

TOWN OF STANDISH

175 Northeast Road
Standish, ME 04084



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

November 25, 2014

REQUEST FOR PROPOSALS ENGINEERING SERVICES Main Street Sidewalks / Road Drainage Improvements

To Interest Parties:

DESCRIPTION

The Town of Standish is soliciting sealed, proposals for survey and civil engineering services. The Town intends to construct a minimum 5 ft. wide, ADA compliant, raised sidewalk on the northwest side of the Route 11 (Main Street) within the right of way to connect Steep Falls Village to the northeast approach of the Saco River Bridge. The sidewalk is to run along Main Street (Rte. 11) from the Bridge to Rte. 113. The design shall include any necessary drainage improvements and the sidewalk cannot impinge into the existing shoulder. This new sidewalk may require the re-construction of the street drainage system along that side of Main Street. A "Sidewalk and Drainage Improvements Project Location Map" is included in this document. This preliminary design was used for initial concept approval and for budget purposes only.

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

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

1. Develop a design acceptable to the Town and Maine Department of Transportation (MDOT) for the most cost effective construction of a 5 ft. sidewalk that meets ADA accessibility standards along (Rte. 11) Main Street from the bridge to Rte. 113, including the necessary landscaping and road drainage along this segment of Main Street. This project shall be designed with the appropriate conduits, wire and footings for new streetlights along the Rte. 11 corridor. The approximate location and limits are defined in the attached "Sidewalk and Drainage Improvements Project Location Map".
2. Perform test pits as required and additional surveys necessary to locate all existing utilities, drainage infrastructure and 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. Create construction plans, details and cost estimates for this project 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. Lighting and landscaping professionals shall be subcontracted as necessary.
5. This project survey / design work and the production of construction bid documents shall be completed by March 2nd, 2015.
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 15 copies of the bid package contract document. Bid packages to be made available to potential bidders by March 2nd, 2015 and are to be received from potential contractors and opened on April 9th, at 2:00 PM. Construction bid package shall be as defined above. Construction contract award by Council action on April 14th 2015.
8. Conduct Pre-bid meeting and attend bid opening, review bids and make recommendations of award.

SCOPE OF SERVICES (Construction Administration Phase 2) IS AS FOLLOWS BUT NOT LIMITED TO:

9. Conduct a utility coordination meeting within 2 weeks after bid award.
10. Conduct pre-construction meeting with selected contractor.
11. Provide construction management services for the project described above. Stake out the Right of Ways, provide bench mark elevations and road centerlines at intersection 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.
12. Final inspection report and as built construction drawings.

SERVICES TO BE PROVIDED BY THE TOWN

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

COMMUNICATIONS IN REFERENCE TO THIS RFP

The RFP shall be posted on Towns web site on November 26, 2014. The deadline for submission of sealed proposals to the Standish Town Hall is December 8th, 2014 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 8 th ,	2:00 PM	Proposal Deadline and Opening	Town Hall Conference Room
December 9 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 Wednesday December 10th, 2014 and on **Phase #2** on May 1, 2015. The consultant should also assume that the project detailed above shall be constructed between May 1, 2015 and October 30, 2015. The Town of Standish is anticipating bid packages for construction of this project to be available March 2nd, 2015 with bid opening April 9th, 2015.

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

During the proposal preparation period, all requests for clarification and/or additional information must be submitted in writing (via e-mail to bbenson@standish.org SUBJECT: Clarification to RFP for Main Street Sidewalk Design- or by fax 207-642-5181) to Alton Benson no later than 8:00 a.m. on December 3rd, 2014. 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 prospective proposers in writing as amendments to the RFP, and placed on the Town's website no later than December 4th, 2014 at 4:00 PM

at: http://www.standish.org/Public_Documents/StandishME_Planner/Planning-4-Column%20Table%20Form.

It will be the proposer's responsibility to check the town's web-site for any new amendments.

(Note: Proposers must include reference to all amendments on their response to this RFP.)

Insurance requirements: Professional liability insurance, property damage, liability business auto and worker's compensation (\$1,000,000 or such higher amount established by the Maine Tort Claims Act, 14 MRSA 8101-8118). Professional liability insurance will be required upon selection.

Draft and final products will be provided in electronic and hardcopy formats. Electronic documents will be in submitted in MS Word and Adobe Acrobat (.PDF) format, plans and maps delivered in

Auto CAD *.dwg file format. The Town of Standish will assume ownership of all materials, plans, graphics, maps, etc.

Submittal

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 8th, 2014**. 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

The Town of Standish reserves the right to accept or reject any and all proposals and is not liable for any costs incurred by individuals or firms prior to the issuance of a contract.

Proposal Requirements

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 2015. No hours shall be included in the (Design & Permitting Phase 1) of this RFP for work in the (Construction Administration Phase #2) of this RFP.

The following items must be submitted:

1. Resumes: Submit resumes of all principals to be assigned to the project.
2. Sub-Contractors: Identify any aspects of the project that will be subcontracted. List name and address and describe prior experience working with the subcontractor.
3. Capability and availability of personnel to perform the work in a timely manner.
4. The firm's approach to the project and experience in each of the design features required.
5. The firm's approach to the public involvement process.
6. Firm's references: Offer a minimum of three references for similar projects completed, previous clients, and the name and telephone number of a person associated with the project in the client's employ that may be contacted for a reference.
7. Contact information: Provide the name, address, phone number, FAX number, and e-mail address in the proposal.
8. Schedule: Include a schedule outlining project deliverables and milestones.
9. Proposal form.

