ADVERTISEMENT

TOWN OF BERLIN
REQUEST FOR PROPOSALS
RFP # 2026-03
Berlin Lead Service Line Replacement - Phase 1A

Due Date: April 1, 2026
Time: 11:00 am EST

The Town of Berlin is seeking Proposals for approximately 84 lead services to be replaced in its entirety along William Street. The existing services are required to be replaced as part of the "The Lead and Copper Rule" mandate the project is funded by the Drinking Water State Revolving Fund through the Maryland Department of the Environment, and is subject to the required DBE efforts, BABAA, and Davis-Bacon wage rates.

Qualified contractors are encouraged to visit the Town of Berlin website at berlinmd.gov/government/request-for-proposals/ or contact Director of Water Resources Jamey Latchum at 410-641-3845/ jlatchum@berlinmd.gov for the official RFP. EEO.

GENERAL INFORMATION

NOTICE: Notice is hereby given that proposals will be received by the Town of Berlin, Maryland for the completion of work described herein, by submitting to the Town by the date and time and at the location as indicated herein.

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Berlin Lead Service Line Replacement - Phase 1A
Due Date: April 1, 2026
Time: 11:00 am EST

Deliver submittals to:
Jamey Latchum, Director of Water Resources
Town of Berlin
10 William St.
Berlin, MD. 21811
Attn: RFP #2026-03

The Town of Berlin (the "Town") is seeking Contractor ("Bidder") proposals for the Lead Service Line Replacement project. This project consist of the replacement of approximately 84 existing water services located along William Street, from watermain to the proposed isolation valve within the footprint of the existing structure, and all ancillary restoration work including topsoil tie-in. There is a Bid Alternative item within this RFP to replace the existing watermain as well. All work is located in the Town of Berlin, Maryland 21811. William Street is an MD-SHA maintained road. The project is funded by the Drinking Water State Revolving Fund through the Maryland Department of the Environment, and is subject to the required DBE efforts, BABAA, and Davis-Bacon wage rates. Proposals must be submitted to the address above, by the date and time, and in the format indicated herein.

It is the responsibility of potential bidders to thoroughly review this Request for Proposal and the Contract Documents and ensure their full understanding of the same.

Proposals received after the due date/time will not be considered. Bidders accept all risks of late delivery of emailed, mailed, or shipped 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 Request for Proposals ("RFP") does not obligate the Town to pay any costs incurred by bidders in the preparation and submission of their proposal. Furthermore, the RFP does not obligate the Town to accept or contract for any expressed or implied services.

It is the Town of Berlin's policy to assure that no person shall, on the grounds of race, color, religion, sex or national origin, 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.

The Town is committed to a program of equal employment opportunity regardless of race, color, creed, sex, age, nationality, disability, or sexual orientation. The successful bidder ("Contractor") must comply with the Town of Berlin's equal opportunity requirements.

ABOUT BERLIN: The Town of Berlin is a community of approximately 5,000 people located on Maryland's eastern shore. The Town operates under a Strong Mayor form of government. Berlin provides the following services to the community's residents: police, public works, parks, water, wastewater, stormwater, electricity, economic development, planning, code enforcement, engineering (under contract), and general administration. The Town operates on a one-year budget cycle from July 1 through June 30.

A. SCOPE OF SERVICES

The Town of Berlin seeks to enter into a contract with a qualified Contractor for the replacement of the approximately 84 existing water services located along William Street and all ancillary restoration work for the Town of Berlin's Lead Service Line Replacement Phase 1AProject. The purpose of this project is to replace all known lead service lines in the water distribution system along William Street. This will be the first phase of lead service line replacement projects; the subsequent phases will follow the completion of the 'Berlin Lead Service Line Inventory' project, which is currently underway and being developed.

All work shall be performed in accordance with the Contract Documents, including this RFP, Drawings, Technical Specifications, and the applicable general requirements of the *Town of Berlin Design and Construction Standards for Water, Sewer, and Roadway Systems.*

