

TOWN OF STANDISH

175 Northeast Road
Standish, ME 04084



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

November 29, 2011

REQUEST FOR PROPOSALS ENGINEERING SERVICES

Rte 25 & Oak Hill Road Intersection Relocation / Sidewalks / Road Construction

To Interest Parties:

DESCRIPTION

The Town of Standish is soliciting sealed, competitive proposals for survey and civil engineering services. The Town intends to relocate the Oak Hill Road intersection to increase sight distance, and maximize safety. This intersection relocation will require the construction of one new section of Oak Hill Road and the reconstruction of the existing intersection. Gorrill Palmer Consulting Engineers Inc. of Gray ME has performed a preliminary design. A copy of the plan and the engineer's estimate of probable cost will be made available to prospective proposers via e-mail request to standishplanner@roadrunner.com. The preliminary design was used for initial concept approval and for budget purposes.

Proposals for engineering services shall be split into **PHASE #1 & #2** as outlined below:

SCOPE OF SERVICES PHASE #1 (Design & Permitting) IS AS FOLLOWS BUT NOT LIMITED TO:

1. **Section "A"** Develop a design acceptable to the Town and Maine Department of Transportation (MDOT) for the relocation of the Rte 25 / Oak Hill Road intersection to include the new intersection, modification of the existing intersection, and a new segment of Oak Hill Road leading to the new intersection with associated drainage, parking, sidewalks and landscaping for each section as defined in the attached Conceptual Layout Plan.
2. **Section "B"** Develop a design acceptable to the Town and MDOT for sidewalks that meet ADA accessibility standards along the northerly side of Route 25 with associated drainage and landscaping. This project shall be designed with the appropriate conduits, wire and footings for new streetlights along the Rte 25 corridor. The locations, cross-sections and limits are defined in the attached Conceptual Layout Plan.
2. Perform additional surveys necessary to complete the designs.
3. Public Involvement: One public hearing is expected for this project. It should occur at the 20% plans point of the design. The consultant will be expected to attend a meeting in the Council Chambers at Standish Municipal Building, prepare exhibits and all necessary meeting information.
- 4 Develop separate construction plans, details and cost estimates for both **Section "A"** and **Section "B"** as described above, which will be combined into a single bid package, along with specifications. Coordinate with the Town, Utilities, Maine DOT and MDEP as necessary. The Rte 25 intersection design and construction may need to be coordinated with the pedestrian sidewalks improvements proposed to be constructed in 2012 – 2013 along the southerly side of Rte 25.
5. Schedule: This project has been approved by the Standish Town Council to be designed in FY 2012. Future funding for construction is dependent upon the FY 2013 budget and voter approval.

The RFP shall be posted on Towns web site on November 29, 2011. The deadline for submission of sealed proposals to the Standish Town Hall is December 12th, 2011 at 2:00 PM at which time they will be opened and available for public inspection. The following timetable applies to this proposal. All events are open to the public. The Town reserves the right to accept or reject any or all proposals.

December 12 th ,	2:00 PM	Proposal Deadline and Opening	Town Hall Conference Room
December 12 th ,	4:00PM	Capital Improvements Review	Town Hall Conference Room
December 13 th	7:00PM	Final Action - Town Council	Town Hall Council Chambers

The consultant should assume a notice to proceed on **Phase #1** of this RFP by December 14th, 2011 and on **Phase #2** on July 1, 2012. The consultant should also assume that the project detailed in **Section "A"** is constructed between July 2012 and October 2013. The consultant should propose a schedule they feel best represents their amount of effort available for the project. The Town of Standish is anticipating bid packages for construction of this project to be available February 21st, 2012 with bid opening March 15th, 2012.

6. Obtain any permits as required.

7. Prepare contract document consisting of plans, special provisions, supplemental specifications, schedule of items, bond and insurance requirements and contract agreement. Technical specifications will be by reference to the latest edition of the Maine Department of Transportation Standard Specifications for Highway and Bridges. Provide the Town with 25 copies of the bid package contract document. Bid packages to be made available to potential bidders by February 21, 2012 and are to be received from potential contractors and opened on March 15 at 2:00 PM. Construction bid package shall be split into two stand alone sections. **Section "A"** is defined on page one of this RFP - **Phase #1 Section "A"**. Bid acceptance conditional upon voter approval of the FY 2013 budget by July 1, 2012. – **Section "B"** to include sidewalks along Rte 25 and installation of conduits for new streetlights, wire, and footings along the Rte 25 corridor. Route 25 sidewalk construction is conditional upon separate funding.

