



REQUEST FOR PROPOSALS

ELM STREET CULVERT REPLACEMENT

ENGINEERING DESIGN, PERMITTING and CONSTRUCTION OVERSIGHT

Overview

The Town of Topsham is soliciting engineering services from qualified firms for the engineering, design, permitting, and construction oversight of a culvert project under Elm Street, near Governors Way, that outlets to the Androscoggin River.

Preliminary discussions, including a site visit by the Maine Department of Environmental Protection and the Maine Department of Inland Fisheries and Wildlife, indicate that a fishway will not be required within the culvert structure.

This infrastructure improvement is led by the Public Works Department with assistance from the Planning, Development, and Codes Department. The principal project contact is Dennis Cox, Public Works Director; the RFP process is managed by Andrew Deci, Assistant Town Planner.

Purpose and Scope of Work

The project will address a failing drainage system that passes under the road, with an inlet approximately six feet below the road level and an outlet approximately fourteen feet below the road level.

The Town is interested in using any available grant funds to assist in the design, permitting and/or construction of this project. Any known grant funding sources should be provided with the submission of the response—and any experience managing the grant sources should be explained. If allowed by the grant source, the selected design firm or individual may take an administrative fee for their services.

Phases of the work shall include:

DESIGN

- Provide a preliminary plan for the improvements that will identify the right of way, edge of pavement, driveways, utilities, trees for removal and other items as needed on the plan as directed by the Town of Topsham.
- Meet with Town Officials and State agencies (MDIFW, ACOE, MDEP, etc.) to review the proposed plans and obtain approval for the concept proposal.

PERMITTING

- Prepare final plans and specifications to receive permits from applicable agencies and allow the Town to seek competitive bids for the project

CONSTRUCTION BIDDING

- Provide copies of the plans and specifications to interested contractors, in order to bid the project
- Respond to questions from contractors during the bidding phase, including facilitating a pre-bid meeting to discuss the scope of the project.
- Provide an professional opinion to the Town on the selection of a contractor

CONSTRUCTION OVERSIGHT AND DOCUMENTATION

- Provide construction engineering services to include layout, construction oversight, and management of the selected contractor
- Developing record drawings/'as-builts' and documentation of the construction process and final installation

Schedule

The Town anticipates selecting a design firm and entering into a contract for services by October 1, 2020.

In order to facilitate the installation of a new culvert in summer 2021, the Town requires a high-confidence estimate of construction costs by January 8, 2021. Bid documents may be developed after this date, but plans and permitting should be complete in order to have an accurate estimate for consideration and subsequent funding.

Selection of the Engineering Firm

It is the policy of the Town that contracts will be awarded only to responsible individuals or firms. In order to qualify as responsible, a prospective respondent must meet the following standards:

- Have the adequate resources and capacity for performance or have the ability to obtain such resources as required during performance;
- Have the necessary experience, organization, technical and professional qualifications, skills, and facilities; and,
- Have the capacity to deliver the project in compliance with the proposed performance schedule—and have a satisfactory record of performance on similar projects.

The Town will appoint a staff committee to review the proposals and rank them. The Town may choose to interview a 'shortlist' of consultants before making the selection. The Board of Selectmen must approve the selection of the design firm. Any contract entered into by the Town shall be in response to a consultant's proposal and subsequent discussions and negotiations.

The resulting contract shall be a firm, lump-sum, fixed price. The contract will consist of this RFP and any amendments thereto, as well as the consultant's proposal, as amended after negotiations and agreement by the TOWN of its terms, subject to appropriation of funds by the Topsham Board of Selectmen.

The Town of Topsham reserves the right to reject any and all submissions to this engineering proposal, request clarification or waive informalities/technicalities, if it is deemed in the best interest of the Town.

The Town assumes no responsibility for costs incurred in responding to this request.

Submission of Response

Proposals must be received no later than 3:00 p.m., September 14, 2020 to be eligible for consideration by the Town.

Proposals will be accepted electronically only. Please provide proposals as attachments or links to FTP/online storage systems via email to Andrew Deci, Assistant Town Planner (adeci@topshammaine.com). All submissions will be responded to as 'received'; if receipt is not acknowledged by the Town within 24 hours, please call Andrew at 207-725-1724.

In order to facilitate the evaluation of the proposals, the consultant is instructed to follow the outline, below. Proposals that do not follow the outline or contain the required information, may be considered as incomplete and may not be considered at the discretion of the Town. Additional and more detailed information may be supplemented to the main body of the proposal.

1. Consultant background materials
Information concerning the background, education, certifications, experience, and reputation of the consultant is considered pertinent. If consultant anticipates using subcontractors as part of a team approach to supply some of the expertise necessary to complete the project, the same information should be supplied for them.
2. Ability to perform
Previous work on similar projects—the consultant will demonstrate its understanding with projects of this type or existing similar work. The consultant shall list all engagements of comparable type and/or size which it has successfully completed within the last five (5) years and shall provide copies of any relevant final reports or studies from a minimum of two such projects.
3. Key personnel assigned and back-up capacity
Include the resumes of individuals who will be assigned to the project.
4. Project manager – contact person
Identify the project manager and provide that person's resume. Information about other multi-disciplinary team efforts that the project manager has led, including the use of subcontractors, should be included.
5. Consultant's experience
The consultant shall provide a list of previous and current contracts which are considered identical or substantially similar to the scope of services discussed herein.
6. Technical project approach
Each consultant will provide a narrative indicating its proposed technical and multi-disciplinary approach and scope of services described therein.

7. Fee Schedule

Each consultant shall provide the hourly rates for key personnel and costs for incidental expenses (mileage, copies, etc.).

8. Project Schedule

The consultant will provide a timeline for the project, indicating key meetings and milestones.

9. Price

The consultant shall provide a firm, lump-sum, fixed price for each major component of the services to be provided.

SELECTION CRITERIA

The following criteria will be used to evaluate each proposal. Incomplete submissions will be considered non-responsive.

- Understanding of the project
- Experience and capabilities of the consultant team
- Experience of supervisory/lead personnel
- Proposed approach
- Capacity to perform work on-time
- Successful completion of similar scopes of work
- References
- Clarity of statement
- Proposed schedule
- Lump-sum price

Questions about this RFP or the proposal process should be directed to:

Andrew H. Deci
Assistant Town Planner
adeci@topshammaine.com
207-725-1724