

Request for Qualifications Architectural/Engineering Team Professional Services

KENT COUNTY, MARYLAND

Kent County is seeking proposals from qualified and experienced Architectural/Engineering Firms for the purpose of obtaining a qualified team for Professional Services to perform work on various capital projects where there is a need for architectural and engineering support to perform services including but not limited to design, construction management, and GIS mapping.

A copy of the Request for Qualifications (RFQ) can be obtained by downloading the document from the County website (https://www.kentcounty.com/government/request_for_proposal). Firms intending to submit proposals are responsible for checking this website for addenda prior to submitting their Proposal. It is the sole responsibility of the respondent to ensure the completeness and accuracy of the completed submission.

Questions are due no later than October 30, 2025 at 12:00 p.m. (local time). No further questions will be accepted after this date. All questions shall be emailed to Jessica Conner, Procurement Manager, at jconner@kentgov.org.

Submissions are due in the Office of the Department of Public Works at 709 Morgnec Road, Chestertown, MD 21620 on November 13, 2025 at 10:00 a.m. (local time), at which time and place they will be publicly opened, and only the names of the Firms read aloud. Late submissions will not be accepted and will be returned unopened.

SECTION I. INTRODUCTION

1. BACKGROUND

Kent County, Maryland (the "County") is located on the Upper Eastern Shore. The County is largely composed of agricultural, recreational and residential land uses. The County has an area of 413 square miles and a population of 19,557 residents living in 10,433 households. The County's largest Town is Chestertown followed by the Towns of Rock Hall, Galena, Betterton and Millington.

The County is governed by a three-person Commission and managed by a full time Administrator. The Department of Public Works is responsible for managing capital improvement projects including roads, buildings, parks, public landings, water and wastewater facilities. The Procurement Manager is designated for the purposes of this RFQ as the Director of Purchasing.

2. PURPOSE

The County is seeking proposals from qualified and experienced Architectural and Engineering firms for the purpose of obtaining a qualified team for Professional Services, hereinafter called the "Project".

3. QUESTIONS AND INQUIRIES

A. A copy of the Request for Qualifications can be obtained by downloading the document from the County website https://www.kentcounty.com/government/request_for_proposal. Firms intending to submit proposals are responsible for checking this website for addenda prior to submitting their proposal. It is the sole responsibility of the respondent to ensure the completeness and accuracy of the completed submission.

B. Questions are due no later than October 30, 2025 at 12:00 p.m. (local time). No further questions will be accepted after this date. All questions shall be emailed to Jessica Conner, Procurement Manager, at jconner@kentgov.org.

SECTION II. SUBMISSION OF PROPOSAL

1. PREPARATION OF PROPOSAL DOCUMENTS

A. Submit one unbound original and two (2) bound copies of the completed Proposal Documents. Provide one electronic copy in PDF format on USB portable electronic memory. Electronic copies shall be submitted in portable document format (pdf) or image file formats. Documents must be capable of being opened, read, and disseminated to accommodate the solicitation process. If electronic copies are submitted in multiple documents, the documents must be numbered in compilation order to mirror hard copy submittals. Document must be printable on 8 ½ by 11 inch paper.

B. Proposals should be tab-sequenced as follows: (1) Cover letter, (2) Respondent Background, (3) Qualifications and Experience, (4) Organizational Chart and Resumes, (5)

References and (6) Rates and Expenses.

C. Respondents must supply all information and submittals required by the Proposal Documents to constitute a proper and responsible completed Proposal Document package.

D. Any ambiguity in the Proposal Documents as a result of omission, error, lack of clarity, instructions will be construed in the light most favorable to the County.

E. The County is not liable for any costs incurred by the Respondent for the preparation of a proposal submitted in response to this RFQ, for conducting any presentations to the County, or any other activities related to responding to this RFQ.

2. SUBMISSION OF PROPOSAL DOCUMENTS

A. All copies of the Proposal Documents and any other documents required to be submitted with the Proposal Documents will be enclosed in a sealed envelope. The envelope will be addressed to the DIRECTOR OF PURCHASING and will be identified with the words "**Architectural/Engineering Team Proposal Submittal**" and the Respondent's name and address. If the Proposals are sent by mail, the sealed envelope will be enclosed in a separate mailing envelope with the notation "**Sealed Proposal Documents Enclosed**" on the face thereof.

