



# **REQUEST FOR PROPOSAL (RFP)**

## **MASTER SITE PLAN FOR NORTH EAST PRESERVE**

Note: North East Preserve is the interim name for the project until a permanent name is selected.

VENDOR PROPOSAL AND INSTRUCTIONS

REQUEST FOR PROPOSALS (RFP)  
MASTER SITE PLAN (MSP)  
FOR  
NORTH EAST PRESERVE\* (NEP)

The proposer should format their Master Site Plan proposal to adhere to the instructions that follow.

RFP

TABLE OF CONTENTS

Section 1.	BACKGROUND	1
Section 2.	GENERAL TERMS	2
Section 3.	STATEMENT OF WORK	3
Section 4.	CONSULTANT QUALIFICATIONS	15
Section 5.	REQUIRED SUBMITTALS	16
Section 6.	EVALUATION CRITERIA AND SELECTION PROCESS	18
Section 7.	CONTRACT FOR PROFESSIONAL SERVICES	20

Appendices to RFP:

Appendix A: Insurance Requirements

Appendix B: Critical Area Commission Consistency Report

Appendix C: North East Preserve Map

Appendix D: Contract for Professional Services

Appendix E: Agreement of Jurisdiction

NOTE: The term “proposer” or “firm” in this RFP means the person or firm making a proposal based on the RFP.

## SECTION 1. BACKGROUND, MISSION, and DEFINITIONS

NOTE: The italicized section that follows describes the Town of North East and the relationship with the North East Preserve. The proposer may include and augment this information in their proposal.

### BACKGROUND

*The North East Preserve is situated in the Town of North East (population 4,085), Cecil County, Maryland. Found on Tax Map 31, Parcels 898 and 31. The Town's area is 1,280 acres.*

*With the Town's close proximity to the I-95 corridor, U.S. Route 40, and major urban areas, North East has grown to include a mixture of industrial, commercial, and residential use. The downtown business district, the water amenities, and nearby state park attract tourists to the Town of North East.*

*The Town of North East acquired a 59+/- acre property in 2020. The last known use of the property was industrial.*

*The property is located within the Northeast River Watershed and the 100-year flood plain and contain wetlands, meadows, riparian forests, and waterways. The Preserve is designated as a "limited development area" of the Chesapeake Bay Critical Area, bordering the North East Creek and tributaries. The Preserve is ideally suited for passive recreational activities that are compatible with preservation and stewardship of the area.*

*Activities and amenities envisioned for this nature preserve include trails for walking, jogging, cross-country skiing, and birdwatching; quiet places with benches for reading, and relaxing; natural areas with educational signs for the study of preserve habitats, native plants, and the wildlife they attract.*

*Many residents of North East will be able to travel to the Preserve by walking or bicycling, however, to provide for visitors traveling in vehicles to the Preserve, a small parking area is envisioned, in harmony with the Preserve's environment.*

### MISSION

The Town of North East adopted Resolution number 2021-12 - 01, to establish a mission for the future preserve.

Mission statement: to create and maintain a renowned nature preserve focused on protecting habitats and native wildlife of the North East Creek watershed while providing waterfront access, passive recreation, and educational opportunities within easy walking distance accessible to residents and the visitors of North East.

### DEFINITION OF NATURE PRESERVE

For the purposes of this RFP, the nature preserve will be a part of the Town of North East park system and is defined as follows:

A nature preserve is a natural area to be maintained as nearly as possible in its natural condition as a habitat for plant and animal species. The preserve is to be used under limitations consistent with its continued preservation and stewardship for the public benefit and appreciation, and purposes of present and future scientific research, education, and aesthetic enjoyment.

## SECTION 2. GENERAL TERMS

1. The Town of North East reserves the right to reject any or all proposals and to select the proposal that it determines to be in the best interest of the Town.
2. The contract is subject to the approval of the Mayor and Commissioners of the Town of North East and is effective only upon their approval.
3. Proposers are bound by the deadline requirement for submittals in response to this RFP as stated above.
4. If only one proposal is received by the Town of North East, it may negotiate with the proposer or seek additional proposals on an informal or formal basis during the 60-day period that proposals are effective.
5. The proposer is encouraged to add to, modify or clarify any scope of work items it deems appropriate to develop a high quality plan at the lowest possible cost. All charges should be listed and explained. However, the scope of work proposed must accomplish the goals and work statement below.
6. The Town of North East shall not be liable for any pre-contractual expenses incurred.
7. The Town reserves the right to withdraw this RFP at any time without prior notice and to reject any and all proposals submitted without indicating any reasons.
8. Any award of contract for services will be made to the company best qualified and most responsive in the opinion of the Town. Any award of contract for services will be in accordance with the Code of Ordinance of the Town of North East and the Town's Purchasing Policy, Section 20 – Local Preference, found in the [Purchasing Manual](#).
9. The selected company must agree to indemnify, hold harmless, and defend the Town, its officers, officials, employees volunteers, agents, and assigns from and against any and all liability or loss resulting from any suits, claims, or actions brought against the Town which result directly or indirectly from the wrongful or negligent actions of the consultant in the performance of the contract.
10. The selected company will be required to comply with all existing State and Federal labor laws including those applicable to equal opportunity employment provisions.
11. All documents, records, designs, and specifications developed by the selected firm with regard to this project will be the property of the Town.

### SECTION 3. STATEMENT OF WORK

The specific work to be undertaken by the successful firm for the master planning process is described in this Section and the respondents should include in their proposals how they will complete this work. The work described in this Section is considered to be the minimum required to complete this process. In their submittals, firms should propose additions or edits to this scope that lend to the best process and results. Following the firm selection process, a meeting will be held with the successful firm to negotiate the final scope of work and a contract for services.

#### A. PARTICIPATION

##### 1. Citizen Input

To help reduce potential conflicts and gain public support for the project, citizen input is required throughout the planning process. The consultant must meet with the project study committee on a regular basis, hold at least three (3) general public meetings, specific group meetings, and interviews with Town Administrator and Department heads.

