

REQUEST FOR PROPOSALS
FOR
PROFESSIONAL CONSULTING SERVICES
RFP 252018

Town of Scarborough
P.O. Box 360
259 U.S. Route One
Scarborough, Maine 04070-0360

Released on April 12, 2018
Proposals Due on May 7, 2018

SCARBOROUGH
MAINE



Section 1 OVERVIEW

The Town of Scarborough is seeking proposals from professional consulting firms with experience to assist the Town's Planning and Public Works Departments with a variety of services required by the Town of Scarborough, as needed. The services desired, include the following specialties:

- A. General Engineering Services, including civil engineering, stormwater systems, and site and subdivision development review.
- B. Construction Inspection Services
- C. Traffic and Transportation Engineering, including design of signals and traffic studies.
- D. Environmental Engineering and/or scientist services for wetland delineation and vernal pool assessments.
- E. Landscape Architecture Services

The Town intends to select at least two (2) firms for general engineering services. The Town expects to select one firm in each of the other specialties, however may not appoint any if the firm selected for general engineering services has sufficient in-house expertise to provide any of the services outlined in B through E. The exact number of firms selected will be determined depending on the quality, range of strengths, and responsiveness of the proposals received.

Firms seeking to provide General Engineer Services (A) which have in-house strengths in any of the specialties B through E, should indicated in their Transmittal Letter (as outlined in Section 4) whether they would like to be considered for those specialties if they are not awarded the General Engineering Services contract.

The qualified firms shall provide consulting services on an "on-call" basis for projects to be determined during the term of the contract. The contract will be a minimum of a 4-year term.

Section 2 SCHEDULE OF EVENTS

This request for proposals will be governed by the following schedule:

Release of RFP	April 12, 2018
Deadline for Written Questions	April 30, 2018
Proposals Due	May 7, 2018
Review of Proposals	May 7 – 14, 2018
Interviews for top qualifying firms	May 14 – 25, 2018
Final Evaluation by Selection Committee	June 1, 2018

Section 3 SCOPE OF WORK

A. General Engineering Services

In general, the Consultant shall perform engineering service on an “on-call” basis for projects assigned by Town staff. For General Engineering Services as outlined in Section 1, the scope of work for any one project may involve all phases of project development with input from multiple departments, and includes, but is not limited to, the following:

Preliminary Engineering

Prepare base maps in AutoCAD, preliminary layouts, estimates of probable costs and alternatives as requested.

Prepare engineering details and calculations.

Prepare Engineer’s Opinion of Costs.

Present alternatives and provide recommendations and analyses of the advantages and/or disadvantages of each.

Construction Documents

Prepare engineering designs, calculations, plans, specifications, cost estimates, and contract bidding documents. The Town shall review the plans and construction documents at the following stages: Preliminary Engineering, sixty percent (60%); ninety percent (90%), and final engineering, or as specifically required by Town staff. All project calculations, supporting/reference information, correspondence, photos, electronic files, etc. shall be provided to the Town with the final submittal or upon request.

Drawings shall be prepared in standard engineering scale using AutoCAD 2017, or a compatible version. All drawings shall be scaled in feet and have their bearings based upon NAD83, Maine State Plane West, and vertical datum NAVD1988.

Permits

Assist the Town in obtaining approvals (and environmental permits as required) from applicable agencies, including State and Federal.

In addition to all necessary documentation, mapping, and applications, at a minimum the Consultant shall provide the following: necessary correspondence/responses, attend meetings, and site visits as required.

Construction Administration Services

Prepare bid documents and contracts

Facilitate bid process, including, but not limited to assisting Town staff in answering bidder’s questions, attend pre-bid conferences, site walks, bid opening, issuing addenda, and prepare the bid tab and award notification.

Attend pre-construction meetings.

Administer requirements as necessary under funding source requirements, such as State or Federal standards.

Provide electronic as-built plans to the Town.

Peer Reviews

Review subdivision and site plans and other related projects, including preparation of written memorandum and letters that confirm compliance with municipal ordinances, regulations, checklists, and accepted planning and engineering design practices.

Participate in staff/developer meetings as necessary to answer questions or further discuss written engineering review comments on active or pending projects.

Provide written engineering review to the Planning Board as directed by Planning staff. Based on Planning Board submission deadlines, comments are expected to be received no later than four (4) business days prior to scheduled meetings. Written engineering reviews shall be transmitted in electronic format via email.