B. Proposal Documents will be deposited at the designated location prior to the time and date for receipt of Proposal Documents as indicated in the Advertisement or Request for Qualifications, or any extension made by Addendum. Proposal Documents received after the time and date for receipt will be returned unopened.

C. The County will not be responsible for any Proposal Document delayed in the postal or other delivery service nor any late Proposal Document received after the submission date.

3. ADDENDUM

A. No oral statements of any person will modify or otherwise affect or interpret the meaning of this Request for Proposal.

B. Any and all interpretations, corrections, revisions, and amendments as determined necessary by the County will be issued by the County in the form of written addenda posted to the County website.

C. All addenda will be issued so as to be posted at least five (5) days prior to the time set for receipt of Proposal Documents.

4. OPENING OF PROPOSAL DOCUMENTS

Proposal Documents received on time will be opened publicly and only the Respondent's names will be read aloud for the record.

5. ECONOMY OF PROPOSAL

Proposal Documents shall be prepared simply and economically, providing straightforward and concise description of the Respondent's capabilities to satisfy the requirements of the Request for Qualifications. Emphasis should be on completeness and clarity of content.

6. PROPRIETARY INFORMATION OR TRADE SECRETS

The Respondent may invoke proprietary information or trade secret protection for submission of any data/material by (1) identifying the data/material in a written description, and (2) clearly marking the data/material as proprietary. The County reserves the right to ask for additional clarification prior to establishing protection.

7. OWNERSHIP OF MATERIALS

Ownership of all material and documentation originated and prepared pursuant to the Proposal Documents will belong exclusively to the County and is subject to public inspection in accordance with the Public Information Act to the extent allowed by law. Trade secrets or proprietary information submitted by a Respondent in connection with a procurement transaction will not be subject to disclosure under the Public Information Act. However, the Respondent must invoke the protections of this section and be in accordance with Section II.6.

SECTION III. EVALUATION AND REVIEW OF PROPOSAL

1. PROJECT DESCRIPTION

A. The County is seeking proposals from qualified and experienced Architectural and Engineering (A/E) firms for the purpose of obtaining a qualified A/E team for Professional Services.

B. The contract award will establish rates for an Indefinite Delivery Indefinite Quantity (IDIQ). The IDIQ contracts will serve as a master agreement with no monetary value. Because of the indefinite nature of the need for services, there is no guarantee of project assignment to the firms selected. Contracted firms may be utilized for one or more assignments as projects become available.

C. This RFQ is generally intended for small contracts under \$100,000 being considered for immediate evaluation in a time-sensitive manner. Larger contracts may require an individualized Request for Qualification/Proposal with a more extensive scope of work.

D. It is the County's intention to award this RFQ to be able to retain the services of the most qualified professionals for the size and type of projects contemplated.

E. The County may choose to contract with multiple firms if it is in the best interest of the County in order to obtain the most qualified consultants for the various tasks.

F. All vendors shall provide experience in a variety of project types including new construction and renovation of existing facilities.

2. SCOPE OF WORK

- A. Specific tasks under this scope of work include but are not limited to:
- 1). Architectural design and project programming, including landscape architecture and public park design, and Architects with experience in new construction, renovations, planning, and interfacing new construction with existing facilities.
 - 2). Civil, site, stormwater, roads, marine engineering, and bridge design.
 - 3). Water and wastewater engineering including infiltration/inflow investigation and remediation, system mapping, pump station evaluation, and pressure sewer design.
 - 4). Mechanical, Electrical, Plumbing, Structural Engineering, and Geotechnical Services.
 - 5). Feasibility studies, site studies or conditional analyses leading to preparation of site plans, facility layouts, and conceptual designs.
 - 6). Design, permit submittals, bid assistance, construction administration, and inspection. Preparing bid packages suitable for obtaining quotes for public bidding. Preparing cost estimates.
 - 7). Grant writing and administration.
 - 8). Geographic Information System (GIS) mapping.
 - 9). Owner's representation on projects. Vendors should highlight all of their specific expertise within their proposal.
- B. Examples of projects in the FY26 budget and utilization of funding from the American Rescue Plan Act and Local Parks and Playground Infrastructure Grants that may fall under this RFQ include but are not limited to:
- 1). Sharptown Drop-Off Bulkhead Repair
 - 2). Nicholson Landfill Scale Replacement
 - 3). Chestertown Library Roof Replacement
 - 4). Still Pond Park Development
 - 5). Toal Park Improvements
 - 6). Worton Park Improvements
 - 7). Edesville Sewer System Reconstruction
 - 8). Tolchester Pump Station Replacement
 - 9). Tolchester Water and Sewer GIS Mapping
 - 10). Bogles Wharf Bulkhead and Pier Improvements

