration Building, 100 West Washington Street, Room 320, Hagerstown, Maryland 21740-4748; FAX: 240-313-2331; or send questions in MicroSoft Word platform via e-mail to: purchasingquestions@washco-md.net.

All necessary interpretations will be issued to all Proposers in the form of addenda to this solicitation, and such addenda shall become part of the contract documents. Requests received after **4:00 P.M. (local time/EST), Friday, March 10, 2017** may not be considered. Every interpretation made by the County will be made in the form of an addendum.

XVII. TERMS AND CONDITIONS:

- A. The County reserves the right to reject any or all proposals or to award the contract to the next recommended Consultant if the successful Consultant does not execute a contract within fifteen (15) calendar days after notice of award of the contract.

- B. Any agreement or contract resulting from the acceptance of the proposal shall be on forms approved by the County and shall contain, as a minimum, applicable provisions of the request for proposal. The County reserves the right to reject any agreement that does not conform to the request for proposal and any County requirements for agreements and contracts.
- C. The Consultant shall not assign any interest in the contract and shall not transfer any interest in the same without prior written consent of the Washington County Director of Environmental Management.
- D. No reports, information or data given to or prepared by the Consultant under the contract shall be made available to any individual or organization by the Consultant without the prior written approval of the Washington County Director of Environmental Management.
- E. By submitting a proposal, the Consultant agrees that he/she is satisfied, as a result of his/her own investigations of the conditions set forth in this request, that he/she fully understands his/her obligations.
- F. Consultants should give specific attention to the identification of those portions of their proposals that they deem to be confidential, proprietary information or trade secrets and provide any justification why such materials, upon request, should not be disclosed by Washington County under the Access to Public Records Act, State Government Article, Title 10, Subtitle 6, Annotated Code of Maryland.
- G. Effective October 1, 1993, in compliance with Section 1-106 (b) (3) of the Code of the Public Local Laws of Washington County, Maryland, "If a bidder has not paid all taxes owed to the County or a municipal corporation in the County, the County Commissioners may reject the bidder's bid."
- H. **Political Contribution Disclosure:** The Bidder shall comply with Article 33, Sections 14-101 through 14-104 of the Annotated Code of Maryland, which requires that every person that enters into contracts, leases, or other agreements with the State, a county, or any incorporated municipality, or their agencies during a calendar year in which the person receives in the aggregate \$100,000 or more, shall file with the State Administrative Board of Election Laws a statement disclosing contributions in excess of \$500 made during the reporting period to a candidate for elective office in any primary or general election. The statement shall be filed with the State Administrative Board of Election Laws: (1) before a purchase or execution of a lease or contract by the State, a county, an incorporated municipality or their agencies, and shall cover the preceding two (2) calendar years; and (2) if the contribution is made after the execution of a lease or contract, then twice a year, throughout the contract term, on: (a) February 5, to cover the 6-month period ending January 31; and (b) August 5, to cover the 6-month period ending July 31.
- I. **Intergovernmental Purchasing:** The following Agencies/Jurisdictions shall be able to purchase, if applicable, directly from contracts resulting from this Request for Proposal (RFP): Washington County Board of Education and all of its public schools, Hagerstown Community College, Municipalities of Washington County, and public or quasi-public agencies that receive County money and are exempt from taxation under Section 501(c)(3) of

the Internal Revenue Code, i.e., Washington County Volunteer Fire and Rescue Companies. While this RFP is prepared on behalf of the County, it is intended to apply for the benefit of the above named agencies/jurisdictions as though they were expressly named throughout the document. Each of these agencies/ jurisdictions may purchase from the successful Proposer under the same terms and conditions of the contract with the County, in accordance with each agencies/jurisdictions respective laws and regulations, or an agency may choose not to procure from the successful Proposer at the agency's sole discretion. If one of the above named agencies/jurisdictions elects to purchase under the contract, the price shall be determined by using unit costs and other pertinent costs provided in the offer. Any special discounts unique to a particular agency/jurisdiction shall be stated. Proposer shall also submit the attached "Provisions for Other Agencies" form, if included in this RFP.

- J. **Registration with Maryland Department of Assessments and Taxation:** Prior to contracting, private corporations must either be incorporated in the State of Maryland or registered with the Maryland Department of Assessments and Taxation as a foreign corporation, and must be in good standing. Proof of such standing is required prior to the start of the contracting process and shall remain throughout this contract. The website for the State Department of Assessments and Taxation is: dat.maryland.gov/Pages/default.aspx, email address is charterhelp@helpdat.state.md.us, and the phone numbers for the State Department of Assessments and taxation are: **(410) 767-1340** or **(888) 246-5941**.

All interested firms shall send one (1) original and five (5) copies of the Qualifications and Experience Submittal including Standard Form 330 enclosed in a sealed opaque envelope marked "**Q & E – DEM Engineering Services**" and one (1) original and five (5) copies of the Price Proposal in a separately sealed opaque envelope marked "**Price Proposal – DEM Engineering Services**" no later than **4:00 P.M. (local time/EST), Wednesday, March 29, 2017**. Submittals are due in the office of Karen R. Luther, CPPO, Director of Purchasing, Washington County Purchasing Department, Washington County Administration Building, 100 West Washington Street, Room 320, Hagerstown, MD 21740-4748.

Sincerely,



Karen R. Luther, CPPO
Director of Purchasing

KRL/jem
Attachments (7)
cc: Coordinating Committee Members

PUR-1334

DIVISION OF ENVIRONMENTAL MANAGEMENT ENGINEERING SERVICES

Summary of Attachments

- A** Engineering Services Requirements Contract – Proposal Form
- B** Insurance Requirements for Independent Contractors
- C** Staff Matrix
- D** Non-Collusion / Anti-Bribery Affidavit
- E** Government-Wide Debarment and Suspension Affidavit
- F** Price Matrix
- G** Agreement By and Between Board of County Commissioners of Washington County,
Maryland and the Consultant

PUR-1334

PROPOSAL FORM
BOARD OF COUNTY COMMISSIONERS
OF WASHINGTON COUNTY, MARYLAND

DIVISION OF ENVIRONMENTAL MANAGEMENT
ENGINEERING SERVICES
REQUIREMENTS CONTRACT

The Firm of: _____

Hereby agrees to provide the requested services as defined in the proposal, attachments thereto, and Addenda No. ____, Dated ____; No. ____, Dated ____; No. ____, Dated ____ for the following amounts. Amounts shall be shown in both words and figures. The written amount shall govern.