B. Construction Inspection Services

Attend Pre-construction meeting with contractors.

Conduct field inspections of development projects as coordinated in preconstruction meeting or as requested by the Planning Department or Town Engineer.

Review and comment on as-built drawings to confirm compliance with Town Ordinances, Town Standards, and acceptable industry standards.

Review and comment on reduction requests for performance guarantees.

Perform other related engineering services as requested.

C. Other Services

The remaining professional services listed under Section 1, C through E will be determined as needed based on projects and initiatives to be implemented through municipal departments. Such services may include, but are not limited to: peer reviews, design, project planning, and technical assistance.

Section 4 SUBMISSION REQUIREMENTS

This will not be a public bid opening

All proposals are due and must be delivered to the Scarborough Planning Department at Town Hall located at 259 U.S. Route One, Scarborough, Maine on or before May 7, 2018 by 2:00pm. Proposals submitted late will not be considered or accepted.

Each Respondent must submit an original Proposal plus five (5) copies. One Proposal Fee shall be submitted under separate sealed envelope contained within the Respondent's sealed proposal. Proposals submitted must be clearly marked: **Request for Proposals for Professional Consulting Services.**

Proposals must be addressed and delivered to:

**Town of Scarborough
Clerks Office
Attention: Tody Justice
P.O. Box 360
259 U.S. Route One
Scarborough, Maine 04070**

Hand delivered proposals will be date/time stamped/signed by the Town Clerk. Normal business hours are Mondays-Fridays 8:00 am to 4:00 pm, excluding holidays. The Town will not be liable to any Respondent for any unforeseen circumstances, delivery or postal delays. Postmarking on

the due date will not substitute for receipt of the proposal. Each Respondent is responsible for submission of their Proposal.

A Proposal will be disqualified if the Fee Proposal is not contained within a separate sealed envelope.

All questions must be in writing and submitted to Kim Morrison by April 30, 2018 at the following email: kmorrison@scarboroughmaine.org. Questions and answers will be available for review on our website.

In order to establish a uniform review process, it is requested that proposals be organized in the following manner:

1. Title Page
 - a. Show the proposal subject, name of firm, local address, telephone number, name of primary contact person, and date.
2. Table of Contents
 - a. Include a clear identification of the materials by section and by page number.
3. Letter of Transmittal
 - a. Limit to one or two pages. This letter should briefly state the Respondent's understanding of the work to be done and give details of Respondent's anticipated project approach and plan review timetable.
 - b. Specify which engineering service the Respondent is proposing to provide to the Town of Scarborough.
4. A brief summary of the firm's experience with respect to the specific services being provided. Include a list of recent projects designed by the firm, a list of projects reviewed by the firm, and a list of projects inspected by the firm. Particular attention should be paid to the last 5 years experience with municipal projects.
5. A Capabilities Statement, which includes the core services the Respondent can provide both from a municipality aspect and from other industries. Topics that should be addressed should be the elements under Section 3, Scope of Work.
6. A brief assessment of the Respondent's construction administration experience, including both construction inspections and field observations.
7. Names and qualifications of key personnel who will be responsible for conducting the design, plan review, and inspections, as well as the primary point of contact, including registrations, licenses, and certifications. Prior municipal experience and willingness to provide exclusive services to the Town within municipal boundaries should be highlighted in this section. The Town's preference is for exclusive services within Scarborough, however the ability for firms to represent private clients on a limited basis will be considered.
8. List five (5) references of past clients, including primary contact's name, title, address, phone number, email address, and last project name and date that the Respondent worked on with the reference contact.
9. A statement confirming that the Respondent can accommodate the anticipated variable workload, which will be on an "on-call" basis.

A Fee Proposal shall be submitted in a single separate sealed envelope with the proposal. Any proposal not complying with this requirement may be subject to disqualification.

- a. Fee Proposals are to include schedule/hourly rate for all personnel/positions who may be assigned to this contract as well as travel time rates and mileage.
- b. Include in Fee Proposal any miscellaneous fees and charges, such as postage, printing, etc.
- c. The Fee Proposal may be adjusted after negotiations with the Town and prior to signing a formal contract, if necessary.
- d. The Fee Proposal shall indicate the markup for subcontractor services.

