



## **REQUEST FOR PROPOSALS**

Architecture/Engineering Services for Trail Design of  
“River Park at Canal Place”

for

Canal Place Preservation and Development Authority

Western Maryland Railway Station

13 Canal Street, Suite 301

Cumberland, Maryland 21502

Office: (301) 724-3655

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Email: [deidra.ritchie@maryland.gov](mailto:deidra.ritchie@maryland.gov)

WARNING: A prospective offeror who has received this document from a source other than the Issuing Office should immediately contact the Issuing Office and provide that office with the prospective offeror’s name and mailing address so that amendments to this Request for Proposals or other communications can be sent to the prospective offeror. Failure to contact the Issuing Office may result in non-receipt of important information.

ISSUED DATE: \_\_\_\_\_

TO: \_\_\_\_\_ Prospective Offeror

## **SECTION I - GENERAL DESCRIPTION**

### **A. Project Overview**

The Canal Place Preservation and Development Authority (CPPDA) invites proposals from qualified design consultants to provide architectural and engineering design services (“AE Services”) and obtain all necessary federal, State and local permits for a proposed trail to be part of the River Park at Canal Place (“River Park”) and trail connections. The River Park is a multi-jurisdictional effort to create landside trails, a whitewater park, and associated streamside amenities in and along the North Branch of the Potomac River that runs by the City of Cumberland, from an estimated 0.25 miles upstream of the Potomac Industrial Dam (may also be referred to as Cumberland Dam) to an estimated 1.50 miles downstream from the Potomac Industrial Dam. The project area runs parallel to the Chesapeake and Ohio Canal (C&O Canal) Towpath which in Cumberland is along the left descending bank of the river and along the U.S. Army Corps of Engineers (USACE) Cumberland, Maryland, and Ridgeley, West Virginia, Federal Flood Risk Management Project control structures.

Trails are an important aspect of the River Park, and there are opportunities for on-grade paths both upstream and downstream of Cumberland on both the Maryland and West Virginia sides of the river. While it is anticipated that a Maryland/West Virginia patch will be created to connect the trails, this RFP will be for designing the trails on the Maryland side only. The trails have multiple destinations downstream and connect to the Towpath, a wetland boardwalk trail system, a trestle over the Potomac River, and a tunnel. These trails will eventually provide full loops in Maryland and West Virginia, creating a Greater Cumberland trail network within the River Park. The paved trail adjacent to the river heads downstream for approximately 0.6 miles where it splits to connect to the Towpath and existing wetland area. This RFP is for the trails proposed in Maryland.

The future River Park project will include removal of the Cumberland Industrial Dam and the development, construction, and landscaping of family friendly whitewater features. Dam removal and the construction and landscaping of the whitewater features are not part of this RFP and will be performed under a future and separate contract.

### **B. Purpose**

The CPPDA, in collaboration with the City of Cumberland and other local stakeholders, is issuing this Request for Proposal (RFP) to select a consulting team (the “Consultant”) to provide surveying, engineering, and design services, prepare complete contract documents, and obtain all necessary federal, State, and local permits for the shared-use trail. The CPPDA anticipates that it will award one contract to cover these design services. The Offeror shall provide the construction package consisting of Plans, Specifications & Estimate (PS&E) based on the final design with all required permit approvals, as well as provide an Invitation for Bids (IFB) procurement document. No minimum amount of work or compensation is guaranteed under this Contract.

**C. Issuing Office**

Canal Place Preservation and Development Authority  
Western Maryland Railway Station  
13 Canal Street, Suite 301  
Cumberland, Maryland 21502  
Office: (301) 724-3655  
Fax: (301) 724-3659  
Email: [deidra.ritchie@maryland.gov](mailto:deidra.ritchie@maryland.gov)  
Attention: Deidra Ritchie, Executive Director CPPDA

**D. Pre-proposal Questions**

For additional information, prospective offerors may contact Ms. Deidra Ritchie, Executive Director CPPDA, in writing only, at the email address provided in paragraph C above.

