

**Town of Pittsfield  
Request for Qualifications  
Engineering & Design Services  
Madawaska Sewer Rehabilitation Project  
July 18, 2017**

The Town of Pittsfield, Maine, is requesting engineering services to prepare all engineering plans and invitation to bid documents and specifications, and provide construction management including inspection services for construction of the Madawaska Sewer Rehabilitation Project. The section of Madawaska proposed for reconstruction is about 1,400 lineal feet in length. The project replaces an existing sewer main.

The Request for Qualifications (RFQ) is available on the Town of Pittsfield website; [www.pittsfield.org](http://www.pittsfield.org). Completed proposals must be returned by Friday, August 11, 2017 at 3:00 p.m. at the following address: Kathryn Ruth, Town Manager, Town of Pittsfield, 112 Somerset Avenue, Pittsfield, Maine, 04967. Questions regarding this project should be directed to Kathryn Ruth, Town Manager, at 207-487-3136 or to [townmanager@pittsfield.org](mailto:townmanager@pittsfield.org). Any contract or contracts awarded under the advertisement for quotations will be funded in part by a grant from the Northern Border Regional Commission (NBRC). The total amount of federal funding included in the project financing will be \$250,000 which represents a portion of the total project costs to include design, construction of the sewer line, project inspection, and management of the project. Neither the United States nor any of its departments, agencies, or employees is or will be a party to this advertisement or any resulting contract.

The Town of Pittsfield reserves the right to reject any or all proposals; to waive any technicality or formality in the quotations; and to accept any quotation which it may deem to be in the best interest of the Town.

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**INTRODUCTION**

The Town of Pittsfield, a Central Maine community of approximately 4,500 people, is seeking consultant services to prepare engineering and design plans and construction bid documents, manage the construction and provide inspection services for the Town's Madawaska Sewer Rehabilitation Project. The Town has received a \$250,000.00 grant from the Northern Border Regional Commission (NBRC) to assist in completing the project. The Town will be using its own funds to match the NBRC funds.

The Town wants to begin construction in the early Spring 2018 to take advantage of the summer construction period. The project must be completed in its entirety by September 1, 2018.

We are seeking to engage the services of a firm which is capable of working cooperatively with the Town of Pittsfield to address our timeframe and to provide high quality engineering and design plans. The consultant we select must have the ability to work well with the Town, businesses and residents.

A detailed scope of work, a description of information which must be included in proposals and the criteria which the Town will use to determine which contractor to select is listed below.

**SCOPE OF WORK**

**PROJECT IMPROVEMENTS:**

The Project area is about 1,400 feet in length. The major improvements the Town seeks to complete through the project, and the work for which the engineering consultant will be expected to prepare are engineering and design plans and Invitation to Bid documents as well as construction management services which includes inspections. The existing failing sewer line dates back to the period of 1895 to 1930 and is in very poor condition. Replacement of the line is needed to provide better quality sewer to the area, particularly to serve the SAS complex, and decrease the amount of infiltration as the Town continues to eliminate infiltration from the sewer system.

**TASK 1. DESIGN WORK AND ENGINEERING PLANS**

The consultant will be expected to determine the preferred size and type of pipe, to identify the lay-out of the sewer line in relation to other utilities in the area and to identify final construction standards for the sewer line.

**Project Deliverables:**

- a) Preliminary Plan documents for the lay-out of the sewer line.
- b) Final Plan documents for the lay-out and construction of the sewer line that are included as part of the Invitation to Bid documents.

The Engineering firm will be responsible for preparing the final construction cost estimate based on the Invitation to Bid documents, and presenting this cost estimate to the Town Council as part of the final project presentation.

The Town would like the engineering firm to propose a schedule for this project to ensure that the project is completed in full by September 1, 2018. The Town has identified a target date of November 03, 2017 for the delivery of all project engineering and the completion of the Invitation to Bid package. The Town seeks to complete all engineering plans by this date to provide time for the Town to review the final plans and specifications and to incorporate any required revisions to the plans and Invitation to Bid documents well in advance of when the Town would issue the Invitation to Bid. The Town would like consultant firms who bid on this project to review and comment on the proposed schedule to complete the work identified in the RFQ.

