



TOPHAM PUBLIC WORKS
100 MAIN STREET / 10 MAINTENANCE WAY
TOPSHAM, ME 04086
207-725-1728 / FAX 207-725-1739



Request for Proposals: Bay Park Drainage Improvements

BACKGROUND

The Bay Park Neighborhood in Topsham (Bay Park Drive, Coot Lane, Cherrywood Drive, Loon Drive, Merganser Drive, Goldeneye Drive, Eider Lane and Teal Road) has a perennial high water table. There is a town owned and maintained drainage system in place. The current system is inadequate and is considered “fragile”. Updates and modifications are needed to improve the drainage system. The improvements will be designed to lower the water table in the area to reduce or eliminate street flooding and basement flooding.

Construction began in the Bay Park Neighborhood in the 1970’s. A storm drain system was installed to help alleviate groundwater during excavation and basement installation. A groundwater simulation study was completed in 1981 by Robert G. Gerber, Consulting Geologist and Civil Engineer (available on the Topsham Public Works website, www.topshammaine.com/pwd. Click under “Bay Park” on right side column). The study shows that the bay park neighborhood was constructed over an aquifer. The study concluded that “water table elevations in the aquifer are relatively insensitive to changes in recharge that might be associated with development”.

The town of Topsham took ownership of the roads and infrastructure in the Bay Park neighborhood after construction was complete in the 1980’s. Evidence of drainage problems immediately began to surface. In 1991 the Town of Topsham contracted with Sitalines Inc. to perform a Bay Park Drainage Study (available on website). The study consisted of developing as-built drawings (including basement elevations) in the southern part of Bay Park. The study also examined possible solutions to the drainage problems and recommended corrective actions. Some actions recommended in the study were complete (cleaning debris, grass shoulders around basins). The as-built drawings showed that slopes of the existing under drain pipes were as flat as 0.0005. No major construction or corrective action was taken.

In the fall of 2008 the continuous drainage problems in Bay Park were brought to town Selectmen by residents of the area. Review of previous studies by the public works director concluded that no drainage improvements should be constructed in Bay Park until an adequate alternative outlet could be found. The town contracted with Sitalines P.A. to survey and explore outlet options that were originally mentioned in the 1991

study. In January 2009 the results of survey performed by Sitelines P.A. showed that there was only one practical option for a new outlet installation. The analysis (available on website) concludes that a new outlet could be installed along Hunter Lane and outlet into the existing stream channel that flows between Hunter Lane and Foreside Road. The new outlet would be 2-2.5' lower than the current outlet on Hunter Lane. The elevation change would provide enough slope for new storm drain installation along side streets (Goldeneye, Eider, Merganser and Loon).

SCOPE OF PROJECT

The town of Topsham is seeking proposals from qualified professional firms providing design services in the field of civil engineering. Responsibilities of the chosen design firm will be:

1. Existing Conditions Survey. The survey shall include at a minimum; rim and invert elevations of existing structures on Hunter Lane, Loon Drive (Hunter to Teal), Merganser Drive (Hunter to Teal), Goldeneye Drive (Hunter to Teal), and Eider Lane (Hunter to Teal).
2. Phase 1. Develop plans and design for a new storm drain outlet to run from the existing outlet on Hunter Lane to the proposed stream outlet shown in the 2009 Sitelines, P.A. analysis.
3. Phase 2. Develop plans and design for storm drain improvements to run along Goldeneye Drive from Hunter Lane to Teal Road.
4. Phase 3. Develop plans and design for storm drain improvements to run along Merganser Drive from Hunter Lane to Teal Road.
5. Phase 4. Develop plans and design for storm drain improvements to run along Eider Lane from Hunter Lane to Teal Road.
6. Phase 5. Develop plans and design for storm drain improvements to run along Loon Drive from Hunter Lane to Teal Road.
7. Provide itemized construction cost estimates for each of the five project phases listed above.
8. Provide associated specifications for plans developed in 2-6 above. A single specification covering all phases is sufficient.
9. Collect all pertinent data necessary to ensure the proposed storm drain improvements will alleviate the persistent water problems. Propose alternate solutions and cost savings that may benefit the town.
10. Coordinate with the Public Works Director and other town departments to gather background information, attend meetings as necessary and provide assistance with obtaining funding and easements necessary to ensure project completion.
11. Obtain D.E.P. permits necessary to ensure proposed project can be built.

Additional Services at Town's Discretion:

1. Prepare construction bid documents (drawings and specifications), administer the bid process and provide guidance on selection of a contractor.
2. Construction inspection services, construction project management and construction project administration.

PROJECT DELIVERABLES

- Five hard copies of drawings and specifications for the five phases of the project listed in the above scope.
- Electronic copies (CAD and PDF format) of drawings.
- Electronic copies of specifications (Word format).
- Electronic copies of existing conditions survey (CAD and PDF)
- Construction cost estimates for each individual phase.
- Results from any testing performed (soils, water table etc.).
- Results and raw data from surveys performed.
- Copies of all permits obtained.
- Results of engineering analysis performed.

PROPOSAL REQUIREMENTS

Six (6) written copies of the proposal, along with an electronic version in MS Word format, shall be submitted at the Topsham Town Office, 100 Maine Street, Topsham, Maine, 04086, before June 23 at 2:00 p.m. Proposals shall be in a sealed envelope clearly marked "Bay Park Drainage Improvements" addressed to Robert Pontau Jr. PE, Public Works Director.

Requests for additional information or clarification should be made in writing to Robert Pontau Jr. at rpontau@topshammaine.com. All requests must be made prior to 1:00 P.M. on June 18, 2009. Responses to all requests shall be provided to all potential bidders who have identified themselves to the Town. Questions posed by telephone or standard mail will not be addressed.

The following outline is suggested in structuring the proposal:

- A. Introduction.
- B. Proposed Scope of Work.
- C. Proposed Table of Contents.
- D. Work schedule for accomplishing the required professional services.
- E. A proposed schedule of meetings and public participation.
- F. Allocation of personnel, key personnel assigned to the project, and the identification of the project manager who will be responsible for all activities.
- G. Provide a breakdown of cost by tasks and provide the firm's, and all subcontractors, hourly rate sheets.
- H. Rates charged for any additional task(s) that may be added to the scope of the project. Include rates for additional plans, copies or deliverables that may be requested.
- I. A list of any subcontractors and key personnel to be utilized.
- J. A list of references.

SELECTION CRITERIA

- A. Qualifications and credentials of the consultant team in similar work within the State of Maine.
- B. Cost of services.
- C. Innovative and effective public participation plan.
- D. Detailed schedule showing the cost of each task and product.
- E. Experience and reputation in Storm water design and development.
- F. Quality of past work, similar in nature and scope.
- G. Conformance with submission requirements, and ability to meet State certification standards.
- H. Results of interview process.
- I. Ability to begin work immediately.
- J. Ability to complete work in accordance with proposed schedule.

SCHEDULE

June 5, 2009	Release of RFP
June 18, 2009	Last day for additional information requests
June 23, 2009	Proposal submittal deadline
Week of June 29	Schedule Interviews with selected applicants
July 18, 2009	Anticipated award announcement
September 29, 2009	Submittal of Final Deliverables

DISCLAIMER

The Town of Topsham reserves the right to accept or reject any and all proposals at its sole discretion, and to negotiate with any and all applicants.