

**TOWN OF BERLIN
REQUEST FOR
QUALIFICATIONS
RFQ # 2025 – 02
On-Call Stormwater Engineering Services**

QUESTIONS/RESPONSES

The following is a direct excerpt from the RFQ document:

Friday, September 19, 2025, by 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 potential Bidders to visit the website for this information berlinmd.gov/government/request-for-proposals/.

NOTE: Questions are generally reproduced below exactly as submitted; however, if multiple requesters submitted the same question, it is listed only once.

Q.1: How many contracts does the Town of Berlin anticipate issuing?

A.1: The Town will issue one (1) On-Call Stormwater Engineer contract.

Q.2: Could the Town provide a list of the incumbents for this contract?

A.2: EA Engineering, Science, and Technology, Inc. PBC is the incumbent.

Q.3: I believe you advertised for the General On-Call Engineering Services previously: 2018-RFQ 2018-03 General On-Call Engineering Services. Did you also advertise the On-Call Stormwater Engineering RFQ previously?

A.3: It is unknown if the Town previously issued an RFP or RFQ for On-call Stormwater Engineering Services.

Q.4: In Item #6 of the Scope of Services, it states: Acquisition and/or confirmation of right-of-way and

easements for stormwater system installation and upgrades.’ Could the Town please clarify whether this refers specifically to plats and surveys, or if it involves legal property acquisition?

A.4: While the nature of work associated with this particular item will vary on a case-to-case basis, it is generally considered to include the following:

- a. Confirmation of existing rights-of-way or easements, or lack thereof, generally specific to a given project or proposed project;
- b. The process of legal acquisition of property, whether by purchase, or through execution of a RoW or Easement, would be handled by the Town, but the successful vendor would assist in defining and drafting the specifics of the language to be included in such document, i.e. metes and bounds, coordinates, etc. This may also include temporary agreements to address access for construction or the like.

Q.5: In Item #9 of the Scope of Services, it states: ‘Preparation and evaluation of agreements related to stormwater and drainage.’ Could the Town please clarify the specific types of services or agreements being requested in relation to this scope item?

A.5: As in the question/answer above, this would be specific to a given project but would generally be very similar to the work described above; assistance with determining the nature of the agreement needed to perform the necessary work as well as meeting with property owners to provide a professional explanation of the nature of the agreement.

Q.6: With respect to Evaluation Criteria #3, 'Relevance and Quality of Proposal,' could the Town please provide clarification on the term 'relevance'? Specifically, is this referring to the alignment of the proposal with the scope of work, our past experience on similar work, or another measure?

A.6: This would encompass alignment to the scope of work and past experience as well as more intangible measures, such as whether or not the submitter can be perceived, through the submission, to have grasped the services that the Town seeks, or if they are submitting a more boilerplate response that isn't considered fully responsive to the Town's needs. It can also address more editorial elements such as misspellings or other simple errors.

Q.7: What does the Town mean by the following, “preparation and evaluation of agreements related to stormwater and drainage infrastructure”? Does this refer to maintenance agreements with private landowners, or agreements with adjacent stakeholders (i.e. SHA)?

A.7: This question was also posed and answered above in Q.4, but to the specific matter of who the agreements would be made with, that would depend on the relevant party, so therefore it would likely be private landowners and adjacent stakeholders such as SHA.

Q.8: What is the frequency of onsite meetings during the duration of the average task? Will meetings be held both remotely and in person?

A.8: It is difficult to quantify the number of meetings as they may pertain to a specific project, but there is a minimum of one monthly meeting held with relevant field staff, developers, and other consultants and engineers that would require in-person attendance. There are occasions when evening meetings to make a presentation to the Mayor and Council, other Boards or Commissions of the Town, and/or the Public are required for in-person attendance. Additional in-person meetings may be required on a case-by-case basis dependent on a given project or circumstance, particularly those that require site visits. Meetings can be held remotely when appropriate.

Q.9: Are there page limit requirements for any section?

A.9: There are no page limit requirements.

Q.10: How are the bill rates factored into the evaluation?

A.10: As an RFQ the bill rates are not a primary factor of the evaluation but may be used to assist the committee in determining if a firm can reasonably complete the services required within a budget that is manageable for a small municipality.

Q.11: Are there standard classifications you would like each of the consultants to use, so that comparisons can be made?

A.11: There is not a standard classification list that the Town uses. If there are questions about the function of a particular classification as may be used by a given firm, clarification may be requested.

Q.12: Will escalation of rates be allowed during the five-year duration of the contract?

A.12: That would be an acceptable item for discussion during negotiation, and the Town would be amenable to reasonable increase projections.

Q.13: Are there current incumbents for this contract?

A.13: Previously answered.

Q.14: How many awards are anticipated?

A.14: One award will be made under this RFQ.

Q.15: How will task assignments be issued if there are multiple contracts awarded?

A.15: As stated, one award is anticipated to be made, however, as indicated on page 5 of the RFQ, under "Additional Important Information", the possibility exists that the Town may choose to award additional contracts specific to individual projects and the primary vendor under this RFQ would be expected to collaborate with these additional vendors as needed.

Q.16: Is there an anticipated contract amount? This will help us assemble a right-sized team.

A.16: The Town generally sets an annual, not-to-exceed, contract amount for these types of contracts, however, that figure does not reflect pass-through costs to developers that the Town would pay directly to the contractor with reimbursement coming from the developer. For instance, the amount allocated for FY26 for the on-call Stormwater Services was set not-to-exceed \$100,000, but that figure may be exceeded based on reimbursable invoices from developers.