A. Project Manager - Hourly Rate:

Standard Rate: _____ Dollars (\$_____)
(Written) (Figures)

Resident Rate: _____ Dollars (\$_____)
(Written) (Figures)

B. Professional Engineer (Water Resources) - Hourly Rate:

Standard Rate: _____ Dollars (\$_____)
(Written) (Figures)

Resident Rate: _____ Dollars (\$_____)
(Written) (Figures)

C. Professional Engineer (Environmental) - Hourly Rate:

Standard Rate: _____ Dollars (\$_____)
(Written) (Figures)

Resident Rate: _____ Dollars (\$_____)
(Written) (Figures)

D. Professional Engineer (Structural) - Hourly Rate:

Standard Rate: _____ Dollars (\$ _____)
(Written) (Figures)

Resident Rate: _____ Dollars (\$ _____)
(Written) (Figures)

E. Professional Engineer (Mechanical/Electrical) - Hourly Rate:

Standard Rate: _____ Dollars (\$ _____)
(Written) (Figures)

Resident Rate: _____ Dollars (\$ _____)
(Written) (Figures)

F. Professional Engineer (Civil/Land Development) - Hourly Rate:

Standard Rate: _____ Dollars (\$ _____)
(Written) (Figures)

Resident Rate: _____ Dollars (\$ _____)
(Written) (Figures)

G. Professional Engineer (Geotechnical) - Hourly Rate:

Standard Rate: _____ Dollars (\$ _____)
(Written) (Figures)

Resident Rate: _____ Dollars (\$ _____)
(Written) (Figures)

H. Design Engineer (Water Resources) - Hourly Rate:

Standard Rate: _____ Dollars (\$ _____)
(Written) (Figures)

Resident Rate: _____ Dollars (\$ _____)
(Written) (Figures)

I. Design Engineer (Environmental) - Hourly Rate:

Standard Rate: _____ Dollars (\$ _____)
(Written) (Figures)

Resident Rate: _____ Dollars (\$ _____)
(Written) (Figures)

J. Design Engineer (Structural) - Hourly Rate:

Standard Rate: _____ Dollars (\$ _____)
(Written) (Figures)

Resident Rate: _____ Dollars (\$ _____)
(Written) (Figures)

K. Design Engineer (Mechanical/Electrical) - Hourly Rate:

Standard Rate: _____ Dollars (\$ _____)
(Written) (Figures)

Resident Rate: _____ Dollars (\$ _____)
(Written) (Figures)

L. Design Engineer (Civil/Land Development) - Hourly Rate:

Standard Rate: _____ Dollars (\$ _____)
(Written) (Figures)

Resident Rate: _____ Dollars (\$ _____)
(Written) (Figures)

M. Design Engineer (Geotechnical) - Hourly Rate:

Standard Rate: _____ Dollars (\$ _____)
(Written) (Figures)

Resident Rate: _____ Dollars (\$ _____)
(Written) (Figures)

N. Computer Aided Design Technician - Hourly Rate:

Standard Rate: _____ Dollars (\$ _____)
(Written) (Figures)

Resident Rate: _____ Dollars (\$ _____)
(Written) (Figures)

O. Senior Environmental Specialist - Hourly Rate:

Standard Rate: _____ Dollars (\$ _____)
(Written) (Figures)

Resident Rate: _____ Dollars (\$ _____)
(Written) (Figures)

P. Environmental Specialist - Hourly Rate:

Standard Rate: _____ Dollars (\$ _____)
(Written) (Figures)

Resident Rate: _____ Dollars (\$ _____)
(Written) (Figures)

Q. Professional Land Surveyor/Property Line Surveyor - Hourly Rate:

Standard Rate: _____ Dollars (\$ _____)
(Written) (Figures)

Resident Rate: _____ Dollars (\$ _____)
(Written) (Figures)

R. Survey Crew Chief - Hourly Rate:

Standard Rate: _____ Dollars (\$ _____)
(Written) (Figures)

Resident Rate: _____ Dollars (\$ _____)
(Written) (Figures)

S. Survey Crew Member - Hourly Rate:

Standard Rate: _____ Dollars (\$ _____)
(Written) (Figures)

Resident Rate: _____ Dollars (\$ _____)
(Written) (Figures)

T. Clerical - Hourly Rate:

Standard Rate: _____ Dollars (\$ _____)
(Written) (Figures)

Resident Rate: _____ Dollars (\$ _____)
(Written) (Figures)

Firm Name: _____

Address: _____

Signature of Officer of Firm: _____

Printed Name and Title: _____

Telephone No.: _____ Fax No.: _____

E-Mail Address: _____

Federal Employer's Identification No.: _____

Remarks / Exceptions: _____

Date: _____

POLICY TITLE: Insurance Requirements for Independent Contractors

ADOPTION DATE: August 29, 1989

EFFECTIVE DATE: September 1, 1989

FILING INSTRUCTIONS:

I. PURPOSE

To protect Washington County against liability, loss or expense due to damaged property, injury to or death of any person or persons and for care and loss of services arising in any way, out of, or in connection with or resulting from the work or service performed on behalf of Washington County.

II. ACTION

The following should be inserted in all Independent Contractor Contracts:

"The Contractor shall procure and maintain at his sole expense and until final acceptance of the work by the County, insurance as hereinafter enumerated in policies written by insurance companies admitted in the State of Maryland, have A.M. Best rating of A- or better or its equivalent, and acceptable to the County."

