



REQUESTS FOR PROPOSALS
POCOMOKE CITY, MARYLAND
CAPITAL IMPROVEMENT PLAN

SUBMITTALS DUE: Thursday, September 30, 2021 by 4:00 PM

Request for Proposals
Pocomoke City, Maryland
Capital Improvement Plan
Submittals Due by Thursday, September 30, 2021

Request for Capital Improvement Plan Consultant Services

Issue By: Pocomoke City
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Introduction

Pocomoke City is soliciting Requests for Proposals (RFP) from qualified firms to develop a detailed five-year Capital Improvement Plan (CIP) document.

This project has been awarded and will be funded by the Department of Housing and Community Development (DHCD) Community Development Block Grant (CDBG) for FY 2021. Federal requirements and policies apply to and govern the project.

Background Information

Pocomoke City, known as "the friendliest town on the Eastern Shore", is a city in Worcester County, Maryland, United States. Although renamed in a burst of civic enthusiasm in 1878, the city is regularly referred to by its inhabitants simply as Pocomoke. The population was estimated at 4,088 at the 2019 census and is a part of the Salisbury, Maryland-Delaware Metropolitan Statistical Area. Pocomoke City is a center for commerce on the lower shore, home to an industrial park currently playing host to defense contractors, aerospace engineering, plastics fabrication and poultry management. Pocomoke City is located 15 miles from Wallops Island Flight Facility and is also home to many people that are employed at that facility.

United States Census listed Pocomoke City as having a median household income of \$38,140 and 1,959 total housing units

Project Description

Pocomoke City is looking forward to hiring a consultant to develop a Capital Improvement Plan (CIP). This plan will provide a direct link between Pocomoke City's Comprehensive and Strategic Revitalization Plans as well as its annual budget. The outcome should provide a five-year plan and will identify capital public projects, equipment purchases, any suggested studies, in conjunction with construction and completion schedules, and in concert with financing plans.

The Capital Improvement Plan (CIP) will also provide a working blueprint for sustaining and improving the community's infrastructure. It coordinates strategic planning, financial capacity, and physical development.

Pocomoke City has made some infrastructure improvements in the past three years by applying for grant funding for projects through various grant programs, such as the Department of Housing and Community Development (DHCD) Community Legacy (CL) grant where a Downtown Revitalization Program was developed to assist commercial property owners located within the Pocomoke City Sustainable Communities area, with the revitalization of building facades and other building projects/renovations. However, there is more to be completed as it pertains to aging infrastructure, as well as a wide variety of other city needs, necessitating a more structured plan to address these projects.

Pocomoke City is eager to hire a consultant firm to complete a Capital Improvement Plan (CIP) that will prioritize citywide projects, as well as identify funding sources. Funding sources may include the general fund, water and wastewater funds, grants, and/or loans. The CIP may also address whether taxes are adequate for the city's needs, and whether Pocomoke City citizens can sustain any further tax increases.

Purposes of Capital Improvement Planning:

- Ensure the timely repair and replacement of aging infrastructure
- Provide a level of certainty for residents, businesses and developers regarding the location and timing of public investments
- Identify the most economical means of financing capital improvements
- Provide an opportunity for public input in the budget and finance process
- Eliminate unanticipated, poorly-planned, or unnecessary capital expenditures
- Eliminate sharp increases in tax rates, user fees and debt levels to cover unexpected capital improvements.
- Ensure the patterns of growth and development are consistent with the comprehensive plan
- Balance desired public improvements with the community's financial resources

Common categories of capital expenditures include:

- Purchase of major equipment (ex. playground equipment, snow plow, computers).
- Acquisition of land for public purpose (ex. park, landfill, industrial site).
- Construction, expansion or major renovation of a public building or facility (ex. library, roads, sewage treatment plant, building retrofit for energy-efficiency).
- Related planning, engineering, design, appraisal or feasibility calls (ex. LEED certification, architectural fees).

The consultant will work with the community, City Manager, Mayor and Council, and City staff department heads to prioritize needed projects. The CIP process will include at least two public hearings led by the consultant: one to identify potential projects and one to update the public about the outcome of the CIP. The consultant will work with the City Manager, Mayor and Council, and City Finance Director to identify city funding sources, and will also identify potential grant funding sources for these projects. When identifying grant funding sources, the CIP will account for matching funds needed as well as staff time.

The Capital Improvement Plan will also take into account the funding needed for City staff time to manage grants or projects, or the funds needed to hire an engineering firm or other consultant to manage the grants or projects.

The project deliverables include compiling information from existing city planning and project documents, public input, and engineering recommendations into a Capital Improvement Plan document and a standard office software application that can be incorporated into the city budget document and which can then be updated and maintained by city staff. Acceptable software applications include either spreadsheet or word processing applications compatible with Microsoft Suite. Other software applications may be submitted subject to city approval.