Pre-Bid Meeting – A pre-bid meeting will be held on site, with a tour of the various areas. Attendance at the pre-bid meeting will be mandatory for prospective offerors. **The pre-bid meeting will be held January 29, 2025, at 1pm.** The meeting will begin in Room 304 of Canal Place’s Western Maryland Railway Station. Weather permitting a tour of the site/work area could occur.

**E. Addendum and Amendment to RFP**

If it becomes necessary to revise or amend any part of this RFP, the CPPDA Executive Director will furnish a notice of revision to all prospective offerors who are registered with the CPPDA as having received this RFP. Those prospective offerors who have not received this RFP directly from the CPPDA should register as a recipient by contacting Deidra Ritchie, Executive Director, in writing, at the email address listed in paragraph C above. **RECEIPT OF AMENDMENTS MUST BE ACKNOWLEDGED IN WRITING BY PROSPECTIVE OFFERORS.**

**F. Closing Date**

To receive consideration, an offeror’s proposal must be received by the CPPDA Executive Director at the Issuing Office no later than 12:00 p.m. local time, on **February 19, 2025**, (the “closing date”). The acceptable method of submitting a proposal is five hard copies and transmitting a single copy in PDF format via electronic mail. Proposals, modifications to proposals, or withdrawals of proposals arriving after the closing time and date will not be considered.

**G. Duration of Proposal**

Following the closing date, an offeror may not revoke or modify the offeror’s proposal or price quote for a period of ninety (90) days thereafter, unless as may be mutually agreed to by the offeror and CPPDA during discussions on the proposal.

**H. Incurred Expenses**

The CPPDA is not responsible for and will not pay for any expenses incurred by an offeror in preparing or submitting a proposal in response to this RFP.

**I. Discussions and Oral Presentation**

The CPPDA anticipates that, following the closing date, it will engage in discussions with offerors who submit a proposal that the CPPDA determines is reasonably susceptible of being selected (a “qualified offeror”). As part of these discussions, a qualified offeror may be required to make oral presentations to or be interviewed by the CPPDA and/or the River Park at Canal Place Development Committee to further discuss or clarify the offeror’s proposal. Following discussions, the CPPDA may require qualified offerors to submit one or more best and final offers to remain in consideration for selection.

**J. Negotiations**

The CPPDA may, at its sole and absolute discretion, negotiate directly with any one or more qualified offeror(s). The fact that the CPPDA may enter into direct negotiations with a qualified offeror does not entitle any other qualified offeror to a right to engage in similar negotiations.

**K. Rejection of Proposals**

The CPPDA may, at its sole and absolute discretion, reject any proposal that the CPPDA determines deviates from the requirements of this RFP. An offeror whose proposal is rejected will be notified in writing. Any proposal may be rejected if the prices for any line items or subline items are not consistent with the requested level of effort to complete.

**L. Cancellation of the RFP**

This RFP may be cancelled by the CPPDA for any reason either before or after the closing date, regardless of whether the CPPDA has engaged in any discussions or negotiations with one or more qualified offerors. Issuance of this RFP does not guarantee that an offeror will be selected or that a contract will be awarded.

**M. Public Information Act Notice**

Offerors should give specific attention to the identification of those portions of their proposals that they deem to be confidential, proprietary information or trade secrets, and provide any justification why such materials, upon request, should not be disclosed by CPPDA under the Public Information Act, Title 4, General Provisions Article of the Annotated Code of Maryland.

**N. Conflicts of Interest**

An offeror shall consider and resolve any potential conflicts of interest which presently exist, or which may arise if the offeror were to be awarded the contract for this procurement.

**O. Arrearages**

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By submitting a response to this solicitation, an offeror shall be deemed to represent that it is not in arrears in the payment of any obligation due and owing the State of Maryland, including the payment of taxes and employee benefits, and that it shall not become so in arrears during the term of the contract if selected for contract award.