B. SPECIFICATIONS

1. The existing roadway shall be marked for utilities with each pavement and sidewalk section within the work area saw cut (estimated at 4' wide) and removed from site, with CR-6 being compacted for temporary sidewalk restoration and GABC to surrounding pavement surface course compacted at the end of each working day, before paving compaction is to be at least 95% as measured by modified proctor.
2. Road Restoration shall be completed per MD-SHA standards, and as specified in the contract documents.
3. Chain of custody receipts for lead service lines disposed of at an approved facility are to be given to the Town.
4. Unsuitable soil regardless of reason shall be disposed of at the sole expense of the contractor.
5. Given depth of water main and service area dewatering via well pointing is not anticipated. Dewatering efforts outside of well pointing should be considered by the bidder and any costs associated with those efforts shall be included within the submitted bid.
6. Given this project is to remove all lead containing services, the existing Corporation Stop shall not be abandoned at the main but removed entirely. A Stainless Steel repair clamp will be required for each Corporation stop being removed. It is anticipated that the Watermain will remain live throughout construction. Coordination with the Town and affected properties in construction sequencing to limit the downtime for each service to a minimum will be required for the success of this project. In the event that the Bid Alternative is approved, the existing watermain will be demolished and removed in full after all services and connections are transferred to the new watermain.
7. Tie in topsoil as required for a smooth transition are incidental to prices bid.
8. The existing road elevation must remain the same after road restoration.
9. Maintenance of Traffic is necessary for this project and incidental to prices bid. The Contractor is responsible for obtaining and maintaining all traffic control permits from MD-SHA. The Town Engineer has obtained the necessary Utility Permits for MD-SHA for the proposed project. Contractor is to provide 72-hour notice prior to requesting the services of the Town and 1-week notice to the Town in order for residents and patrons to be properly notified.

C. MINIMUM REQUIREMENTS

1. Work shall be started within 30 calendar days of Notice to Proceed).
2. Contract Time: Work shall be completed within 150 calendar days of start date. Liquidated Damages of $500 per day shall be charged to the Contractor to cover cost overruns beyond the Contract Time.
3. Contractor is responsible for, at a minimum:
   a. Notification of appropriate agencies as required by regulations prior to start of work.
   b. Complete traffic control as required.
   c. Arrangements for staging of equipment and materials; the Town of Berlin shall assist in determining suitable locations, however, if non-Town owned property is used for staging, it shall be the full responsibility of the contractor to enter into any agreement(s) with property owners, including negotiation and any compensation required.
4. Contractor shall ensure that personnel working on site shall be appropriately supervised to ensure the completion of duties per the contract.
5. Contractor and their personnel shall conduct themselves in a professional manner and shall take reasonable care to ensure the safety and comfort of residents and visitors to the Town.
6. Contractor shall take reasonable care to ensure the cleanliness of the streets, sidewalks, parking areas and other affected areas during deliveries.
7. Workday hours shall begin no earlier than 8:00 AM and shall end no later than 5:00 PM, including set-up and clean-up, Monday through Friday, excluding scheduled holidays. Work outside the hours indicated above shall be done only with the express permission of the Town.
8. All work shall comply with the Code of the Town of Berlin, Article III Noise, §14-43(4).
9. Contractor shall warranty their work for a minimum period of two years (2-years) from project acceptance.
10. In addition to the section indicated above, Contractor shall adhere to all other applicable regulations of the Town of Berlin, State of Maryland and any other entity or agency with authority over projects of this nature.

D. CONTACT INFORMATION

Director of Water Resources, Jamey Latchum
Berlin Town Hall
10 William Street
Berlin, MD 21811
Phone: 410-641-3845
Email: jlatchum@berlinmd.gov

All questions and concerns must be submitted to Mr. Latchum; information gathered from any other individual, including other employees of the Town unless specified by Mr. Latchum, may not be used in the preparation of this bid.

It is the responsibility of the bidder to make a full assessment of any factors which will influence the appropriate completion and final cost of the project.

E. MINIMUM REQUIREMENTS FOR CONTRACTORS

1. A minimum of ten (10) years' experience with municipal water utility replacement, roadway rehabilitation, and full road width paving.
2. Appropriate licensure, certifications, permits required for completion of the project.

F. SUBMITTAL REQUIREMENTS

Dates and times applicable to RFP #2026-03 are on the following page. Responses to RFP #2026-03 must include the following information:

1. Statement of all relevant licensure, certifications and qualifications as applicable for the completion of the project. Proof of such shall be required prior to issuance of Notice to Proceed.
2. A minimum of three (3) references relating to the services being requested with full name, title, address, phone number, email; references from Maryland municipalities preferred.
3. The completed Cost Proposal as included in this RFP.
4. The completed Signature page as included in this RFP.
5. The completed List of Proposed subcontractors (if applicable) included on the Cost Proposal page.
6. The completed Bid Security Form as included in the project specifications, and the associated bid bond documentation.
7. Additionally, bidders are encouraged to submit a narrative describing the expectations for execution of the contract within the Town of Berlin to include:
   - Scheduling of work to include a general idea of progression of work.
   - An estimate of the number of personnel expected to be onsite at a given time.
   - Any specific needs the contractor anticipates.
   - Any other information the bidder feels is relevant for consideration.
   - Efforts made by the Bidder to hire Minority Business Enterprises (MBEs), and Disadvantaged Business Enterprises (DBEs).

