

TOWN OF PITTSFIELD
Request for Proposals
Engineering Services

The Town of Pittsfield is requesting proposals from engineering firms to provide cost estimates and engineering assistance. Proposals are due by 11:00 am on Friday, September 18, 2020. Copies of the RFP may be obtained from the Town of Pittsfield, 112 Somerset Avenue, Pittsfield, ME 04967 (487-3136) or downloaded from <http://www.pittsfield.org>

**Town of Pittsfield
112 Somerset Avenue
Pittsfield, ME 04967**

September 01, 2020

**Engineering Services
Engineering Cost Estimates for Capital Improvement Planning and Project Completion**

REQUEST FOR QUOTATIONS

The Town of Pittsfield, Maine is seeking proposals for detailed cost estimates for multiple road projects to include water, sewer, stormwater drainage and sidewalks as applicable.

SPECIAL NOTICE TO VENDORS

1. To receive consideration, an original copy of the quotation page of the inquiry with the quotations filled in must be signed and returned within the stated period, by U.S. Mail, postage prepaid, by a parcel delivery service, or by hand delivery. Quotations will NOT be accepted by facsimile (FAX) transmission.
2. Quotations must be submitted in a sealed envelope plainly marked on the outside, "Engineering Cost Estimates for Capital Improvement Planning and Project Completion" and shall be addressed to Town of Pittsfield, 112 Somerset Avenue, Pittsfield, Maine 04967.
3. All quotations shall be received by 11:00 A.M. on Friday, September 18, 2020 at which time they will be opened publicly by the Town Manager or her designee. Vendors or their representatives are invited to be present at the opening.
4. The successful bidder will be responsible for compliance with all applicable Federal, State and local laws and codes.
5. The Town of Pittsfield reserves the right to reject any or all quotations, 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.

SPECIFICATIONS

The Engineer is required to submit the Town's Quotation sheet with the bid.

The Engineer is responsible to review the areas of the proposed work to determine an appropriate bid.

Quotations must include a certificate of insurance providing proof that he/she/it is adequately covered by public liability/general liability insurance (\$400,000 minimum), automobile liability insurance (\$400,000 minimum), workers' compensation insurance as required by the State of Maine law and Professional Liability Insurance in the amount of One Million Dollars (\$1,000,000) for this project.

The successful bidder will be required to provide a certificate of insurance in compliance with the specifications listing the Town as additional insured prior to signing a contract.

The successful bidder will be required to sign the Town's General Services Contract in order to proceed with the project.

SCOPE OF WORK:

The Engineer shall provide engineering services necessary to determine full cost estimates for the following projects in 2021 dollars.

Roadway	Length & Width	Anticipated Work
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See Attached Exhibit A titled "Engineering Assistance Project List 2021"

The Town anticipates choosing one (1) project from design through construction to project completion if a grant award or other funding takes place. The work shall be completed in Phases. Phase I consists of Public Participation and Design Work, which shall be authorized and paid for by the Town. Phase II and Phase III consist of Bidding, Construction and Project Administration through completion, which shall only be authorized after a successful grant application or other funding such as a loan or bond is issued. Therefore, Phase II and III are contingent upon obtaining funding for the project.

Engineering services will include, but not be limited to the following:

- 1) Preliminary and Final Design: The Design shall be consistent with MaineDOT construction requirements and specifications. The Engineer shall coordinate with the necessary utilities. The Engineer shall provide 5 sets of stamped final plans for the Town's use.
- 2) Public Participation: The Engineer shall conduct at least two public participation meetings. One public meeting with notice to abutters will kick-off the project, obtain public concerns and comments on how the project should proceed and discuss schedule, if funded. The second public meeting will be held after completion of the preliminary design to obtain feedback about possible impacts and any required mitigation measures. The Engineer shall provide project plans for such meetings.

The Town shall compile the names and addresses of abutters and provide notification to abutters of the public meetings.

- 3) Environmental Permitting and Documentation, and Other Permits: The Engineer will prepare and submit all necessary permit applications.
- 4) Preparation and Printing of Complete Bid Documents for the project: Bid documents shall include all necessary components for contractors to bid including technical specifications; contract documents and plans. Engineer shall be responsible to provide bid documents to the Construction Industry through the Dodge Reports, Associated General Contractors of Maine, and the Construction Summary of Maine, Inc.

Engineer shall provide the Town with a legal ad meeting State requirements.

The Town shall assume the cost to have the legal ad published and the Town shall hold the bid opening, including the tabulation.