**TASK 2. PROJECT PERMIT REQUIREMENTS**

The engineering firm shall identify any and all federal or state permits and approvals that are required to construct the project, and shall prepare all identified federal and state permit applications and secure said permits to allow the Town to perform project work. The Town believes there are few, if any, federal or state permits required for the project because all work is occurring within the bounds of an existing roadbed and the work involves replacing existing utilities. The Engineering Firm will be responsible for securing any and all permits, including paying the cost of said permits with the exception of local permits which shall be acquired by the Town.

**TASK 3. PARTICIPATION IN INVITATION TO BID PROCESS**

The engineering firm the Town selects will be responsible for preparing the Invitation to Bid documents, and will assist the Town in conducting the Invitation to Bid process. The services the engineering firm will provide to the Town include, but are not necessarily limited to the following information:

- 3.1 Assist in conducting a pre-bid conference for potential respondents to the Invitation to Bid.
- 3.2 Provide responses to technical questions and clarifications to the Invitation to Bid, as well as issuing any needed addenda to the Invitation to Bid.
- 3.3 Assist the Town in the review of the responses received to the Invitation to Bid, and the Town's selection of a contractor to construct project improvements. This shall include preparing a tabulation of all bids received, reviewing proof of qualifications of preferred bidders and making a recommendation to the Town regarding which contractor to select.

**TASK 4. CONSTRUCTION MANAGEMENT SERVICES.**

The engineering firm the Town selects shall be required to provide overall construction management services. These services shall include making periodic site visits to meet with the general construction contractor and Town staff for the following purposes; to assess overall work on the project in

accordance with the engineered plans; to discuss potential problems and potential approaches to address said problems; to assess status of the project and compliance with the project construction schedule and construction contract. The firm shall provide written assessment reports to the Town based on their periodic site visits.

#### **TASK 5. CONSTRUCTION INSPECTION SERVICES**

The Town requires the Respondent to identify the approach, personnel, and costs the company would incur to perform construction inspection services for the project. The Respondents shall identify the experience of their personnel in providing construction inspection services, and must commit to using qualified personnel to provide all inspection services. The Respondent also should identify any services in which they will subcontract out for this task. Inspection Services shall be identified by a cost per 8-hour day as well as a cost per week. All construction inspection services provided shall comply with Northern Border Regional Commission requirements.

#### **TASK 6. MONTHLY REPORTS**

The consultant shall submit monthly reports to the Town's project manager that identify progress in completing the tasks identified in this RFQ. The report shall describe compliance with the project schedule and any potential problems that have occurred or that are anticipated, and approaches the Respondent has recommended to address the concerns.

### **PROPOSAL CONTENT & CONSULTANT SUBMISSIONS**

- 1) **Proposal Format.** Proposals must be submitted on letter size paper and should be bound or similarly assembled. The proposals should be typed single-spaced, portrait oriented using a font size of no less than 12.
- 2) **Proposal Submission.** Respondents shall submit 9 bound copies of the firm's proposal and cost proposal. Proposals must be submitted to the Town by Friday, August 11, 2017 at 3:00 pm at the following address: Town of Pittsfield, Att: Kathryn Ruth, Town Manager, 112 Somerset Avenue, Pittsfield, ME 04967

All Proposals must be submitted in an envelope plainly marked: "Town of Pittsfield Madawaska Sewer Rehabilitation Project" with the name and address of the proposer identified in the upper left-hand corner. No responsibility will be attached to the Town, or any official, agent, or employee thereof, for the pre-opening of, post-opening of, or the failure to open a proposal that is not properly addressed and delivered.

In addition to the bound copies, Respondents must submit one electronic version of the proposal and cost proposal in PDF format. The electronic version should be submitted on a CD or Flash drive and included in the same envelope as the 9 bound copies.

