

RFQ 2025-01 General On-Call Engineering Services

ADVERTISEMENT

TOWN OF BERLIN

REQUEST FOR QUALIFICATIONS

2025-01

General On-Call Engineering Services

Due: Friday, October 10, 2025

Time: 3:00 PM EST

The Town of Berlin is seeking Statement of Qualifications for General On-Call Engineering Services. Qualified firms are encouraged to visit the Town of Berlin website at berlinmd.gov/government/request-for-proposals/for the official RFQ.

Sealed submissions will be accepted until 3:00 PM on Friday, October 10, 2025. EEO.

RFQ 2025-01 General On-Call Engineering Services

TOWN OF BERLIN

REQUEST FOR QUALIFICATIONS

RFQ # 2025-01

GENERAL ON-CALL ENGINEERING SERVICES

by filing with the Town of Berlin, 10 William Street, Berlin, MD, 21811, until:

Due: Friday, October 10, 2025

Time: 3:00 PM EST

Deliver submittals to:

Mary Bohlen, Town Administrator
Town of Berlin
10 William St.
Berlin, MD. 21811
Attn: RFQ 2025-01

The Town of Berlin is seeking Statement of Qualifications for General On-Call Engineering Services.

GENERAL INFORMATION

NOTICE: Notice is hereby given that proposals will be received by the Town of Berlin, Maryland, for General On-Call Engineering Services for the Town of Berlin, by filing with the Town at the above date/time and at the above location.

PURPOSE/BACKGROUND: The Town of Berlin, Maryland (the “Town”) currently engages an independent firm to act in the capacity of Town Engineer by providing General On-Call Engineering Services.

PROJECT DESCRIPTION: The Town of Berlin recognizes the need for periodic review of certain agreements and contracts for services provided to the Town by independent firms. Such review represents the Town’s due diligence in stewardship and utilization of taxpayer dollars, including funding provided through grants or loans under local, state, federal, or other agencies.

Such a review of General On-call Engineering Services was last undertaken in 2018 through a competitive RFQ process, which included solicitation of proposals, review of said proposals, interviews with qualified submitters, and recommendation to and approval of award by the Mayor and Council.

For the purposes of this RFQ, the process will be essentially the same. A review committee consisting of members of the Mayor and Council and select staff shall be responsible for the review of this document and of submitted proposals, engagement with firms having submitted proposals, and recommendation to the Mayor and Council for award of contract.

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ABOUT BERLIN: Berlin is a small town on Maryland’s Eastern Shore, governed by a Strong Mayor system and operating on a July–June fiscal year. The Town provides services including police, public works, parks, utilities (water, wastewater, electric, stormwater), economic development, planning, code enforcement, contracted engineering, and general administration. It is supported by various boards and commissions, such as the Planning Commission, Historic District Commission, and Board of Appeals, as well as several third-party professional consulting firms fulfilling a variety of roles in supporting Town operations and decisions.

General demographic information (2023): Population: 5,161; Median Age: 39.9; Median Household Income: \$78,883; Median Property Value: \$345,100 (source: <https://datausa.io/profile/geo/berlin-md>).

Originally part of the 1677 Burley Plantation, Berlin developed along what is now Main Street—once a Native American path and later the Philadelphia Post Road. Incorporated in 1868, Berlin has preserved its historic charm through community-led restoration and development efforts.

Today, Berlin features tree-lined streets, a Victorian town center, historic homes, and a museum, attracting both residents and tourists. Located less than 10 miles from Ocean City and Assateague Island and within a short drive from several major cities, Berlin serves as both a destination and a popular day trip location.

SCOPE OF SERVICES

Qualified firms will have experience in the following areas, as may be applicable:

The list below is not intended to be a comprehensive itemization of all tasks and activities to be performed by the successful firm, nor is it an indication that no other third-party professional firms will ever be engaged for specific projects that may include one or more of the types of tasks indicated below.

1. Design services, which may include, but are not necessarily limited to roadway, water, sewer, stormwater, electrical and structure design.
2. Surveying.
3. Geotechnical investigation, studies, and services.
4. Permitting.
5. Right-of-way and easement acquisition.
6. Creation of plans, specifications, cost estimates, and analysis, including graphic representation.
7. Bid phase services, including all aspects of the bid process including compilation of bid results, preparation, and presentation of recommendations to the Mayor and Council.
8. Construction management services, including construction administration, inspection, and Resident Project Representative services.
9. Review of developers’ plans, specifications, and agreements as representative of the Town of Berlin and its interests.
10. Assembly of professional sub-consultants or contractors as required by the scope of work.
11. Preparation of public works agreements.
12. Review and technical consultation on Town of Berlin planning documents, which may include, but are not necessarily limited to: Comprehensive Plan; Town Standards; Feasibility Studies.

