



Jamie Yeager, Mayor
Kelly Carver, Council Member
Debbie Bush, Council Member

Jeannette DeLude, Town Manager/Clerk

REQUEST FOR PROPOSAL

Goldsboro Town Hall

Design and Construction of Stormwater Management and Water Quality Best Management Practices

TOWN OF GOLDSBORO, MD

Description of the Town

The Town of Goldsboro is located in Caroline County, Maryland, on Maryland's Eastern Shore, with a land area of approximately 0.8 square miles and a population of approximately 259 residents. The Town has one staff member and a circuit rider who assists the town. The council consists of three members including the President of the Council.

Project Purpose and Background

The purpose of this project is to implement stormwater best management practices at the Goldsboro Town Hall to improve drainage on the site and improve water quality from the site to Oldtown Branch, a tributary of the Upper Choptank River. The Goldsboro Town Hall is the former historic Fire House and is currently used for Town meetings and administrative activities. A portion of the Town Hall building is leased to the United States Postal Service (USPS) and houses a USPS facility. The property is extensively hardscaped and the building experiences standing water and flooding. This results in untreated runoff from impervious surfaces and deteriorating parking lot to discharge from the site in several directions. This project will improve nonpoint source management in the State by the establishment and implementation of efficient and effective practices funded through a Maryland's 319(h) Nonpoint Source Program Grant.

The project includes design of stormwater practices, the development of construction plans, permitting, and construction including regrading and resurfacing the parking lot, installing curbs and stormwater conveyance, and constructing a bioretention, a dry swale, and a conservation landscaping area with native trees, shrubs, and grasses to benefit water quality and provide habitat for birds and pollinators.

Project Partners

- The Town of Goldsboro is the grantee and will hold the contracts for the project.
- University of Maryland Sea Grant Extension Regional Watershed Restoration Specialist will assist with the implementation and outreach components of this project, including performing preliminary site assessments, participating in project meetings and public outreach, and developing interpretive signage.

- Center for Watershed Protection is supporting Goldsboro by identifying and assessing potential projects, providing technical review of the drawings, and providing project and grant management.

SCOPE OF WORK

The Town of Goldsboro is inviting proposals from qualified engineering and construction firms to design, permit, and construct a project in at the Goldsboro Town Hall to improve the drainage and stormwater conveyance around the building and implement practices to address stormwater flooding at the Town Hall building and improve water quality from the site to Oldtown Branch, a tributary of the Upper Choptank River.

See Attachment 1 for the site Concept Plan.

Task 1: Site Survey and Geotechnical Investigation

Perform a site survey for site design and utility locations. Perform a geotechnical investigation to determine the soil properties on site, infiltration rates for the site at BMP locations, and groundwater level for the site. During construction, survey the layout for all proposed construction in the bid set.

Task 2: Design and Permitting

Design all BMPs, including selection of plantings, and develop final design drawing based on the concept plan provided and considering feedback from the Town, Project Partners, and community. Perform hydraulic and hydrologic analyses of the site and stormwater conveyance in ditches along the site to evaluate current conditions and future conditions. Provide nutrient reduction calculations based on the designed BMPs in the final stormwater report. Design and develop construction drawings including Erosion and Sediment Control plans.

The Town and Project Partners will review and comment on the 30%, 60% and final designs. For each submittal provide plans, the stormwater report, and a construction cost estimate. The 30% plan set will include conceptual plans and preliminary grading based on available GIS information. The 60% plan set will include survey information, utility and site feature locations, bioretention design, dry swale design, grading, cross-sections and profiles, site features, construction details, and erosion and sediment control. The Final plan set will include all information from the 60% plans with additional notes and details and will be signed and sealed by the Professional Engineer. The final stormwater report will include annual reductions for TN, TP, and TSS. These descriptions are guidelines, and submissions will not be limited to what is listed above.

Submit for and obtain all environmental and construction permits from pertinent agencies including but not limited to: Maryland Department of the Environment, the Town of Goldsboro, and the Caroline County Soil Conservation District.

Attend progress meetings with the Town and Project Team including a kickoff meeting and 3 other meetings. Additionally, attend a public meeting, which may be held at a Town Council meeting, to receive public input on the design.

Task 3: Construction and Parking Lot Renovation

Construction of all design elements included but not limited to: Regrade and resurface parking lot and install curbs as designed. Construct bioretention area, dry swale, and conservation landscaping. Perform site grading and site construction activities, including installation and maintenance of sediment and erosion control practices, and landscaping in full conformance with the contract documents.

Task 4: Construction As-Built Survey and Plan

Perform a post-construction survey and prepare a final as-built drawing to document the size and elevations

Term of Contract

The contract will be for a period of up to eighteen (18) months but may be terminated at any time by either party with 30 days' written notice. All construction must be completed prior to **September 30, 2027**.

NOTE: This is a grant funded project. If for any reason the grant funds are not received by the Town, the project may be cancelled and the Town will pay the Consultant only for work performed prior to such cancellation and shall not be liable for any lost profits, lost opportunities, or other special damages.

Financial

The successful bidder shall prepare and file, with the Town Manager, a monthly invoice to cover services rendered. Payment terms shall be net thirty (30) days.

Outline of Proposal Submission

1. All requests for information should be answered thoroughly and as succinctly as possible. No firm may submit more than one proposal.
2. The following information in the order listed below and all other information identified in this RFP shall be submitted in a sealed envelope clearly marked: "PROPOSAL FOR GOLDSBORO TOWN HALL DESIGN AND CONSTRUCTION OF STORMWATER MANAGEMENT AND WATER QUALITY BEST MANAGEMENT PRACTICES". Failure to provide any of the listed items may result in elimination for consideration.