**SECTION II: SCOPE OF WORK FOR THE RIVER PARK AT CANAL PLACE TRAILS AND TRAIL CONNECTIONS**

The Canal Place Preservation & Development Authority (CPPDA) is seeking professional architectural and engineering services to design and obtain permits and regulatory approvals for a minimum 8-foot-wide, on-grade, shared-use path for cumulative length of 3.9 miles from approximately Kelly Road to Elizabeth Street along the North Branch of the Potomac River in Cumberland, Maryland. The shared-use path would include a wetland trail; an overlook on the trail; passive seating areas, a small pedestrian bridge; railing, landscaping, interpretive and wayfinding signage; and a parking area.

The affiliated whitewater park design, which includes riverbank and channel modifications, is not included in this scope. CPPDA intends to award one contract for all the trails and trail connections.

**A - Trail Design**

The Offeror will be responsible for designing the trails and trail connections in compliance with applicable standards and regulations and obtaining all necessary federal, State and local approvals and regulatory permits. The Offeror must be familiar with and follow the most current versions of the Development Guide for Local Public Agencies and Other Sub-Recipients of Federal Funds and the Transportation Alternatives Program (TAP) Manual.

A concept design was prepared. The proposed layout of the path and related elements are shown on the concept map of the trails (Appendix A-1) and summary table of the concept trails and elements (Appendix A-2). These were based on the River Park at Canal Place Feasibility Study (Appendix A-3) and the River Park at Canal Place Preliminary Engineering Report (Appendix A-4). Additional resources are Economic Impact Study Report (Appendix A-5), Dam Removal Feasibility Report (Appendix A-6), and Columbia (Industrial) Dam Phase1 Assessment Memo (Appendix A-7).

The area of the project is open to the public. As indicated in the feasibility study and preliminary engineering report, there are topographic differences throughout the length of the project, including floodplain and wetlands. The Offeror must review, field-verify, and make necessary changes to the proposed layout of the trails and trail connections to meet all applicable federal, State, and local requirements for a complete engineering design.

The path to be designed is an 8-foot wide, on-grade, shared-use, concrete path, and the scope includes design of an additional parking area. The access points to the Potomac River are not included in this project. The deliverables will be the associated plans, specifications, and estimates, as required for permits and approvals; a 100% Plans, Specifications & Estimate (PS&E) for bidding out the construction of the trails; and a formal Invitation for Bid (IFB) package. Deliverables will also describe the environmental

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review process for the trail project, expressed in extent of impact (expressed in square feet/acres of impacts to streams, floodplains, wetlands, wetland buffers, trees); public involvement/outreach (i.e., public meetings, newsletter, webpage information, etc., notifying the public of the project prior to construction); draft permits (i.e., right of way, stormwater management, joint permit application, sediment and erosion control, USACE, etc.); and Maryland Department of Natural Resources Wildlife and Heritage Service and Environmental Review Program reviews for the project.

Additionally, the goal of the project is to meet all applicable Americans with Disabilities Act standards and requirements with no design waivers or design exceptions.

The project shall indicate all necessary design features that will lie within the City of Cumberland or State Highway Administration (SHA) right-of-way, or on City-owned land or easements, within the Project area. The design will incorporate, but will not be limited to, structures, stormwater, erosion and sediment controls, landscaping, signage, lighting, utility relocation, details, and geometry. Ultimately, the design will support the acquisition of necessary approvals and permits by the Offeror.

A project priority is to avoid project components that affect utilities or require the acquisition of land or easements. The Offeror must be familiar with, and able to comply with, the Transportation Alternatives Program (TAP) process and local, State of Maryland, Federal Highway Administration, Appalachian Regional Commission and federal codes and regulations. When warranted, the Offeror may be authorized to subcontract for specialty services with prior approval of CPPDA. The Offeror shall be proficient in the services and shall bring an experienced and expert staff to the project assignments.

The selected Offeror is expected to design with value in mind. The Offeror will consider life cycle costs as part of the design by comparing the proposed construction costs against anticipated operation and maintenance costs. The proposed design will document the optimization of these costs.