- a. Assist Town in choosing members to form a study committee and meet to review goals and objectives of the preserve
- b. Publish and conduct 1 advertised general public informational meeting for the purpose of collecting ideas from the public
- c. Publish and conduct 1-2 advertised general public meetings to present options
- d. Arrange some or all of the following types of group meetings to be held:
  - Neighborhoods
  - Adjoining Land owners
  - Stakeholders
  - Elected and appointed officials

##### 2. Agency Input

After public participation, present copies of final draft for review and comment to the following Agencies:

- Cecil County Parks and Recreation
- Critical Area Commission
- Maryland Department of the Environment
- Corps of Engineers
- Maryland Department of Natural Resources

#### B. BACKGROUND INFORMATION AND DATA

The purpose of the background is to orient the Master Site Plan (MSP) reader to the community, the overall park system, and how this preserve site fits into that park system.



Information to complete the following can be found in E.7. of this section and the Town's Comprehensive Plan. Consultants may use this information as necessary to complete the following.

1. Brief introduction to the community, its population, size, character and geographic information.
2. Brief introduction on the natural resources of the site including but not limited to critical habitat or area of special interest, sensitive species, drainage features, native wildflower meadows, trees, etc.
3. General description of park system. (e.g., primarily active, passive, or mixture; primarily riverfront, neighborhood or community park oriented, natural or conservation oriented). Number of municipal parks by general type and acreage.
4. Description of how this preserve fits into the overall park system (i.e., only site, first site to be developed, only open space area to be used for nature studies and interpretation, significant area of the site to provide critical habitat and open space for passive recreation, etc.).
5. Description of existing community planning, (i.e., Comprehensive Plan, Land Use and Zoning, stormwater management, community surveys, etc.) Reference specific provisions of existing State, County, and Town planning documents that are applicable to the site.

#### C. SITE INFORMATION AND ANALYSIS

Gather and report specific site information to establish a basis for the planned use of the site. Analyze site information to determine the workable parameters for the proposed uses and facilities for the site.

1. Brief introduction to and general description of the physical, natural, and cultural resources of the site which includes, but is not limited to, the following features:
  - Acreage
  - Deed Restrictions, Easements and Right-of-Ways that limit use
  - Environmental issues
  - Floodplains
  - Historic features
  - Location
  - Riparian buffers
  - Site access
  - Soil types
  - Species of special concern
  - Stormwater drainage features
  - Surrounding land uses
  - Topographic features - Vegetation (including both native and non-native species present)
  - Vernal pools

- Wetlands
  - Zoning
2. Analysis and description of how the physical features of the site impact the potential use and development of the site including:
    - The advantages of the site for certain uses
    - The disadvantages of the site for certain uses
    - Areas that may not be suitable for public use
    - Areas that need special environmental protection and/or mitigation/remediation
    - Areas that should be protected because they are natural drainage courses
    - Areas of high quality habitat value
    - Other use limiting aspects of the site (i.e., access, adjacent uses, existing uses, topography/steep slopes, etc.)
    - Neighborhood compatibility — including the impact on and from adjacent land uses due to activities, lighting, traffic noise, and/or aesthetic characteristics
  3. Habitat Protection Area (HPA) Site Analysis should be done concurrently with the concept site plan so as not to have unintended consequences. Submission to the Critical Area Commission should be after the concept plan approval when the Town has concrete numbers for impacts (tree clearing, any buffer or HPA disturbance mitigation and or stormwater management). A consistency report shall be required (see Appendix A).

#### D. ACTIVITIES AND FACILITIES ANALYSIS

The public participation process, community needs, and site analysis will determine the proposed uses, type, size, and standards for facilities to be developed.

1. Provide a description and prioritization of the community needs and uses for the site as identified by the public participation process, previous planning work and, if applicable, needs assessment.
2. List the recreational, conservation, and public uses and facilities proposed to be developed, maintained, or enhanced on the site and to be included on the site Plan drawing. For each use/facility to be developed and activity to be offered provide the following information:
  - a. Describe the proposed use of the site for passive recreation activities, such as:
    - Wild viewing for independent and group bird watching
    - Nature trail with interpretive signage and observation platforms
    - Trails for walking, jogging, cross-country skiing, and access to other passive recreation areas
    - Areas for soft launch of personal, non-motorized watercraft
    - Benches, observation platforms, boardwalks
    - Wildlife habitat and native plant gardens with educational signs, bird boxes and nesting platforms

- Wetland or critical habitat protection
  - Educational uses (native plant, wildlife, and marshland)
  - Watershed protection, e.g. riparian buffers with interpretive signage
- b. Describe the proposed preservation of open space, natural areas and buffers on the site.
- c. Indicate the projected population and demographics the preserve will serve.
- d. Describe the basic standards and requirements such as dimensions, orientation, maximum percent slope permissible, and/or the need for undisturbed area (e.g., for wildlife observation, groundwater recharge, or habitat protection).
- e. List the support facilities required for the proposed recreational, conservation, and public uses, which may including the following:
- Roads
  - Parking
  - Access points
  - Pedestrian bridge from/to Town of North East
  - Maintenance facilities
  - Storm water management system and structures
  - Observation platforms and stations
  - Boardwalks over wetlands and streams
  - Trails
  - Signage
  - Site furniture
  - ADA compliance
- f. Analyze parking facilities for required number of parking spaces, including ADA compliance, proposed uses and facilities, and accepted or required standards for parking spaces. Indicate by name the accepted or required standards used to calculate proposed parking spaces.
- g. Analyze walking, biking, and non-motorized, personal watercraft connections from the Town and communities, such as North East Isles, to ensure visitors can safely and easily access the preserve from the surrounding areas.
- h. Analyze entrance location at State Route 7, and North East Isles Drive.

