

RFP #2026-07 Bottle Branch Road Sewer Lining

ADVERTISEMENT

TOWN OF BERLIN
REQUEST FOR PROPOSALS
RFP # 2026-07
BOTTLE BRANCH ROAD SEWER LINING

Due Date: September 3, 2026

Time: 2:00 pm EST

The Town of Berlin is seeking Proposals for the rehabilitation of 9 sanitary sewer manholes, and the installation of approximately 1,975 LF of 15" UV CIPP Liner along Bottle Branch Road, Berlin MD. This project is funded solely by the Town of Berlin. Disadvantaged, Minority, and Women owned businesses are encouraged to apply.

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.

Project plans and specifications are available for purchase through Davis, Bowen & Friedel Inc. Interested bidders are encouraged to contact Davis, Bowen & Friedel Inc, by phone at 410-543-9091 or by email at nsb@dbfinc.com.



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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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Deliver submittals to:
Mary Bohlen, Town Manager
Town of Berlin
14 William St.
Berlin, MD. 21811
Attn: RFP #2026-07

The Town of Berlin (the "Town") is seeking Contractor ("Bidder") proposals for the Bottle Branch Road Sewer Lining project. This project consists of the rehabilitation of 9 sanitary sewer manholes, and the installation of approximately 1,975 LF of 15" UV CIPP Liner along Bottle Branch Road, Berlin MD. All work is located along Bottle Branch Road, Berlin, Maryland 21811. Proposals must be submitted to the address above, by the date and time, and in the format indicated herein.

This project is funded solely by the Town of Berlin.

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.



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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 rehabilitation of 9 sanitary sewer manholes, and the installation of approximately 1,975 LF of 15" UV CIPP Liner, and all ancillary work.

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. Refer to the Project Specifications, available for purchase from Davis, Bowen, & Friedel Inc. For additional information please contact Nick Bradley at nsb@dbfinc.com.



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C. MINIMUM REQUIREMENTS

1. Work shall be started within 30 calendar days of Notice to Proceed).
2. Contract Time: Work shall be completed within 60 calendar days of start date. Liquidated Damages of \$500.00 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, including applying for and obtaining a MDSHA Traffic Control permit and any associated permit fees.
 - c. Sewer services shall remain in service for the duration of the project with minimal temporary interruptions. Services shall be reinstated by the end of each work day.
 - d. 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 4:00 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. A two-year warranty is required for all work performed within the project.
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.



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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 jlatchum@berlinmd.gov and Nick Bradley nsb@dbfinc.com; 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 five (5) years' experience with UV CIPP Lining of Sanitary Sewer, and Manhole Rehabilitation.
2. Appropriate licensure, certifications, permits required for completion of the project.

F. SUBMITTAL REQUIREMENTS

Dates and times applicable to RFP #2026-07 are on the following pages. Responses to RFP #2026-07 must include the following information:

1. Statement of all relevant licensure, certifications and qualifications as applicable for the completion of the project.
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 C410 Bid Form.
4. The completed Signature page as included in this RFP.
5. The completed List of Proposed subcontractors (if applicable) included in this RFP.
6. The completed C430 Bid Bond Penal Sum Form as included in the project specifications, and the associated bid bond documentation.
7. All additional documents and forms as listed under Article 2 of the C410 Bid Form.
8. 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.



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9. Hard-copy and electronic-copy submittals will be accepted. Regardless of the delivery method, it is the responsibility of the bidder to ensure delivery by the deadline. Bid packages submitted electronically shall be emailed to both of the following email addresses; Mary Bohlen mbohlen@berlingmd.gov and Kate Daub kdaub@berlinmd.gov. The Town encourages double-sided printing where appropriate. Hard-copy submissions must be submitted in a sealed envelope addressed to;

Town of Berlin RFP #2026-07
Attn: M. Bohlen, Town Manager
14 South Main 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.



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G. DEADLINES AND IMPORTANT DATES:

Thursday August 20, 2026 at 2:00 pm EST – NON-MANDATORY Pre-Bid Meeting: Pre-bid Meeting shall be held aloud at the Berlin Police Department, 129 Decatur Street, Berlin, MD 21811 and will be followed by site visit(s) if requested.

Thursday, August 27, 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.

Monday, August 31, 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/>.

Thursday, September 3, 2026 at 2:00 pm 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. A public bid open will be held at 2:30 pm, at which time proposals will be publicly opened and read aloud at the Berlin Police Department, 129 Decatur Street, Berlin, MD 21811. Proposals received after the due date and time of 2:00 pm will not be considered. Regardless of the delivery method, it is the responsibility of the bidder to ensure delivery by the deadline.

H. EVALUATION CRITERIA AND AWARD OF CONTRACT

The following shall be considered in evaluating submissions and awarding a contract:

- Experience of Contractor with similar projects.
- Information acquired from municipal references.
- Overall quality of proposal.
- Project understanding.
- Anticipated project cost.
- Anticipated project schedule.

The Town may select a limited number of bidders for in-person interviews before a selection committee.

The Town reserves the right to reject any and all submittals and 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 accept or reject any and all submissions and the right to award contract based on factors other than cost.



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• **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).



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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.



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Contractor: _____

SIGNATURES

I, the undersigned, am an authorized agent of the firm listed below and am authorized to submit the attached RFP. I 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: _____

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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: _____