8. Only printed, hard-copy submittals will be accepted. Regardless of the delivery method, it is the responsibility of the bidder to ensure delivery by the deadline.

9. The Town encourages double-sided printing where appropriate. Complete submission should not exceed 30 sheets of paper and must be in a sealed envelope addressed to;

Town of Berlin RFP #2026-03
Attn: J. Latchum, Director of Water Resources
10 William Street
Berlin, MD 21811

• **PROPRIETARY PROPOSAL MATERIAL:** Any proprietary information revealed in the proposal should be clearly identified as such.

• **SIGNATURES:** 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.

G. DEADLINES AND IMPORTANT DATES:

Thursday, March 12, 2026 at 11:00 am EST – MANDATORY Pre-Bid Meeting: Pre-bid Meeting shall be held at Town Hall, 10 William Street, Berlin, MD 21811 and will be followed by site visit(s) if requested.

Thursday, March 19, 2026 at 5:00 pm EST – Deadline to submit questions: Questions from potential Bidders are due via email to Jamey Latchum at jlatchum@berlinmd.gov and Nick Bradley at nsb@dbfinc.com. Please note: With the exception of questions asked during site visit(s), questions received after this deadline, and questions that are phoned, faxed, sent through regular mail, or submitted via any other method or to any other email address will not be accepted. Oral responses or responses to questions submitted in any other format or to any other person will be non-binding. Individual responses to questions will not be provided; all questions and answers will be compiled into one document to be posted as indicated below.

Wednesday, March 25, 2026 at 5:00 pm EST – Posting of responses: Responses to questions from potential Bidders will be posted at the following link by the deadline. It is the responsibility of potential Bidders to visit the website for this information http://berlinmd.gov/government/request-for-proposals/.

Wednesday, April 1, 2026 at 11:00 am EST – Due Date for Proposals: Proposals shall be submitted per the Submittal Requirements as indicated on the preceding page(s) and must be received by the deadline, at which time proposals will be publicly opened and read aloud at Berlin Town Hall, 2nd Floor Conference Room, 10 William Street, Berlin, MD 21811. Proposals received after that date and time will not be considered. Regardless of the delivery method, it is the responsibility of the bidder to ensure delivery by the deadline.

H. AWARD OF CONTRACT

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

It is the practice of the Town to make award based on the lowest responsible bid. The Town reserves the right to right to reject any and all submittals that fail to meet the bid submission requirements.

• **CONTRACT AWARD:** The Town reserves the right to make an award without further discussion of the submittals. The installer selected as the apparently successful contractor will be expected to enter into a contract with the Town. Following notification of selection, the successful bidder review and execute the Standard Town Agreement. The Town shall not be bound, or in any way obligated, until both parties have executed the agreement. 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.

Unless specifically negotiated and mutually agreed upon, all applicable specifications of this Request for Proposals shall be considered as terms of the contract and shall not be overwritten or eliminated by conflicting language in the actual contract document.

• **EQUAL OPPORTUNITY EMPLOYMENT:** The successful contractor or contractors must comply with the Town of Berlin 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 Town shall be named as an Additional Insured on the successful bidder's contract. Insurance coverage needs to be in at least the following amounts:

a. Commercial/General Liability: Each Occurrence - $1,000,000; medical expenses - $10,000
b. Vehicle Liability: $1,000,000
c. Workers Compensation: $1,000,000

The cost of such insurance shall be paid by the contractor.
It shall be the responsibility of the successful contractor to ensure that appropriate insurance is maintained by any subcontractors associated with the project.

• **HOLD HARMLESS:** The Town of Berlin and their consultants shall be held harmless against claims for injuries to persons or damages to property, errors, omissions or professional liability that may arise from or in connection with the performance of work hereunder by the selected contractor, his agents, representatives, employees or subcontractors.

• **NON-ENDORSEMENT:** As a result of the selection of a contractor to supply products and/or services to the Town, the Town does not agree to the contractor's 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, REGULATIONS, AND POLICIES:** In addition to nondiscrimination and affirmative action compliance requirements previously listed, the contractor or contractors ultimately awarded a contract shall comply with federal, state and local laws, statutes and ordinances relative to the execution of the work and other applicable provisions. 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, including satisfaction of any outstanding payables to the Town of Berlin, whether related to the Contractor's business or personal account(s).