1. **Workers Compensation:** The Contractor agrees to comply with Workers Compensation laws of the State of Maryland and to maintain a Workers Compensation and Employers Liability Policy.

Minimum Limits Required:

Workers Compensation -	Statutory
Employers Liability -	\$100,000 (Each Accident)
	\$500,000 (Disease - Policy Limit)
	\$100,000 (Disease - Each Employee)

2. **Comprehensive General Liability Insurance:** The Contractor shall provide Comprehensive General Liability including Products and Completed Operations.

Minimum Limits Required:

\$1,000,000 combined single limit for Bodily Injury and Property Damage.

Such insurance shall protect the County, its agents, elected and appointed officials, commission members and employees, and name Washington County on the policy as additional insured against liability, loss or expense due to damaged property (including loss of use), injury to or death of any person or persons and for care and loss of services arising in any way, out of, or in connection with or resulting from the work of service performed on behalf of Washington County.

2. **Comprehensive General Liability Insurance** (continued)

The Contractor is ultimately responsible that Subcontractors, if subcontracting is authorized, procure and maintain at their sole expense and until final acceptance of the work by the County, insurance as hereinafter enumerated in policies written by insurance companies admitted in the State of Maryland, have A.M. Best rating of A- or better or its equivalent, and acceptable to the County.

3. **Business Automobile Liability:** The Contractor shall provide Business Auto Liability including coverage for all leased, owned, non-owned and hired vehicles.

Minimum Limits Required:

\$1,000,000 combined single limit for Bodily Injury or Property Damage.

Certificate(s) of Insurance: The Contractor shall provide certificates of insurance requiring a 30 day notice of cancellation to the Insurance Department, Board of County Commissioners of Washington County prior to the start of the applicable project.

Approval of the insurance by the County shall not in any way relieve or decrease the liability of the Contractor. It is expressly understood that the County does not in any way represent that the specified limits of liability or coverage or policy forms are sufficient or adequate to protect the interest or liabilities of the Contractor.

All responsibility for payment of any sums resulting from any deductible provisions, corridor, or self-insured retention conditions of the policy or policies shall remain with the Contractor.

General Indemnity: The Contractor shall indemnify, defend and save harmless the Board of County Commissioners of Washington County, its appointed or elected officials, commission members, employees and agents for any and all suits, legal actions, administrative proceedings, claims, demands, damages, liabilities, interest, attorney's fees, costs and expenses of whatsoever kind of nature, whether arising before or after final acceptance and in any manner directly or indirectly caused, occasioned or contributed to in whole or in part by reason of any act, error or omission, fault or negligence whether active or passive by the Contractor, or any one acting under its direction, control or on its behalf in connection with or incident to its performance of the Contract.

Revision Date: August 27, 1991
Effective Date: August 27, 1991
Revision Date: March 4, 1997
Effective Date: March 4, 1997

STAFF MATRIX	
POSITION CLASSIFICATION	ASSIGNED STAFF
Project Manager*	
Project Manager*	
Project Manager*	
Professional Engineer* (Water Resources)	
Professional Engineer* (Water Resources)	
Professional Engineer* (Environmental)	
Professional Engineer* (Environmental)	
Professional Engineer* (Structural)	
Professional Engineer* (Structural)	
Professional Engineer* (Mechanical / Electrical)	
Professional Engineer* (Mechanical / Electrical)	
Professional Engineer* (Civil / Land Development)	
Professional Engineer* (Civil / Land Development)	
Professional Engineer* (Geotechnical)	
Professional Engineer* (Geotechnical)	
Design Engineer (Water Resources)	
Design Engineer (Water Resources)	
Design Engineer (Environmental)	
Design Engineer (Environmental)	
Design Engineer (Structural)	
Design Engineer (Structural)	
Design Engineer (Mechanical / Electrical)	
Design Engineer (Mechanical / Electrical)	
Design Engineer (Civil / Land Development)	
Design Engineer (Civil / Land Development)	
Design Engineer (Geotechnical)	

STAFF MATRIX	
POSITION CLASSIFICATION	ASSIGNED STAFF
Design Engineer (Geotechnical)	
Computer Aided Design Technician	
Computer Aided Design Technician	
Computer Aided Design Technician	
Senior Environmental Specialist	
Senior Environmental Specialist	
Senior Environmental Specialist	
Environmental Specialist	
Environmental Specialist	
Environmental Specialist	
Professional Land / Property Line Surveyor*	
Professional Land / Property Line Surveyor*	
Professional Land / Property Line Surveyor*	
Survey Crew Chief	
Survey Crew Chief	
Survey Crew Member	
Survey Crew Member	
Survey Crew Member	
Survey Crew Member	
Clerical	
Clerical	

*Those marked as such are required to have appropriate professional registration.

**PUR-1334
WASHINGTON COUNTY, MARYLAND
PURCHASING DEPARTMENT
AFFIDAVIT**

(Must be completed, signed, and submitted with the Price Proposal.)

Contractor _____

Address _____

Telephone _____

I, _____, the undersigned, _____ of the above
(Print Signer's Name) (Print Office Held)

named Contractor does declare and affirm this _____ day of _____, _____, that I hold the aforementioned office
(Month) (Year)
in the above named Contractor and I affirm the following:

AFFIDAVIT I

The Contractor, his Agent, servants and/or employees, have not in any way colluded with anyone for and on behalf of the Contractor or themselves, to obtain information that would give the Contractor an unfair advantage over others, nor have they colluded with anyone for and on behalf of the Contractor, or themselves, to gain any favoritism in the award of the contract herein.

AFFIDAVIT II

No officer or employee of Washington County, whether elected or appointed, has in any manner whatsoever, any interest in or has received prior hereto or will receive subsequent hereto any benefit, monetary or material, or consideration from the profits or emoluments of this contract, job, work or service for the County, and that no officer or employee has accepted or received or will receive in the future a service or thing of value, directly or indirectly, upon more favorable terms than those granted to the public generally, nor has any such officer or employee of the County received or will receive, directly or indirectly, any part of any fee, commission or other compensation paid or payable to the County in connection with this contract, job, work, or service for the County, excepting, however, the receipt of dividends on corporation stock.