3) **Letter of Transmittal.** A Letter of Transmittal signed by an authorized representative of the Respondent firm and addressed to Kathryn Ruth, Town Manager, Town of Pittsfield, 112 Somerset Avenue, Pittsfield, Maine, 04967 shall be included at the beginning of the RFQ and must, at a minimum, contain the following information:

- 3.1 Identification of the offering or prime firm, including name, address, telephone number and e-mail address. Similar information should be provided for all sub-consultants to the prime firm.
- 3.2 Provide an explanation of the proposed working relationship between the prime firm and any and all sub-consultants.
- 3.3 Provide the name, address, phone number and email address of the firm's representative that the Town can contact regarding questions about the response to this RFQ during the time period which the Town is reviewing the response.
- 3.4 Provide a brief profile of the prime firm, including types of services offered, the year founded, and form of organization, and provide the same for any and all sub-consultants.
- 3.5 Provide a statement that commits the proposer's project team to their availability to perform work identified in the proposal in the roles proposed during the course of this project and that they will not be reassigned, removed or replaced without the consent of the Town.
- 3.6 Confirm that the applicant proposal will be valid for not less than 90 days after the identified submission date.
- 3.7 The transmittal letter shall be signed by the person authorized to bind the offering firm to terms of this proposal.

**4) Description of Project Team.** The Respondent shall provide an organizational chart of the project team which clearly delineates communication and reporting relationships among the project staff and among the major sub-consultants, if any, involved in this project. The Respondent must identify key personnel proposed to perform work on the various tasks identified in this scope of work, and identify major areas of subcontracted work. The response should indicate the expected contributions of each staff member in time as a percentage of the total effort for the project and the respective tasks. It is critical that the Town understand the responsibilities of each member of the project and the respective tasks as well as the responsibilities of each member of the project team and their respective education, experience and ability to perform work assigned. It should be clear to all readers of the proposal regarding which consultant staff will perform work on the individual tasks.

**5) Qualifications and Experience.** The Respondent shall demonstrate that they clearly have the experience and technical competence to perform projects similar in scope and complexity to the design and engineering services the Town seeks to obtain for the Madawaska Sewer Rehabilitation Project. The Respondent should identify work performed on similar projects, particularly projects performed for the Town of Pittsfield and should provide a brief description of said projects; such as the type of improvements designed and constructed, the location and area served by the improvements, and the overall project cost. The Town, in its review of response to this RFQ, will give extra weight to firms which have had a good quality working relationship with the Town, knowledge of the Town infrastructure, and which have demonstrated to the Town that they can successfully provide services to standards expected by the Town. The Respondent should describe why the firm believes the project team assembled is well qualified to perform the work desired by the Town.

**6) Capacity of Respondent.** The respondent must identify their capacity to perform all work identified in this proposal, including their availability to perform the work, their financial stability, and their present workload as it may affect the Respondent's ability to complete all work within the time frames identified in your response to this scope of work. The Respondent should identify other project

work in which you have performed on projects of a similar size and complexity and how such work was performed in a timely manner. The Town is seeking assurances that the firm has the ability to meet the schedule and perform the work that we have proposed.

**7) Work Plan.** The Respondent must submit a detailed, well-conceived work plan showing the methodology and approach proposed to successfully accomplish the tasks identified in the scope of work. The Respondent should identify a schedule of activities that addresses the Town’s approach and schedule for this project. In your response, the firm also should identify any other work it believes the Town should undertake to successfully provide engineering and design services for this project.

**8) Compensation Proposal.** Provide a cost proposal that identifies the following information at a minimum:

- a) Expected method of payment, including a not-to exceed cost;
- b) All direct and indirect costs to be assessed for performing work;
- c) A person-hour breakdown by discipline with hourly rates for these costs;
- d) A price to not exceed shall be provided for each of the 6 Tasks listed above along with the Grand Total Price to not exceed.
- e) The cost of providing services in addition to those specifically listed in the scope of work, if any.

**9) Project Administration.** The Respondent must identify their experience in complying with Federal and State requirements, particularly requirements specific to or similar to those associated with the Northern Border Regional Commission grant which the Town has received.