## E. DESIGN CONSIDERATIONS

In determining the planned uses and facilities for the site, as well as the size and location of the facilities, the following must be considered and reported on to the extent that they are applicable to the Site Design Drawings (SDD):



1. The site's limitations and positive points, as well as the various generally accepted design standards related to the proposed areas, facilities, and activities as identified under items C and D above
2. Applicable laws and regulations relating to public health and safety including land subdivision, zoning, and the International Building Code (IBC), handicap accessibility standards as prescribed by the Americans with Disabilities Act of 1990 (ADA)
3. Assess if the existing topography of the site is suitable for the proposed types of activities
4. Compliance with the American Society for Testing Materials (ASTM) standards and the Consumer Product Safety Commission (CPSC) guidelines pertaining to any outdoor furniture
5. The maintenance and establishment of sustainable riparian native grass and/or forest buffers
6. Protection/enhancement of environmentally sensitive areas including streams, wetlands, marshes, forests and established trees, gardens, and natural areas that provide wildlife habitat and protect water quality.
7. Incorporate sustainable site design and green infrastructure (stormwater Best Management Practices, LEED standards, native landscaping, invasive plant management, trees, etc.) into your site design. Consider potential contributions toward voluntary programs in which Town participates. View resources at the following sites:
  - Cecil County 2020 Green Infrastructure Plan  
<https://www.ccgov.org/government/land-use-development-services/planning-zoning-division/green-infrastructure>
  - National Recreation and Parks Association  
<https://www.nrpa.org/our-work/partnerships/initiatives/safe-routes-to-parks/>
  - LEED Green Building Rating System  
<https://www.usgbc.org/leed>
  - Elk and North East River Watershed Association (ENERWA)  
<https://elkandnortheastrivers.org/>
  - Cecil County Watershed Master Plan  
<https://www.ccgov.org/government/land-use-development-services/planning-zoning-division/watershed-master-plan>
  - Cecil County 2020 Nuisance Flooding Plan  
<https://www.ccgov.org/home/showpublisheddocument/40621/637360258839000000>

- Lower North East Creek Watershed Master Plan (Proposed)  
<https://www.ccgov.org/government/land-use-development-services/planning-zoning-division/watershed-master-plan>
  - Town of North East Comprehensive Plan  
<https://northeastmd.org/departments/planning-and-zoning/comprehensive-plan/>
  - Town of North East Zoning Ordinance  
<https://northeastmd.org/departments/planning-and-zoning/zoning-ordinance/>
8. Protection/enhancement of existing native plants and wildlife and management/eradication of destructive or invasive species.
  9. Identify and align with appropriate local and regional watershed and environmental plans such as the Northeast River Watershed Master Plan, The Lower North East Creek Watershed Master Plan, the Town of North East Comprehensive Plan, the Critical Area Commission, and the Elk and North East Rivers Watershed Association (ENERWA).
  10. We request that the design include recommendations adjusting the percentage of land devoted to meadows, edge forest, riparian buffer and other habitats, to consider limiting maintenance costs and the level of skill to maintain.

#### F. DESIGN PROCESS

1. Develop two to three preliminary alternative sketch drawings and vision boards and present the drawings and vision boards at a study committee meeting for review and discussion. Show relationships between areas, facilities, support facilities, and circulation patterns. At this stage, the exact shape and placement of facilities is not critical.
2. Evaluate the preliminary alternative designs and identify proposed phases of the master site plan (MSP).
3. Prepare a written evaluation of each alternative highlighting both the positive and negative points, and through community discussions and public participation determine which solution, or combination of ideas from the alternatives, offers the best compromise. Consideration must be given not only to what facilities and uses the community desires, but also to site limitations, applicable laws and regulations, the need to balance habitat protection with recreation, and accepted good design practices and standards. Determine whether use of alternate or non-conventional design and material can reduce the impact of the proposed facilities on the environment and reduce the use of natural resources.
4. Prepare a draft of the final MSP.

5. Once the alternatives have been evaluated and the draft of the final SDD has been prepared, it should be presented at a public meeting for final comment. The SDD should be a to-scale, graphic rendering of the final solution. Show all proposed areas, facilities, and support facilities, along with the existing areas and facilities identified in section C.1., on this final SDD in proper orientation, size and shape. Upon approval by appropriate agencies, (Local, County and State agencies, etc.), the consultant will be instructed to prepare the final products as described in section M below.

#### G. DESIGN COST ESTIMATES

1. Development (construction) costs - Provide by phase, a current detailed estimate for the development of the proposed areas and facilities. The cost estimate should include the following: engineering and other professional services cost; site-preparation, construction and materials cost; project administration cost; and a contingency of at least 10% of the construction cost estimate.
2. Phased capital development program - Develop a phased and prioritized, multi-year capital development program. Explain the strategy for the phasing, identify which areas and facilities will be developed in which years, and provide the costs associated with each phase. Implementation strategies to financing this capital plan should also be addressed (bonds, grants, fund-raising, etc.).
3. Funding sources - The Town anticipates seeking grant funding for the nature preserve. Indicate grantors and grant programs that may be sources of funds.

#### H. MAINTENANCE, OPERATING COSTS, AND REVENUE

The purpose of this work element is to estimate an annual cost of operating and maintaining the site and associated facilities based on the development of the site as determined by the MSP. Calculate an annual budget estimate for each of the cost and revenue items identified below. Justification of the analysis should also be included in the narrative report.

1. Describe and analyze existing level of operation and maintenance personnel including paid staff and volunteers.
2. Maintenance and Operating Costs:
  - a. Determine whether the life cycle cost of the facility(s) can be lowered by using alternative sustainable design and construction materials and practices.
  - b. List and discuss various materials that could be used to lower long-term maintenance costs.
  - c. Administration (e.g. insurance, office supplies, phone, internet server, public relations, rentals, training, etc.)
  - d. Personnel (Include a list of employment positions, number of employees in each position, estimated salaries or wages by position, fringe benefits, estimated overtime cost, temporary employment, etc.)
  - e. Maintenance equipment needed to maintain site and facilities

- f. Supplies and materials (e.g., custodial supplies, motor vehicle fuel and supplies, tools and mechanical supplies, utilities, equipment rental, etc.)
- g. Programming costs (include a general description and numbers of anticipated programs)
- h. Contracted services cost for operation and maintenance (indicate the type of services anticipated)
- i. Annual capital outlay for major equipment
- j. Debt Service (to the extent that long term financing is anticipated to fund the proposed site improvements and major equipment purchased)

#### I. SECURITY AND SAFETY ANALYSIS

The purpose of this work element is to evaluate and make recommendations regarding the safety, security, and risk management of the proposed new or rehabilitated existing sites.