3. CONTRACTS

- A. A written award by the County to the successful Vendors in the form of a Purchase Order or other written contract document will result in a binding contract without further action by either party.
- B. Specific fees and detailed scope of works will be negotiated with the selected Vendors for specific projects.
- C. If in the event the County and Architectural/Engineering Firms are unable to agree on a contractual scope of work, fee, and terms and conditions, the County shall have the right to end negotiations and select an alternate qualified Consultant to negotiate a contract.

D. The County reserves the right to engage in individual discussions and interviews with those Vendors deemed fully qualified, responsible, suitable, and professionally competent to provide the required services should the project size warrant it. Vendors will be encouraged to elaborate on their qualifications, performance data, and staff expertise. Proprietary information from competing Vendors will not be disclosed to the public or to competitors.

E. The County reserves the right to renew the contract for professional services with the same prices, terms, and conditions as the original contract for four (4) one-year terms on an annual basis, contingent upon mutual agreement between the County and the Vendor.

F. The contract is not assignable by the Vendor without the express written permission of the County.

G. The successful Vendors agree to retain all books, records, and other documents relative to the awarded contract for five (5) years after final payment, or until audited. The County, its authorized agents, and/or State or Federal auditors shall have full access to and the right to examine any of said materials during said period.

4. ACCEPTANCE OR REJECTION OF PROPOSAL DOCUMENTS

A. The County Commissioners, in their sole determination and in the best interest of the County, will select a Respondent that is the most qualified and responsive in complying with the provisions of the Proposal Documents. The County reserves the right to reject the Proposal Documents of any Respondent who has previously failed to perform properly in any way or complete on time contracts of a similar nature.

B. In determining a Respondent's Proposal, the County may consider the following:

- 1). Ability, capacity, and skill to provide the services;
- 2). Character, integrity, reputation, experience, and efficiency;
- 3). Quality of past performance on previous or existing projects and other evidence of performance ability;
- 4). Previous and existing compliance with laws and ordinances relating to contracts with the County and/or other entities and to the Respondent's employment practices;
- 5). Statement of current workload and capacity;
- 6). Familiarity with the type of work being proposed and ability to identify solutions and alternatives that will benefit the project;
- 7). The Respondent, if requested, will be prepared to supply evidence of its qualifications, listed above, and its capacity to perform the Services; such evidence to be supplied within a specified time and to the satisfaction of the County.

C. In determining a Respondent's Responsiveness, the County will consider whether the Proposal Documents conform in all material respects to the Request for Qualifications.

5. KEY PERSONNEL

A. The Proposal Document shall specifically name the key personnel that will be the designated representative of the Respondent in doing business with the County. This person shall be actively involved in meeting attendance, promptly responding to requests by the

County and providing oversight of projects and invoicing.

B. The designated representative shall be an active licensed professional architect or engineer registered in the State of Maryland.

C. Provide a statement of qualifications specifically for the designated representative of the Respondent.

6. EXPERIENCE, STAFFING AND QUALIFICATIONS

A. Provide a brief statement describing the Respondent's background, history, resources, and/or track record.

B. Provide an organizational chart of the organization to clearly show the interrelationship of management and key personnel who will be responsible for the delivery of the Services to be provided to the County.

C. Identify and provide a statement of qualifications for all project team members who will be assigned to this Project, including those responsible for "hands-on" Services, as well as those assigned for supervision, oversight, and other responsibilities.

D. Identify any Subcontractor services that the Respondent will need to utilize to perform the feasibility study work for the County.

