

BARRY GLASSMAN
HARFORD COUNTY EXECUTIVE

BILLY BONIFACE
DIRECTOR OF ADMINISTRATION



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DIRECTOR OF PROCUREMENT

EXPRESSIONS OF INTEREST NO. 16-153

WATER RESOURCES DESIGN AND ASSESSMENT OPEN-END CONTRACT

ADDENDUM NO. 4

February 23, 2016

Ladies and Gentlemen:

The purpose of this addendum is to provide clarification(s) to prospective bidders.

PLEASE SEE THE ATTACHED PROJECT OVERVIEW MEETING NOTES FOR CLARIFICATION STATEMENTS.

Sincerely,

Daniel J. Guthrie, CPPB
Chief of Procurement

DJG:KMD/kmd

cc: Christine Buckley, DPW/Watershed Protection and Restoration Office

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Project Overview Meeting Notes
February 19, 2016
Water Resources Design and Assessment Open-end
EOI No. 16-153

- Addendum 3 has been posted setting the EOI due date for March 3, 2015 5:00 p.m.
- Standard Form 330 Part I is required to concisely represent the qualifications of the proposed team. There is not a specific page limit.
- Standard Form 330 Part I, Section E Resumes of Key Personnel shall be submitted for each firm on the team for individuals who will have major contract responsibilities and/or provide unusual or unique expertise. Previous projects within the last three years with Harford County are acceptable on the resumes. Submit only one sheet for each key personnel.
- Standard Form 330 Part I, Section F Example Project shall be submitted to best represent the team's qualifications. Submit only one sheet for each example project.
- Standard Form 330 Part I, Section H shall be left blank. No supplement information will be considered.
- Standard Form 330 Part II is required for each firm that will be part of the proposed team.
- This contract will replace the current design open-end. This contract includes both design and assessment. The size and scopes of the projects assigned under this contract will vary. For larger projects, the County may solicit cost proposals from more than one firm under this contract.
- Teams proposed for this EOI can include single firms or a lead firm and subconsultants. The lead firm must complete a majority of the work for each task.
- The purpose of the EOI is to shortlist firms to be invited to provide technical and cost proposals through a request for proposals. The RFP document has not been completed, but an interview is not expected to be part of the process. Scoring criteria for selection will be included in the RFP.
- The contract is anticipated to be issued during this summer.
- The County anticipates selecting less than 10 teams for the contract. The contract is expected to be for an annual contract total limit of \$5 M, one-year contract with 4 option years.

- There are no MWB or MBE requirements for this contract.
- Firms selected for design will be precluded from bidding on construction for projects designed by them. They are however able to bid on construction projects designed by others.
- The purpose of this contract is to meet the requirements of the County's MS4 permit that was issued on December 30, 2014. The permit expires December 29, 2019.
- The County's most recent MS4 Annual Report is available online at <https://www.dropbox.com/sh/zjqoihrjloh8acl/AADG8i-gV-ZdgNGwB2m3Khu2a?dl=0>
- The new MS4 permit requires aggressive restoration schedules and high costs. Harford County's program focuses on the total project from planning to maintenance. Projects need to be cost effective and consider long-term maintenance.
- Grant requirements may necessitate accelerated schedules.
- Familiarity with the MS4 program and the Bay Restoration Plan is a must including accounting for load reductions.
- Past design projects have included stream restoration, new stormwater management and stormwater retrofit. ESD practices have not been a priority because of intensive maintenance requirements but could be considered in the future. Retrofits could be on both private and public property. Most stormwater management is located on private property.
- Assessment projects may include small watershed assessment plans, restoration plans, watershed scale water quality modeling and staff supplement.