

TOWN OF KEEDYSVILLE, MARYLAND

"Where Northern Thrift and Personality Blend with Southern Charm and Hospitality"

P.O. Box 359
19 South Main Street
Keedysville, MD 21756
301-432-5795
www.keedysvillemd.com



Ken Lord, Mayor
Brandon Sweeney, Assistant Mayor
Sarah Baker, Council Member
Judy Kerns, Council Member
Matthew Hull, Council Member

REQUEST FOR PROPOSAL REGARDING QUALIFICATIONS & EXPERIENCE/TECHNICAL SUBMITTALS AND PRICE PROPOSALS FOR PREVENTATIVE MAINTENANCE SERVICES FOR THE WATER SYSTEM WITHIN THE TOWN OF KEEDYSVILLE

JUNE 21, 2022

The Mayor & Council of Keedysville are requesting qualifications & experience/technical submittals and price proposals for preventative maintenance services for the Keedysville water distribution system addressed in the Preventative Maintenance Program (Attachment C).

The Keedysville Water Commission will evaluate responses to this request and select the firm that it deems to be responsive, most qualified and experienced. The Commission reserves the right to interview some or all prospective firms to discuss proposals.

The format for submittals, information regarding the scope of work and the criteria to be used by the Commission are available at Town Hall in Keedysville. Requests can be directed to:

Lisa Riner, Administrator
Keedysville Town Hall
P.O. Box 359
Keedysville, MD 21756
townhall@keedysvillemd.com
Phone: 301-432-5795.

A Pre-Proposal meeting will be held Tuesday, July 12, 2022 at 10:00am in the Keedysville Town Hall at 19 South Main Street, Keedysville, MD, 21756. Attendance at this meeting is not mandatory but is strongly recommended.

Five copies of the submittals of Qualifications & Experience and a completed Price Proposal Form, including Attachments A and B, enclosed in a sealed opaque envelope marked Preventative Maintenance Program RFP are due in Keedysville Town Hall no later than 12:00 pm, Friday, August 19, 2022. The Water Commission will evaluate the submittals. Failure to comply in providing the above-required information for the Commission's review may result in disqualification of that firm.

The Mayor & Council of Keedysville reserves the right to accept or reject any and/or all proposals, to waive technicalities and take whatever action is in the best interest of the Town of Keedysville.

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1. Introduction

The Mayor & Council of Keedysville are soliciting proposals from qualified firms for the purpose of preventative maintenance services for the Keedysville water distribution system addressed in the Preventative Maintenance Program (Attachment C). It is the intent of this request to determine the most qualified firm to which the Town could contract these services.

Each proposal shall address all of the information outlined herein. Additionally, each prospective professional firm may include such other information as he or she deems pertinent to the proper evaluation of their proposal. Typewritten proposals only shall be submitted, bound to create a single document containing all required material.

It is the responsibility of each prospective professional firm interested in this proposal to review the affected areas prior to the submission of their proposal. All bidders are responsible for obtaining any information pertinent to the proper evaluation of affected areas. Inspection of the area may be scheduled by contacting Lisa Riner, Keedysville Administrator at townhall@keedysvillemd.com or 301-432-5795.

NOTE: THE TOWN OF KEEDYSVILLE AND ITS WATER SYSTEM OPERATOR FROM THE TOWN OF BOONSBORO HAVE A LIMITED STAFF THAT WILL REASONABLY COOPERATE WITH THE CONTRACTOR. THE CONTRACTOR CANNOT ASSUME TO USE THE LOCAL STAFF AS PART OF THE INVESTIGATIVE OR DESIGN TEAM.

The purpose of this Request for Proposal (RFP) is: 1) to provide interested Service Providers with sufficient information to enable them to submit a detailed proposal for review; 2) to set forth a systematic method of evaluation that will be fair and impartial to all interested Service Providers; and 3) to generate uniform Proposals for evaluation by the owner.