AFFIDAVIT III

Neither I, nor the Contractor, nor any officer, director, or partners, or any of its employees who are directly involved in obtaining contracts with Washington County have been convicted of bribery, attempted bribery, or conspiracy to bribe under the laws of any state or of the federal government or has engaged in conduct since July 1, 1977, which would constitute bribery, attempted bribery, or conspiracy to bribe under the laws of any state or the federal government.

AFFIDAVIT IV

Neither I, nor the Contractor, nor any of our agents, partners, or employees who are directly involved in obtaining contracts with Washington County have been convicted within the past twelve (12) months of discrimination against any employee or applicant for employment, nor have we engaged in unlawful employment practices as set forth in Section 16 of Article 49B of the Annotated Code of Maryland or, of Sections 703 and 704 of Title VII of the Civil Rights Act of 1964.

I do solemnly declare and affirm under the penalties of perjury that the contents of the foregoing affidavits are true and correct to the best of my knowledge, information and belief.

DATE

SIGNATURE

COMPANY NAME PRINTED

PRINTED NAME

TITLE

Attachment D – Non-Collusion / Anti-Bribery Affidavit

**GOVERNMENT-WIDE
DEBARMENT AND SUSPENSION**

Background and Applicability:

In conjunction with the Office of Management and Budget and other affected Federal agencies, DOT published an update to 49 CFR Part 29 on November 26, 2003. This government-wide regulation implements Executive Order 12549, *Debarment and Suspension*, Executive Order 12689, *Debarment and Suspension*, and 31 U.S.C. 6101 note (Section 2455, Public Law 103-355, 108 Stat. 3327).

The provisions of Part 29 apply to all grantee contracts and subcontracts at any level expected to equal or exceed \$25,000 as well as any contract or subcontract (at any level) for Federally required auditing services, 49 CFR 29.220(b). This represents a change from prior practice in that the dollar threshold for application of these rules has been lowered from \$100,000 to \$25,000. These are contracts and subcontracts referred to in the regulation as “covered transactions.”

Grantees, Contractors, and Subcontractors (at any level) that enter into covered transactions are required to verify that the entity (as well as its principals and affiliates) they propose to contract or subcontract with is not excluded or disqualified. They do this by (a) Checking the Excluded Parties List System, (b) Collecting a certification from that person, or (c) Adding a clause or condition to the contract or subcontract. This represents a change from prior practice in that certification is still acceptable but is no longer required, 49 CFR 29.300.

Grantees, Contractors, and Subcontractors who enter into covered transactions also must require the entities they contract with to comply with 49 CFR 29, Subpart C and include this requirement in their own subsequent covered transactions (i.e., the requirement flows down to subcontracts at all levels).

This contract is a covered transaction for purposes of 49 CFR Part 29. As such, the Contractor is required to verify that none of the Contractor, its principals, as defined at 49 CFR 29.995, or affiliates, as defined at 49 CFR 29.905, are excluded or disqualified as defined at 49 CFR 29.940 and 29.945.

The Contractor is required to comply with 49 CFR 29, Subpart C and must include the requirement to comply with 49 CFR 29, Subpart C in any lower tier covered transaction it enters into.

By signing and submitting its bid or proposal, the Bidder or proposer certifies as follows: The certification in this clause is a material representation of fact relied upon by the *County*. If it is later determined that the Bidder or proposer knowingly rendered an erroneous certification, in addition to remedies available to the *County*, the Federal Government may pursue available remedies, including but not limited to suspension and/or debarment.

The Bidder agrees to comply with the requirements of 49 CFR 29, Subpart C while this offer is valid and throughout the period of any contract that may arise from this offer.

The Bidder or proposer further agrees to include a provision requiring such compliance in its lower tier covered transactions.

Company Name: _____

Signature of Contractor’s Authorized Official: _____

Printed Name of Contractor’s Authorized Official: _____

Printed Title of Contractor’s Authorized Official: _____

Date: _____

Price Matrix				
Item	Job Classification	Hourly Rate from Proposal Form ^[1]	Number of Hours for Respective Classification ^[2]	Price Extended (rate x hours)
A	Project Manager		25	\$
B	Professional Engineer (Water Resources)		25	\$
C	Professional Engineer (Environmental)		50	\$
D	Professional Engineer (Structural)		25	\$
E	Professional Engineer (Mechanical / Electrical)		50	\$
F	Professional Engineer (Civil / Land Development)		25	\$
G	Professional Engineer (Geotechnical)		25	\$
H	Design Engineer (Water Resources)		50	\$
I	Design Engineer (Environmental)		100	\$
J	Design Engineer (Structural)		50	\$
K	Design Engineer (Mechanical / Electrical)		100	\$
L	Design Engineer (Civil / Land Development)		50	\$
M	Design Engineer (Geotechnical)		50	\$
N	Computer Aided Design Technician		500	\$
O	Senior Environmental Specialist		25	\$
P	Environmental Specialist		75	\$

Price Matrix				
Item	Job Classification	Hourly Rate from Proposal Form ^[1]	Number of Hours for Respective Classification ^[2]	Price Extended (rate x hours)
Q	Professional Land Surveyor / Property Line Surveyor		25	\$
R	Survey Crew Chief		50	\$
S	Survey Crew Member		50	\$
T	Clerical		75	\$
TOTAL PROPOSAL VALUE^[3] (Items A – T)			\$ _____	

- [1] The Hourly Standard Rate as written on the Proposal Form (Attachment A). The written unit price for Standard Hourly Rates as indicated on the Proposal Form shall govern in transferring numbers from the Proposal Form and for extensions of calculations.
- [2] Estimation of the number of hours used for deriving a lowest cost proposal. These values in no way indicate or should be construed to indicate a minimum number of actual billable hours anticipated in this contract. These values are for the sole purpose of estimating and comparing price proposals.
- [3] This total is the value that will be used to designate the responsive, responsible Consultant with the lowest price proposal and those in increasing value of lowest cost proposals for the stand-by list.