**10) Reference.** The Respondent shall provide the name, address, and telephone numbers of representatives of current or recent clients familiar with the work of the firm and its project team. A minimum of three references are requested. Include the name of a contact person and a phone number and preferable an email address for that person.

**11) Additional Data.** The Respondent may provide any additional data considered essential to the submittal.

## **TOWN REVIEW & AWARD OF CONTRACT**

### **1. Method of Selection.**

Each proposal will be reviewed and individually ranked by the Town. The Town reserves the right to conduct interviews and request presentations with any and all respondents. Proposers invited for interviews will be notified of their appointment at least 3 working days prior to their scheduled date/time. The Town may conduct interviews with the higher ranked respondents, and then re-evaluate its original rankings at the conclusion of the interviews. The Town, however, is not obligated to perform any interviews and may not need to hold any interviews. The compiled individual member rankings will be totaled to determine the final ranking.

Following the final selection, the parties shall execute the Town’s Standard Services Contract based on this RFQ, the selected Respondent’s proposal, and requirements of the Northern Border Regional

Commission grant which the Town has received and the funding source utilized as the Town's portion of the project. Project work under this proposal may not begin until the Town of Pittsfield and the successful Respondent execute a contract and the Town receives notice from the Northern Border Regional Commission that the Town's selection and selection process is appropriate.

It is expressly understood that the Town shall not be obligated to pay any costs incurred by any Respondent until a contract is approved by the Town Council. All respondents shall be responsible for any costs they may incur in pursuing the award of a contract associated with the RFQ from the Town of Pittsfield. In addition, it is expressly understood and agreed that the submission of the proposal does not require or obligate the Town to pursue an agreement or contract with any proposer.

By grant agreement, the Town is directed to select the engineer in accordance with the procurement standards set forth in 2 C.F.R. 200.319. The 'cost-plus-a-percentage-of-cost' and "percentage of construction cost" methods of contracting are specifically prohibited.

## **2. List of Criteria Involved in Ranking Proposals**

The following is a list of criteria the Town will use as a general Guideline for scoring proposals submitted in response to this RFQ. The Evaluator will use the scores to rank each firm in order of preference.

### **2.1 Technical Capabilities and Knowledge (20 Points)**

This factor involves an evaluation of the technical capabilities and specialized knowledge of the prime firm and any and all sub-consultants to successfully perform the specific scope of work identified in the RFQ, and a review of the Respondent's ability to deliver the quality of work required in a timely and efficient manner. More specifically, this will involve a review of the evidence that the Respondent can successfully perform the following:

- a) Provide engineering and design services for a project of the scope and complexity
- b) Successful working relationships with municipal, sewer district and private interests.

### **2.2 Quality of Work Program (30 Points)**

This factor involves an evaluation of the quality of the work program and submittals made by the Respondent. More specifically, this factor will include:

- a) An assessment of the Respondent's understanding of the RFQ's requirements.
- b) The approach, clarity and specificity of the work program.
- c) The Methods the Respondent will employ to manage project work and how the Respondent will work effectively and efficiently with the Town. Also, the Town wants a good understanding of how the company proposes to address potential difficulties that arise in performing identified tasks.
- d) The schedule to perform project tasks and the reasonableness of the proposed schedule.

It is critical that the work program provide all readers of the RFQ a clear idea of how the applicant will approach accomplishing tasks identified by the Town.

### **2.3 Professional Qualifications, Knowledge and Experience. (30 Points)**

This factor involves an evaluation of the qualifications, knowledge and experience of the Respondent's project team, including the Principal, Project Manager, and any and all sub-consultants to perform the identified scope of work. A factor that will be considered is the past working relationship, if any, between the Town of Pittsfield and the Respondent, and the quality of work the Respondent performed for the Town. This factor also includes knowledge of the Town's infrastructure system. The Town's evaluation will involve criteria such as the following:

- a) The background, experience, past performance, competency and integrity of the Respondent.
- b) An assessment of the qualifications of the project team that has been assembled to perform project work and tasks assigned to members of the project team.
- c) The overall capacity of the team and organization and how the prime firm will successfully manage project work. The Town will consider past working relationships among sub-consultant firms identified in the RFQ.
- d) The quality of work the Respondent delivered to the Town and the complexity and type of project for which services were provided. Also, Respondent knowledge of Town infrastructure.