1. Interview local government officials and public safety officials regarding site safety and security for related policies.
2. Discuss risk management and safety issues related to the site.
3. Analyze and evaluate site security issues.
4. Provide recommendations for the safety and security of visitors
  - a. Protection of site property, natural resources, critical habitat and species of special concern
  - b. Risk management options
5. Provide recommendations for the safety and security of the preserve including:
  - a. Design and construction alternative
  - b. Policing and patrolling methods
  - c. Maintenance issues
  - d. Safety signage
  - e. Insurance coverage



6. Develop a multi-faceted safety and security program for the park including:
  - a. A safety policy
  - b. A process for routine inspections and hazard abatement
  - c. A program to assist employees and visitors in reporting hazards
  - d. Emergency procedures
  - e. An accident reporting system
  - f. An information management system for site safety and security

#### J. PLAN NARRATIVE REPORT ORGANIZATION

Present all aspects of the planning process and the final MSP (i.e., all work elements set forth in A through I above) in a narrative planning report that includes the following items organized as follows:

1. Summary of the public participation process (work element A)
2. Summary of background information and data (work element B)
3. Site information and Analysis (work element C)
4. Activities and Facilities analysis (work element D)
5. Summary discussion of important design considerations (work element E)
6. Brief description of the alternative plans presented, summary of the public discussion on the alternative plans and a description of the final Plan proposal including rationale for the uses and facilities proposed (work element F)
7. Presentation of itemized cost estimates, phased capital development, and narrative rationale for phasing (work element G)
8. Maintenance, Operating Costs and Revenue (work element H)
9. Security and Safety Analysis (work element I)
10. Discussion of the other considerations and recommendations that the community should be aware of in proceeding to construct the improvements proposed by the MSP.

#### K. BASE MAP AND SITE DEVELOPMENT DRAWING (S) (SDD)

1. Base Map – As a foundation for the final SDD, prepare an existing conditions map of the site in accordance with the following specifications and information. (Note: It is recommended that this map be prepared early in the planning process so that it can be used as a tool in the early discussions with the study committee.)
  - a. Scale: Provide the SDD at as large a scale as possible to allow for detail.



Suggested scale ranges for the project site:

15 to 75 acres = 30-60 scale drawings (NEP is 59.67 acres)

b. Show the following items and information on the map:

1. Acreage of site
  2. Boundaries of existing riparian buffers
  3. Boundary lines of adjacent property parcels where they intersect with the project site. These lines should be shown to the extent that they provide information regarding density of surrounding lands, points of change in use of adjacent properties, and points of access to the site
  4. Circulation patterns, if they exist
  5. Soils, plants, hydrology, and slopes
  6. Existing and planned uses of surrounding property (e.g., single family residential, multi-family residential, commercial, industrial, undeveloped natural areas)
  7. Existing structures and facilities including utility installations and storm water facilities
  8. Flood plains (delineate floodway and 100-year flood level)
  9. General location and type of easements, right-of-ways, and deed restrictions on the site
  10. Graphic Scale, North Arrow, Date, Legend
  11. Interim name of the preserve
  12. Name of municipality – Town of North East
  13. Natural and man-made barriers
  14. Seal of designing landscape architect, architect, or engineer registered in the State of Maryland
  15. Site boundaries with metes and bounds
  16. Site control structures (fences, retaining walls, bollards, gates)
  17. Site zoning and zoning of surrounding properties
  18. Topography (two to ten foot contours)
  19. Vegetation (existing trees and forested areas, meadows, gardens, landscaped plants)
  20. Water features and quality level (streams, rivers, ponds, lakes)
  21. Wetlands and vernal ponds, if any (identify any on or immediately adjacent to site)
  22. Other site features that may impact, or be impacted by, the use and development of the site
2. Site Development Drawing(s) (SDD) - a drawing (map) of the site must be prepared reflecting the final proposed long-term, full development of the site. Building on the foundation of the base map/existing conditions map, add the following specifications and information to the final SDD:
- a. Provide a multi-colored drawing/map to the grantee (see M. 2. below)

- b. The scale of the SDD shall be the same as the Base Map
- c. All features, uses, and structures proposed for the site must be drawn to scale and identified by name and/or description and shown in their exact proposed location. (Include all existing features, uses and structures that are to remain on the site as part of the planned use and development of the preserve.)
- d. Clearly identify all roadways, driveways, trails, and walkways and describe proposed type of surfacing
- e. Show the following items on the SDD:
  - 1. All uses, facilities, and structures, including utilities and storm water structures proposed for the site
  - 2. Benches (if applicable) including ADA compliance (back supports, arms, bump-out seating, etc.)
  - 3. Circulation patterns (proposed access roads service drives, parking, trails, ramps, paths, and bridges) indicating ADA compliance
  - 4. Structures and facilities that are proposed or will remain on the site
  - 5. Boundaries of proposed riparian buffers
  - 6. Vegetation (proposed trees, meadows, gardens, landscaped plants)
  - 7. Notations and legends necessary to fully explain the size, type, and location of any existing or proposed use, feature, or facility

