

**Town of Pittsfield
Request for Qualifications
Engineering & Design Services
Main Street Sidewalk Project
June 19, 2018**

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 Main Street Sidewalk Project. The section of the Main Street sidewalk proposed for reconstruction is about 4,050 linear feet on the west side of Main Street.

The Request for Qualifications (RFQ) is available on the Town of Pittsfield website; www.pittsfield.org. Completed proposals must be returned by **Tuesday, July 10, 2018 at 10:00 am.** 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. Any contract or contracts awarded under the advertisement for quotations will be funded in part by a grant from the Department of Economic and Community Development Community Development Block Grant Program (CDBG) The total amount of federal funding included in the total project financing will be \$250,000 which represents a portion of the total project costs to include design, construction of the sidewalk, replacement of streetlights including electrical work, project inspection, and management of the project.

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 community strategically located in Central Maine, 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 Main Street Sidewalk Project. The Town has received a \$250,000.00 grant from the State of Maine Department of Economic and Community Development Community Development Block Grant Program (CDBG) to assist in completing the project. The Town will be using its own economic development funds to match the CDBG.

The Town wants to begin construction in conjunction with the Maine Department of Transportation's Main Street Rehabilitation Project. This project must be coordinated with the State of Maine as the two projects will compliment each other. As of May 2018, MDOT has indicated that their Main Street project will take place in late 2019 or will take place in early 2020 if there are right of way issues. We do not believe there are right of way issues. If MDOT, by some chance, begins their project sooner in 2019, we must be ready.

We are seeking to engage the services of a firm which is capable of working cooperatively with the Town of Pittsfield and the State of Maine to address the State of Maine's timeframe and to provide high quality engineering and design plans. The consultant we select must have the ability to work well with not only the Town and State, but also the 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 consists of the reconstruction of approximately 4,050 linear feet of sidewalks on the west side of Main Street. The sidewalks currently consist of a variety of materials including concrete, asphalt over concrete, brick and asphalt varying in width from 4' to 9'. The curbs are granite, asphalt or do not exist due to deterioration. The sidewalks are proposed to be reconstructed as ADA compliant in width and include detectable warning plates. Current granite curbing in suitable condition will be re-set. It is imperative for the Town to coordinate this work with planned MDOT roadway improvements due to the current condition of the sidewalks and the need to adjust elevations to ADA and otherwise compliant levels. The following are sidewalk issues which need to be addressed in coordination with MDOT's Main Street improvements.

(1) The existing sidewalks along Main Street between Somerset Avenue and Central Street are in very poor condition with minimal curb reveal remaining due to several roadway paving applications over time. There is no way to fix this issue and maintain acceptable elevation at the entrance to each business, maintain an acceptable ADA compliant slope and provide a safe curb reveal at the edge of the sidewalk without lowering the roadway back to its original elevation.

(2) Lowering the roadway at this location will also improve drainage. It is not possible to completely update the drainage along this stretch of roadway without disturbing the sidewalks which makes the coordination of the work crucial.

(3) Sections of the sidewalk along portions of the area are substantially narrow and would need to be adjusted to be ADA compliant. This would involve widening the sidewalk which needs to be completed as the roadway is reconstructed.

TASK 1. DESIGN WORK AND ENGINEERING PLANS

The consultant will be expected to determine the sidewalk type/s; to identify the lay-out of the sidewalk in relation to buildings, utilities/other and the roadway; and to identify final construction standards for the sidewalk.

Project Deliverables:

- a) Preliminary Plan documents for the lay-out of the sidewalk.
- b) Final Plan documents for the lay-out and construction of the sidewalk 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's committee and staff as part of the final project presentation.

This is a federally funded project, therefore, the requirements of the Community Development Block Grant (CDBG) Program must be followed for all phases of the work including the bid documents and contracts utilized for the Contractor/Contractors.

The Town will require the engineering firm to meet the schedule that needs to be utilized in order to ensure that the project is completed in conjunction with the State of Maine. As the project must be closely coordinated with the Department of Transportation and the schedule has not yet been finalized, the Town can not identify a target date 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 the time needed in order to fully coordinate with MDOT in order 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 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 an existing sidewalk. The Town has completed the Environmental Review required for the Community Development Block Grant Program (CDBG). 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 Town would like the engineering firm to determine if one bid should be issued with a General Contractor or if two bids should be issued which would address (a) the sidewalk and (b) the streetlights. 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 hourly cost, a cost per 8-hour day as well as a cost per week. All construction inspection services provided shall comply with the Community Development Block Grant Program.

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 Tuesday, July 10, 2018 at 10:00 am 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 Main Street Sidewalk 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 Maine Street Sidewalk 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 complied 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, and the selected Respondent's proposal. Project work under this proposal may not begin until the Town of Pittsfield and the successful Respondent execute a contract.

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.

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

Specific questions regarding information in the RFQ should be posed in writing (e-mail acceptable) to be received prior to **Tuesday, July 10, 2018 at 10:00 am.**

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. 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 Community Development Block Grant funds. 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).
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).