

Council Agenda Report

Date: October 25, 2021

Prepared by: George W. Hyde, PE, City Engineer

Submitted by: David Deutsch, Acting City Manager

SUBJECT: Award of Contract for Marina Engineering Consultant Services

Recommendation: That Council approve award of a contract for marina engineering consultant services to BayLand Consultants & Designers.

Discussion:

In July of this year, the Department of Public Works issued a Request for Proposals (RFP) for marina engineering services for the following tasks at the City Municipal Marina:

Planning, Design & Permitting for Replacement of Piers E, F & H

Due to the age and state of deterioration, these three piers and finger piers will need to be replaced, including new electric and water services. In order to address sea level rise and flooding, it is anticipated that the fixed piers will be converted to floating piers.

Study of the Excessive Wave Action Within the Marina

Work will include a review of this ongoing issue and a written report with recommendations and cost estimates for reducing wave action.

DPW received 5 proposals in response to the RFP. The proposals were evaluated by the engineering department and marina operator Oasis Marina and the top two ranked firms were asked to provide price proposals. The two firms and the total proposed fees were as follows:

BayLand Consultants & Designers- \$57,000
Applied Technology & Management- \$70,600

We are recommending that the contract be awarded to BayLand Consultants & Designers.

Fiscal Impact:

The City was awarded a grant from the Maryland Department of Natural Resources (DNR) Waterway Improvement Fund that will cover 100% of the anticipated work.

Approved by: David Deutsch, Acting City Manager

Attachments: Marina Consultant RFP

REQUEST FOR PROPOSAL

PROFESSIONAL ENGINEERING SERVICES

City of Cambridge Municipal Marina

The City of Cambridge, Maryland is requesting proposals from qualified firms to provide marine engineering services for several projects. The intent is to select up to two firms that will then be asked to provide price proposals. The City reserves the right to accept or reject any or all proposals, to waive irregularities or informalities in the proposals, and to award a contract to the respondent that best meets the selection criteria and the City's needs.

BACKGROUND- The Cambridge Municipal Yacht Basin is located on the Choptank River and is the home of the Choptank River Lighthouse. This municipal marina consists of 245 boat slips ranging in size from 35' to 60' and is adjacent to the Cambridge Yacht Club which has an additional 130 slips. The municipal marina includes seven piers, four of which were constructed as part of a 2007 marina expansion. The other three piers were constructed in 1968 and need to be replaced. Both the City's marina and the adjacent Cambridge Yacht Club are protected by a floating concrete breakwater that was also part of the 2007 expansion. While the floating breakwater has been effective in protecting the marina against wind driven waves, swells from passing boats often create excessive wave action within the marina.

SCOPE OF SERVICES - The projects, to be awarded through individual task orders, will include the following:

Planning, Design & Permitting for Replacement of Piers E, F & H

Due to the age and state of deterioration, it is anticipated that these three piers and finger piers will need to be completely replaced, including new electric and water services. During the planning phase, the City would like to compare fixed vs. floating piers and/or finger piers.

Study of the Excessive Wave Action Within the Marina

Work would include a review of this ongoing problem and a written report with recommendations and cost estimates for reducing wave action.

RFP GENERAL REQUIREMENTS - To achieve a uniform review process and obtain the maximum degree of comparability, it is required that the proposals be organized in the manner specified below. Proposals that do not address the items listed in this section may be considered incomplete and may be deemed non-responsive by the City.

Interested firms must submit an electronic copy in .pdf format to the City Engineer's office at ghyde@choosecambridge.com ; no hard copies are required.

Proposals will be received until 4:00 PM, Thursday, August 19, 2021. Direct questions regarding this proposal to City Engineer George Hyde at ghyde@choosecambridge.com or (410) 228-1955.

PROPOSAL FORMAT AND CONTENT

Proposals shall be submitted or formatted to fit on 8 ½ x 11” paper, single spaced type no smaller than 11 font.

Letter of Transmittal (one page maximum) – The transmittal letter shall identify the subject of the proposal; briefly state your firm’s understanding of the services to be provided; make a positive commitment to provide the services specified; acknowledge receipt of any addendums issued; and give the name, title, physical address, phone number, and email address of the person(s) authorized to make representations for your firm. The letter shall be signed by a corporate officer or other individual who has the authority to bind the firm.

Proposal Narrative (six pages maximum) – The proposal narrative shall provide the following information:

A. Proposed Project Manager (Single Point of Contact) – This section shall present the proposed project manager and at a minimum address:

- Specific project management experience
- Technical experience on marine projects

B. Proposed Project Team – This section shall present no more than four key professionals who will actively participate in technical project activities (do not submit full resumes, a few paragraphs are sufficient) and at a minimum address the following:

- Proposed project assignment and qualifications
- Experience with similar projects and with other team members

Do not include survey, inspection, geotechnical or subconsultant design engineering personnel.

C. References – List the names, titles, and phone numbers of at least three clients who have obtained similar services from your firm. Ideally, projects/contracts managed by the proposed project manager and completed by the proposed project team should be referenced.

D. Firm Capabilities – Recognizing that firms in themselves do not have experience – their employees do; what unique characteristics or capabilities does your firm or organization have that would benefit the City of Cambridge?

EVALUATION CRITERIA AND SELECTION PROCESS

The City of Cambridge reserves the right to reject any and all proposals submitted and shall not be liable for any costs incurred by any proposer in response to this solicitation or for any work done prior to the issuance of a notice to proceed.