The construction costs must include all associated costs, including testing and construction oversight, in the overall construction estimate. All anticipated costs must be included in the construction cost estimate, including any contingencies necessary for unanticipated, but highly probable, items.

The Offeror's services include but are not limited to:

Project Development:

- following the MDOT Transportation Alternatives Program processes;
- obtaining Site plan approval from CPDDA;
- coordinating with U.S. Army Corps of Engineers, Baltimore District, to avoid impacts to the Cumberland/Ridgeley Flood Risk Management Project and associated levees and features;
- coordinating with the National Park Service to avoid impacts to the C&O Canal and

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C&O Canal towpath;

- performing topographic survey data collection;
- an overall boundary survey will be provided. As-needed perform supplemental boundary surveys, such as right of way/boundary mapping, metes and bounds;
- performing geotechnical borings and investigations, including slope erosion and slope stability design and geotechnical work associated with any proposed stormwater management features, bridges, boardwalks, paths, and a parking area;
- performing design of trail and related elements, including establishing the gradient of the bicycle and pedestrian facilities as;
- preparing grade establishment, details, required notes, and cross-sections on trail construction;
- preparing trail signing and marking (to be coordinated with CPPDA);
- preparing landscape design;
- performing structural design(s);
- performing hydrologic and hydraulic analyses for proposed drainage design and floodplain impacts assessment;
- preparing drainage analyses and design that meet MDE requirements;
- identifying and including any damaged infrastructure needing replacement, i.e. sidewalk, curb, gutter, parking lot, etc.;
- preparing erosion & sediment control (E&SC) Plans that meet MDE requirements;
- performing stormwater management (SWM) analyses and design that meet MDE requirements;
- Maintenance of Traffic Plans and Specifications that meet the latest codes and standards and requirements and are approved by MDOT and the City of Cumberland;
- performing utility designation for subsurface and above ground as-needed, coordinate and prepare utility relocation plans with appropriate utility owners;
- minimizing the impact to trees and environmental features, where possible;
- providing lighting design for the paths;
- coordinating with CPPDA on Maryland Department of Environment Notice of Intent (NOI) for construction (if applicable);
- Provide expertise in addressing and coordinating with federal and State agencies on any rare, threatened, or endangered species that may be present in the project area, including, for example, supporting any application to the U.S. Fish & Wildlife Service in compliance with endangered species requirements related to the long-eared bat;

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- preparing an itemized construction estimate including a description of pay items, bid tabulation, sealed by a Professional Engineer who is licensed in the State of Maryland;
- drafting environmental permits and providing requested design products from others within three days of request;
- recognizing and addressing the preference for low maintenance design to the greatest extent the budget allows;
- review community feedback survey form included in Exhibit A;
- prepare plans, specifications, and construction estimate for 100% PS&E package requirements;
- complete solicitation documents including the Invitation for Bids (IFB);
- obtain all necessary waivers/exceptions from MDOT, the City, and other regulatory entities and any other items pertinent to completing the design and approvals;
- provide an Operations and Maintenance Manual for maintaining the path system and related elements.; and
- perform in coordination with CPPDA (or its designee) public involvement/outreach (i.e., public meetings, newsletter, webpage information, etc., notifying the public of the project prior to construction).

Deliverables:

The deliverables will be the associated plans, specifications, and estimate (PS&E), as required for permits, approvals and bid purposes, culminating in a PS&E package and an Invitation for Bid (IFB) Solicitation bid package ready for bidding, and an Operation and Maintenance Manual. The Offeror must make submittals at 30%, 60%, 90%, and 100% final design and must address all comments provided by CPPDA and others (including MDOT SHA) within a document that provides point-by-point responses to comments and includes any updated plans and costs estimates.

In addition, a final design report will be submitted for review and approval that summarizes the design of the trail and the related elements. Plans will contain all appropriate information, including but not limited to proposed trail, 100-yr floodplain delineations, utilities for existing and proposed conditions, property boundaries and owners, and existing and proposed topography.

