

TOWN OF STANDISH

175 Northeast Road
Standish, ME 04084



Phone: (207) 642-3461
Fax (207) 642-5181

REQUEST FOR PROPOSALS FOR STANDISH CORNER – VILLAGE SIDEWALKS DESIGN PROJECT

MaineDOT Project No. 019388.00 / Federal Project No. AC-STP-1938(800)X

I. PROJECT OVERVIEW.

The Town of Standish is seeking proposals for design and engineering of sidewalks along portions of Routes 25 and 35 in the Standish Corner village center, to be undertaken with Federal Transportation Enhancement funding through the Maine Department of Transportation (MaineDOT). The project will be administered by the Town of Standish, on behalf of MaineDOT, under the Local Project Administration Program.

The project is summarized in the Town's successful Quality Community Program application to the MaineDOT. This large document may be found at http://www.standish.org/Public_Documents/StandishME_WebDocs/2010SidewalkGrant-w-Appendices-F2.pdf. The sidewalk sections approved for funding are (D, E, & F) as shown on the Project Map in Appendix "A" pg 3 of 92 including associated drainage improvements, pedestrian-activated signals, crosswalks and landings.

The Town is requesting engineering support to design and develop the project, including but not limited to a Preliminary Design Report (PDR), through final Plans Specifications and Estimate (PS&E) package. Proposers must provide a Technical Proposal and separate, sealed Price Proposal as described below. No mention of price shall be included in the Technical Proposal; otherwise, that Proposal shall be rejected in its entirety.

DATE OF RFP POSTING: Nov 16th, 2011

PROPOSALS ARE TO BE RECEIVED NO LATER THAN:

Date Due: December 6th, 2011
Local Time: 4:00 PM.

COMMUNICATIONS IN REFERENCE TO THIS RFP

Any communication in reference to this RFP shall be in writing by fax or email and directed to the attention of:

Name: Alton H. Benson
Title: Standish Town Planner.
Office: 207-642-3461
Fax: 207-642-5181
E-Mail: StandishPlanner@roadrunner.com

II. CONSULTANT RESPONSIBILITIES

The engineer will be required to perform many of the services listed below throughout the life of the project, as appropriate. The Town reserves the right to enter into separate agreement arrangements as the project progresses. In providing a cost proposal, the engineer should break cost down into the pre-PDR/PDR phase, the PS&E phase, and the future construction support phase. For this proposal, the Town is only looking for the costs associated with the PDR and PS&E phases.

The successful firm will be responsible for developing all design plans, specifications, estimates and contract documents for the Project, in accordance with the latest versions and any revisions of the MaineDOT's *Standard Specifications*, *Standard Details* and *Highway Design Guide*, as well as the requirements of the Americans with Disabilities Act (ADA).

Deliverables:

1. Develop a brief project-specific preliminary design report (PDR) that addresses the following:
 - Scope of work, project background, and purpose and need;
 - Location map and summary of all known physical information about the facility and known operational characteristics – including a brief summary of all known or observed deficiencies along the facility;
 - A summary of expected impacts – e.g., right-of-way, utilities, historical/archeological, environmental – and identification of the required permitting;
 - A summary of recommendations for avoidance and minimization, if necessary;
 - Preliminary plans (30%) – including typical cross-sections – and a preliminary estimate of construction cost.
2. Coordinate one (1) public meeting after completion of the preliminary design to obtain final comments before final design;
3. Coordinate with all utilities, if applicable;
4. Contact and obtain any required permits from the Maine Department of Environmental Protection, the Maine Department of Inland Fisheries & Wildlife, and the Army Corps of Engineers;
5. Coordinate the National Environmental Policy Act (NEPA) process with MaineDOT, and complete and submit to MaineDOT the environmental paperwork required in the MaineDOT *Local Project Administration Certification Course Manual*, including “Letter 11” and the Categorical Exclusion checklist;
6. Develop a final Plans, Specifications and Estimate (PS&E) package including assembly of the bid package.
7. Provide engineering support during bidding and construction. (*Note: This task shall be contingent upon the project receiving construction funding from MaineDOT.*)

II. PROPOSER INFORMATION

Proposers shall provide the following information as part of their Technical Proposals:

1. **Firm's Qualifications:** Please identify the **key** staff your company will assign to fulfill the contract requirements (Contract Managers, contact people, or assigned technicians). Provide resumes describing the educational and work experiences for those **key** staff.
2. **Firm's Experience:** Please describe the Proposer's experience and capabilities providing services similar to those required. Identify projects, clients, dates and results.
3. **Firm's ability to control Schedule and Costs on this project:**
 - a) Methods for controlling costs – quality control – assuring constructability. Provide a brief outline of methods used by the firm to control and monitor client costs, control quality, and (if applicable) assure constructability of design plans.
 - b) Schedule/Workload/Communication. Provide a brief outline of your firm's methods of schedule control and ability to handle projected workload. Discuss project coordination with the Town. Describe how your firm will manage its role in this project and how it intends to maintain effective communication for the assignment.
4. **Firm's References:** Please provide a list of 3 to 10 clients with whom the company has done business similar to that required in this solicitation in the last 5 years. Include points of contact (person's name, company name, address, and telephone number) and a brief description of the project. If contacted, all references must verify that a high level of satisfaction was provided. The Town will determine which, if any, references are contacted. The results of any reference checks will be provided to the scoring committee and used when scoring the written proposal.
5. **Contact Information:** Please provide the name, address, phone number, FAX number, and e-mail address of Proposer in the proposal. A signature page must be included with the technical and price proposals stating that "I certify that all of the information contained in this technical/price proposal to be true and accurate.
6. **Schedule:** Please include a schedule outlining project deliverables and any other relevant milestones.
7. **Price Proposal:** The price proposal shall be provided in a separately sealed envelope. **NO MENTION OF PRICE SHALL BE INCLUDED IN THE TECHNICAL PROPOSAL; OTHERWISE THAT PROPOSAL SHALL BE REJECTED IN ITS ENTIRETY.**

III. PACKAGING AND SUBMITTING PROPOSAL

All draft and final products will be provided in electronic and hardcopy formats. Each electronic document will be provided in MS Word (.doc) format and Adobe Acrobat (.PDF) format. All CAD data produced in support of this project shall also be submitted to the Town. The Town of Standish will assume ownership of all materials, plans, studies, graphics, maps etc.

1. **Organization and Format.** Your proposal, which should be organized as closely as possible to the format and sequence indicated in these instructions, must be submitted as outlined below.
2. **Electronic Format or Hard Copy:** Our preferred format is MS Word

3. **Hand Carried Proposal from Proposer, Federal Express, or United Parcel Service.** Hand-carried proposals must be delivered to the Town of Standish Municipal Building – 175 Northeast Road – Standish, ME before the time and date for which Proposals are due. *Note: Any proposal, portion of a proposal, or unrequested proposal revision received at the Town after the time and date specified on the cover page of this RFP will not be accepted.*

4. Proposals shall be delivered at:

Town of Standish

ATTN: Alton Benson PROJECT ADMINISTRATOR

Standish Municipal Building – 175 Northeast Road - Standish, ME

IV. RATING AND SELECTION PROCESS

1. Technical Proposals will be reviewed and rated using the responses to the proposed information outlined in Section I of this RFP. The criteria are as follows:

- Firm's Qualifications (40 points)
- Firm's Experience (30 points)
- Firm's ability to control Schedule and Costs on this Project (10 points)
- Firm's References (20 points)

2. This is a Qualifications-Based Selection (QBS) process; Technical Proposals alone will be used to select the successful proposer. Once the successful proposer has been selected, an independent estimate prepared by the Town of Standish will be compared against the successful proposer's Price Proposal, and contract negotiations will begin.

V. PRICE PROPOSAL

The Price Proposal shall be provided in a separately sealed envelope. Prices shall be outlined for all required items. Each proposal will be evaluated for all criteria, and then costs shall be evaluated independently. **NO MENTION OF PRICE SHALL BE INCLUDED IN THE TECHNICAL PROPOSAL; OTHERWISE THAT PROPOSAL SHALL BE REJECTED IN ITS ENTIRETY.**

The Price Proposal consisting of the following:

- 1) **Direct Labor**. Please list all employees including their classifications for the employees who are expected to perform services on this project. Please provide a breakdown of each employee's salary rate including direct labor, indirect labor, and profit. Please show all calculations in detail, and include payroll records supporting the rates. *Note: A cap of \$50 hourly for **direct labor** shall apply.*
- 2) **Indirect Labor (Overhead)**. Please provide a copy of your latest audited corporate overhead rate report with supporting documentation
- 3) **Profit**. The percentage of profit is based on criteria specific to a project including, degree of risk, relative difficulty of work, size of job, etc.
- 4) **Direct Expenses**. Please provide a breakdown of direct expenses, including mileage, lodging, photocopying costs, etc. anticipated for this project. Direct expenses shall be reimbursed at cost, and

travel expenses shall be reimbursed in accordance with the current per diem/mileage rates set by Maine State Government: <http://www.maine.gov/osc/travel/travelinfo.htm>. *Mark-up on direct expenses or sub-consultant costs are prohibited.*

- 5) **Sub-Consultants.** Identify each effort to be subcontracted. List the selected sub-consultant's name, location, amount proposed and type of contract. Describe the cost or price estimates for each subcontract. Please note that there is no mark up allowed on subconsultant costs. Firms are encouraged to utilize certified Disadvantaged Business Enterprise (DBE) firms as sub-consultants. Current DBE requirements may be found at the MaineDOT website, "Certified Disadvantaged and Women Business Enterprise" directory available at: <http://www.maine.gov/MaineDOT/disadvantaged-business-enterprises/dbe-home.php>

VI. CONTRACT TERM, TYPE AND PAYMENT METHOD

The initial contract term shall be for a period of 2 years, commencing upon approval of the contract documentation. At the Town's discretion, the contract may be extended as appropriate.

The contract type utilized for this project shall be a lump sum and the method of payment shall be monthly.

VII. GENERAL INFORMATION

1. The *Consultant General Conditions* of the Maine Department of Transportation shall govern all work performed under any contract executed pursuant to this RFP and subsequent selection process. The conditions are found at the MaineDOT website: www.maine.gov/mdot/cpo/docs/general/consultant-general-conditions.pdf
2. This RFP does not commit the Town to pay any costs incurred in submitting your proposal, making studies or designs for preparing the proposal or in procuring or sub-contracting for services or supplies related to the proposal.
3. Requests for Clarification / RFP Amendments. During the proposal preparation period, all requests for clarification and/or additional information must be submitted in writing (via e-mail StandishPlanner@roadrunner.com SUBJECT: Clarification to RFP for Standish Corner Sidewalks or by fax 207-642-5181) to the individual referenced by "Attention:" on the cover page of this RFP no later than 4:00 p.m. on Nov. 23, 2011. Late requests for clarification will not be accepted. When appropriate, responses to requests, as well as any changes initiated by the Town, will be provided to all prospective proposers in writing as amendments to the RFP, and will be placed on the Town's website: http://www.standish.org/Public_Documents/StandishME_Planner/Planning-4-Column%20Table%20Form no later than Nov 18, 2011. **IT WILL BE THE PROPOSER'S RESPONSIBILITY TO CHECK THE REFERENCED WEB SITE FOR ANY NEW AMENDMENTS.** (Note: The Proposer must include reference to all amendments on their response to this RFP.)

**MaineDOT CONSULTANT'S DBE/SUBCONSULTANT
PROPOSED UTILIZATION FORM**

Must be provided as an attachment to each New Technical Proposal

Consultant Firm: _____ Telephone: _____ Ext _____

Contact Person: _____ Fax: _____

E-mail: _____

TOTAL CONTRACT/MODIFICATION AMOUNT: \$ _____ DATE OF EXECUTION: ____/____/____
(For Department Use Only)

FEDERAL PROJECT PIN # _____ PROJECT LOCATION: _____

TOTAL ANTICIPATED DBE _____ % PARTICIPATION FOR THIS CONTRACT

W B E •	D B E •	Non DBE	Firm Name	Description of Work	Anticipated \$ Value
Subcontractor Total >					
DBE Total >					

**NOTE: THIS INFORMATION IS USED TO TRACK AND REPORT ANTICIPATED DBE PARTICIPATION IN ALL
FEDERALLY FUNDED MAINE DOT CONTRACTS. THE ANTICIPATED DBE AMOUNT IS VOLUNTARY AND WILL
NOT BECOME A PART OF THE CONTRACTUAL TERMS.**

<p>Equal Opportunity Use:</p> <p>Form received: ____/____/____ Verified by: _____</p>

**For a complete list of certified firms and company designation (WBE/DBE) go to
<http://www.maine.gov/mdot>**