**PUR-1334
AGREEMENT**

**BY AND BETWEEN
BOARD OF COUNTY COMMISSIONERS OF
WASHINGTON COUNTY, MARYLAND**

AND

I. PARTIES

This Agreement is made and entered into by and between **Board of County Commissioners of Washington County, Maryland**, a body corporate and politic and a subdivision of the State of Maryland (the “County”), and the firm of _____, a _____ corporation (the “Consultant”).

II. WORK EFFORT

- A. The Consultant hereby agrees to undertake the work efforts, generally and specifically defined within the Washington County Request for Proposal dated February 16, 2017 and all addenda (collectively the “RFP”) and the Consultant's “Proposal” dated _____ (the “Proposal”), the contents of said “RFP” and “Proposal” are incorporated herein by reference, and to adhere to, comply with and respond to all performance requirements, conditions, restrictions and provisions stated therein. If there is a conflict or discrepancy between the RFP and the Proposal, then the terms, conditions and provisions of the RFP shall control, prevail, and supersede the terms and conditions of the Proposal.
- B. The Consultant agrees to comply with all applicable Federal, State and local laws in the conduct of the work hereunder.

III. SCHEDULE

The Consultant may commence work within seven (7) days upon receipt of written Notice to Proceed from the County, such notice being contingent upon the execution of this Agreement by the County and the Consultant. The work shall be completed in an expeditious manner and in such sequence as agreed upon between the Consultant and the County and as set forth in the accepted Project schedule as contained in the “RFP.”

Failure to maintain the scheduled level of effort as proposed and prescribed and/or deviation from the aforesaid schedule without prior approval of the County shall constitute a ground for issuance of a Termination Notice in accordance with Section IV of this Agreement, except in cases in which the County agrees in writing that circumstances beyond the control of the Consultant shall warrant alteration, adjustment or deviation from the schedule.

IV. TERMINATION

The County may, upon written notice to the Consultant, terminate the performance or work under this Agreement, in whole or part, in accordance with the following criteria:

- A.1 Except as provided in A.2 below, if the Consultant shall default in performance of this Agreement in accordance with its terms and fails to cure the default within a period of ten (10) days after receipt from the County of a notice specifying the default, the County may terminate the Agreement.
- A.2 If the Consultant fails to provide an approved replacement as required by the “RFP” within one (1) working day of the departure of the individual being replaced, the County shall have the right to terminate the Agreement, immediately, without notice or opportunity to cure.
- B. If the County shall determine, in its sole discretion, that termination is in the best interest of the County, the County may terminate this Agreement, in whole or in part, at any time during the term of this Agreement. Any termination shall be effected by delivery to the Consultant of a Notice of Termination specifying the extent to which performance of work is terminated and the effective date of such termination. If this Agreement is terminated as provided for in this paragraph, the Consultant shall be entitled to compensation only for satisfactory work completed up to the effective date of termination.

If after termination of this Agreement or any part thereof for default under “A.1” or “A.2” above it is determined that the Consultant was not in default pursuant to “A.1” or “A.2”, or that failure to perform satisfactorily is due to causes beyond the control and without fault or negligence on the part of the Consultant, the Notice of Termination shall be deemed to have been issued under subparagraph “B” above, and the rights and obligations of the parties involved shall be governed and resolved accordingly.

Upon receipt of a Notice of Termination and except as otherwise directed by the County, the Consultant shall stop work under this Agreement on the date and to the extent specified in the Notice of Termination; shall take all necessary or appropriate steps to limit disbursements and minimize costs; and will furnish a report, as of the date of receipt of notice of suspension or termination, of the status of all activities conducted under the terms of this Agreement, including the work effort, funds, results accomplished, conclusions resulting therefrom and such other matters as the County may require.

Notwithstanding the above, the Consultant shall not be relieved of liability to the County for damages sustained by virtue of any breach of this Agreement by the Consultant. The County may withhold any payments to the Consultant for the purpose of set-off until such time as the exact amount of damages due to the County from the Consultant is determined.

V. DISPUTES

Except as otherwise provided in this Agreement, any dispute concerning a question of fact arising under this Agreement which is not disposed of by agreement between the Consultant and County

shall be decided by the County Administrator, who shall reduce his decision to writing and mail or otherwise furnish a copy thereof to the Consultant. Either party may appeal the decision of the County Administrator to any court of competent jurisdiction under the rules for judicial review of agency decisions.

VI. AUDITS

- A. The Consultant shall maintain books, records, documents and other evidence directly pertinent to the performance under this Agreement and any Federal, State or local law, rule or regulation, in accordance with accepted professional practice and appropriate accounting procedures and practices. The County, or any of its duly authorized representatives, shall have access to such books, records, documents and other evidence for the purpose of inspection, audit and copying. The Consultant will provide proper facilities for such access and inspection.
- B. Audits conducted pursuant to this provision shall be in accordance with generally accepted auditing standards and established procedures and guidelines of the American Institute of Certified Public Accountants. The Consultant agrees to the disclosure of all information and reports resulting from access to records pursuant to subparagraph (A) above. Where the audit concerns the Consultant, the auditing agency will afford the Consultant an opportunity for an audit exit conference and an opportunity to comment on the pertinent portions of the draft audit report. The final audit report will include the pertinent written comments, if any, of the audited parties.
- C. Records under subparagraph (A) above shall be maintained and made available during performance under this Agreement and until three (3) years from the date of final completion of the project contemplated herein. In addition, those records which relate to any dispute or litigation, or the settlement of claims arising out of such performance, or costs or items to which an audit exception has been taken, shall be maintained and made available until three (3) years after the date of resolution of such dispute, litigation, claim or exception.