8. Conduct pre-bid meeting and attend bid opening, review bids and make recommendation of award.

SCOPE OF SERVICES PHASE #2 (Construction Administration Section "A") IS AS FOLLOWS BUT NOT LIMITED TO:

9. Conduct pre-construction meeting with selected contractor.

10. Provide construction management services for the project described above. Stake out the Right of Ways, provide bench mark elevations and road centerlines at intersections and 50 ft. stationing or as required for construction of this project. Services will include periodic site visits (a minimum of at least one (1) site visit per week during construction), review quality control testing and review payment requisition. Construction administration will also include answering questions from the contractor and representing the Town at any disputes or negotiations.

11. Final inspection report and as built construction drawings.

SERVICES TO BE PROVIDED BY THE TOWN

1. The Town can provide any test pits

2. The successful proposer will be provided with electronic files of existing condition plan. The files will be in Auto CAD format.

3. The Town will pay any permits application fees and perform necessary advertising.

Thank you for your interest in doing business with the Town of Standish. Please do not hesitate to call Alton Benson, Standish Town Planner or myself if more information is needed.

Respectfully,



Gordon Billington

Town Manager

FIRMS INTERESTED IN PROVIDING TECHNICAL ENGINEERING SERVICES ARE REQUESTED TO SUBMIT THE PROPOSAL FORM AND FOLLOWING INFORMATION.

Name of Project Manager and other design team members to be assigned to this project. Please address contingency plans should one of these employees be unavailable during the design phase. The consultant should also include the Construction Administration Team that is expected with this project, should the project be constructed in 2012 - 2013. No hours should be included for the (Construction Administration Phase 2) in the (Design & Permitting Phase 1) of this RFP.

The firm's approach to the project and experience in each of the design features required.
The firm's approach to the public involvement process.

Professional liability insurance will be required upon selection.

EVALUATION OF PROPOSAL

A consultant selection team comprised of Town staff and the Capital Improvements Committee shall review the proposals and recommend the firm they feel will supply the Town of Standish the best and most complete project.

Please furnish **five** copies of the proposals to Gordon Billington, Town Manager, 175 Northeast Road, Standish, ME 04084 by 2:00 p.m., **Monday, December 12, 2011**. Submittals received after the stated time will be returned unopened and will not be considered. Interviews may be needed depending on the selection committee's evaluation.

All Questions regarding this proposal are required to be submitted by email or fax.

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 to StandishPlanner@roadrumner.com SUBJECT: Clarification to RFP for Oak Hill Road Intersection Design- Sidewalks or by fax 207-642-5181) to Alton Benson no later than **8:00 a.m. on December 6th, 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 December 6th, 2011 at 4:00 PM. 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.)

FIRM NAME AND ADDRESS:

Date: _____

PROPOSAL FORM

Standish Municipal Building
175 Northeast Road
Standish, ME 04084

Gordon Billington Town Manager:

This bid is submitted in accordance with your "RFP for Engineering Services" inviting proposals to be received for the work outlined in the "Scope of services" attached hereto for the RFP Oak Hill road intersection relocation project.

Having carefully examined the proposal documents, the undersigned herein agrees to furnish all services as outlined in the proposal documents for the amounts specified below:

ITEM	QTY	DESCRIPTION OF ITEMS	UNIT	TOTAL
Phase #1 Design & Permitting Services of Sections A&B				
1	1	Develop Plans & Specifications acceptable to Town & MDOT	LS	\$
2	1	Field Survey as necessary	LS	\$
3	1	Conduct one public hearing for public involvement	LS	\$
4	1	Coordinate / develop construction plans, details, & estimates.	LS	\$
5	1	Coordinate required schedule	LS	\$
6	1	Acquire permits as needed	LS	\$
7	1	Prepare contract / Bid Documents Specs. Drawings 24"x36"	LS	\$
8	1	Conduct pre-bid mtg. make recommendations	LS	\$
Phase #1 Sub - Total				
Phase #2 Construction Administration Section "A" only				
9	1	Pre construction mtg.	LS	\$
10	1	Construction Management Services, Stakeout of Right of Ways	LS	\$
11	1	Final inspection report , as built drawings	LS	\$
Phase #2 Sub-			total	\$
Grand			total	\$

The undersigned has caused this Proposal to be executed as of the day and year indicated above.