7. RATES AND CHARGES

A. Provide an hourly rate sheet for staffing by position.

B. Provide the hourly billable rate to be charged for the Respondent's designated representative.

C. Provide a list of expense unit charges for consulting services including mileage charges, CADD, GIS, phone, copying, and publication that would be expected to be charged to the County for work performed.

8. OTHER REQUIREMENTS

A. Provide the geographic location of the Respondent's office relative to the County's location. The Respondent should include the complete address of the office proposed to handle the work.

B. Identify any conflicts of interest both existing and potential for the Respondent performing work for the County.

C. The selected Respondent will be subject to, and must comply with, the provisions of all applicable state and federal anti-discrimination laws.

D. The selected Respondent will not discriminate against any employee or applicant for employment or any member of the public because of race, color, creed, religion, national

origin, sex, sexual preference, disability, marital status, age; or otherwise commit an unfair employment practice.

9. REFERENCES

Provide a minimum of five (5) references for services provided similar in nature and size to those described herein.

10. INTERVIEWS

The County reserves the right to engage in interviews with a shortlist of those Respondents initially deemed fully qualified, responsible, suitable, and professionally competent to provide the required services. Respondents will be encouraged to elaborate on their qualifications, experience, capabilities, and staff expertise. Proprietary information from competing Respondents will not be disclosed to the public or to competitors.

11. EVALUATION

A. An Evaluation Committee of the County will be responsible for recommending to the County Commissioners a selection of the most highly ranked responsive and responsible Respondent. A shortlist of Respondents with the highest ranked submittals may be asked to make a detailed presentation of their product/service to the County.

B. All Respondents are advised that in the event of a receipt of adequate number of Proposal Documents, which, in the opinion of the Evaluation Committee, require no further clarification and/or supplementary information, such Proposal documents may be evaluated without further discussion. Hence, Proposal documents should be initially submitted on the most complete and favorable terms which Respondents are capable of offering the County. Proposal Documents will be evaluated using the following criteria:

WEIGHTING FACTOR	CRITERION
30%	Expertise, experiences, and qualifications of the Consultant Team as related to the Scope of Work (SOW), including Team member experience.
20%	Expertise and experience working with municipal governments and municipal projects with emphasis on projects similar in scope to those listed in Section III.2.
20%	Performance on all projects within the last five years, including but not limited to: project success and thoroughness; relevance of projects to SOW contained in the proposal documents; ability to meet deadlines; effective communication skills and representation; and completeness of submittals.
25%	Billable Rates.
5%	Geographic location of the Respondent relative to the location of the County, and familiarity with the Respondent's ability to respond to routine, daily-type requests.

C. As indicated above, each Respondent is required to demonstrate, within their proposal, their Consultant Team's specialties and qualifications that specifically address the Scope of Work (Section III.2.) detailed in this RFQ.

D. Each Respondent will be rated for each criterion on a scale of zero to four as described below:

Unacceptable	0
Poor	1
Fair	2
Good	3
Superior	4

E. A Respondent's final grade will be the sum of each criterion's rating multiplied by the weighting factor listed above.

F. Multiple Vendors may be awarded this contract if it is in the best interest of the County.

END OF SECTION

FORM OF PROPOSAL

Date: _____

To Whom It May Concern:

We hereby submit our Proposal Documents for "Architectural/Engineering (A/E) Team Professional Services" as indicated in the Proposal Documents.

Having carefully examined the Proposal Document and having received clarification on all items of conflict or upon which any doubt arose, the undersigned hereby requests consideration of our Vendor for award of the referenced Contract.

Hourly Billing Rates are inclusive and shall include overhead and profit. Project related expenses will be negotiated for each specific task order on a task-by-task basis.

CONSULTANT KEY TEAM MEMBER	HOURLY BILLING RATE
	\$ /Hr.
	\$ /Hr.
	\$ /Hr.
	\$ /Hr.
	\$ /Hr.
	\$ /Hr.
	\$ /Hr.
	\$ /Hr.
	\$ /Hr.
	\$ /Hr.

Provide additional sheets as necessary for office expense rates such a copying, travel, etc.

Printed Name

Signature

Name of Company

Address

City, State Zip Code

REFERENCES

List five (5) references for projects successfully completed in the last five (5) years. References should also include the local government contact in each project referenced as well as other key organizations which are familiar with this project.