VII. DEFECTIVE WORK

The performance of services or County acceptance of required reports shall not relieve the Consultant from the obligation to correct any defective work, whether previously or subsequently noted, and all incomplete, inaccurate or defective work shall be remedied by the Consultant on demand, within a reasonable time, and at no cost to the County. "Defective work" includes, without limitation, such matters as erroneous tabulations, incomplete surveys, maps, or reports and incorrectly assembled reports, publications, etc. caused by error or omission, for a period of twelve (12) months after the final report delivery by the Consultant.

With regard to any construction resulting from services rendered to the County by the Consultant, any applicable statute of limitations shall commence to run and any alleged cause of action shall be deemed to have accrued not later than the relevant Date of Substantial Completion of the Work, and as to any acts or failures to act occurring after the relevant Date of Substantial Completion, not later than the date of issuance of the final Certificate for Payment.

VIII. CHANGES

The County may, from time to time, require changes in the scope of the services of the Consultant to be performed hereunder. Any such change, including any increase or decrease in the amount of the compensation to the Consultant, shall be incorporated in a written change order to this Agreement and payment or adjustment effected as set forth in Section XIV of this Agreement.

IX. WAIVERS

The failure of the parties to enforce, at any time, the provisions of this Agreement or to exercise any option that may be provided herein shall in no way be construed to be a waiver of such provisions nor in any way to affect the validity of this Agreement or any part thereof or the right of the parties to enforce thereafter each and every provision.

X. COUNTY FURNISHED DATA

All information, data, reports, records, and maps as exist and identified by the Consultant, available to the County without significant cost, and necessary for the work, shall be furnished to the Consultant without charge by the County. The County shall cooperate with the Consultant in every reasonable manner in carrying out the planning work, providing, however, that the needs of the Consultant for such support are made known to the County in advance of such need.

The County will not provide clerical assistance to the Consultant for this project and County personnel will not be asked to undertake surveys, analysis, tabulations, summaries, etc., of Consultant-produced data or documentation. However, County employees are free to participate in Consultant-conducted surveys as questionnaire recipients or survey groups for the purpose of providing information and opinions.

XI. DATA RELEASE

The type and quantity of data to be provided by the Consultant as the product of this effort is defined in the incorporated "Proposal" and/or SCOPE OF WORK, and the County reserves the right to use, duplicate and disclose this data, in whole or in part, in any manner for any purpose whatsoever and to authorize others to similarly do so. The Consultant shall not release the results of this work or any reports or other material pertaining to it without the express written consent of the County except to comply with appropriate State and Federal requirements. In such instances, the Consultant shall confer with the County before doing so. Materials approved for release by the Consultant cannot be distributed for profit.

The Consultant may publish information pertaining only to its services rendered under this Agreement, but shall not release copies of its documentation or final report to any other parties without the prior written approval of the County.

XII. REPORTS

Reports are to be provided as specified in the "RFP."

XIII. MEETINGS

When requested by the person established as the primary contact for the task being performed, selected employees of the Consultant shall attend meetings, conferences and presentations with County staff, public agencies, private organizations and others concerned with this project.

XIV. PAYMENT

The Consultant hereby agrees to undertake the project for the following Hourly Rates as set forth in the “RFP” and the “Proposal”:

- A. Project Manager – Hourly Rate:
Standard Rate: _____/hr.
Resident Rate: _____/hr.

- B. Professional Engineer (Water Resources) – Hourly Rate:
Standard Rate: _____/hr.
Resident Rate: _____/hr.

- C. Professional Engineer (Environmental) – Hourly Rate:
Standard Rate: _____/hr.
Resident Rate: _____/hr.

- D. Professional Engineer (Structural) – Hourly Rate:
Standard Rate: _____/hr.
Resident Rate: _____/hr.

- E. Professional Engineer (Mechanical/Electrical) – Hourly Rate:
Standard Rate: _____/hr.
Resident Rate: _____/hr.

- F. Professional Engineer (Civil/Land Development) – Hourly Rate:
Standard Rate: _____/hr.
Resident Rate: _____/hr.

- G. Professional Engineer (Geotechnical) – Hourly Rate:
Standard Rate: _____/hr.
Resident Rate: _____/hr.

- H. Design Engineer (Water Resources) – Hourly Rate:
Standard Rate: _____/hr.
Resident Rate: _____/hr.

- I. Design Engineer (Environmental) – Hourly Rate:
Standard Rate: _____/hr.
Resident Rate: _____/hr.

- J. Design Engineer (Structural) – Hourly Rate:
Standard Rate: _____/hr.
Resident Rate: _____/hr.

- K. Design Engineer (Mechanical/Electrical) – Hourly Rate:
Standard Rate: _____/hr.
Resident Rate: _____/hr.

- L. Design Engineer (Civil/Land Development) – Hourly Rate:
Standard Rate: _____/hr.
Resident Rate: _____/hr.

- M. Design Engineer (Geotechnical) – Hourly Rate:
Standard Rate: _____/hr.
Resident Rate: _____/hr.

- N. Computer Aided Design Technician – Hourly Rate:
Standard Rate: _____/hr.
Resident Rate: _____/hr.

- O. Senior Environmental Specialist – Hourly Rate:
Standard Rate: _____/hr.
Resident Rate: _____/hr.

- P. Environmental Specialist – Hourly Rate:
Standard Rate: _____/hr.
Resident Rate: _____/hr.

- Q. Professional Land Surveyor/Property Line Surveyor – Hourly Rate:
Standard Rate: _____/hr.
Resident Rate: _____/hr.

- R. Survey Crew Chief – Hourly Rate:
Standard Rate: _____/hr.
Resident Rate: _____/hr.

- S. Survey Crew Member – Hourly Rate:
Standard Rate: _____/hr.
Resident Rate: _____/hr.

- T. Clerical – Hourly Rate:
Standard Rate: _____/hr.
Resident Rate: _____/hr.

County-directed adjustments in direction or emphasis of the work effort will not be considered as adequate justification for cost re-negotiation, provided such adjustments do not constitute change in the general scope of the project.

In the event that changes in the general scope of effort are mutually agreed upon by the parties, the degree of change of scope in terms of man-hours (amount and type) will be negotiated to a satisfactory solution between the parties and payment or credit for this adjustment will be made part of this Agreement by written change order to the purchase order to this Agreement.