Submittals will be evaluated and scored in accordance with the following criteria:

- | | | |
|----|--------------------------|-----------|
| A. | Proposed Project Manager | 25 points |
| B. | Proposed Project Team | 50 points |
| C. | References | 15 points |
| D. | Firm Capabilities | 10 points |

The City of Cambridge reserves the right to award a contract to the highest ranked firm(s) based solely on the written proposal or request oral interviews with a "short list" of the highest ranked firms. The highest ranked proposers will be invited to enter into negotiations with the City of Cambridge for the purposes of contract award. If an agreement with any proposer cannot be reached, the next highest ranked proposer may be contacted for negotiations. The City of Cambridge reserves the right to terminate negotiations with any proposer should it be deemed in the City's best interest.

Cambridge Municipal Marina

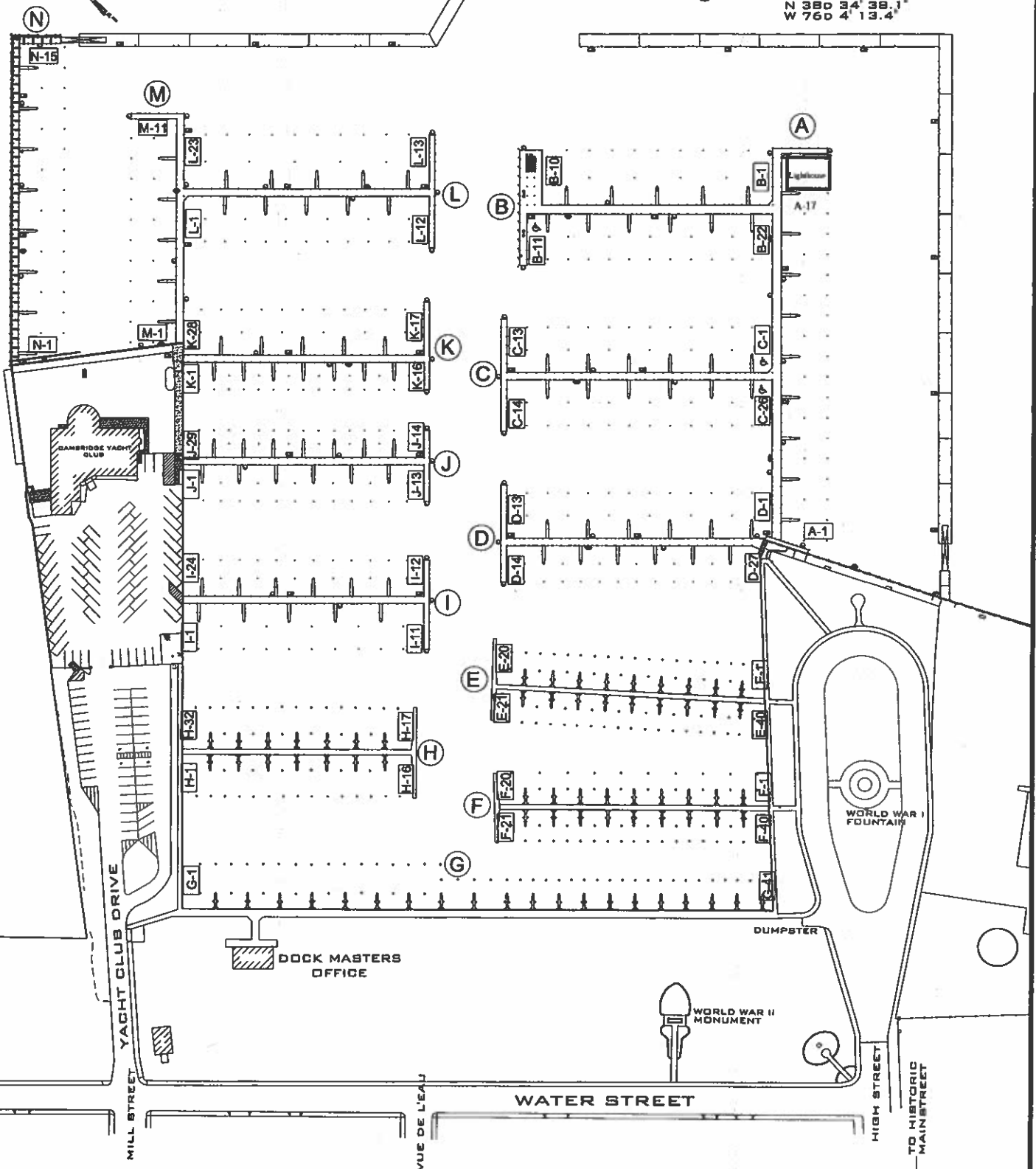
Floating Breakwater



CHOPTANK RIVER

UTM COORDINATE
WG884-188
N 4270408.3
E 0406761.8

LAT/LON COORDINATE
N 38° 34' 38.1"
W 76° 4' 13.4"



CITY OF CAMBRIDGE
MUNICIPAL YACHT BASIN



216 DEARBORN STREET
CAMBRIDGE, MD 21613

OFFICE
410.228.4031

FUEL DOCK
443.225.5597

MUNICIPAL YACHT BASIN

SLIP MAP

CITY OF CAMBRIDGE
DORCHESTER COUNTY, MARYLAND

DRAWN BY: GAL

DESIGN BY: GAL

DATE: April, 2008

SCALE: N.T.S.

SHEET NO.

1 OF 1