The submission shall include the following items:

- a. Letter of Interest at a minimum, which should include the following:
 - i. The name and address of the firm(s) and the state(s) in which incorporated and licensed, and the name and address of any subcontractors that the firm intends to use to complete the project.
 - ii. The name, address, telephone number, and email address of the designated contact and the principal(s) authorized to conduct negotiations for the firm.
 - iii. A brief description of the team's interest in performing the required services and the firm's qualifications specific to the work requested.
- b. Description of Qualifications and Experience – qualifications and experience must address the requirements of this RFP in accordance with the scope of services and, at a minimum, which should include the following:
 - i. Overview of the team, including size of the organizations, types of services provided, and number of years these types of services have been provided.
 - ii. Project approach that describes the team's methodology for accomplishing

- this project and highlights lessons learned from similar completed projects.
- iii. An organizational chart of the project team including any subcontractors.
 - iv. A resume, or other similar format, of the project manager, and other current key staff members who may be involved in this project and any specific qualifications that make the firm the best candidate to complete this project.
 - v. The projected schedule for completing the services specified in the RFP.
 - vi. A list of at least three similar projects the firm is working on currently, or has completed, including the project location, description, and completion date.
 - vii. Three references that can attest to the firm's ability to complete this type of project.
 - viii. A statement of applicable individual and corporate licensing.
 - ix. Complete the attached proposal form which includes all labor and materials costs and expenses.

The proposer shall submit one (1) original and three (3) copies of his/her proposal to the Town Administrator, PO Box 132, 505 Oldtown Rd, Goldsboro, MD 21636 , Attention: Jeannette DeLude

Proposals shall be placed in a sealed envelope with PROPOSAL FOR GOLDSBORO TOWN HALL DESIGN OF STORMWATER MANAGEMENT AND WATER QUALITY BEST MANAGEMENT PRACTICES clearly marked on the outside of the envelope. The Town of Goldsboro, MD reserves the right to negotiate with any and all proposers and to deny any or all proposals presented. For further information or with questions, please contact Jeannette DeLude, Town Manager at clerk@goldsboromd.com, 443-786-0329.

Bid Timeline

Bid Submittal Deadline: The Town will not accept any bid proposals received after the date/time state herein. The proposal shall be delivered no later than **Tuesday, February 24, 2026** at 12 pm (noon) to either of the following:

1st Class Mail

Town of Goldsboro
Attn: Jeannette DeLude
PO Box 132
Goldsboro, MD 21636

Or In person

505 Oldtown Rd
Goldsboro MD 21636

Bid opening: Sealed proposals will be opened at Town Hall, located at 505 Oldtown Rd, Goldsboro MD on **February 24, 2026**.

CONSULTANT SELECTION

All proposals will be evaluated on the proposers' experience, qualifications, fee proposal, and the ability to meet all the goals in the RFP. A selection committee will review submitted proposals. The Town may choose to conduct interviews of one or more of the most qualified proposers. Upon completion of its evaluation process, the evaluation committee will make a selection recommendation to the Goldsboro Town Council.

Acceptance of Proposal:

The Town shall accept all bid proposals submitted properly. However, the Town reserves the right to request clarifications or corrections to proposals which shall be in writing. Said requests shall not alter the bidder's pricing information contained in its proposal.

Rejection of Proposal:

The Mayor and Council of Goldsboro reserve the right to accept or reject any or all bids.

Bid Review/Award:

The Mayor and Council will review the bids at Town Hall, located at 505 Oldtown Rd, Goldsboro MD 21636 during the monthly meeting of the Mayor and Council.

Acceptance/Rejection Letters:

Notification letters will be sent within thirty (30) days of the bid award. Successful bidder shall provide a contract for the work upon receipt of bid award letter.

Notice to Proceed

Work is required to begin within 15 days from the date of notice to proceed. All work must be completed, and a final document presented to Town Commissioners no later **September 30, 2027**, unless an extension is otherwise authorized by the Town.

PROPOSAL FORM

TOWN OF GOLDSBORO, MARYLAND

**GOLDSBORO TOWN HALL DESIGN AND CONSTRUCTION OF STORMWATER MANAGEMENT AND
WATER QUALITY BEST MANAGEMENT PRACTICES**

RFP# _____

Town Manager of the Town of Goldsboro, Maryland:

We hereby submit, for your review, our proposal requested by the Invitation to Bid. This proposal includes and incorporates all information as described in this Proposal Form and in Information for Bidders, the same as if specifically written herein.

BIDDER _____ Date _____

Business Address _____

Signature _____ Phone _____

ITEM	DESCRIPTION	UNIT	QTY	UNIT PRICE	TOTAL PRICE
1	Geotechnical investigation and site survey	LS	1		
2	Design of and permit submittals for bioretention, dry swale, site drainage, parking lot, conservation landscaping, and all associated site features. Design submittals and preparation of stormwater report.	LS	1		
3	Bioretention Construction	SF	1,510		
4	Dry Swale Construction	SF	1,250		
5	Parking lot demolition, regrading, repaving, and improvements	SF	9,600		
6	Conservation Landscaping Construction	SF	2,330		
7	Survey and preparation of as-built drawings upon completion of all construction	LS	1		
8	Meetings	LS	1		
9	Contingency	LS	1		
				TOTAL PRICE	