Contractor: _____

COST PROPOSAL

Please note: The Town of Berlin is exempt from Maryland Sales Tax – information to be provided upon request as applicable.
The following table should be included within the proposal submission.

ITEM NO.	DESCRIPTION OF WORK	SIZE OR DEPTH	UNIT	EST QTY	UNIT PRICE	TOTAL PRICE
1.	Mobilization, Bonds, and Insurance, (Max. 3% of Total Bid)	--	LS	--	--	
2.	Furnish and Install Sediment and Erosion Control Measures	--	LS	--	--	
3.	Furnish and Install Traffic Control	--	LS	--	--	
4.	Test Pit Public and Private Service Lines	--	EA	168		
5A.	Furnish & Install Wet Tap, Fittings, and Appurtenances for Connection to Water Main	1”	EA	83		
5B.		2”	EA	1		
5C.	Furnish & Install Water Service Line from Water Main to Water Meter	1”	LF	2,490		
5D.		2”	LF	30		
6A.	Furnish & Install Water Service Line from Water Meter to Building Exterior	1”	LF	8,300		
6B.		2”	LF	100		
7A.	Furnish & Install Water Service Penetration of Existing Structure, Water Service line, Isolation valve, and Fittings to Connect to Premise Plumbing.	1”	EA	83		
7B.		2”	EA	1		
8.	Furnish & Install Water Meter Pit and Assembly	--	EA	84		
9.	Furnish & Install Graded Aggregate Base	12’’	SY	450		
10.	Furnish & Install Bituminous Concrete Base Pavement.	6’’	SY	450		
11.	Furnish & Install Curb & Gutter	--	LF	420		
12.	Remove & Replace Concrete Sidewalk	--	SY	233		
ALLOWANCES						
13.	Private Side Restoration Allowances	--	LS	--	--	$60,000.00

ITEM NO.	DESCRIPTION OF WORK	SIZE OR DEPTH	UNIT	EST QTY	UNIT PRICE	TOTAL PRICE
CONTINGINCIES						
14.	Excavation Below Subgrade and Gravel Refill*	--	CY	50		
15.	Furnish and Install Select Fill*	--	CY	50		
16.	Furnish and Place Miscellaneous 4000 psi Concrete*	--	SY	20		
17.	Furnish and Install Additional Fittings Not Shown on the Plans*	--	LBS	200		

Total Base Bid (Items 1 – 17) $_____

(Written Amount) _____

***Contingencies shall only be used if and as directed by the Engineer.**

ITEM NO.	DESCRIPTION OF WORK	SIZE OR DEPTH	UNIT	EST QTY	UNIT PRICE	TOTAL PRICE
BID ALTERNATIVE #1						
9.1	Furnish & Install Graded Aggregate Base	12''	SY	1,620		
10.1	Furnish & Install Bituminous Concrete Base Pavement.	6''	SY	1,620		
11.1	Furnish & Install Curb & Gutter	--	LF	285		
12.1	Remove & Replace Concrete Sidewalk	--	SY	440		
18	Furnish and Install Water Mains, Fittings and Appurtenances	10"	LF	4,050		
19	Furnish and Install Fire Hydrant Assemblies and Appurtenances	--	EA	9		

*Items 9.1 through 12.1 are to be tracked as additional quantities for bid items 9 through 12 of the Base Bid, if Bid Alternative #1 is included in the award. As such they shall have the same unit prices as the corresponding bid item.

Total Bid Alternative #1 (Item 9.1, 10.1, 11.1, 12.1, 18, & 19) $_____

(Written Amount) _____

Total Base Bid + Total Bid Alternative #1 $_____

(Written Amount) _____

Contractor: _____

Proposed Subcontractors:

Individual/Firm Name and Tax ID Number	Address	Proposed work to be completed

Please attach additional sheet(s) or continue list on reverse if necessary.

Contractor: _____

SIGNATURES

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

Signature: _____ Date: _____

Printed Name: _____

Firm Name: _____ Tax/EIN: _____

DBA (if different than above): _____

Address: _____

City, State Zip: _____

Phone: _____

BIDDER acknowledges receipt of the following ADDENDUM:

Addendum No. __, dated _____, 2026

Addendum No. __, dated _____, 2026

Addendum No. __, dated _____, 2026

☐ **By checking this box, I hereby certify that the individual or organization represented in the submission of this response to Town of Berlin Request for Proposals/Quote 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: _____