### **2.4 Respondent Cost Proposal. (20 Points)**

The Town will review the Respondent's cost proposal and assess if it is both affordable and realistic to perform the identified work within the identified schedule. The Town will evaluate identified work within the identified schedule. The Town will evaluate identified costs, who on the project will perform specific tasks and the overall amount of the cost proposal. Firms which choose to submit unrealistic cost proposals in an effort to obtain the award of a contract will be rejected as non-responsive.

## **CONTACT REGARDING THIS REQUEST FOR PROPOSAL**

During the time period in which this request for proposal is being advertised and considered for award, the Town's contact for information regarding the RFQ shall be:

Kathryn Ruth, Town Manager, Town of Pittsfield, 112 Somerset Avenue, Pittsfield, Maine 04967  
207-487-3136 or [townmanager@pittsfield.org](mailto:townmanager@pittsfield.org)

Specific questions regarding information in the RFQ should be posed in writing (e-mail acceptable) to be received prior to August 4, 2017 at 12:00 noon.

## **OTHER REQUIREMENTS & INFORMATION**

1. **Town Withdrawal of RFQ.** The Town reserves the right to withdraw this RFQ at any time without prior notice and makes no representation that any agreement will be awarded to any Respondent to this RFQ. The Town expressly reserves the right to waive any informality or irregularity in the Proposals received, and to reject any and all Proposals responding to this RFQ without indicating reasons for such rejection.

2. **Background Information to Applicants.** The Town has posted this Request for Qualifications Notice on its website: [www.pittsfield.org](http://www.pittsfield.org). The link to this bid can be found under Notices for Town Bids. The Request for Qualifications has also been advertised in a newspaper.
3. **Severability.** Any written contract resulting from the RFQ shall contain a severability clause which provides that each paragraph and provision of the contract will be severable from the entire contract.
4. **General Contract Provisions:** The Respondent shall ensure that they and all persons involved in the provision of project services comply with the required contract provisions for federally funded contracts that involve the use of funds from the Northern Border Regional Commission. The Agreement must provide for all services required by the Recipient for the design and engineering phases of the project. The agreement must spell out who is responsible for construction inspection, approval of construction and supply contracts, change orders and other areas of possible conflicts (i.e., the division of responsibility and authority between the Recipient, the Engineer and the construction management). Further, all Contracts must include Appendix II to Part 200 – Contract Provisions for Non-Federal Entity Contracts Under Federal Awards.
5. **Indemnification.** The Respondent agrees to defend, protect, indemnify and hold harmless the Town, its officers, agents, and employees from any and all causes of action or claims arising out of or related to the Respondent’s performance on this project, including negligent acts and omissions.
6. **Insurance.** The successful Respondent shall procure and maintain and shall cause each sub-consultant to procure and maintain, at its own expense, during the entire term of the contract that may be awarded, required insurance against claims for injuries to persons, damages to property, or other losses which may arise from or in connection with the Respondent’s negligence or fault in the performance of work hereunder by the Respondent, his agent, representatives, employees or subcontractors of any tier. A complete list of insurance that must be provided is available upon request for the Town.
7. **Compliance with Professional Engineering Standards.** The Respondent shall ensure that all services provided to the Town comply with appropriate standards or guides developed by such professional organizations as the American Consulting Engineers Council (ACEC), American Society of Civil Engineers (ASCE), National Society of Professional Engineers (NSPE), and/or the American Institutes of Architects (AIA).
8. **Certification and Disclosure.** If the total amount of the bid exceeds \$100,000.00 the company will be required to file a ‘Certification Regarding Lobbying’ and ‘Disclosure of Lobbying Activities’ certification regarding the use of federal or nonfederal funds for lobbying activities; reference standard federal form LLL.