L. WORK TO BE PERFORMED AND INFORMATION TO BE PROVIDED BY THE TOWN OF NORTH EAST

- 1. Project Coordination and Public Participation - (e.g., organize and send notices about meetings, arrange and set up meeting rooms, advertise and promote public meetings, arrange and coordinate key person interviews and other meetings)
- 2. Background information - (e.g., community descriptions and statistics, park or open space system information, research, and previous planning and community survey information)
- 3. Site Information - (e.g., previous site survey and inventory work; existing base mapping; site boundary description, copy of deed, deed restrictions, etc.; easements and right-of-ways; zoning map; future land use map, existing utility information, and mapping)

M. FINAL PRODUCTS

- 1. Narrative Report - This must be a written and bound report that is organized and includes all of the items specified in in section I., above with each section clearly labeled.
- 2. Site Development Drawing(s) (Maps) - Prepare one full-scale SDD and provide to the Town. Develop map and final SDD in digital format and provide an electronic version to the grantee. Provide the following:
  - 15 bound copies of the Narrative Report
  - 3 printed full-scale final SDD

- 1 printed full-scale final SDD for the Town
- 1 electronic copy of the Narrative Report in PDF format, including full-scale SDD for the Town
- 1 electronic copy of the Narrative Report in .doc format including full-scale SDD for the Town
- 2 DVDs of the entire file

#### SECTION 4. CONSULTANT QUALIFICATIONS

The consultant or consulting team must possess and meet the following qualifications and requirements:

1. Have documented experience developing and implementing public participation techniques, such as holding public and study committee meetings, conducting key person interviews, developing citizen surveys, etc.
2. Have demonstrated experience in the use of native plantings and appropriate materials combined with a strong regard for site and ecology to create sustainable places. A consulting team with expertise and experience in stormwater management, resource conservation, and habitat creation is required. A member of the team should have documented, prior experience conducting studies of preservation areas. This person should be the project leader and assume overall project coordination responsibilities between the grantee and the consulting team.
3. Have documented experience with the planning, design, general operation, and maintenance of nature preserves or other protected areas, meadows, trails, public recreation, and park services and facilities.
4. Have documented experience in developing and recommending to local government officials and non-profit organizations the policies and procedures related to providing nature preserves or other protected areas, as well as the management and operation of these facilities and amenities.
5. Have documented experience in setting goals, analyzing problems, generating alternative solutions, and providing recommendations and implementation strategies.
6. Have demonstrated ability to complete this project in a timely manner with respect to other o-going projects and the availability of key staff to attend important meetings at the Town of North East.

## SECTION 5. REQUIRED SUBMITTALS

A. Letter of Transmittal – Must include the following:

1. A statement demonstrating an understanding of and interest in the scope of work
2. A statement confirming that the firm meets the Consultant Qualifications in Section 4.
3. The firm's contact person and telephone number
4. Profile of Firm – Include the following:
  - a. A statement of the firm's experience in conducting work of a similar nature as that sought by this RFP; a list of projects and/or advertising brochures should be included in support of this statement.
  - b. The location of the firm's office that will perform the work
  - c. Resumes of individuals (consultants, employees) proposed to conduct the work and an organizational chart with the specific duties of each individual in relation to the work. The Town of North East requires that the project consulting team have the qualifications listed in Section 4.
  - d. References from other municipal clients of the firm with contact information
  - e. Any other information relating to the capabilities and expertise of the firm in doing comparable work

### 5. Methods and Procedures

The proposal must include a detailed description of the methods and procedures the firm will use to perform the work. Inclusion of examples of similar work is encouraged.

### 6. Work Schedule

The schedule must include time frames for each major work element, target dates for public meetings, and dates for completion of draft and final documents.

### 7. Cost

Itemize the cost for each major work element to show the following:

- a. For each person assigned to the work, the title/rank (organizational level), the hourly rate, and the number of hours to be worked.



- b. The reimbursable expenses to be claimed
- c. The itemized costs must be totaled to equal contract price. If awarded a contract, a proposer is bound by this price in performing the work. The contract price may not be exceeded unless the contract is amended to allow for additional costs.
- d. If awarded a contract, the firm may not change the staffing assigned to the project without approval by the Town of North East. Approval will not be denied if the staff member is determined by the Town of North East to be of equal ability or experience to the predecessor.
- e. The method of billing must be stated. The preferred practice of the Town of North East is to pay upon completing of the work and receipt of the required report/deliverables. However, the Town of North East will consider paying on a periodic basis as substantial portions of the work are completed. Regardless of the billing method used, 10% of the funds available under the contract will be withheld until the final product is approved by the Town of North East.

8. Contract

See Section 7 and Appendix C for the contract form.

9. Proposal Submission – submit to the following:

Town Administrator  
106 South Main Street  
North East, MD 21901

State in the left bottom corner “North East Preserve Proposal”

## SECTION 6: EVALUATION CRITERIA AND SELECTION PROCESS

### A. Technical Expertise and Experience (40 Points)

The following factors will be considered:

1. The firm's quality and depth of experience in natural preserve design or similar projects
2. The expertise and professional level of the individuals assigned to conduct the work (Strength of the project team, members and resources)
3. The clarity, completeness and quality of the proposal and the firm's demonstrated understanding of the work to be performed
4. Knowledge of County, State, and other Federal Agencies laws and regulations
5. The Project Plan and customization/innovation of project approach as it relates to the Town of North East

### B. Procedures and Methods (25 Points)

The Following factors will be considered:

1. The techniques for collecting and analyzing data
2. The sequence and relationships of major steps
3. The methods for managing the work to ensure timely and orderly completion

### C. Cost (25 Points)

The following factors will be considered:

1. The number of hours of work to be performed
2. The level of expertise of the individuals proposed to do the work
3. The overall cost and cost details

COST WILL NOT BE THE PRIMARY FACTOR IN THE SELECTION OF A CONSULTANT

### D. Oral Presentation (10 Points)

Any or all firms submitting proposals may be invited to give an oral presentation of their proposal.

## SELECTION AND SCORING PROCESS

The Town of North East will consider the firm's willingness to negotiate and execute an acceptable written agreement. The Town reserves the right to reject any, some portions of, or all proposals and supporting material and to request written clarification of any portion or section of proposals and support materials. The Town reserves the right to negotiate with more than one potential respondent after the submission of all proposals. The town also reserves the firms right-of-refusal to work with any sub-consultant proposed by the firm.