Each Service Provider must comply with all requirements for a regular Proposal as required by this RFP. Notice is hereby given to all Service Providers that proposals found to be defective or irregular in any respect may be rejected immediately. To facilitate comparative analysis and evaluation of Proposals, a uniform format shall be employed in structuring each Proposal. The required format will coincide with the format detailed later in this request. The Service Provider's degree of compliance with the requirements of this request will be a factor in the subsequent evaluation and award of the contract for the designated services. All instructions contained herein and attachments hereto shall constitute an integral part of this RFP.

Unless otherwise stated in the special instructions, the following general instructions will apply.

All Service Providers must be prepared to present suitable evidence of similar work recently completed or goods supplied.

The Owner may reject a proposal if:

- The service provider misstates or conceals any material fact in the proposal; or if,
- The proposal does not strictly conform to the law or requirements of proposal; or if,
- The proposal is conditional, except that the service provider may qualify his or her proposal for acceptance by the Owner on an "all or none" basis or a "low item" basis. An "all or none" basis proposal must include all items upon which proposals are invited.

The Owner may, however, reject all proposals whenever it is deemed in the best interest of the Owner to do so and may reject any part or all. The Owner may also waive any minor informalities or irregularities in any proposal.

No verbal instructions or verbal information to a proposing Service Provider will be binding. The written RFP will be considered clear and complete unless written attention is called to any apparent discrepancies or incompleteness before the opening of the proposals. Should any alterations to the RFP be deemed necessary by the Owner, these alterations will be made in the form of written addenda which will be posted online and mailed or emailed to all interested Service Providers. These addenda shall then be considered as part of the RFP.

Any contract with a service provider shall contain, at a minimum, the terms and conditions (or substantially the same terms and conditions) as hereinafter stated. The Owner reserves the right, in its sole discretion, to reject all submissions, reissue a subsequent RFP, terminate, restructure or amend this procurement process at any time. The final selection and contract negotiation rests solely with the Owner.

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The Owner may not enter into a services contract with a Service Provider for the physical performance of services within the State of Maryland unless that Service Provider registers and participates in the Federal Work Authorization program. A successful Service Provider must verify adherence to employment authorization of all employees and all its subcontractors.

Service Providers shall comply with all local, state, and federal directives, orders and laws as applicable to this RFP and subsequent contract(s).

The successful Service Provider will be required to purchase and maintain a business license for the duration of the agreement.

The staff from the Town of Boonsboro operates the water system for the Town of Keedysville. The successful Service Provider will be required to coordinate with the Town of Boonsboro staff when performing inspections or any maintenance activities on the water system.

All questions, comments, or clarifications should be directed to:

Lisa Riner, Administrator
P.O. Box 359
Keedysville, MD 21756
townhall@keedysvillemd.com
Phone: 301-432-5795

2. Scope of Work

Refer to Attachment C for the Preventative Maintenance Scope of Work.

3. Submittal Instructions

Questions pertaining to this document will only be accepted by email up to 5 days before the date proposals are due. Questions should be emailed to the attention of Lisa Riner at "townhall@keedysvillemd.com" with the subject line "Preventative Maintenance Program RFP". All questions will be responded to by the Owner within 5 working days and the questions and answers will be posted online and dispersed to all Service Providers who requested an RFP.

Submission of a proposal will be considered as conclusive evidence of the Service Providers' complete examination and understanding of the requirements of this RFP.

Any submittal must be complete and signed by an authorized representative of the Service Provider submitting.

Each proposal must be enclosed in a sealed envelope, clearly marked "Preventative Maintenance Program RFP" on the outside, and delivered to the Owner on the date and time stated in this RFP.

No proposals may be withdrawn later than 11:30am on the day of the proposal opening. No modifications, clarifications, or explanations of any proposals will be allowed after the sealed proposal is delivered to:

Town of Keedysville
19 South Main Street
P.O. Box 359
Keedysville, MD 21756

NO PROPOSALS WILL BE ACCEPTED UNLESS SUBMITTED IN THE REQUIRED FORMAT HEREIN. All proposals must be sealed, marked, and delivered in accordance with these instructions.