It is anticipated that the plan will require additional information not available in city documents and that engineering input will be required. Detailed information on grants applied for and received is available to assist with development of the Capital Improvement Plan.

Anticipated Project Schedule

Activity Description	Start Date	Completion Date
RFP Proposal for Consultant	May 10, 2021	September 30, 2021
Pre-Proposal Meeting (Attendance Not Mandatory)	TBD	TBD
Review and Council Approval of Consultant	October 2021	
Creation of CIP. Including Research and initial Public Meeting	November 2021	March 2022
Final Report Document provided to Pocomoke City Hall. Public Meeting led by Consultants.	April 2022	

The city reserves the right to alter scheduled dates, if necessary. If a submission date change is made, an amended RFP will be sent to all applicants that have shown interest.

Budget

The maximum budget for the Capital Improvement Plan is \$30,000. This budget includes all technical support, engineering consultation, travel, and any other fees. No additional fees will be considered or should be proposed for this project.

Submission Guidelines and Requirements

The Following submission guidelines and requirements apply for this RFP. The Proposal must provide the following;

1. The name and the location of the firm.
2. Provide the name and contact information to whom RFP inquiries may be directed
3. A brief history of the firm and the range of services offered, including age of the firm in the number of years of experience providing marketing services for similar projects.
4. Information on projects where the firm rendered professional services similar to those requested in this RFP. List the name of key personnel assigned to each project. In addition, particular attention will be paid toward firms which have worked with any municipal, governmental or quasi-governmental entities.
5. A work plan which outlines the technical approach recommended to accomplish the required work. Include task, methodologies, and a description of the client/ stakeholder's involvement in the process. The process required to create the Capital Improvement Plan shall include an extensive effort to involve and inform the citizens, businesses, and interest groups in Pocomoke City of the initiative.
6. The names of at least three clients who can be contacted for references.
7. Field proposals must be signed by representative that is authorized to commit the bidder's company.
8. Competitive sealed bids will be accepted in accordance with Section C-65. Purchasing & Contracts as listed within the Charter of the City of Pocomoke City, also Chapter 70 of the Pocomoke City Code. Both Documents are attached at the end of this RFP.
9. Proposals must be delivered to:

Pocomoke City Hall
Attention: City Clerk
101 Clarke Avenue
P.O. Box 29
Pocomoke City, MD 21851

10. Competitive sealed bids must be delivered by Thursday, September 30, 2021 by 4:00 PM. Proposals delivered after the specified date and time will not be considered.
11. During the evaluation process, the City reserves the right, in its sole discretion, to request additional information or clarifications from those submitting, and to allow corrections of errors or omissions.
12. Discussions and interviews may be held with firms under final consideration prior to making a selection for award; however, proposals may be accepted without such presentations or discussions.
13. Proposals must remain valid for 90 days evaluation factors.

Proposals will be rated on the following qualifications:

- Thoroughness and clarity of proposal,
- Relevant past experience with similar work,
- Past experience of personnel proposed for this project,
- Consultants' reputation for quality, integrity, meeting budget, meeting schedule, responsiveness to clients,
- Ability to understand issues impacting the community,
- Proposed budget and time line.

Contract Award

Pocomoke City reserves the right to award this RFP to the bidder that presents the best value as determined solely by Pocomoke City in their absolute discretion. A written award by Pocomoke City in the form of a Consultant Services Contract (the contract) to the successful bidder shall result in a binding contract between the parties. Pocomoke City reserves the right to engage in individual discussion and/or interviews with those bidders being fully qualified, responsible, suitable, and professionally competent to provide the required services for the project.

In the event that mutually acceptable terms cannot be reached within a reasonable period of time, the City reserves the right to undertake negotiations with the next most advantageous firm without starting a new selection process.

Equal Employment Opportunity and Non-Discrimination

All bidders are subject to, and must comply with, the provisions of all applicable state and federal anti-discrimination laws. This contractor and subcontractor shall abide by the requirements of 41 CFR 60-1.4(a), 60-300.5(a) and 60-741.5(a). These regulations prohibit discrimination against qualified individuals based on their status as protected veterans or individuals with disabilities, and prohibit discrimination against all individuals based on their race, color, religion, sex, sexual orientation, gender identity, national origin, or for inquiring about, discussing, or disclosing compensation. Moreover, these regulations require that covered prime contractors and subcontractors take affirmative action to employ and advance in employment individuals without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability or veteran status.

Attachments:

[Pocomoke City Comprehensive Master Plan](#)

[Pocomoke City - Chapter 7 - Purchasing - Competitive Bids](#)