After a thorough review of the proposals by Town staff, the firms that meet the requirements outlined in this RFP will be invited to make a presentation on their qualifications and proposals

to the Town staff. Based on these interviews, the Town will recommend the firms that are the best fit for the Town and this project for approval by the Mayor and Commissioners of the Town of North East.

All proposals will be afforded fair and equal treatment with respect to any opportunity for discussion and revision. Any such revision may be permitted after submission and prior to award for the purpose of obtaining the best and final offer at the discretion of the Town. When conducting negotiations the Town will not disclose information from proposals submitted by competing firms. A selection committee will review each proposal to determine if it meets the RFP requirements.

Scoring criteria will be based on a point system as described in Section 6, A-D.

SELECTION TIMELINE

Issue Request for Proposals	02/25/2022
Pre Bid Conference (*)	03/14/2022 at 1:00 p.m. (local time)
Issue Addendum (minutes)	03/18/2022
Deadline for Questions	04/04/2022
Issue Final Addendum	04/08/2022
Submit Proposal Deadline (Date and Time)	04/11/2022 at 1:00 p.m. (local time)
Oral Presentations with Town Team	04/18/2022 - 04/29/2022
Award	05/11/2022

(\*) Attendance at the pre-bid conference is highly recommended but is not mandatory. The pre-bid conference will be a hybrid of in person and virtual.

CONTACT AND QUESTION PERIOD

For additional information concerning this RFP, any other aspect of the selection process, or the project in general, the following staff must be included on the email:

Director of Planning, Betsy Vennell (bvennell@northeastmd.org)

All communication shall be in writing only. All questions must be submitted in writing by 4:00 p.m. (local time) on April 4, 2022.

No communication will occur regarding this RFP, including requests for information, or speculation between consultants or any of their individual members and any Town elected official or Town staff other than those named above. Failure to comply with this provision may result in consultant's proposal being removed from consideration.

FINAL SELECTION PROCEDURES

After review of the proposals by the Town of North East, the Town may at its discretion, schedule interviews with one or more firms. The selected firm will receive a Professional Services Contract for signature and full execution. A Notice to Proceed will be issued to formally begin work.

SECTION 7: CONTRACT FOR PROFESSIONAL SERVICES

A proposed contract is included below for your review and as appendix C. If it is satisfactory, it should be completed, executed, and submitted with the proposal. The Town of North East reserves the right to enter into the following contract with the successful firm or to negotiate the terms of a professional or consulting services contract.

CONTRACT FOR PROFESSIONAL SERVICES

WHEREAS, the Consulting Firm desires to perform  
MASTER SITE PLAN (MSP) for NORTH EAST PRESERVE (NEP)

This Contract is made and entered into this \_\_\_\_\_ day of, \_\_\_\_\_ 2022, by and  
between the Town of North East, Cecil County, Maryland, and

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_ ("Consulting Firm").

WHEREAS, the Town of North East desires to have certain one-time professional consulting work performed for a Master Site Development Plan for the North East Preserve;

WHEREAS, the Town of North East desires to enter into a contract for this work pursuant to a Request for Proposals ("RFP") issued by the Town of North East;

WHEREAS, the Consulting Firm desires to perform the work in accordance with the proposal it submitted in response to the RFP;

WHEREAS, the Consulting Firm is equipped and staffed to perform the work;

NOW, THEREFORE, the parties, intending to be legally bound, agree as follows:

THE CONSULTING FIRM WILL:

1. Provide professional consulting services in accordance with the RFP and its proposal in response to the RFP
2. Obtain approval from the Town of North East of any changes to the staffing stated in its proposal. However, approval will not be denied if the staff replacement is determined by the Town of North East to be of equal ability or experience to the predecessor.

THE TOWN OF NORTH EAST WILL:

1. Compensate the Consulting firm based on the actual hours worked and actual reimbursable expenses for a total amount not to exceed \$\_\_\_\_\_.
2. Except as provided in item 3 below, make payment to the Consulting Firm within 30 days after receipt of a properly prepared invoice for work satisfactorily performed according to the following milestones:

Completion and Acceptance of the Site Information and Analysis	30%
Completion and Acceptance of Final Report	60%

3. Make final payment of 10% of the funds available to the Consulting Firm under this Contract within 30 days after final product approval by the Mayor and Commissioners of the Town of North East
4. Provide the Consulting Firm with reasonable access to Town of North East personnel, facilities, and information necessary to properly perform the work required under this Contract.

IT IS FURTHER AGREED THAT:

1. All copyright interests in work created under this Contract are solely and exclusively the property of the Town of North East. The work shall be considered work made for hire under copyright law; alternatively, if the work cannot be considered work made for hire, the Consulting Firm agrees to assign and, upon the creation of the work, expressly and automatically assigns, all copyright interests in the work to the Town of North East.
2. In the performance of services under this Contract, there shall be no violation of the right of privacy or infringement upon the copyright or any other proprietary right of any person or entity.

In witness thereof, the parties hereto have executed this Contract on the day and date set forth above.

WITNESS:

\_\_\_\_\_

FOR THE TOWN OF NORTH EAST

\_\_\_\_\_

TITLE: \_\_\_\_\_

WITNESS:

\_\_\_\_\_

FOR THE CONSULTING FIRM

\_\_\_\_\_

TITLE: \_\_\_\_\_



VENDOR PROPOSAL AND INSTRUCTIONS

REQUEST FOR PROPOSALS (RFP)  
MASTER SITE PLAN (MSP)  
FOR  
NORTH EAST PRESERVE (NEP)

APPENDICES

Appendix A: Insurance Requirements

Appendix B: Critical Area Commission Consistency Report

Appendix C: North East Preserve Map

Appendix D: Contract for Professional Services

Appendix E: Agreement of Jurisdiction

VENDOR PROPOSAL AND INSTRUCTIONS

REQUEST FOR PROPOSALS (RFP)  
MASTER SITE PLAN (MSP)  
FOR  
NORTH EAST PRESERVE (NEP)

APPENDIX A

Insurance Requirements

## INSURANCE REQUIREMENTS

The Town of North East shall be listed as an additional insured.