Prepare and submit a fully detailed schedule and submit the following plans within 30 days of award of the contract:

- Health and Safety Plan related to fieldwork that addresses site conditions.
- Quality Control Plan
- Contractor's Work Plan



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- Contractor’s Project Schedule
- Monthly Project Schedule Updates

Other deliverables will include copies of any coordination letters submitted on the project, any surveys or hydraulic analyses, the draft Joint Permit Application package, SWM design reports, floodplain impact report, and all other project-related deliverables, all to be provided in a form useful to CPPDA.

The Offeror shall prepare an itemized construction estimate, including a description of pay items, bid tabulation, and it shall be sealed by a Professional Engineer licensed in the State of Maryland. All specifications must be tailored to the project and be consistent with local and State of Maryland standards. The Offeror must include in the construction pay items the units of measurement for each pay item and clearly delineate the items to be included to construct the project. The construction estimate format must match the format used for bid tabulation. All specifications must be prepared in Microsoft Office. The Offeror is required to complete the drawings, specifications, and construction estimate, IFB to the latest codes and standards and requirements.

Prepare and submit finalized permits and right of way that meets or improves upon submittal with final review by MDOT SHA of 100% designs and PSE by September 13, 2025.

**B – Environmental Permits**

The Offeror is responsible for obtaining all necessary City, County, State of Maryland, and Federal regulatory permit approvals.

The Offeror will be responsible for all data collection and preparation of permit applications. The Offeror will coordinate with the CPPDA or its designee regarding communication with all agencies having jurisdiction as part of each milestone task(s).

Offeror will coordinate with the required resource and regulatory agencies throughout the project. The design process will require the Offeror to provide project plans and documentation to support permit applications and acquisition of permit approvals. Necessary information includes, but is not limited to quantities, areas of impact, design plans, required hydraulic modeling and design reports.

Anticipated resource and regulatory agencies include but are not limited to:

- City of Cumberland
- Allegany County
- United States Army Corps of Engineers (USACE)
- National Park Service (NPS)
- Maryland Department of Environment (MDE)
- United States Fish and Wildlife Service (USFWS)

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- Maryland Historical Trust (MHT)
- Maryland Department of Natural Resources (DNR)

The services include but are not limited to:

- prepare for, attend, and lead in coordination with CPPDA or its designee a pre-application meeting for Joint Permit Application (JPA) submittal with USACE and MDE.
- provide any and all information requested by the reviewing agencies, including but not limited to items listed below:
  - Natural Resources Permitting - MDE Wetlands & Waterways and USACE Section 10, Section 404, and Section 408. Delineate Waters of US and non-tidal wetlands
  - DNR Environmental Review (fisheries and stream use classification/restrictions & Wildlife and Heritage, Rare, Threatened and Endangered species)
  - USFWS (clearance of Rare, Threatened & Endangered Species)
  - Maryland Historical Trust (known cultural resources)
- prepare and submit draft Joint Permit Application to CPPDA for submittal to MDE.
- perform and submit a hydraulic analysis and floodplain impact report of the proposed trail design to reflect the 30%, 60% and 100% designs. The hydraulic model findings will be based on proposed project design conditions that analyze the 1% annual exceedance probability discharge (i.e. 100-yr flood). The findings will document water surface elevations for existing and proposed site conditions. The goal is for the analysis and findings to demonstrate that the proposed trails and associated features of the project will not cause an increase in flood elevations or have adverse hydraulic impacts on the regulatory floodplain or the USACE Cumberland, MD/Ridgeley, WV Federal Flood Risk Management project. The analysis will use the hydrologic and hydraulics information from the Preliminary Design Report (CEC, 2024). The model results will be used for USACE Section 408 approval and must be accepted by the regulatory agencies and MDE for permit approvals.
- Ensure permit approvals acquired by 90% milestone approval.