XV. METHOD OF PAYMENT

The Consultant shall, at a designated time each month, submit on its standard form an invoice for his services rendered. The invoices shall indicate the total amount due for each discipline, showing hours multiplied by hourly rates. In addition, the Consultant shall submit a monthly report that shall indicate progress during the billing period of each of the principal tasks, and the status of the various work products that the Consultant is required to furnish as part of the Agreement.

The Consultant shall submit the original and two (2) copies of the invoice directly to the person and address established as the primary contact for the task being invoiced. This invoice will be reviewed and verified for work accomplished as set forth in the statement of work and schedule (Sections II and III of this Agreement) and, when certified as acceptable, will be forwarded to the County Office of Budget & Finance for payment.

In event of dispute or defective work (Section V and VII of this Agreement), the County reserves the right to withhold payment until such time as the dispute is resolved, the defective work corrected, or settlement is achieved through other means.

XVI. PERSONNEL

The Consultant represents that it has or will secure, at its own expense, all necessary personnel required to perform the services under this Agreement. Such personnel shall not be employees of or have any contractual relationship with agencies providing funds for the project.

XVII. EQUAL EMPLOYMENT

The Consultant agrees and affirms that it accepts and will conform to Maryland anti-discrimination law, as follows:

The Consultant shall not:

(1)... fail or refuse to hire or to discharge any individual, or otherwise to discriminate against any individual with respect to his compensation, terms, conditions, or privileges of employment, because of such individual's race, color, religion, sex, sexual orientation, age, national origin, marital status, or disability unrelated in nature and extent so as to reasonably preclude the performance of the employment; or

(2)... limit, segregate or classify his employees or applicants for employment in any way which would deprive or tend to deprive any individual of employment

opportunities or otherwise adversely affect his status as an employee, because of the individual's race, color, religion, sex, sexual orientation, age, national origin, marital status, or disability unrelated in nature and extent so as to reasonably preclude the performance of the employment.

In addition, the Consultant further certifies that it now complies and will continue to comply with all Federal, State and local laws and regulations pertaining to equal opportunity and equal employment practices.

XVIII. CONFLICT OF INTEREST

- A. No officer or employee of the County and no member of its governing body, and no other public official of the governing body of the locality or localities in which the work is situated or being carried out, or of other local public agencies, who exercises any functions or responsibilities in review or approval of the undertaking or carrying out of this work, during his tenure or one year thereafter shall have any personal interest, direct or indirect, apart from his/her official duties, in this Agreement or the proceeds thereof.
- B. The Consultant covenants that it has presently no interest and shall not acquire any interest, direct or indirect, which would conflict in any manner or degree with the performance of services required to be performed under this Agreement. The Consultant further covenants that in the performance of this Agreement no person having such interest shall be employed.

XIX. EXECUTION OF AGREEMENT

This Agreement may be simultaneously executed in several counterparts, each of which shall be deemed to be an original having identical legal effect. This Agreement shall be construed to bind the parties hereto in accordance with the Constitution and laws of the State of Maryland.

XX. COUNTY SAVED HARMLESS/INSURANCE REQUIRED

- A. Professional Liability

The Consultant shall defend, indemnify and save the County harmless from all claims, suits, judgments, expenses, actions, damages and costs of every name and description arising out of or resulting from the negligent performance of the professional services of the Consultant, its servants or agents, under this Agreement.

Monies to become due the Consultant under the Agreement as may be considered necessary by the County shall be retained by the County until such suits or claims for damages shall have been settled or until the Consultant furnishes to the County satisfactory evidence of insurance coverage with respect to such suits or claims.

- B. General Liability

The Consultant shall defend, indemnify and save the County harmless from all claims, suits, judgments, expenses, actions, damages and costs of every name and description to which the

County may be subject or put by reason of injury to persons (bodily injury, including death, or any personal injury) or property damage as a result of its work, caused or alleged to be caused by negligence or fault on the part of the Consultant, its servants, or agents (other than that arising out of Consultant's professional services).

Monies to become due the Consultant under the Agreement as may be considered necessary by the County shall be retained by the County until such suits or claims for damages shall have been settled or until the Consultant furnishes to the County satisfactory evidence of insurance coverage with respect to such suits or claims.

- C. The Consultant will not hold the County liable for any injuries to employees, servants, agents, subcontractors or assignees of the Consultant arising out of or during the course of services relating to this Agreement.
- D. The Consultant will provide to the County evidence of insurance coverage satisfactory to the County providing coverage, including but not limited to, coverage in the amount of \$1,000,000 for the liabilities arising out of those matters referenced in subparagraphs (A) and (B) of this section (i.e. \$1,000,000 for Professional Liability and \$1,000,000 for General Liability).

XXI. COVENANT AGAINST CONTINGENT FEES

The Consultant warrants that it has not employed or retained any person, partnership, corporation, or other entity, other than a bona fide employee working for the Consultant, to solicit or secure this Agreement, and that he has not paid or agreed to pay any person, partnership, corporation, or other entity, other than a bona fide employee, any fee or any other consideration contingent on the making of this Agreement. For breach or violation of this warranty the County shall have the right to terminate this Agreement without liability, or, in its discretion, to deduct from the Agreement price or consideration, or otherwise recover the full amount of such fee, commission, percentage, brokerage fee, gift or contingent fee.

XXII. SUBCONTRACTING OR ASSIGNMENT

The benefits and obligations hereunder shall inure to and be binding upon the parties hereto and their respective successors, provided that any such successor to the Consultant, whether such successor be an individual, partnership, corporation, or other legal entity is acceptable to the County, and neither this Agreement nor the services to be performed thereunder shall be subcontracted, assigned or otherwise disposed of, either in whole or in part, except with the prior written consent of the Department.

