

**TOWN OF BERLIN
REQUEST FOR QUALIFICATIONS**

Notice is hereby given that consultant qualifications will be received by the Town of Berlin, Maryland for:

**RFQ # 2015 - 02
Feasibility and Land Use Study Consultant**

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

**Date: July 22, 2015
Time: 3:00 P.M. EST**

Deliver submittals to:

Laura Allen, Town Administrator
Town of Berlin
10 William St.
Berlin, MD. 21811
Attn: RFQ 2015-02

The Town of Berlin is considering purchasing approximately 60 acres of private property located at 9943 Old Ocean City Boulevard. The property was previously owned by Tyson Chicken, Inc. and contains a chicken processing plant which has not been in use for over 10 years. The Town is seeking proposals from qualified consultants to provide a feasibility study of highest and best use of the land and buildings primarily for recreation/park/entertainment purposes.

A detailed Request for Qualifications (RFQ) information packet including general information, requested services, submittal requirements, and evaluation process is attached.

Qualifications submitted after the due date will not be considered. Consultants accept all risks of late delivery of mailed 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.

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.

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 consultant must comply with the Town of Berlin's equal opportunity requirements.

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General Information

ABOUT BERLIN: The Town of Berlin is a community of 4,500 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.

NOTICE: Notice is hereby given that letters of interest and statement of qualifications will be received by the Town of Berlin, Maryland for Feasibility and Land Use Study Services by filing with the Town at the above location.

PURPOSE/BACKGROUND: The Town of Berlin, Maryland (the "Town") is soliciting requests for qualifications for the purpose of obtaining professional feasibility and land use study services. The successful proposer will assist with the project described below and future projects based on the needs of the Town.

On December 30, 2014, the Town entered into an agreement to purchase the property located at 9943 Old Ocean City Boulevard commonly known as the "Tyson property." The agreement has a number of contingencies and provides for a study period to enable the Town, in part, to complete a feasibility and land use assessment of the property prior to finalizing the purchase.

The Town is seeking proposals from consultants to assist with:

1. A due diligence review of the property and the surrounding area to determine highest and best use for the existing facilities.
2. Deliverables including a report for presentation at the executive level detailing recommendations for development of the property for recreation/park/entertainment or other municipal purposes such as, but not necessarily limited to, the following:
 - Bicycle - Walking - Nature Trails
 - Kayaking / Paddle boarding
 - Indoor/Outdoor Year Round Skateboard Park
 - Winter Only Outdoor Ice Skating
 - Special Events Fairgrounds (Alcoholic Beverages by event - M&C Approval)
 - Amphitheater / Stage (Concerts – Plays)
 - Berlin Police Substation
 - Large Environmentally friendly & landscaped parking areas
 - Train Excursion Service & Storage Area (Engine & Railcars)
 - Outdoor special events (ie: OC Jeep Week / Fireworks)

The property is bordered to the north by the Route 50 and Route 113 interchange, to the south by residential and commercial properties, to the east by Route 113 and to the west by a railroad right-of-way and agricultural and woodland properties.

The site consists of three separate parcels. One sits directly on Old Ocean City Boulevard and is identified as Worcester County Tax Map number 25, grid 9, Parcel 57. The annexation of July 27, 2009 placed it in the B-3 Zoning District. Typical permitted uses within this Zoning District include any retail uses permitted in the B-1 and B-2 Districts as well as lumberyards,

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equipment storage yards, and motor freight terminals. The second parcel, identified as Tax Map number 25, grid 9, parcel 52 lies entirely within Worcester County. This parcel is currently zoned I-2 Heavy Industrial which allows for wholesale and service establishments. The third parcel, identified as Tax Map 25, grid 9, parcel 0410 is located east of the Tyson plant and west of Rite Aid along the north side of Old Ocean City Boulevard. Necessary re-zoning of parcels will be considered/implemented as required.

The Town intends to establish recreation oriented uses on the property and, through the feasibility study, seeks to obtain an understanding of the potential highest and best use and potential costs and steps involved in achieving that goal prior to finalizing the purchase. In order to fall within the property purchase study period, the feasibility study must be completed and submitted to the Town by 3:00 PM on Monday, August 31, 2015.

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

- Five (5) or more years of related experience
- Experience working with Maryland municipal or private entities on similar projects

DEADLINES AND IMPORTANT DATES:

Friday, July 17, 2015 by 5:00 PM-Deadline to submit questions: Questions from potential Bidders are due via email to lallen@berlinmd.gov. Please note: Questions received after that date and time, and questions that are phoned, faxed, sent through regular mail, or submitted via any 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.

Monday, July 20, 2015 by 5:00 PM-Posting of responses: Responses to questions from potential Bidders will be posted at the following link the deadline. It is the responsibility of potential Bidders to visit the website for this information. <http://berlinmd.gov/maryland-government/request-for-proposals/>

Wednesday, July 22, 2015 by 3:00 PM-Due Date for Proposals: 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: Town Administrator Laura Allen, 10 William Street, Berlin, MD 21811. The outside of the envelope must be clearly marked "RFQ # 2015 - 02". Proposals received after that date and time will not be considered.

Monday, August 31, 2015 by 3:00 PM-Project Completion Date: The study is to be completed and a final report submitted to the Town.

SUBMITTAL REQUIREMENTS:

Responses to this RFQ must include the following information:

- A cover letter/statement of interest indicating the firm's interest in the project and highlighting its qualifications to perform this project. A summary of firm's experience in requested service areas.
- A description of the firm's experiences working with municipal government.
- List of proposed sub-consultants (if applicable);
- Statement of qualifications, including related experience with similar types of projects and specific qualifications as well as resumes of key team members.
- Up to five (5) examples of similar projects.

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- A minimum of three (3) references relating to completed projects for the services being requested with full name, title, address, phone and fax numbers.
- Responses must be limited to no more than ten (10) sheets of paper double sided excluding specific project examples, references, resumes and covers. Double sided printing is required.
- An hourly rate schedule.
- Cost proposal
- A narrative summary description of the proposed effort and of the service(s)/products that will be delivered.
- Commitment to complete the study as indicated within this Request.
- Electronic or email submittals will not be accepted.

An original and four (4) copies of the proposal must be submitted.

• **PROPRIETARY PROPOSAL MATERIAL:** Any proprietary information revealed in the proposal should, therefore, 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.

• **EVALUATION CRITERIA:** Evaluations will be based on the criteria listed below:

- Experience of firm with similar projects
- Experience of proposed project team and key team members
- Overall quality of statement of qualifications
- Project understanding
- Anticipated project cost

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

• **QUESTIONS:** Questions regarding this project may be directed to Town Administrator Laura Allen via e-mail at lallen@berlinmd.gov. Any oral communications will be considered unofficial and non-binding on the Town.

• **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 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 prepared by the Town. 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

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Town shall not be 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 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, 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 ultimately awarded a contract shall comply with federal, state and local laws, statutes and ordinances relative 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.