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 Main Street sidewalk 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				
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	15	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				
9	1	Conduct utility coordination mtg. within 2 weeks after bid award.	LS	\$
10	1	Conduct Pre-construction mtg.	LS	\$
11	1	Construction Management Services, Stakeout of Right of Ways	LS	\$
12	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.

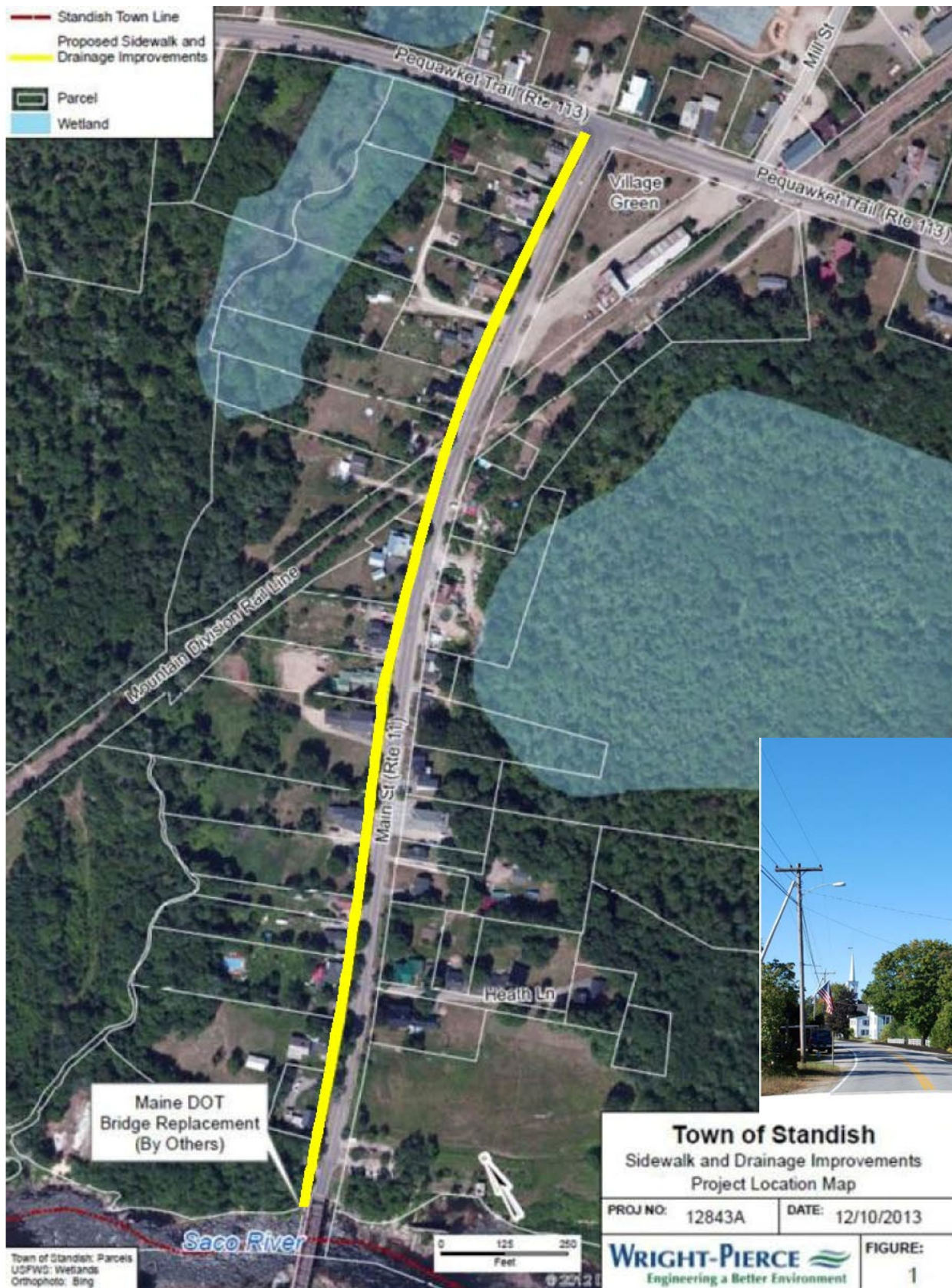
(Signature)

(Printed Name)

(Title)

(Phone)

(Fax)



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.

Submittals will be reviewed and evaluated in the following categories:

1. Qualifications and experience, demonstration of related experience and qualifications of persons assigned to project. _____25%
 2. Project understanding and ability to provide services as described in the work specifications. _____25%
 3. Capability to begin and complete work in an expedited manner. _____20%
 4. Cost of engineering/design services. _____30%
-

LEGAL NOTICE TOWN OF STANDISH REQUEST FOR PROPOSALS

The Town of Standish, Maine seeks a qualified individual(s) or firm, to provide engineering/landscape design services for drainage and sidewalk improvements in the Steep Falls district. The project is partially funded by a U.S. Dept. of HUD, Community Development Block Grant (CDBG).

A complete copy of the Request for Proposals is available on the Town's web-site at: http://www.standish.org/Public_Documents/StandishME_Planner/Planning-4-Column%20Table%20Form.

Information may also be obtained by contacting:

Alton H. Benson, (Bud)
175 Northeast Road, - Standish ME 04084
Call (207) 642-4536
Via e-mail to bbenson@standish.org.