XXIII. DELAYS AND EXTENSIONS OF TIME

The Consultant agrees to prosecute the work continuously and diligently and no charges or claims for damages shall be made by it for any delays or hindrances, from any cause whatsoever during the progress of any portion of the services specified in this Agreement. Such delays or hindrances, if any, may be compensated for by an extension of time for such reasonable period as the County may decide. Time extensions will be granted only for excusable delays such as delays beyond the control

and without the fault or negligence of the Consultant.

XXIV. CHANGES, ALTERATIONS OR MODIFICATIONS IN THE SERVICES

The County shall have the right, at its discretion, to change, alter or modify the services provided for in this Agreement and such changes, alterations or modifications may be made even though it will result in an increase or decrease in the services of the Consultant or in the cost thereof. Such changes, alterations or modifications to the services provided for in this Agreement shall be made by written change orders.

Any such change, alteration or modification which either separately or in combination results in a change in the scope of services or an increase in the amount payable to the Consultant will be processed by a written change order requisition and is effective only when the change order is issued.

XXV. AVAILABILITY OF DATA

Each party hereto shall make available to the other party, without cost, all nonproprietary technical data under its control reasonably necessary to the performance of the services required under this Agreement.

XXVI. OWNERSHIP OF DOCUMENTS

The Consultant agrees that all data including but not limited to reports, drawings, studies, specifications, estimates, maps, photographs and computations prepared by or for it under the terms of this Agreement shall at any time during the performance of the services be made available to the County upon request and shall become and remain the property of the County upon termination or completion of the services. The County shall have the right to use the same without restriction or limitation and without compensation to the Consultant other than that provided in the Agreement.

XXVII. DISSEMINATION OF INFORMATION

During the term of this Agreement, the Consultant shall not release any information related to the performance of the services under this Agreement nor publish any final reports or documents without the prior written approval of the County.

XXVIII. SANCTIONS UPON IMPROPER ACTS

If the Consultant, or any of its officers, partners, principals, members or agents, or if an employee of the Consultant acting with its acquiescence, is convicted of a crime arising out of or in connection with the procurement of this Agreement or the services or any payment under it, the Agreement may be terminated as provided in Section IV. In the event of a conviction occurring after the expiration or termination of this Agreement, the Consultant shall be liable for the refund of all fees or profit paid under the Agreement. The rights and remedies set forth herein shall be in addition to, and the exercise thereof shall in no way be considered or construed as a waiver of, any other rights or remedies granted or available to the County.

XXIX. RESPONSIBILITY OF CONSULTANT

- A. The Consultant shall perform the services with that standard of care, skill, and diligence normally provided by a Consultant, Architect or Engineer in the performance of services similar to the services hereunder.
- B. Notwithstanding any review, approval, acceptance or payment for the services by the County, the Consultant shall be responsible for professional and technical accuracy of its work, design, drawings, specifications and other materials furnished under this Agreement.
- C. If the Consultant fails to perform the services, or any part of the services, in conformance with the standards set forth in subparagraph A above, and such failure is made known to the Consultant within two (2) years after expiration of this Agreement, it shall, if required by the County, perform at its own expense and without additional cost to the County, those services necessary for the correction of any deficiencies or damage resulting, in whole or in part, from the Consultant's failure. This obligation is in addition to and not in substitution for other remedies available to the County under Section IV.
- D. The Consultant shall be required to furnish, upon request by the County, proof that it has the financial capacity to provide the services and that it is financially able, through its own resources or through a qualified surety, to protect the County from errors and omissions that might arise from the direct performance of the services or the performance of the services by third parties relying on the completed design or work product.

XXX. CHOICE OF LAW

- A. This Agreement was made and entered into in Maryland, and is to be construed under the laws of the State of Maryland. As to the Consultant, this Agreement is intended to be a contract under seal and a specialty.
- B. The laws of the State of Maryland and Washington County shall govern the resolution of any issue arising in connection with this Agreement, including, but not limited, to all questions concerning the validity of this Agreement, the capacity of the parties to enter therein, any modification or amendment thereto, and all rights and obligations of the parties hereunder.

XXXI. COMPLIANCE WITH LAWS

The Consultant hereby represents and warrants:

- A. That it is qualified to do business in the State of Maryland and that it will take such action as, from time to time hereafter, may be necessary to remain so qualified;
- B. That it is not in arrears with respect to the payment of any monies due and owing the County, or any department or agency thereof, including but not limited to the payment of taxes and employee benefits, and that it shall not go into arrears during the term of this Agreement;

- C. That it shall comply with all Federal, State and local laws, ordinances, and legally enforceable rules and regulations applicable to its activities and obligations under this Agreement;
- D. That it shall procure, at its expense, all licenses, permits, insurance and governmental approval, if any, necessary to the performance of its obligations under this Agreement;
- E. That the facts and matters set forth hereafter in the Affidavit and Signature Page attached to this Agreement and made a part hereof are true and correct.

In addition to any other remedy available to the County, breach of any of subparagraphs A through E of this Section shall, at the election of the County, be grounds for termination as provided for in Section IV, provided, however, that failure of the County to terminate this Agreement shall not be considered or construed as a waiver of such breach nor as a waiver of any rights or remedies granted or available to the County.

XXXII. NOTICE OF POLITICAL CONTRIBUTIONS

The Consultant agrees, in accordance with Md. Code, State Finance and Procurement Article, §17-402, to comply with the political contribution reporting requirements under Md. Code, Title 14, Election Law Article, as amended from time to time, to which the Consultant may be subject.

IN WITNESS WHEREOF, The parties have caused this Agreement **PUR-1334** to be executed on

_____, 2017, by affixing hereon their respective seals and signatures of the proper officers.

APPROVED AND AGREED TO:

ATTEST:

Secretary

BY: _____ (SEAL)

Name and Title

Address _____

ATTEST:

BOARD OF COUNTY COMMISSIONERS
OF WASHINGTON COUNTY, MARYLAND

Vicki C. Lumm, Clerk

BY: _____
Terry L. Baker, President

Recommended for approval:

Approved as to Legal Sufficiency:

Julie Pippel, Director
Division of Environmental Management

John M. Martirano
County Attorney