4. Miscellaneous

Service Providers are responsible to perform all necessary inspection or investigations to thoroughly inform themselves regarding the scope of work, delivery of material and equipment, condition of the water system, and the service to be performed as required by this document. No plea of ignorance of conditions that exist or that may

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hereafter exist as a result of failure or omission on the part of the proposed shall be grounds to fail to fulfill, in every detail, the requirements of the contract document.

It is the responsibility of each prospective Service Provider interested in this proposal to inspect the impacted area prior to the submission of their proposal. All bidders are responsible for obtaining any additional information pertinent to their proper evaluation of each storage water line.

The Service Provider agrees to indemnify and save harmless the Owner, its representatives, employees, and agents from all claims, demands, actions, suits, and liabilities arising from the Service Provider's own fault or negligence or through the negligence or fault of the manufacturer of goods supplied by the Service Provider. This obligation shall extend to and include all litigation costs and reasonable attorney fees incurred by the Owner in response to such claims, demands, actions, or liabilities, provided it is ultimately determined that such claims result from the Service Provider's or manufacturer's fault or negligence.

THE SERVICE PROVIDER SHALL NOT ASSIGN OR OTHERWISE TRANSFER ANY OF ITS RESPONSIBILITIES OR OBLIGATIONS UNDER THE CONTRACT TO ANY OTHER PERSON OR ENTITY WITHOUT PRIOR WRITTEN CONSENT OF THE OWNER. ANY CHANGES IN SPECIFICATIONS, AFTER THE PURCHASE ORDER/CONTRACT HAS BEEN AWARDED, MUST BE WITH THE WRITTEN CONSENT OF THE OWNER.

A contract will not be awarded to any Service Provider who, for any cause: 1) is in arrears to the Town of Keedysville, MD; 2) is in litigation against the Town; or, 3) has failed in any past contracts to perform to the satisfaction of the Town as to the character of the work, the fulfillment of guarantee, or in time consumed to complete a project.

In the event the successful Service Provider fails or refuses to execute a formal written contract with the Owner in form and content acceptable to the Town within ten [10] days after notice of acceptance of his or her proposal, their proposal will be revoked and all obligations of the Town with the proposal will be canceled.

5. Minimum Qualifications of Proposing Service Providers

For your firm to be considered, the Owner is requiring the following to be provided at a minimum:

1. A brief description of the firm's qualifications,
2. Descriptions of similar projects,
3. Client references,
4. The proposed project team, along with relative experience and resumes of key members of the Engineer's project team
5. Insurance coverage as outlined in Attachment A at the end of the RFP document.

6. Evaluation and Selection

The Owner will evaluate each qualified Service Provider and select a single provider based on criteria deemed important to choosing a competent provider to provide the type of work and services outlined in this RFP. Each Service Provider submitting a response will have the following criteria reviewed:

1. Professionalism and completeness of their submittal.
2. The detail in which the proposed service is described.
3. Experience and references.
4. Qualifications and capabilities.
5. Proposed costs.
6. Insurance Coverage.

Submittals should include all pertinent information related to the selection criteria.

7. Safety and Insurance Requirements

Reference Attachment A for minimum coverage outline detailing the levels of insurance required by the Town to accept a contractual obligation.

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8. Affidavit of Understanding

Fully complete the Affidavit of Understanding in Attachment B.