Type of Project:	
Company Name:	
Address:	
City, State, Zip Code:	
Contact Person:	
Phone Number:	
Dates of Service:	
Date of Project Completion:	
Local Govt. Project Contact:	
Key Organization Contact:	

Type of Project:	
Company Name:	
Address:	
City, State, Zip Code:	
Contact Person:	
Phone Number:	
Dates of Service:	
Date of Project Completion:	
Local Govt. Project Contact:	
Key Organization Contact:	

Type of Project:	
Company Name:	
Address:	
City, State, Zip Code:	
Contact Person:	
Phone Number:	
Dates of Service:	
Date of Project Completion:	
Local Govt. Project Contact:	
Key Organization Contact:	

Type of Project:	
Company Name:	
Address:	
City, State, Zip Code:	
Contact Person:	
Phone Number:	
Dates of Service:	
Date of Project Completion:	
Local Govt. Project Contact:	
Key Organization Contact:	

Type of Project:	
Company Name:	
Address:	
City, State, Zip Code:	
Contact Person:	
Phone Number:	
Dates of Service:	
Date of Project Completion:	
Local Govt. Project Contact:	
Key Organization Contact:	

EXCEPTIONS AND ADDENDA

The undersigned hereby certifies that, except as listed below, or on separate sheets attached hereto, the enclosed Proposal Document covers all items as specified.

EXCEPTIONS:

(If none, write NONE) _____

THE VENDOR HEREBY ACKNOWLEDGES RECEIPT OF THE FOLLOWING ADDENDA

Number/Date/Initials

Print Name

Signature

AFFIDAVIT OF QUALIFICATION TO BID

I HEREBY AFFIRM THAT

1. I am the (Title) _____ and
the duly authorized representative of the firm of (Name of Corporation)
_____ whose address is _____
and that I possess the legal authority to make this affidavit on behalf of myself and the firm for
which I am acting.

Except as described in paragraph 3 below, neither I nor the above firm, nor to the best of my knowledge, any of its officers, directors, or partners, or any of its employees directly involved in obtaining contracts with the State of any county, bi-county, or multi-county agency, or subdivision of the State, have been convicted of, or have pleaded no contender to a charge of, or having during the course of an official investigation or other proceeding, admitted in writing or under oath, acts or omissions which constitute bribery, attempted bribery, or conspiracy to bribe under the provisions of Criminal Law Article of the Annotated Code of Maryland, or under the laws of any state or the Federal government.

2. (State "none", or as appropriate, list any conviction, plea, or admission described in paragraph 2 above, with the data: court, position with the firm, and the sentence or disposition, if any) _____

I acknowledge that this affidavit is to be furnished to the County Attorney for the County Commissioners of Kent County, and where appropriate, to others. I acknowledge that, if the representations set forth in this affidavit are not true and correct, the County Commissioners of Kent County may terminate any contract awarded and take any other appropriate action. I further acknowledge that I am executing this affidavit in compliance with Section 16D of Article 78A of the Annotated Code of Maryland, which provides that certain persons who have been convicted of, or have admitted to bribery, attempted bribery, or conspiracy to bribe may be disqualified, either by operation of law or after hearing, from entering into contracts with the State or any of its agencies or subdivisions.

I do solemnly declare and affirm under the penalties of perjury that the contents of this affidavit are true and correct.

Signature: _____

Date: _____

NON-COLLUSION CERTIFICATE

I HEREBY CERTIFY I am the _____
(Title)

and the duly authorized representative of the firm of _____

whose address is _____

AND THAT NEITHER I, nor to the best of my knowledge, information, and belief, the above firm, nor any of its other representatives I here represent, have:

- a. Agreed, conspired, connived, or colluded to produce a deceptive show of competition in the compilation of the bid, or offer being submitted herewith.
- b. Not in any manner, directly or indirectly, entered into any agreement, participated in any collusion to fix the bid price or price proposal of the bidder, or offer of herein or any competitor, or otherwise taken into action in restraint of free competition bidding in connection with the Contract for which the within bid or offer is submitted.

In making this affidavit, I represent that I have personal knowledge of the matters and facts herein stated.

Date

Signature

Printed Name or Typed