Offeror shall submit evidence of required insurance coverage on Accord25 form "Certificate of Insurance", which shall be modified to state: "All policies of insurance shown on this form will not be canceled or materially changed or renewal refused until at least thirty days' prior written notice has been given to Owner and Engineer and to each other additional insured."

The limits of liability for insurance required by the contract shall provide coverage for not less than the following amounts, or greater where required by Laws and Regulations.

Type of Coverage	Minimum Limits
Workmen's Compensation (including coverage under United States Longshoremen's and Harbor Workers Act, where applicable) and Employer's Liability	
Each Accident	\$ 100,000
Disease, Each Employee	\$ 100,000
Disease, Aggregate	\$ 500,000
Commercial General Liability, including the following	
Each Occurrence	\$1,000,000
Contractual Liability	\$1,000,000
Damage to Rented Premises (each occurrence)	\$1,000,000
Med Exp (any one person)	\$ 5,000
Personal & Adv Injury	\$1,000,000
General Aggregate	\$2,000,000
Products – Comp/OP AGG	\$2,000,000
Automobile Liability (any auto)	
Combined Single Limit (each accident)	\$1,000,000
Excess/Umbrella Liability	
Each occurrence	\$2,000,000
Aggregate	\$2,000,000
Professional Liability	\$1,000,000

If an offeror has lower underlying coverage than required above, they may provide additional minimum coverage by excess or umbrella form.

Offeror's insurance agent shall indicate on the insurance certificate or by separate letter that the limits required herein and shown on the certificate have not been reduced by an outstanding claim.

VENDOR PROPOSAL AND INSTRUCTIONS

REQUEST FOR PROPOSALS (RFP)  
MASTER SITE PLAN (MSP)  
FOR  
NORTH EAST PRESERVE (NEP)

APPENDIX B

Critical Area Commission Consistency Report

## Consistency Report for Local Government Projects

Project Name:	Jurisdiction:
Project Description:	
Local Agency proposing project:	
Contact Name and Phone Number:	
Project Location (include street address, tax map and parcel number):	
Critical Area acreage and designation:	

Project Data	
Existing forest/woodland/trees:	% of site:
Proposed clearing:	% of existing forest:
Mitigation to be provided:	
Planting location & species (also show on site plan):	
Existing lot coverage:	% of site:
Proposed new lot coverage:	
Total lot coverage:	% of site:
<b>If the % of lot coverage exceeds the permitted amount in the LDA or RCA, the project may need a Conditional Approval from the Critical Area Commission. Please contact your Commission planner for assistance.</b>	
Total Area Disturbed:	
Stormwater Management: (If site is in the IDA, the 10% worksheets must be attached. Otherwise, local stormwater requirements must be addressed.)	
Has project received local approval of SWM and sediment and erosion control plans?	
Buffer impacts?	Is project water dependent?
<b>If there are Buffer impacts proposed and the project is not water dependent, the project may need a Conditional Approval from the Critical Area Commission. Please contact your Commission planner for assistance.</b>	
<u>Other Habitat Protection Areas:</u>	
Colonial Nesting Waterbird site? Yes <input type="checkbox"/> No <input type="checkbox"/>	Waterfowl Staging Area? Yes <input type="checkbox"/> No <input type="checkbox"/>
Endangered / threatened species? Yes <input type="checkbox"/> No <input type="checkbox"/>	Forest Interior Dwelling Bird Habitat? Yes <input type="checkbox"/> No <input type="checkbox"/>
Anadromous Fish Propagation Waters? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Non-tidal Wetland Impacts? Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, MDE permit #:	
Tidal Wetland Impacts? Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, MDE permit #:	

***In accordance with COMAR 27.02.02, we hereby certify that this local agency project is consistent with the requirements of the local Critical Area Program.***

\_\_\_\_\_ (Signature)