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13. Research and procurement of funding and grant administration assistance.
14. Firm personnel must be available for frequent regularly scheduled and as-needed in-person meetings and site visits, including occasional evening meetings with various elected and appointed bodies of the Town, developers, members of the public, including public meetings and presentations, and Town staff.

PROPOSAL CONTENT AND FORMAT

SUBMITTAL REQUIREMENTS: Responses to this RFQ should include, at a minimum, the following information:

- **Title page:** Provide the subject and reference number (RFQ #) of the project; the firm's name, primary point of contact for this RFQ, address, telephone, and website.
- **Cover letter:** A cover letter/statement of interest regarding the firm's interest in and understanding of the RFQ. The letter should include a statement that the firm has read and understands the RFQ and agrees to the conditions, requirements, and terms stated in the RFQ.
- **Statement of qualifications:** Provide information on the firm's size, location, available resources, and a brief description of experience relevant to the project. Information should demonstrate the firm's and any sub-consultants' qualifications, and those of the staff to be assigned to the project. Firms should demonstrate experience in similar roles to at least three (3) similar entities, preferably within the past five (5) years.
- **Project team:** Identify the project team (including sub-consultants and associates) and provide a statement of qualifications for each individual, including information such as education, professional registrations, areas of expertise, and years of service in their respective fields. The following information should be included:
 - Identify key individuals, companies, and the organizational structure of the team.
 - Identify roles and responsibilities of all proposal team members and their backups, as well as their experience in the specifically assigned functions.
- **Understanding of the Town of Berlin:** Include a summary of the firm's understanding of this RFQ, as it specifically relates to the Town of Berlin and the unique issues facing the Town. Identify the Town's background and issues that will affect the firm's methodology and approach to the project.
- **Methodology and approach:** Provide a description of the method and approach your firm intends to utilize to fulfill the requirements of the role. The respondent must document a clear understanding of the RFQ's entire scope of work and intent. Firms should provide information regarding innovative approaches and resources offered that the Town should consider.
- **References:** Provide a list of municipal clients for which the firm was the lead agency in providing services consistent with those described in the RFQ. Provide contact information (name, position, address, telephone number, and email) of people that the Town may contact to verify work completed and performance. Maryland clients are preferred but not required.

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- **Verify firm capacity:** Provide a statement of the firm's ability to meet the requirements of the RFQ.
- **Schedule of Rates (SoR):** Provide a complete SoR indicating typical personnel titles, equipment, and incidental items, the dollar rate, and calculation (i.e., hours, miles, flat rate for a given service, etc.).
- **Signature Page:** The completed Signature page as included in this RFQ.

All proposals, including supporting documentation, are confidential until a recommendation is made to the Mayor and Council by the review committee. All costs incurred in the preparation of this proposal are the responsibility of the proposer. All proposals shall be considered firm offers for a period of 180 days following the due date. Once submitted, proposals may not be changed without the written consent of the Town.

The submission should be in .pdf format and delivered via email, including via link to a file transfer site, if applicable. Hard copies are acceptable but not preferred. Please see "DEADLINES AND IMPORTANT DATES" section for relevant information regarding submission.

PROPRIETARY PROPOSAL MATERIAL: As a government entity, the Town of Berlin is subject to respond to requests for documents under the Freedom of Information Act. Any proprietary information revealed in the proposal should, therefore, be clearly identified as such and will be protected as allowed under the law.

SIGNATURES: The Proposal shall be signed by one of the legally authorized officers of said corporation. If awarded the contract, the Contract shall also be so executed.

INTERPRETATIONS, MODIFICATIONS, AND ADDENDA: All questions regarding the RFQ should be directed in writing. All questions and responses will be shared with all known interested parties, as well as via a Q&A document published as further described in the "DEADLINES AND IMPORTANT DATES" section.

ADDITIONAL IMPORTANT INFORMATION

Additional Professional Services providers: Additional professional engineering and other consulting services are also retained to support various Town functions and Departments, including Stormwater, as well as for individual projects on an as-needed basis. Accordingly, the firm selected under this RFQ will be expected to collaborate with these consultants, as necessary.

The Town of Berlin has concurrently released a nearly identical RFQ specific to General On-Call Engineering Services. Firms may submit qualifications for one or both RFQ processes. However, any firm—or any of its divisions—selected under one of these RFQ processes will **not** be eligible for selection under the other.