The offeror is also responsible for obtaining Stormwater Management and Erosion and Sediment Control Plan Review and Approval from MDE and Allegany County (if necessary)

- prepare erosion and sediment control (ES&C) plans, including proposed construction access locations, sequence of construction, maintenance of stream flow, perimeter controls, and details

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- Prepare SWM plans and SWM design report to address the water quality and quantity requirements related to the proposed trail and related elements.
- If required, submit to Allegany County and/or MDE at 60% design milestone and address review comments.
- Update ES&C and SWM plans as needed to reflect the 90% milestone.
- Ensure permit approvals acquired by 90% milestone approval.
- The Maryland Department of the Environment Plan Review Division reviews construction plans on State and Federal projects for consistency with Stormwater Management regulations (SWM) and Erosion and Sediment Control (ESC) regulations, then issues approval.
- Projects are submitted electronically to the Sediment and Stormwater Plan Review Division (SSPRD) via email to [MDE.SSPRD@maryland.gov](mailto:MDE.SSPRD@maryland.gov). Please refer to the instructions on electronic submissions.
- Details can be found at:  
<https://mde.maryland.gov/programs/water/StormwaterManagementProgram/Page/PlanReviewforStateandFederalProjects.aspx>

Public involvement includes attendance at meetings and responding to questions, preparation of outreach support materials, engineering reviews of available project information. For public outreach, attend at least two in person presentations to elected officials and two presentations to the public. In addition, attend at least four agency meetings related to acquiring permits and four meetings with CPPDA or its designee and MDOT SHA regarding design submittals.

### **C - Project Management**

Provide a monthly project update summary that is submitted the 1<sup>st</sup> week of the following month that includes work performed in that month and scheduled work for the next month.

The Offerors will keep CPPDA or its appointed designee continually advised of the progress on the task assignments. The Offerors will receive direction from CPPDA or their designee. Progress meetings will be held virtually as necessary to review the tasks accomplished.

Stakeholder coordination:

- support preparation of Public Meeting/outreach materials
- review community feedback if required
- obtain waivers/exceptions as required from MDOT or the City of Cumberland.

The Offeror should note that CPPDA and Stakeholder reviews typically take 4 weeks. The Offeror will be provided with a summary of comments on submittal reviews. The Offeror will address each comment in writing and schedule a review meeting to discuss Offeror's responses and resolve each comment.

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Periodically, new guidelines, processes, laws, and mandates may require additional activities not clearly cited in the RFP. All activities required to deliver a project or program, whether new or existing, unless otherwise controlled by regulation or statute, will be completed under this contract.

## **D – Offeror Specifications**

### **Software / Hardware**

The Offeror shall, at their own cost, provide industry-standard software applications and platforms to perform all services required in this RFP. These applications and platforms may need to be compatible with SHA systems and may include, but are not limited to, the following:

- Computers/Tablets/Smart Phones
- Printers/Plotters
- Latest MDOT SHA adopted versions of MicroStation, Inroads and/or Geopak with most up to date MDOT SHA CADD Standards
- Estimator by Info Tech, Inc. of Gainesville Florida
- Maryland Construction Management System
- AutoCAD Civil 3D 2023
- Bentley ProjectWise V8i SS4
- Bentley StormCAD
- HEC-RAS, TR 55/ TR 20
- Microsoft Office

### **Equipment / Safety Items**

The Offeror shall supply all necessary tools, equipment, and labor to perform the scope of work.

The Offerors shall supply all required personal protective equipment and safety items including, but not limited to, hard hat and ANSI Class 3, or better, reflective safety vest, steel/composite toe shoes, eye protection, work gloves and ear protection. All equipment must comply with all OSHA and MOSH regulations for the work being performed.