Attachment A – Insurance Coverage

1. Insurance coverage specified herein constitutes the minimum requirements and said requirements shall in no way lessen or limit the liability of the Service Provider and any subcontractor Providers. The Service Provider and any subcontractor Provider shall procure and maintain at his or her own expense any additional kinds and amounts of insurance that, in his or her own judgment, may be necessary for his or her proper protection in the prosecution of the work.
2. The Service Provider shall carry insurance as prescribed herein and all policies shall be with a company satisfactory to the Owner.
3. If a part of this contract is sublet, the Service Provider shall require each subcontractor Provider to carry insurance of the same kind and in like amounts as carried by the prime Service Provider.
4. Certificates of insurance shall state that ten (10) days written notice will be given to the Owner before the policy is canceled or changed. No Service Provider or subcontractor Provider will be allowed to start any work on this contract until certificates of all insurance required herein are filed and approved by the Officials. The certificates shall show the type, amount, class of operations covered, effective dates, and the dates of expiration of policies. The Service Provider shall secure and maintain in effect for the period of the contract and pay all premiums for the following kinds and amount of insurance.
 - a. General Liability
 - i. Each Occurrence Minimum Amount of Coverage - \$1,000,000
 - ii. General Aggregate Minimum Amount of Coverage - \$2,000,000
 - b. Automobile Liability
 - i. Combined Single Limit Minimum Amount of Coverage - \$1,000,000
 - c. Worker Compensation and Employer's Liability
 - i. Each Accident / Disease Minimum Amount of Coverage - \$1,000,000
 - ii. Policy limit must be listed on the submitted certificate.
 - d. Pollution Liability
 - i. Each Occurrence Minimum Amount of Coverage - \$1,000,000
 - ii. General Aggregate Minimum Amount of Coverage - \$2,000,000
 - e. Professional Liability
 - i. Each Occurrence Minimum Amount of Coverage - \$1,000,000
 - ii. General Aggregate Minimum Amount of Coverage - \$2,000,000
 - f. Umbrella Liability Coverage
 - i. The Service Provider should carry some form of umbrella coverage adequate to fully cover the insurable portion of the project for the benefit of the owner, the prime Contractor, and Subcontractor as their interest may appear.
 - ii. Umbrella or other type of coverage should be detailed in the Service Provider's insurance certificate submitted with their proposal.

Attachment B – Affidavit of Understanding

By signing here, the firm does hereby attest that it has fully read the instructions, conditions and general provisions and understands them.

Firm Name: _____

Address: _____

Authorized Signature of Officer of the Firm: _____

Printed Name & Title: _____

Telephone No.: _____

Email Address: _____

Date: _____

EXCEPTIONS (If no exceptions are taken, write "NONE".)

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Preventative Maintenance Program

1. System Valves

The water system is comprised of varying types of valves. Mainline valves in the water distribution system are utilized to isolate portions of the system during various times, including maintenance and emergency shutdown periods. Valves at the well house, treatment plant, and pump station are used for control and isolation of equipment within the system. For this reason, these valves are to be exercised annually. Half of the valves shall be exercised in March, and the other half shall be exercised six (6) months later in September.

For testing purposes, the valves should be completely closed, reopened, and re-closed until they seat properly. They should then be put back into their correct positions. When performing this work, the contractor shall use the attached spreadsheet to provide all required information. This includes the date the valve is exercised, the initial position of the valve, the number and direction of turns to completely close the valve from a fully open position, a physical description of the valve (rusted, new, leaking, failure to close, etc.), and any additional notes.

If it is determined that a valve repair is required, this should be coordinated with Town Hall and scheduled appropriately. Refer to Section 8.

2. Fire Hydrants

Fire hydrants provide water for fire fighting services and can be utilized to flush the water distribution system. Flushing a system can clear out any sediment that may have gathered. The entire system should be flushed in an outward direction from the plant, on an annual basis. When flushing the system, any open fire hydrants are to be flushed away from private property. Additionally, when operating a dry-barrel hydrant, the contractor must close it completely so that the drain will open completely. If this does not occur, water may remain in the hydrant and could freeze and damage it during colder weather.

During the flush, the contractor shall meter the water to account for a more accurate water loss record. Also, the contractor shall use the attached spreadsheet to provide all required information. This includes verifying accessibility to the fire hydrants, noting the condition of the fire hydrants (needs repainted, new, leaking, etc.), checking the operation and condition of the fire hydrant valves, observing the initial color of the water during the flush, recording the amount of water used for the flush, recording the time it takes to complete the flush (which occurs until the water is clear), verifying the drain is working properly, and any additional notes. When reviewing the fire hydrants, please check for any signs of tampering or vandalism.

If it is determined that a repair is required, this should be coordinated with Town Hall and scheduled appropriately. Refer to Section 8.