Section 5 EVALUATION CRITERIA

The Town of Scarborough's evaluation and selection process is a Qualifications-Based Selection (QBS) for professional services. The Town of Scarborough may use some or all of the following criteria in its evaluation and comparison of proposals submitted. The criteria listed are not necessarily an all-inclusive list. The order in which they appear is not intended to indicate their relative importance. The ranking will consist of the proposals based upon a maximum of 100 points, as follows:

1. Experience / Qualifications (30 points maximum)
 - a. Based on information provided in Section 4(4) outlined above.
2. Capabilities (15 points maximum)
 - a. Based on information provided in Section 4(5) outlined above.
3. Personnel Qualifications (25 points maximum)
 - a. Based upon information provided in Section 4(7) outlined above.
4. References (15 points maximum)
 - a. Based upon information provided in Section 4(8) outlined above.
5. Workload Availability (15 points maximum)
 - a. Based upon information provided in Section 4(9) outlined above.

Fee Proposals will be opened after the selection process has been completed.

Section 6 SELECTION

A Selection Committee, consisting of Town of Scarborough staff, will evaluate the information provided, and rate each Respondent by the criteria indicated in Section 4 and 5. The Selection Committee will administer the selection procedure including any necessary negotiations.

Based upon this review, the Selection Committee may select one, some or all Respondents for interviews. Should interviews be conducted, the person who will be responsible for managing the contract must be present at the interview. The Committee may request that other identified key personnel be present also.

Section 7 STANDARD TERMS AND CONDITIONS

The Town of Scarborough reserves the right to amend this RFP prior to the proposal due date. All amendments and additional information will be posted on the Town website:

www.scarboroughmaine.org. The Town reserves the right to waive any informality in proposals, to accept the proposals or portions thereof, and to reject any and all proposals, should it be deemed in the best interest of the Town to do so. Nothing in this document shall require the Town of Scarborough to proceed with Engineering and/or any of the identified services. The Town reserves the right to substantiate Respondent's qualifications, capability to perform, and availability and past performance record.

The cost for developing the proposal is the sole responsibility of the Consultant. All proposals submitted become the property of the Town.

The apparent successful firm will be required to sign a Professional Services Contract. Prior to award, the apparent successful firm may be required to enter into discussions with the Town to resolve any contractual differences. These discussions are to be finalized and all exceptions resolved with one (1) month of notification. If no resolution is reached, the proposal may be rejected and discussions may be initiated with the second highest scoring firm. The Town may extend the one (1) month timeline if it is deemed appropriate.

The duration of the contract shall be through July 1, 2022. The Town solely reserves the right to negotiate an additional three (3) year renewal with the selected consultant. The Town shall announce its intention prior to the end of the contract period. Pursuant to Scarborough Town Code, the Town reserves the right to cancel any contract immediately for cause, or for convenience on thirty days prior written notice to the contracted firm. The Town also reserves the right to include in the contract for services other terms and conditions not specifically set forth herein, including but not limited to terms and conditions required by non-Town funding sources.

The Town reserves the right to approve subcontractors. All work performed under contract to the Town becomes the property of the Town in the format specified by the Town.

A Certificate of Insurance is required from all consultants, contractors and vendors doing business with the Town of Scarborough. Within two (2) weeks of the Notice of Award, Consultant must submit a Certificate of Insurance naming the Town of Scarborough as "additional insured." Failure to furnish the required certificate within the required timeframe may result in the proposal being rejected.

The successful Consultant(s) selected shall agree to defend, indemnify and hold the Town harmless from any and all claims, demands, suits, causes of action and judgments arising from or related to Consultant's performance, including claims of professional malpractice or negligence. Such indemnity shall include the Town's reasonable attorneys' fees as well.

The above referenced indemnity shall be in addition to and as a complement to the below described insurance coverage, which coverage is a mandatory requirement of this RFP and any award hereunder.

Specifically, the successful Consultant(s) shall provide the following coverage(s) and amount(s).

Commercial General Liability	\$2,000,000.00
Automobile Liability	\$2,000,000.00
Workers Compensation	\$1,000,000.00
Errors and Omissions	\$2,000,000.00
Umbrella Coverage	\$2,000,000.00

All policies shall be underwritten by companies licensed to sell insurance in Maine and who are rated A+ or better by AM Best Company. Self-insurance pools or trusts are not an acceptable substitute for the referenced commercial coverage.

Those firms or entities who wish to limit their proposals to one or more specialty categories (B-E) may propose alternate coverage levels, but the Town will consider such reduced coverage when making any award hereunder. Any such alternate coverage proposal must still contain at least a \$1,000,000.00 umbrella policy naming the Town as an additional insured.