### **Engineering Standards and Guidelines**

The Offerors shall perform all contract engineering services in accordance with good industry practice, all applicable laws and regulations, and the current editions/latest edition of the following references, their interim specifications, their successor replacement references, and all other pertinent guidelines and memoranda as released by FHWA, AASHTO, and SHA including, but not limited to the following publications:

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- Maryland Department of Transportation (MDOT) “General Conditions for Consulting Services” dated January 1989;
- MDOT State Highway Administration (SHA) “Specifications for Consulting Engineers’ Services” dated April 1986;
- MDOT-SHA “Request for Proposal” dated April 2002;
- MDOT-SHA Transportation Alternatives Program (TAP) Manual;
- MDOT-SHA Standards Development Guide for Local Public Agencies;
- MDOT-SHA Standards Environmental Documentation for Local Government Projects;
- MDOT-SHA Bicycle Policy & Design Guidelines;
- MDOT-SHA Accessibility Policy & Guidelines for Pedestrian Facilities;
- MDOT-SHA Development Guide for Local Public Agencies and Other Sub-Recipients of Federal Funds;
- MDOT Standard Specifications for Construction and Materials Latest Edition
- Maryland Department of Environment (MDE) Stormwater Design Manual;
- ADA regulations as applicable
- Association of Pedestrian and Bicycle Professionals Bicycle Parking;
- Maryland Manual of Uniform Control Devices latest edition;
- City of Cumberland Codes and regulations
- U.S. Access Board Public Right-of-Way Accessibility Guidelines;

**SECTION III - SUBMISSION REQUIREMENTS; EVALUATION AND SELECTION CRITERIA**

**A. Proposal Submission Requirements**

The object of this competitive process is to select the firm that will provide the highest quality of service at a realistic fee and be able to meet the required schedule. To that end, the CPPDA seeks proposals from qualified architectural/engineering firms detailing the firm’s qualifications, technical expertise, management and staffing capabilities, references, and related prior experience. Qualified firms/candidates interested in being considered for this role must submit one electronic submittal of each of the following:

1. Price Proposal. The offeror’s fixed contract price for completion of the project, broken down by the tasks identified in the scope of work. The price should be recorded in the Price Proposal, Appendix C.
2. Letter of Interest—A narrative description of why the offeror is interested in the role of Project Designer.

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3. Statement of Qualifications—A summary of the offeror’s qualifications, in terms of professional licensure, expertise, and relevant experience.
4. Experience. A detailed description of the offeror’s experience working on similar projects, to include descriptions of each staff member’s experience on such projects or similar projects.
5. Key Staff. A list of the principal staff members, consultants, or subcontractors that the offer will assign to or employ for the project. For each person or entity identified, the offeror should include a description of the individual’s or entity’s role in the project, an estimate of the time the individual or entity will allocate to the project, and a copy of the individual’s or entity’s professional resume, curriculum vitae, or equivalent.
6. Methodology and Approach. A description of the offeror’s methodology and proposed approach to the project, which shall include, at a minimum, a proposed work plan, budget, and time frame for completion. This should be developed with specific references to the tasks identified in Section II, Scope of Work.
7. Workload. An explanation as to the offeror’s ability to integrate this project into the offeror’s other workload requirements and to have the design and PSE at 100% with MDOT SHA review and final approval, permits and right of way no later than September 13, 2025.
8. References. A list of references for similar successful trail design projects, with name and contact information. A minimum of three references are required.
9. Additional Requirements:
  - a. Verification of any required professional licenses and registrations.
  - b. Bid/Proposal Affidavit, Appendix D.
  - c. Contract Affidavit, Appendix E.

**B. Evaluation and Selection.**

In its evaluation and selection, the CPPDA will use procedures for competitive sealed proposals established in COMAR 14.28.08.08. All proposals received by the closing date will be reviewed and evaluated by the CPPDA and its designee. Prior to selection, the CPPDA may enter into discussions with and conduct interviews with offerors.

An award of a contract by the CPPDA resulting from this RFP, if any, will be made to the responsible and qualified offeror whose proposal is most advantageous to the CPPDA, as determined by the CPPDA. Evaluation factors will include, in order of significance, the offeror’s: (1) demonstrated qualifications, experience, and success with similar projects; and (2) price quote.