- 5) Evaluation of bids and recommendation for award of contract.

- 6) Construction Administration and Inspection Services, including shop drawing and submittal reviews and approvals, if necessary.
- 7) Preparation and submittal of as-built drawings and electronic files.
- 8) Attend all necessary coordination meeting/s with the State of Maine and Town staff.
- 10) Provide certification that the project as constructed meets the requirements of the funders.

PROPOSAL SUBMISSION REQUIREMENTS

The proposal shall include the following information:

- **Company Profile:** A brief description of firm size, qualifications and services.
- **Project Team:** Names of project manager and relevant team members that will be assigned to this project along with their capabilities and experience with similar projects.
- **Project Approach:** Outline of scope of work and approach that will meet the requirements of the MaineDOT construction requirements and specifications.
- **Project Administration:** State engineers' experience with Federal and State requirements, and approach to meeting those requirements.
- **Workload Capacity:** Discuss the firm's workload and capacity to perform the work on a proactive schedule. The Town desires that the Consultant have sufficient resources to complete **the cost estimates by Friday, October 16, 2020**. For the chosen project, the engineering, public sessions and bid documents will need to be completed by **May 31, 2021**.
- **References:** Names, addresses, and telephone numbers of representatives of current or recent clients familiar with the work of the firm and project team. Five (5) are recommended. Include a contact person and telephone number for each reference.
- **Cost Proposal:** Complete the Town's quotation sheet
- **Additional Data:** Provide any additional data you consider essential to the submittal.

Exhibit A

Engineering Assistance Project List for Consideration for 2021

Roadway Name	Length Feet	Length Miles	Width Feet	Anticipated Work
HAMILTON TERRACE	4752.00	0.900	22.0	Infrastructure: Drainage, Road Construction, Paving, Water/Sewer
BIRCHWOOD TERRACE	2481.60	0.470	24.0	Infrastructure: Drainage, Road Construction, Paving, Water/Sewer
MAPLE TERRACE	897.60	0.170	22.0	Infrastructure: Drainage, Road Construction, Paving, Water/Sewer
HEMLOCK TERRACE	950.40	0.180	24.0	Infrastructure: Drainage, Road Construction, Paving, Water/Sewer
ARBOR TERRACE	1161.60	0.220	24.0	Infrastructure: Drainage, Road Construction, Paving, Water/Sewer
WEST STREET	1953.60	0.370	24.0	Infrastructure: Drainage, Road Construction, Paving, Water/Sewer
LIBRARY STREET	1531.20	0.290	24.0	Infrastructure: Drainage, Road Construction, Paving, Water/Sewer, Sidewalk
CONNORS STREET	155.00	0.0294	22.0	Infrastructure: Drainage, Road Construction, Paving, Water/Sewer, Sidewalk
Sebasticook Street	75	N/A	16.0	Culvert: Replacement/Repair
School Street	2481.6	0.47	23.0	Infrastructure: Drainage, Road Construction, Paving, Water/Sewer, Sidewalk
Crawford Road Bridge	53		24.0	Bridge: Structural Repair
Major Drainage/Run Off	N/A	N/A	N/A	From J.W. Parks Golf Course to Farnham Brook and Sebasticook River Including: Ditches, Culverts, Storm Drains, Receptors.
Spring Road	8236.80	1.56	22.0	Infrastructure: Drainage, Road Construction, Paving, Water/Sewer

Note: Measurements are approximate.

Town of Pittsfield
Engineering Cost Estimates for Capital Improvement Planning and Project Completion

QUOTATION

Total Price to Not Exceed for each Phase:

COST ESTIMATES FOR CAPITAL IMPROVEMENT PLANNING \$ _____

PHASE I OF PROJECT: \$ _____
Preliminary and Final Design
Public Participation Meetings

PHASE II OF PROJECT: \$ _____
Environmental Permitting and Documentation, and Other Permits
Complete Bid Documents for Contractors to Bid Project
Evaluation of Bids and Recommendation

PHASE III OF PROJECT: \$ _____
Construction Administration
Inspections
As built Plans and electronic files
Coordination Meeting/s
Certification of Project

NAME AND ADDRESS OF FIRM:

NAME OF AUTHORIZED PERSON: _____

SIGNATURE: _____

PHONE: _____

FAX: _____

E-MAIL ADDRESS: _____

Should you have any questions regarding this quotation, please contact Kathryn Ruth, Town Manager at 487-3136. Steven Vance, Public Works Foreman, can be reached at 487-6942 for tours of the project areas.