3. Booster Pump Station

The Keedysville booster pump station allows water to be transferred between Keedysville and Boonsboro, depending on the requirements. On an annual basis, the pump station is to be reviewed for the following items:

- Check the condition of the pumps and look for issues with vibration, heat, seals, etc.,
- Check the controls to ensure proper operation of the booster pumps,
- Verify the pump operating times are equalized,
- Check the controls for any signs of corrosion or physical damage that could cause shorts or failures,
- Verify the condition of the booster pump station facility and look for any signs of physical deterioration or damage, and
- Verify ventilation and the associated fans for the pump station are working properly and that there are no blockages in the ventilation system.

On a monthly basis, the pump station split air condition system is to be reviewed for the following items:

- There are no blockages and proper cleanliness is maintained with the ductwork system,
- There is no signs of leaks, rust, or damage within the system, and
- Fans are in proper working condition.

If it is determined that a repair is required, this should be coordinated with Town Hall and scheduled appropriately. Refer to Section 8.

4. Winter Operation Preparation

Prior to the winter months, it is important to ensure that all exposed components within the water distribution system are properly protected to eliminate any potential freezing concerns. The following activities should be performed prior to the winter season, and no later than October 1st:

- All exposed components are insulated properly,
- Heaters at the pump station are operable and in a good, safe working condition,
- Vents at the pump station are closed,
- Any sprinkler systems are drained or properly addressed (e.g. insulation, heat tracing, etc.),
- Fire hydrants are drained,
- All propane or fuel tanks used for heating are filled,
- Lower the water level in the storage tank slightly,
- All unnecessary equipment is properly decommissioned,
- Close the main park restroom water supply valve, and
- Drain all piping, equipment, and plumbing fixtures associated with the park restrooms.

After the winter season, the following activities should be performed, roughly by April 1st:

- Vents at the pump station are opened,
- Any previously drained sprinkler systems are refilled,
- Any drained fire hydrants are refilled,
- Raise back the water level in the storage tank,
- All previously decommissioned equipment is to be recommissioned, and
- Open the main park restroom water supply valve, and
- Refill all piping, equipment, and plumbing fixtures associated with the park restrooms.

If it is determined that a repair is required, this should be coordinated with Town Hall and scheduled appropriately. Refer to Section 8.

5. Leak Detection

Leaks in a water system can impact the water system's capacity, quality, and cost. Potential leaks are generally determined by comparing the water loss to the water production records for the town. Every two (2) to three (3) years, or as required, a leak detection survey for the entire Keedysville water distribution system is to be performed. This survey shall include using a listening device to find any leaks in pipes, fittings, or valves within the distribution system.

If it is determined that a repair is required, this should be coordinated with Town Hall and scheduled appropriately. Refer to Section 8.

6. Landscaping and Security Checks

On a weekly basis, the exposed portions of the water distribution system shall be reviewed to ensure there is proper access to equipment, minimal accumulation of debris, and adequate protection against vandalism and unauthorized entry.

If it is determined that an action is required to correct the situation, this should be coordinated with Town Hall and scheduled appropriately. For any required maintenance actions, refer to Section 8.

7. Maintenance Activities

All maintenance activities shall be coordinated through the Keedysville Town Hall and documented on the Maintenance Log by a Keedysville Town Hall employee, or another designated representative. This log should include the date the needed action was noticed, the Keedysville point of contact, the maintenance point of contact, the equipment or component impacted (number, type, and location, as applicable), a description of the maintenance activity required, the date the activity is scheduled for, the date the activity is completed, and any additional notes.

8. Maintenance Inventory Log

On an annual basis, all inventory items shall be recorded in the Maintenance Inventory Log. This log shall include the component type, manufacturer, model, size, and quantity, and any additional notes as appropriate. The Keedysville Water Commission shall review this log and determine if additional items are required to be on hand for any potential maintenance activities.

9. Customer Service Log

Contact with any customer of the water distribution system shall be recorded in the Customer Service Log. This will ensure proper follow-up to any actions required. This log shall include the date and time the question or concern is reported, the name, address, and contact information of the person asking the question or reporting the concern, a description of the question or concern, the name of the person responsible for addressing the question or concern, the date and time of any actions taken, a description of the actions taken, and any additional notes.

If it is determined that an action is required to correct the situation, this should be coordinated with Town Hall and scheduled appropriately. For any required maintenance actions, refer to Section 8.