Contract Award Period: The initial term of the contract awarded under this RFQ shall be a minimum of five (5) years. Prior to the expiration of this five-year period, the Town of Berlin intends to initiate a new Request for Qualifications (RFQ) process for similar services. In the event that the subsequent RFQ process is not completed in time to award a new contract before the current contract expires, the

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Town will seek to negotiate an extension to the existing contract as necessary to ensure continuity of services.

PROPOSAL EVALUATION AND SELECTION PROCESS

Selection of firms to be interviewed by the review committee will be made following a review and ranking of proposals received. The Town reserves the right to interview and receive a formal presentation from only those submitters whose proposals best match the evaluation criteria as selected by the review committee. The Town intends to select proposers for interviews within four weeks after receipt of proposals. However, the scheduling of interviews may take up to six weeks. The proposals will be evaluated based on several factors, including:

- Past performance in similar roles.
- Understanding of the Scope of Services.
- Relevant experience and availability of key personnel.
- Knowledge of and experience in similar roles.
- Ability to bring unique ideas and perspectives to the role.

Upon selection of the final proposal, the Town will negotiate final business and performance terms with the selected firm. The commencement of negotiations does not commit the Town to accept any or all of the terms of the proposal, and negotiations may be terminated by the Town at any time, in which case the Town reserves the right to enter negotiations with other proposers. These negotiations may result in minor or material changes to the proposal, including both the business terms and the project. Successful negotiations will result in an award recommendation. Agreements addressing business terms and performance benchmarks will be entered into between the parties. The agreement shall include requirements for insurance, bond, indemnification, and non-discrimination.

The Town reserves the right to reject, in whole or in part, any or all proposals. If deemed appropriate to achieve the goals for the Project, the Town reserves the right to make no selection and re-issue an RFQ. The terms and conditions of any agreement resulting from the RFQ process are subject to approval by the Town Council.

QUALIFICATIONS: These services will require the firm to have the following qualifications:

- Ten (10) or more years of related experience.
- Experience working with municipal or private entities on similar projects.
- Appropriate licensure in the State of Maryland and within the relevant industry(ies) as applicable.

EVALUATION CRITERIA: The Review Committee will consist of qualified staff of the Town as well as Elected Officials, and others as determined by the Town of Berlin. The Committee will evaluate the submittals and rank them in order of the most responsive submittal. Proposals will be evaluated in accordance with the weighted criteria listed below:

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Criteria	Maximum Points
1. Methodology and Approach	25
2. Qualifications and Experience	25
3. Relevance and Quality of Proposal	25
4. References and Past Performance	25
Total Points	100

DEADLINES AND IMPORTANT DATES

Please see further information, including instructions, regarding relevant dates immediately below the following table. All dates/times indicated herein are Eastern Standard Time (EST); submittals must be received by the dates/times indicated to be eligible for consideration. Submittals beyond the dates/times indicated will not be considered.

Task	Date
RFQ Release	Friday, September 5, 2025
Questions Due	Friday, September 19, 2025, 4:00 PM
Q&A to be posted	By Friday, September 26, 2025, 4:00 PM
Proposal Submittals Due	Friday, October 10, 2025, 3:00 PM
Committee Review and Interviews	October/November, 2025
Selection of Successful Submitter and Recommendation of Award to Mayor and Council	December, 2025

Friday, September 19, 2025, 4:00 PM - Deadline to submit questions: Questions from interested firms are due via email to each of the following email addresses:

mbohlen@berlinmd.gov

kdaub@berlinmd.gov

info@berlinmd.gov

Please note: The Town reserves the right to review and evaluate the question to determine if the question is relevant to the RFQ process or of a nature considered beyond that process; an example would be a question more suited to the negotiation of contract by the successful submitter. Determination of such is at the sole discretion of the Town.

Questions that are phoned, faxed, sent through regular mail, or submitted via any other method or to any other email address or individual will not be accepted. Oral responses or responses to questions submitted in any other format or to any other person will be non-binding.

Friday, September 26, 2025, by 4:00 PM - Posting of responses: Responses to questions from interested firms will be posted at the following link by the deadline. It is the responsibility of firms to visit the website for this information berlinmd.gov/government/request-for-proposals/.

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Friday, October 10, 2025, by 3:00 PM - Due Date for Proposals:

If digital/electronic (preferred): Must be submitted in PDF format by the deadline and sent to each of the following email addresses:

mbohlen@berlinmd.gov

kdaub@berlinmd.gov

info@berlinmd.gov

Digital/electronic submittals must contain the Subject: "Deadline Submission for RFQ # 2025-01."