## **SECTION IV - CONTRACT INFORMATION AND CONTRACT TERMS**

### **A. Parties to the Contract**

Any contract entered into as a result of this RFP will be by and between the successful offeror as contractor and the CPPDA.

### **B. Scope of Work and Contract Terms**

It is anticipated that work to be performed and the services to be provided by the successful offeror will include the tasks and requirements described in Part II of this RFP. In addition to other terms as may be required by the CPPDA and agreed to by the selected offeror, the contract will include the following provisions:

1. Incorporation of RFP/Proposal. This RFP and the successful offeror's proposal, as either may be revised by agreement between the CPPDA and the successful offeror, will be attached to, incorporated into, and substantively a part of the contract.
2. Fixed Contract Price. The contract will include a cost reimbursable not to exceed the contract ceiling for completion by the successful offeror of all contract requirements, which price will be negotiated by and between the CPPDA and the successful offeror prior to finalization of the contract. The contract will provide for installment payments to be computed on the basis of the amount of work completed as established by the project reports, work products, and documentation submitted by the successful offeror.
3. Project Schedule. The contract will include a commencement date, project deadlines, and a project completion date, each of which will be negotiated by and between the CPPDA and the successful offeror prior to finalization of the contract. Time will be of the essence in the commencement, execution, and completion of the contract.
4. General Contract Provisions. The CPPDA's "General Contract Provisions," attached hereto at Appendix B, will be incorporated by reference and binding upon the contract. If any other provision of the contract conflicts with any provision of the General Contract Provisions, the provision of the contract will control.

### **C. Assignment**

The successful offeror will be prohibited from assigning, transferring, conveying, subletting, or otherwise disposing of the contract or any rights created thereunder to any person, company, or corporation without the prior written consent of CPPDA which may be withheld at CPPDA's sole discretion.

### **D. Indemnification**

The successful offeror will agree to indemnify and hold harmless the CPPDA and the State of Maryland from all liability which may hereafter be incurred by reason of dissemination, publication, distribution, or circulation in any manner whatsoever of any information, data or records pertaining in any way to the contract by the successful offeror and its employees.

**E. Accounting Records**

The successful offeror will be required to maintain its books, records and other evidence pertaining to expenditures incurred, pursuant to the contract, in accordance with generally accepted accounting principles. These records shall be available to the CPPDA and any authorized representatives acting on behalf of the CPPDA and the State at all reasonable times during the contract period and for three (3) years thereafter.

**F. Non-discrimination**

The offeror agrees to comply with all federal and State laws, rules, and regulations involving non-discrimination on the basis of race, color, religion, creed, age, sex, sexual orientation, gender identification, marital status, national origin, ancestry, genetic information or the refusal to submit to a genetic test or make available the results of a genetic test, and any otherwise unlawful use of characteristics or disability or a qualified individual with disability.

**G. Governing Law**

The contract will be governed by the laws of the State of Maryland.

**H. Work Products**

All work products prepared under the terms of the contract will be the property of the CPPDA and shall be delivered to the CPPDA at the end of the contract in a useable form.

**I. Acceptance of Terms and Conditions**

By submitting a proposal in response to this RFP, the offeror thereby accepts the terms and conditions set forth herein.

**SECTION V - APPENDICES**

- Appendix A-1- River Park at Canal Place Concept Upland Trail Map 2024
- Appendix A-2 - River Park at Canal Place Concept Upland Trail Summary Table 2024
- Appendix A-3 – River Park at Canal Place Feasibility Study 2020
- Appendix A-4 – River Park at Canal Place Draft Preliminary Engineering Report 2024
- Appendix A-5 - River Park at Canal Place Economic Impact Study Report 2024
- Appendix A-6 - (Industrial) Dam Removal Feasibility Report 2010
- Appendix A-7 - Columbia (Industrial) Dam Phase1 Assessment Memo 2010
- Appendix B – CPPDA General Contract Provisions
- Appendix C – Price Proposal
- Appendix D – Bid/Proposal Affidavit
- Appendix E – Contract Affidavit