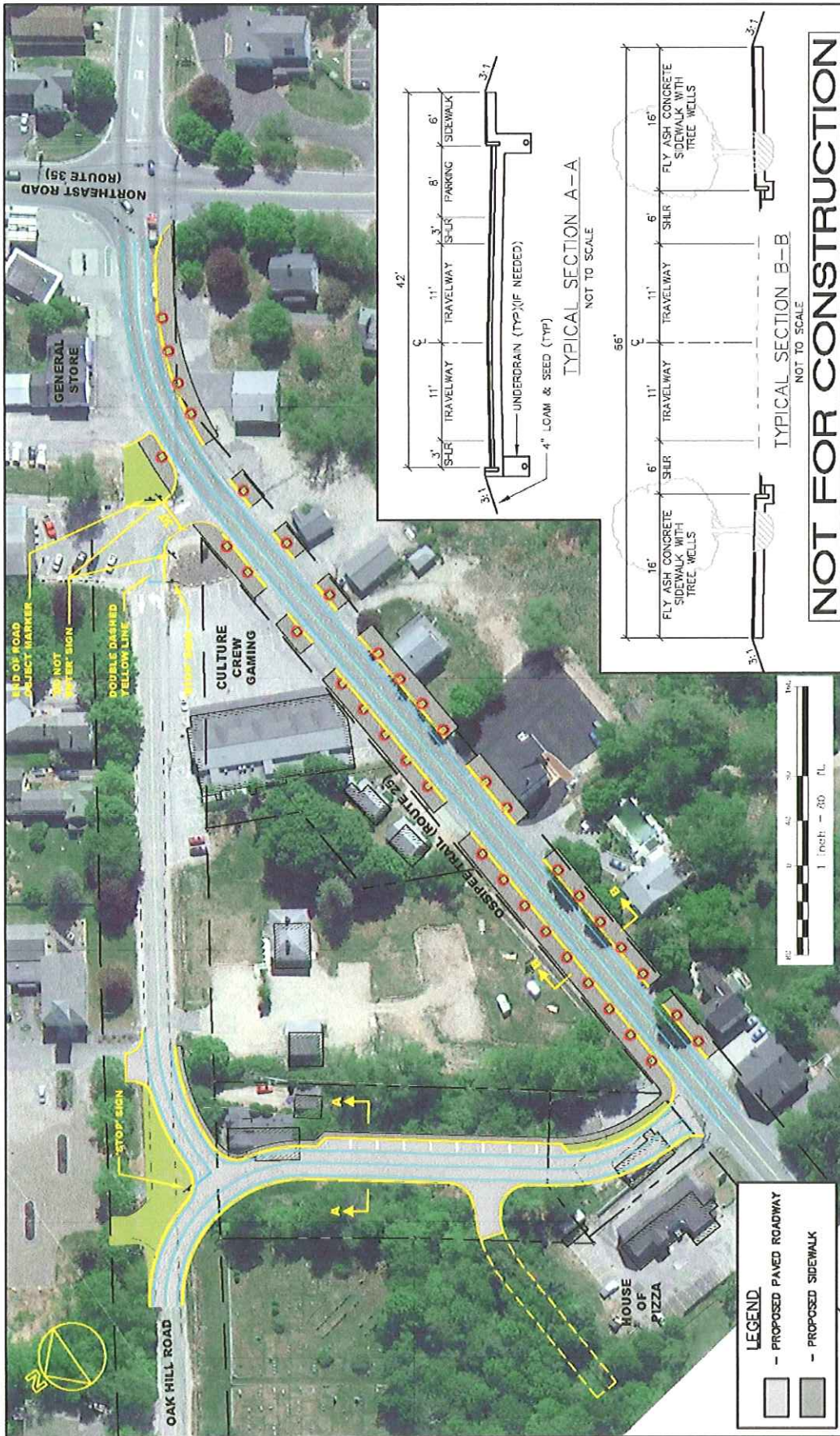
(Signature)

(Printed Name)

(Title)

(Phone)

(Fax)



NOT FOR CONSTRUCTION

Scale: 1" = 80'

Conceptual Layout Plan
 DOWNTOWN STANDISH CORNER STREETScape IMPROVEMENTS

GP
 Gerrill Palmer Consulting Engineers, Inc.
 Traffic and Civil Engineering Services

Project No.	2018-001
Date	08/15/2018
Scale	1" = 80'
Drawn by	W. J. [unreadable]
Checked by	[unreadable]

Sheet No.	4 of 5
Date	08/15/2018
Drawn by	W. J. [unreadable]
Checked by	[unreadable]