If hardcopy: Electronic submittals are preferred, however, if submitter chooses to submit a hardcopy: An original and four (4) copies of the proposal must be received by the deadline. Proposals must be in a sealed envelope and addressed to: Town of Berlin, Attn: Mary Bohlen, 10 William Street, Berlin, MD 21811. The outside of the envelope must be clearly marked "RFQ # 2025-01". Proposals received after that date and time will not be considered.

Regardless of submittal format, it is the responsibility of the submitter to ensure delivery by the date(s)/time(s) indicated.

Proposals received after the due date will not be considered. Submitters accept all risks of late delivery of submittals regardless of fault.

The Town of Berlin reserves the right to reject any and all submittals and to waive irregularities and informalities in the submittal and evaluation process. This RFQ does not obligate the Town to pay any costs incurred by respondents in the preparation and submission of their statement of qualifications. Furthermore, the RFQ does not obligate the Town to accept or contract for any expressed or implied services.

REVIEW AND AWARD OF CONTRACT AND MINIMUM CONSIDERATIONS

- **REJECTION OF SUBMITTALS:** The Town reserves the right to reject any and all submittals and to waive irregularities and informalities in the submittal and evaluation process. This RFQ does not obligate the Town to pay any costs incurred by respondents in the preparation and submission of their qualifications. Furthermore, the RFQ does not obligate the Town to accept or contract for any expressed or implied services.

- **CONTRACT AWARD:** The Town reserves the right to make an award without further discussion of the submittals. The Town further reserves the right to accept or reject all or any part or combination of parts of the successful firm's proposal. The firm selected as the apparently successful firm will be expected to enter into a contract with the Town. Following consultant selection, the successful consultant shall prepare a proposal and scope of work for review by the Town. Once the Town and Consultant have reached an agreement on the scope of services, a final contract will be reviewed and approved by both parties. The foregoing should not be interpreted to prohibit either party from proposing additional contract terms and conditions during the negotiations of the final Contract. If the selected firm fails to sign the Contract within ten (10) business days of delivery of the final Contract, the Town may elect to negotiate a Contract with the next-highest ranked firm. The Town shall not be

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bound, or in any way obligated, until both parties have executed a Contract. No party may incur any chargeable costs prior to the execution of the final Contract.

- **CONTRACT NEGOTIATION:** The Town reserves the right to negotiate all elements of the submittals, proposals, terms and conditions, and/or scope of work as part of the contract negotiation process prior to any formal authorization of the Contract by the Town.
- **EQUAL OPPORTUNITY EMPLOYMENT:** The successful consultant or consultants must comply with the Town of Berlin's equal opportunity requirements. The Town of Berlin is committed to a program of equal employment opportunity regardless of race, color, creed, sex, age, nationality, or disability.
- **TITLE VI:** It is the Town of Berlin's policy to assure that no person shall, on the grounds of race, color, national origin or sex, as provided by Title VI of the Civil Rights Act of 1964, be excluded from participation in, be denied the benefits of, or be otherwise discriminated against under any of its federally funded programs and activities.
- **INSURANCE REQUIREMENTS:** The Consultant shall procure and maintain for the duration of this Agreement insurance against claims for injuries to persons or damages to property, errors and omissions, or professional liability that may arise from or in connection with the performance of work hereunder by the Consultant, his agents, representatives, employees, or subcontractors. The cost of such insurance shall be paid by the Consultant.
- **NON-ENDORSEMENT:** As a result of the selection of a firm to supply products and/or services to the Town, the firm agrees to make no reference to the Town in any literature, promotional material, brochures, sales presentation, or the like without the express written consent of the Town.
- **COMPLIANCE WITH LAWS AND REGULATIONS:** In addition to nondiscrimination and affirmative action compliance requirements previously listed, the consultant or consultants awarded a contract shall comply with federal, state, and local laws, statutes, and ordinances related to the execution of the work. This requirement includes, but is not limited to, protection of public and employee safety and health; environmental protection; waste reduction and recycling; the protection of natural resources; permits; fees; taxes; and similar subjects.

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Firm Name: _____

SIGNATURES

I, the undersigned, am an authorized agent of the firm listed below and am authorized to submit the attached response to the RFQ as indicated above. I certify that all information included is true and correct to the best of my knowledge. I further acknowledge the conditions and requirements expressed in the RFQ and the agreement to adhere to same.

☐ By checking this box, I hereby certify that the individual or organization represented in the submission of this response to Town of Berlin RFQ 2025-01 is not debarred by the federal government from contracting with a federal agency, nor with the State of Maryland, Worcester County, or the Town of Berlin.

Signature: _____

Date: _____

Printed Name: _____

Firm Name: _____

Tax/EIN: _____

DBA: _____
(if different than Firm Name above)

Address: _____

City, State Zip: _____

Phone: _____

Email: _____