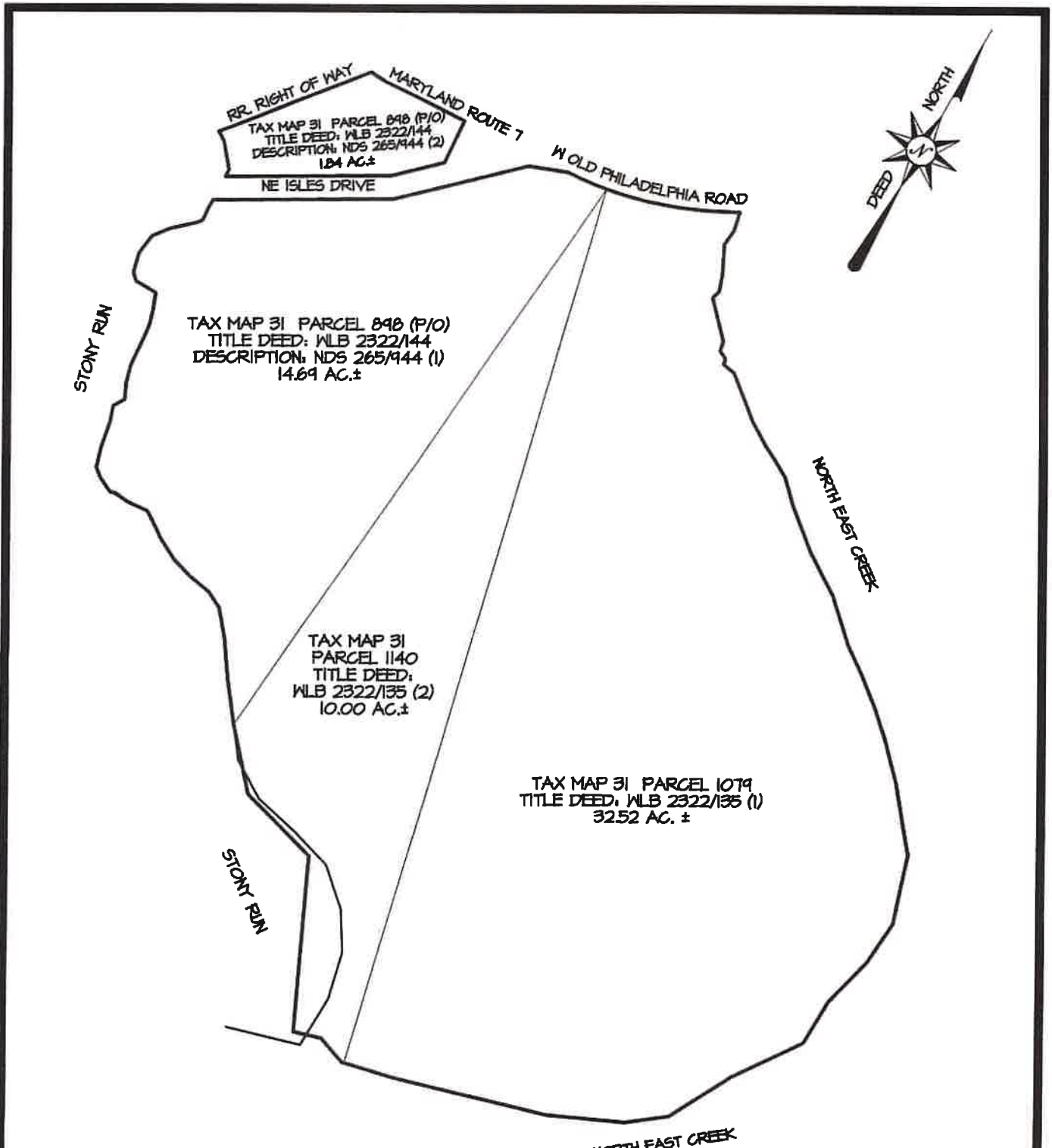


VENDOR PROPOSAL AND INSTRUCTIONS

REQUEST FOR PROPOSALS (RFP)  
MASTER SITE PLAN (MSP)  
FOR  
NORTH EAST PRESERVE (NEP)

APPENDIX C

North East Preserve Map



AREAS BASED ON SURVEY BY VANDEMARK & LYNCH, INC.

TOTAL AREA = 54.05 AC.±



**MORRIS & RITCHIE ASSOCIATES, INC.**  
 ENGINEERS, ARCHITECTS, PLANNERS, SURVEYORS & LANDSCAPE ARCHITECTS

3445-A Box Hill Corporate Center Drive  
 Abingdon, Maryland 21009  
 Phone: 410-515-9000  
 Fax: 410-515-9002

**EXHIBIT PLAT - THREE PARCELS  
 OF LAND TO BE CONVEYED TO  
 THE TOWN OF  
 NORTH EAST**  
 TOWN OF NORTH EAST  
 FIFTH ELECT. DISTRICT - CECIL COUNTY, MD.

SCALE: 1"=300'

DATE: 1/24/2020

DRAWN BY: EFK

CHECKED BY: EFK

JOB NO: 15582

VENDOR PROPOSAL AND INSTRUCTIONS

REQUEST FOR PROPOSALS (RFP)  
MASTER SITE PLAN (MSP)  
FOR  
NORTH EAST PRESERVE (NEP)

APPENDIX D

Contract for Professional Services



7. Make final payment of 10% of the funds available to the Consulting Firm under this Contract within 30 days after final product approval by the Mayor and Commissioners of the Town of North East
8. Provide the Consulting Firm with reasonable access to Town of North East personnel, facilities, and information necessary to properly perform the work required under this Contract.

IT IS FURTHER AGREED THAT:

3. All copyright interests in work created under this Contract are solely and exclusively the property of the Town of North East. The work shall be considered work made for hire under copyright law; alternatively, if the work cannot be considered work made for hire, the Consulting Firm agrees to assign and, upon the creation of the work, expressly and automatically assigns, all copyright interests in the work to the Town of North East.
4. In the performance of services under this Contract, there shall be no violation of the right of privacy or infringement upon the copyright or any other proprietary right of any person or entity.

In witness thereof, the parties hereto have executed this Contract on the day and date set forth above.

WITNESS:

\_\_\_\_\_

FOR THE TOWN OF NORTH EAST

\_\_\_\_\_

TITLE: \_\_\_\_\_

WITNESS:

\_\_\_\_\_

FOR THE CONSULTING FIRM

\_\_\_\_\_

TITLE: \_\_\_\_\_

VENDOR PROPOSAL AND INSTRUCTIONS

REQUEST FOR PROPOSALS (RFP)  
MASTER SITE PLAN (MSP)  
FOR  
NORTH EAST PRESERVE (NEP)

APPENDIX E

Agreement of Jurisdiction





**TOWN OF NORTH EAST**  
Department of Finance & Administration  
106 South Main Street, North East, MD 21901

Agreement of Jurisdiction

Governing Law; Consent to Jurisdiction. This procurement shall be governed by the laws of the State of Maryland, and the parties submit to the jurisdiction of the courts of the State of Maryland. This agreement may not be modified except in writing executed by the parties.

VENDOR NAME: \_\_\_\_\_

REPRESENTATIVE: \_\_\_\_\_

TITLE: \_\_\_\_\_

VENDOR TAX ID: \_\_\_\_\_

VENDOR ADDRESS: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

VENDOR TELEPHONE: \_\_\_\_\_

AUTHORIZED SIGNATURE: \_\_\_\_\_

DEPARTMENT REQUESTING JURISDICTION AGREEMENT: \_\_\_\_\_

\_\_\_\_\_

Return completed document to: [finance@northeastmd.org](mailto:finance@northeastmd.org) or fax to 410-287-8267